

COLLECTIVE AGREEMENT

between

CTV Ottawa

(a division of Bell Media Inc.)

and

The Ottawa Newspaper Guild

Local 30205 of CWA/SCA Canada

January 1, 2014

to

December 31, 2018

CTV Ottawa / ONG

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Collective Agreement

between

CTV Ottawa
(a division of Bell Media Inc.)

and

The Ottawa Newspaper Guild
(Local 30205 of CWA/SCA Canada)

January 1, 2014 to December 31, 2018

This Agreement is made between CTV Ottawa (a division of Bell Media Inc.), hereinafter known as the Employer, and the Ottawa Newspaper Guild, Local 30205 of CWA/SCA Canada (CLC, AFL-CIO, IFJ), hereinafter known as the Guild, for itself and on behalf of all the employees of the Employer, as described in certificates issued by the Canada Labour Relations Board on the sixteenth day of February 1970, hereinafter known as the employees.

The Guild acknowledges that it is the exclusive function of the Employer to hire, promote and assign employees, and also the right of the Employer to discipline or discharge any employee for just and sufficient cause. The Guild further recognizes the right of the Employer to operate and manage its business, to determine the number and location of plants, the direction of the working force, the amount of supervision necessary and the qualifications of those who supervise. The methods, procedures and standards of operation, the content of programs, the judgement and final evaluation of personnel qualifications, the right to select and procure machinery and equipment which may be incorporated into the Employer's equipment are solely and exclusively the responsibility of the Employer.

The management rights referred to in the preceding paragraph shall be exercised strictly in accordance with and subject to the provisions of this Agreement.

The Employer recognizes the Guild as the exclusive bargaining agent for the employees. The Employer further recognizes that any employee will have a Guild representative present in any meeting to discuss disciplinary action after the employee has passed the probationary period. Details of the reasons for such meetings will have been communicated to the employee in writing.

ARTICLE 1 - COVERAGE

1.1

This Agreement covers all employees of the Employer in the News Department except as provided in Article 1.2.

1.2

The following News Department employees are excluded from this Agreement: News Director; Director, Engineering, IT and Building; Manager - Operations & Web; Community Ambassador; Unit Manager; Weathercasters; Executive Producer – News; and all other employees covered by collective agreements between the Employer and ACTRA or CEP.

1.3 Jurisdiction

The jurisdiction of the Guild shall be those employees engaged in writing, editing, reporting, producing, anchoring, and gathering of material and all other editorial operations directed toward the production of news programs, online news programs or news segments produced by and for use by CTV Ottawa.

Performance of such work, whether or not by currently or normally used methods or equipment, shall be assigned to employees within the bargaining unit and covered by the Guild Agreement, except that in News (including "in depth" treatment of news) the Employer may assign such work on a per occasion basis to non-staff personnel or employees outside the bargaining unit at daily rates not less than those applicable in Article 17 of this Agreement, provided such assignments do not eliminate or displace regular full-time employees or avoid hiring regular full-time employees.

In such event the Employer shall notify the Guild on a monthly basis of the work completed by non-staff personnel or by employees outside the bargaining unit and at what rate of pay they were paid.

Freelancers, whose background or expertise is not available within the bargaining unit, may be engaged to act as commentators, "pundits" or news analysts. Where the Guild and ACTRA may share jurisdiction, the basic function of the employee shall determine the individual's union affiliation.

The restrictions regarding jurisdiction shall not apply to employees of the News Department excluded from the bargaining unit. Excluded personnel shall not perform the work of unit personnel except to the extent that such work was performed by excluded personnel on the date of signing of this Agreement, and provided further that such excluded personnel shall not be used to displace or replace unit personnel nor to avoid filling a vacancy in the unit.

The Employer agrees that any news bureau established within the primary coverage area of CTV Ottawa shall be staffed with members of the bargaining unit.

ARTICLE 2 - PAYMENT OF DUES AND GUILD SECURITY

2.1

The Employer shall require as a condition of employment, that no later than the thirtieth (30th) day following the date of hiring, all employees pay all Guild membership dues and assessments.

2.2

There shall be no interference or attempt to interfere with the operations of the Guild.

ARTICLE 3 - DUES DEDUCTION

3.1

The Employer shall deduct from the earnings of each employee and pay to the Guild as soon as possible after the end of each pay period, the Employer will remit to the Guild or its nominee, by wire transfer, the amount so deducted. Such membership dues shall be deducted from the employee's earnings in accordance with the Guild's schedule of dues rates furnished the Employer by the Guild. Such schedule may be amended by the Guild at any time and such amendments will become effective in the calendar month after that in which they were received by the Employer.

ARTICLE 4 - FILLING OF VACANCIES

4.1

The Employer shall post, for a period of seven (7) days, all new positions, vacancies or opportunities with particulars of the job classification and a description of general duties. During this period employees desiring to fill such new positions, vacancies or opportunities shall submit applications in writing. Notices of such vacancies shall be posted on the Guild bulletin boards and copies sent to the Guild. It is understood that the Employer will only be required to post for "opportunities" if the duration of that work exceeds one (1) month.

4.2

The Employer shall give the Guild for the duration of the posting period an opportunity to supply names of candidates for such new positions, vacancies or opportunities and the Employer shall give full consideration to the hiring of these candidates, however, it is understood that Management has the sole and final hiring decision.

4.3

It has never been the policy of the Employer to consider sex, age, race, creed, colour, national origin, marital or parental status, sexual or affectional preference, political beliefs or irrelevant physical disability in hiring, training and remunerating employees; nor have such considerations formed part of the membership or activity requirement in the Guild. The parties shall continue these policies.

4.4

The employee with the most seniority, who in the opinion of the Employer meets the reasonable qualifications, applies for a vacant position as outlined in Article 4.1, shall be transferred or, if the vacancy is in a higher classification, promoted to the position. Nothing in this clause precludes the Employer from hiring an external applicant when no qualified employees apply and are accepted.

4.5

In the event of a transfer or promotion no employee shall be transferred from one location or from one newsroom to another or promoted from one job classification to another against their wishes. The Employer shall pay all authorized expenses involved in a transfer or promotion involving a transfer except that the Employer shall not be bound to pay such expenses for an employee who requests a transfer for personal or compassionate reasons.

4.6

An employee may decline any transfer or promotion without prejudice to his/her present or future status with the Employer.

However, in the event that the Employer establishes a bureau which would necessitate a transfer, employees shall be given the option of accepting the transfer in order of seniority. If this process does not fulfill the Employer's staffing requirements, employees, with a minimum of two (2) years' service, may be assigned to the position in inverse order of seniority.

4.7

In the event of any transfer or promotion inside the bargaining unit, there shall be no reduction in salary or impairment of other benefits as a result of such transfer or promotion.

4.8

Employees hired, promoted or transferred shall be given a probationary period of three (3) months which may be extended up to a maximum of three (3) additional months upon prior approval of the Guild. Such approval shall not be unreasonably withheld.

4.9

During the probationary period, the employee shall receive at least the minimum next higher than the salary in the classification from which the employee advanced.

4.10

The Employer shall provide training and orientation throughout the probationary period to employees who accept transfers or promotions.

4.11

During such trial period, employees may elect to return to the classification from which the employee advanced. The period of service in the higher classification shall be counted for all purposes as service in the classification from which they have advanced.

4.12

Present employees will be given first consideration for tryout for vacancies in other classifications.

4.13

Upon request, unsuccessful applicants shall be provided with a written explanation of the Employer's decision. Such written explanation shall not abrogate the Employer's rights as detailed in the preamble of this Agreement.

ARTICLE 5 - INFORMATION

5.1

The Employer shall supply the Guild on request with a list containing the following information for all employees on the payroll:

- Name, address, wage, seniority, salary data and any other non-confidential information contained in the Employer's HRIS database.

5.2

The Employer shall notify the Guild in writing within two (2) weeks of the following staff developments: resignations, retirements, dismissals, deaths, promotions, demotions and any other developments producing changes in the data listed in Article 5.1, with effective dates.

5.3

Within one (1) week after the hiring of a new employee, the Employer shall furnish the Guild in writing with the information specified in Article 5.1 for each new employee.

ARTICLE 6 - GRIEVANCE PROCEDURE

6.1

The Guild shall designate a committee of its own choosing to take up with the Employer or a duly authorized agent any matter arising from the application or interpretation of this Agreement or any matter affecting the relations of the Employer and the employee.

6.2

A grievance must be reduced to writing and submitted to the Manager of Human Resources within thirty (30) days of its occurrence. Failure to do so will result in the abandonment of the grievance. The Employer agrees to meet with the committee within five (5) days after written request for such meeting. Said request shall include an outline of the matter and the relief sought. Such meetings may be held on the Employer's time. The Employer agrees to release

without loss of pay or leave credit properly accredited Guild representatives to attend grievance meetings. It is understood that the Employer will not be required to release more than two (2) employees from each department for these meetings. A request for such release shall be submitted to the Employer as far in advance of these meetings as possible.

