

COLLECTIVE AGREEMENT

**De Havilland Aircraft of Canada Ltd
and Unifor Local 673**



Effective: April 23, 2024

Terminates: April 22, 2027



**DE HAVILLAND AIRCRAFT
OF CANADA LIMITED**

TABLE OF CONTENTS

Article 1.....Purpose.....6

Article 2.....Scope & Recognition.....6

Article 3.....Supervisory Staff.....8

Article 4.....Reservation of Management Rights8

Article 5.....No Discrimination8

Article 6.....Office Committee8

Article 7Operation of Office Committee11

Article 8.....No Lockout or Strike11

Article 9.....Grievance Procedure12

Article 10.....Arbitration.....13

Article 11.....Discharge Cases.....14

Article 12.....Company/Union Meetings.....14

Article 13.....Leave of Absence without Pay15

Article 14.....Union Related Correspondence17

Article 15.....Seniority18

Article 16.....Job Posting.....19

Article 17.....Layoff and Reemployment22

Article 18.....Loss of Seniority24

Article 19.....Union Security24

Article 20.....Positions Outside Bargaining Unit25

Article 21.....Excluded Personnel.....25

Article 22.....Election of Union Officials25

Article 23.....Disciplinary Action26

Article 24.....Safety26

Article 25.....General Clauses.....27

Article 26.....Schedules.....28

Article 27.....New Technology28

Article 28.....Termination Clause29

Schedule A - 1.....Hours of Work.....31

Schedule A - 2.....Weekend Workers31

Schedule A - 3.....No Guarantee33

Schedule A - 4.....	Lunch Period	33
Schedule A - 5.....	Disciplinary Action and Notations	34
Schedule A - 6.....	Customer Support Shift Flexibility	34
Schedule A - 7.....	Shift Menu	34
Schedule B - 1.....	Classification of Employees.....	35
Schedule B - 2.....	Salary Rates and Ranges.....	35
Schedule B - 3.....	Application of Salary Rates.....	37
Schedule B - 4.....	Revisions and New Classifications.....	37
Schedule B - 5.....	Cost of Living Allowance.....	38
Schedule B - 6.....	Lead Premium.....	40
Schedule C - 1.....	Overtime Rates.....	41
Schedule C - 2.....	Company-Holidays.....	41
Schedule C - 3.....	Annual Vacations with Pay	43
Schedule C - 4.....	Jury Duty	44
Schedule C - 5.....	Rest Period.....	45
Schedule C - 6.....	Wash-up.....	45
Schedule C - 7.....	Bereavement Pay.....	45
Schedule C - 8.....	Hospitalization - Ontario Health Insurance Commission Plan.....	45
Schedule C - 9.....	Dental Plan	45
Schedule C - 10.....	Group Insurance	45
Schedule C - 11.....	Supplementary Unemployment Benefit Plan	46
Schedule C - 12.....	Non-Contributory Pension Plan	46
Schedule C - 13.....	Shift Premium	46
Schedule C - 14.....	Flight Pay.....	46
Schedule C - 15.....	Call In Allowance.....	46
Schedule C - 16.....	Paid Sick Leave	46
Schedule C - 17.....	Out-of-Town Assignments.....	47
Schedule C - 18.....	Paid Education Leave	48
Schedule C - 19.....	Special Voluntary Retirement Allowance.....	48
Schedule C - 20.....	WSIB Advances.....	49
Schedule C - 21.....	Restructuring.....	49
Schedule C - 22.....	Probationary Employees	51

Schedule C - 23.....	Service Date	51
Schedule D	A Glossary of Words and Phrases.....	52
Schedule E.....	Office Job Descriptions Index.....	54
.....	Amalgamations, Reclassifications and Upgrades.....	56
.....	Job Descriptions	57 to 114
.....	Procurement & Supplier Quality Matrix	115
Schedule F.....	Flow Lines.....	119
Chart 1	Material Logistics.....	123
Chart 2	Methods.....	124
Chart 3	Spares	125
Chart 4	Quality Assurance.....	126
Chart 5	Finance	127
Chart 6	Laboratory.....	128
Chart 7	Office	129
Chart 8	Technical Publications.....	130
Chart 9	Printing	131
Chart 10	Procurement	132
Chart 11	Information Systems Design	133
Chart 12	Maintenance Engineering	134
Chart 13	Field Service	135
Chart 14	Library	136
Chart 15	Tech Related	137
Chart 16	Loft	138
Chart 17	Marketing	139
Chart 18	Silk Screen	140
Chart 19	Pricing	141
Chart 20	Plant Engineering.....	142
Chart 21	Quality-Technical Group	143
Chart 22	Methods-Technical Group	144
Chart 23	Tool Designer-Technical Group	145
Chart 24	Estimator-Technical Group	146
Chart 25	Writers-Technical Group.....	147
Chart 26	Illustrator-Technical Group	148

Appendix I	Technical Group.....	149
Schedule G	Supplemental Unemployment Benefit Plan (SUB Plan)	151
.....	Separation Payment Plan (SPP)	157
.....	Automatic Short Work Week Benefit Plan	160
.....	SUB Plan Administration.....	162
Letters of Intent - 1 Subcontracting		166
Letters of Intent - 2 Employee Personnel History File		166
Letters of Intent - 3 Suppliers/Partners/Customers Flexibility		166
Letters of Intent - 4 Work and Material Planners - 1997		166
Letters of Intent - 5 Joint Training Committee.....		167
Letters of Intent - 6 Future Work Opportunities for Downsview Site.....		167
Letters of Intent - 7 Substance Abuse Treatment Facility Loan		168
Letters of Understanding-1 New Hires - Office		169
Letters of Understanding-2 Flex Time.....		169
Letters of Understanding-3 Orientation Program.....		169
Letters of Understanding-4 General Matters.....		169
Letters of Understanding-5 Workplace Harassment.....		169
Letters of Understanding-6 Technical Group - PEL		171
Letters of Understanding-7 Experimenting.....		171
Letters of Understanding-8 Work Commitment		171
Letters of Understanding-9 UAW Local 673 Non-contributory Pension Plans.....		172
Letters of Agreement - 1 Employee Transition.....		174
Letters of Agreement - 2 Amendment to Letter of Agreements #1		180
Letters of Agreement - 3 Reduction of Union Representation		182
Letters of Agreement - 4. Dash 1-7 and CL work.....		183
Memorandum of Understanding		184
Index.....		185

