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No. OF EMPLOYEES	60		
NOMBRE D'EMPLOYÉS	[Handwritten]		

# REUTERS

## COLLECTIVE AGREEMENT

BETWEEN

REUTERS INFORMATION SERVICES (CANADA) LIMITED

AND

CANADIAN MEDIA GUILD

(Date April 1, 1995 to December 31, 1998)

04051(05)

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**REUTERS INFORMATION SERVICES (CANADA) LIMITED**

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**CANADIAN MEDIA GUILD**

**(Date April 1, 1995 to December 31, 1998)**

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## ARTICLE 1

### COVERAGE

**1.01** Reuters Information ~~Services~~ **(Canada)** Limited recognizes the Guild as the sole and exclusive bargaining agent for all its employees in its Reuters Canada ~~Division~~ (hereinafter referred to as "Reuters") ~~save~~ and except for the President, Vice-presidents, ~~News~~ Editor, Deputy News Editor, ~~Sales~~ Support Manager, Account Support Representative Supervisor, Sales Administration Supervisor, Account Team Manager, Account Manager, Senior Account Manager, Director of ~~Sales~~ and Service, Director of Business Development, Account Support Representative, Project Managers, Product Sales Specialists, ~~IMS~~ Technical ~~Sales~~ Consultants, Product Managers, , Marketing Managers, Product Development Programmer/Analysts, Director, Business Technical Operations, Technical Managers, Data Centre ~~Manager~~ , Controller, ~~Finance Managers~~ , Director, Finance and Administration, Manager, Materials Management, Director of ~~Human~~ Resources, Human Resources Generalist, Human Resources Manager and Secretaries to the President, the Director, Finance and Administration and ~~the~~ Director ~~of Human~~ Resources .

**ARTICLE 2**

**GUILD MEMBERSHIP**

**2.01** Employees, at any time, have the right to become members of the Guild.

**2.02** There shall be no interference or attempt to interfere with the operation of the Guild.

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### ARTICLE 3

#### UNION SECURITY AND DUES DEDUCTION

**3.01** Reuters shall deduct ~~weekly~~ or ~~bi-weekly~~ **from** the earnings of each employee whose position is **covered** by this agreement all Guild membership dues **as** defined by the **Canada Labour** Code. Such **dues** shall be deducted **from** the employee's earnings in accordance with **the** Guild's schedule ~~furnished Reuters~~ by **the Guild and** shall be paid to the Guild not later than the **10th day** of the following month. Such schedule may be ~~amended~~ by the Guild at any **time**.

**3.02** Reuters shall forward to the Guild along with **such** membership **dues**, a monthly statement showing the **names of** all those in respect **of** whom deductions have been made and the amounts deducted.

**3.03** Reuters shall include on the employee's T-4 Slip each year the total amount of dues deducted and remitted to the Guild pursuant to this Article.

## ARTICLE 4

### MANAGEMENT RIGHTS

**4.01** The Guild acknowledges that, subject to the terms **of** this Agreement, it is the exclusive right of Reuters **to** manage its enterprise, **and without** restricting the generality **of** the foregoing, to plan, direct **and** control its operations, **facilities**, systems **and** procedures, introduce new processes and equipment **and to** maintain order **and** efficiency, and to hire, retire, transfer, classify, appoint, promote, lay **off and** recall employees and to suspend, demote, discharge or otherwise **discipline** employees for just and **sufficient** cause.

## ARTICLE 5

### HIRING

**5.01** Reuters shall continue its policy to hire employees without regard to age, sex, race, creed, colour, national origin or marital status.

**5.02 (a)** Subject to clauses (b) and (c) below, there will be a six-month probationary period for all new permanent and full-time employees. Reuters will notify all probationary employees in writing of their successful completion, or otherwise of their probationary period. Reuters shall make reasonable efforts to make its determination with respect to whether or not a probationary employee will be retained after four months. Reuters shall have the right to discharge any probationary employee for any reason related to performance, conduct, suitability and availability of work as determined by Reuters.

(b) If a part-time or temporary employee is taken on as a full-time employee in the same position as the employee worked as a part-time or temporary employee, the period of time worked as a part-time or temporary employee shall be deducted from the probationary period.

(c) If a part-time or temporary employee is taken on by Reuters as a full-time employee in a position different than the position worked in as a part-time or temporary employee, the period of time worked as a part-time or temporary employee shall be deducted from the probationary period up to the maximum of three (3) months.



**5.03 Reuters agrees not to have or enter into any Agreement with any other employer, binding such other employer not to offer or give employment to the employees of Reuters.**

**5.04 Reuters shall give full consideration to the hiring of any candidate supplied by the Guild.**

**ARTICLE 6**  
**INFORMATION**

**6.01** On the ~~signing of~~ this Agreement and once every six (6) months thereafter, Reuters will supply the Guild with a list containing the following information for all employees covered by this Agreement:

- (a) Name, address, date of birth and Social Insurance number;
- (b) ~~Date~~ of employment;
- (c) Classification and status in the bargaining unit; and
- (d) Salary under Articles 8.01 ~~or~~ 8.02.

**6.02** Reuters ~~will~~ notify the Guild in writing of the information in Article 6.01 on all employees covered by this Agreement, within two (2) weeks of initial employment.

**6.03** Reuters will notify the Guild in writing of resignations, retirements, deaths and changes in status, within ninety (90) days of their occurrence of employees covered by this Agreement.

**6.04 Reuters will notify the Guild in writing of any employee covered by this Agreement promoted to a position outside the bargaining unit.**

## ARTICLE 7

### PART-TIME AND TEMPORARY EMPLOYEES

**7.01** For the purpose of **this** Agreement, a part-time employee shall ~~mean~~ **one** who works ~~regularly less~~ than twenty-six **(26)hours** a week. A part-time employee shall be paid on an hourly basis at least equivalent to the hourly rate for the minimum ~~weekly~~ **salary** provided for the employee's classification and experience. Articles **9** (except **9.02**), **12, 13, 14, 15.13, 16, 17 and 19** of this Agreement shall not apply to part-time employees. However, a part-time employee **who** regularly ~~works~~ in excess ~~of~~ twenty hours per week and has ~~sewed~~ **a** three (3) month **waiting** period shall be entitled to **health insurance** under **Article 12.02 (except LTD coverage)**, and life **insurance** under **Article 12.03**.

**7.02 (a)** A "temporary employee" shall mean one who is employed on a ~~fill-time~~ **basis** as provided for in clauses (b), (c) and **(d)** below. Articles **12, 13, 14.01, 14.04, 14.08, 15.13, 16 and 17** of this Agreement shall **not** apply to temporary employees. A temporary employee shall be paid not less than the ~~minimum~~ weekly wage provided for in this Agreement.

**(b)** Reuters shall have the right to employ temporary employees for a period of time not to exceed **six (6)** consecutive ~~months~~.

**(c)** Notwithstanding clause (b) above, Reuters shall have the right to employ temporary employees for longer than **six (6)** months when a temporary employee is replacing a

full-time employee **who** is absent on maternity, parental or sick leave or **who has** been assigned to a special project.

(d) Notwithstanding clause (b) above, but subject to prior consultation with and agreement **by** the Guild which will not be unreasonably withheld, Reuters ~~shall~~ have the right to hire a temporary employee for up to twelve (12) months who **is to work** on a special project **that** is expected to last longer than **six (6)** months or to replace a regular employee **who** is being assigned to such a special project. Where there is such a special project, Reuters shall **make** reasonable **efforts** to identify a regular full-time employee qualified to carry out such a special project.

**7.03** Part-time **and** temporary employees shall not be hired for the purpose of eliminating employees. Part-time and temporary employees shall have full recourse to the grievance procedure,

**7.04** Reuters shall have the right to discharge any temporary or part-time employee for any reason, provided that such reason is non-discriminatory and legal. If an employee is discharged, Article 7.05 shall apply.

**7.05** At the time of **hiring**, each temporary employee shall be given notice of duration of employment, including an expected termination date; this shall constitute proper notice, unless the termination date is advanced, in which **case, the** following shall apply:

- i)** at least one **(1)** working day notice or pay in lieu of notice shall be given to temporary employees engaged for one (1) consecutive month or less before they are released by Reuters;
- ii)** at least three (3) working days' notice or pay in lieu of notice shall be given to temporary employees engaged for **two (2)** consecutive weeks or more but for less than three (3) consecutive months before they are released by Reuters;
- iii)** at least ten (10) working **days'** notice or pay in lieu of notice **shall** be given to temporary employees engaged for more than three (3) consecutive months before they are released by Reuters.

**7.06 (a)** It **is** recognized that Reuters occasionally **uses** employment agency personnel. On each occasion that **an agency** employee is **used by** Reuters, Reuters shall:

- (i) **notify the Guild of** the name of the agency employee being hired;
- (ii) name the bargaining unit employee that the agency employee is replacing, if applicable; and
- (iii) **give** the reason why the ~~agency~~ employee is being **engaged within five (5) working** days of the agency employee being engaged.