6.3

Any matter involving the interpretation, application, administration or alleged violation of this Agreement (except renewal of this Agreement), including any question as to whether a matter is arbitrable, not satisfactorily settled within thirty (30) days of its first consideration between the parties, may be submitted to final and binding arbitration by either party. If not so submitted within thirty (30) days of the last meeting of the parties, the grievance will be deemed abandoned. Within ten (10) days of receipt of this notice, the parties shall select a mutually acceptable arbitrator. If the parties are unable to agree on the selection of an arbitrator within these ten (10) days, the Federal Minister of Labour shall be requested to appoint the arbitrator. The cost and/or expense of such arbitration shall be borne equally by the Employer and the Guild, except that neither party shall be obliged to pay the cost of a stenographic transcript without express consent.

6.4

Conditions prevailing prior to an action or circumstance which resulted in a grievance shall be maintained unchanged pending final settlement of the grievance as provided herein. This shall not apply in cases of dismissal for just and sufficient cause.

6.5

Any time limit mentioned under the Grievance Procedure shall exclude Saturdays, Sundays and Statutory Holidays and may be extended by mutual consent.

ARTICLE 7 - JOB SECURITY

7.1

There shall be no dismissal except for just and sufficient cause. The Guild and the employee shall be notified in writing at least two (2) weeks in advance of any dismissal with the specifications of the fact alleged to constitute just and sufficient cause. The Employer may pay two (2) weeks' salary in lieu of work for that period. This two-week notification does not apply to termination as a result of workforce reduction.

7.1.1

Workforce reductions shall proceed in inverse order of company seniority within the functional groups. Functional groups shall be defined as follows:

1. Reporter/Editor/Producer, Assignment Editor/Producer, Coordinating Producer
2. Principal Anchor
3. Sr. Assignment Editor/Producer
4. Sports Director
5. Co-Anchor
6. Chief Anchor

It is agreed that should the Employer require a reduction in the workforce, full-time employees laid off shall be entitled to those hours held by part-time employees not to regularly exceed twenty-four (24) hours per week and not to commence until the eight (8) week in lieu of notice period has expired.

7.1.2 Layoffs

When layoffs are to be made, the Employer shall determine the classifications where reductions are required and the number of employees to be laid off.

Layoffs shall be in inverse order of seniority within the job classifications in Article 7.1.1. The least senior employees in a classification where reductions are required shall be laid-off from such classification.

An employee dismissed to reduce the workforce may elect, within five (5) working days after such notice to bump into a classification in the same or lower group in which they have worked or has the occupational qualifications. He/she may displace an employee in that same or lower group whose length of service is less than the length of service of the dismissed employee.

An employee who is unable to apply their seniority or who chooses to be laid off shall have the choice of going on a recall list for up to twelve (12) months or being laid off with severance pay in accordance with Article 7.1.6. If the displaced employee chooses to be placed on the recall list and is not rehired after twelve (12) months, the employee will then receive severance.

An employee who has reverted to another group and whose basic salary is higher than the maximum of this group, shall receive a basic salary equivalent to the top of this group, but in any event the employee's basic salary shall not be decreased by more than ten per cent (10%) on reversion.

7.1.3

An employee displaced may similarly elect to bump into the same or lower group in which he/she has worked or is qualified to work, or he/she may elect to take severance pay provided in Article 7.1.6.

7.1.4

While an employee is laid off, benefits under the pension plan shall not accrue to the employee. All contributions to the plan shall remain in the plan until such time as termination of the

employee's employment has been effected by submission and acceptance of the resignation, in writing, or termination in accordance with the provisions of this Agreement.

7.1.5

When an employee is terminated as set out in Article 7.1.1, the Employer will pay one hundred per cent (100%) of the cost of the employee's medical and group insurance benefits except for Long Term Disability and Occupational A.D.&D. coverage for a period of six (6) months. Coverage will cease once an employee is re-engaged in other employment. It is the responsibility of the employee to notify the Employer immediately that such other work is obtained.

The Employer agrees to provide basic "outplacement services" to employees so terminated.

7.1.6

In the event of workforce reductions, employees will receive at least eight (8) weeks' notice or eight (8) weeks' salary in lieu of notice, plus accrued vacation pay.

Employees hired prior to May 13, 1996 will be considered terminated and will receive severance pay equal to three (3) weeks basic salary for each year of continuous service with the Employer, to a maximum of seventy-eight (78) weeks.

Employees hired after May 13, 1996 will be considered terminated and will receive severance pay equal to three (3) weeks basic salary for each year of continuous service with the Employer, to a maximum of sixty (60) weeks.

Severance pay will be calculated on a pro-rata basis to the nearest month. This severance payment shall be deemed to include any severance payment required pursuant to any statute and employees will be required to sign a release with the Employer.

7.2

Seniority means length of continuous service. Employment shall be deemed continuous with the Employer unless interrupted by (a) dismissal for just and sufficient cause, (b) resignation, and (c) a workforce reduction.

Seniority for full-time employees shall relate only to the order of layoffs, promotions, the choice of vacation periods and shift rotations.

Part-time employees shall accrue seniority based on the total number of hours worked. This seniority shall only be applied should an employee become full-time, and his/her seniority shall go towards full-time seniority on a pro-rated basis. The total number of hours worked (including vacation time) as a part-time employee will be recalculated to reflect full-time equivalency. (One full-time year of seniority equals 2080 hours.)

7.3

In the event an employee is laid off or granted a leave of absence without pay for up to one (1) year, employment shall be considered to be uninterrupted, but length of service shall not accrue until the employee resumes active status. If an employee is transferred to a position with the Employer outside the scope of the Guild bargaining unit, employment shall be considered to be continuous and length of service shall accrue.

7.4

There shall be no dismissals as a result of putting this Agreement into effect.

7.5

There shall be no dismissals or other discrimination against any employee because of membership or activity in the Guild; nor shall sex, age, race, creed, colour, national origin, marital or parental status, sexual or affectional preference, political affiliation, irrelevant physical handicap or family relationship be considerations in the dealing of the Employer or the Guild with any employee.

7.6 Probation

7.6.1

A new employee shall be a probationary employee for the first three (3) months of employment.

7.6.2

On written request of the Employer showing cause, the Guild may grant an extension of the probationary period to a maximum of three (3) months.

7.6.3

Student, part-time or freelance work performed for the Employer shall be given full credit in the event of such individual being hired full-time but this shall not cut the probationary period after full-time hire to less than six (6) weeks, except in the case of summer student positions where employees shall be given full credit for time served.

7.6.4

Probationary employees shall have all the benefits of this Agreement during their probationary period except that an employee dismissed for reasonable cause shall have the right to access the grievance procedure. For probationary employees, benefits depending on length of service shall be computed from the date of employment.

7.7 Technological Change

7.7.1

In the event that the Employer introduces or permits to be used any process, machinery or equipment which substitutes for, supplements or replaces any present process, machinery or equipment which falls under the jurisdiction of the bargaining unit, then to such extent as such process, machinery or equipment falls under the jurisdiction of the bargaining unit, it shall be assigned to employees in the bargaining unit.

7.7.2

A technology committee consisting of representatives of the Employer and the Guild will be set up to understand fully the impact of any new technology that requires training, and to discuss any other concerns that the Guild may have.

ARTICLE 8 - SEPARATION OF EMPLOYMENT

8.1

Upon separation from the employ of the Employer, an employee shall receive all monies to which there is an entitlement. This shall include any outstanding earnings, vacation pay, banked overtime and severance pay.

8.2

In the case of death, these monies shall be paid to the designated insurance beneficiary which is recorded with Human Resources.

ARTICLE 9 - RETIREMENT

9.1

It is understood that participation in the CTV Defined Benefit Pension Plan shall be discontinued for all active members on December 31, 2016.

The CTV Defined Benefit Pension Plan shall provide a benefit to all employees who are enrolled in the plan and it shall be the Employer's obligation to fund the plan in accordance with all federal and provincial statutes. In addition, employees enrolled in the CTV Defined Benefit Pension Plan will be eligible to receive a Special Retirement Allowance (SRA) in accordance with this agreement.

Employees enrolled in the CTV Defined Contribution Plan shall cease participation in this plan on December 31, 2016.

Effective January 2017 all employees shall participate in the Bell Defined Contribution Pension Plan as outlined and presented to the Guild with contributions as follows:

MEMBER	0%	1%	2%	3%	4%	5%	...	12%
EMPLOYER	4%	5%	6%	6%	6%	6%	...	6%

9.2

The Employer shall furnish the Guild or its accredited representative with all available information on the company pension plan, including copies of the master agreement with the covering body.

9.3

The Employer shall provide each employee with a comprehensive annual statement of the individual's contributions to the pension plan.

ARTICLE 10 - DISCIPLINE

10.1

An employee shall not be given a written reprimand, suspension, or discharge except for just and sufficient cause. The Guild and the employee shall be notified in writing at least two (2) weeks in advance of any disciplinary dismissal with the specifications of the fact alleged to constitute just and sufficient cause. The Employer may pay two (2) weeks' salary in lieu of work for that period.

10.2

An employee and the Guild shall be advised within ten (10) working days of the contents of any written review or report that has been placed in the employee's file. The employee and the Guild shall be furnished with a copy of any complaint or accusation that may be detrimental to advancement or standing with the Employer. Employees shall have the right to respond in writing within ten (10) days to any criticism of their performance and to have this response included in the individual's file. An employee or the Guild shall have the right to review the file at any time during normal business hours and shall be provided copies of any material therein upon request. If this procedure is not followed, such expressions of dissatisfaction shall not become part of the employee's records for use against the individual at any time.