COLLECTIVE AGREEMENT

BY AND BETWEEN:

De Havilland Aircraft of Canada Limited at its Mississauga location: hereinafter, collectively, called “the Company”

OF THE FIRST PART

– and –

Unifor through its Local 673 hereinafter referred to as the “Union”

OF THE SECOND PART

ARTICLE I – 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 II – Scope & Recognition

2.01 The Company and the Union agree with the principle in defining the Bargaining Unit that Clauses 2.02 and 2.03 identify the jobs that are excluded from the Bargaining Unit and that in future all new office jobs will be included in the Bargaining Unit unless the parties agree to exclude them because the duties and responsibilities of the new job are comparable to those of jobs now excluded. Any dispute of this nature between the parties will be resolved in accordance with Clauses 2.04 and 2.05.

2.02 The Company recognizes the Union as the sole and exclusive bargaining agent for all office and clerical employees of the Company in the offices at any of its facilities located within an eighty (80) kilometer radius of 5800 Explorer Drive, Mississauga. The Bargaining Unit does not include persons employed by the Company in a managerial capacity, persons employed in the Human Resources and Industrial Relations Department, Section Heads or Supervisory, management or professional personnel above the rank of Section Head; Security and protection personnel; Field Service Representatives; Industrial Engineers, Engineering Technicians, Liaison Engineers, Engineering Lofts-persons, draftspersons and one secretary to each department manager or persons of a higher status.

For the period of the April 23, 2024-April 22, 2027 agreement, the Bargaining Unit will be restricted to the following classifications:

- 944 – Customer Service Representative
- 1260 – Aftermarket Material Services Specialist
- 1020 – Methods Analyst I
- 1220 – Methods Analyst Senior
- 1420 - Methods Analyst Lead
- 1236 – Material Logistics Agent - Senior

- 1436 - Material Logistics Senior - Lead
- 1202 – Writer – Production Process Standards - Senior

References to any other classifications in the agreement will be suspended until otherwise agreed by the parties, or until the expiration of this agreement.

2.03 The following classifications and employees assigned to these classifications are also excluded from the Bargaining Unit:

Finance

1. Budget & Forecasts Analyst*
2. Budget & Forecasts Typist *
3. Cashier
4. E.D.P. Programmers
5. E.D.P. Systems Analyst

Marketing & Product Support

1. Confidential File Clerk (1 only)*

Operations

1. Budget Analyst*
2. Subcontract Placement Officer
3. Executive Chauffeurs

Contracts

1. Contracts Administrator

Other

1. Change Agents
2. Supplier Managers
3. Methods Agents/Specialists
4. Problem Solving Specialists

2.04 Before the Company decides to exclude from the Bargaining Unit any newly created job other than covered in 2.02 above, it will discuss the new position with the Bargaining Committee and allow the Union to investigate the work performed in the new job. In the event of a dispute concerning the exclusion of the new job, the matter can be dealt with as a Union policy grievance under Articles IX and X. The arbitrator will decide whether to include the new position in the Bargaining Unit or whether it is to be added to the lists of exclusions under 2.03 above. Before the dispute goes to the arbitrator, the Company will supply the Union with a written outline of the job and allow the Union to investigate the work performed in the new job. The arbitrator in resolving the dispute shall compare the duties and responsibilities of the new position to those of existing classifications included in the Bargaining Unit and those classifications, which the parties have agreed to exclude from the Bargaining Unit.

2.05 In the event the Company decides to increase the number of employees classified under those positions designated by an asterisk in 2.03 above, the duties of the additionally assigned employees will be reviewed with the Bargaining Committee to determine whether they are to be excluded under the title of that classification or whether it is necessary to create a new job under

2.04 above. The agreed list will be supplied to the Union and kept up to date at all times. Any dispute under this paragraph may be referred to the arbitrator for a decision in accordance with 2.04.

ARTICLE III – Supervisory Staff

The Company every two (2) months will supply up-to-date lists of the names and titles of supervisory staff and will also supply the Union Chairperson with a copy of the notice of new appointments as they occur where these appointments affect Local 673 personnel.

ARTICLE IV – Reservation of Management Rights

Within the framework of this Agreement, the Company reserves the right to hire, promote, transfer, demote, retire and layoff 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 V – No Discrimination

The Company and the Union agree that there will be no discrimination against employees in training, upgrading, promotion, transfer, discharge, layoff, recall or other work conditions because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, physical challenge, age, family status, marital status, political affiliation, or Union activities. It is recognized however, that the Company may be subject to limitations imposed by defense regulations.

ARTICLE VI – Office Committee

6.01 The Company acknowledges the right of the Union to select a Bargaining Committee composed of three (3) members, one of whom may be Technical Zone Committeepersons.

The Company will recognize and bargain with the said Committee on any matter properly arising from time to time during the continuance of this 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. Alternates will be cleared when the Bargaining Committee is offsite in meetings with the Company, including arbitration.

The Company will recognize and bargain with the said Committee on matters arising out of the provisions of this 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.