(b) Reuters shall **ensure** that the agency employee ~~shall~~ be paid the appropriate rate, including **experience** credit, for **the** appropriate classification as **set** out in the Collective Bargaining ~~Agreement~~ between the parties. The Guild shall be notified **of** the actual salary paid **to every** agency employee **used**; and

(c) Reuters shall remit the appropriate amount of union dues that would have otherwise been paid by such agency employee, had they been part of the **bargaining** unit, to **the** Guild.

**ARTICLE 8**

**GENERAL WAGE PROVISIONS**

**8.01** The following weekly salaries shall be in effect during the term of this Agreement.

	<b>2.5% Effective 1 April 1995</b>	<b>2.5% Effective 1 April 1996</b>	<b>3.0% Effective 1 April 1997</b>	<b>3.0% Effective 1 April 1998</b>
<b>Group 1 - Junior Clerk</b>				
<b>Flat</b>	446.39	457.55	471.28	485.42
<b>Group 4 - News Assistant</b>				
<b>Start</b>	527.55	540.74	556.96	573.67
<b>After 1 Year</b>	562.33	576.39	593.68	611.49
<b>After 2 Years</b>	614.51	629.87	648.77	668.23
<b>Group 5 - Senior Clerk</b>				
<b>Start</b>	498.57	511.03	526.36	542.15
<b>After 1 Year</b>	533.35	546.68	563.08	579.97
<b>After 2 Years</b>	573.93	588.28	605.93	624.11
<b>After 3 Years</b>	614.51	629.87	648.77	668.23
<b>Group 7 - Secretary</b>				
<b>start</b>	568.14	582.34	599.81	617.80
<b>After 1 Year</b>	597.11	612.04	630.40	649.31
<b>After 2 Years</b>	626.10	641.75	661.00	680.83
<b>After 3 Years</b>	660.89	677.41	697.73	718.66
<b>Group 8 - Senior Secretary</b>				
<b>Flat</b>	713.06	730.89	752.82	775.40
<b>Group 11 - Accounting/Administrative Clerk - Installation Coordinator</b>				
<b>Start</b>	591.32	606.10	624.28	643.01
<b>After 1 Year</b>	614.51	629.87	648.77	668.23
<b>After 2 Years</b>	643.50	659.59	679.38	699.76
<b>After 3 Years</b>	672.48	689.29	709.97	731.27



	Apr. 1/95	Apr. 1/96	Apr. 1/97	Apr. 1/98
<b>Group 11A - Client support Clerk/Communications Coordinator</b>				
<b>Start</b>	<b>643.50</b>	<b>659.59</b>	<b>679.38</b>	<b>699.76</b>
<b>After 1 Year</b>	<b>672.48</b>	<b>689.29</b>	<b>709.97</b>	<b>731.27</b>
<b>After 2 Years</b>	<b>701.46</b>	<b>719.00</b>	<b>740.57</b>	<b>762.79</b>
<b>After 3 Years</b>	<b>736.25</b>	<b>754.66</b>	<b>777.30</b>	<b>800.62</b>
<b>Group 12 - Senior Accounting/Administrative Clerk Senior Coordinator Flat</b>				
<b>Flat</b>	<b>736.25</b>	<b>754.66</b>	<b>777.30</b>	<b>800.62</b>
<b>Group 12a - Senior Client Support Clerk - Senior Communications Coordinator Flat</b>				
<b>Flat</b>	<b>782.63</b>	<b>802.20</b>	<b>826.27</b>	<b>851.06</b>
<b>Group 13 - Shipper/Receiver</b>				
<b>Start</b>	<b>481.18</b>	<b>493.21</b>	<b>508.01</b>	<b>523.25</b>
<b>After 1 Year</b>	<b>539.14</b>	<b>552.62</b>	<b>569.20</b>	<b>586.28</b>
<b>After 2 Years</b>	<b>602.92</b>	<b>617.99</b>	<b>636.53</b>	<b>655.63</b>
<b>After 3 Years</b>	<b>660.89</b>	<b>677.41</b>	<b>697.73</b>	<b>718.68</b>
<b>Group 14 - Inventory Control Clerk</b>				
<b>Start</b>	<b>701.41</b>	<b>718.95</b>	<b>740.52</b>	<b>762.74</b>
<b>After 1 Year</b>	<b>785.57</b>	<b>805.21</b>	<b>829.37</b>	<b>854.25</b>
<b>After 2 Years</b>	<b>878.99</b>	<b>900.96</b>	<b>927.99</b>	<b>955.83</b>
<b>After 3 Years</b>	<b>912.78</b>	<b>935.60</b>	<b>963.67</b>	<b>992.58</b>
<b>Group 15 - Accountant</b>				
<b>Start</b>	<b>807.69</b>	<b>827.88</b>	<b>852.72</b>	<b>878.30</b>
<b>After 1 Year</b>	<b>865.99</b>	<b>887.64</b>	<b>914.27</b>	<b>941.70</b>
<b>After 2 Years</b>	<b>924.04</b>	<b>947.14</b>	<b>975.55</b>	<b>1,004.82</b>
<b>After 3 Years</b>	<b>951.76</b>	<b>975.55</b>	<b>1,004.82</b>	<b>1,034.97</b>

	Apr. 1/95	Apr. 1/96	Apr. 1/97	Apr. 1/98
<b>Group 16 - Technician</b>				
<b>Start</b>	620.31	635.82	654.89	674.54
After 1 <del>Year</del>	695.67	713.06	734.45	756.48
After 2 Years	782.63	802.20	826.27	851.06
After 3 Years	875.38	897.26	<b>924.18</b>	951.91
After 4 <del>Years</del>	939.16	962.64	991.52	1,021.27
After 5 <del>Years</del>	1,008.72	1033.94	1,064.96	1,096.91
<b>Group 17 - <del>Senior</del> Technician</b>				
Flat	1,060.00	1,086.50	1,119.10	1,152.67
<b>Group 18 - <del>Lead</del> Technician</b>				
Flat	1,100.00	1,127.50	1,161.33	1,196.17
<b>Group 19 - Reporter/Deskperson/ Photographer</b>				
<b>start</b>	704.31	721.92	743.58	765.89
After 1 Year	779.97	799.47	823.45	848.15
After 2 <del>Years</del>	881.65	903.69	930.80	<b>958.72</b>
After 3 Years	980.74	1,005.26	1,035.42	1,066.48
After 4 Years	1,047.60	1,073.79	1,106.00	1,139.18
After 5 Years	1,143.34	1,171.92	1,207.08	1,243.29
<b>Group 20 - <del>Senior</del> Reporter/Deskperson/ Photographer</b>				
Flat	1,219.33	1,249.81	1,287.30	1,325.92

8.02 (a) Experience Definition - In the application of the schedule of minimums in Article 8.01 experience rating shall include all employment in comparable ~~work~~. Reuters maintains the right to pay above such ~~minimum~~ rates.

(b) ~~Unless~~ the Guild notifies Reuters of a disagreement with the ~~hiring~~ within thirty (30) days following the completion of the probationary period, the hiring rate set by Reuters need not be altered.

(c) A meeting between the parties shall be held within ten (10) working days of the receipt of the notice of disagreement.

(d) If as a result of such ~~meeting~~, the parties are not able to agree on a rate, the matter shall then be referred to the President of Reuters who shall make a determination within five (5) working days.

(e) If all the above procedures fail to result in a mutually agreeable rate, then the matter may be referred by the Guild to final and binding arbitration. The arbitrator may alter the amounts of the full or partial experience credit, if any, given by Reuters for comparable work.

**8.03** Salaries Above Minimum - Reuters will continue its present policy of granting discretionary increases or advancing experience levels based on individual merit and performance. Such merit increases are in addition to the minimum weekly salaries in Article 8.01 of this Article. Merit increases and differentials above the minimum weekly salaries will not be permitted to be carried over into another job or classification without the written approval of Reuters.

**8.04** There will be no reduction in weekly salaries of employees without the mutual consent of Reuters and the Guild, except as expressly provided for in this Agreement.

**8.05** An employee temporarily assigned to perform work in a higher classification shall receive a flat amount of \$15.00 per shift in addition to regular salary.

**8.06** Any employee scheduled to perform work between the hours of 7:00 p.m. and 7:00 a.m., except in the province of British Columbia where the hours shall be 6:00 p.m. to 6:00 a.m., shall be compensated at the rate of ten percent (10%) of a day's basic *salary* in addition to regular *salary*, except in cases where the employee is paid the overtime premium pursuant to Article 9.02 for such time worked.

## ARTICLE 9

### HOURS AND OVERTIME

**9.01** The normal work week for each employee will be thirty-five (35) hours during a period of seven (7) days commencing Monday at 12:01 a.m., and the normal work day will be seven consecutive hours exclusive of a meal period not to exceed one (1) hour.

**9.02** The overtime premium will be one and one-half (1 1/2) times an employee's basic salary or compensating time of one and one-half (1 1/2) off at basic salary at the option of the employee, for time worked by him in excess of thirty five (35) hours in a work week, or seven (7) hours in a work day. Any such time off will be taken at a time mutually agreeable between the employee and Reuters and shall be limited to ten (10) days in a calendar year. An employee may take up to an additional five (5) days off in lieu of overtime (per calendar year) upon approval from his Supervisor. Notwithstanding the above, all overtime worked in excess of eleven (11) hours on a work day shall be compensated and one-half (1/2) times the basic rate in addition to regular salary and premiums.

