

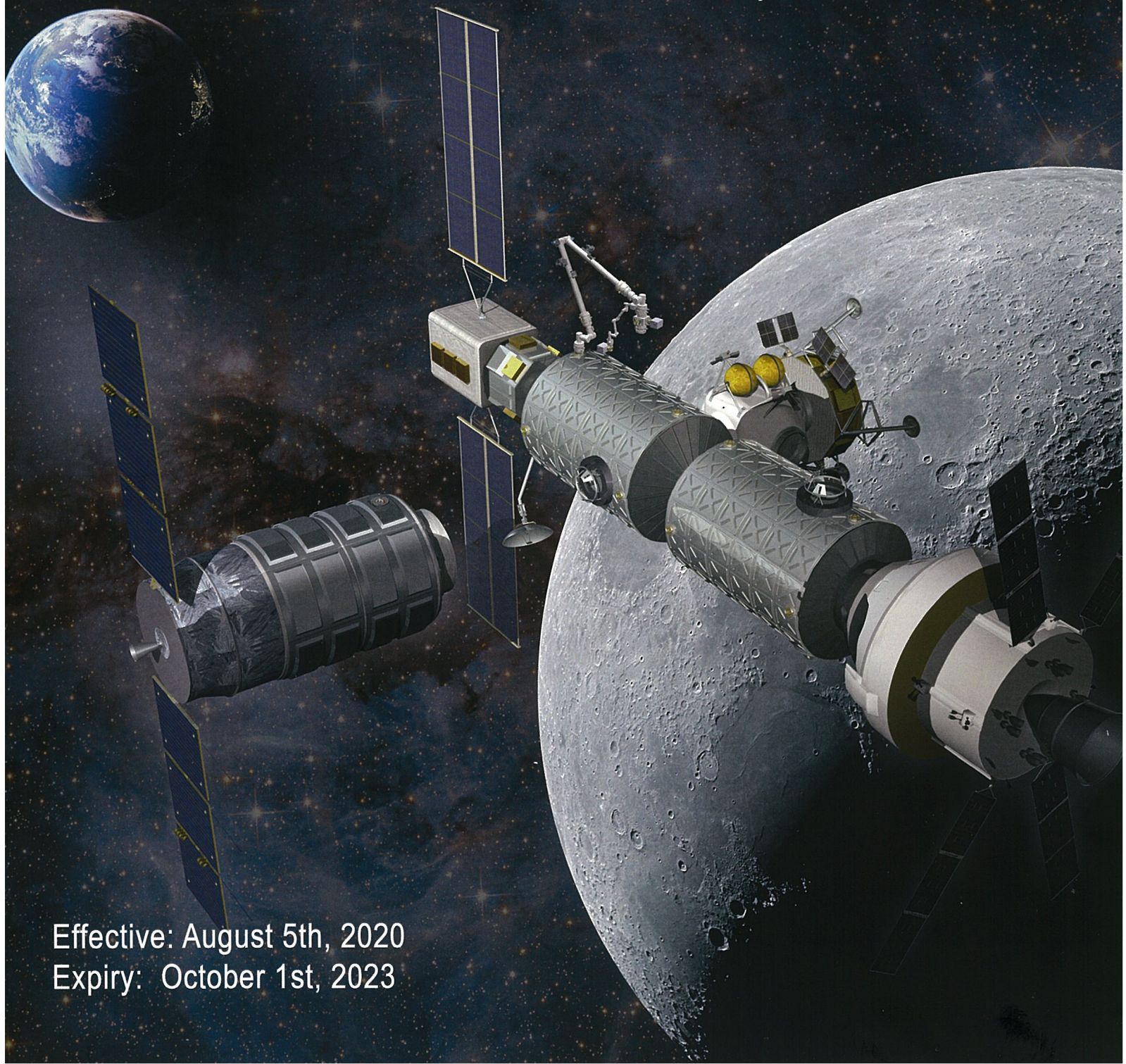
# Agreement between



**unifor**

Local673 | Canada

Effective: August 5th, 2020  
Expiry: October 1st, 2023





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## **COLLECTIVE AGREEMENT**

Between:

**MacDonald Dettwiler and Associates Inc. (carrying on business as MDA).**

Hereinafter referred to as "the Company"

–and –

UNIFOR Local 673, hereinafter referred to as "the Union"

**Effective Date: August 5<sup>th</sup>, 2020**

**Expiry Date: October 1<sup>st</sup>, 2023**

### **Article 1**

#### **PURPOSE**

The general purpose of this Agreement is to establish and maintain collective bargaining relations between the Company and its employees and to provide machinery for the prompt and equitable disposition of grievances and to establish and maintain mutually satisfactory working conditions, hours of work, salaries and other conditions of employment for all employees who are subject to the provisions of this Agreement.

### **Article 2**

#### **SCOPE AND RECOGNITION**

2.01 The Company recognizes the Union as the sole and exclusive bargaining agent for all office and clerical employees of the Company employed in Metropolitan Toronto, save and except Supervisors and those above the rank of Supervisors, one secretary to each Department Manager or to a person of higher status. The Bargaining Unit shall not include personnel employed in a managerial capacity, persons covered by other bargaining units, or employees engaged in Human Resources, Security, or manpower planning.

In view of the foregoing, the parties agree that all employees employed in the following classifications or occupations shall be excluded from the Bargaining Unit:

- Budget Administrators
- Budget and Forecasting Analysts
- Contracts Administrators
- Cashiers
- Confidential Payroll Clerks
- Forecast and Performance Analysts
- Health Centre
- Pricing Analysts
- Public Relations
- Systems and Procedures Analysts

2.02 Before the Company decides to exclude from the Bargaining Unit any newly created job other than those covered in Clause 2.01 above, the new job title and Union jurisdiction, if applicable, will be submitted to the Union in writing.

In the event that a dispute arises between the Company and the Union in respect to the exclusion of a new classification from the Bargaining Unit as outlined in this Article, all such disputes, if not resolved between the parties, shall be referred to an arbitrator in the normal manner.

In resolving any dispute as to whether a new classification shall be included in the Bargaining Unit, the arbitrator shall do so by comparing within the meaning of Clause 2.01 the duties and responsibilities of all presently included and excluded classifications to those of a new classification.

### **Article 3**

#### **TRANSFER OF OPERATIONS**

- 3.01 Should the Company, during the life of this Agreement, decide to move from its existing locations in whole or in part, the Company agrees to give the Union as much advance notification as possible, but in no event less than sixty (60) days prior to such move and will provide:
- (a) The right of existing employees to transfer with the jobs they normally perform.
  - (b) Protection of the seniority rights of existing employees.
  - (c) Extension of the Collective Agreement to cover the new location.
- 3.02 An employee whose seniority is transferred to any such new plant pursuant to Clause 3.01 will be eligible for a relocation allowance up to the maximum amount specified under the provisions of this Clause, provided:
- (a) The plant to which the employee is to be relocated is at least fifty (50) miles from its present location, and
  - (b) As a result of such relocation of the plant, the employee's present commuting distance is increased, and
  - (c) The employee makes application within twelve (12) months after commencement of employment at the plant to which such employee was relocated in accordance with a procedure to be established.
  - (d) Only one relocation allowance will be paid where two or more employees are living in, and are relocated to, the same residence.
  - (e) The employee submits to the Company documentary proof of moving expenditures when making claim for relocation allowance.
  - (f) The employee is maintaining a dwelling and finds it necessary, due to relocation of the plant, to move contents of such dwelling.
  - (g) In the event an employee who is eligible to receive a relocation allowance under these provisions is also eligible to receive a relocation allowance or its equivalent under any present or future Federal or Provincial legislation, the amount of relocation allowance provided under this Clause, when added to the amount of relocation allowance provided by such legislation, shall not exceed the maximum amount of the relocation allowance the employee is eligible to receive under the provisions of this Clause.

| <b>Miles Between Plants</b> | <b>Relocation Allowance</b> |
|-----------------------------|-----------------------------|
| 050 - 099                   | \$925                       |
| 100 - 299                   | \$1050                      |
| 300 - 499                   | \$1,200                     |
| 500 - 799                   | \$1,600                     |
| 800 and over                | \$1,800                     |

### **Article 4**

#### **LIST OF SUPERVISORY STAFF AND LOCAL 673 MEMBERS**

The Company will supply the Chairperson of the Bargaining Committee with a list of those persons with supervisory authority over Local 673 members, up to and including the rank of Director. The list will include the Department name and number to which the listed person has authority.

The list will be supplied during the last regular workweek of February, June, and October of each year. Advice of changes to the list will be supplied to the Chairperson on a current basis.

The Company will provide the Union with a mailing list of 673 members and retirees, which will be amended and re-issued every six (6) months.

## **Article 5**

### **RESERVATION OF MANAGEMENT RIGHTS**

Within the framework of this Agreement the Company reserves the right to hire, promote, transfer, demote, retire and lay off employees and to suspend, discharge or otherwise discipline employees for just cause subject to the right of any employee to lodge a grievance in the manner and to the extent herein provided.

Within the framework of this Agreement, the Company reserves the right to operate and manage its business in all respects in accordance with its commitments and responsibilities, to maintain order and efficiency on its premises and to determine the location of its plants, the products to be manufactured, the scheduling of its production and its methods, processes and means of manufacturing.

## **Article 6**

### **INTIMIDATION, COERCION OR DISCRIMINATION**

The Company and the Union agree that there will be no discrimination, coercion or intimidation against any employee for any reason. The Union recognizes that the Company is subject to Federal regulations in regard to security.

## **Article 7**

### **UNION AND BARGAINING COMMITTEE**

#### **7.01 Union Committee**

The Company acknowledges the right of the Union to elect or appoint Union Committee Persons. The number of Union Committee Persons (UCP) shall be based on the number of employees in the Bargaining Unit as follows:

| <b>Number of<br/>Bargaining Unit<br/>Members</b> | <b>Total Number of<br/>Recognized Union<br/>Committee<br/>Persons<br/>(Including the<br/>Office<br/>Chairperson)</b> |
|--|--|
| Less than 50                                     | 1  |
| More than 50                                     | 2  |

A UCP shall only be recognized as such in respect of matters originating in the facility in which the UCP is employed. In the event a Union Committee Person ceases to be an employee, that Union Committee Person immediately ceases to be recognized as a UCP. The Union shall notify the Company of the names of the UCP and shall notify the Company of any changes in members before the effective date of such change.

The Company will recognize and meet with the said Committee on any matter properly arising from time-to-time during the continuance of the Agreement. The President, or in their absence, the Vice-President of the Local will be ex-officio members of the Committee, if not elected thereto. A National Representative or Representatives of the Union may be present and participate in any meetings of the Union Committee and the Company.

Notwithstanding the above chart, or anything else in Article 7, in the event the membership in the bargaining unit falls below 50 members, the Office Chairperson shall be the only Union Committee Person recognized at the facility where they are employed.

#### **7.02 Union Committee Duties**

Union Committee Persons other than the Office Chairperson will be allowed only such time away from their regular employment duties as is necessary to attend to the business of administering the Collective Agreement at the facility in which they are employed for matters originating in the facility in which they are employed.

Providing it does not affect the efficient operation of any of the Company facilities covered by this agreement, the Company will not require an Executive Officer or UCP to work on any shift which has a regular quitting time that is later than 6:00 p.m.

One Union Committee Person described in Article 7.01 shall be known as the Office Chairperson. The Chairperson of the Union Committee shall be elected or appointed on an MDA UNIFOR Local 673 basis. They shall be allowed such time away from their regular employment duties as is necessary for the purpose of administering the Collective Agreement, however, such time shall not exceed the hours specified in the following table based on the number of Bargaining Unit members:

| <b>NUMBER OF<br/>BARGAINING<br/>UNIT<br/>MEMBERS</b> | <b>MAXIMUM<br/>WEEKLY HOURS<br/>FOR<br/>CHAIRPERSON<br/>TO CONDUCT<br/>UNION BUSINESS</b> |
|--|---|
| Less than 50   | 10  |
| 51 to 99   | 20  |
| More than 100  | 40  |

When there are less than one-hundred (100) Bargaining Unit members the Maximum Weekly Hours specified above does not include the Office Chairperson's time away from their regular employment duties for: second step grievance meetings with the Company; meetings as per Article 13; meetings with the Company for negotiating the renewal of the Collective Agreement; and arbitration hearings however, should the Office Chairperson be away from their regular employment duties for eight (8) hours in a day to attend to such union duties, their maximum weekly hours shall be reduced by 20% for the week involved for each such day. In no case will the Chairperson be compensated by the Company for more hours than specified in the table above.

The Office Chairperson will be provided with office facilities, to be used by them for the purpose of the administration of the Collective Agreement. The office shall include desk, chair, telephone and filing cabinet. Requests by the Chairperson for use of such office for special meetings of UCP's will not be unreasonably withheld. The Office Chairperson will be supplied with written information concerning starts, surplus declarations, lay-offs, retirements, discharges, releases, recalls and changes in Job Classification. Every six months the Company will supply the Union with a complete mailing list of employees and retirees covered by this Agreement.

The Union recognizes and agrees that Union Committee Persons (excluding the Office Chairperson only when there are more than 50 members) have regular employment duties to perform in connection with their employment and that only such time as necessary will be consumed by such persons during work hours to attend to their respective union duties as described in Article 7.

Before leaving their regular employment duties on behalf of the Company to attend to their respective union duties, Union Committee Persons (excluding the Office Chairperson only when there are more than 34 members) must obtain the permission of their Supervisor to do so. The UCP must indicate the nature of their union duties and the time anticipated to attend to such union duties. Time in excess of such, may at the Company's discretion, and after notice to the union, be disallowed. The Supervisor will make arrangements as quickly as possible to allow the UCP to attend to such union duties. A Union Committee Person must notify an employee's Supervisor prior to interrupting an employee in the performance of their employment duties. Only such time as reasonable shall be allowed.

In accordance with this Article, except as provided in Article 10.05, the Company will compensate Union Committee Persons (other than the Office Chairperson) for the time spent during their regular working hours attending to union duties at their regular rate of pay. The Office Chairperson shall receive the rate of pay equivalent to the highest straight time rate of pay in the Bargaining Unit in effect at that time for all regular working hours spent on Union duties as described in Article 7. They shall be responsible to the Director Human Resources or their nominee while performing the duties of Office Chairperson. Any dispute arising from the above may be the subject of the grievance procedure.

Every employee is required to keep on file with the Human Resources Department their current address and telephone number. The Company will continue the present practice of providing Company forms involving transfer of employees (temporary transfers excluded).

The Vice-Chairperson of the Union Committee, or because of their unavailability, another designated representative from the Union Committee shall substitute for the Office Chairperson should they be absent from work. The substitute Office Chairperson will only be allowed such time away from their regular employment duties as necessary including when there are more than one hundred (100) Bargaining Unit members.

#### Off-Shift Union Representation

For the purpose of providing Union representation on off-shifts when there are no Union Committee Persons working on an off-shift, the Union shall be permitted to designate one employee on each off-shift as the Off-Shift Union Representative. The Off-Shift Union Representative will be allowed only such time away from their regular employment duties as necessary to attend to grievances and disciplinary matters related to and arising during the off-shift which require immediate attention and cannot reasonably be administered by a Union Committee Person on the day shift. Before leaving their regular employment duties on behalf of the Company to attend to their Union duties as described in Article 7(4), the Off-Shift Union Representative must obtain the permission of their Supervisor to do so. An Off-Shift Union Representative shall only be recognized on the off-shift, in which they are employed upon notice of such to the Company by the Union.

### 7.03 Bargaining Committee

For the purpose of negotiating amendments for renewal of the Collective Agreement the Company acknowledges the right of the Union to select a Bargaining Committee from the Bargaining Unit. The Chairperson of the Union Committee shall also be the Chairperson of the Bargaining Committee. Including the Office Chairperson the Union shall have the right to select the following number of Bargaining Committee Persons based on the number of employees in the Bargaining Unit:

| NUMBER OF<br>BARGAINING<br>UNIT<br>MEMBERS | NUMBER OF<br>BARGAINING<br>COMMITTEE<br>MEMBERS<br>(INCLUDING THE<br>OFFICE<br>CHAIRPERSON) |
|--|---|
| Less than 201                              | 2   |
| 201 - 500                                  | 4   |
| More than 500                              | 5   |

Bargaining Committee Persons shall be permitted only such time away from their regular employment duties to prepare for and engage in collective bargaining as follows:

- I During the period of six (6) months prior to the expiry date of the Collective Agreement each member of the Bargaining Committee will be allowed up to ten (10) working days leave of absence, without pay, in order to prepare amendments to the Agreement. Reasonable advance notice will be presented to the Company for such leaves of absence.
- II In negotiating with the Company representatives for renewal of the Collective Agreement, the Company shall pay the Bargaining Committee Persons for time spent during regular working hours for up to one (1) month following the expiry date of the Collective Agreement. All benefit coverage shall also be paid and in effect for such a period. Pay for time spent beyond one (1) month may be made upon mutual agreement between the Company and the Union.



## **Article 8**

### **NO LOCK-OUT OR STRIKE**

The Company and the Union agree to be bound by the provisions of the Ontario Labour Relations Act in respect to strikes and lockouts.

The Company and the Union agree that neither shall call, authorize, counsel, procure, support or encourage an unlawful strike or lockout.

## **Article 9**

### **GRIEVANCE PROCEDURE**

9.01 All grievances arising between the parties shall be dealt with as speedily and effectively as possible. Necessary information pertinent to the resolution of grievances shall be supplied and discussed and a positive effort made at settlement by the parties at all stages of the Grievance Procedure.

9.02 The parties will not be under any obligation whatsoever to consider or process any grievance which arose out of any action or conditions within a reasonable period of time after the date the subject of such a grievance became known or should have become known to the grievor. In no event will the aforementioned period of time nor the Company's financial liability exceed twenty-five (25) working days prior to the time the situation is first drawn to the attention of management.

9.03 The Company will produce such pertinent production, payroll, attendance records, disciplinary notices and each party shall supply information pertaining to the employee(s) involved as may be necessary to the settlement of a grievance at each stage of the Grievance Procedure. During the Grievance Procedure, the parties shall have reasonable access to the appropriate Company facilities to view the disputed operations or confer with necessary persons.

#### **9.04 Step No. 1**

An employee(s) having a grievance shall first submit the same to a Union Committee Person or in their absence a substitute Union representative, who shall present the complaint in the prescribed manner to the appropriate supervisor. It shall be mandatory that the parties concerned fully discuss the grievance. Either party may have present any persons necessary to the settlement of the grievance.

The Supervisor shall reply to a Union Committee Person in the prescribed manner no later than the fifth (5th) working day following the day on which the grievance was discussed or such reasonable time extension as may be mutually agreed. The date of reply will be established at the time of discussion by the Supervisor and a Union Committee Person.

#### **9.05 Step No. 2**

If the decision of the Supervisor is not satisfactory to the employee(s) concerned and/or the Union, the grievance shall be presented, in writing, to the Manager, Staffing and Employee Relations or their designee by a Union Committee Person within five (5) working days following the decision of the Supervisor. The written grievance shall be on the prescribed form and must contain a statement outlining the nature of the complaint and the relief sought.

The grievance shall be fully discussed at a meeting to be held within ten (10) working days after receipt of the grievance from a Union Committee Person. At the meeting will be the Labour Relations Committee, the Union Committee and any persons necessary to the resolution of the grievance.

If the grievance cannot be resolved in discussion, the Company will provide the Union with its written decision within five (5) working days of the Step 2 meeting. The time limits provided in this Step No. 2 may be extended by mutual agreement.

#### **9.06 Group Grievance**

A "Group Grievance" concerning more than one employee having the same complaint and who comes under the jurisdiction of more than one Supervisor may be submitted at Step No. 2 of the grievance procedure, and failing settlement, to arbitration in the normal manner.

## **9.07 Policy Grievance**

Either party may file a "Policy Grievance" at Step No. 2 of the Grievance Procedure. A "Policy Grievance" is defined as one which alleges a misinterpretation or violation of a provision of this Agreement. Generally because of the nature or scope of the subject matter of a "Policy Grievance", it will be filed by the Office Chairperson or the President of the Local Union or their designee on behalf of the Union or by the Manager, Staffing and Employee Relations or their designee on behalf of the Company. Failing settlement it may be referred to arbitration in the normal manner.

- 9.08** Any grievance that is not advanced to the next stage of the Grievance Procedure within the time limits provided herein shall be considered settled in the grievor's favour, if the failure is on the part of the Company.

Upon prior notification to the Union, that the time limits in the Grievance Procedure cannot be met due to the legitimate absence from the appropriate Company facilities of persons directly involved in the grievance, or for other established legitimate reasons, an automatic extension will be granted, the duration of which will be subject to mutual agreement. A grievance conceded under this provision will be without precedent or prejudice to any similar grievance.