6.02 Prior to the expiry date of the Collective Agreement, and for thirty (30) days of meetings following the expiry date, members of the Bargaining Committee including members of sub committees, will be compensated for the time spent during regular working hours in negotiating

with the Company representatives for renewal of the Collective Agreement. If the parties meet for part of a day, the Bargaining Committee shall be compensated for the full day. The Company will pay the cost of a meeting room during Collective Agreement renewal negotiations.

6.03(a) The Chairperson of the Bargaining Committee shall be known as the full-time Office Chairperson. They shall be on a full-time basis for the purpose of administering the Agreement in cooperation with the Committeepersons. The Office Chairperson shall be allowed access to and from the Company’s operations in the performance of their duties. They shall first inform the Area Manager, of their presence before proceeding. The Office Chairperson will be provided with an office and office facilities including desk, chair, telephone, computer and filing cabinet, and will be supplied with written information concerning starts, surpluses, layoffs, discharges, releases, recalls, and changes in job classifications and non-medical information concerning approved sickness and accident, extended disability, worker’s compensation claims and bereavement information. Internet access will be provided to the Bargaining Committee conditional upon agreement and signing of current IT policies and agreements of use.

6.03(b) The Office Chairperson shall receive the rate of pay equal to the highest rate of pay in the Bargaining Unit and will be paid the equivalent of forty-nine and one-half (49.5) hours per week at straight time.

6.03(c) When the Office Chairperson ceases to hold office, they shall, after a three (3) week transition period, be returned, consistent with their seniority, to the classification and to the department in which they was employed at the time of their selection as Office Chairperson, or to a Job Classification embracing comparable job duties to that which they held prior to their election. During such transition period, the outgoing Office Chairperson shall receive the rate of pay of the classification to which they are returning. The Company will provide current and relevant training for the outgoing Chairperson upon return to their classification.

6.04(a) The Company acknowledges the right of the Union to elect or appoint Zone Committeepersons. The number of Zone Committeepersons shall be based on the number of active employees in the bargaining unit:

<i>Number of Active Bargaining Unit Members</i>	<i>Total Number of Recognized Zone Committeepersons (Including Office Chairperson)</i>
<i>Less than 150</i>	<i>1</i>
<i>More than 150, less than 300</i>	<i>2</i>
<i>More than 300</i>	<i>3</i>

The Union will define the zones and submit the list to the Company. Each March 1st, July 1st and November 1st, the Zone Committeepersons shall be reviewed and if there is any increase or decrease to the number of Zone Committeepersons, the Union will redefine the zones and so advise the Company. Where the number of recognized Zone Committeepersons is greater than the minimum number, the Union may, at its discretion define one of the zones as the Technical Zone.

6.04(b) The Zone Committeepersons shall be on a full-time basis for the purposes of

performing their representational obligations. Each Zone Committeeperson will be provided with a desk, chair, telephone, computer and office to be located within their zone.

6.04(c) During all absences of greater than one (1) week of a Zone Committeeperson, the Company will recognize a substitute designated by the Union after the initial one (1) week period. However, if there are fewer than three (3) members of the Bargaining Committee present during that one (1) week period, an alternate will be recognized during those times.

6.04(d) Each Zone Committeeperson, (other than Technical Zone Committeepersons), or a substitute, shall receive the rate of pay equal to the Salary Group 10 and will be paid the equivalent of thirty-seven and one-half hours per week at straight time. The Technical Zone Committeepersons, or substitutes, shall receive the greater of the rate for the job classification they held upon election or appointment as a Committeeperson or the rate of pay equal to the Salary Group 10 and will be paid the equivalent of thirty-seven and one-half hours per week at straight time. The Technical Zone Committeepersons shall receive \$50.00 per week Lead pay.

6.04(e) When a Zone Committeeperson ceases to hold office they shall be returned, after a two (2) week transition period, consistent with their seniority, to the classification and to the department in which they were employed at the time of their election or appointment as a Zone Committeeperson, or to a job classification embracing comparable job duties to that which they held prior to their election or appointment. During such transition period the outgoing Committeeperson shall receive the rate of pay of the classification to which they are returning. The Company will provide current and relevant training for the outgoing committeeperson upon return to their classification.

6.05 Zone Committeepersons will only be recognized in the zones which they represent. It is understood that there may be occasions when a Committeeperson will be required to follow through a written grievance outside their jurisdiction if such grievance originated within their district. Permission for this purpose will have to be secured in advance.

6.06 Providing it does not affect the efficient operation of the business, the Company will not require an Executive Officer or Zone Committeeperson to work on any shift, the regular quitting time of which is later than 6:00 p.m.

6.07 Upon notification to the Company, the Vice Chairperson of the Bargaining Committee or, because of their unavailability, another designated representative from the Bargaining Committee shall substitute for the Chairperson should they be absent from the office.

6.08 A National Representative or Representatives of the Union may be present and participate in any meetings of the Bargaining Committee and the Company.

6.09 During the period June 23, 2000 and June 22, 2003, the Company will recognize a Training Representative to assist in the coordination of the training programs. The Training Representative will be appointed by the Union. While the intent is that the Training Representative will be engaged on a full-time basis, it is understood that they may only be engaged by the Company on an as required basis from time to time if that is all that is needed to assist in fulfilling its training needs.

However, the Company agrees that the Training Representative will be engaged in that capacity for at least two (2) weeks out of every month during the 3 years of the Collective Agreement.

6.09(a) The Training Representative will be a member of the Joint Training Committee throughout the three-year period and will perform needs analyses and make recommendations for training needs. They shall be allowed free access to and from the Company's operations in the performance of their duties.

6.09(b) The Training Representative shall receive the rate of pay equal to the Salary Group 10 and will be paid the equivalent of thirty-seven and one-half (37½) hours per week at straight time. When the Training Representative is not engaged by the Company or ceases to hold office, they shall be returned, consistent with their seniority, to the classification and to the Department in which they were employed at the time of their appointment as Training Representative, or to a job classification embracing comparable job duties to that which they held prior to their appointment.