**9.03** Reuters shall post work schedules two (2) weeks in advance of the week for which they apply. Reuters may, from time to time, change such schedules as a result of unforeseen circumstances which includes unforeseen illness of an employee, an unexpected development requiring extraordinary news coverage, and similar unforeseen circumstances.

**9.04** Reuters will use its best endeavours to schedule consecutive days **off** while taking into consideration the requirements of **efficiency** of operations **and** the wishes of the employees concerned.

**9.05** Notwithstanding the foregoing, the hours of work per week **and** per day for **staff** **on** out-of-town assignment will average thirty-five **(35)** hours per week and shall be set by their immediate supervisor in consultation with them, however it is expected that, wherever possible, whenever a shift is started it shall be continued for the full shift. In arranging such hours of work, the supervisor shall take into consideration the nature of the work required and it **is** recognized that this may cause the hours of work for such employees to vary **on** both **a** daily and weekly basis. Authorized hours worked **by** any such employee outside the arrangement between him **and** **his** immediate supervisor shall be compensated at the overtime premium.

**9.06** **An** employee who is required to work on a scheduled day **off** shall be paid a minimum of four **(4)** hours **at** one and one half (1 1/2) times his basic **shift** salary for that day and if **an** employee is required to work **a** second scheduled **day off** in **a** week, he shall be paid **a** minimum of four **(4)** hours at two **(2)** times his basic shift salary for that day, except in cases where the employee is on **an** out-of-town assignment or where **alternative** arrangements have been made between him and **his** immediate supervisor.

**9.07** **An** employee who is required to report for work prior to his scheduled work day shall receive a minimum of two **(2)** hours pay at the appropriate premium rate. **An** employee who is required to return **to** work after his scheduled work day shall receive a minimum of three **(3)**

hours' pay at the appropriate premium rate. **All** payments under **this** section are in addition to **an** employee's regular **salary**.

**9.08** All overtime **worked** must be approved by **Reuters**. There shall be no duplication or pyramiding of overtime premiums or **any** other premiums under this Agreement.

**9.09** **No** employee shall be scheduled **to** start a shift less **than** twelve (12) hours **after** the end of **his** preceding shift.

**9.10** **Reuters** shall keep a record of all overtime and premium pay for a period of **one** (1) **year**. Upon request, the Guild shall be **furnished** a copy of such overtime and premium pay records.

**ARTICLE 10**  
**PAID HOLIDAYS**

**10.01** The following eleven (11) paid holidays shall be granted to all employees with **full pay**, except as hereinafter provided:

New Year's Day, Labour Day, Good Friday, Thanksgiving Day, Victoria Day,  
Remembrance Day, Civic Holiday, Christmas Day, Dominion Day, **Boxing Day**.

**An** employee regularly employed in the Province of Quebec shall receive **St. Jean Baptiste Day** in place of **Civic Holiday** as a paid holiday. **An** employee will be entitled to a paid holiday for **his** birthday.

**10.02** **An** employee who is normally scheduled to **work** on a paid holiday, but is not **required** to **work**, will receive his **regular** weekly **salary**, including payments for the holiday at straight time, except for the following conditions:

(a) he **has** been absent **from work** on either his last scheduled **work day** before or **his** first scheduled day after **such** holiday unless a sufficient **reason** for such absence is offered **and** deemed acceptable by Reuters;

(b) he **is** on leave of absence without pay on the date **of** the holiday; **or**



(c) **an** employee who has not worked in the thirty (30) day period immediately preceding a paid holiday will not be entitled to holiday pay.

(d) For greater clarity, **an** employee is entitled to holiday pay for a holiday occurring during the first thirty **(30)** days of **his** employment or during the first thirty **(30)** days of a return to work following **an** authorized absence provided the employee **does** not **fall within** the exceptions **set** out in clauses 10.02(a) or (b).

**10.03** If a paid holiday occurs during **an** employee's vacation, he shall receive **an** extra day of vacation at **his** basic salary, **an** extra **day's** pay or **an** extra **day off** at a mutually convenient time.

**10.04** If a paid holiday occurs on an employee's day **off** and he qualifies for holiday pay, he shall receive his basic salary for that day.

**10.05** An employee required to work on a paid holiday shall be paid at the rate of double time (2x), with a minimum of seven (7) **hours** pay at the double time rate, in addition to regular **salary**.

**10.06** The **work** week in which any of the holidays occur shall be reduced by **one-fifth** (1/5) of thirty-five **(35)** hours for such holiday for **those** employees not required to work **on** the holiday, and **all** work performed in excess of the work week thus reduced shall be paid at the

overtime rate, with a minimum of seven (7) hours pay at the rate of time and one-half for each extra shift worked by an employee as a result of a regularly scheduled day off coinciding with a holiday, in addition to the weekly salary.

**10.07** In addition to the eleven (11) paid holidays in this Article, Reuters will grant one (1) additional personal day off each year, to be taken at a mutually convenient time. The employee will notify Reuters at least three (3) weeks in advance in writing of the personal day he wishes to take.

**10.08** An employee who leaves the service of Reuters for any reason prior to the paid holiday will not be paid for the holiday or for the personal day off not taken.

**10.09** The provisions in this Article apply to full-time and temporary employees only. Part-time employees shall be entitled to holiday pay in accordance with the provisions of the Canada Labour Code.

**10.10** In addition to the twelve (12) paid holidays in this Article, Reuters shall grant any holiday duly proclaimed by the Federal Government.

## ARTICLE 11

### VACATIONS

**11.01** For the purpose of ~~this~~ Article, the vacation year ~~shall~~ be deemed to commence on **January 1, in any year** and end on December 31, in the ~~same~~ year. One week of vacation ~~shall~~ mean five (5) consecutive working days. Employees who **will** have completed specified periods of service by December 31 of each year, shall receive ~~an~~ annual vacation with pay on the following basis:

(a) **An** employee with ~~less~~ than one (1) **year** of service shall be granted one and one-quarter (1 1/4) days for each completed month of service, **An** employee must **work a** minimum of **ten** (10) working days in **a** calendar month **in** order to be entitled to full credits for that **month**.

(b) **After one** (1) year ~~of~~ service - three (3) weeks annually.

(c) **After five** (5) years of service - four (4) weeks annually.

(d) **After eleven** (11) years of service - five (5) weeks annually,

**11.02** Vacations shall be arranged according to seniority with vacations to be taken, operational requirements permitting, at any time chosen by the employee subject to the approval by Reuters. The vacation period, **so** far as possible, shall be between **May 15 and September 30**. It is the policy of Reuters for employees **to** take their **full** vacation entitlement in the year in which

it is accrued, however, employees **may** carry over their vacation into a subsequent year with the advance approval in writing by Reuters.

**11.03** Employees leaving the service of Reuters shall receive annual vacation due them on a pro rata basis, from the preceding January 1 to the date of termination, **as well** as any **portion of** authorized accrued vacation not taken from another year.

**11.04** Should Reuters grant an employee his vacation entitlement in **advance of having fulfilled** the service requirement, **and** should the employee leave the service of Reuters, that portion taken and not earned will be deducted **from** the employee's final separation payments.

**11.05** Upon termination of employment, or death, **any** portion of an employee's vacation entitlement not taken during the year **in** which such termination or death occurs, **as well as any** vacation accrued **from** another year, shall be paid.

**ARTICLE 12**  
**STAFF BENEFITS**

**12.01** Sick Leave - Reuters shall continue its present policy on sick leave. In case of illness of an employee, a responsible authorized representative of the employee shall notify his/her supervisor at the time the employee is unable to report for work,

**12.02** Reuters shall provide and pay the full cost of the required premiums for employees eligible for coverage under provincial government hospital and medical insurance plans existing in the province in which the employee is working and for Company benefits coverage. Reuters shall maintain all benefits and benefit plans presently in place (Life Insurance, AD&D, LTD, Pay Direct Drug, Medi-Pack Benefit, Dental Benefits, EAP, Health Club Membership) during the term of the Agreement subject to Reuters' right to change carriers provided there is no loss in coverage.

**12.03** Reuters shall continue to provide and pay the full cost of Group Life Insurance Plan, as established, for each full-time employee covered by the Agreement, at a coverage amount of triple an employee's total regular annual salary paid by Reuters.

**12.04** In the event an employee is injured or killed while on an assignment to a war, insurrection, hostility, riot or civil commotion, the employee shall receive payment under Reuters

Limited's United Kingdom personal accident insurance policy. Such payment will be subject to any applicable taxes and will be offset by benefits payable to the employee under the Group Life Insurance Plan noted in Article 12.03 above.

**12.05** Air travel insurance provided by Reuters for authorized journeys made on Reuter business will continue during the period of this Agreement.

**ARTICLE 13**  
**RETIREMENT**

**13.01**        **An** employee who reaches the normal retirement age of **65** may be retired at the discretion of **Reuters**.

**13.02**        **An** employee who joins Reuters Limited **Canadian** Employees' Pension Plan (the "Plan") shall receive **a** statement on or about September 1 of each year for the preceding calendar year of his holdings in the Plan.