## **Article 10**

### **ARBITRATION**

- 10.01 If arbitration is to be invoked, the party seeking arbitration must notify the other party in writing within five (5) working days following the second step answer after which the party seeking arbitration shall, within ten (10) working days, contact the arbitrators requesting a date for a hearing. The request shall be in writing with one copy sent to the other party. Grievances signed into arbitration during the period awaiting arbitration dates will be included in such dates for the purpose of applying this article. Within thirty (30) days of the request for arbitration dates, the parties shall select a date for the hearing of the grievance. Should the parties fail to reach agreement on an arbitration date for a particular grievance, the first arbitration date following sixty (60) days from the date on the letters requesting arbitration shall be accepted by the parties. The grievance to be heard shall be established by the party requesting arbitration in accordance with Article 10.06; however, both parties will be provided with at least three weeks' notice of the first day of hearing for the grievance to be heard.
- 10.02 No matter may be submitted to arbitration which has not been considered under Step No. 2 of the Grievance Procedure and the grievance form and decisions written thereon or attached thereto shall be presented to the arbitrator and the arbitrator's decision shall be confined to deciding the issues therein set out.
- 10.03 During arbitration the conferring parties may have the assistance of the employee(s) concerned and any necessary witnesses. All reasonable arrangements will be made to permit the conferring parties to have access to appropriate Company facilities to view the disputed operations or confer with the necessary witnesses.
- 10.04 When the parties desire or the grievance is of such a nature that due to the accessibility of the operations and witnesses the arbitration hearing should be held on the premises of the Company, the parties may mutually agree to do so.
- 10.05 Employees appearing during working hours before an arbitrator on the hearing of the appeal of a grievance shall be paid by the Company at their regular rate for the time so spent. The same condition shall apply to the Office Chairperson and Union Committee Persons.
- 10.06 Grievances submitted to arbitration shall have the following priority at arbitration:
- (a) Discharge                      (c) Policy
  - (b) Lay-off                        (d) Others
- 10.07 It is agreed that disputes, which are carried to the arbitration stage, shall be heard before a single arbitrator. The Company and the Union, having expressed confidence in the ability of the undermentioned persons, agree that they shall be called to arbitrate on the basis of their earliest availability.
- (a) R. Goodfellow                (d) F. Briggs
  - (b) D. Gee                        (e) S. Tacon
  - (c) W. Kaplan                    (f) H. Brown
- 10.08 The arbitrator shall not have jurisdiction to alter or change any of the provisions of this Agreement, or to substitute any new provisions in lieu thereof, nor to give any decision inconsistent with the terms and provisions of this Agreement, or to deal with any matter not covered by this Agreement. The arbitrator, however, in respect of a grievance involving a penalty shall be entitled to modify such penalty as in the opinion of the arbitrator is just and equitable.

- 10.09 After a grievance has been processed through the Grievance Procedure and remains in dispute, the parties to this Agreement agree that the arbitration process is presently the appropriate method of resolving these differences that arise during the term of this Collective Agreement. Therefore, the parties agree that the decisions of the arbitrator shall be final and binding on both parties and their expenses shall be borne in equal shares by the Company and the Union.
- 10.10 Where requested, two (2) grievances may be heard at one Arbitration Hearing, providing the first grievance heard is completed by 1:00 p.m. on the day of the Hearing.

## **Article 11**

### **HEALTH AND SAFETY**

- 11.01 In order to provide a safe working environment, there will be a Joint Health and Safety Committee established. The Union may appoint or elect one UJHSC Member. The Union member of the Committee shall be an employee who works at this location, and shall be known as the Union Joint Health and Safety Committee Member ('UJHSC') and shall be certified in accordance with the Occupational Health and Safety Act (or by attending the Workers' Health and Safety Centre 160 hour Certification Program if such program qualifies for certification by the Occupational Health and Safety Agency).

In the event an employee under this Collective Agreement has a complaint concerning safety they shall inform their Supervisor or their designee of the complaint. The Supervisor shall inform the UJHSC member of the complaint and if the member's assistance is required and/or requested by the employee with the complaint, the Supervisor involved in the complaint shall immediately request the UJHSC Member's Supervisor to clear the Member. The Member's Supervisor shall immediately clear the Member to assist in the resolution of the complaint. Time spent during regular working hours by the Member shall be paid time off the job. Only such time, as reasonably necessary to resolve the complaint shall be taken by the UJHSC Member and shall be paid time off the job.

In addition to the duties given to Committees under Health and Safety Legislation, the Union Joint Health and Safety Committee Members will, at the location they represent:

- 1) Participate in office/plant monthly tours to check on health and safety hazards as part of the location JHSC monthly meeting. The JHSC committee shall, over each twelve-month period, inspect the entire workplace.
- 2) Meet once a month with the location JHSC to review their findings and make recommendations on the elimination of health and safety hazards.

The Company will provide the Joint Health and Safety Committee with all pertinent injury information in accordance with OHSA.

National Union staff will have access to the facilities upon approval from the Company.

#### **11.02 Health and Safety Conditions**

The company agrees to maintain adequate sanitary, safety and health conditions throughout its building and to provide protective clothing where the need is recognized or designated by the Company or Health and Safety Committee. No employee will be disciplined for the refusal to use equipment, machines, devices or things and/or for their refusal to work because of the physical condition of the workplace that is likely to endanger the employee.

#### **11.03 Eye and Foot Protection**

All employees must wear company approved eye and/or foot protection in areas as designated by the Company Or Joint Health and Safety Committee.

##### **Eye Protection**

If employees should require prescription safety glasses in order to carry out their normal duties in the workplace, the Company will reimburse employees for the cost of prescription safety glasses every two years as follows:

- I Frames to a maximum of \$75.00
- II Lenses to a maximum of \$150.00 (In the event an employee is unable to purchase lenses for \$150.00 or less the Company, at its discretion, may pre-approve lens purchases in excess of \$150.00).

Lenses and frames must be obtained from a safety optical company of the employee's choice unless the Company designates a supplier during the life of the agreement.

The Company will replace lenses and/or repair or replace frames upon presenting proof of damage or wear.

### **Foot Protection**

If employees require safety shoes to carry out their normal duties the Company will pay up to \$150.00 every 12 months for required safety footwear to be worn during working hours.

### **General**

Receipts will be required for all purchases.

## **Article 12**

### **DISCIPLINARY ACTION**

- 12.01 An employee subject to reprimand or disciplinary action shall have a Union Committee Person present during the interview.
- 12.02 In the event that disciplinary action results in the suspension or discharge of an employee, the matter shall be discussed with the Office Chairperson and the appropriate Committee Member, before such disciplinary action is taken. The employee may be present if requested by either party. If the decision of Management is not satisfactory to the employee or the Union, a grievance may be filed at the Second Stage Level providing it is filed within a limit of three (3) working days of notification of the decision. Any disciplinary action involving discharge or suspension shall be given preference when submitted to arbitration unless otherwise agreed between the parties.
- 12.03 In the case of an employee who is discharged while absent from the work place, the period of three (3) working days shall be extended to ten (10) working days following issue of notice of discharge by registered mail to the last address shown on the Company personnel records.
- 12.04 Persistent lateness or absenteeism may be made the reason for disciplinary action. Any notation or record of disciplinary action placed against the record of an employee shall be removed after twelve (12) months. Based on the severity and nature of the incident, the notation may remain on an employee's record for a period greater than twelve (12) months, if mutually agreed upon.

## **Article 13**

### **COMPANY-UNION MEETINGS**

The Union Committee and the Company Representatives shall meet within three (3) working days providing there is business, which requires joint consideration. Such time limits may be extended by mutual agreement of the parties. Necessity of a meeting will be indicated in writing, from one party to the other party, containing a proposed agenda of matters requiring consideration. Either party may request a special meeting.

## **Article 14**

### **LEAVE OF ABSENCE WITHOUT PAY**

- 14.01 Under no circumstances will a Leave of Absence be authorized to enable an employee to engage in another gainful occupation. The Union will be supplied with a copy of all written requests for Leave of Absence for its members stating the Company's disposition. The above copies will be supplied by the Human Resources Department.
- 14.02 Leave of Absence without pay, will be granted to the seniority employees on the active payroll for the following reasons:
  - (a) During absence due to illness or injury, which prevents working - up to the maximum of two (2) years or accrued seniority at date of commencing absence, whichever is greater. The Company may require proof of the disabling condition.
  - (b) For attendance at summer camp of any of the Canadian Armed Forces.
  - (c) Officials of the Local Union will be collectively provided up to (20) working days per month for the conduct of necessary Local Union business outside the plant.

In addition necessary time to attend delegations, conventions or educational seminars to which they have been elected or appointed shall be granted under the following conditions:

- I. Leave will not extend beyond fifteen (15) consecutive working days except by mutual consent.
- II. Except for members of the Bargaining Unit Committee, not more than three (3) members may ask for leave for the same period. The Company, at its discretion, may increase this number.
- III. Wherever possible, the Union will provide at least thirty (30) days notice to the Company prior to any required time off the leave of absence requested.

The Company may, at its discretion decline to grant a Leave of Absence for more than one (1) official from the same classification and Department at the same time for Union business, delegations, conventions or educational seminars.

- (d) An employee who has served at least one (1) year with the Company and is elected or appointed to a full time office with the National Union, Local 673 or public office will be granted a Leave of Absence as follows:

- I. **To the National Union:**

A minimum period of three (3) months and a maximum period of twelve (12) months.

- II. **To Local 673**

A minimum period of four (4) weeks and a maximum of twelve (12) months; upon written application of the National Union or the Senior Officer of Local 673 as the case may be. Such Leave of Absence shall be, upon request, extended and it is understood that the Company will receive written notice from the National Union or Local 673 respectively to this effect.

The National Union or Local 673 agrees also to advise the Company in writing once annually of the names of the MDA employees who are engaged in full time duties with the Union.

- III. **Elected to Public Office**

An employee with one or more years' seniority who is elected to public office will be granted Leave of Absence upon written request to the Company. Such leave shall be with accrual of seniority for one (1) term of public office and may be extended upon written application to the Company.

If an employee returns to the Bargaining Unit from a full-time office with the National Union, Local 673 or Public Office, the return shall be to their former Department in the former Job Classification or a Job Classification embracing comparable job duties to that which they held prior to leave of absence, providing such return does not result in the lay-off or bumping of an employee holding greater seniority.

- (e) The Company will grant a Leave of Absence without pay (retroactive when justified by circumstances) to any employee for up to one (1) week, providing that not more than one (1) employee per classification in a Department is absent on such leave at any one time and providing the leave is for legitimate reasons. In order for this one (1) week leave of absence to be granted, the employee must have used all of their vacation or has all of their vacation booked and approved. It is agreed that the employee will give as much advance notice as possible. When more than one (1) week is requested, the leave must be for legitimate reasons and the employee must submit a written request at least thirty (30) days prior to the commencement of the leave. Anyone who submits their request less than thirty (30) days prior to commencement date of leave, will be subject to the ability of the Company to adjust the working force during the period of absence. Any person who is absent with such written permission shall continue to accumulate seniority during their absence.
    - (f) In the event that the Leave of Absence would be of such duration that benefit coverage would be affected, the employee will be advised as to how they may voluntarily continue their benefit coverage.
    - (g) An employee returning from an authorized Leave of Absence, without pay, will be reinstated in the job from which they proceeded on Leave of Absence or if this is not possible, because of physical condition or job change, then by mutual agreement they will be assigned to other work which they are competent to perform and which is consistent with their seniority.
    - (h) An employee may be laid off for lack of work during the term of their Leave of Absence and consistent with the seniority provisions of this Agreement and will be informed by registered mail of such lay-off.
    - (i) Company-Paid Union Education Leave



The Company agrees to pay into a special fund three (3) cents per hour per employee for all compensated hours for the purpose of providing Paid Education Leave. Said paid Education Leave will be for the purpose of upgrading the employee's skills in all aspects of Trade Union functions. Such monies to be paid on a quarterly basis into a trust fund established by the National Union UNIFOR and sent by the Company to the Canadian National Headquarters at:

205 Placer Court, Willowdale, Ontario M2H 3H9

The Company further agrees that members of the Bargaining Unit, selected by the Union to attend the courses will be granted a Leave of Absence without pay for twenty (20) days of class time, plus travel time where necessary, said Leave of Absence to be intermittent over a twelve (12) month period from the first day of leave. Employees on unpaid Leave of Absence will continue to accrue seniority and benefits during such leave.

The Company agrees to contribute on the following basis to the Aerospace Paid Education Leave fund, to be administered identically to the above Paid Education Leave program:

Commencing October 18, 2017, \$0.03 per hour worked.

#### 14.03 Maternity Leave

An employee who has attained seniority and who becomes pregnant will on request be granted pregnancy leave. Pregnancy leave may begin no earlier than seventeen (17) weeks before the expected date of birth. Pregnancy leave will be for seventeen (17) weeks, or where the mother is not entitled to take parental leave, for the greater of seventeen (17) weeks or six (6) weeks after the birth of the child.

An employee who wishes to take pregnancy leave must give MDA no less than two (2) weeks' written notice of the date the leave is to begin and a certificate from her physician stating the expected date of birth. Unless an employee on pregnancy leave gives MDA at least two (2) weeks' written notice that, at the conclusion of her pregnancy leave, she intends to commence parental leave, the employee will be deemed to intend to take the maximum length of her pregnancy leave and return to work immediately thereafter. If an employee on pregnancy leave wishes to return to work without having taken her full entitlement to pregnancy leave, the employee must provide MDA with at least four (4) weeks' written notice of the date on which she wishes to return.

The benefits of an employee on pregnancy leave will be continued by MDA at its own cost.

#### 14.04 Parental Leave

An employee who is the parent of a child will be granted a parental leave of up to thirty-five (35) weeks' if the employee also took pregnancy leave and thirty-seven (37) weeks' otherwise. The employee is required to give MDA at least two weeks' written notice of the date the leave is to begin.

An employee who has taken pregnancy leave is required to begin her parental leave when the pregnancy leave ends unless the child has not yet come into the custody, care and control of a parent for the first time. The parental leave of an employee who has not taken pregnancy leave must begin no later than fifty-two (52) weeks after the child is born or first comes into the custody and control of a parent for the first time.

The benefits of an employee on parental leave will be continued by MDA at its own cost.

Unless otherwise advised by the employee, the employee will be deemed to intend to return to work thirty-five (35) weeks after the parental leave began, if the employee also took pregnancy leave and thirty-seven (37) weeks after it began, otherwise. In the event the employee wishes to return to work on an earlier date, the employee is required to give MDA at least four (4) weeks' written notice of that date.

The parties recognize there may be additional provisions contained in other legislation as it pertains to parental leave.

### **Article 15**

#### **BULLETIN BOARD**

The Company will provide Local 673 Bulletin Boards and Job Posting Boards at appropriate mutually agreed locations in all Company facilities where there are Local 673 Members.

All Union notices or other material must be signed or initialled by the President or the Chairperson of the Bargaining Committee and approved by the Manager, Employee and Industrial Relations or their designee before posting.

## **Article 16**

### **SENIORITY**

#### **16.01 Probationary Period**

Any employee who completes sixty (60) days of work during any twelve (12) month period of employment will be considered as having completed their probation and their name will be added to the appropriate Seniority List. The Company will have the right to discharge an employee who has not completed their probationary period where, in the opinion of the Company, the continued employment of the probationary employee is not in the best interests of the Company. It is agreed that such a standard amounts to a lesser standard than just cause in accordance with the Labour Relations Act. A probationary employee may grieve only on matters relating to normal operating conditions.

A probationary employee will be advised of the reasons for dismissal, if such dismissal is related to work performance. If an employee works a day or part of a day or if a Plant Holiday should fall during the probationary period, such day, part of the day, or Plant Holiday shall be considered as a working day for the purposes of computing the employee's probationary period.

An employee's Seniority Date shall be the date established as sixty (60) working days prior to acquiring seniority.

16.02 An employee who has been transferred from the Bargaining Unit to a position, which is excluded from the Bargaining Unit, shall retain the seniority that they had while in the Bargaining Unit for a period of 90 days. At management's discretion, employees may be returned to the Bargaining Unit with their seniority acquired at the date of leaving the Bargaining Unit, providing such return does not result in the layoff or bumping of an employee holding seniority. If this employee is not returned to the Bargaining Unit within 90 days from the date of transfer, they will relinquish all seniority to the Bargaining Unit.

16.03 Former employees of York Gears Ltd., who were terminated by lay-off on July 3, 1969 (while a member of Local 673 – York Unit) and immediately accepted employment with Spar Aerospace Products Ltd. On July 4, 1969 or were eligible for recall on the York Recall list at that time, shall be credited with their former York seniority on the Spar Seniority List in accordance with the Memorandum of Agreement dated June 25, 1969 between Spar and the Union.

## **Article 17**

### **JOB POSTING**

17.01 When an opening occurs, the Company will post notices on the Job Posting Boards. The Notice will clearly identify the vacancy and any employee who has completed their probation may apply for the vacancy. The applicant must state their qualifications for the posted job and must register the application with the Human Resources Office prior to close of the second working day following posting of the Notice.

(a) The Company will accept a pre-application for a specific Job Posting from an employee going on vacation or an approved Leave of Absence. The application shall remain in effect for thirty (30) calendar days or the expiry of the vacation/Leave of Absence, whichever occurs first.

The time limits in Article 17.04 shall commence as of the expiry of the pre-application as defined in (a) above.

Pre-application must be filed with the Human Resources Department.

17.02 All acceptances on postings shall be made on the basis of seniority and competency for the job required. For Groups 3, 4 and 5, the Company agrees that where there are no suitable applicants for posted jobs, the Company will train one (1) employee for each one (1) hired from outside.

17.03 Where the interview involves the presence of more than one (1) member of Management or under conditions where there is mutual consent by the Company and the Union, the employee may request the presence of a Union Committee Person to be present during the interview to act as a witness. During the course of the interview, the Union Committee Person will in no way become involved nor obstruct the proceedings of the interview. An applicant who is deemed unacceptable for the job shall be advised of the reason(s) during the interview.

- 17.04 An employee accepted on a Job Posting will be notified of their acceptance within ten (10) working days after the posting has been removed and will assume their new duties within thirty (30) working days after the posting has been removed. An employee so notified will receive the new rate in accordance with Schedule "B", Article 3, upon their transfer to the posted job or fifteen (15) working days from the date the posting was removed, whichever is the lesser time, except when the posting is to a lower rated job; in such case, the new rate shall apply at the time of transfer. In the event of a posting asking for more than one opening in the same classification, it is understood that under no circumstances will a successful junior applicant attain vested seniority in the new classification ahead of a successful senior applicant.
- 17.05 An employee having been accepted on a posted job shall not be eligible to be considered for a further posting for a period of three (3) months from the date of posting of their acceptance, unless the employee in question has been declared unfit, on medical grounds, for the job to which they have been accepted and is obliged to return to their former position or is affected by Clauses 17.09 and 17.10.
- 17.06 Vacancies for posted positions not filled within thirty-five (35) working days will be reposted.
- 17.07 An employee who is accepted on a Job Posting shall retain seniority in their former classification for a period of twenty (20) days of work in the new classification after which their accumulated seniority shall be vested in the new job.
- 17.08 Laid-off employees on recall will be eligible to apply for posted jobs within the forty-eight (48) hour time limit. For this purpose, the Company will record posted jobs in the Human Resources Department and it is understood that the Union will list posted jobs in the Local 673 Union Office.
- It is further understood that a laid-off employee or an employee who has bumped and subsequently accepted on a Job Posting retains their seniority for recall purposes to their former classification.
- 17.09 Notwithstanding other provisions of the Agreement, an employee who is accepted on the basis of Job Posting and finds themselves unable to perform the duties of the new Job Classification shall be returned to their former category provided they request to return within twenty (20) days of work in the new classification.
- 17.10 In the event that an employee does not exercise the option of returning within twenty (20) days, as described above, and there is a dispute as to their ability to satisfactorily perform the job, the employee shall be returned to their former category within twenty (20) days of work in the new classification and the matter may then be referred to the Grievance Procedure.
- 17.11 In the event that an employee is returned to their category under either of the above conditions, the job, if required, shall be reposted.
- 17.12 If no applicant is suitable, then the Company may take such other steps as may be necessary to fill the vacancy pursuant to certain conditions as stated in Article 17.02.
- 17.13 The Company and the Union agree that those with greatest seniority shall be given preference in job vacancies and promotions and that those with least seniority shall be the first to be demoted - PROVIDING - that in either case, the employee or employees involved possess the ability and the desire to do the work required.

Fundamentally, rules respecting seniority are designed to give employees an equitable measure of job security based on the length of service with the Company and subject to the provisions of the Collective Agreement.