6.10 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 that each such entry is immediately registered with the Human Resources Department.

6.11 The Chairperson of the De Havilland Bargaining Committee will request in writing for 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 De Havilland who is a member of the Bargaining Committee in the event that any difficulty is encountered in processing a security clearance for the Chairperson.

The Company will grant a security clearance for the Chairperson of the De Havilland 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 De Havilland who is a member of the Bargaining Committee in the event that any difficulty is encountered in processing a security clearance for the Chairperson.

ARTICLE VII – Operation of Office Committee

7.01 When it becomes necessary for a Zone Committeeperson to enter an Area of a Department for the fulfillment of their Union duties, they shall first inform the Section Head of their presence before proceeding with the grievance matter occasioning their entry into the Area.

7.02 It is understood that a Zone Committeeperson, in carrying out their Union responsibilities, will endeavor to minimize or avoid disruption to operations.

ARTICLE VIII – No Lockout 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.

Any employee who participates in any illegal work stoppage, strike, sit down or slow down, may be disciplined by the Company.

ARTICLE IX – Grievance Procedure

9.01 Any complaint or cause of dissatisfaction arising within this Agreement between an employee or employees and the Company, with respect to the administration of this Agreement, shall be dealt with as speedily and effectively as possible in accordance with the following procedure. No employee will be discriminated against, nor will their record be affected because of their lodging a grievance.

9.02 An employee having a complaint shall if they so desire, discuss the matter with the employee's immediate Supervisor. However, before a grievance is reduced to writing, they must submit it to a Committeeperson, or the Chairperson in the absence of the Committeeperson, who will discuss it verbally with the employee's immediate Supervisor. Upon request, the Company will allow the Committeeperson to review relevant tests/answers or evaluations pertinent to the complaint.

If the complaint is not settled to the satisfaction of the employee concerned and/or the Union, then the following steps of the grievance procedure may be invoked.

STEP NO. 1

9.03 The Zone Committeeperson shall reduce the grievance to writing on Grievance Forms supplied by the Company and signed by the employee (or employees) and the Zone Committeeperson or the Office Chairperson. The Zone Committeeperson shall deliver two (2) copies to the employee's (or employees') Supervisor.

The Zone Committeeperson and the Supervisor will make an effort to resolve the grievance. The Supervisor within two (2) working days of their receipt of the grievance, will furnish their written answer to the Zone Committeeperson on a copy of the form. If the Supervisor fails to furnish a response within two (2) working days after they have attempted to resolve the grievance with the Zone Committeeperson, the grievance will automatically be advanced to Step 2.

STEP NO. 2

9.04 If the decision of the Supervisor is not satisfactory to the employee concerned and/or the Union, the grievance may be passed to the Industrial Relations Manager within five (5) working days of the Supervisor's decision and the Labour Relations Manager shall place the grievance on the agenda for the next Office Union/Company meeting. During the interval, the Chairperson of the Bargaining Committee shall be permitted time to investigate the case.

STEP NO. 3

9.05 Management's decision on grievances shall be in writing and if not delivered at time of meeting shall be delivered to the Chairperson of the Bargaining Committee not later than five (5) working days following the day on which the conference was held.

9.06 At any stage of the grievance procedure including arbitration, the conferring parties may have the assistance of the employee or employees concerned and any necessary witnesses. All reasonable arrangements will be made to permit the conferring parties to have access to the office to view the disputed operations or to confer with the necessary witnesses.

9.07 The Company may decline to consider a matter under the Grievance Procedure unless it has to do with the application or interpretation of the terms of this Agreement and the condition or circumstances upon which the grievance is based, originated or occurred within thirty (30) working days of its having been brought to the attention of the Supervisor. However, grievances in respect to group insurance settlements may be placed within ninety (90) working days of date on which they originated.

9.08 The Company will supply pertinent production, payroll and attendance records and disciplinary notices pertaining to the employee involved, when requested by the Union for the settlement of a grievance at Step. No. 2 of the grievance procedure.

ARTICLE X – Arbitration

10.01 If arbitration is to be invoked, the request must be made in writing within ten (10) working days after the decision of Management has been delivered as required under Clause 10.05, and no matter may be submitted to arbitration which has not been considered under the Grievance Procedure. The Grievance Form and the decisions written thereon or attached thereto shall be presented to the Arbitrator, and the Arbitrator's decision shall be confined to deciding the issue therein set out.

10.02 The Arbitrator shall not have jurisdiction to alter or change any of the provisions of this Agreement nor to give any decision inconsistent with the terms and provisions of this Agreement, nor 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.

10.03 The decision of the Arbitrator shall be binding on both parties, and their expense shall be borne in equal shares by the Company and the Union.

10.04 The Company and the Union express complete confidence in the ability of the under mentioned Arbitrators to render just decisions in the matter of labour disputes.

Louise Davie
Kevin Burkett
Ms. P. Knopf
Mr. Larry Steinberg
Eli Gedalof
William Kaplan
Matthew Wilson
Diane Gee

A grievance slated for arbitration shall proceed in the following manner:

- (a) A letter shall be sent within fifteen (15) working days to the arbitrator on a rotating basis.
- (b) The first or second date received for arbitration shall be accepted for a hearing and the arbitrator shall be advised of the grievance(s) to be heard.

If the Arbitrator cannot establish a date acceptable to the parties, the next name on the list will be approached. Failing to find an Arbitrator who can act, the Minister of Labour for the Province of Ontario will be asked to appoint an Arbitrator.

If on being approached any member of the above panel indicates a disinclination to continue acting on the panel, then their name will be removed from the panel and another name selected by mutual consent.