10.3

Adverse comments on an employee's file shall be removed after eighteen (18) months have elapsed since the occasion(s) first giving rise to those comments, and provided no further disciplinary action of any nature has been documented during this period.

ARTICLE 11 - HOURS AND OVERTIME

11.1

The five (5) day, forty (40) hour work week shall obtain and commence at 00:01 Monday.

11.1.1 Modified Work Week

The Employer will consider requests from the Guild for a modified work week.

Requests shall be submitted to Human Resources, in writing, at least thirty (30) days prior to the commencement of the schedule change and thirty (30) days' notice shall be given should either the employee or the Employer elect to discontinue the modified work week.

Upon return from child care leave, employees choosing to work a modified week shall receive prorated postnatal leave pay as provided in Article 15.4 of the Collective Agreement.

Proposals for a modified work week must be approved by the Guild prior to the commencement of the schedule change.

11.2 Hours and Days of Work

11.2.1

The working day shall consist of seven and one-half (7 1/2) hours within eight (8) hours. The other one-half (1/2) hour will be used for a paid meal period. The work week shall consist of five (5) work days within seven (7) calendar days. Unless mutually agreed, an employee shall not be required to work more than seven (7) consecutive days, excluding time worked on scheduled days off.

There shall be no assignment of split shifts and all hours scheduled or assigned with respect to any day shall be continuous except as outlined in Article 11.4.

11.2.2 News Meetings

News meetings and other meetings with supervisors which employees are required to attend shall be considered time worked and shall be compensated at the applicable rate.

11.3 Overtime

11.3.1

The Employer shall compensate for all assigned overtime as follows:

- At the rate of one and one-half (1 1/2) for the first two and one-half (2 1/2) hours of work beyond eight (8) hours in any one day;
- At the rate of double time for the hours worked past two and one-half (2 1/2) hours of overtime worked in any one day.

11.3.2

Overtime shall be defined as work beyond the unit of hours in the work day or days in the work week or any work performed outside of properly posted scheduled hours.

11.3.3

The Employer shall cause to be kept records of all overtime, including banked time off to be taken in lieu of cash. The Employer shall notify the employee in writing of all accumulated banked time within the fiscal year, up to and including June 30th. Such information shall be posted no later than June 30th each year. Copies of such records shall be given to the Guild upon request, except that the Employer shall not be required to provide overtime records for a period longer than thirteen (13) months preceding the date upon which such a request is made.

11.4 Callback

Employees required to return to work after their regular working day shall be paid for the time worked, but not less than four (4) hours at the applicable overtime rate, in addition to a regular salary.

11.4.1

Employees required to work from their residence outside the scheduled shift shall be paid for the time worked at the rate of one and one-half (1 1/2) times the basic hourly rate with a minimum credit of four (4) hours.

11.5 Change of Start Time

Employees required to start work earlier or later than their regular working day, shall be notified as soon as possible. An employee who is not notified by 5:00 p.m. or the end of his/her shift on the day prior, whichever is later, shall be paid an additional one-half (1/2) of the basic hourly rate computed separately from the work week for those hours by which the shift was so changed.

11.6 Work on a Day Off

11.6.1

An employee required to work on a day off shall be paid at the rate of time-and-one-half (1 1/2) for a minimum of eight (8) hours.

11.6.2

Work beyond the regular shift on a day off shall be paid at the rate of double time.

11.6.3

Employees who perform work on a second consecutive day off shall be paid at the rate of double time for a minimum of eight (8) hours, and at the rate of double time-and-one-half (2 1/2) for work performed beyond eight (8) hours on the second consecutive day off.

11.7 Day Off Out-of-Town

An employee who must spend a day off out-of-town due to the nature and scheduling of an assignment shall receive a per diem or the appropriate meal allowance, as set forth in Article 19.4.

11.8 Scheduling

11.8.1

Work schedules shall be posted electronically as early as possible, but in no event later than four (4) weeks prior to their taking effect. For scheduling purposes, the work week shall be defined as running from 00:01 Sunday to 23:59 Saturday.

11.8.2

The Employer shall make every effort to schedule days off on weekends as frequently as possible and days off shall be scheduled consecutively, except in the event of a pre-emption, statutory holiday, or when an employee is scheduled Sunday and Monday as days off.

11.8.3

Except as mutually agreed, no employee shall be required to work more than three (3) consecutive weekends. Weekends shall be defined as Saturday and/or Sunday.

11.8.4.1

There will be no changes in days off one (1) week prior to the days off without the employee's consent.

11.8.4.2

Notwithstanding Article 11.8.4.1, an employee's schedule may be changed without the individual's consent up to seventy-two (72) hours prior to the date to be changed when news programs are pre-empted due to late changes in playoff sports coverage.

11.8.5

The Employer shall endeavour to schedule shift workers on the same shift, with the same start time, for at least five (5) consecutive days.

11.8.6

Evening and weekend shifts will be assigned to Reporters. In the event a part-time Reporter is not available for the evening/weekend shifts so assigned, such shifts will be assigned to a full-time Reporter based on inverse seniority. Upon request, senior staff can choose to regularly be scheduled to work evening and weekend shifts.

Full-time employees shall have the option to claim, based on seniority, dayside shifts before part-time employees in the event of illness, vacation or other reason.

11.8.7

Full-time employees who are qualified shall be given first opportunity to cover reporting and anchor shifts on stat holidays and in the event of unexpected leave. If all qualified employees refuse to work, the Employer may assign the work to any qualified employee within the bargaining unit in inverse order of company seniority.

11.9 Banked Time

An employee may elect to take time off in lieu of cash for overtime hours worked as follows:

An employee may bank up to a maximum of ten (10) days per fiscal year, January 1st to December 31st. Any time off under this letter must be pre-approved by the employee's manager not to exceed forty (40) hours at one time.

(i) An employee may accumulate and take equivalent time off in lieu of payment for overtime hours, work on a day off, or work on a holiday and shall record the equivalent hours on their time sheet/time entry.

(ii) This banked time may be accumulated January 1 – December 31. Banked time can be scheduled to be taken at a time mutually agreed to by the employee and their supervisor.

(iii) The rate of accumulation shall be determined by the rate of pay provided in the pertinent section of the Agreement.

(iv) An employee may request that some or all of their banked time be paid out at any time.

(v) If employment is terminated for any reason, accrued banked time shall be liquidated in cash.

ARTICLE 12 - HOLIDAYS

12.1.1

Each employee shall have the following holidays with full pay: New Year's Day, Good Friday, Victoria Day, Canada Day, Civic Holiday, Labour Day, Thanksgiving Day, Christmas Day, Boxing Day and two (2) floating holidays to be taken by mutual agreement between the employee and the Employer.

New employees will qualify for the Floater Days according to the following:

- The employee is eligible to two (2) Personal Floater Days if actively at work for at least nine (9) months in the calendar year.
- The employee is eligible to one (1) Personal Floater Day if actively at work for at least three (3) months but less than nine (9) months in the calendar year.

- The employee is not eligible to Personal Floater Days if actively at work for less than three (3) months in the calendar year.

Personal Floater Days not taken during the calendar year are forfeited and cannot be carried over from one calendar year to another.

Regular full and regular part-time employees whose normal day of work falls on a statutory holiday may substitute one or more of the above noted statutory holidays for ethnic, racial or religious reasons. In other words, the employee would work one or more of the recognized statutory holidays (excluding statutory holidays when there may be no newscasts, e.g. Christmas Day and New Year's Day) at straight time pay and receive equal time off to observe their individual holiday.

Part-time employees shall be entitled to pay for a general holiday on which they do not work the greater of, not to exceed one-fifth (1/5) of the basic weekly rate of pay:

- (a) 10% of their earnings, excluding overtime and differential payments, for the pay period immediately preceding the holiday;
- or
- (b) 5% of their earnings, excluding overtime and differential payments, for the two (2) pay periods immediately preceding the holiday.

12.1.2

Before November 1st in any year, employees may notify the Employer of requests for additional time off at Christmas or New Year's. Where such requests are granted, seniority shall be a factor. The Employer shall post the Christmas / New Year's schedule by November 15th.

12.2

The work week in which any one of these holidays falls shall consist of four (4) working days as defined in Article 11.2. The work week in which two (2) of these holidays falls shall consist of three (3) working days under the same definition. If the employee's day off falls on a statutory holiday, the day owed shall be taken on the working day immediately before or after the employee's days off.

12.3

The Employer recognizes the right of employees to have the statutory holidays in time off and will endeavour to schedule employees off on this basis. To this end, the Unit Manager or Manager of Operations and Web will accept written requests for the time off two (2) weeks in advance of the holiday and endeavour to grant such requests, taking into consideration seniority and the operational requirements of the holiday news schedule. The Employer will subsequently post a revised schedule one (1) week in advance of the week in question. Employees required to work on a statutory holiday shall have the option of taking premium pay in cash or time off subject to the limitations on banked time set out in Article 11.9.

12.4

Employees required to work on a holiday defined in this Section shall be paid at the rate of double time for a minimum of eight (8) hours in addition to their regular salary. All hours worked on a statutory holiday beyond eight (8) shall be compensated for at the rate of double time and a half in addition to their regular salary.