**13.03**        **An** employee **who** opts not to join the Plan will sign **a** statement to that effect but may opt to join the **Plan** at a future date. **However**, on joining the **Plan**, an employee must remain **a** member of the **Plan** for the duration of his employment with Reuters.

**ARTICLE 14**  
**LEAVES OF ABSENCE**

**14.01** Upon request, Reuters shall grant employees leaves of absence without pay for **good and** sufficient cause provided it does not unreasonably interfere with the operation of Reuters.

**14.02** If an employee is elected or appointed to any position in The Newspaper Guild, or **any** organization with which The Newspaper Guild is affiliated, such employee, upon request, shall be given a leave of absence without pay for a period mutually **agreed to** by both parties. Such agreement will not be unreasonably withheld. The period of leave may be extended at Reuters' discretion. Such employees granted leave under this section **shall** be reinstated in the **same** position or one comparable **upon** expiration of such leave. No more than one employee at **any** one time may be on leave under this section.

**14.03** Leaves of absence without pay, upon request, shall be granted to employees elected or appointed delegates to conventions of the Newspaper Guild, CLC, AFL - **CTD** or any **organization** with which The Newspaper Guild is affiliated and to delegates to special meetings called by The Newspaper Guild, or any meeting called by the governing body of the Guild or branch thereof. No more than one employee will be granted such leave at **any given** time. The total amount of leave granted under this section may not exceed forty (40) days in **any** calendar year. Notwithstanding the above, the number of employees and the total number of days leave **may** be extended by mutual agreement between the parties.



14.04 Maternity, Paternity, Childcare Leave

(a) Maternity Leave - for a period of seventeen **(17) weeks** shall be granted upon request, with pay for ~~at least~~ eight **(8) weeks**. (b) Paternity Leave - for up to give **(5) days** shall be granted upon request, with pay for at least three **(3) days**. (c) Childcare Leave - in addition to the above, a further period of leave up to twenty-four **(24) weeks** shall be granted to natural or adoptive parents of either **sex** who have or will have custody of **a** child.

It is understood that the provisions of Article 7.02 are extended to forty-one **(41) weeks** for the purpose of this Article 14.04.

**14.05** Compassionate Leave - of five **(5) days** with pay shall be granted to employees in the event of death in the immediate family. The definition of immediate family is generally defined as spouse, parents, children, siblings, mother-in-law, father-in-law, grandchildren, grandparents, or legal dependents residing in the employee's household.

**14.06** Leaves provided for in this Article shall not constitute breaks in continuity of service in the computation of severance pay, vacations and any other benefits under this Agreement, except that leaves under Articles 14.01 and 14.02 of this article may be deducted in computing severance pay.

**14.07** **Jury Duty** - should an employee be required during **working hours** to report for jury duty, or is subpoenaed to testify before a court of **law**, coroner's inquest, parliamentary inquiry or **royal** commission, **and** produces evidence satisfactory to Reuters that he did **so** report or testify, he will be paid the **difference** between regular pay he would **have** otherwise received **for** the day and the **jury** duty or witness pay received for that day.

14.08 (a) **Military Leave** - Reuters will comply with the Canada Labour Code, in respect to military leave. (b) An employee promoted to take the place of one entering such service **may**, upon the resumption of employment by such employee, be returned to his previous position **and salary** but at not less than the current minimum for that position. **An** employee **so** promoted, and while **such** promotion is temporary, shall continue to accumulate experience credit in the classification from which he was promoted. (c) **An** employee hired as a replacement for **one** entering such **service** shall **be** covered by all the provisions of this Agreement, except by this military clause and except that such employee, on entering such service, shall **be** construed to **be a dismissed** employee and shall **be** given accumulated severance pay and pro rated vacation pay.

**14.09** **Any** leave of absence granted must **be** in writing **by** Reuters.

**14.10** Reuters shall release from **duty**, with pay, providing operations permit, up to **two** **(2)** employees for the purpose of negotiating renewal of this Agreement on company time.

## ARTICLE 15

### GRIEVANCE AND ARBITRATION

**15.01** It is agreed by the parties hereto that the grievances of employees should be adjusted as quickly as possible. If an employee has a **grievance** he and/or **his** designated representative shall discuss it with **his** supervisor within thirty (30) **days** after the alleged grievance has arisen **so** that **his** supervisor **may** have the opportunity of **adjusting the grievance on a** department level. **The** supervisor's written response to the grievance will be given within ten (10) days after **such** discussion has taken place, For the purpose of this Article the supervisor shall mean the **manager** of a department or other person designated by Reuters.

#### STEP ONE

**15.02** Failing settlement, the grievance **may** be taken up **on** the following sequence provided it is presented within fifteen (15) **days** of the supervisor's reply thereto. The grievance **may be** presented in writing to the manager authorized by Reuters to deal with such **grievance**, and setting forth, the nature of the grievance, the article number of the Agreement alleged to have been violated, the surrounding circumstances and **the** remedy sought. The authorized representative of Reuters shall **arrange a** meeting with the Guild **and a** committee of **not more than** two (2) employees of Reuters within ten (10) days of the receipt of the grievance at which the **grievor** may attend if **quested by** either party in the company of the Guild representative **and** provided they can be spared operationally by Reuters for the purpose of assistance at the meeting

as he consider necessary and will give the grievor his decision in writing within ten (10) days following the meeting, with a copy to the Guild representative.

## STEP TWO

**15.03** In the event that any difference arising from the interpretation, application or alleged contravention of this Agreement has not been satisfactorily settled under the foregoing Grievance Procedure, the matter shall then, by notice in writing given to Reuters within thirty (30) days of the date of the decision from the Manager for Canada or his designate, be referred to arbitration as hereinafter provided,

All such matters referred to arbitration, including any question as to whether the matter is arbitrable, shall be heard by an arbitrator appointed by the Guild and Reuters. If the Guild and Reuters fail to agree upon an arbitrator within thirty (30) days of the date of receipt of the notice of intention to arbitrate, the appointment shall be made by the Minister of Labour upon the request of either party. The arbitrator shall hear and determine the dispute and shall issue a decision and the decision shall be final and binding upon both parties.

**15.04** The arbitrator shall not be authorized to alter, modify or amend any part of the terms of this Agreement not to make any decision inconsistent therewith.

**15.05** Reuters and the Guild shall each pay one-half (1/2) the remuneration and expenses of the arbitrator. Neither party shall be obligated to pay any part of the cost of any stenographic transcript of an arbitration hearing without its express consent.

**15.06** It is agreed that the time limits set out with respect to grievances and arbitrations in this Article shall serve as a guideline for the parties. Failure to comply with these guidelines shall not constitute a time-bar. The arbitration shall, however, fashion any monetary or other relief giving due consideration to any prejudice resulting from unreasonable delay by either party. The time limits imposed upon either party at any step in the grievance procedure may be extended by mutual agreement. A request for extension of the time limit made prior to the expiry of such time limit shall not be unreasonably denied.

**15.07** Where no reply is given to a grievance within the time limits specified, the grievor, the Guild or Reuters, as the case may be, shall be entitled to submit the grievance to the next step in the grievance procedure.

**15.08** Where the arbitrator determines that a disciplinary penalty or discharge is excessive, the arbitrator may substitute such other penalty for the discipline or discharge as the arbitrator considers just and reasonable in all circumstances.

**15.09** Reuters Grievance - Reuters shall have the right to file a grievance with respect to the interpretation, application, administration or alleged contravention of the Agreement. Such grievance shall be presented in writing signed by the Manager for Canada or his designate, to the

Guild within ten (10) **days** following the occurrence or origination of the circumstances giving rise to the grievance. Failing settlement at a meeting held with the Guild Grievance Committee within **thirty (30) days** of the presentation of the grievance, the Guild shall give Reuters its **written** reply to the grievance in ten (10) **days** following the meeting. Failing settlement, such grievance **may be** referred to **arbitration** within ten (10) **days** of the date Reuters received the Guild's reply,

**15.10** Guild Grievance - The Guild shall **have** the right to file a **grievance** on a difference directly with Reuters arising out of the Agreement concerning the interpretation, application, administration or alleged contravention of the Agreement. Such grievance shall be submitted in writing to the ~~Manager~~ for Canada or his designate within **ten (10) days** following the occurrence of the circumstances giving **rise** to the **grievance**. Failing settlement **at a meeting held** with the Guild Grievance Committee within **thirty (30) days** of the presentation of the grievance, Reuters shall give the Guild its written reply to the grievance in ten (10) days following the meeting. Failing settlement, such grievance **may** be referred **to** arbitration within ten (**10**) days of the date the Guild received Reuters' reply,

**15.11** Group Grievance - If **two (2) or more employees** have the **same** individual grievance arising **out** of the same circumstances and based on the same incident, such **grievances** may **be** combined and treated **as a** group grievance. The Guild shall have the **right** to file a group **grievance** on behalf of the affected individual employees **and** the regular grievance procedure **shall** be followed.

**15.12** For the purpose of **this** Agreement, "day" means a calendar day and "grievance" **means a** complaint arising **from** the interpretation, application, administration or alleged violation **of** this Agreement.