10.05 Grievances submitted to arbitration shall have the following priority at arbitration:

- Discharge
- Layoff
- Company Grievances
- Policy
- Leave of Absence
- Others

Subject to the above priorities, grievances will normally proceed to arbitration in the order in which they have been slated for arbitration. Grievances to be heard by the Arbitrator will be confirmed by the parties fourteen (14) working days prior to the hearing.

10.06 It is agreed that, in view of accessibility of operations and witnesses, arbitration hearings will be held on the premises of the Company.

10.07 An employee appearing during working hours before an Arbitrator on the hearing of a grievance shall be paid by the Company for such appearance up to the amount they would have earned during their regular working hours. The President if an employee, shall be entitled to payment as outlined above.

10.08 In the event of a difference of opinion between the Company and the Union as to the interpretation or violation of any clause or section of this Agreement, then the matter may be referred to arbitration by either party in the same way as the grievance of an employee.

ARTICLE XI – Discharge Cases

When an employee with seniority has been discharged for any reason and protests the action taken they shall be afforded the opportunity of discussing their discharge with their Committeeperson or the Chairperson of the Bargaining Committee for a reasonable time before leaving the premises. The Union may within seven (7) working days of the notice of discharge being given submit a grievance, which will be placed on the agenda of the next Company/Union meeting. Failing a satisfactory settlement the grievance may be appealed to arbitration.

ARTICLE XII – Company/Union Meetings

The Union Bargaining Committee and the Company Labour Relations Committee shall meet within five (5) working days when there is business, which requires their joint consideration. Necessity for meeting will be indicated in writing from either party to the other party containing an agenda of the subjects for discussion.

The parties agree that a disposition will be given within ten (10) working days following the meeting.

ARTICLE XIII – Leave of Absence without Pay

13.01 Under no circumstances will leave of absence be authorized to enable an employee to engage in another gainful occupation. The Union will be supplied with a copy of each leave of absence issued by the Company. Leave of absence, without pay, will be granted to employees on the active payroll for the following reasons.

13.02 For attendance at summer camp of any of the Canadian Armed Forces.

13.03 Officials of the Local Union will be collectively provided up to twenty (20) working days per month for the conduct of necessary Local Union business outside the Facility-and such absence shall not be recorded as lost time on their personal record. In addition, necessary time to attend delegations, conventions or educational seminars to which they have been elected or appointed, will be granted under the following conditions:

- (a) Leave will not extend beyond ten (10) consecutive working days except by mutual consent.
- (b) Not more than four (4) members may ask for leave for the same period. The Company, at its discretion, may increase this number.
- (c) The Union must submit in writing a request for leave at least five (5) working days in advance. This request must include a start date and an end date. It is recognized that in unique circumstances, the above advance notice may not be possible.
- (d) The Union will consider alternatives to the Company's request for relief where such leave would have an adverse effect on the business. The Company may, at its discretion, decline to grant leave of absence for more than two (2) officials from the same Department at the same time for Union business, delegations, conventions or educational seminars.

13.04 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 or Local 673 will be granted leave of absence as follows:

- (a) To the National Union – a minimum period of three (3) months;
- (b) To Local 673 – a minimum period of four (4) weeks; 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 De Havilland employees who are engaged in full time duties with the Union. If an employee returns to the Bargaining Unit from a full time office with the National Union or Local 673, the return shall be to their 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 layoff or bumping of an employee holding greater seniority.

13.05 To an employee covered by this Agreement for such personal reasons as the Company may consider valid on the following basis:

- (a) Ability of the Department to reassign the employee's work so that their absence will not

- unduly upset operations;
(b) The length and urgency of the request.

13.06 Pregnancy Leave

13.06(a) An employee who has attained seniority and who becomes pregnant will on request be granted pregnancy leave. Pregnancy leave will be administered in accordance with the Ontario Employment Standards Act.

13.06(b) An employee who wishes to take pregnancy leave must give De Havilland Aircraft 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 De Havilland 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.

13.06(c) Sometimes an employee has to stop working earlier than expected (for example, because of complications caused by the pregnancy). In that case, the employee has two weeks after she stops working to give the employer written notice of the day the pregnancy leave began or will begin

13.06(d) If an employee on pregnancy leave wishes to return to work without having taken her full entitlement to pregnancy leave, the employee must provide DHC with at least four (4) weeks' written notice of the date on which she wishes to return-

13.06(e) If the employee wants to resign before the end of her Pregnancy Leave, she must give the Company at least four (4) weeks' written notice of her resignation.

13.06(f) If an employee returns from an approved Pregnancy 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 layoff 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. The Company's obligation under this paragraph will not exceed fifteen (15) weeks. During such weeks, regular EI premiums will be paid.

13.07 Parental Leave

13.07(a) 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 DHC at least two weeks' written notice of the date the leave is to begin.

13.07(b) An employee who has taken pregnancy leave is required to begin their 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.

13.07(c) 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.

13.07(d) An employee must give their employer at least two weeks' written notice before beginning a parental leave. If an employee does not tell the company how much leave they plan to take, the company is to assume that the employee will be on leave for the full 61 or 63 weeks.

13.07(e) Sometimes, an employee may stop working earlier than expected because a child is born or comes into the employee's custody, care and control for the first time earlier than expected. In this case, the employee has two weeks after stopping work to give the employer written notice that they are taking parental leave. The parental leave begins on the day the employee stops working.

13.07(f) The benefits of an employee on parental leave will be continued by DHC 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 even the employee wishes to return to work on an earlier date, the employee is required to give DHC 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.

13.07(g) If the employee wants to resign before the end of their Parental Leave, they must give the Company at least four (4) weeks' written notice of their resignation

13.08 During an authorized leave of absence an employee shall accumulate seniority.

13.09 An employee returning from 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 they will be assigned to other work which they are competent to perform and which is consistent with their seniority.

ARTICLE XIV –Union Related Correspondence

14.01 To facilitate efficient and accessible communication, the Company will provide the Local Union with access to Local 673 employee's Company email addresses for official union-related correspondence, thereby replacing traditional bulletin boards.