ARTICLE 13 – ANNUAL LEAVE

13.1 Annual Vacations

Employees shall be entitled to an annual vacation with pay in accordance with the table below, in the year in which the employee is to complete the required number of years of service:

Vacation Entitlement

Years of Service

Vacation Days

Less than 1	1.5 days per month for a maximum of 15 days
1 – 6	15 days
7 – 11	20 days
12 – 17	23 days
18 – 24	25 days
25 and over	30 days

Employees who have already reached a vacation entitlement that is greater than Bell's policy as of January 1, 2017, will be grandfathered at their existing entitlement until they reach a higher vacation entitlement under Bell's policy.

The annual vacation year is January 1st to December 31st. The number of years of service attained by December 31 of the vacation year determines vacation eligibility.

Vacation must be taken between January 1 of the calendar year in which they are earned and end of April 30th of the following year. Employees who at the signing of this Agreement had remaining credits prior to December 31, 2016 will be allowed to bank these credits and must use these credits prior to December 31, 2018.

13.2 Scheduling of Annual Leave

13.2.1

The employee annual leave entitlement will be accessible on the Bellnet Website at the beginning of January each year.

13.2.2

Requests for annual leave of five (5) days or more shall be submitted at least three (3) weeks in advance, except as follows:

Requests to take annual leave during the June 1 - September 30 summer vacation period must be submitted by April 15th. The Employer shall post the summer annual leave schedule by May 1st. During the summer vacation period, no blocks of annual leave over four (4) weeks will be taken, unless approved by the News Director or by the Executive Producer - News or their designate.

Vacation periods shall be scheduled between May 15th and October 15th, and preference shall be given employees on the basis of Company seniority within the job classification.

The employee's application shall be submitted in writing, on a form prescribed by the Employer, by April 15th. Vacation requests shall be approved by May 1st of each year. Conflicts in vacation preference shall be identified as soon as possible to the employees concerned so that accommodations can be made.

Vacations may be granted outside the vacation period when requested by the employee and approved by the Employer. Applications outside of the vacation period will not be unreasonably denied. Such requests will also be given preference based on Company seniority within the job classification as described above. An employee's application for vacation leave between October 15th and May 1st shall be submitted in writing, on a form prescribed by the Employer and must be submitted to the Employer at least two (2) weeks in advance of the dates requested.

It is noted that while preference for vacation is based on Company seniority within job classification, requests of five (5) days or more take preference over requests for less than five (5) days.

It is agreed that full-time employees cannot cancel approved annual leave requests when a part-time employee has already accepted work for the annual leave period in question.

13.3

If the Employer must reschedule an employee's already approved or posted annual leave and such rescheduling results in extra costs to the employee because of late changes in travel plans, the Employer shall reimburse the employee for such costs. In addition, should the employee wish to cancel their already approved and posted annual leave, the employee must do so at least three (3) weeks prior to the start of said scheduled leave.

13.4

The Employer shall not interfere with annual leave except that, when reasonable, the Employer may change vacations to meet sudden and unpredictable increases in production load.

13.5

An employee whose annual leave time includes a holiday shall receive an additional day of annual leave. Where possible the days off of each employee in the weeks preceding and following their annual leave shall immediately precede and follow their vacation.

13.6

Vacation not taken in time off prior to leaving the Employer will not be paid (except what is required by the Labour Code if applicable). In such circumstances, the employee's vacation eligibility before leaving the Employer is prorated according to the portion of the year worked.

13.7

In the event an employee agrees to work on a day of their vacation they will be compensated at three (3) times their basic rate for all hours worked with a minimum payment of at least eight (8) hours. It is understood that the "annual leave period" shall be deemed, for the purpose of this clause, to include only the two (2) scheduled days off immediately following the annual leave week or weeks. The Employer shall pay reasonable traveling expenses in such event. There shall be no penalty for refusing to work during the vacation period.

13.8

Should an employee be hospitalized or is bedridden while on annual leave, those annual leave days spent in hospital or confined to bed shall be considered sick leave and not deducted from the employee's annual leave bank upon submitting written evidence provided by a physician.

ARTICLE 14 - SICK LEAVE

14.1

An employee who is absent on account of sickness or quarantine, shall be paid for continuous absence prior to the eighth (8th) full calendar day of such absence.

Upon the eighth (8th) full calendar day of an absence covered under Section 11.1.1 such an absence shall be treated in accordance with applicable Employer short term disability policy.

Sick leave with pay will not apply during the first three (3) months of employment.

14.2

Sick Leave will be paid subject to the following conditions:

(a) A written declaration of illness will be required for each absence and a doctor's certificate is to be attached if the absence extends to more than three (3) days. A subsequent doctor's certificate may be required to substantiate the length of a claim or to verify that an employee is capable of returning to active duty.

(b) Employees shall give as much notice as possible when calling in sick to those persons responsible for their scheduling, a minimum of one (1) hour prior to the start of their tour of duty.

(c) The Employer agrees to pay for any reasonable cost, upon submission of an invoice, for obtaining a medical certificate. It is expected that an employee will obtain the required certificate in conjunction with a regular doctor visit. However, the Employer will give consideration to any exceptions.

14.3

Absence because of illness or incapacity shall not interrupt an employee's accumulation of vacation credits for a period of up to six (6) months. Vacation credits shall not accumulate during the period when an employee is in receipt of LTD benefits. There shall be no loss of seniority while an employee is on sick leave.

14.4 Sickness During Leave of Absence and on Holidays

14.4.1

Should an employee fall sick while on an authorized paid leave of absence, sick leave will not be paid until the expiration of that leave.

14.4.2

Should an employee fall sick on a statutory holiday, the holiday cannot be claimed as sick leave.

14.5

Medical and Group Insurance

Effective January 2017 employees will transition to the Employer's Omniflex Benefits Plan. The benefit plan shall provide each employee with a choice of options available for single, couple and family coverage for medical, dental and insurance coverage as well as STD and LTD Disability Plans. Details of the various benefits shall be as discussed and presented to the Guild and its members in November 2016. The Employer also agrees that in the event there are changes to the benefit plan, the Employer will meet with the Guild to review and discuss such changes.

ARTICLE 15 - LEAVES OF ABSENCE

15.1

Upon request the Employer shall make every effort to grant employees leaves of absence.

15.2

Leaves provided in this Article shall not constitute breaks of continuity of service in the computation of severance pay, annual leave (accept as specifically defined in the Employer policy), and other benefits under this Agreement, but leave under Article 15.3 may be deducted in computing severance pay. This Section does not apply to those elected to the House of Commons or the Legislature.

15.3 Guild Leave

15.3.1

If an employee is elected or appointed to any position in The NewsGuild/CWA, CWA/SCA Canada, CLC, OFL, IFJ or Local 30205 of CWA/SCA Canada, such employee, upon request, shall be given a leave of absence without pay, for a period not to exceed two (2) years, unless approved by the Employer, and shall be reinstated in the same or comparable position upon the expiration of such leave. Requests for a leave of absence for more than one (1) employee under this Article must be approved by the Employer.

15.3.2

A leave of absence without pay shall be granted upon request to an employee elected or appointed a delegate to conventions of The NewsGuild/CWA, CLC, OFL, IFJ or Local 30205 of CWA/SCA Canada and to delegates to special meetings called by CWA/SCA Canada. Requests for a leave of absence for more than one (1) employee must be approved by the Employer.

15.3.3

Upon request by the Guild, the Employer will release without loss of pay or other benefits three (3) employees named by the Guild for negotiation meetings.

For the purpose of preparation for collective bargaining between the Guild and CTV Ottawa, leave without pay shall be granted to a maximum of three (3) employees named by the Guild.

15.3.4

Except in an emergency, two (2) weeks' notice shall be given to management of all Local Executive meetings. The Unit Chairperson or their designate shall be given the day off without loss of pay. The Guild agrees to reimburse the Employer for this day.

15.4 Leave for Employees with Child Care Responsibilities

15.4.1

An employee who has completed six (6) consecutive months of continuous employment with the Employer shall be granted child care or adoption leave, without pay, under the conditions of eligibility set forth in the applicable Employer practices currently in effect, or as amended from time to time following consultation with the Guild.

15.4.2

In addition, a regular employee who has completed six (6) consecutive months of continuous employment with the Employer and who meets the conditions of eligibility contained in the applicable Employer practices, shall receive an allowance under the Supplemental Allowance Plan in accordance with these same practices.

15.5

The Employer shall not dismiss, suspend, layoff, demote or discipline an employee because an employee is pregnant or has applied for leave under Article 15.4. Pregnancy or intention to take leave is not to be taken into account in any decision to promote or train the employee.

15.6 Bereavement Leave

Bereavement leave with pay shall be granted when an employee is required to be absent due to a death in the employee's immediate family, in accordance with the following:

- **Five (5) days** -- mother, father, spouse (includes common-law relationships of one (1) or more years), child, step-mother, step-father, step-children;
- **Three (3) days** -- legal guardian, brother, sister, mother-in-law, father-in-law, grandparent, grandchild, daughter-in-law, son-in-law, any relative permanently residing in the employee's residence or with whom the employee resides;
- **One (1) day** -- brother-in-law, sister-in-law, grandparent-in-law, aunt, uncle.

Extended leave may be granted on compassionate grounds. Such leave will be for the number of scheduled working days as outlined above which fall within the period immediately following the day on which the death occurred. Entitlement shall not apply when an employee is on a leave of absence or on sick leave.