**15.13** Discipline and Discharge -

**(a)** **An** employee summoned by the Company to **a** meeting whose purpose is to impose discipline **will** be advised in advance of the purpose of the meeting and of the right to have **a** Guild steward or other ~~Reuter-~~employed Guild representative present at the meeting. Failure to **notify** an employee of his rights, while not rendering the discipline invalid, shall constitute a violation of the collective **agreement**. **Under such circumstances, the Guild may request a** review **of** the discipline with the appropriate **Manager(s)** and the Director of Human Resources prior **to** proceeding with a grievance.

**(b)** The **Company** shall not rely upon prior written warnings or records of discipline in **any** employee's file to support further discipline or discharge where the employee has not been disciplined during a period of twenty-four **(24)** consecutive months following the last written **warning** or disciplinary action. Further such warnings or records of discipline will be removed from the employee's file.

**(c)** The Guild and the employee affected shall be notified in writing **of** the facts leading **to** the discharge of such employee. **Any** discharged employee **who alleges** that **his** discharge **was**

without just cause shall file a grievance following the procedure outlined in this Article provided that such grievance is filed within fifteen (15) days of discharge and not otherwise,



## ARTICLE 16

### DISMISSAL AND SEVERANCE PAY

**16.01** Upon termination of employment, except voluntary resignation, permanent disability or death, retirement or dismissal for **gross** insubordination, **gross** neglect of duty, **wilful** misconduct or technological change, **an** employee, whose probationary period has been completed, shall receive severance pay in a lump sum equal to one (1) week's salary for each **six (6)** months of continuous service or **major** fraction thereof with Reuters, with a minimum of four **(4)** weeks up to a **maximum** of fifty-two **(52)** weeks. Notwithstanding the above, an employee with **fifteen (15)** or more years service shall receive **an** additional five **(5)** weeks' salary as **severance** pay. **Such severance pay shall be paid on a lump sum basis and** in the event the individual is recalled **to** work before the expiry of the number of weeks paid for, the unearned severance pay shall be refunded **to** Reuters. **Reasonable** terms shall be **arranged** if **required** by the employee.

**16.02** **An** individual who is rehired after having received **some** or all of the severance pay he was entitled **to**, shall, if he becomes entitled to severance pay again, have deducted **from his** continuous service **six (6)** months for each week of severance pay previously paid to him less **any** amounts refunded. **This** adjustment in continuous service shall be made **only** for the purpose of calculating **his** entitlement to severance pay.

**16.03** For the purposes of this Agreement "continuous service" shall mean the length of **unbroken** service with Reuters since the last date of hire, less the following:

(a) any leave of absence in excess of one (1) month except in the case of sick leave of absence or maternity leave of absence granted under this Agreement; and (b) any period of lay-off.

16.04 ~~There~~ shall be no duplication or pyramiding of severance pay, dismissal pay or termination pay under the provisions of the Canada Labour Code. If termination pay is required to be paid under the Canada Labour Code, the amount of severance pay or dismissal pay payable under this article shall be reduced by the amount of such termination pay.

**ARTICLE 17**  
**REDUCTION OF STAFF**

17.01 (a) **Economic** lay-offs shall be made at the discretion of Reuters, **when** efficient operation of Reuters would **otherwise** be impaired. In such **Circumstances**, Reuters will notify the Guild at least three (3) months before such lay-offs take effect **specifying** the job classifications, number of employees **and** reason for the lay-offs.

(b) Seniority shall be the prima consideration in determining which employees will be dismissed to reduce staff. In making the determination that an employee will **be laid off out** of seniority **ranking**, it will not **be** on **the** basis of salary. Reduction of staff under this Article will be in the inverse order of their seniority ranking with Reuters except in cases where Reuters determines that the qualifications, knowledge, training, skill and ability of the individuals **to** fill the **requirements** of the job available require otherwise.

(c) Reuters will transfer an employee who has received **notice** of lay-off under this Article, at the request of **such** employee, to replace an employee in **a** lower classification in which he has worked **and** for which he is qualified. This shall apply when **the** employee to be replaced, **who** shall be the **one with the** least **seniority** in that classification, has less seniority than the employee to **be** transferred.

(d) **An** employee displaced in accordance with the foregoing, may be **similarly** transferred under the provisions of (c) above.

(e) **An** employee transferred to a lower classification shall be paid the top minimum for that classification.

(9) Employees laid-off under this Article shall receive severance pay as provided by Article 16.01. Employees laid-off under this Article shall be offered first opportunity for employment in their former classifications or other classifications in the reverse order of dismissal **whenever a** vacancy arises within a **two (2) year period from** the **date** of laid-off, except in cases where Reuters determines that the knowledge, training, skill **and** ability **of the** individuals **to fill** the qualifications of the **job** available require otherwise. Employees **who** are offered such opportunity will **be** notified by phone **and/or** registered mail **to** their last **known address** or **listed** phone number. The employee will have ten **(10) working days from** the receipt of a phone call **or** mailing **of a** registered letter **to return to work** unless otherwise agreed by the Company. **An** employee who fails to return to work within the agreed time will have no **further** re-employment **rights** with the **Company**.

(g) **An** employee who is recalled to work under this Article after having received the severance pay to **which** he **was** entitled, shall, if he **becomes** entitled to severance pay again, have

deducted from **his** continuous service six (6) months for each week of severance pay previously paid to **him**. The adjustment in continuous service shall be made only for the purpose of calculating his entitlement to severance pay.

**17.02** Before implementing a reduction of staff, Reuters will, subject to the requirements of efficiency and economy of operations, first consider the **use** of attrition to reduce **the** number of employees it requires.

### **TECHNOLOGICAL CHANGE**

**17.03 (a)** Reuters will provide three (3) months' notice to the Guild prior to the introduction of new processes and equipment, when such introduction would result in reduction of staff (other than employees **who** have not completed their probationary period at the time the **notice** is given). Reuters agrees to effect, by attrition wherever possible, any reduction of staff (other than probationary employees) resulting from the introduction of new processes or equipment. Reuters will use its best endeavours to re-train employees for redeployment. Such re-training will be at the time and expense of Reuters. There will be no reduction in **salary** for employees redeployed due to the introduction of new processes or equipment. Reuters will notify the Guild of any new job classifications that **are** created **as** a result of the introduction of new processes or equipment.

**(b)** A full-time employee who **has** been laid **off as a** result of **the** introduction of such change shall **be** entitled to severance pay, in lieu of severance pay under Article 16 of this Agreement and the Canada Labour Code, **as** follows:

- (i) less than **five (5)** years continuous service • a lump sum payment equal to five **(5)** weeks' salary plus two **(2)** weeks' salary per year of continuous service;
- (ii) **five (5)** to nine **(9)** years of continuous service • a lump **sum payment** equal to ten **(10)** weeks' salary plus three **(3)** weeks' salary per year of continuous service; or;
- (iii) ten **(10)** or **more** years of continuous service • a lump **sum** payment equal to **fifteen (15)** weeks' salary plus three **(3)** weeks' salary per year of continuous service to a maximum of twenty **(20)** years of continuous service.

**(c)** A full-time employee with more than five **(5)** years of seniority may, in the event of the introduction of such change, elect to be laid **off** in the place of an employee who has less seniority than he. In that case, the maximum amount of severance pay payable under (b) above will be thirty-six **(36)** weeks.

**(d)** No severance pay shall be payable under this Article if abolition of a position **can** be accomplished through resignation (except under (c) above), retirement, permanent disability or death **of a** regular member of the staff.

## ARTICLE 18

### EXPENSES AND EQUIPMENT

18.01 Necessary **working** equipment shall be provided to employees and paid for by **Reuters, and Reuters shall** ensure that its premises are in conformity with applicable health and **safety** laws and regulations.

18.02 **Reuters shall** pay all authorized expenses incurred **by** the employee in the service of **Reuters, if supported by** vouchers or receipted bills, when **normally** obtained.

18.03 When **an** employee, with the knowledge and consent of **Reuters,** uses an automobile in the service **of Reuters,** the employee shall be compensated at the rate of **fifty cents (\$ .50) per mile.** The Agreement shall **also** reflect this mileage allowance expressed in cents per kilometre. The employee **must** submit proof of all mileage claimed, **and Reuters** reserves the right **to** satisfy itself **that** such mileage figures are accurate.

## ARTICLE 19

### TRANSFERS AND PROMOTIONS

**19.01** Reuters shall not permanently transfer an employee to another office in the **same** city, or to another city or to another **country** against the employee's wishes **without good and sufficient** reasons. **No** employee shall be transferred **without** payment of all authorized **expenses** for the employee's transfer **and** removal including family and effects. There shall be no reduction in **salary** or impairment of other benefits **as** a result of such transfer. **An** employee who is subject **to a** transfer has the right of appeal under the grievance procedure, should the **employee** feel the transfer is capricious or not for **good** reasons.

(a) It is jointly agreed by both parties that foreign-based employees assigned to Canada will be exempt from the provision of this Article.

(b) **In cases where an** employee is transferred for personal or compassionate reasons. Reuters **may** consider, but is not bound **to** pay all of **the** expenses incurred in connection therewith.