14.02 All Union notices or other material must be signed or initialed by the President, or the Chairperson of the Bargaining Committee and approved by Human Resources before posting.

ARTICLE XV – Seniority

15.01 An employee shall be considered a probationary employee who has worked under the provisions of this Agreement for a period of less than six (6) calendar months and employees who are absent for more than five (5) working days during such period shall have such absence added to the six (6) calendar months for the purpose of determining their probationary period.

Notwithstanding anything contained elsewhere in this Agreement, no grievance shall be lodged against the discharge, by the Company, of a probationary employee during the first ninety (90) working day period of their employment. A probationary employee may grieve only on matters relating to normal operating conditions. On completion of probation, an employee’s name will be added to the seniority list for their Job Classification with effect from date of hiring.

15.02 Effective February 14, 1969, total continuous past service with the Company will be recognized for seniority purposes in regard to promotion, demotions and layoffs. Any future entry into the Bargaining Unit, employees shall have date of entry seniority. The same date February 14, 1969, and the same conditions will apply to those former employees of Canadian Applied Research and Avro Aircraft who were laid off to join De Havilland Aircraft.

15.03 An employee transferred from the Bargaining Unit to a position in the Local 112 bargaining unit will retain the seniority acquired at date of leaving the Unit, but will not accumulate seniority thereafter.

If such employee returns to the Bargaining Unit, the return shall be to displace the junior employee in their former job classification, providing they have more seniority, which they held prior to their appointment. If they have insufficient seniority to displace the junior employee in their former job classification, they shall exercise their seniority in accordance with the provisions of the Collective Agreement.

15.04 The Company will supply the Office Chairperson and Committeepersons with a copy of a list showing the clock number, name, job classification, seniority date and service date of each employee covered by this Agreement and will revise the list every three (3) months. The seniority list will be posted on all posting boards.

15.05 Any Company employee who moves from a non-bargaining unit job into a job within the Local 673 bargaining unit (a “moving employee”) will be treated as a probationary employee and will be considered to have no seniority. During such probationary period the moving employee may be removed from the job in the Local 673 bargaining unit

	Moving Employees from Local 112 or Non-Represented De Havilland Aircraft of Canada Limited Employees		
	Level 1	Level 2	Level 3
Compensation	Less than nine (9) months service*	Greater than or equal to nine (9) months service*	Greater than or equal to 18 months service*

	*service based on employee's service date with De Havilland Aircraft of Canada Limited
Benefits	Such employee's benefit entitlement under Schedule "C" shall be based on length of service with the Company. However, any moving employee who has been in receipt of benefits prior to the move into the Local 673 bargaining unit, shall be entitled to benefits under Schedule "C" without any additional waiting period

ARTICLE XVI – Job Posting

16.01 When an opening occurs, the Company will post notices on the notice boards. The notice will clearly identify the vacancy and any employee who has completed probation may apply for the vacancy under the following conditions:

- (a) The applicant must state their qualifications for the posted job and must register the application with the Human Resources Department prior to close of the second working day following within five (5) business days of the posting of the notice.
- (b) The application must be for a job on a higher salary level except that under the following circumstances, an employee may apply for a posted job on their present or a lower salary level:
 - i. where the applicant seeks an opportunity for advancement beyond the possibilities of their classification.
 - ii. where the applicant, through study, has acquired qualifications in another classification;
 - iii. where the applicant, because of physical condition, is unable to carry on in their classification;
 - iv. where those applicants for the said job vacancy from a lower wage group who qualify under Article 16.02 have already been considered. A successful downward bid shall be paid the job rate of the lower job and shall forfeit vested rights to the job from which they have bid downwards.
- (c) Where an employee is filling a temporary vacancy within the context of Article 16.08, the employee may apply for a permanent job at a salary level which is higher than that of the job they held prior to filling the temporary vacancy.
- (d) If no applicant is considered suitable, then the Company may take such other steps as may be necessary to fill the vacancy. Notification of all vacancies filled under this Article will be posted, i.e. "Filled under Article 16.01(d)".
- (e) In situations where the Company plans to hire an external candidate for a position for which a bargaining unit employee has been passed over on a job posting because of failing to meet the "ability" criterion, it will endeavour to apply comparable selection standards to such external candidate, where practicable.
- (f) On the posting, the Company will state the selection process including the steps of the selection process and scoring method.
- (g) Where an interview is required, the Company agrees to confine interview questions to the actual work to be performed. A listing of questions asked as above will be made available to the Union upon request after the interviews are completed.
- (h) If passed, a test will be valid for six (6) months for similar work within the classification.

16.02 All promotions shall be made on the basis of seniority and ability to do the job required.

16.03 An employee having bid for and been accepted for a promotion, shall not be eligible to be considered for a further promotion by bidding for a job vacancy for a further period of six (6) 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 promoted, and is obliged to return to their former position.

16.04(a) An employee who is accepted for a posted job shall retain seniority in the job which they previously held for a period of thirty (30) working days after which their accumulated seniority shall be vested in the new job.

16.04(b) In the event that an employee does not exercise the option of returning within thirty (30) working days as described above, but there is a dispute as to their ability to satisfactorily perform the job, the employee shall be returned to their former Job Classification and the matter be referred to the Grievance Procedure. In such a case, the six (6) month eligibility period in Article 16.03 shall not apply.

16.04(c) An employee who accepts a position on the basis of job postings and finds himself unable to perform the duties of the new Job Classification, may be returned to their former Job Classification provided they request return within thirty (30) working days.

16.05 An employee on lay off with recall rights shall be eligible for job postings on the following basis:

- (a) A laid off employee who has exercised all their bumping rights may be considered for any job opening except one they have refused or failed.
- (b) A laid off employee who elected lay off without having exhausted their rights to bump would not have the right to bid for any job which is below the salary group they held at the time of layoff. However, after exhausting their EI and/or SUB benefits they will be entitled to apply for any posted job.