#### **LEADHAND**

A Leadhand is a Bargaining Unit worker who, because of their extensive job knowledge and experience is qualified to instruct, lead, assist and assign duties to other employees but will not exercise disciplinary action.

Duties and responsibilities include assisting the department manager in support of daily operations.

Should an employee encounter difficulty with a Leadhand in the assignment of work, the matter will be referred to the Manager.

In the matter of promotion to Leadhand, where each applicant has the qualifications, then seniority shall prevail.

**Premium Rates:**

Leadhands shall be paid a premium of five percent (5%) of the job rate per hour for their classification.

**Article 18****TEMPORARY ASSIGNMENTS**

Temporary assignments for a period of not more than fifteen (15) working days may be made by the Company without regard to posting. Prior to such temporary assignments being made, the UCP for the area will be advised in writing on the prescribed Temporary Assignment Form by the Supervisor of the employee(s) affected. Following such period, the position, if then vacant, shall be filled in accordance with the established procedure for the filling of vacancies. An employee will not receive a salary adjustment unless their temporary assignment is to a higher salary level. Then their salary shall be adjusted to the job rate of the higher classification. When such an employee is returned to their regular position, their salary shall be the rate they would be entitled to if they had remained in that position.

Under the following circumstances, temporary assignments will be extended beyond fifteen (15) working days:

- (a) Any circumstance where there is mutual agreement between the Company and the Union.
- (b) Where there is an absence due to disability or maternity leave. In such instances, Temporary Assignments will be extended to a maximum period of eight (8) calendar months. It is agreed that should a Temporary Assignment not be made during disability or maternity leave, the Company will not post for the open position for the period mentioned above.

Except as detailed in this Article, temporary assignments shall not be used to avoid recalls or Job Postings.

Whenever practical, having regard to the efficiency of the operation, senior employees within a Department at the next succeeding downward job level will be given preference on temporary re-assignments.

No disciplinary action will be taken against any employee who is assigned work of a temporary nature in another job classification by reason of their failing because of lack of job knowledge to satisfactorily do the work required of them in that classification.

**Article 19****LAY-OFF**

- 19.01 The Company will provide the Office Chairperson with, and post a list of, classification(s) to be surplus five (5) working days before the surplus becomes effective or, alternatively the Company will pay any employee laid-off one week's salary in lieu of such notice.

This provision will not apply if lay-off is due to fire, flood, power failure or other emergency conditions beyond the control of the Company, in which event salary will continue to the end of that work day but not beyond. Payment for any additional days of lay-off will be in accordance with applicable SUB Plan Benefit Regulations.

- 19.02 When it becomes necessary to reduce staff, employees will be declared surplus in inverse order of seniority except as provided under Clause 19.05 hereof and under the following conditions:

An employee holding seniority in the Job Classification affected has two options:

- a) They may displace a probationary employee in the same or a lower classification on a plant-wide basis.
- b) They may displace an employee holding least seniority in any classification at any equivalent wage level or at the next succeeding downward wage levels in their Operational Group providing they have the ability to perform the work of the displaced employee. The parties recognize that the above will be the normal procedure. However, there may be exceptions wherein an employee lacks the seniority to bump or declares they cannot perform the job in an equivalent wage level or at the next succeeding downward wage levels on their Operational Group. In such a case, they shall be permitted to displace the employee holding least seniority in any classification at an equivalent wage level or at the next succeeding downward wage level providing that they have proven ability to perform the work of this displaced employee.
- c) If they accept Option 19.02(a) above and within a period of twenty (20) working days is affected by staff reductions (whether it is by lay-off, bumping, or by Clause 19.04), they will return to their own Department and proceed further under Option 19.02(b).
- d) If they accept Option 19.02(b) and is affected by Clause 19.04, they will proceed further under Option 19.02(b); however, the employee will be restricted to a total of two bumps.
- e) they may accept lay-off rather than exercise their bumping rights in accordance with Clause 20.01 (III).

- 19.03 An employee with seniority who is unable to bump into Salary Group 5, within their Operational Group, may bump into the following Job Classifications, on a plant-wide basis, providing they can do the work of the employee whom they is to displace. In bumping, an employee shall displace the employee holding least seniority in the Group.

Salary Group 4  
Salary Group 3  
Salary Group 2  
Salary Group 1

- 19.04 It is agreed that in all cases where, because of a staff reduction, an employee displaces another employee having less seniority, the more senior employee must be capable and willing to perform in a satisfactory manner the work of such junior employee. An employee who exercises their bumping rights shall be permitted up to twenty (20) working days under normal instruction to prove their ability to satisfactorily perform the work of the employee they wish to displace and, if unable to do so, they will be surplusd and a displaced employee recalled according to seniority on the Recall List unless the union is notified that no replacement is required.
- 19.05 An employee may only be retained from lay-off out of seniority provided the more senior employee is not capable of satisfactorily performing the work available.
- 19.06 A senior employee in a classification may accept lay-off in preference to a junior employee being surplusd from the same classification.

Such senior employee must indicate their desire in writing with the Human Resources Department in advance of any surplus being declared and will be given the opportunity of accepting lay-off or cancelling their written indication at the time their classification is affected by surplus.

If they accept lay-off under these provisions, they will be laid-off and their name will be retained on the Seniority List and also recorded under their classification temporarily in the last position on the Recall List and they will be subject to recall at any time in accordance with their temporary seniority standing. They will be eligible to return to work commencing with the work week following three (3) months of lay-off or cessation of SUB payments, whichever is the lesser.

The initial three (3) month period may be extended for an additional three (3) month period only provided the employee notifies the Human Resources Department in writing by registered mail or by coming into the Human Resources Department at least two (2) weeks prior to the expiration of the initial period of lay-off. Only one such extension shall be granted to an employee during the life of the contract. When they return to work, their name will be recorded in the proper position on the Seniority List.

If the employee fails to return to work when recalled or at the above specified time, their name shall be removed from the recall list and they will forfeit all seniority.

- 19.07 When bumping, an employee will receive the job rate or their current rate of pay, if the move is to a classification at an equivalent wage level.
- 19.08 At the time an employee is removed from their classification as a result of a surplus, the employee will signify (by signing a form supplied by the Company) the eligible classifications to which they elect to be recalled as described in Article 20. A Union Official shall be present.

## **Article 20**

### **RECALL**

#### **20.01 Recall Rights**

An employee removed from their classification as a result of a surplus is eligible for recall to:

- all classifications at and below their pre-surplus classification level in their pre-surplus operational group, and;



- all classifications at and below their pre-surplus classification level in any other operational group for which the employee holds seniority pursuant to Article 20.02 but not above the classification level previously held by the employee in the other operational group

provided that the employee has the ability to perform the work of the classification for which they request recall rights with the following qualifications:

- I In no case will an employee gain recall rights for a classification in any operational group above their pre-surplus classification level.
- II In no case will an employee gain recall rights for a classification at or below their new (post-surplus) classification level unless such recall rights are for the pre-surplus classification held by the employee.
- III An employee who has accepted lay-off rather than exercise their bumping rights shall only be eligible for recall to the classification from which they were laid off and/or such other eligible classifications within their operational group which they had not declined to bump into at the time of lay-off.
- IV An employee laid off as a result of a surplus will also be subject to recall to a newly created classification for which they are eligible and which became existent subsequent to their lay-off.

## **20.02 Retention of Recall Rights**

- 1) An employee on the Recall List accumulates seniority while on the Recall List and shall retain recall rights for a period equal to their seniority attained at the time they were removed from a classification as a result of a surplus.
- 2) A laid-off employee who no longer has recall rights as a result of (1) above shall forfeit all seniority rights and their employment with the Company shall be terminated.

## **20.03 Recall Process**

- 1) An employee on the Recall List will be subject to recall in order of their seniority standing to all classifications for which they have recall rights as detailed on the Recall List. A notice of recall will be given when there is a vacancy in a classification when there is an employee with recall rights to such a classification; otherwise the vacancy shall be posted.
- 2) An employee who accepts recall to any classification will be subject to a twenty (20) day trial period (as described to the Union prior to the initiation of the trial) in order to obtain the required certifications to perform the work and/or to prove their ability to perform the work required by the Company at that time. In the event the employee fails to obtain the required certifications and/or to prove their ability to do the work required, they shall forfeit their recall rights to the classification and shall be allowed to exercise their bumping rights as described in Article 19.02.
- 3) A laid-off employee subject to recall, who finds himself unable to return to work because of illness, shall be returned to work immediately upon proof of fitness for work being presented to the Company. If a junior employee has been recalled in the meantime, they will be subject to a surplus upon the return of the senior employee if such a surplus is necessary (the notice provisions of Article 19 shall not apply in such cases).

## **20.04 Termination of Recall Rights**

An employee shall have their recall rights terminated as follows:

- 1) Recall rights lapse as described in Article 20.02.
- 2) An employee on lay-off (not an active employee) who refuses recall to any classification for which they are eligible as detailed on the Recall List, shall forfeit all seniority rights and their name will be removed from the Recall List with the following exceptions:

If an employee declines recall to a newly created classification as described in Article 20.01(IV) they shall forfeit their recall rights to that classification only.

- 3) An active employee on the Recall List who refuses recall to any classification for which they are eligible as detailed on the Recall List shall forfeit recall rights to the classification they was recalled to and to all classifications at and below the level of the classification for which they declined recall with the following exceptions:

Such an employee shall retain recall rights to any other previously held classification for the period described in Article 20.02 at the level of the classification for which they declined recall providing the employee was removed from such a classification as a result of a surplus.

An active employee shall, in no case, have recall rights to any classification at or below their current classification level with the following exception: An employee shall retain recall rights to previously held classifications at their current classification level for the period described in Article 20.02 provided the employee has not previously refused recall to such a classification.

An employee on lay-off who no longer has recall rights shall lose all seniority rights and their employment with the Company shall be terminated.

## **Article 21**

### **SENIORITY – UNION OFFICERS**

21.01 In order that the operations of the Union as authorized on Company premises, will not become disorganized when lay-offs are being made, the Company agrees to the following procedures:

- 1) A member of the Local Union Executive Board and/or the Office Chairperson shall be the last person who is removed from their Classification during their Term of Office so long as they have the ability to perform the work available. Thereafter they will be subject to all bumping provisions and, for such purpose, shall be considered the highest-ranking employee in terms of seniority. In the event the Office Chairperson is unable to secure a new position through the normal bumping provision, they shall be allowed office-wide bumping rights provided they have the ability to perform the work of the employee they wish to displace.
- 2) Subject to (1) above, a Union Committee Person shall be the last person who is removed from their Classification in the facility in which they are recognized as holding Union Representation so long as they have the ability to perform the work available. Thereafter they will be subject to all bumping provisions and, for such purpose, shall be considered the highest-ranking employee in terms of seniority in the facility in which they are recognized as a UCP. In the event the UCP is unable to secure a new position through the normal bumping provision, they shall be allowed facility-wide bumping rights provided they have the ability to perform the work of the employee they wish to displace.
- 3) Subject to (1) and (2) above, a Union Joint Health and Safety Committee Member shall be the last person who is removed from their Classification at the location in which they are recognized so long as they have the ability to perform the work available. Thereafter they will be subject to all bumping provisions and, for such purpose, shall be considered the highest-ranking employee in terms of seniority in the facility in which they are recognized as a UJHSC Member. In the event the UJHSC Member is unable to secure a new position through the normal bumping provision, they shall be allowed facility-wide bumping rights provided they have the ability to perform the work of the employee they wish to displace.
- 4) A Union Officer as described in (1), (2) or (3) above, who avoids lay-off by virtue of their Union Status shall be subject to lay-off immediately upon losing such status. If a Senior Employee in their Classification has been laid-off during their Term of Office, such laid-off employee shall be recalled in accordance with the Recall provisions.

## **Article 22**

### **LOSS OF SENIORITY**

Seniority status once acquired will only be cancelled upon:

22.01 Termination of employment.

22.02 Failure to return to work within seven (7) working days after mailing of the Company's notice of recall by registered mail to the last address shown on the Company's Human Resources records after lay-off.

The seven (7) working days may be extended if the employee furnishes a satisfactory reason to the Company.

22.03 Lay-off for a period in excess of accrued seniority at the date of lay-off.

22.04 Absence from work because of illness or injury in excess of two (2) years or accrued seniority at date of commencing absence, whichever is greater.

## **Article 23**

### **SENIORITY LISTS**

The Company will supply the Union with copies of a list showing the clock number, name, Job Classification and seniority date of each employee and a Recall list for employees covered by this Agreement and will revise the lists every six (6) months.

In the event that two or more employees possess the same seniority date, the employee with the lowest clock number shall be deemed to possess highest seniority.

## **Article 24**

### **UNION SECURITY**

The parties agree to the following Union security provisions covering all employees:

- 24.01 As a condition of employment, all present employees shall become and remain members of the Union.
- 24.02 As a condition of employment, all new employees shall be required to complete an application for membership in the Union upon commencement of employment and shall remain members of the Union.
- 24.03 The Company will deduct from the pay (including SUB) of each employee covered by this Agreement such initiation fees of new employees, and dues as may be adopted by the National Union. The Union will notify the Company to deduct union dues bi-weekly for all members of the bargaining unit for the term of this Agreement. In the event of monthly dues deductions, such monies are to be deducted from the employee's pay received on the third payday of each month and, in the event of weekly dues deductions, such monies are to be deducted weekly from the employee's pay. Dues deductions will be remitted to Local 673 on the Tuesday following such deductions.  
  
Accompanying the submission of deductions will be a list of the bargaining unit employees. The list will contain the following information:
  - a) the amount of dues/initiation fees/assessments deducted from each member;
  - b) if no sum is deducted for a member the reasons therefore (i.e. Sick, WSIB leave, layoff, resignation)
  - c) the aforementioned list will be provided electronically
- 24.04 All new employees will be required to contribute initiation fees and monthly dues commencing from the first deduction date of employment, PROVIDING they have completed forty (40) hours of work at that time; otherwise, deductions will be made from the second deduction date following date of employment. All new employees will be introduced to their Union Committee Person when reporting for work. Similarly, employees transferred will be introduced to their Union Committee Person when reporting for work.
- 24.05 The dues check-off shall become null and void should the Union contravene the provisions of Article 8 of this Agreement.
- 24.06 On a quarterly basis, the company will provide a membership list of each employee's updated address, telephone number, email, job title, department, and wage rate.

## **Article 25**

### **GENERAL CLAUSES**

- 25.01 Wherever in this Agreement the masculine gender is used, it shall also apply to the feminine.
- 25.02 An employee covered by this Agreement shall not be moved to a position excluded from this Agreement unless they agrees to such a move.
- 25.03 Supervisors and employees not subject to this Agreement shall not perform work which is normally performed by employees subject to this Agreement, except in the following types of situation:
  - (a) in an emergency;
  - (b) in the instruction and training of an employee;
  - (c) in the performance of necessary work when difficulties are encountered on a job by the employee.

Provided that the act of performing the aforementioned operations in itself does not reduce the hours of work or salary of any employee.

- 25.04 The Company agrees to supply the Office Chairperson with copies of Company forms covering the employment, movement or release of persons covered by the Agreement within two (2) working days of when they occur.
- 25.05 The Company agrees that the Union may conduct the election of Local Officers and delegates to the Canadian Labour Congress, UNIFOR Canadian Council and UNIFOR Ontario Regional Council Constitutional Convention on the Company premises and under the following conditions:
- (a) Elections must be set up and conducted on employee time.
  - (b) Polling stations are to be set up at points indicated by the Company.
  - (c) Electioneering signs or banners will not be permitted on Company property.
- 25.06 Attached hereto and forming part of this Agreement are the following supplements:
- (a) Hours of Work, etc.  
Referred to as Schedule "A" and comprises hours of work, etc.
  - (b) Salary Rates and Classifications  
Referred to as Schedule "B" and comprises the Salary Groups; application of salaries and provision for the addition or revision of Job Classifications.
  - (c) Overtime Rates, Vacation Pay and Fringe Benefits  
Referred to as Schedule "C" and comprises conditions and rates for overtime; vacations with pay and fringe benefits.
  - (d) Glossary of Terms and Phrases  
Referred to as Schedule "D" in which words and terms used in this Agreement are given definition and meaning to clearly indicate the common and consistent interpretation to be placed on them by all persons using the words and terms.
  - (e) Job Classifications and Descriptions  
Referred to as Schedule "E" which specifies a list of the Job Classifications and Descriptions referred to in Schedule "B".
  - (f) Operational Groups  
Referred to as Schedule "F" which specifies a list of Operational Groups referred to in Clause 19.02(b).

## **Article 26**

### **TERMINATION CLAUSE**

- 26.01 This agreement shall remain in effect from August 5<sup>th</sup>, 2020, until October 1<sup>st</sup>, 2023. Unless either party gives to the other party written notice of termination, or of a desire to amend the Agreement, then it shall continue in effect for a further one year period, without change, and so on from year to year thereafter.
- 26.02 Notice of amendments required or that either party intends to terminate the Agreement shall only be given during the period of not more than ninety (90) days and not less than thirty (30) days prior to the termination date.
- 26.03 If notice of amendment or termination is given by either party, the other party agrees to meet for the purpose of negotiations; and negotiations shall not continue beyond the expiration date of the Agreement unless the parties mutually agree to extend the period of negotiations.
- 26.04 It is understood that during any negotiations following upon notice of termination or notice of amendment, either party may bring forward counter proposals arising out of or related to the original proposals.
- 26.05 THIS AGREEMENT is hereby duly executed by the said parties this 11<sup>th</sup> day of September 2020.

**FOR THE COMPANY**

J. Tomlinson - Senior Human Resources Manager  
B. Walker – Manager, Manufacturing  
M. Cass – Director, PA – Robotics and Space Operations  
K. Martin – Head of Operations – Robotics and Space Operations  
V. Nogueira – HR Administrator

**FOR THE UNION:**

S. Snyders – UNIFOR National Representative

**FOR LOCAL 673:**

M. McIlmoyle - President  
T. Bunting - Office Chairperson  
M. Skorupa - Bargaining Committee Member



## **SCHEDULE "A" - HOURS OF WORK, ETC.**

### **1. Hours of Work**

The regular workweek shall consist of five (5) days from 8:00 a.m. to 4:30 p.m., Monday through Friday.

The Company may change the starting and stopping times of any shift by one-half (1/2) hour upon three (3) days' notice to the Union.

Consistent with the work requirements, the Company may, whenever necessary, assign employees to a scheduled off-shift, provided that no employee will be required to work more than two (2) weeks on one (1) off-shift, before rotating to the next shift with the following exception: in the event the Company requires a group of employees in a classification at a facility to rotate through one or more off-shifts to meet business requirements and, due to the number of employees in the group, it is not possible to achieve such a rotation without having an employee(s) on one off-shift for more than two (2) weeks, employees in such a group, at the Company's discretion, may be required to work up to four (4) weeks on one off-shift before rotating to the next shift. The Company will notify the Office Chairperson one week in advance of such a shift rotation initiating. In the event the Office Chairperson has concerns with respect to such, the Company shall meet with the Office Chairperson to discuss their concerns. In the event the Office Chairperson's concerns are not resolved, they may file a grievance challenging the reasonableness of the business requirements for such a shift rotation. The Company will equalize the shift rotation among such employees (who have not volunteered for a permanent off-shift) to the extent shift equalization is possible.

Afternoon Off-Shift Hours: 4:00 p.m. to 12:00 midnight

Midnight Off-Shift Hours: 12:00 midnight to 8:00 a.m.

At least seven (7) days' notice will be given to the Union by the Company of any shift change.

Shift starting at midnight or one-half (1/2) hour prior to midnight will be deemed to start on the day that the majority of the shift is worked.

An employee shall have the opportunity every three (3) months to volunteer for a permanent off-shift and shall receive preference over a junior employee. The Union will be notified of those employees who volunteer to work on a permanent off-shift.

Any change in hours not covered by the above, may be agreed to between the Company and the Union.

Employees working the Afternoon and Midnight Off-Shifts will be entitled to a twenty (20) minute paid lunch period.

The Union will upon request enter into meaningful discussions with the Company in an attempt to establish irregular work shifts for a specific duration of time in order to support "Program" schedule requirements. Any such change will be made by the mutual agreement between the Union and the Company.

### **2. Flexible Working Hours (Flextime)**

Employees may participate in the flexible working hours program with the agreement of their immediate supervisor, which agreement shall not be unreasonably withheld, subject to the following terms and conditions:

(a) Each participating employee is required to:

- i) record their starting and stopping times daily as required;
- ii) be at work for the core hours of 9:00 a.m. to 3:00 p.m. and to work eight (8) hours a day;
- iii) be at work at such other times as are required by the employee's supervisor for specific business reasons;
- iv) obtain their supervisor's approval in advance for any time off during core hours;
- v) notify their supervisor in advance of time off outside the core hours.