Where the funeral occurs outside a two hundred and forty (240) kilometre distance from Ottawa, such leave shall also include reasonable travel time up to an additional two (2) days with pay as required.

15.7 Family Leave

Specific requests for family related leave shall be granted to an employee who is required to be absent to care for a sick child or other dependant family member, to accompany a child or spouse to a medical appointment, to make alternate arrangements when caregivers are sick and, other family emergencies.

Employees shall be entitled to such leave with pay for up to three (3) days per calendar year; new employees shall be entitled to such leave on a pro rata basis, i.e. one day for each four (4) months of service during the first calendar year of employment.

15.8 Rules on Replacements and Notice of Return

15.8.1

When a leave of absence is for three (3) months or more, an employee must advise the Employer in writing, at least one (1) month before the expiration of the leave, of their return to the position. The Employer may, as a result of their return, reduce the staff by terminating the term employee hired to replace the person on leave of absence.

15.8.2

The term employee so terminated shall return to their previous position if appointed from within.

15.8.3

Employees hired or promoted as a replacement for an employee taking a leave of absence under this Section shall be given a written notice to that effect at the time of such employment or promotion, said notice to state which employee they are replacing, and a copy of such notice shall be sent to the Guild.

ARTICLE 16 B STUDENT AND PART-TIME EMPLOYEES

16.1 Part-time Employee

A Part-time employee is one who is regularly employed for twenty-four (24) hours or less per week. Part-time employees shall be paid on an hourly basis based on the applicable wage rate for the classification in which they work. Such employees shall advance on the salary schedule according to their accumulated hours of service with the Employer, i.e. one year of service is equal to 2080 hours (including vacation time). It is understood that Part-time employees may work more than twenty-four (24) hours per week from time to time without a change in status. It is further understood that the minimum number of hours for a part-time shift will be four (4) hours.

16.2

A Temporary employee is one who is hired to cover peak work periods, maternity leave, sick leave, annual leave, leaves of absence or to work on special projects or productions of a pre-determined length of time. Temporary employees shall be paid hourly based on at least the minimum rate on the applicable wage scale.

16.3

A Student is one who is employed during the summer vacation period, weekends, Christmas vacation period, and on an occasional basis throughout the year while attending school. Upon hiring, and as a condition of employment, Students will be made aware that they are expected to be available during Christmas and summer vacation periods to backfill full-time employees. (See Article 16.9)

16.4

Freelancers, whose background or expertise is not available within the bargaining unit, may be engaged to act as commentators, “pundits” or news analysts.

16.5

Interns are students, who, as part of their curriculum, are required to be placed for a specific term in a workplace environ as part of an internship placement. Students are placed in an internship opportunity for a period that is not less than one (1) week and is not to exceed six (6) weeks. Interns are not covered by this Collective Agreement. Interns shall not be used as a replacement for full-time or part-time employees.

16.6

Students, Temporary employees and Freelancers shall not be employed for work that would eliminate or displace a regular Part-time employee.

16.7

Students, Temporary employees, Freelancers and Part-time employees shall not be employed for work that would eliminate or displace a regular Full-time employee.

16.8

A Temporary employee hired to cover peak work periods, maternity leave, sick leave, annual leave and leaves of absence shall be assigned to the evening shift.

16.9

Temporary employees shall be subject to all conditions of the Agreement except those pertaining to seniority (Article 7 with the exception of Article 7.1.1, 7.5, 7.7.1 and 7.7.2) and length of service. Temporary employees may be eligible to the following benefits:

1. Basic Life Insurance coverage
2. Basic Accidental, Death and Disability
3. Bell Defined Contribution Pension according to the plan rules and regulations
4. Maternity and Child Care Leave shall apply in accordance with the Canada Labour Code
5. Vacation and vacation pay according to the Canada Labour Code
6. Statutory Holidays will be those contained in Article 12.1.1. A temporary employee shall not be entitled to the additional floating days.

Temporary employees shall be entitled to pay for a general holiday on which they do not work the greater of, not to exceed one-fifth (1/5) of the basic weekly rate of pay:

(a) 10% of their earnings, excluding overtime and differential payments, for the pay period immediately preceding the holiday;

or

(b) 5% of their earnings, excluding overtime and differential payments, for the two (2) pay periods immediately preceding the holiday.

Regular part-time employees shall be subject to all conditions of the Agreement except those pertaining to seniority and length of service. Regular part-time employees may be eligible to the following benefits:

1. Omniflex group insurance benefits
2. Bell Defined Contribution Pension according to the plan rules and regulations
3. Maternity and Child Care Leave shall apply in accordance with Article 15.4
4. Statutory Holidays and Vacation on a prorated basis in accordance of Articles 12 and 13.

Regular part-time employees shall be entitled to pay for a general holiday on which they do not work the greater of, not to exceed one-fifth (1/5) of the basic weekly rate of pay:

(a) 10% of their earnings, excluding overtime and differential payments, for the pay period immediately preceding the holiday;

or

(b) 5% of their earnings, excluding overtime and differential payments, for the two (2) pay periods immediately preceding the holiday.

16.10

The Employer agrees to assign a part-time employee who is hired to cover peak work periods, maternity leave, sick leave, annual leaves and leaves of absence to the evening shift, if qualified as a reporter.

16.11

The Guild recognizes the importance of, and fully supports the Aboriginal Internship Program. The Aboriginal Internship position will not be used to replace/displace existing full-time employees, part-time employees, students or interns.

16.12

The Employer agrees that the training of new hires shall include at least one (1) night shift and one (1) weekend shift, where appropriate.

ARTICLE 17 - MINIMUM SALARIES

All wage scales and employees who are on the payroll at the date of ratification shall receive the following:

- Year 2014 -- a lump sum equivalent to 1.5% of salary
- Year 2015 – a salary increase of 1.75% retroactive
- Year 2016 – retroactive to January 1, 2016 - 1.75% increase
- Year 2017 – effective January 1, 2017 - 1.75% increase
- Year 2018 – effective January 1, 2018 - 1.75% increase

TALENT FEES

There shall be no loss of Talent Fees when there are unscheduled pre-emptions or when making a public appearance at the request of the Employer.

i) effective January 1, 2011

CTV Ottawa News at 6:00 Anchor	\$50.00 / show
CTV Ottawa News at 11:30 Anchor	\$50.00 / show*
CTV Ottawa News at Noon Anchor	\$50.00 / show*
Sports Anchor	\$50.00 / show*
Newsbreak Inserts	\$9.00 / insert

*Anchors and hosts who have all or a portion of their talent included in their base salary will receive separate talent payments at the above rates as is current practice, once they have attained the applicable talent amount included in their base rate as indicated under Article 17 – Minimum Salaries.

ii) Talent will be paid for web newsbreaks or newscasts when such newsbreaks or newscasts replaces a full or partial television broadcast newscast.

Letter of Understanding

As future requirements with varying platforms are currently unknown, the parties agree to further discuss what talent fees may be appropriate as new platforms and content requirements emerge. Those discussions will be held once the new programs are initiated.

CTV OTTAWA INCREASES	Jan 1, 2014 Paid 1.5% Lump Sum	Jan 1, 2015 (+ 1.75%) (retroactive)	Jan 1, 2016 (+ 1.75%) (retroactive)	Jan 1, 2017 (+ 1.75%)	Jan 1, 2018 (+ 1.75%)
STUDENT	719.93	732.53	745.35	758.39	771.66
GROUP 1					
Reporter/Editor/Producer					
Assignment Editor/Producer					
Coordinating Producer					
Start	1,151.72	1,171.88	1,192.38	1,213.25	1,234.48
1 year	1,223.66	1,245.07	1,266.86	1,289.03	1,311.59
2 year	1,285.03	1,307.52	1,330.40	1,353.68	1,377.37
3 year	1,349.41	1,373.02	1,397.05	1,421.50	1,446.38
4 year	1,416.55	1,441.34	1,466.56	1,492.23	1,518.34
5 year	1,487.78	1,513.82	1,540.31	1,567.26	1,594.69
6 year	1,561.77	1,589.10	1,616.91	1,645.21	1,674.00
7 year	1,639.84	1,668.54	1,697.74	1,727.45	1,757.68
8 year	1,722.06	1,752.20	1,782.86	1,814.06	1,845.81
GROUP 2					
Principal Anchor	1,825.10	1,857.04	1,889.54	1,922.61	1,956.26
GROUP 3					
Sr. Assignment Editor/Producer					
Start	1,639.84	1,668.54	1,697.74	1,727.45	1,757.68
1 year	1,722.06	1,752.20	1,782.86	1,814.06	1,845.81
2 year (*incl. first \$5,000 of Talent)	1,833.75	1,865.84	1,898.49	1,931.72	1,965.52
GROUP 4					
Sports Director					
Start	1,639.84	1,668.54	1,697.74	1,727.45	1,757.68
1 year	1,722.06	1,752.20	1,782.86	1,814.06	1,845.81
2 year	1,859.31	1,891.85	1,924.96	1,958.64	1,992.92
GROUP 5					
Co-Anchor	1,722.06	1,752.20	1,782.86	1,814.06	1,845.81
GROUP 6					
Chief Anchor	1,845.63	1,877.93	1,910.79	1,944.23	1,978.25

ARTICLE 18 - GENERAL WAGE PROVISIONS

18.1.1

Employees shall be paid on a salary step level according to the wage schedule of the classification to which they are assigned, with credit for years of service within the classification and any credit for industry experience recognized by the Employer at the time of hiring.