The only area of grievance would be ability and seniority for the posted job.

16.06 Employees in Local 673 classifications shall be full time employees. If after exhausting all possible methods to recruit full time employees, and vacancies still exist, the Company may engage other personnel on a contract basis while continuing to recruit. It is understood that the Company will continue to train permanent employees in these classifications when there is a shortage.

16.07(a) Vacancies for posted positions not filled within seventy (70) days will be re-posted.

16.07(b) An employee accepted on a job posting will be notified of their acceptance within ten (10) working days after the posting has been removed. An employee accepted on a job posting will assume their new duties within thirty (30) working days. All employees bidding for a job posting, and the Union, will be notified in the event the job is cancelled, through the job posting procedure.

16.07(c) For the purposes of technical group seniority, a technical group posting with multiple positions will have the initial employee's date of entry into the position as the seniority start date for all incumbents.

16.08 Temporary assignments for a period of not more than thirty (30) working days may be made by the Company without regard to posting but following such period, the position, if then vacant, shall be filled in accordance with the established procedure for the filling of vacancies. An employee, so temporarily assigned, will receive a salary adjustment if their temporary assignment is to a higher salary level. If and 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. The Company shall give advance written notice of any Temporary Assignments containing the work conditions and names of the employees involved to the affected Committeepersons.

16.09 If the Company determines that a temporary vacancy resulting from maternity/parental leave must be filled, the following conditions shall apply:

- (a) The leave(s) described above will be of a temporary nature and no one filling the vacancy through a job posting or appointment will obtain or accrue vested rights to the job whilst the employee is on leave.
- (b) In order to fill any temporary vacancy directly resulting from such leave, the Company will, in the following order:
 - i. Recall per Article XVII
 - ii. Temporarily post through the normal job posting procedure
 - iii. Fill the vacancy through Article 16.01(c)
- (c) All other provisions of the Collective Agreement will apply.

16.10 An employee from the Technical Group who is successful on a job posting to a classification outside of the Technical Group (i.e. to the Clerical Group) shall have seniority in the Clerical Group from date of entry.

16.11 If, after all laid off employees have exhausted their recall rights under the Collective Agreement, there remains a vacancy(ies) in the bargaining unit at a Group 7 job or below and the job posting procedure has been exhausted where no successful applicants of higher seniority than anyone on lay off are accepted in accordance with Article XVII of the Collective Agreement, employees on layoff shall be given special consideration for such vacancies based on seniority provided the employee has the ability to do the job required. Vacancies at a Group 8 job or higher will require that employees be tested to ensure they meet the job requirements as they are listed in the posting, and possess the requisite knowledge, skills, and abilities. The testing will be determined by the Company at its sole discretion. Laid off employees who are accepted for such vacancy but are not able to perform the duties of the job within thirty (30) working days shall return to lay off status. This does not apply to jobs on Flow Chart "5", Finance.

16.12 At the end of each month, the company will advise the Office Chairperson of the name of each person hired into an excluded office job during that month and shall stipulate the person's job title.

ARTICLE XVII – Layoff and Reemployment

17.01(a) The Company will advise the Chairperson of the Bargaining Committee of any intended lay off one (1) week before the lay off becomes effective, or, alternately, will pay any employee laid off one (1) week’s salary in lieu of such notice. A copy of any notice given to an employee by the Company in compliance with the Employment Standards Act shall be sent to the Office Chairperson. This provision will not apply if layoff is due to fire, flood, power failure, water failure or other emergency conditions beyond the control of the Company, in which event salary will not be continued for a period in excess of two (2) days or the end of the work week whichever is the lesser.

17.01(b) Notwithstanding the provisions of Paragraph, 17.01(a) the Company agrees to notify the Chairperson of the Bargaining Unit of any pending layoff at the time the decision is made.

17.01(c) The Company agrees to give notice to the Chairperson of the Bargaining Unit of any employee transfer. Such notice will be given in advance where practicable.

17.02 When it becomes necessary to reduce staff, employees will be declared surplus in inverse order of seniority in their classification except as provided under Article 17.10 hereof, and will exercise their bumping rights as follows. For the purposes of Article 17.02 the classifications of 1236 and 1436 will be considered the same classification.

17.03 An employee may displace the junior employee in a classification in which they previously held seniority.

17.04 They may displace the junior employee in their own flow line at successively lower salary levels and must accept the first job to which their seniority entitles them unless they elect layoff.

Prior to considering their options under 18.03 and 18.04, such employee shall have an option, once during the term of this Collective Agreement, to displace a junior employee in their present salary level in a job which the employee has previously held seniority.

17.05 An employee with seniority who is unable to bump into salary group five (5) or above in their flow line, may bump into the following Job Classifications, on a facility wide basis, providing they can do the work of the employee who they are to displace. In bumping, an employee shall displace the employee holding least seniority in the Salary Group, starting with the highest Salary Group.

- Salary Group 4 – 465 – General Duty Clerk
- Salary Group 4 – 450 – Secretary I*
- Salary Group 3 – 315 – Clerk Typist Senior*
- Salary Group 3 – 317 – Operator Telephone*
- Salary Group 2 – 210 – General Duty Clerk

If the employee with the least seniority in the group is in an asterisk * classification and the bumping employee does not possess the requisite capability (as set out in 18.07) to perform that work, they may displace the employee in the General Duty Clerk classification in the same Salary Group who holds the least seniority in that classification.

17.06 An employee who is displaced because of staff reduction may elect lay off rather than bump into a lower paid Job Classification. In this case, they will not be recalled to a Job Classification at a lower salary level than that from which they were laid off.