(b) The Company reserves the right to terminate participation by an employee in the flexible working hours program upon two (2) weeks' notice to the employee.

(c) Overtime is defined as time required and pre-authorized by the employee's supervisor in excess of eight (8) hours in a day or forty (40) hours in a week.

### **3. No Guarantee**

The Company does not guarantee to provide work to any employee for the regularly assigned hours or for any other hours (see Clause 19.01).

#### **4. Lunch Period**

The lunch period shall be one-half (1/2) hour and may be staggered as between Departments.

#### **5. Overtime in Lieu Banking**

To a maximum of sixty (60) hours in a calendar year, employees have the option of taking time off with pay at their regular hourly rate in lieu of being paid for authorized overtime worked at time and one half (1 1/2) or double (2) time. The amount of such time off will be determined on the basis of time and one half (1 1/2) or double (2) time hours off for each overtime hour worked.

The employee is required to advise the authorizing superior of the desire to exercise this option prior to working the overtime.

Such time off shall be taken in the calendar year in which it is accumulated as mutually agreed to by the employee and the employee's superior, taking into account the operating needs of the Company.

Upon request, an employee will be paid all or some of his/her overtime in lieu bank during the calendar year. The employee shall be paid for this time at the premium rate in effect at the time the overtime was worked, calculated on the basis of the hourly rate in effect at the time it is paid out to the employee. This payment shall be made to the employee as soon as is practicable and, normally, within one month of the payout request being made.

If it is not possible to schedule such time off by the end of the calendar year due to operating needs of the Company, the employee shall be paid for the accumulated overtime at the premium rate in effect at the time the overtime was worked, calculated on the basis of the hourly rate in effect at the time it is determined to pay for the overtime in lieu of time off. This pay entitlement will be paid on the first (1st) pay date in February of each year.

Should an employee's employment be severed for any reason, any outstanding accumulated overtime credits shall be paid as in the previous paragraph.

## **SCHEDULE "B" - CLASSIFICATIONS OF EMPLOYEES, SALARY RATES AND THEIR APPLICATIONS**

### **1. Classifications**

Each employee shall be classified in accordance with the job descriptions and titles set forth in Schedule "E" of this Agreement, or as may be added to such Schedule in accordance with Article 4 of this Schedule; and shall be paid the appropriate salary rate in accordance with the applicable scale below:

### **2. Salary Rates and Ranges**

#### **2.01 Effective August 5, 2020:**

| <b>Wage Group</b> | <b>Min. Rate Per Week</b> | <b>Mid Rate Per Week</b> | <b>Job Rate Per Week</b> |
|-------------------|---------------------------|--------------------------|--------------------------|
| 1                 | 962.97                    | 973.02                   | 983.07                   |
| 2                 | 983.51                    | 993.56                   | 1003.61                  |
| 3                 | 1004.09                   | 1014.14                  | 1024.19                  |
| 4                 | 1024.63                   | 1034.68                  | 1044.73                  |
| 5                 | 1045.64                   | 1055.69                  | 1065.74                  |
| 6                 | 1066.21                   | 1076.26                  | 1086.31                  |
| 7                 | 1071.61                   | 1081.66                  | 1091.71                  |
| 8                 | 1135.98                   | 1146.03                  | 1156.08                  |
| 9                 | 1231.67                   | 1241.72                  | 1251.77                  |
| 10                | 1244.03                   | 1254.08                  | 1264.13                  |
| 11                | 1294.43                   | 1304.48                  | 1314.53                  |
| 12                | 1319.47                   | 1329.52                  | 1339.57                  |
| 13                | 1346.94                   | 1356.99                  | 1367.04                  |
| 14                | 1377.61                   | 1387.66                  | 1397.71                  |
| 15                | 1541.36                   | 1551.41                  | 1561.46                  |
| 16                | 1568.40                   | 1578.45                  | 1588.50                  |
| 17                | 1621.46                   | 1631.51                  | 1641.56                  |

#### **2.02 Effective August 5, 2021:**

| <b>Wage Group</b> | <b>Min. Rate Per Week</b> | <b>Mid Rate Per Week</b> | <b>Job Rate Per Week</b> |
|-------------------|---------------------------|--------------------------|--------------------------|
| 1                 | 982.23                    | 992.48                   | 1002.73                  |
| 2                 | 1003.18                   | 1013.43                  | 1023.69                  |
| 3                 | 1024.17                   | 1034.42                  | 1044.67                  |
| 4                 | 1045.12                   | 1055.37                  | 1065.62                  |
| 5                 | 1066.56                   | 1076.81                  | 1087.06                  |
| 6                 | 1087.54                   | 1097.79                  | 1108.04                  |

|    |         |         |         |
|----|---------|---------|---------|
| 7  | 1093.04 | 1103.29 | 1113.55 |
| 8  | 1158.70 | 1168.95 | 1179.20 |
| 9  | 1256.30 | 1266.55 | 1276.80 |
| 10 | 1268.91 | 1279.16 | 1289.41 |
| 11 | 1320.32 | 1330.57 | 1340.82 |
| 12 | 1345.86 | 1356.12 | 1366.37 |
| 13 | 1373.88 | 1384.13 | 1394.38 |
| 14 | 1405.17 | 1415.42 | 1425.67 |
| 15 | 1572.19 | 1582.44 | 1592.69 |
| 16 | 1599.77 | 1610.02 | 1620.27 |
| 17 | 1653.89 | 1664.14 | 1674.39 |

**2.03 Effective as of August 5, 2022:**

| <b>Wage Group</b> | <b>Min. Rate Per Week</b> | <b>Mid Rate Per Week</b> | <b>Job Rate Per Week</b> |
|-------------------|---------------------------|--------------------------|--------------------------|
| 1                 | 1001.87                   | 1012.33                  | 1022.79                  |
| 2                 | 1023.25                   | 1033.70                  | 1044.16                  |
| 3                 | 1044.65                   | 1055.11                  | 1065.56                  |
| 4                 | 1066.02                   | 1076.48                  | 1086.93                  |
| 5                 | 1087.89                   | 1098.34                  | 1108.80                  |
| 6                 | 1109.29                   | 1119.75                  | 1130.20                  |
| 7                 | 1114.90                   | 1125.36                  | 1135.82                  |
| 8                 | 1181.88                   | 1192.33                  | 1202.79                  |
| 9                 | 1281.43                   | 1291.88                  | 1302.34                  |
| 10                | 1294.29                   | 1304.74                  | 1315.20                  |
| 11                | 1346.72                   | 1357.18                  | 1367.64                  |
| 12                | 1372.78                   | 1383.24                  | 1393.69                  |
| 13                | 1401.36                   | 1411.81                  | 1422.27                  |
| 14                | 1433.27                   | 1443.73                  | 1454.18                  |
| 15                | 1603.63                   | 1614.09                  | 1624.54                  |
| 16                | 1631.77                   | 1642.22                  | 1652.68                  |
| 17                | 1686.96                   | 1697.42                  | 1707.88                  |
|                   |                           |                          |                          |

| <b>Former Job Classification</b> | <b>Revised Job Classification</b> |
|----------------------------------|-----------------------------------|
| *Accounting Clerk II – 437       | Accounting Clerk II - 937         |
| *Senior Switchboard – 516        | Senior Switchboard - 1016         |
| *PA Records Analyst – 804        | PA Records Analyst – 1304         |
| *Accounting Clerk Sr. – 819      | Accounting Clerk Sr. - 1319       |

\*It is agreed that once the incumbent vacates the classification, for any reason, the Company may or may not, at its sole discretion, fill the vacancy.

\*It is agreed that the former job classification will not be occupied while the incumbent has recall rights to the revised job classification.

### **3. Application of Salary Rates**

- 3.01 A new employee or a reclassified employee shall be paid at least the minimum rate applicable to their job classification or such higher rate within the range that would give an employee an appropriate increase in salary in accordance with the applicable scale.
- 3.02 A new employee will be increased from the minimum rate to the mid-rate upon completion of three (3) calendar months' work and be further increased from mid-rate to job rate upon completion of a further three (3) calendar months' work, it being understood that any absence in excess of five (5) working days in the second three (3) month period shall cause a corresponding delay in the provision of any increase.
- 3.03 A reclassified employee will be increased from the minimum rate to the mid-rate upon completion of three (3) calendar months and be further increased from mid-rate to job rate upon completion of a further three (3) calendar months, it being understood that any absence in excess of ten (10) working days in the first three (3) month period shall cause a corresponding delay in the provision of any increase.
- 3.04 It is understood that the increase in rates shall be effective with the commencement of the pay period following the completion of the time or period noted and that paid holidays or vacation time shall not be regarded as absence for the purpose of clauses 3.02 or 3.03 above.

### **4. Revisions and New Classifications**

Whenever a new job is created, the Company shall prepare a new Job Title and Job Description or revise an existing Job Description and shall rate it for inclusion in a Salary Group.

The title, description, rating and Operational Group shall be submitted to the Office Chairperson and thereafter the Company may classify or continue to classify employees thereunder unless the Union submits written Notice of Disagreement within fifteen (15) days after notification of the first classification of an employee thereunder. If, after discussion, the Union and the Company are unable to reach agreement, either party may submit the matter to arbitration.

### **5. Cost of Living Adjustment**

In addition to the salary scale set out in this Schedule, any increase in the Cost of Living during the period of this Agreement shall be paid in accordance with the following:

#### **5.01 Basis for Determination**

The amount of Cost of Living Adjustment shall be determined in accordance with changes in the Consumer Price Index (2002 equals 100) as published by Statistics Canada, hereinafter referred to as C.P.I.

- 5.02 In the event that Statistics Canada ceases monthly publication of such C.P.I. in its present form and calculated upon the same basis as the current index, this section shall be of no further force and effect and the Company shall enter into negotiations with the Union in respect to a substitute Cost of Living Index.

#### **5.03 Cost of Living Fold-In and Float**

The \$32.00 per week Cost of Living Allowance generated under the 2020-2023 Collective Agreement will be folded into the wage rates in effect August 5<sup>th</sup>, 2020.

#### **5.04 Cost of Living Adjustment**

The amount of COLA payable shall be calculated on the basis of 50 cents weekly for each full .07719 change in the (2002=100) C.P.I. Cost of Living Adjustments shall be calculated quarterly on the basis of the difference between the most recently published C.P.I. preceding the effective dates of the Cost of Living Adjustments as compared to a base of 137.2 the June 2020 CPI for the 2002=100. Cost of Living Adjustments in excess of thirty-two (32) dollars per week shall be diverted to the Company to cover the cost of pension increases and the pension 'grow-in' under this Collective Agreement. The Cost of Living Allowance will only be subject to upward adjustments.

Cost of Living Adjustments shall be effective for the pay period commencing December 1, 2020, March 1, 2021, June 1, 2021, September 1, 2021, December 1, 2021, March 1, 2022, September 1, 2022, December 1, 2022, March 1, 2023, June 1, 2023 and September 1, 2023.

- 5.05 The amount of any bonus paid as a Cost of Living Adjustment shall not be incorporated (folded) into the basic salary rates but shall be included in computing overtime, plant holidays, vacation pay, short term disability payments and long term disability payments.
- 5.06 Effective immediately after ratification the cost of Living Allowance generated under the previous collective agreement shall be rolled into the base rate.

## **SCHEDULE "C" - OVERTIME RATES - VACATION AND OTHER FRINGE BENEFITS**

### **1. Overtime Rates**

- 1.01 Any authorized work performed by an employee before their regular starting time or after their regular quitting time shall be considered as overtime and paid for at the rate of time and one-half (1 1/2).
- 1.02 Any work performed on a Saturday shall be paid for at time and one-half (1 1/2).
- 1.03 Any work performed on a Sunday shall be paid for at double (2) time.
- 1.04 In the event of urgent or emergency overtime work for which no qualified employee will volunteer, the Union agrees to co-operate with the Company in providing sufficient qualified workers to perform such work.
- 1.05 If, by mutual consent of the Company and the Union, Saturday and/or Sunday should become part of the regularly scheduled five (5) day work week, then payment of time and one-half (1 1/2) for Saturday and double (2) time for Sunday work shall be made for the sixth (6th) and seventh (7th) days following the adopted five (5) day work week.

### **2. Vacation Pay**

Vacation pay entitlement will be paid as vacation hours are taken, there will no longer be a vacation lump sum payout. A maximum of one week's (40 hours) vacation entitlement may be carried over.

### **3. Vacation Carry Over**

A maximum of one week's (40 hours) vacation entitlement may be carried over.

The vacation days that are carried over must be used in the year to which they are carried over up to December 31st.

In unusual circumstances, when vacation that is carried over cannot be used, for example, where an employee has been asked to forego vacation for operational reasons, requests for extension to the following year will be considered on a case by case basis by their supervisor/manager.

It is the employee's responsibility to use any vacation days that are carried over.

Employees must submit their requests to carry over vacation in writing or e-mail to their supervisor/manager for approval. Each individual request must be balanced with the operational impact of the employee taking additional vacation the following year.

To facilitate vacation-planning, requests to carry over one week's (40 hours) vacation must be submitted by March 1st.

### **4. Holidays With Pay**

- 4.01 The Company will observe the following holidays and no employee covered by this Agreement shall have their salary reduced by reason of observance of the following holidays, providing that the employee is not absent from work on either the work day immediately preceding or the work day immediately following the holiday.

It is further provided that an employee will be paid for such a holiday if they can supply the Company with satisfactory reasons for their absence on either the work day before or the work day after the holiday but payment when the employee is absent on both days will be at the Company's discretion. If an employee is on approved Leave of Absence as described in Clause 14.02(e) or on vacation on the work day before and the work day after a holiday, they will be paid for that holiday, if they are not absent on the work day immediately prior to and following the approved Leave of Absence or vacation.

The Company-paid holidays shall be observed per the following schedule:

|                  | 2020    | 2021   | 2022   | 2023   |
|------------------|---------|--------|--------|--------|
| New Year's Day   |         | Jan 1  | Jan 3  | Jan 2  |
| Float            |         |        |        |        |
| Family Day       |         | Feb 15 | Feb 21 | Feb 20 |
| Good Friday      |         | Apr 2  | Apr 15 | Apr 7  |
| Victoria Day     |         | May 24 | May 23 | May 22 |
| Canada Day       |         | July 1 | July 1 | July 3 |
| Labour Day       | Sept 7  | Sept 6 | Sept 5 | Sept 4 |
| Thanksgiving Day | Oct 12  | Oct 11 | Oct 10 |        |
| Float            | Dec 23  | Dec 23 | Dec 22 |        |
| Float            | Dec 24  | Dec 24 | Dec 23 |        |
| Christmas        | Dec 25  | Dec 27 | Dec 26 |        |
| Boxing Day       | Dec. 28 | Dec 28 | Dec 27 |        |
| Float            | Dec. 29 | Dec 29 | Dec 28 |        |
| Float            | Dec. 30 | Dec 30 | Dec 29 |        |
| Float            | Dec. 31 | Dec 31 | Dec 30 |        |

- 4.02 Holidays falling on a Saturday or a Sunday will be observed on the following Monday, unless mutually agreed otherwise.
- 4.03 An employee who is granted a Leave of Absence which covers either the work day immediately preceding or the work day immediately following a holiday shall receive pay for the holiday if they are at work on the alternate day, except as provided in Clause 2.01 above.
- 4.04 Such employees as may be required to work on any of the holidays enumerated above, shall be remunerated at double time in addition to the compensation provided in Clause 2.01 above.

## **5. Annual Vacations With Pay**

- 5.01 The Company will require all employees to take a vacation by seniority and may close the plant for such purpose, or in the alternative, may stagger vacations by seniority in order to maintain facilities. Vacations are not cumulative and must be taken during the vacation year (June 1st to May 31st). The Company will post a notice advising employees of the vacation program not later than February 1st of the current year.

If the Plant is shut down for vacation purposes, employees covered by this Agreement may be required to lay-off for the full period of shut down without remuneration other than vacation pay, as provided in this Article.

In the event that the Company should stagger vacations, employees must indicate on their departmental vacation schedule record (available no later than February 1 each year) when they wish to take their annual vacation entitlement. Employee vacation time requests must be completed by April 30 each year for the next vacation year initiating June 1. Until April 30, preference in the departmental scheduling of vacation periods will be given to employees in order of their seniority date with the provision, however, that a sufficient work force in each department is maintained at all times to meet Company requirements. Supervision shall finalize the February 1 vacation schedule record no later than May 15th of each year. Employees must initial the vacation schedule record when scheduling has been finalized by the supervision concerned.

Employees are required to request vacation periods in writing at least two (2) weeks in advance of the first day of any vacation period unless there are extenuating circumstances, in which case an employee's supervisor may, at their discretion, approve a request received less than two (2) weeks in advance. Employees who submit vacation



requests after April 30 are not entitled to preference in accordance with their seniority date. Supervisors will determine if such requests can be approved depending on work requirements and previously approved vacation requests within two (2) weeks of the employee's request. In the event the Supervisor does not determine such within two (2) weeks, the employee's request shall be deemed approved. A vacation request will be considered scheduled only upon approval by the employee's supervisor.

The Chairperson of the Union and Bargaining Committee will be notified by April 1st of each year in respect to members of the Bargaining Unit who have not taken their full vacation entitlement by that time.

When a pre-scheduled vacation period has been determined and recorded, but due to unforeseen circumstances it subsequently becomes desirable by either the employee or the Company to change the specified vacation period, such change will be by mutual consent. The change will be recorded and the Supervisor will notify the Human Resources Department accordingly.

- 5.02 Employees who are on the Company's payroll will be entitled to a vacation with pay as follows:
- (a) For those employees with less than three (3) years of service, two (2) weeks' vacation with pay equivalent to 4% of their earnings received from the Company during the previous year of June 1st to May 31st.
  - (b) For those employees with more than three (3) full years of service and less than (10) years, three (3) weeks' vacation with pay equivalent to 6% of their earnings received from the Company during the previous year of June 1st to May 31st.
  - (c) For those employees with more than ten (10) full years of service and less than twenty (20) years, four (4) weeks' vacation with pay equivalent to 8% of their earnings received from the Company during the previous year of June 1st to May 31st.
  - (d) For those employees with more than twenty (20) full years of service, Five(5) weeks' vacation with pay equivalent to 10% of their earnings received from the Company during the previous year of June 1st to May 31st.
- 5.03 "Service" as designated above, shall mean the total of the periods of time during which:
- (a) the employee has drawn pay from the Company, or
  - (b) periods of absence caused by sickness, injury or lay-offs that are for a period of fifty-two (52) weeks or less, except that an employee who has separated from the Company shall forfeit any service time accrued should they later be re-employed. However, employees who had been credited with the prior service at the date of signing this Agreement shall not lose such service time accrued.
- 5.04 "Earnings" as designated above, shall mean the total amount of wages, overtime payments, vacation pay and Cost of Living Bonus paid by the Company in respect of continuous service during the year ending May 31st, plus the amount an employee would have earned on straight time, for standard working hours, during any time lost on account of (a) compensable injury due to occupational accident, or (b) illness or accident for which Group Insurance benefits are paid providing that, in neither case shall the period exceed fifty-two (52) weeks.
- 5.05 All deductions normally made from an employee's pay shall be deducted from the employee's vacation pay.
- 5.06 Vacation pay in the case of termination of an employee will be as provided herein and based on their appropriate entitlement for service from June 1st of the current vacation year.
- 5.07 In the event an employee commenced employment with the Company on June 2nd or 3rd of any year because June 1st is a Saturday or a Sunday, such an employee will be deemed to have started on June 1st for the purpose of calculating Vacation Entitlement only.
- 5.08 At the employee's request, to be indicated by June 1st, vacation pay entitlement will be paid on or about June 15th of each year, providing the pay is for one-half (1/2) week or more.
- 5.09 Any errors in payroll earnings or vacation payout which are hundred dollars (\$100.00) or greater shall be corrected as administratively possible or on the next available pay date. Errors in payroll earnings, which are less than a hundred dollars (\$100.00), will be corrected on the employee's next payroll period.

## **6. Jury Duty and Witness Pay**

Employees required to serve on Jury Duty or subpoenaed as witness to appear in Court shall be paid the difference between their normal day's salary and the amount they receive for such services. The Company will provide continuation of earnings providing the employee submits payment received for such services.

## **7. Break Periods**

The Company will continue the present practice of providing refreshment service once during the morning and once during the afternoon.

## **8. Wash-up Period**

A wash-up or clean-up period of five (5) minutes before the end of the work shift will be provided.