18.1.2

Progression up the salary schedule within each classification shall automatically occur on the first complete pay period of the month nearest the employee=s semi-annual or annual anniversary date of appointment, transfer or promotion.

18.1.3

When an employee is transferred into a higher pay classification the individual shall immediately move into the higher salary scale and receive a salary increase which is at least the equivalent of one (1) full increment in their former group, and shall automatically progress upward on the annual or semi-annual anniversary date of their upgrading. Where such equivalent of one (1) full increment would result in a salary overscale, the employee will be placed at the top rate of the higher salary scale.

18.2.1

The job content of each job classification set forth in Article 17 is contained in the job description set forth in Article 1.3. The minimums agreed upon, and any individual salary above minimum, is compensation for the job so described.

18.2.2

No job content shall be altered, except by agreement of the parties on a new job description and applicable minimum.

18.2.3

Should the Employer create a new job, the Guild shall be furnished with the proposed job description and the parties shall meet to negotiate the minimum wage rate. If agreement is not reached, either party may submit the matter to a mutually agreeable mediator for assistance in resolving the dispute.

18.2.4

New minimums shall be effective on the date the new job content is effective.

18.3

There shall be no reduction in remuneration.

18.4

An employee who works in a higher classification shall receive at least the minimum in the higher classification next higher than their regular salary.

If a full-time employee is temporarily assigned to perform work of an excluded position than that to which they are permanently assigned, they shall be compensated at an additional three dollars (\$3.00) per hour, for all hours worked in such a temporary assignment situation with a minimum credit of four (4) hours.

18.5

The minimum wage rates established herein are minimums only. Individual merit may be acknowledged by increases above the minimums.

18.5.1 Overscale

Employees who are paid overscale as a result of red circling shall receive a cash payment on the effective date of each increase equal to the percentage increase on the red circled rate.

18.6 Night Differential

When an employee works between 0030 hours and 0630 hours, all hours worked shall be compensated for at an additional three dollars (\$3.00) per hour, with a minimum credit of one (1) hour. Night differential shall not be deemed overtime or part of basic pay.

18.7

Effective beginning of January 2017, the pay cycle will be harmonized with Bell; whereby, employees will be paid bi-weekly one (1) week in arrears through direct bank deposit every other Friday.

18.8 Night Transportation

When an employee is required to work between the hours of 11 p.m. and 7 a.m. and other transportation is not reasonably available, the Employer shall, upon submission of an appropriate receipt, compensate the employee for the cost of a taxi, to a maximum of \$15.00 per trip, to and from their usual place of residence.

18.9 Turnaround

18.9.1

There shall be a turnaround period of at least twelve (12) hours between the end of one shift and the beginning of the next shift. All work which encroaches on the turnaround period shall be paid at an additional one-half (1/2) of the basic hourly rate computed separately from the work week.

18.9.2

Any scheduled days off or holidays shall add an additional twenty-four (24) hours for each day to the turnaround period.

18.9.3

Scheduled days off may be separated by a holiday only when no work is required on that holiday.

18.10

The Ticker position shall be paid at the Student rate so long as the person performing this function is a student. If the Ticker position is staffed by a person who is not a student they shall be paid at the Editorial Assistant rate.

18.11 - Merit Pay

• 5% Merit

Merit Cap

It is agreed that the merit provision of this Agreement will be capped at a maximum of two (2) approvals within each calendar year. An employee must make their interest known by December 31st of the previous calendar year if they wish to be considered for a merit increase. Their application for merit must be submitted no later than January 31 of the calendar year in which the merit increase would become applicable if the applicant is successful. If the number of successful applicants exceeds the maximum of two (2), then seniority will prevail. The merit increase for successful applicants will be retroactive to January 1st of the year in which they have applied.

Merit Level

Following the highest year level in each applicable wage scale, a merit level is established which is the equivalent of five per cent (5%) higher than the applicable final year level. It is understood that an employee must have attained the highest year level in their applicable wage scale for a period of one (1) full year before being considered for a merit increase and must score well on each merit criteria. Each merit criteria is scored on a scale of 1 to 10, with ten being high. An employee must attain a minimum of 8 out of 10 on each of the agreed to merit criteria in order to be successful.

Merit Classification

In order for an employee to be considered for a merit classification, it is understood that a candidate would have to score well on all of the following criteria. Conclusions should be supported with examples. Areas where the employee falls short of expectations should be discussed and suggestions for improvement should be made.

1. Core Competency and Technical Knowledge – The employee demonstrates an in-depth knowledge of their job. Keeps up-to-date of new or changing technologies or methods of work.

- 2. Work Performance** – The employee excels on their job. Work performance is consistently above standard. The employee is relied on by others to perform work which is error free with minimal guidance or instruction.
- 3. Problem Solving Skills** – The employee readily accepts assignments or tasks of a challenging nature and consistently meets objectives. Strong comprehension of obstacles, consequences and alternatives is demonstrated. The employee’s work is completed without difficulty.
- 4. Good Role Model** – The employee is able to encourage others through their own performance. They are respected by their peers and may provide guidance to others on the completion of tasks and maintenance of standards or productivity.
- 5. Ability to Evolve and Grow** – Employee has adjusted professionally to changing priorities and objectives. Willingness to accept new challenges and acquire new skills has been demonstrated. May implement new approaches or practices to improve quality or productivity.
- 6. Leadership** – The employee will take the lead in completing tasks or assignments. May act as a key on certain projects. The employee supports the work of others through constructive advice and/or suggestion. The employee is respected for leadership role.
- 7. Ability and Willingness to Train** – The employee provides guidance and advice to others in their area of expertise and when requested demonstrates techniques, skills and tasks to others. May provide formal training to employees to ensure work is completed to standard.
- 8. Interpersonal Skills** – The employee is able to discuss and exchange ideas and suggestions with tact in order to encourage teamwork and accomplish work. Demonstrates ability to work cooperatively with others in the achievement of objectives on time and to standard.
- 9. Accountability, Commitment, Punctuality and Attendance** – The employee is consistently dependable in terms of attendance and approach to work. The employee contributes to the success of the Station by consistently completing work assignments on time and frequently with above standard results. The employee may support the organizational objectives of employees in other departments through a cooperative work approach.
- 10. Positive Attitude** – Ideas and suggestions are readily exchanged with others. The employee is dependable, has a generally positive outlook and is routinely helpful to others.
- 11. Community Involvement** – Regular and ongoing involvement (e.g. attendance and appearances) at community events.

Merit Process

An employee who wishes to be considered for a merit classification must put his/her request in writing to their Manager. A brief initial meeting will be held with the employee, the Manager and Manager – Human Resources to discuss expectations and timelines. The employee will have thirty (30) calendar days from the time of the initial meeting to submit his/her application with required examples of conclusions to the Manager and the Manager – Human Resources, failing which the application is considered to be void. The Manager and Manager – Human Resources will have thirty (30) calendar days to review the application in consultation with the Vice-President and General Manager. If the employee's application is successful, the merit increase will be paid retroactive to the date of the employee's initial written request.

Should the employee fail to meet the thirty (30) calendar day requirement to submit their application and his/her application is thereby considered to be void, the employee may subsequently reapply and new timelines will commence.

If an employee is denied a merit increase, the Manager and Manager – Human Resources will meet with the employee to provide an explanation of his/her shortfall and the employee may reapply one year after such meeting takes place.

It is understood that the merit classification is not a longevity award and that a minimum of 8 out of 10 must be achieved on all of the stated criteria. Further, once an employee has successfully achieved a merit level, it is agreed that the employee will commit to achieve above standard performance on an on-going basis.

Merit Criteria

It is agreed and understood that in order to be successful, the employee requesting a merit promotion in accordance with this Article, will need to be successful in meeting each of the eleven (11) criteria by achieving all of the stated objectives. It is expected that the employee will continue to strive to maintain all stated criteria.

ARTICLE 19 - EXPENSES AND EQUIPMENT

19.1

If an employee is authorized to use their own automobile for transportation in connection with their duties, the employee shall be reimbursed at the rate of forty-six cents (46¢) per kilometer or Employer policy, whichever is greater.

With this formula to be extended as necessitated by gas prices.

The Expense Report for reimbursement of mileage must be submitted to the News Director or designate no later than within thirty (30) days following the date in which the expense was incurred.

19.2 Use of Employee Vehicles

19.2.1

While it is agreed that employees are not required to use their personal automobiles on CTV Ottawa business, the Employer, with the agreement of the employee, may authorize the employee to use a personal automobile on CTV Ottawa business.

19.2.2

When such agreement is made between the Employer and the employee for such use on a continuing basis, the Employer agrees to pay the difference between the full commercial insurance rate for the employee's car and the insurance rate for personal use of the car.

19.2.3

When an employee on company business is involved in an accident resulting in damage to a personal vehicle and the amount of damage cannot be recovered from any other person or persons, the Employer agrees to reimburse the employee for the deductible amount under the employee's car insurance plan to a maximum of five hundred (\$500) dollars.

19.3

Necessary working equipment as determined by the Employer shall be provided to the employee and paid for by the Employer. The Employer agrees to entertain all reasonable requests for new or additional equipment.