**19.02** **No** employee shall be transferred **by** Reuters to another position or **job** classification without the employee's consent. There shall be **no** reduction in **salary** or impairment of benefits **as a** result of such transfer, not shall **any** employee be penalized for refusing to accept **such** a transfer.



**19.03** Present employees will be given first consideration **to try** out for vacancies **in** higher classifications. **When** filling such vacancies, Reuters will take into account the qualifications **and** suitability of the employee. Notice of all vacancies **shall be** posted in all bureaus. **Such** notice shall provide a reasonable outline of the requirements of the job.

**19.04** Employees promoted under this Article shall be given a trial period of up to three (3) months, which period may be extended for another period of up to one (1) month on **consultation** with the Guild. **During** such trial period, the employee **may** be returned **to** the classification from which he advanced, without loss **of** the experience rating he would have been entitled to had **he never been advanced**. **Any replacement displaced as a result thereof, may be placed in a comparable position by Reuters, or receive severance pay under Article 16.01 subject to agreement.**

**19.05** Nothing **in** this Agreement shall preclude the transfer of **an** employee excluded from the bargaining **unit** to **a** position included in the bargaining unit **or** the transfer of **an** employee **in** the bargaining unit to **a** position excluded from the bargaining **unit**, if he **has** consented to such a transfer. **In** all cases, there shall be deemed **to** have been no break in the **continual** length of service by **reason** of such transfer. **An** employee shall not be penalized for **refusing** such transfer.

19.06 Reuters will consider payment of educational courses approved in advance by Reuters which will improve the skills of the employee in his present job or train him for promotion to a higher position. Approval of requests for such payment will be based on individual merit.

19.07 Reuters recognizes its responsibility to offer training and guidance to an employee promoted under this Article. Reuters will wherever possible, offer opportunities for training and guidance to employees who wish to become qualified for other positions.

## ARTICLE 20

### MISCELLANEOUS

**20.01** Where the masculine gender is used, it **shall** be deemed to include the feminine.

#### **20.02 SUBCONTRACTING**

Reuters shall have the right to subcontract for **services** as it deems appropriate provided that subcontracting does not directly result in the layoff of any employee in the bargaining unit who had completed his probationary period by January 1, 1996.

**20.03** Freelancers - Reuters **also** shall have the right **to** continue its practice of **using** freelance journalists and photographers. A freelance journalist is an individual who is paid **by** the article or news report accepted by Reuters. **A** freelance photographer is an individual **who** is paid **a fixed** fee for **a** photograph or a series of photographs accepted by Reuters or **to** provide photo coverage of a sporting, political or other news event.

**20.04** Legal Counsel - **An** employee **who**, as **a** result of performing authorized **work** in the normal course of **his** duties, is sued, subpoenaed as a witness, or charged under **any** federal or provincial statute or municipal by-law, or by any legislative **body**, agency or commission, will, upon **his** request, **be** provided with legal counsel mutually agreeable **to** Reuters **and** paid for **by** Reuters. **An** employee **so** represented **by** counsel or another representative agreed upon **by** the parties shall not suffer any loss of pay or other benefits and shall **further** be made whole to the **extent** permitted **by** law **against** any **fin**es or **damages** levied by any **find** judgment or decision in

the action except to the extent that such employee has taken a course of action contrary to the advice of his Counsel.

**20.05** Outside Activity - It is agreed by Reuters and the Guild that employees shall not: **(1)** disclose ~~or~~ use in market trading or gambling any information gained in working for Reuters which would give them any advantage **over** the general public; **(2)** allow any investment they ~~may~~ hold to influence their work in the service of Reuters; **(3)** carry out any outside work in direct competition with Reuters; or **(4)** use the **name of** Reuters or their positions with Reuters or **any material** of Reuters for personal gain without written permission **from** Reuters.

**20.06** No Strike - No Lockout - Reuters agrees that, during the term ~~of~~ this Agreement, there will be no lockout **as** defined by the Canada Labour Code. The Guild agrees that, during the term of this Agreement, there will be **no** strike **as** defined by the Canada Labour Code.

**20.07** Ethics - The Guild agrees that Reuters has the right to establish policy with respect **to** offers ~~to~~ employees of free travel, accommodation, or gratuities from any person or organization in connection with the **performance of** an employee's duties.

**20.08** Continuous Service/Seniority - Where continuous ~~service/seniority~~ is **used**, it shall be **deemed to** include continuous service with Reuters Information Services **(Canada) Limited** since the date of last hiring within ~~or~~ without Canada except in the case of economic dismissals when **it** shall be **deemed** to only mean continuous service since the **last** date of hiring in Canada.

**20.09** Non-Discrimination - The Company and the Guild **agree** that there will be no discrimination or harassment in **employment** on the **grounds** of race, national or ethnic origin, colour, religion, age, **sex**, sexual orientation, **marital** status, family status, disability to the extent that it **does** not render **an** employee unable to carry out the **duties** of employment, conviction for which **a** pardon has been granted, or **lawful** union activity. For greater clarity, this article shall be **interpreted** in accordance with the provisions of the *Canadian Human Rights Act*, Nothing herein **shall**:

(a) prohibit:

- (i) any remedial program required or permitted under **applicable** human rights, pay equity or employment equity legislation;
- (ii) retirement at age 65 in accordance with **Article 13.01** of this Agreement; or

**20.10** Joint Relationship Committee - The parties will **establish** a joint relationship committee consisting of three (3) employees appointed by the Guild and three (3) persons appointed by **Reuters**. There will be two **(2)** co-chairs: one appointed by the Guild and one appointed by **Reuters**. The joint relationship committee will be mandated by the parties to discuss **matters** of mutual concern such as occupational **health and safety** or training programs and, to promote dialogue, communication and problem **solving** between the parties. The **functioning** of the joint relationship committee shall not displace the grievance and arbitration procedure. **The** joint relationship **committee shall** meet quarterly or at other intervals as **agreed** by the parties.

## ARTICLE 21

### HEALTH, SAFETY AND ENVIRONMENT

**21.01** The Joint Relationship Committee shall be ~~deemed~~ to be the Health and Safety Committee for the purposes of this Agreement.

**21.02** Reuters' policy is to maintain safe and health conditions for all employees at work, and will furnish staff with any special protective equipment, as required by law.

**21.03** Employees who regularly work on VDT's, or similar equipment, shall be eligible to participate on a voluntary basis in an annual ophthalmological examination program at no cost to the employees. Such eye examinations shall be conducted by a medical doctor who is an expert in the field and will include testing procedures generally recommended for persons using VDT's or similar equipment. Reuters will select the doctor in consultation with the Guild. Corrective lenses needed specifically for VDT uses as recommended by the selected doctor shall be paid for by Reuters.

**21.04** Experience in the use of VDT's has shown that there are natural breaks in the work pattern that take employees away from the machines. It is presumed that pattern will continue. During such breaks, which shall be of reasonable frequency and duration, the employee shall perform non-VDT work.

**ARTICLE 22**

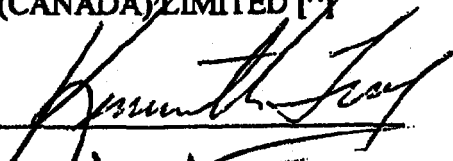


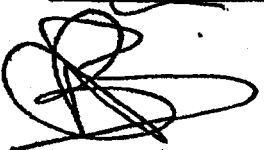
**DURATION AND RENEWAL**

**22.01** This Agreement shall become effective on [^] April 1, 1995 and shall remain in effect [^] until December 31, 1998.

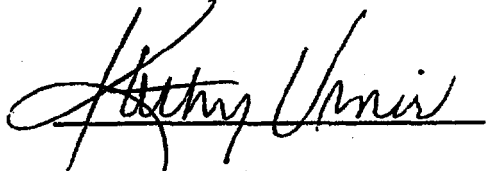

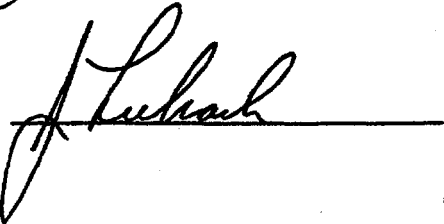
**22.02** Either party may, during ninety (90) days prior to the expiry date of this Agreement, given notice in writing to the other party of its desire to commence negotiating with a view to renewing this Agreement.

**IN WITNESS WHEREOF** the parties have executed this Agreement at Toronto, Ontario on the date and year first above stated.

**REUTERS INFORMATION SERVICES  
(CANADA) LIMITED [^]**

**[^] CANADIAN [^] MEDIA GUILD**

  
  
  
SS



Reuters Canada Division

April 1, 1995

Canadian Media Guild  
Attention: Kathy Viner  
144 Front Street West, Suite 300  
Toronto, Ontario  
**MSJ 2L7**

Reuters Information Services (Canada) Limited 121 King St West Suite 2000 Toronto Canada M5H 3T9 Tel (416) 941-8000

~~Dear~~ Kathy:

**Re: Technicians On Call**

The parties agree that, effective the date of this letter and during the term of the Collective Agreement (April 1, 1995 to December 31, 1998), the following shall apply regarding the carrying of pagers or cellular telephones and employees "on call".