## **9. Bereavement Pay**

Salary, at regular rate, not to exceed four (4) days will be paid an employee who loses either grandparent, father-in-law and mother-in-law, including step-parents of the employee or their spouse, brother-in-law, sister-in-law, son-in-law, daughter-in-law, guardian, children in guardianship and grandchildren. Payment is made to the extent of time lost, excluding Saturdays and Sundays.

Salary, at regular rate, not to exceed five (5) days will be paid an employee who loses wife, husband, son, step-son, daughter, step-daughter, sister, brother, mother or father. Payment is made to the extent of time lost, excluding Saturdays and Sundays.

## **10. Ontario Health Insurance Plan (O.H.I.P.)**

The Company agrees to pay the present cost of the premium to provide coverage under the Ontario Health Insurance Plan (O.H.I.P.) for employees and their eligible dependents. (Reference Group Insurance Booklet).

## **11. Group Insurance**

The Company shall provide Group Insurance Benefits as set forth in the Group Insurance Booklet, which will remain in effect during the term of this Agreement.

**12.** It is understood that future increases in the cost of the items described in Clauses 8 and 9 above, shall be borne by the Company.

## **13. Supplemental Unemployment Benefit Plan**

The S.U.B. Automatic Short Week and Separation Payment Plan, as provided in the Plans, shall become and remain a part of this Agreement. (See S.U.B. Plan Booklet.)

## **14. Non-Contributory Pension Plan**

The benefits and conditions governing the benefits will be as set forth in the Pension Plan Booklet. Revisions to the Pension formula as contained in the Memorandum of Settlement dated February 13, 2007 will be incorporated into the Plan.

## **15. Shift Premium**

Employees who are required to work on shifts other than the regular day shift will receive a premium of

Afternoon Shift \$32.00/wk

Midnight Shift \$42.00/wk

in addition to the regular salary rate.

## **16. Call-In Allowance**

An employee who is recalled to work after completing their regular shift shall receive a minimum of four (4) hours pay at their appropriate rate for such additional work.

## **17. Paid Sick Leave**

An employee who has completed their probation will be permitted up to ten (10) days paid sick leave in any calendar year. The Company may require proof of illness for sick days used. Such paid sick leave will not apply to any day or days when WSIB or Short Term Disability are payable.

There will no longer be an option to have any paid sick days carried over to the following year. Employees who previously received a payout of sick days will also no longer be able to do so. Alternatively there will be a one-time payout in 2020 equivalent to five (5) days, and a one-time payout in 2021 equivalent to three (3) days.

## **18. Out of Town Assignments**

18.01 Employees required to work at locations other than the Metropolitan Toronto Plant, which necessitates their living away from home, shall be subject to the following conditions:

- (a) Method, travel and route shall be determined by the Company.
- (b) Cost of travel fares, to location and return, will be paid for by the Company. If an employee wishes to use an alternate means of transportation than that determined by the Company, they will be reimbursed for actual expenses incurred based on receipts or mileage submitted in accordance with the Company policy, up to the value of the Company selected transportation, provided they reports for work at the designated location at the time specified by the Company.
- (c) Travel by means of personal automobile, either with or without passengers, will be the responsibility of the automobile owner.
- (d) Travelling time to location and return will be paid at regular salary rate of pay, at straight time, to a maximum of eight (8) hours in any twenty-four (24) hour period, if a method of travel is selected by the employee and to a maximum of twelve (12) hours if method of travel determined by the Company. Such travel will normally be during working hours except where such travel arrangements are either not practical or not reasonably possible.
- (e) Employees will be paid at their regular salary rate for the standard hours of work each week, less any deductible lost time. In addition, the company will pay a \$1.25 premium per hour for each regular or overtime hour worked on such location (subject only to mandatory deductions). Authorized overtime or shift work will be paid in accordance with the provisions of the Collective Agreement.
- (f) If an employee should require an officially recognized government issued passport or Canadian Permanent Residence card in order to carry out their duties relating to an Out of Town Assignment, the Company will reimburse the employee up to the standard Government fee for the passport document fee or the standard government permanent residence card, documentation fee, upon the submission of the original receipt.
- (g) Accommodation and daily meal allowances in accordance with Company policy.
- (h) An employee on a work assignment anywhere on the continent of North America will be afforded an opportunity to return home (Company to determine method of travel and assume expenses) during scheduled days off once every four (4) weeks provided that their out-of-town assignment is expected to continue for at least four (4) weeks beyond their last trip home.

## **19. Overseas Assignments**

All conditions relating to work performed by employees outside the limits of Continental North America will be discussed with the parties concerned.

The Union will be advised of such assignments.

## **20. Audio/Visual Plan**

The Company shall provide an Audio/Visual Plan to provide reimbursement for expenses incurred as follows:

- (a) Prescription glasses covered to a maximum of \$375.00 (2021) and \$400.00 (2023) every twenty-four (24) months. For dependent children, age 14 and under, \$212.50 (2021) and \$225.00 (2023) every twelve (12) months with prescription change.
- (b) Hearing aids covered to a lifetime maximum of one thousand dollars (\$1000.00).

## **SCHEDULE "D" - A GLOSSARY OF WORDS AND PHRASES**

The following words and phrases are given definition and consistent interpretation to be placed on them by all persons using the description.

|  |  |
|--|--|
| <b>ABILITY:</b>                            | A sufficiency of skill or competence to satisfactorily perform the work required of a job.   |
| <b>BUMPING:</b>                            | The adjustment process by which an employee declared surplus in their Job Classification because of work reduction, may assert their seniority rights to displace an employee in another Job Classification.   |
| <b>DEMOTE:</b>                             | To change an employee's Job Classification and salary rate to another Job Classification drawing a lower salary.   |
| <b>DISCHARGE:</b>                          | To release an employee for cause and with loss of all employment rights.   |
| <b>EMERGENCY:</b>                          | A condition that is unforeseen and/or is beyond the control of the Company, that requires immediate action and where there is no qualified Bargaining Unit personnel available to perform such emergent work. Generally, the action taken is to prevent damage to Company property or injury to personnel.   |
| <b>EXECUTIVE BOARD:</b>                    | Local 673 President, Vice-Presidents, Financial Secretary, Recording Secretary, Trustees (3), Sergeant-at-Arms and Guide.  |
| <b>FACILITY:</b>                           | The location of the Company covered by this Collective Agreement as at ratification date, October 18, 2018.  |
| <b>GRIEVANCE:</b>                          | A complaint arising from the interpretation, application, administration or claimed violation of the Agreement for which redress is asked.   |
| <b>LAY-OFF:</b>                            | The cessation of active employment due to work reduction and under which an employee possesses specific rights of recall to work. A laid-off employee shall not be considered an active employee.  |
| <b>OPERATIONAL GROUP:</b>                  | A group of Job Classifications as stated in Schedule F, through which an employee may exercise their bumping rights when their job is affected by a work reduction, as per Article 19 of the Collective Agreement.   |
| <b>PERSISTENT LATENESS OR ABSENTEEISM:</b> | To go on being late or absent after being warned to desist from the practice.  |
| <b>PROBATIONARY EMPLOYEE:</b>              | An employee who has been engaged by the Company and is undergoing a period of trial designed to determine their work qualifications or ability and character. During probation a new employee's references will be checked.  |
| <b>PROMOTE:</b>                            | To change an employee's Job Classification and salary rate to another Job Classification drawing a higher salary.  |
| <b>SUPERVISOR:</b>                         | One who directs the work, instructs employees, and possesses the authority to hire and exercise disciplinary action up to and including discharge.   |
| <b>SURPLUS:</b>                            | A situation which exists when the Company determines that there is an excess in the number of position(s) in a classification(s) which must be reduced accordingly. Surplused employees are eligible for bumping and recall rights in accordance with Articles 19 and 20. A surplused employee shall be considered an active employee while exercising their bumping rights. |
| <b>TRANSFER:</b>                           | To move an employee from one department or division to another, without a change in job classification or wage rate. The most senior employee will be given preference where possible.   |

## SUMMARY OF WAGES RELATED BENEFITS

(Effective from September 17, 2020)

| Life, Accidental Death and Dismemberment and Survivor Income Insurance Before Retirement |   |   | Life Insurance After Retirement            | Disability Insurance                                   |   |  |
|--|---|---|--|--|---|--|
|  |   |   |  | Before Retirement                                      | Before Age 65   | Before Age 60  |
| Life   | AD & D  | Monthly Survivor Income Benefit   | Life                                       | Weekly Sickness and Accident Benefit (STD) (26 Weeks)  | Monthly Extended Disability Benefit   | Monthly Permanent Total Disability Benefit                                   |
| \$80,000 Sept 17/20  | 50% of Life Ins. Amount to a max of \$40,000. | \$600 per month less CPP benefit. Minimum amount \$300.00/ month or \$150.00/ month re: dependents. Payable for twenty-four (24) months Bridge at \$550.00/ month less CPP. | \$8,000 Current & \$10,000 Future Retirees | Full or partial salary for up to 6 consecutive months. | 60% of Basic Monthly Earnings rounded to the nearest \$5.00. less government or employer retirement benefits; WSIB lost time benefits, CPP disability benefits (excluding dependent benefits); earnings or payments made by any employer. | Life Insurance amount paid in 60 consecutive monthly instalments of \$1,000. |

Basic Hourly Rate - Excluded Overtime and Shift Premiums and included COLA.

Basic Weekly Earnings - Basic Hourly Rate multiplied by 40 hours.

Basic Annual Earnings - Basic Hourly Rate multiplied by 2080 hours

Basic Monthly Earnings - Basic Annual Earnings divided by 12 months.

Basic Hourly rate on last day worked will determine the amounts of applicable Benefits.

Minimum Life Insurance after retirement shall be \$10,000.00.

Optional Life - Employees may purchase in \$10,000 units to a maximum of \$200,000.

**SCHEDULE "E" - JOB CLASSIFICATION AND JOB DESCRIPTIONS**

| <b>JOB NO.</b> | <b>JOB CLASSIFICATION</b>                  |
|----------------|--|
| 105            | Accounting Clerk – Accounts Payable        |
| 200            | Accounting Clerk - General                 |
| 300            | Contracts and Subcontracts Assistant       |
| 310            | Accounts Clerk III                         |
| 320            | Mailroom Clerk                             |
| 411            | Payroll Clerk II                           |
| 429            | Production Control Clerk II                |
| 437            | Accounting Clerk II (General & Cost)       |
| 516            | Senior Switchboard Receptionist            |
| 519            | Procurement Services Clerk                 |
| 520            | Product Assurance Clerk                    |
| 523            | Copying Services Operator                  |
| 606            | Payroll Clerk I                            |
| 610            | Product Clerk I                            |
| 611            | Material Control Clerk                     |
| 623            | Contracts Control Clerk                    |
| 624            | Production Control Clerk I                 |
| 634            | Accounting Clerk I (General & Cost)        |
| 635            | Quality Assurance/Quality Control Clerk    |
| 713            | Senior Customs & Traffic Clerk             |
| 717            | Material Control Analyst                   |
| 718            | Copying Services Operator                  |
| 719            | Contracts and Subcontracts Co-ordinator    |
| 804            | Product Assurance Records Analyst          |
| 807            | Buyer II                                   |
| 814            | Senior Material Control Clerk              |
| 819            | Accounting Clerk - Senior (General & Cost) |
| 916            | Materials Co-ordinator                     |
| 937            | Accounting Clerk II (General & Cost)       |

|      |  |
|------|--|
| 1016 | Senior Switchboard Receptionist                |
| 1134 | Accounting Clerk I (General & Cost)            |
| 1219 | Contracts and Subcontract Co-ordinator         |
| 1304 | Product Assurance Records Analyst              |
| 1319 | Accounting Clerk – Senior (General & Cost)     |
| 1407 | Buyer I  |
| 1414 | Production Control Co-ordinator II             |
| 1415 | Senior Material Control and Purchasing Analyst |
| 1416 | Materials Co-Ordinator                         |
| 1417 | Senior Printer Co-Ordinator/Technician         |
| 1505 | Quality Assurance Analyst II                   |
| 1603 | Production Control Co-ordinator                |
| 1703 | Quality Assurance Analyst I                    |
| 1708 | Buyer - Senior                                 |
| 1710 | Inspection Planner                             |
| 1711 | Operations Support Co-ordinator                |

**JOB DESCRIPTIONS**  
**ACCOUNTING CLERK – ACCOUNTS PAYABLE**  
**GROUP 105**

**Job Requirement**

Requires some general office experience. Knowledge of Excel an asset.

**Normal Duties**

An employee in this category will be required to carry out some or all of the following duties:

- (1) Input/Process supplier invoices/credit notes on a timely basis and expense reports into accounting system;
- (2) Able to match A/P invoices to purchase orders and seek approvals where needed;
- (3) File invoices;
- (4) Verify accuracy of supplier invoices and investigate discrepancies with buyers;
- (5) Deal with supplier inquiries on payment status;
- (6) Other related duties as required.

**ACCOUNTING CLERK – GENERAL**  
**GROUP 200**

**Job Requirement**

Requires some experience in accounting. Understanding of basic chart of accounts.

**Normal Duties**

An employee in this category will be required to carry out some or all of the following duties under direction or supervision:

- (1) Assist Accounts clerk – Senior, with routine accounting duties
- (2) Preparation of customer claims and invoices
- (3) Reconciliation of supplier statements
- (4) Preparation of routine journal entries
- (5) Matching of receiving slips and purchase orders
- (6) Basic cost accounting duties
- (7) Prepare General Accounting Data for use by more senior personnel.
- (8) Perform other routine duties in General Accounting of a clerical nature.

**CONTRACTS AND SUBCONTRACTS ASSISTANT**  
**GROUP 300**

**Job Requirement**

Must be an effective communicator. Requires a minimum of one year experience related to legal or contractual work. Requires business experience and computer literacy, including the ability to use a variety of computer based business tools. Works under direction and supervision of more senior staff.

**Normal Duties**

- (1) Provides information to various departments and subcontractors on requirements of various forms used in the Contracts and Subcontracts Department as well as special forms required by customers.
- (2) As directed, establishes and maintains filing, archiving, logs, tracking and follow-up system as required for the Contracts and Subcontracts department.



- (3) Assists as directed with the preparation of cost/price terms and conditions section of Contract Notices, FI's and related limitation sheets, proposals, RFQ's, subcontracts and applicable terms and conditions.
- (4) Maintains progress claims and invoice tracking and payments and provides information to customer and subcontracts as required.
- (5) Prepares drafts and executes routine correspondence for contracts and subcontracts administration, drafts contract and subcontract approval files in accordance with company Policy and Procedures, tracks approval files through the approval cycle.
- (6) Performs routine clerical and administrative duties including preparation of periodic computer based statistical reports as assigned, co-ordinating internal and external meetings.
- (7) Performs all other related duties as required.

### **ACCOUNTS CLERK III**

#### **GROUP 310**

#### **Job Requirement**

Requires some general office experience. Knowledge of shop practice is not required. Works with direction and supervision.

#### **Normal Duties**

An employee in this category will be required to carry out some or all of the following duties:

- 3) Assist Accounts Clerk II, with routine accounting duties.
- 4) Prepare General Accounting Data for use by more senior personnel.
- 5) Perform routine duties in General Accounting of a clerical nature comparable to other job classifications of equivalent or lower level.

### **MAILROOM CLERK**

#### **GROUP 320**

#### **Job Requirement**

Work experience in a mailroom environment and full understanding of general mail service, both internal and external, i.e., sorting, stamping and delivery of mail. Must be fully capable of operating in a computer network environment and also have the ability to efficiently operate a personal computer and telephone switchboard. Requires the ability to originate, organize and maintain records.

#### **Normal Duties**

- 1) Sorts, stamps, picks up and delivers mail.
- 2) Performs receptionist duties and operates a telephone switchboard, on a relief basis.
- 3) Performs other related duties as required, which may include maintaining records and supplies.
- 4) May be required to assist and/or familiarize other employees at the same or lower level.

### **PAYROLL CLERK II**

#### **GROUP 411**

#### **Job Requirement**

Requires payroll or equivalent business experience. Works from supplied data and with direction and supervision.

#### **Normal Duties**

Assemble payroll data for tabulating by IBM - complete "by hand" pay for released employees making necessary adjustments and completing necessary documents. Required to perform routine and repetitive payroll duties and may be required to exercise independent decisions.

### **PRODUCTION CONTROL CLERK II**

#### **GROUP 429**

#### **Job Requirement**

General knowledge of plant facilities and Production Control procedures. Requires legible handwriting and the ability to operate various office machines. Typing ability may be required. Works with direction and supervision.

**Normal Duties**

Compile and code data for electronic data processing systems. Issue Work Orders and prepare and assemble manufacturing paperwork packages according to established procedures. Maintain files of records and documents in designated areas. Prepare, issue, receive, post and consolidate records. As required, will enter information into and retrieve information from the computer files through mechanical or electronic means. Perform general clerical functions, which may include occasional typing and the operation of various office machines, such as calculating machines, copying machines etc.

**ACCOUNTING CLERK II (GENERAL & COST)****GROUP 437****Job Requirement**

Requires some experience in accounting. Enrolment in a recognized accounting course (C.G.A., C.M.A.) is mandatory. Works with direction and supervision.

**Normal Duties**

Accumulates figures in connection with the phase of accounting operations to which they are assigned. Duties could include the following: the posting and balancing of cash books, the preparation of customer claims and invoices, reconciliation of bank accounts, reconciliation of supplier statements, preparation of routine journal entries and the balancing of the labour distribution with direct payroll, matching of receiving slips and purchase orders and minimal basic cost accounting duties. Performs duties of routine clerical nature as assigned.

**SENIOR SWITCHBOARD RECEPTIONIST****GROUP 516****Job Requirement**

Requires a thorough knowledge of all phases of the telephone system and related procedures. Must have considerable experience in the operation of an automatic telephone switchboard. Works with minimum direction and supervision.

**Normal Duties**

- 1) Works with facilities, information systems and others in filling telephone equipment needs, ordering all changes, moves and repairs as needed, after receiving necessary approvals.
- 2) Manually update the current online published dashboards from open source ERP reports on a monthly/weekly basis until these dashboards are automated.
- 3) Create and update employee PLM accounts and grant access when requested by IT.
- 4) Administrative duties that include greeting and control of visitors, temporary badging for employees, maintain phone lists, process/update People Finder and mail distribution.
- 5) May assist in administrative tasks for other departments, upon agreement between the company and union.

**PROCUREMENT SERVICES CLERK****GROUP 519****Job Requirement**

Fully qualified to operate a word processor/ microprocessor for procurement purposes. This includes familiarity with a variety of software applications including those for word text processing, selective search, mathematics, graphics, plus data sort and locate. Must have the ability to understand and develop data entry formats, construct and alter a data base and to manipulate and search the data base to produce alpha-numeric, graphical and other statistical reports. Must be fully conversant in operation of dictation and recording equipment, be able to type accurately at 60 w.p.m. and have successfully completed an intermediate word processor/micro computer course, or have equivalent experience. Works with minimum of direction and supervision.

**Normal Duties**

Operates a word processor/micro computer to produce purchase orders, sub-contracts, receiving slips, letters, memos, reports etc. Perform related clerical duties. May on occasion be required to operate conventional typewriter, TWX, Telex, Telecopier or equivalent equipment. Assists other departmental personnel as necessary. May be required to familiarize other employees in the same classification.

## **PRODUCT ASSURANCE CLERK**

### **GROUP 520**

#### **Job Requirement**

Previous general office experience and familiarity with Product Assurance systems. Works with minimum supervision.

#### **Normal Duties**

- 1) Receive, routine check, copy, distribute and file incoming quality and/or reliability data.
- 2) Maintain Product Assurance data or display systems in accordance with department procedure. This may include inputting data to computer terminal.
- 3) May perform clerical and recording duties associated with the conduct of material Review Board, Failure Review Board and Test Review Boards.
- 4) Required to perform related typing assignments as necessary. With supervision, assembles, checks and copies data for formal submission to customer and may be required to search MDA or subcontractor files for additional data to support this.

## **COPYING SERVICES OPERATOR**

### **GROUP 523**

#### **Job Requirement**

Requires extensive knowledge and experience in setting up, adjusting and operating drawing copiers, high-speed multi-copiers and such other duplicating and document production equipment utilized by the Company. Requires working knowledge of document assembly and print room processes. Must have familiarity with using databases in a Personal Computer environment. Must be capable of creating and maintaining filing systems. Works with minimum direction and supervision.

#### **Normal Duties**

- 1) Sets up, adjusts and operates all duplicating equipment in order to produce copies of drawings, documents and other necessary duplicated material.
- 2) Sets up, adjusts and operates all document production equipment such as drills, cutters, folders, punchers and binders.
- 3) Operates camera and image enlarger to produce aperture cards and drawing copies.
- 4) Cleans and maintains duplicating equipment and trouble shoots when necessary.
- 5) Liases with external service companies regarding the maintenance of equipment.
- 6) Maintains files on program drawings, ECNs, part lists and wiring lists.
- 7) Locates and retrieves requisitioned drawings using PC databases.
- 8) Maintains stock of duplicating supplies.
- 9) Assembles and organizes documents in accordance with customer specifications.
- 10) Performs other related duties as required.
- 11) May be required to assist or familiarize other employees.