19.4 Meals and Per Diems

19.4.1 Missed Meals

An employee required to work more than six (6) hours without receiving a first meal period shall receive upon request a missed meal penalty equal to two (2) hours pay for the missed meal period.

19.4.2

An employee who works two and a half (2 1/2) hours of overtime or more on a single tour of duty shall receive \$8.00 plus a thirty (30) minute break or \$8.00 plus one half (1/2) hour of overtime if the break is not taken.

19.4.3

The Employer shall pay for meals (if not already provided) for employees who are working overtime off the premises, or for circumstances beyond the employee's control, such as separation from the camera vehicle where the meal is stored. Compensation shall be paid as follows:

Breakfast	-	\$12.00
Lunch	-	\$20.00
Dinner	-	\$27.00
Subsequent	-	\$12.00

If meals are already provided to staff in the above circumstances the meal allowances will only be paid to the employee upon submissions of receipts for meals purchased in lieu of the provided meal (e.g. if the employee has allergies, etc.). Every reasonable effort must be made to allow the employee to have a meal break at CTV Ottawa.

19.4.4

Employees on out-of-town assignments which require overnight accommodation shall receive a per diem allowance of \$63.00 for each 24-hour period. The rate shall be \$3.25 per hour when absences involve fractions of the 24-hour period.

Employees on “out-of-town” assignments who do not receive a per diem allowance as set out above shall receive a meal allowance for each meal to which they are entitled.

Breakfast	-	\$12.00
Lunch	-	\$20.00
Dinner	-	\$27.00
Subsequent	-	\$12.00

Per diem allowances are to cover the cost of meals and miscellaneous expenses. Accommodations and travel, including taxi fares, etc., shall be the responsibility of the Employer. Per diems for foreign assignments will be issued in Canadian dollars.

Every effort will be made to pay per diems at least twenty-four (24) hours in advance of departure.

19.5

The Employer shall reimburse the employee for the cost of a five-minute telephone call home on the first day and every three (3) days thereafter of an out-of-town assignment.

19.6

Travel to, from or during an out-of-town assignment shall be considered time worked and compensated as such.

19.7 Clothing Allowance

All full-time employees and those regular part-time and temporary employees who appear on-air shall be entitled to a clothing allowance on the following basis:

- Anchors \$4,000 per year
- Reporters \$3,000 per year
- Regular Part-time Reporters \$1,500 per year

• All amounts payable upon submission of verifiable receipts. Clothing allowances do not cover jewelry or undergarments. Footwear will be supplied based on specific needs.

- In order to be considered against the current calendar year's annual clothing allowance entitlement, verifiable receipts must be submitted to Payroll for payment no later than December 11th of the calendar year in which the clothing was purchased. Otherwise, no late receipts will be accepted nor paid during that calendar year. If this deadline is met, all allowable receipts will be reimbursed in the last payroll of the calendar year and will show as a taxable benefit in that year's T-4. Receipts that are received after the last payroll deadline will be paid in the first pay period of the following year and will be considered against the following year's annual clothing allowance.

ARTICLE 20 - PROFESSIONAL ACTIVITIES

20.1

The first professional obligation of employees shall be to the Employer. Employees shall be free to engage in any activities outside working hours provided such activities do not consist of service performed for broadcasting stations in direct competition with the Employer and provided these outside activities do not interfere with their services to the Employer.

20.2.1

No employee shall be required by the Employer to give up custody of or disclose any knowledge, information, notes, documents and company tape recordings, films, film prints, negatives, videotapes, documents or the source thereof to any party other than the Employer.

20.2.2

The Employer agrees that where a court order is not involved, the foregoing shall not be released or revealed to any other party without the consent of the employee.

20.2.3

If the employee is proceeded against under law on account of this refusal to surrender, disclose or authenticate the foregoing, the Employer shall further compensate such employees against any monetary loss, including, but not limited to, fines, damages or loss of pay, provided the employee has not knowingly falsified material for broadcast, and provided such material has been obtained in accordance with accepted journalistic practices.

20.2.4

If an employee is proceeded against under law for any reason directly connected with their employment, the Employer shall meet all expenses incurred by the employee. The Employer shall further compensate such employees against any monetary loss, including, but not limited to, fines, damages or loss of pay, provided the employee has not knowingly falsified material for broadcast, and provided such material has been obtained in accordance with accepted journalistic practices and provided that where legal advice from the Employer's counsel has been obtained, it is followed in terms of scripting alterations before material has been aired.

20.3

Substantive changes in script content shall be brought to the employee's attention wherever possible before broadcast. Employees shall be given the reason for substantive changes to their material.

20.4

Except where libel has been proved, no criticism of an employee's work will be broadcast without first presenting such criticism to the employee and offering said employee time for reply in the same broadcast. This section is not meant to apply to corrections of fact or errors of omission.

20.5

Except where libel has been proved, no retraction of an employee's work shall be broadcast without every effort being made to consult first with the employee.

20.6

It has never been the policy of the Employer to require employees to produce, in working hours, material of a commercial nature, i.e. material promoting an advertising theme, a product or products advertised through commercials. No employee will become in any way associated with a commercial advertisement that would, in the opinion of the Employer, jeopardize their credibility as a News Department employee. It is not the purpose of this clause to deny commercial opportunities to newsroom employees, but to control the nature and environment of such opportunities so as to maintain the integrity of the Employer's news function.

ARTICLE 21 - PROFESSIONAL DEVELOPMENT

21.1

The Employer recognizes the value of training and professional development and agrees to provide employees with opportunities to participate in programs that will broaden the employee's skills in broadcast journalism and production. Requests to be provided with such opportunities will be dealt with on an individual basis and within the context of maintaining program and production requirements.

21.2

The Employer will make every reasonable effort to adjust work schedules to permit employees to participate in courses, conferences and conventions that are expected to enhance the employee's job performance.

21.3

The Employer in conjunction with the Guild shall work out a plan to provide employees in the News Department with appropriate French language instruction. Until such time as a program of language training is established, no reporter shall be forced to accept an assignment where business is conducted in a language in which they have no fluency. However, the employee retains the right to work in the language of their choice in accordance with the conditions of

licensing approved by the Canadian Radio - Television Telecommunications Commission for the licensee. It is understood that any training program or course is subject to budgetary restraints and final approval by Management.

ARTICLE 22 - SAFETY, HEALTH AND ENVIRONMENT

22.1 Safety, Health and Environment Committee

22.1.1

The Employer and the Guild acknowledge their common concern for maintaining a safe and healthy working environment. To this end the Guild shall appoint one (1) person to represent the Guild on the CTV Ottawa Health and Safety Committee.

22.2

No employee shall be required to work under hazardous conditions. Where dangerous or hazardous work is involved, all reasonable safety and precautionary measures shall be taken by the Employer. An employee's refusal to undertake such dangerous or hazardous work shall not prejudice their employment or advancement with the Employer.

22.3

No employee shall be required to operate equipment or travel in vehicles that are not properly maintained and in proper operating condition.

ARTICLE 23 - BULLETIN BOARDS

23.1

The Employer agrees to provide bulletin boards suitably placed in departments where employees work for the exclusive use of the Guild.

ARTICLE 24 - STRIKES AND LOCKOUTS

24.1

The Employer will not require any engaged employee to perform the duties of any other employee who is engaged in a lawful strike/lockout or the duties of any employees of any company engaged in a lawful strike/lockout. Nor shall the Employer require an employee to handle work destined for struck departments or shops. However, it is agreed that work destined for the Network will not be declared struck work if it is used only on the Network News that is carried by an affiliate station on strike.

ARTICLE 25 - COURT APPEARANCES

25.1

Employees called to serve on a jury or to testify at a court or administrative hearing shall receive their regular salary during the period of such service or appearance.

25.2

A night shift employee called for such service shall not be required to work on the day or days so spent.

25.3

The Employer and the employee shall consult on any absence connected with the employee's appearance in court on any matters of a personal nature.

ARTICLE 26 - STAFF SIZE

26.1

When requested by the Guild, the Employer and the Guild shall meet to discuss adequacy of staff size as it relates to work load.

ARTICLE 27 - GUILD CREDIT

27.1

CTV Ottawa Noon News, Evening News, Late News, Regional Contact and any other production produced by the Employer for exclusive broadcast within the primary coverage area of CTV Ottawa, in which Guild members contribute, shall have the Ottawa Newspaper Guild logo legibly exhibited on the end/closing credits.

ARTICLE 28 - DURATION AND RENEWAL

28.1

This Agreement shall commence on the 1st day of January, 2014, ending on the 31st day December, 2018, and from year to year, thereafter unless either party notifies the other in writing, by email or fax no less than thirty (30) days and not more than one-hundred and eighty (180) days prior to the date of expiry date of this Agreement. Agreement shall continue in full force, until a new Agreement is concluded or until a lawful strike or lockout date is declared, pursuant to the provisions of the Canada Labour Code, whichever first occurs.

28.2

If notice of desire to modify this Agreement is given as specified above, a meeting shall be held within twenty (20) days for the purpose of negotiations and further meetings shall be held as frequently as possible until settlement is reached or until either party makes application for Conciliation.

IN WITNESS WHEREOF THE PARTIES HERETO HAVE CAUSED THIS AGREEMENT TO BE EXECUTED BY THEIR DULY AUTHORIZED REPRESENTATIVES THIS _____ DAY OF _____, 2016.