1. Employees in the Technician classifications (Groups 16, 17 and 18) are expected to carry a pager or cellular telephone (as designated by the Company). For the purpose of clarity, employees not scheduled to be "on call" who carry pagers or cellular telephones shall not receive any additional remuneration for carrying a pager or cellular telephone.
2. In the absence of sufficient volunteers for an "on call" rotation as required by the Company, the Company shall have the right to establish "on call" assignments or rotation for Technicians for weekends and other periods outside the employee's regular scheduled hours of work.

(a) "On Call" means that an employee shall carry a pager or cellular telephone (as designated by the Company) and shall remain in a state of work readiness within a range of eighty-five (85) kilometers or one (1) hour's commuting distance from his/her normal place of work except where alternative arrangements are agreed to prior to the initiation of an "on call" period by the employee's supervisor.

(b) Employees "on call" shall respond to all "pages" and shall perform any work required as a consequence of the page.



(c) Technicians designated by the Company as "on call" shall be paid one (1) hour's salary at the base rate for each full eight (8) hours of on-call duty.

(d) If an employee "on call" is required to perform work which requires more than fifteen (15) minutes of the employee's time, such an employee shall be compensated as follows:


(i) For "on call" work performed off hours on a regularly scheduled day: the greater of the time actually worked or three (3) hours pay, in both cases such pay shall be at the rate of one and one half (1 1/2) times the base rate.

(ii) For "on call" work performed on a regularly scheduled day off, the greater of the time actually worked or four (4) hours pay, in both cases such pay shall be at the rate of one and one half (1 1/2) times the base rate for work performed on the first day off or at the rate of two (2) times the base rate for work performed on the second day off provided such an employee performed compensable work on the first day off.

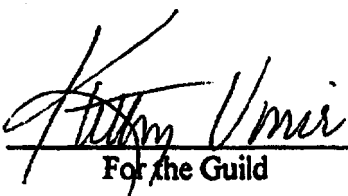
The "on call" work performed payments are in addition to the payments described in "(c)" above. "On call" work performed includes actual travel time to and from the worksite where required.

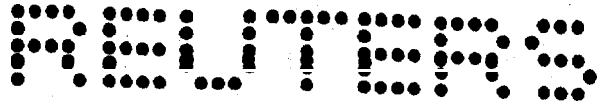
3. The requirement under Article 9.03 to post work schedules two (2) weeks in advance of the week for which they apply shall be extended to include the scheduling of "on call" duties.

Yours truly,

  
\_\_\_\_\_  
For Reuters

ACCEPTED AND AGREED BY:

  
\_\_\_\_\_  
For the Guild



Reuters Canada Division

April 1, 1995

Canadian Media Guild  
Attention: Kathy Viner  
144 Front Street West, Suite 300  
Toronto, Ontario  
**M5J 2L7**

Reuters Information Services (Canada) Limited 121 King St West Suite 2000 Toronto Canada M5H 3T9 Tel (416) 941-8000

~~Dear~~ Kathy:

Re: Journalists **On Call**

The parties **agree** that, effective the date of this letter and during the term of the Collective Agreement (April 1, 1995 to December 31, 1998), the following shall apply regarding the **carrying of** pagers **or** cellular telephones and employees "on call":

1. Employees in the **Journalist** classifications (Groups **19** and **20**) are expected to **carry a** pager or cellular telephone (as designated by the Company). For the purpose of clarity, employees not scheduled to be "on call" who **carry pagers or** cellular telephones shall not receive any additional remuneration for **carrying a** pager **or** cellular telephone.

2. In the **absence** of sufficient volunteers for an "on call" rotation of duty as required by the **Company**, the **Company shall** have the right to establish "on call" assignments or a rotation of duty schedule for Journalists for weekends and other periods outside of the employee's regular scheduled hours of work.

(a) "On Call" means that an employee shall **carry a** pager **or** cellular telephone (as designated by the **Company**) and shall remain in a state of work readiness within a range of eighty-five (85) kilometers or one (1) hour's commuting distance from his/her normal place of **work** except where alternative arrangements are agreed to prior to the initiation of an "on call" period by the employee's supervisor. While on call, employees in the journalist classifications will be required to monitor: television and radio news broadcasts; electronic mail; and news wires until the conclusion of the CBC evening news.

(b) Employees "on call" shall respond to all "pages" and shall perform any **work** required as a consequence of the page.

(c) Employees designated by the Company as "on call" shall be paid **two (2)** hour's ~~salary~~ **at the base rate** for each **full eight (8)** hours of **on-call** duty.

(d) If an employee "on call" is required to perform work which requires more than fifteen (15) minutes of the employee's time, such an employee shall be compensated as follows:

(i) For "on call" work performed off hours on a regularly scheduled day: the greater of the time actually worked or three (3) hours pay, in both cases such pay shall be at the rate of one and one half (1 1/2) times the base rate.

(ii) For "on call" work performed on a regularly scheduled day off, the greater of the time actually worked or four (4) hours pay, in both cases such pay shall be at the rate of one and one half (1 1/2) times the base rate for work performed on the first day off or at the rate of two (2) times the base rate for work performed on the second day off provided such an employee performed compensable work on the first day off.

The "on call" work performed payments are in addition to the payments described in "(c)" above. "On call" work performed includes actual travel time to and from the worksite where required.

3. The requirement under Article 9.03 to post work schedules **two (2) weeks in** advance of the **week** for which they apply shall be **extended to** include the scheduling of "on call" duties.

Yours truly,

  
\_\_\_\_\_  
For Reuters

**ACCEPTED AND AGREED BY**

  
\_\_\_\_\_  
For the Guild



Reuters Canada Division

Canadian Media Guild,  
Attn: Kathy Viner,  
144 Front Street West,  
Suite 300,  
TORONTO, Ontario,  
M5J 2L7

1 April, 1995.

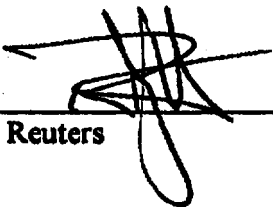
Reuters Information Services(Canada)Limited 121 King St West Suite 2000 Toronto Canada M5H 3T9 Tel (416)941-8000

Dear Kathy,

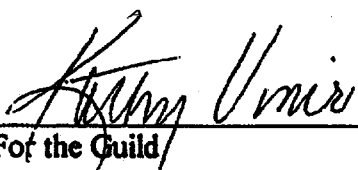
During the term of **the** Collective Agreement (April 1, 1995 to December 31, 1998) made between Reuters Canada Division and the Canadian Media Guild, it is understood that subcontracting activity outside the core **areas of** business in Toronto and Montreal shall be deemed **to** not have directly resulted **in** the lay-off of any employee in the core **areas of** business in Toronto and Montreal for the **purposes** of Article 20.02 of the Collective Agreement. The core **areas** of business in Toronto and Montreal **are** defined **as** follows:

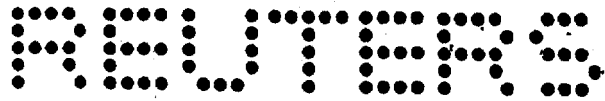
1. The **core area** of business in Toronto shall be the geographic **area** within St. Clair **Avenue (North)**, Don Valley **Parkway** (East), Hwy. 427 (West), and Lake Ontario (South).
2. The **core area** of business in Montreal shall be the *geographic area* within Sherbrooke Street (North), St. Laurent Blvd. (East), **Fort** Street (**West**), and the St. **Lawrence** River (South).

Yours truly,

  
\_\_\_\_\_  
For Reuters

ACCEPTED AND AGREED:

  
\_\_\_\_\_  
For the Guild



Reuters Canada Division

16 May 1996

Kathy Viner  
Canadian Media Guild  
144 Front Street West  
Suite 300  
Toronto, Ontario  
**M5J 2L7**

Reuters Information Services (Canada) Limited 121 King St West Suite 2000 Toronto Canada M5H 3T9 Tel (416) 941-8000

Dear Kathy

**RE: RCD POLICY REGARDING SPECIAL LEAVE**

During the term of the collective agreement (April 1, 1995 to December 31, 1998) made between Reuters Canada Division and the Canadian Media Guild, the parties agree that **the** following policy forms part of the policy referred to in Article 12.01:

**Principle:** The Company and the Guild recognize and understand the responsibility for employees to be at **work** for all scheduled hours of work and that, due to special circumstances (such as doctor's appointments and family emergencies), **it** is not always possible for employees to meet that responsibility. Therefore, employees and their supervisors must work together to accommodate such special circumstances while meeting their respective work-related responsibilities.


**Practice:**

1. Where practical and reasonable, employees are expected to exhaust available time **off** entitlements such as **TOIL**, personal day, vacation days to deal with special circumstances. The Company and the Guild recognize that there may be situations where this is not possible (examples: **pre-booked** vacations and **no** other available time **off**, doctor's appointments which do not require a full day **off** work) or where employees have exhausted all time **off** entitlements. **In** such **cases**, employees **may** request paid special leave. All such requests will **be** made to the employee's supervisor and will be administered **on** a case **by** case basis.
2. Where special leave is granted, **employee(s)** and their **supervisor(s)** must **agree** on **a** plan **to** have such time-**off** made up during the employee's non-scheduled work hours without additional remuneration when there is **a** reasonable **business**

requirement to make up the time-off work. Employee(s) and supervisor(s) will work together to consistently meet the Principle of this policy.