## **PAYROLL CLERK I**

### **GROUP 606**

#### **Job Requirement**

Requires thorough knowledge and experience in payroll work. Must possess tact and good judgement. Works with minimum direction and supervision.

#### **Normal Duties**

Answer employee queries - complete payroll recapitulations - instruct clerks of lesser status and carry on any of the operations required in the preparation of a Company payroll.

## **PRODUCT CLERK I**

### **GROUP 610**

#### **Job Requirement**

Experience in a production office or equivalent. Must have a thorough knowledge of the control of manufacturing or overhaul functions and be conversant with service procedures. Works with minimum direction and supervision.

#### **Normal Duties**

- 1) Insuring the preparation, ordering and release of provisioning requirements as indicated by Sales Orders, Factory Instructions, Modification E.O.'s, Inter-divisional orders, drawings, processes, inspection reports or other applicable documents or instructions.
- 2) Responsible for the setting up and maintenance of control records and follow-up.
- 3) Responsible for origination of all shipping documents.
- 4) Prepares necessary schedules and reports on the project in hand and may fill in time on work of relevant nature.
- 5) May familiarize clerks of lower grade with the job.

## **MATERIAL CONTROL CLERK**

### **GROUP 611**

#### **Job Requirement**

Experience in the Plant sufficient to acquire thorough knowledge of materials used in MDA manufacturing and the ability to sight read blueprints and shop drawings. Works with minimum direction and supervision.

#### **Normal Duties**

To provide proper progression and flow of the materials assigned to their care. To anticipate and clear shortages through Procurement or any other agency affected. To maintain a record of minimum/maximum stocks by instituting necessary paperwork. To requisition materials when required and to control necessary receipts, disbursements and invoice paperwork. As required, will enter information into and retrieve information from the computer files through mechanical or electronic means. May be required to familiarize junior employees.

## **CONTRACTS CONTROL CLERK**

### **GROUP 623**

#### **Job Requirement**

Ability to effectively co-ordinate and expedite information through personnel in other departments pertaining to CEF's, RFQ's, Purchase Orders and internal Sales Order requirements. Competent to effectively communicate with customer procurement personnel, as necessary. Requires typing and business experience. Works with minimum direction and supervision.

#### **Normal Duties**

- 1) Receives customer enquiries from Marketing Department in the form of either Customer Enquiry Form (CEF) or a Request for Quotation Form (RFQ) and records and distributes forms within Contracts and Pricing Department for action as necessary.

- 2) Maintains records pertaining to CEF's and RFQ's and expedites response within the department in accordance with schedule requirements.
- 3) Receives all incoming Purchase Orders; records and distributes these within the Contracts and Pricing Department for necessary action.
- 4) Compiles and maintains records in relation to Purchase Orders, Sales Orders and Factory Instructions.
- 5) Performs necessary clerical functions including processing of all Commercial Product Spares and Special Processing Orders and establishing delivery on such orders in consultation with personnel of other departments.
- 6) Acts as customer contact for Commercial Product Spares and Special Processing activities and advises customer of any schedules or deviations therefrom, as directed.
- 7) Prepares periodic statistical reports and other relevant correspondence. Performs routine clerical duties as assigned.

### **PRODUCTION CONTROL CLERK I**

#### **GROUP 624**

#### **Job Requirement**

A knowledge of manufacturing facilities and processes and experience in production control methods and documentation. Must be familiar with electronic data processing as applied to the job. Capable of actioning various manufacturing instructions, as required. Ability to direct personnel of lower classifications on detail jobs. Works with minimum direction and supervision.

#### **Normal Duties**

Direct clerical functions and correlate project data for electronic data processing systems. Update schedule information and action diagnostic reports for electronic data processing systems. As required will enter information into and retrieve information from the computer files through mechanical or electronic means. Maintain work order status and allocation for review and assist in preparation of project reports. Review and issue documentation and orders to production according to established procedures. Prepare schedules and charts according to the instructions. Maintain related records and supply information to various departments as required. Assist other employees and guide employees of lower classifications as required.

### **ACCOUNTING CLERK I (GENERAL & COST)**

#### **GROUP 634**

#### **Job Requirement**

Requires considerable experience in accounting. Enrolment in a recognized accounting course (C.G.A. or C.M.A.) is mandatory, preferably at third year level. Works with minimum direction and supervision.

#### **Normal Duties**

Responsible for preparation of various financial reports for management. Duties could include the following: general ledger and work order analysis, preparation of journal entries, approval of vouchers for payment, the summary and analysis of standard costs and the investigation and adjustments of discrepancies and other basic cost accounting duties.

May be required to familiarize clerks of lower categories with their duties.

### **QUALITY ASSURANCE/QUALITY CONTROL CLERK**

#### **GROUP 635**

#### **Job Requirement**

Must have a thorough knowledge of the quality procedures necessary for the administration of a material review operation and Quality Assurance/Quality Control office administration function. Experience in the use of personal computers and computer terminals for word processing and data base applications. Good communication skills are necessary as well as the ability to type accurately at 60 words per minute. Works with minimum supervision.

#### **Normal Duties**

- 1) Using a P.C. or computer terminal inputs MRB quality data and maintains MRCC inventory lists and various Quality related data base systems.
- 2) Allocates serial numbers to work order as required and maintains the serial number register.
- 3) Preparation and distribution of computer based reports and documents in accordance with Company and customer requirements.

- 4) Files and maintains drawings, change notices, concessions, specifications and all other records and documents as required to fulfil customer requirements.
- 5) Performs other clerical/typing duties as required.

**SENIOR CUSTOMS AND TRAFFIC CLERK**  
**GROUP 713**

**Job Requirement**

Thorough knowledge of customs tariffs, methods of shipment, freight rates, drawbacks and refunds. Must own and operate a reliable car, which may be required at times for performance of job duties. Experience in customs clearance, and export procedures and preparation of required documents i.e. dealing with customs officials, brokers and carriers. Works with minimum direction and supervision.

**Normal Duties**

Perform as required, the duties of Customs Clerks I and II, Traffic Clerk Junior, Traffic Clerk and Clerk - Customs Drawback. May assign, co-ordinate, oversee and check work of others within the Customs and Traffic Department. Assist supervisor when required.

**MATERIAL CONTROL ANALYST**  
**GROUP 717**

**Job Requirement**

Must have a sound knowledge of the current methods and techniques used in the field of Material Control. A minimum of 2 years related experience working in a computerized manufacturing or repair and overhaul environment is required. Must be capable of effective written and verbal communications with shop personnel and management.

**Normal Duties**

- 1) Update lead times from information supplied, update and calculate re-order points, safety stock, ABC classes and re-order quantities in accordance with the company's current policies.
- 2) Calculate gross and net requirements for items and generate computerized and/or manual requests for quote and purchasing requisitions.
- 3) Prepare and maintain the critical shortage report for the major product groups.
- 4) Update Item Master, Item Inventory and R & O Bill of Material files for changes in OEM and NATO part numbers.
- 5) Prepare various reports regarding obsolete, inactive, excess and surplus inventories from information and/or instruction supplied.
- 6) Review and track end-item forecasts on a regular basis.
- 7) Interacts effectively with TSG, Operations, Production Control, Marketing and the Accounting Departments to obtain information required to complete normal duties.

**COPYING SERVICES OPERATOR**  
**GROUP 718**

**Job Requirement**

Requires extensive knowledge and experience in setting up, adjusting and operating drawing copiers, high-speed multi copiers and such other duplicating and document production equipment utilized by the Company. Required working knowledge of document assembly and print room processes. Must have familiarity with using databases in a Personal Computer environment. Must be capable of creating and maintaining filing systems. Works with minimum direction and supervision.

**Normal Duties**

- 1) Sets up, adjusts and operates all duplicating equipment in order to produce copies of drawings, documents and other necessary duplicated material.
- 2) Sets up, adjusts and operates all document production equipment such as drills, cutters, folders, punchers and binders.
- 3) Operates camera and image enlarger to produce aperture cards and drawing copies.
- 4) Cleans and maintains duplicating equipment and trouble shoots when necessary.

- 5) Liases with external service companies regarding the maintenance of equipment.
- 6) Maintains files on program drawings, ECNs, part lists, wiring lists, PCRs, PPSs, and Spar MATS.
- 7) Locates and retrieves requisitioned drawings using PC databases.
- 8) Maintains stock of duplicating supplies.
- 9) Assembles and organizes documents in accordance with customer specifications.
- 10) Performs other related duties as required.
- 11) May be required to assist or familiarize other employees.

## **CONTRACTS AND SUBCONTRACTS COORDINATOR**

### **GROUP 719**

#### **Job Requirement**

Ability to effectively co-ordinate and expedite information through personnel in the Company pertaining to CEF's, RFQ's, Contracts, Subcontracts, Factory Instructions and JEEVES/BAAN requirements. Must be competent to effectively communicate with the Company's various Program Office personnel and with customers and subcontractors personnel as necessary. Requires a minimum of two years' experience related to legal or contractual work. Knowledge of Government and commercial contract procedures is desirable. Knowledge of Company Policy and Procedures is required. Requires business experience and computer literacy, including the ability to use a variety of the latest computer based business tools. Works with minimum direction and supervision.

#### **Normal Duties**

- 1) Provides liaison with various departments and subcontractors on requirements of various forms used in the Contracts and Subcontracts Department as well as special forms required by customers.
- 2) As directed, establishes and maintains filing and archiving, maintaining the FAR, Supply Policy and MDA Policy and Procedure manuals, contracts and subcontracts logs, claims and invoice logs and tracking, document recording, forwarding and follow-up systems for Contracts and Subcontracts Administration.
- 3) Assists as directed with the preparation of cost/price and terms and conditions section of Contract Notices, FI's and related limitations sheets, proposals, RFQ's, subcontracts and applicable terms and conditions.
- 4) Provides tracking and follow-up services in respect of Company and subcontractor performance against contract and subcontract milestone/deliverable requirements and ensures that all required deliverable and financial inputs are entered in JEEVES/BAAN.
- 5) Acts as customer and subcontractor contact for progress claims and invoice tracking and payment, as well as answering queries and resolving routine and minor contractual issues internally or externally with customers and subcontractors.
- 6) Provides typing services, drafts and executes routine correspondence for contracts and subcontracts administration, independently drafts contract and subcontract approval files in accordance with Company Policy and Procedures, tracks approval files through the approval cycle.
- 7) Performs routine clerical and administrative duties including preparation of periodic computer based statistical reports as assigned, co-ordinating internal and external meetings and making travel arrangements.

## **PRODUCT ASSURANCE RECORDS ANALYST**

### **GROUP 804**

#### **Job Requirement**

Requires an academic background, which is equivalent to Grade 12. Requires a thorough knowledge of Product Assurance and related Manufacturing procedures and practices. Must have five years' practical experience in the above, or have Graduated from an Institute of Technology or equivalent with courses in subjects related to Quality and Manufacturing, applicable to the Aerospace Industry and two years' practical experience in the above. Must be capable of creating and using a database, in a Personal Computer environment, using Applications programs currently in use in the Department. Must be able to communicate effectively. Works with minimum direction and supervision.

#### **Normal Duties**

- 1) Formulates records and databases, using Applications programs such as Symphony or Database IV or equivalent or other business systems, to retain information pertaining to various Product Assurance or Quality Assurance activities. Processes data, produces and issues reports as required such as; Total Log, Listings of open issues (total and sorted by responsibility), Statistical summaries and trend charts and tables. Identifies or highlights unusual features.

- 2) Performs regular surveys to determine the status of open issues identified through the above, to expedite resolution and to gather, retain and file back-up information (e.g. Calibration data). Reports on significant problems.
- 3) Locates and researches all records as necessary to document or tabulate the history of assemblies, sub-assemblies and piece-parts in support of QA or Reliability investigations. Reports on findings.
- 4) With guidance, assists QA Analysts I & II in the performance of their duties including but not limited to:
  - Checks Work Orders, MISs and MCDs or equivalents for accuracy of configuration and completeness of manufacturing data package as issued to the shop floor.
  - Audits that the on-going activities of the Work Orders, MISs and MCDs or equivalents on the shop floor are current and compliant to QA procedures.
  - Assists in the audit of other internal on-going activities and internally available data.
  - Assists in the evaluation of current QA procedures, preparation of flow charts defining current practices and recommendations for simplification or improvement.
  - Assembles and arranges correction of apparent discrepancies in End Item Data Packages.
  - Assists in the preparation of QA statements and identification of documents/references in support of FMEA/CIL or Test Procedures/Reports.

Reports and takes action on any deviation in the customer's hardware using the customer's format.

Advises and explains to other staff, including new employees, both within and outside QA/QC, how to process the above mentioned types of information and documentation properly.

Performs the duties of a Product Assurance Clerk, Group 520, as required.

## **BUYER II**

### **GROUP 807**

#### **Job Requirement**

Requires a good knowledge of purchasing procedures and practices. Works with minimum direction and supervision.

#### **Normal Duties**

- 1) Contacts vendors to place orders for requirements pertaining to standard production, subcontracts, maintenance, office supplies, services etc., utilizing information on file (including catalogues) or as directed in order to obtain the most economical prices consistent with quality, quantity and past performance of vendor.
- 2) Maintains contact with various departments regarding the procurement of materials and supplies.
- 3) Contacts vendors to obtain information on prices, availability and delivery dates and imparts information concerning data related to procurement department business. Performs other relevant duties in the procurement department, as required. May be required to assist the Buyer I.

## **SENIOR MATERIAL CONTROL CLERK**

### **GROUP 814**

#### **Job Requirement**

Experience in the Plant sufficient to acquire thorough knowledge of materials used in MDA manufacturing. The ability to sight-read blueprints and shop drawings. An understanding of Bills of Material to make proper decisions for material ordering. Works with minimum direction and supervision. Must be able to communicate with Program Managers and/or others in the absence of supervisor.

#### **Normal Duties**

- 1) Using drawings and/or Bills of Material, determine material requirements for a specific sales order.
- 2) Requisition materials when required and control necessary receipts, disbursements and invoice paperwork.
- 3) Maintain and publish analytical reports reviewing progress as required.
- 4) Provide proper progression and flow of the material to their care.
- 5) Anticipate and clear shortages through procurement or any other agency affected. Advise Managers and/or others accordingly.



- 6) May be required to work from advance engineering information or advance data from other sources.
- 7) Must be familiar with and able to perform the duties of the Material Control Clerk.
- 8) May be required to familiarize junior employees.

### **ACCOUNTING CLERK - SENIOR (GENERAL & COST)**

#### **GROUP 819**

##### **Job Requirement**

Requires a thorough knowledge of all phases of accounting and related systems and procedures. Must have had considerable experience as an Accounting Clerk I. Enrolment in a recognized accounting course (C.G.A. or C.M.A.) is mandatory, preferably in the fifth year level. Works with minimum direction and supervision.

##### **Normal Duties**

Responsibility for organizing, directing and controlling all phases of work in assigned sections of accounting; investigates current accounting procedure and where warranted recommends revision to or new procedures; co-ordinates assigned accounting activities with other departments, divisions or outside agencies as required; other basic cost accounting duties. May be required to assign, check and co-ordinate the work of accounting clerks in lower categories.

### **ACCOUNTING CLERK II (GENERAL & COST)**

#### **GROUP 937**

##### **Job Requirement**

Requires some experience in accounting. Enrolment in a recognized accounting course (C.G.A., C.M.A.) is mandatory. Works with direction and supervision. Must possess leadership ability in order to mentor and assist in the work performed by the lower level classification in the same job function.

##### **Normal Duties**

Accumulates figures in connection with the phase of accounting operations to which they are assigned. Duties could include the following: the posting and balancing of cash books, the preparation of customer claims and invoices, reconciliation of bank accounts, reconciliation of supplier statements, preparation of routine journal entries and the balancing of the labour distribution with direct payroll, matching of receiving slips and purchase orders and minimal basic cost accounting duties. Performs duties of routine clerical nature as assigned.

### **SENIOR SWITCHBOARD RECEPTIONIST**

#### **GROUP 1016**

##### **Job Requirement**

Requires a thorough knowledge of all phases of the telephone system and related procedures. Must have considerable experience in the operation of an automatic telephone switchboard. Works with minimum direction and supervision. Must possess leadership ability in order to mentor and assist in the work performed by the lower level classification in the same job function.

##### **Normal Duties**

- 1) Responsible for checking the accuracy of telephone equipment records and bills and initiates corrective action on discrepancies.
- 2) Works with Maintenance, Industrial Engineering and Engineering Services in filling telephone equipment needs, ordering all changes and moves after necessary approvals.
- 3) Required to perform the duties of a Switchboard Receptionist (317). May be required to familiarize employees of a lower classification.

### **ACCOUNTING CLERK I (GENERAL & COST)**

#### **GROUP 1134**

##### **Job Requirement**

Requires considerable experience in accounting. Enrolment in a recognized accounting course (C.G.A. or C.M.A.) is mandatory, preferably at third year level. Works with minimum direction and supervision. Must possess leadership ability in order to mentor and assist in the work performed by the lower level classification in the same job function.

## **Normal Duties**

Responsible for preparation of various financial reports for management. Duties could include the following: general ledger and work order analysis, preparation of journal entries, approval of vouchers for payment, the summary and analysis of standard costs and the investigation and adjustments of discrepancies and other basic cost accounting duties.

May be required to familiarize clerks of lower categories with their duties.

## **CONTRACTS AND SUBCONTRACTS COORDINATOR**

### **GROUP 1219**

## **Job Requirement**

Ability to effectively co-ordinate and expedite information through personnel in the Company pertaining to CEF's, RFQ's, Contracts, Subcontracts, Factory Instructions and JEEVES/BAAN requirements. Must be competent to effectively communicate with the Company's various Program Office personnel and with customers and subcontractors personnel as necessary. Requires a minimum of two years' experience related to legal or contractual work. Knowledge of Government and commercial contract procedures is desirable. Knowledge of Company Policy and Procedures is required. Requires business experience and computer literacy, including the ability to use a variety of the latest computer based business tools. Works with minimum direction and supervision. Must possess leadership ability in order to mentor and assist in the work performed by the lower level classification in the same job function.

## **Normal Duties**

- 1) Provides liaison with various departments and subcontractors on requirements of various forms used in the Contracts and Subcontracts Department as well as special forms required by customers.
- 2) As directed, establishes and maintains filing and archiving, maintaining the FAR, Supply Policy and MDA Policy and Procedure manuals, contracts and subcontracts logs, claims and invoice logs and tracking, document recording, forwarding and follow-up systems for Contracts and Subcontracts Administration.
- 3) Assists as directed with the preparation of cost/price and terms and conditions section of Contract Notices, FI's and related limitations sheets, proposals, RFQ's, subcontracts and applicable terms and conditions.
- 4) Provides tracking and follow-up services in respect of Company and subcontractor performance against contract and subcontract milestone/deliverable requirements and ensures that all required deliverable and financial inputs are entered in JEEVES/BAAN.
- 5) Acts as customer and subcontractor contact for progress claims and invoice tracking and payment, as well as answering queries and resolving routine and minor contractual issues internally or externally with customers and subcontractors.
- 6) Provides typing services, drafts and executes routine correspondence for contracts and subcontracts administration, independently drafts contract and subcontract approval files in accordance with Company Policy and Procedures, tracks approval files through the approval cycle.
- 7) Performs routine clerical and administrative duties including preparation of periodic computer based statistical reports as assigned, co-ordinating internal and external meetings and making travel arrangements.

## **PRODUCT ASSURANCE RECORDS ANALYST**

### **GROUP 1304**

## **Job Requirement**

Requires an academic background, which is equivalent to Grade 12. Requires a thorough knowledge of Product Assurance and related Manufacturing procedures and practices. Must have five years' practical experience in the above, or have Graduated from an Institute of Technology or equivalent with courses in subjects related to Quality and Manufacturing, applicable to the Aerospace Industry and two years' practical experience in the above. Must be capable of creating and using a database, in a Personal Computer environment, using Applications programs currently in use in the Department. Must be able to communicate effectively. Works with minimum direction and supervision. Must possess leadership ability in order to mentor and assist in the work performed by the lower level classification in the same job function.

## **Normal Duties**

- 1) Formulates records and databases, using Applications programs such as Symphony or Database IV or equivalent or other business systems, to retain information pertaining to various Product Assurance or Quality Assurance activities. Processes data, produces and issues reports as required such as; Total Log, Listings of open issues (total and sorted by responsibility), Statistical summaries and trend charts and tables. Identifies or highlights unusual features.