CTV OTTAWA
(a division of Bell Media Inc.)

OTTAWA NEWSPAPER GUILD
Local 30205 of CWA/SCA Canada

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Employment Equity

The Employer and the Union agree that no provision of the Collective Agreement is intended to be an obstacle to Employment Equity and the parties agree to support the legislation pertaining to Employment Equity, and to recognize that special efforts will be necessary to improve opportunities for members of the designated groups, in accordance with applicable legislation.

**Signed by Delma Devoe
for CTV OTTAWA**

**Signed by Kimothy Walker,
Joanne Schnurr & Natalie van den Bosch
for OTTAWA NEWSPAPER GUILD**

Dated June 1, 2004

Letter of Agreement re Clothing

The Employer agrees to pursue sponsorship agreements for on-camera personnel to augment their Clothing Allowance as applied in Article 20.7. (*now Article 19.7*)

**Signed by Scott Hannant
for CTV OTTAWA**

**Signed by Kimothy Walker & Joanne Schnurr
for OTTAWA NEWSPAPER GUILD**

Dated January 18, 2007

Letter of Understanding – Chief Anchor and Co-Anchor

There is only one Chief Anchor position and one Co-Anchor position for the 6:00 p.m. Monday to Friday newscasts that are in their own respective functional groups within this Collective Agreement. The Chief Anchor position is expected to contribute to the leadership of the newsroom.

These positions are excluded from receiving talent fees, overtime and penalty payments per the Collective Agreement. These exclusions shall be compensated through a premium that is negotiated outside of the Collective Agreement between the Chief Anchor, the Co-Anchor and the Employer.

**Signed by Delma Devoe
for CTV OTTAWA**

**Signed by Joanne Schnurr
for OTTAWA NEWSPAPER GUILD**

Dated March 7, 2011

Letter of Understanding – 6 p.m. Backfill

The parties agree that as of January 1, 2012, the Employer will continue to backfill the 6:00 p.m. weekday newscast for 20 days per year with the Employer deeming who is qualified.

**Signed by Delma Devoe
for CTV OTTAWA**

**Signed by Joanne Schnurr
for OTTAWA NEWSPAPER GUILD**

Dated February 15, 2011

Letter of Understanding – Principal Anchor / Host

Any Principal Anchor / Host who is removed from their current duties and has been in the employ of the Employer prior to May 13, 1996, shall have the option of receiving a buy-out package equal to 4 weeks per year of service to a maximum of 78 weeks.

For CTV OTTAWA

For OTTAWA NEWSPAPER GUILD

Dated

Letter of Understanding – Merger

The parties agree that no Guild members shall lose employment as a result of any kind of merger for a period of twelve (12) months from the date which the merger takes effect. If during this period the Employer wishes to reduce the number of Guild employees, the Employer shall offer a buyout package equal to four (4) weeks per year to a maximum of 78 weeks.

For CTV OTTAWA

For OTTAWA NEWSPAPER GUILD

Dated

Letter of Agreement – Pension Plan

At the signing of this Agreement and until January 1, 2017, employees shall continue to participate in the CTV Defined Benefit Pension Plan or CTV Defined Contribution Plan pursuant to the Memorandum of Agreement signed on ...

Effective January 1, 2017 employees shall be covered by the Bell Defined Contribution Pension Plan as outlined in Article 9.

The Employer agrees to provide a Special Retirement Allowance (SRA) to active CTV DB Pension Plan members as provided by the Employer.

The SRA will accrue for every year of future service following January 1, 2017 (including for those employees on disability) and is payable upon the employee's retirement from Bell Media, pre-retirement death or involuntary termination which includes layoff.

For CTV OTTAWA

For OTTAWA NEWSPAPER GUILD

Dated

Letter of Agreement – Shared Content

The parties recognize that through its unique combination of CTV Ottawa and radio stations, Bell Media has a potential competitive advantage that is unmatched locally and should be taken advantage of.

As such, it is agreed the Employer can use Bell Media radio content or staff on a per occasion basis within the following parameters:

- (1) Audio clips that have previously aired on Bell Media radio stations can be used in newscasts on CTV Ottawa (CJOH-TV);
- (2) Radio staff can only provide breaking news coverage for CTV Ottawa (CJOH-TV) on air, on-line or on social media provided that a CTV Ottawa (CJOH-TV) editorial staff member has been dispatched to cover the story;
- (3) Radio staff can be interviewed for newscasts when they offer a specific expertise that would otherwise be unavailable from CTV Ottawa (CJOH-TV) staff;
- (4) Radio staff can provide commentary or news analysis as part of CTV Ottawa (CJOH-TV) newscasts so long as it is an addition to the work traditionally done by CTV Ottawa reporter on the same topic;
- (5) Radio staff can be interviewed as part of CTV Ottawa (CJOH-TV) newscast coverage of community or Bell Media events;
- (6) It is agreed that staff of CTV2 cannot be used on CTV Ottawa (CJOH-TV) to provide news coverage.

The Guild agrees that in all such cases where Bell Media Radio staff are utilized no additional compensation need be paid.

The Employer, meantime, agrees that it shall not use these radio resources to eliminate or displace regular full-time employees (if a regular part-time job is created during the term of this Collective Agreement, this paragraph will apply to this status), or avoid hiring regular full-time employees. The Employer also agrees that Bell Media Radio staff cannot be assigned to cover stories for CTV Ottawa (CJOH-TV).

For CTV OTTAWA

For OTTAWA NEWSPAPER GUILD

Dated

CTV Ottawa/ONG

Letter of Agreement – Vacation Coverage

The parties agree to allow the usage of full-time Bell Media radio staff or special “celebrity” guest hosts to cover vacations in the Sports Department.

The Guild agrees that in such cases no additional compensation need be paid to these individuals.

Dues for all hours covered shall be remitted to the Guild, however, in accordance with the Collective Agreement based on the top rate for the Sports Director classification with a minimum credit for four (4) hours.

For CTV OTTAWA

For OTTAWA NEWSPAPER GUILD

Dated

Letter of Agreement – Anti-Harassment

It is the policy of the Employer and the Guild that all employees shall be treated with respect and dignity within the workplace. Harassment of any kind will not be tolerated.

Workplace Harassment: Workplace harassment is any offensive, hurtful or malicious comment / conduct by an employee towards another employee that is known or ought reasonably to be known to be unwelcome.

Harassment is any behaviour which is perceived by an employee to deny them their self-esteem, dignity or respect and is found to be offensive, embarrassing and humiliating. It may be verbal, physical, deliberate, unsolicited and may be one incident or a series of incidents.

It may include:

- (a) verbal abuse, abusive language or threats;
- (b) unwelcome remarks, jokes and innuendos or taunting about a person's body, attire or sexual orientation;
- (c) practical jokes which cause awkwardness or embarrassment;
- (d) unwelcome invitations or requests, whether indirect or explicit, or intimidation;
- (e) leering at a person's body or other gestures;
- (f) condescension which undermines self-respect;
- (g) unnecessary physical contact such as touching, patting, pinching, punching;
- (h) physical (sexual) assault.

What Harassment is Not

Properly discharged supervisory responsibilities including disciplinary action are not considered to be harassment. A Guild representative acting in good faith on behalf of a member of the union.

What to Do if You are Being Discriminated Against or Harassed

If you believe that you are being harassed you should not assume that the problem will go away by itself. You should not assume that the harassment has to be endured because of possible retaliation, nor should you feel guilty or embarrassed. The following steps should be followed:

1. Make your disapproval immediately known to the harasser.
2. Keep a written record of dates/times, the nature of the behaviour and any witnesses to the harassment.
3. If you do not want to deal directly with the harasser or if the harassment continues, you may verbally bring the complaint to the attention of a manager or Human Resources for assistance. *Note:* Complaints must be filed within six (6) months of the last alleged incident.
4. If the complaint is not resolved at #3, a written and signed complaint may be filed with Human Resources.

5. Human Resources will advise the alleged harasser of the complaint within five (5) working days and provide a copy of the complaint. You will be informed of this action.

Note: if the alleged harasser is a member of a union, he/she may elect to have union representation at any time.

6. The alleged harasser may forward a written reply to Human Resources within five (5) working days.

7. Both the complainant and the alleged harasser will discuss the complaint with only the persons involved in the investigation.

The Manager:

1. It is the responsibility of each manager to ensure that harassment does not occur in his/her department. It is also the manager's responsibility to protect employees from retaliation due to a complaint.

2. Upon receipt of the complaint, the manager will immediately meet with Human Resources to discuss the complaint.

3. The manager will refrain from discussing the complaint beyond those involved in the investigation.

4. Management has the continuing responsibility to stop any harassment that occurs in the workplace irrespective of a complaint.

The Complaint Resolution Process:

Upon receipt of the complaint, Human Resources must:

1. Interview the complainant and the alleged harasser not later than five (5) days after the alleged harasser's written response to the complaint.

2. Interview any witnesses and document accurately information related to the complaint.

3. A recommendation will be reached by Human Resources in consultation with the manager (if he/she is not the harasser). The parties will be informed of any decision or plan of action.

4. All information will be kept confidential and will not be placed on the complainant's file.

5. An employee may file a Human Rights complaint with the Canadian Human Rights Commission, but it is generally expected that an employee will only pursue this direction should the internal investigation process not be resolved to the complainant's satisfaction.