3. All requests granted for special leave are without prejudice or precedent.
4. In the event an employee fails to meet his/her responsibility under this policy, this will be factored into the supervisor's decision making process for any future requests made by such an employee.

Sincerely,



For Reuters

**AGREED AND ACCEPTED:**

  
For the Guild

# MEMORANDUM OF UNDERSTANDING

**B E T W E E N :**

**REUTERS INFORMATION SERVICES (CANADA) LIMITED**

(**"Reuters Canada"**)

**- and -**

**THE CANADIAN MEDIA GUILD**

(**the "Guild"**)

Reuters Canada and the Guild agree as follows:

1. This Memorandum of Understanding applies during the term of the collective agreement presently in force which was made effective for the period April 1, 1991<sup>5 December</sup> to March ~~31, 1995~~<sup>1998</sup> and during the term of the collective agreement that is presently being negotiated. The term "collective agreement" used herein refers collectively to the current collective agreement and the agreement to be negotiated.

2. Television work falls within the scope of the bargaining unit represented by the Guild under the collective agreement.

3. Accordingly, if and when Reuters Canada becomes involved in the production of Reuters Television or Reuters Financial Television ("RFTV") within Canada, the

employees involved in carrying out *such* television work will be covered by the collective agreement unless otherwise excluded from its scope.

4. It is further agreed that if Reuters Canada is to become involved in the production of Reuters Television or RFTV in Canada, it will advise the Guild and the parties agree to meet and bargain over the terms and conditions of employment that will apply to Reuters Canada's employees engaged in television work in Canada that will be incorporated into the collective agreement.

5. Notwithstanding the terms of the collective agreement, Reuters Canada shall have the right to engage temporary contractors under individual contracts outside the terms of the collective agreement so that Reuters Television International Limited can fulfill its obligations under a contract made effective for the period August 1, 1995 to July 31, 1996 with the Canadian Broadcasting Corporation (the "CBC contract") with respect to the production of the Reuters Business Report.

6. It is agreed and understood that if Reuters Canada continues to provide the Reuters Business Report to the CBC after July 31, 1996 it will do so using employees covered under the collective agreement unless they are otherwise excluded from the terms of the collective agreement. By way of example, such an exclusion would be the News Editor.

*Article 1.01*  
*AS* *DR*



The parties further **agree to meet and bargain** over any amendments to the collective agreement required to integrate these employees into the bargaining unit.

7. With respect to the temporary contractors, they shall be covered by the following terms of the collective agreement: Article 1, 2, 3, 4, 5.01, 15 except clause 15.13, Article 21 except for clause 21.03, and Article 22. These articles are contained in the current collective agreement. They *also* shall be ~~deemed~~ to refer to the successor provisions in the collective agreement that is presently being negotiated.

8. With respect to the temporary contractors' access to article 15 of the collective agreement, it will only be with respect to the enforcement of their rights under the terms of the collective agreement. A temporary contractor will not be able to enforce his or her rights under his or her individual **contract** under article 15.

9. During the period August 1, 1995 to July 31, 1996, Reuters Canada agrees not to use the segments produced under the CBC contract as part of its on line computer service, RFTV, without the prior consent of the Guild, which consent will not be unreasonably withheld.

~~10. With respect to the researcher to be engaged under the terms of the CBC contract, if Reuters Canada determines that it is feasible to use such a researcher for more~~

AS  
KOR

JA7A

~~than the work required under the CBC contract~~ such that it will regularly involve 35 hours of work per week, it will post such position, and employees within the bargaining unit may apply for such position. The successful applicant will be fully covered by the terms of the collective agreement in accordance with its terms provided that in the event that the CBC contract is not renewed, the successful applicant if he or she did not have seniority rights at the time of being offered the position, may be laid off with two weeks' notice or compensation in lieu thereof and no severance pay or, alternatively, transferred to part-time employment status under the collective agreement.

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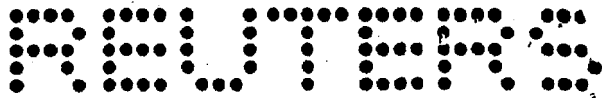
KR

There will be no grievances relating to the production of the Reuters Business Report prior to the date of this Memorandum of Understanding.

DATED at Toronto, this 27 day of September, 1995.

[Signature]  
 Edna [Signature]  
 Reuters Information Services

[Signature]  
 Aggie Scannan  
 [Signature]  
 The Canadian Media Guild



Reuters Canada Division

1 April 1995

Canadian Media Guild  
Attn: Kathy Viner  
144 Front Street West, Suite 300  
Toronto, Ontario  
M5J 2L7

Reuters Information Services(Canada) Limited 121 KingSt West Suite2000 TorontoCanadaM5H 3T9 Tel (416)941-8000

Dear Kathy,


The parties agree that during the term of the Collective Agreement (April 1, 1995 to December 31, 1998), that, notwithstanding any Article of the Collective Agreement to the contrary, Reuters shall have the right to locate its Canadian customer service trouble report desk to the ~~Customer~~ Response Centre located in Chicago.

It is understood that this agreement shall not result in the laying off of, or involuntary reclassification of, the technicians on the help desk.

Yours truly,

  
\_\_\_\_\_  
For Reuters

ACCEPTED AND AGREED:

  
\_\_\_\_\_  
For the Guild



Reuters Canada Division

1 April 1995


Canadian Media Guild  
Attn: Kathy Viner  
144 Front Street West, Suite 300  
Toronto, Ontario  
M5J 2L7

Reuters Information Services (Canada) Limited 121 King St West Suite 2000 Toronto Canada M5H 3T9 Tel (416) 941-8000

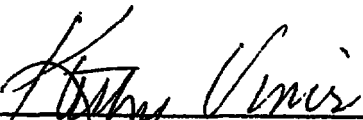
Dear Kathy,

In connection with the Collective Agreement (April 1, 1995 - December 31, 1998) made between Reuters Canada Division and the Canadian Media Guild, the parties agree that all provisions of the Pension Plan which are not modified through mutual agreement shall remain in effect unchanged.

Yours truly,

  
\_\_\_\_\_  
For Reuters

ACCEPTED AND AGREED:

  
\_\_\_\_\_  
For the Guild



Reuters Canada Division

1 April 1995

Canadian Media Guild  
Attn: Kathy Viner  
144 ~~Front~~ Street West, Suite 300  
Toronto, Ontario  
M5J 2L7

Reuters information Services (Canada) Limited 121 King St West Suite 2000 Toronto Canada M5H 3T9 Tel (416) 941-8000

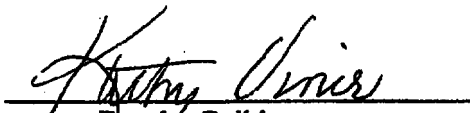
Dear Kathy,

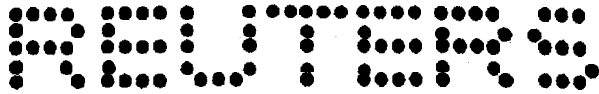
**During** the term of the Collective Agreement (April 1, 1995 to December 31, **1998**) made between Reuters Canada Division and the Canadian Media Guild, the parties further agree that the classification **of** Inventory Control Clerk applies to the present incumbent **only**. Should the present incumbent leave the employ **of** the Company or move into another position with the **Company** (whether Guild-represented or excluded from Guild-representation) the classification of Inventory Control Clerk need not **be** continued.

Yours truly,

  
\_\_\_\_\_  
For Reuters

**ACCEPTED AND AGREED:**

  
\_\_\_\_\_  
For the Guild



Reuters Canada Division

1 April 1995

Canadian Media Guild  
Attn: Kathy Viner  
144 Front Street West, Suite 300  
Toronto, Ontario  
MSJ 2L7

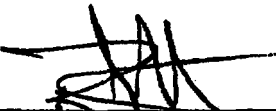
Reuters Information Services (Canada) Limited 121 King St West Suite 2000 Toronto Canada M5H 3T9 Tel (416) 941-8000

Dear Kathy,

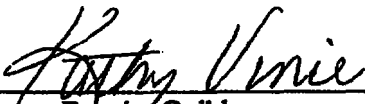
The parties agree that for the duration of Mr. Alfie Scenna's tenure in the position of Supervisor, Human Resources Information ~~Systems and~~ Payroll, the position shall be considered part of the bargaining unit. In turn, the parties agree that the position shall become exempt ~~from~~ bargaining unit representation should Mr. Scenna vacate it.

The parties further agree that for the duration of Mr. Richard St. Lawrence's tenure in the position of Tax Accountant, the position shall be considered exempt from the bargaining unit. In turn, the parties agree that the position shall become part of the bargaining unit should Mr. St. Lawrence vacate it.

Yours truly,

  
\_\_\_\_\_  
For Reuters

ACCEPTED AND AGREED:

  
\_\_\_\_\_  
For the Guild

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