- 2) Performs regular surveys to determine the status of open issues identified through the above, to expedite resolution and to gather, retain and file back-up information (e.g. Calibration data). Reports on significant problems.
- 3) Locates and researches all records as necessary to document or tabulate the history of assemblies, sub-assemblies and piece-parts in support of QA or Reliability investigations. Reports on findings.
- 4) With guidance, assists QA Analysts I & II in the performance of their duties including but not limited to:
  - Checks Work Orders, MISs and MCDs or equivalents for accuracy of configuration and completeness of manufacturing data package as issued to the shop floor.
  - Audits that the on-going activities of the Work Orders, MISs and MCDs or equivalents on the shop floor are current and compliant to QA procedures.
  - Assists in the audit of other internal on-going activities and internally available data.
  - Assists in the evaluation of current QA procedures, preparation of flow charts defining current practices and recommendations for simplification or improvement.
  - Assembles and arranges correction of apparent discrepancies in End Item Data Packages.
  - Assists in the preparation of QA statements and identification of documents/references in support of FMEA/CIL or Test Procedures/Reports.

Reports and takes action on any deviation in the customer's hardware using the customer's format.

Advises and explains to other staff, including new employees, both within and outside QA/QC, how to process the above mentioned types of information and documentation properly.

Performs the duties of a Product Assurance Clerk, Group 520, as required.

### **ACCOUNTING CLERK - SENIOR (GENERAL & COST)**

#### **GROUP 1319**

#### **Job Requirement**

Requires a thorough knowledge of all phases of accounting and related systems and procedures. Must have had considerable experience as an Accounting Clerk I. Enrolment in a recognized accounting course (C.G.A. or C.M.A.) is mandatory, preferably in the fifth year level. Works with minimum direction and supervision. Must possess leadership ability in order to mentor and assist in the work performed by the lower level classification in the same job function.

#### **Normal Duties**

Responsibility for organizing, directing and controlling all phases of work in assigned sections of accounting; investigates current accounting procedure and where warranted recommends revision to or new procedures; co-ordinates assigned accounting activities with other departments, divisions or outside agencies as required; other basic cost accounting duties. May be required to assign, check and co-ordinate the work of accounting clerks in lower categories.

### **BUYER I**

#### **GROUP 1407**

#### **Job Requirement**

Requires a thorough knowledge of purchasing procedures and practices. Works with minimum supervision.

#### **Normal Duties**

- 1) Performs the duties of a Buyer II - 807 as required.
- 2) Contacts vendors to place orders for requirements pertaining to complex equipment and supplies at the most economical prices consistent with quality, quantity and past performance of vendor.
- 3) Determines the appropriate vendor when information on files is not available or is non-existent.
- 4) May be required to instruct and direct other employees within the Procurement Department in their work.

## **PRODUCTION CONTROL CO-ORDINATOR II**

### **GROUP 1414**

#### **Job Requirement**

Knowledge of policies and procedures necessary to place into operation manufacturing work order packages from receipt of sales order through shipment of items. Must be familiar with manufacturing operations in order to assist in the maintenance of the master production schedules. Capable of preparing verbal and written reports and communicating effectively with other departments. Must have a working knowledge of EDP Systems and proven ability in the operation of resource scheduling systems. Must have completed and received certification in the APICS Program or equivalent industry recognized program. Works with minimal direction and supervision.

#### **Normal Duties**

1) With guidance assists Production Co-ordinator 1103 with the following tasks:

- (a) Co-ordinate with Contracts Department.
- (b) Co-ordinate with Material Control Department in order to monitor and maintain established schedules and priorities of material requirements.
- (c) Co-ordinate with Procurement Department to confirm that material and services are on order and request vendor delivery dates.
- (d) Co-ordinate with Engineering Department to confirm necessary documentation is available to meet promised delivery schedules.
- (e) Co-ordinate with Shop Supervision regarding status of parts in various departments.
- (f) Required to analyze, report and recommend corrective action against schedule delinquencies.

Prepare verbal and written reports on programs.

Required to enter, retrieve and follow-up on data through scheduling systems.

May be required to assist, direct and train the work of employees in related lower job classifications.

May be required to perform other relevant duties as required.

## **SENIOR MATERIAL CONTROL AND PURCHASING ANALYST**

### **GROUP 1415**

#### **Job Requirement**

Requires a thorough knowledge of the materials and supplies used in the MDA manufacturing process and the ability to sight read blueprints and shop drawings. Requires an in-depth understanding of Bills of Material to make proper decisions for material ordering. Also required is a thorough knowledge of purchasing procedures and practices. Must be able to work with minimum direction and supervision and to communicate with program managers and/or others in the absence of supervisor.

#### **Normal Duties**

- 1) Using drawings and/or Bills of Material, determine material requirements for a specific sales order.
- 2) Requisition materials when required and control receipts, issues and invoice paperwork.
- 3) Contact vendors to place orders for requirements pertaining to shop supplies and materials at the most economical prices consistent with quality, quantity and past performance of vendor.
- 4) Determines the appropriate vendor when information on files is not available or is non-existent.
- 5) Maintain and publish analytical reports reviewing progress as required.
- 6) Provide proper progression and flow of the material in their care.
- 7) May be required to instruct and direct junior employees.
- 8) May be required to perform other relevant duties as required.
- 9) Works with minimum direction and supervision.

## **MATERIALS COORDINATOR**

### **GROUP 1416**

#### **Job Requirement**

Must have a good working knowledge of purchasing procedures and practices. Experience required in the procurement of miscellaneous materials and services. Requires knowledge of customs tariffs, methods of shipment and freight rates. Requires experience in customs clearance and export procedures, documentation preparation and dealing with customs officials, brokers and carriers. Must be capable of constructing and manipulating a database in a personal computer environment using applications currently in use in the Department. Must be capable of communicating effectively. Works with minimum direction and supervision.

#### **Normal Duties**

- 1) Contact suppliers and negotiate, within specified limits, the purchase of materials and services with due consideration on price, delivery and quality.
- 2) Place purchase orders based on authorized requisitions.
- 3) Locate suitable vendors to meet customer requirements.
- 4) Expedite outstanding commitments for materials and services.
- 5) Negotiate and process returns to vendors of incorrect, defective or substandard materials.
- 6) Interview Sales Representatives.
- 7) Assist Senior Buyers as required.
- 8) Maintain electronic database through the operation of a PC using applications currently in use in the Department.
- 9) Verify and approve transport/brokerage invoices.
- 10) Track shipments.
- 11) Provide assistance in selecting the various elements needed in the preparation of shipping and receiving documents.
- 12) Maintain files and Current Tariff and rule related books.
- 13) Perform other related duties as required.
- 14) May be required to assist or familiarize other employees.

## **SENIOR PRINTER CO-ORDINATOR/TECHNICIAN**

### **GROUP 1417**

#### **Job Requirement**

The Senior Printer Co-Coordinator/Technician requires extensive knowledge and experience operating state-of-the-art drawing reproduction equipment, high-speed multi-function devices and other duplicating and document production equipment. Must be capable of setting up/adjusting and maintaining all reproduction equipment utilized across the business.

The Senior Printer Co-Coordinator must be able to work with all levels across the business in order to provide assistances and advice on appropriate solutions to meet end user requirements. Must possess leadership ability in order to mentor and assist in coordinating work performed by the lower classifications within the department. The Senior Print Co-Coordinator/Technician is responsible for managing priorities and ensuring delivery within the defined schedule.

This position requires knowledge of engineering and graphic design tools, proficiency in using electronic databases, hard copy filing systems and the ability to perform networking setup and maintenance of printer connectivity.

#### **Normal Duties**

- 1) Assists on co-ordinating all phases of work in assigned areas, including making recommendations for revisions to existing and/or new procedures.
- 2) Applies expert knowledge and judgement in recommending appropriate methods for reproduction and printing needs.
- 3) May be required to co-ordinate and review work of others in the department and may be required to assist or familiarize other employees.
- 4) Liaises with external companies on replacing printer equipment throughout the office facility.

- 5) Maintain files on program drawings and documents, PA records and to record and move all company archive boxes into storage.
- 6) Scan purchase order receipts and other related documents to be added into PLM, LN
- 7) Maintains stocks and duplicating supplies.
- 8) Organizes and assembles documents in accordance with customers' specifications.
- 9) May be required to assist in related job duties of the Senior Switchboard Receptionist
- 10) Perform other related duties as required.

Employees in this classification who hold certificates from educational institutions/manufacturers, which certify the individual's capabilities relative to: installing, maintaining, troubleshooting MFD's/high speed duplication equipment, including maintaining and configuring of the firmware and software will receive a premium rate of \$.43/hr.

## **QUALITY ASSURANCE ANALYST II**

### **GROUP 1505**

#### **Job Requirement**

Must have completed courses in subjects related to manufacturing and quality techniques, applicable to aerospace and/or manufacturing industry. Should have two to three years' experience in the Quality Assurance field as applicable to methods and procedures related to Government Agencies. Works with minimum supervision.

#### **Normal Duties**

- 1) Establishes instruction procedures when interpretation of MDA and/or customer specifications indicate this is necessary to obtain acceptable quality standards.
- 2) Performs independent surveys to confirm adherence to established procedures and attainment of required quality levels, on occasion reporting directly to a customer's representative.
- 3) Performs periodic surveys at subcontract facilities to evaluate acceptability of the procedures followed by subcontractors and the quality levels of their product.
- 4) Prepares Quality Level Charts detailing scrap rate, rejection rate and quality performance of manufacturing departments.
- 5) Prepares subcontractor reports detailing the quality performance of vendors.
- 6) Issues requests for corrective action to supervision, when required, detailing the deviation from required procedures and evaluates the acceptability of the corrective action employed. Prepares other reports as required. Liases with customers' quality representatives.
- 7) Participates in instruction and examinations related to quality courses.

## **PRODUCTION CONTROL CO-ORDINATOR**

### **GROUP 1603**

#### **Job Requirement**

Graduation from an Institute of Technology or equivalent in a course relating to Production Control. A thorough knowledge of all phases of Production Control including systems and procedures. An extensive knowledge of manufacturing facilities, processes and scheduling methods. Must have a working knowledge of electronic data processing systems. Capable of generating and implementing Production Control systems project requirements. Must be capable of planning, effecting, and monitoring projects through to completion. Capable of making effective verbal and written reports. Works with minimum supervision.

#### **Normal Duties**

Analyze and plan pre-production and manufacturing requirements using production, network, line of balance, machine loading and other scheduling charts and methods. Effect, co-ordinate, monitor and report progress against the plan to completion. Analyze, report and recommend corrective action against schedule delinquencies. Analyze electronic data processing reports and data prepared by other classifications. Direct, train and monitor the work of lower classifications.

## **QUALITY ASSURANCE ANALYST I**

### **GROUP 1703**

#### **Job Requirement**

Graduation from an Institute of Technology or equivalent with courses in subjects related to manufacturing and quality techniques, applicable to Aerospace and/or manufacturing industry. Should have three to four years experience in the Quality Assurance field as applicable to methods and procedures related to Government Agencies. Works with minimum supervision.

#### **Normal Duties**

- 1) Compiles Audit Checklists; performs initial in-house audits. Analyzes Quality Audits and initiates corrective action.
- 2) Surveys, evaluates and prepares report on Sub-contractor quality and inspection provisions. Analyzes existing quality techniques, develops and prepares procedures and/or revises quality procedures, directives, inspection and process instructions. Performs Quality Assurance duties and product verification at source.
- 3) Recognizes the need for and initiates corrective action on discrepancies in quality of products manufactured by and/or on behalf of MDA. Prepares reports on these activities. Reviews product specifications and shop work orders for correct inspection and quality sequences and provisions, in compliance with special processing requirements and other engineering instructions. Prepare concession applications.
- 4) Examines new products, systems, components, assemblies and related Engineering drawings and specifications, and from these prepares the necessary plans, and instructions required to inspect and verify compliance to applicable specification. Co-ordinates and witnesses initial Acceptance Tests (ATP) and may be assigned to co-ordinate and witness Qualification Tests and subsequent Acceptance Tests.
- 5) Review Sales Orders, Production Process Standards, Test Procedures, Proposals, Purchase Orders and related documents for correct inclusion of Quality Assurance and inspection requirements, and ensures inter-department co-ordination to ensure quality provisions are included and achieved as required.
- 6) May act as an authorized Quality Assurance Representative on the Material Review Board, may assign and check work of juniors. Prepares Quality Assurance Program and Inspection Test Plans as required to contractual specifications. Prepares statistical charts or other means of presenting quality performance. Prepares examination papers, conducts examinations and evaluates results. Issues Certificates of Proficiency.

## **BUYER - SENIOR**

### **GROUP 1708**

#### **Job Requirement**

Graduation from an Institute of Technology or equivalent in a course relating to Procurement and/or Business/Materials Management. Must have extensive experience in procurement related to manufactured parts and assemblies as used in electro-mechanical products. Requires a thorough knowledge of purchasing procedures and practices and must be familiar with manufacturing and engineering office procedures. Works with minimum supervision.

#### **Normal Duties**

Establish and maintain proper relations with vendors. Assist in selection of new source of supply. May visit vendor's premises to ascertain and/or report to seniors as to vendors personnel, equipment, experience and capacity to efficiently perform the requirements of the Company's orders or contract. Maintain current information as to prices available, sources of supply, price trends of materials, equipment and services usually sought by their section of the Procurement Department. Interpret assigned Bills of Materials, Engineering Orders, requisitions etc., from the standpoint of direct or subcontract purchase requirements. Place orders for assigned items at the most economical prices consistent with quality, delivery, special services, specifications and government regulations. Perform duties of a Buyer I and II, as required. May be required to instruct and direct other employees within the Procurement Department in their work.

## **INSPECTION PLANNER**

### **GROUP 1710**

#### **Job Requirement**

Graduation from an Institute of Technology or equivalent with courses in subjects related to manufacturing, metrology and quality techniques applicable to Aerospace and/or precision machining industry. Must have 3-4 years experience in the Quality Assurance field as applicable to machine shop inspection and inspection for planning, as well as a working knowledge of modern computerized co-ordinate measuring machines. Must be able to analyze drawings, specifications and

manufacturing plannings in order to understand and assess inspection requirements for all phases of manufacturing. Works with minimum supervision.

#### **Normal Duties**

- 1) Evaluation of all drawings and specifications, including changes to same, to ensure inspectability and to identify special inspection requirements.
- 2) Evaluation and assessment of current manufacturing methods to determine inspection levels required.
- 3) Prepare inspection-planning sheets defining inspection requirements.
- 4) Approval of inspection operations in production planning and recommend to Manufacturing Planners, changes required.
- 5) Identify requirements for special inspection equipment, facilities and/or inspection tooling. Prepare schematic designs for inspection tooling. Research and review new technologies available for improved inspection techniques.
- 6) Control revision status of inspection plannings and adjust according to drawing requirement changes.
- 7) Co-ordinates the identification of inspection requirements for specialized areas of testing (including NDT) in collaboration with appropriate specialists and prepare formal procedures.
- 8) May assign, co-ordinate and check work of others.

### **OPERATIONS SUPPORT CO-ORDINATOR GROUP 1711**

#### **Job Requirement**

Graduation from an Institute of Technology or recognized equivalent. Formal and practical training in Procurement and Production Control or completed equivalent courses in both the Canadian Association of Production and Inventory Control (CAPIC) and the Purchasing Management Association of Canada (PMAC). Capable of preparing effective verbal and written reports. Works with minimal direction and supervision. Must have a working knowledge of Electronic Data Processing (EDP) systems, including various software, Material Requirements Planning (MRP) systems and technical experience.

#### **Normal Duties**

- 1) Analyze the forecasted end item receipts and establish material provisioning to support scheduled sales/shipments.
- 2) Co-ordinate all work in process, and expedite if necessary, to ensure schedule commitments utilizing capacity planning, forecasting and scheduling techniques.
- 3) Co-ordinate, monitor, report and effect progress against the plan from receipt to shipment.
- 4) Review both customer and company inventory investments through monthly cash flow reporting, slow moving and obsolete reports and recommend corrective action.
- 5) Identify and prepare Stock Repair Delete (SRD)/Stock Repair Transfer (SRT) end item inventories for disposition.
- 6) Source, analyze and procure inventory using Reorder Point (ROP) system, as well as classical MRP techniques.
- 7) Development of spare parts material requirements in support of new programs.
- 8) Prepare and issue government monthly required reports.
- 9) Must be familiar and able to perform the duties of lower relevant classifications.
- 10) May assign, co-ordinate and check the work of other employees in related lower classifications.



**SCHEDULE "F"**  
**OPERATIONAL GROUP "A"**

**Salary Group 17**

1703 Quality Assurance Analyst I  
1708 Buyer - Senior  
1710 Inspection Planner  
1711 Operations Support Co-ordinator

**Salary Group 16**

1603 Production Control Co-ordinator

**Salary Group 15**

1505 Quality Assurance Analyst II

**Salary Group 14**

1407 Buyer I  
1414 Production Control Co-ordinator II  
1415 Senior Material Control and Purchasing Analyst

**Salary Group 13**

1304 Product Assurance Records Analyst

**Salary Group 8**

804 Product Assurance Records Analyst  
807 Buyer II  
814 Senior Material Control Clerk

**Salary Group 7**

717 Material Control Analyst

**Salary Group 6**

610 Product Clerk I  
611 Material Control Clerk  
624 Production Control Clerk I  
635 Quality Assurance/Quality Control Clerk

**Salary Group 5**

520 Product Assurance Clerk

**OPERATIONAL GROUP "B"**

**Salary Group 13**

1319 Accounting Clerk – Senior (General & Cost)

**Salary Group 11**

1134 Accounting Clerk I (General & Cost)

**Salary Group 9**

937 Accounting Clerk II (General & Cost)

**Salary Group 8**

819 Accounting Clerk - Senior (General & Cost)

**Salary Group 7**

713 Senior Customs and Traffic Clerk

**Salary Group 6**

606 Payroll Clerk I

634 Accounting Clerk I (General & Cost)

**OPERATIONAL GROUP "C"****Salary Group 12**

1219 Contracts and Subcontract Co-ordinator

**Salary Group 10**

1016 Senior Switchboard Receptionist

**Salary Group 7**

719 Contracts and Subcontract Co-ordinator

**Salary Group 6**

623 Contracts Control Clerk

**Salary Group 5**

516 Senior Switchboard Receptionist

519 Procurement Services Clerk

**OPERATIONAL GROUP "D"****Salary Group 14**

1416 Materials Co-ordinator

**OPERATIONAL GROUP "E"****Salary Group 14**

1417 Senior Printer Co-Ordinator/Technician

**Salary Group 7**

718 Copying Services Operator

**Salary Group 5**

523 Copying Services Operator

**CLEARANCE GROUP****Salary Group 4**

411 Payroll Clerk II

429 Production Control Clerk II

437 Accounting Clerk II (General & Cost)

**Salary Group 3**

300 Contracts and Subcontracts Assistant

310 Accounts Clerk III

**Salary Group 2**

200 Accounting Clerk – General

206 Product Assurance Assistant

207 Contracts Clerk

**Salary Group 1**

105 Accounting Clerk – Accounting Payable

**SCHEDULE "G"- LETTERS OF INTENT AND UNDERSTANDING**  
**Re: Union and Bargaining Committee**

In the application of Article 7.02 as it relates to the Union and Bargaining Committee, the Union agrees to co-operate with the Company in providing temporary relief in the event there is more than one (1) member of the Union or Bargaining Committee from the same classification in the same department and the absence of such representatives at the same time, to attend to Union Business, would result in difficulties being encountered in the operation of such department.

The relief sought will not be unreasonable or for the purpose of denying the right of the representatives to function in accordance with the terms of the Collective Agreement. Such relief will be of a temporary nature in order to permit any required adjustment to the work force.

**Re: Business Travel Accident Insurance General**

Business travel accident insurance coverage as described in general terms herein is provided by the Company for members of the Bargaining Unit.

The benefits provided hereunder are applicable only to accidents which may occur while employees are travelling on Company business.

The master policy between the insurance carrier and MDA specifies in detail the terms, conditions and benefits of such coverage.

Please note that individual short-term travel insurance protection which may be purchased independently by an employee, such as flight insurance available at most airports, etc., will be at the employee's own expense and reimbursement of premiums is not claimable from the Company.

**Eligibility**

Benefit coverage is applicable to all full time permanent employees under the age of 70.

**Description of Hazards**

The hazards against which insurance is provided under this policy are all those to which the insured person may be exposed during travel and sojourn while on Company business, provided such travel is to a point or points located away from the premises of the Company or away from the location of permanent assignment.

- 1) Coverage begins at the actual start of a business trip whether it be from the insured's place of employment, home or other location. Coverage terminates upon insured's return to place of employment, home or such other location, whichever shall first occur.
- 2) Commutation travel is excluded from coverage (daily commuting to and from work).
- 3) Coverage excludes loss resulting from:
  - (a) Suicide or self-inflicted injuries
  - (b) An act of war or service in any armed forces
  - (c) Air travel as a pilot or crewmember.

**Death Benefits**

Within one year from date of accident, if injuries incurred result in death to the insured, the Principal Sum of \$80,000.00 will be payable to the estate of the insured person.

**Limit of Liability**

The policy provides for an aggregate maximum limit of liability per accident of \$500,000.00, therefore, in order to ensure that such aggregate total liability per accident is not exceeded, it is advisable that no more than 10 employees utilize the same vehicle for business travel purposes.

**Re: Chairperson of Union and Bargaining Committee**

The company will process a security clearance form for the Chairperson of the MDA Union/Bargaining Committee so that they may have access to security restricted areas when it is necessary for them to do so.

It is understood that the Union may nominate another employee of MDA who is a member of the Union/Bargaining Committee in the event that any difficulty is encountered in processing a security clearance for the Chairperson.

## **Re: Computers**

The parties agree that micro computers or terminals are general equipment and may be used by any company employee. The parties also agree that the functions performed will determine appropriateness relative to union or non-union usage.

## **Re: Cross-Space Site Mobility**

### **Purpose**

With respect to the re-organization of the Space group, the Union and the Company agree that there may be requirements to assign employees covered by this collective agreement to other MDA sites and to assign bargaining unit employees from other MDA sites to the site covered by this collective agreement.

It is the Company's intention to use this letter to:

- (a) Ensure continuity of knowledge on a product when products move from one site to another due to facility limitations. In this situation some of the employees working on those products at the originating site will be travelling with the products to the second site to continue their assignments as well as support the activities at the second site on a short-term basis; and/or
- (b) Make efficient use of human resources from one site to fill temporary shortages at another site.

Therefore it is not the Company's intention to use this letter to:

- (a) Move employees from one site to another to be trained by the second site's employees and thus eliminate long-term employment opportunities at that site; and/or
- (b) To avoid long-term hiring of additional manpower at the site covered by this collective agreement.

In order to meet this requirement, the parties agree to the following:

### **(1) Work Assignments to the Space Facility Covered by This Collective Agreement**

The Company may assign work that may otherwise come within the scope of this collective agreement to employees covered by another collective agreement who are on assignment from their normal place of work excluding engineers. Such employees shall be covered by the terms of their respective collective agreement and shall perform the type of work they would perform under their respective collective agreement. The application of the provisions of another collective agreement is solely for the purpose of facilitating the re-assignment and does not constitute any recognition of the other union's representation rights at the location.

The assignment of any such employee shall have a maximum duration of six months unless otherwise agreed by the Company and the Union. No such employee will be assigned to the site covered by this Collective Agreement for more than a total of six (6) months in any one calendar year unless otherwise agreed by the Company and the Union.

Notwithstanding the foregoing, an employee will be assigned to the site covered by this Collective Agreement for the purpose of making efficient use of human resources from one site to fill a temporary shortage at another site for not more than a total of three (3) months in any one (1) calendar year, unless otherwise agreed by the Company and the Union. No employee covered by this collective agreement who is in a classification which would normally encompass such work will be laid-off as a direct result of an assignment made pursuant to the application of this Letter. Furthermore, no employee covered by this collective agreement who has recall to a classification which would normally encompass such work will be denied an opportunity to be recalled as a direct result of the application of this Letter when such work assignments are for periods greater than three (3) weeks in duration.

### **(2) Work Assignments to Other Space Sites Not Covered by This Collective Agreement**

The Company will equalize the opportunity for work assignments to other Space sites among employees who have the skill set and familiarity with the product related to the specific assignment. For certainty it is understood that the Company has no obligation to rotate such employees through a single assignment.

Failure to reach a reciprocating agreement with another bargaining unit at other MDA sites will render this Letter null and void with respect to employees represented by that bargaining unit.

### **(3) Work at the Space Site Covered by This Collective Agreement**

The Company intends to overhaul, integrate and test the Canadian arm for the NASA space shuttle program at its Brampton Space Systems site.

The Company also intends - subject to business conditions and Canadian federal and provincial governments' regional distribution rules - to integrate and test the space station remote manipulator arm at the final assembly level (this excludes sub-assemblies such as arm joints, latch end effectors, motor modules, thermal blankets, wire harnesses... etc.) at its Brampton Space Systems site.

### **Re: Deleted Classifications**

Should the need arise for classifications which existed in previous Collective Agreements and which have been deleted, it is agreed that such former classifications will be used and/or revised for the purpose of writing new job classifications. It is also agreed that the work scope defined in deleted classifications remain part of this collective agreement.

### **Re: Dental Plan**

Eligible expenses will be reimbursed based on a one year lag on the Ontario fee guide for General practitioners (including Denturist Fee Guide where applicable) recognized under the Plan when the expense is incurred and by the level of reimbursement for the type of expenses as indicated below:

The Dental Plan shall provide:

- 1) A maximum benefit of \$2,900.00 during the lifetime of each individual for orthodontic diagnostic procedures and treatment.
- 2) A maximum benefit of \$3,000.00 for each individual each calendar year (not including benefits included in (1) above).

### **Re: Direct Deposit Pay**

This letter confirms the understanding we reached during 1991/92 negotiations relative to direct deposit pay for UNIFOR Local 673 employees.

The parties agree that in the event of an error in an employee's pay, the Company will be permitted to make necessary adjustments to correct the error in the employee's next pay or pays as determined by the Company.

### **Re: Drug Testing**

There shall be no employee drug-testing program implemented during the life of this collective agreement.

Should the Company become engaged in work for others which has a requirement for drug testing, those employees who would normally carry out such work will be asked to undergo drug testing on a voluntary basis.

In the event that future Federal or Provincial legislation requires drug testing for MDA employees, the parties agree to re-open this Letter of Understanding.

### **Re: Group Insurance Improvements**

It is understood and agreed that the Group Insurance benefit improvements negotiated and becoming effective from September 17, 2020 will reflect the improvement specified on the "Table of Insurance Benefits" which has been agreed to by both parties during negotiations of the 2020 Collective Agreement.

### **Re: Maternity Leave**

If an employee returns from an approved maternity leave and is laid off before she has been able to restore all of the weeks of EI entitlement she used during such leave, the Company will pay such employee an amount equal to the EI maximum weekly benefit for each week during such lay-off in which the employee does not receive EI benefit for reason only that she has used up weeks of entitlement during the maternity leave and has not had an opportunity to restore them.

### **Re: New Technology**

The Parties agree that with the introduction of new techniques and technologies, it is important that advance planning be made to anticipate skills, needs and training required.

It is agreed that the workers affected by the introduction of new technologies should have every opportunity to apply themselves to the new skills and the new technology.

The Company will assume the cost of on-the-job training to afford Bargaining Unit employees (who have the basic knowledge and ability to be trained) the opportunity to keep current with new methods and new technology affecting their work and job security.

The Company will notify the Union in advance of any introduction of new techniques and technologies so as to give the affected Bargaining Unit employee (who has the basic knowledge and ability to be trained) the opportunity to become acquainted with the new skill needs so that they will be available to perform the work when needed.

Senior employees (who have the basic knowledge and ability to be trained), will be given preference under this clause.

### **Committee on New Technology**

The parties agree that with the introduction of new techniques and technologies, it is important that advance planning be made to anticipate skills, needs and training required.

It is agreed that the workers affected by the introduction of new technologies shall have every opportunity to apply themselves to the new skills and the new technology.

The company will assume the cost of offsite seminars, workshops, conferences, regarding latest trends in all job classifications and on the job training to afford Bargaining Unit employees (who have the basic knowledge and ability to be trained) the professional skills to keep current with new methods and new technology affecting their work and job security.

1. All training activities related to skills upgrade and equipment that we use should be scheduled and part of the regular work week and compensated as per Schedule B and Schedule C.
2. In all cases, time to and from any training session will be remunerated according to the Collective Agreement. An employee will not be out of pocket for any reasonable, legitimate expenses incurred while traveling for Company training.
3. Senior employees (who have the basic knowledge and ability to be trained), will be given preference under this clause

#### **Re: Pension Plan Amendments**

It is understood and agreed that the present terms and conditions of the Non-Contributory Pension Plan for MDA employees (Local 673 UNIFOR Members) will be as amended and restated at September 17, 2020.

#### **Re: Pregnant Employees Using Video Display Terminals**

A pregnant employee who works at a Video Display Terminal (VDT) and is concerned about potential harmful effects shall, upon request, be provided with functional protective devices or will be moved to other assignments within the classification, if such a move is possible.

Should such a move not be possible, the employee may be reclassified to a job where she is able to perform the duties without loss or reduction of pay, if such a reclassification is possible.

Such employee will be permitted to return to her original job position and classification upon completion of her maternity leave unless her previous classification has been affected by a surplus/lay-off in which case she shall be permitted to exercise her seniority rights in accordance with Article 19.

#### **Re: President of Local 673**

Should the President of UNIFOR Local 673 not be an employee of the Company or if they are on Leave of Absence from the Company, they will be permitted access to Company premises providing, however, where Defence regulations require clearance they may be subject to such regulations and that each such entry is immediately registered with the Director, Human Resources or their designate.

#### **Re: Sickness and Accident Benefit Plan – Short Term Disability**

Employees absent from work as a result of sickness or accident will be paid for such time off at full or partial salary for up to six (6) consecutive months, the amount paid being related to length of continuous service in accordance with the following schedule:

| <b>Continuous Service</b>      | <b>Duration of Benefit at Full Salary</b> | <b>Duration of Benefit at 66% and 2/3 of % of Salary</b> |
|--------------------------------|---|--|
| 0-3 Months                     | 1 week                                    | 3 weeks  |
| 3 Months but less than 2 years | 1 month                                   | 5 months   |
| 2 years but less than 3 years  | 2 months                                  | 4 months   |
| 3 years but less than 4 years  | 3 months                                  | 3 months   |
| 4 years but less than 5 years  | 4 months                                  | 2 months   |
| 5 years but less than 6 years  | 5 months                                  | 1 month  |
| 6 or more years                | 6 months                                  |  |

Where an Employee is entitled to receive benefits intended as income replacement under the Canada Pension Plan, Employment Insurance, Workplace Safety Insurance Board or other Company paid plan as applicable as a result of the Employee's disability, the amount paid will be reduced by the amount of such payment.

The Company may require an Employee to provide a medical certificate for absence due to sickness or accident either to confirm the cause of the absence or to substantiate the Employee's fitness to resume work.

Existing employees R. Addorisio, G. Lawrence, S. Cramp, and Y. Harvey will be grandfathered for the purpose of this policy to a continuous service level of 2 years but less than 3 years.

#### **Re: Sub-Automatic Short Week – Separation Payment Plans**

It is understood and agreed that the existing SUB, Automatic Short Week and Separation Payment Plans will remain in effect during the duration of the current Collective Agreement and the present contribution by the Company of 5 cents per hour will continue as at present

#### **Re: Special Severance**

- 1) In the event the Company decides to subcontract or relocate work to other MDA facilities which is currently performed by bargaining unit employees at the Airport Road facilities, and the Company anticipates that such action will cause the surplus or layoff of bargaining unit employees, the Company agrees to give at least four (4) weeks' notice to the Union Committee Person or the Office Chairperson and to provide an explanation and to discuss alternatives to the Company's decision. The Company will post a list of classifications to be surplusd four (4) weeks prior to effecting any such surplus or layoff.
- 2) A senior employee may offer to resign in preference to a junior employee from the same classification who would otherwise be laid off. In return, such senior employee will receive Special Severance Pay. Such a resignation shall take effect four (4) weeks from the date of posting.
- 3) An employee who is laid off as a result of the relocation of their work from the Airport Road facility or as a result of their work being performed by a subcontractor and who elects to receive severance pay rather than retain eligibility for recall shall be entitled to Special Severance Pay.
- 4) Special Severance Pay will consist of two (2) weeks' pay per year of service to a maximum of fifty-two (52) weeks. It is agreed that such payment will satisfy any Employer obligations for notice and severance pay under the Employment Standards Act.
- 5) This Letter of Understanding in no way modifies any rights and is not to be used to interpret any other provision of the Collective Agreement.

#### **Re: S.U.B. Plan Replacement**

Subject to the determination that this proposal complies with the Income Tax Act and any other relevant statute or regulation, the Company and Union agree to discontinue the current S.U.B. plan and administer the S.U.B. Benefit Program outlined below.. In accordance with the foregoing, the parties agree that existing funds contained in the S.U.B. fund may be used towards this end. The present contribution by the Company of \$0.05 per hour worked will continue, and will be used to fund the plan. The parties agree that the Company will not be required to incur any costs whatsoever in addition to the normal costs of administering but not winding up the S.U.B. plan as a result of this arrangement.

#### **Re: Progressive Retirement**

As per company program.

#### **Re: Social Justice Fund Agreement**

Social Justice Funds are used to support workers and communities at home and around the world for development and emergency relief.

The Employer agrees to pay into the Unifor Social Justice Fund on behalf of all employees in the bargaining unit, an amount equivalent to one cent (1 cent) per regular hour worked.

Such monies are to be paid on a quarterly basis into the Unifor Social Justice Fund (SJF), which is a registered charity established by the Unifor National Union. The Employer is to forward the quarterly payment to the following address: Unifor Social Justice Fund, 205 Place Court Toronto, ON M2H 3H9.

The Employer will be issued a charitable receipt for each payment.



### **Re: Domestic Violence Leave**

The Company agrees to recognize that women sometimes face situations of violence or abuse in their personal life that may affect their attendance or performance at work. For that reason, the Company and the Union agree, when there is adequate verification from a recognized professional (ie. Doctor, lawyer, registered counsellor), a woman who is in an abusive or violent situation will not be subjected to discipline if the absence can be linked to the abusive or violent situation. Absences which are not covered by sick leave or disability insurance will be granted as per the Leave of Absence policy.

### **Re: Movement Between Locals**

The parties agree, without prejudice or precedent, to allow UNIFOR members of Local 673 and Local 112 to be temporary assigned on an as needed basis up to 10 working days.

In the event the company requests an extension to the agreed upon period of time, it will be by mutual agreement.

An employee will not receive a salary adjustment unless their temporary assignment is to a higher salary level.

No disciplinary action reflected to performance will be taken against any employee who is assigned work of the temporary nature in another job.

Whenever practical, having regard to the efficiency of the operation, senior employees within a Department will be given preference on a temporary assignment.

Only bargaining Unit employees may be eligible for this program.

Overtime will be offered to the originating bargaining unit members first, before offering to temporary assigned members.

### **Re: Women's Advocate**

The parties recognize that female employees may sometimes need to discuss with another women, matters such as violence or abuse at home or workplace harassment. They may also need to find out about specialized resources in the community such as counselors or women's shelters to assist them in dealing with these and other issues.

For this reason the parties agree to recognize the role of Women's Advocate in the workplace. The Women's Advocate will be determined by the Union from amongst the female bargaining unit employees. The Advocate will meet with female members as required, discuss problems with them and refer them to the appropriate agency when necessary.

The Company agrees to provide access to a confidential phone line and voice mail that can be maintained by the Women's Advocate and that is accessible for female employees to contact the Women's Advocate. As well, the Company will provide access to a private office so that confidentiality can be maintained when a female employee is meeting with the Women's Advocate.

The Company and the Union will develop appropriate communications to inform female employees about the advocacy role of the Women's Advocate providing contact numbers to reach the Women's Advocate. The Company will also assign a management support person to assist the advocate in her role.

The Women's Advocate will participate in an initial 40 hour basic training program and an annual three (3) day update training program delivered by the Unifor National Women's Department. The Company agrees to pay for regular hours during this training.

## **Re: Memorandum of Understanding**

The Company and the Union agree that:

- The following claims work, currently being done outside of the bargaining unit, is within the scope of UNIFOR's jurisdiction:
  - Gather data from LN reports to prepare invoices in excel as per the customer's request
  - ensure that the billing does not go over project booking value
  - complete a number of checks and balances, including G&A mark-up fees
  - ensure holdback is tied back to the books appropriately
  - roll over numbers from prior month to the current month to monitor YTD contract value
  - issue invoice and hand over to contracts
- If a UNIFOR member employed in the finance department obtains a formal accounting designation, or a UNIFOR member is hired into the finance department with a formal accounting designation, or recognized work experience, and is qualified to do the full scope of claim work, this claim work historically done by UNIFOR members, will be returned to UNIFOR
- If and until that time, the Company agrees to pay pro-rated dues to UNIFOR in the amount of eight (8) hours per month
- The clerical claim work will move back to UNIFOR
  - obtaining the proper back-up documentation to the Claim and collating
  - ensuring that the back-up is complete and matches to the Claim
- In the event that a Unifor member at a wage level below 437 does this work, a temporary assignment will be put in place for wages to be paid at the 437 level for the hours worked.
- The Company will abide by the jurisdiction statement of article 2.01 of the Local 673 collective agreement. Newly created positions will be reviewed carefully against this clause.
- The Company and the Union agree to put Grievance number 673-18-05 in abeyance and the Union will have the right to process directly to arbitration should the Company violate this Memorandum of Understanding.

## **UNIFOR 673 SUB BENEFIT PROGRAM**

**EFFECTIVE March 16, 2010**

This document outlines the eligibility for payment of SUB benefit for UNIFOR 673 employees:

### **ELIGIBILITY FOR THE BENEFIT:**

An employee who has attained seniority shall be eligible for a benefit if he/she

1. received no pay from the Company and was on a qualifying layoff and;
2. provides the Company with proof that they are in receipt of employment insurance for the weeks of lay for which a benefit is claimed

Eligibility for benefits will be determined by the UNIFOR 673 chair

### **ADMINISTRATION:**

Maximum number of benefit weeks will be based on years of service at time layoff in accordance with Table "A" below.

Benefit rate shall be \$60.00 per eligible week. Benefit rate is subject to change without notification.

All benefit payments subject to statutory deductions.

Benefit payments will be processed one month in arrears.

**SUB BENEFIT TABLE A**

| <b>Years of Service<br/>at date of lay off</b> | <5 | 5 – 9 | 10 – 14 | 15 – 19 | 20 – 24 | 25+ |
|--|----|-------|---------|---------|---------|-----|
|  |    |       |         |         |         |     |
| <b>Maximum number<br/>of benefit weeks</b>     | 5  | 10    | 15      | 20      | 30      | 40  |

**Should the account balance fall below \$100.00, all payments will be suspended.**

### **RE: REQUIRED CERTIFICATION FOR QUALITY ASSURANCE ANALYST I**

The purpose of this letter of understanding is to clarify the meaning of required certification as set out in Article 20.03 (2) as it pertains to the following classification:

Quality Assurance Analyst

- Vision
- ESD
- Q.A.
- Crimping
- Soldering
- Conformal coating, bonding, staking, PCR's

The above position requires these core certifications in order to execute their position description and remain in good certification standing.

In the event an employee fails to obtain the required certifications, the Company agrees to provide the employee with an opportunity to practice and submit to one additional re-test no sooner than one (1) week following the failure.

## **APPENDIX I**

The purpose of this appendix is to define technical classifications and all matters relating to the technical group.

The provisions of the general agreement shall apply to employees in the technical group classification except as altered in this appendix.

The technical group shall be comprised of employees in the following classifications:

### **Salary Group 17**

- 1703 Quality Assurance Analyst I
- 1708 Buyer - Senior
- 1710 Inspection Planner
- 1711 Operations Support Co-ordinator

### **Salary Group 16**

- 1603 Production Control Co-ordinator

### **Salary Group 15**

- 1505 Quality Assurance Analyst II

### **RE: SUBCONTRACTING - TECHNICAL GROUP**

Sub Contract Technical group wage level 15, or higher.

When any of the Wage level group 15 or higher classifications ARE ON LAY-OFF, the Company agrees that the work of the particular laid-off classification(s) shall be performed within the Bargaining Unit except in the cases of:

- I. Short completion time requirements when there is no employee in the required technical classification immediately available to perform the work, or
- II. Unavailability of space or of the required equipment, or
- III. Short duration jobs for which it is not practical to recall the person in the appropriate technical classification, or

The Company agrees to give notice to the Office Chairperson to provide an explanation of the subcontracting of the work of the particular technical classification when that classification is on lay-off.

It is agreed and understood that if any of the above mentioned classifications are affected through attrition, the Company will post the job in accordance with Article 17 of the Collective Agreement providing there is a requirement for a full-time replacement at the location affected by the attrition.

## NOTES