17.07 It is agreed that in all cases where, because of a reduction of workforce, an employee exercising displacement rights over another employee having less seniority the employee having longer seniority must be capable and willing to perform in a satisfactory manner the work of such shorter seniority employee. Where a dispute arises as to the ability of the longer seniority employee to perform the work, they shall be allowed one (1) week (37.5 continuous working hours) under normal instruction in which to prove such capability. If the employee is unable to satisfactorily do the work of the displaced employee, they will be laid off and a displaced employee recalled in accordance with their seniority unless the Union is notified that no replacement is required.

17.08 An employee on lay off or who has exercised bumping rights will have recall rights to those job classifications from which they bumped, and those jobs to which they could have exercised bumping rights if they had sufficient seniority to do so, except those refused or failed. An employee may not bump, displace, or be recalled to, the same salary level except as provided under 18.05. Their rights to accumulate seniority and to be recalled will be limited to a period equal to their accumulated seniority.

17.09 An employee, while on disability leave or any other personal leave of absence, will be laid off for lack of work in accordance with the seniority provisions of the Collective Agreement. The employee will be notified by registered mail of such a layoff. Any bumping rights may be exercised in accordance with the employee's seniority when the employee is fit to return to regular or modified duties.

17.10 An employee may only be retained from layoff out of seniority provided the more senior employee bumping is not capable of satisfactorily performing the work available.

17.11 In no event shall an employee bump another employee who is employed in a higher paid Job Classification.

17.12 In the event of staff reductions and providing the individual has one (1) year seniority, the members of the Local Executive Board, the Chairperson of the Bargaining Committee and Zone Committeepersons will be retained in their respective Job Classifications during their term of office, so long as work is available in such classification and thereafter will be subject to the lay off provisions as set forth in Article 17.

17.13 The Office Chairperson or the employee's Zone Committeeperson shall be given an opportunity to be present when the employee is notified of surplus in which they are involved.

17.14 Should an employee be required to sign away their right to a Job Classification, or should an employee wish to sign away their right to a Job Classification, their Committeeperson or the Office Chairperson will be present when doing so.

17.15 When it is necessary to temporarily reduce the work force for thirteen (13) weeks or less, the following will apply:

- Employees will be declared surplus as per Article XVII except as otherwise described below.
- In all layoffs defined under this letter, the Company will submit to the Office Chair a list of employees to be laid off one (1) week prior to the layoff becoming effective and similarly the employee subject to the layoff will be given one (1) weeks notice; or alternatively, the laid off employee will be paid one (1) week's salary in lieu of such notice.
- In all layoffs defined under this letter employees will continue to receive Major Medical, Dental Benefits, Basic Life Insurance, Pension Credit and Vacation Accrual. Employees will be paid Statutory Holidays as defined by *Employment Standards Act* (with the exception of a temporary layoff which occurs during the Christmas break, where statutory and Company-holidays will be paid to affected employees). If employees on temporary layoff return to work and are then permanently laid off, their benefit entitlement will be effective from the date that they are converted to a permanent layoff.
- Employees not affected by the temporary layoff may volunteer to accept layoff out of seniority and will be recalled to the same classification.

In the application of this letter the parties agree that employees temporarily laid off will return to the classification they occupied on the last day of work prior to the temporary layoff.

It is further agreed that senior laid off employees with recall rights to classifications impacted by the temporary layoff will be recalled based on seniority.

It is further understood that these provisions shall not be used for the purpose of avoiding facility wide layoff or bargaining unit-wide seniority adjustments by scheduling a series of temporary layoffs.

ARTICLE XVIII – Loss of Seniority

Seniority status once acquired will only be cancelled upon:

- (a) Termination of employment;
- (b) Failure to return to work within ten (10) working days after issuance of the Company's notice of recall by registered mail to the last address shown on the Company's personnel records after lay off; the ten (10) working days may be extended if the employee furnishes a reason satisfactory to the Company;
- (c) Lay off for a period in excess of accrued seniority at the date of lay off or a minimum of three (3) years, whichever is greater.
- (d) Employees' seniority will be cancelled and cease to exist upon appointment to any non-Union positions within the Company.

ARTICLE XIX – Union Security

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

- (a) As a condition of employment, all present employees shall become and remain members of the Union.
- (b) As a condition of employment, all new employees shall be required to become a member of the Union and complete an application for membership in the Union at the time of hire, and shall remain members of the Union.

19.02 The Company will deduct from the pay of each employee covered by the Agreement such monthly dues and initiation fees of new employees, as may be adopted by the National Union and Local 673 UNIFOR, such monies to be deducted from the employee's pay received on the third pay day of each month, or upon request from the National Union or Local 673 UNIFOR, a deduction in two (2) installments.

19.03 All new employees will be required to contribute initiation fees and monthly dues commencing from the first deduction date following date of employment, PROVIDING they have completed 37.5 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 Committeeperson when reporting for work. Similarly employees transferred will be introduced to their Committeeperson when reporting for work.

19.04 Union dues deductions will be included or attached to T4 Slips issued by the Company.

19.05 The dues check-off shall become null and void should the Union contravene the provisions of Article VIII of this Agreement.

ARTICLE XX – Positions Outside Bargaining Unit

An employee covered by this Agreement shall not be transferred to a position excluded from this Agreement unless they agree to such transfer.

ARTICLE XXI – Excluded Personnel

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 type of situations:

- (a) An emergency,
- (b) When instructing and training an employee,
- (c) Experimenting.

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

ARTICLE XXII – Election of Union Officials

The Company agrees that during the term of this Agreement, the annual election of Local Officers and election of delegates to the Canadian Labour Congress, the UNIFOR Canadian Council and the UNIFOR Constitutional Convention shall be conducted on Company premises 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. Elections may occur via electronic voting provided a Statement of Sensitivity (SOS) Analysis has been completed by the Company with the Union's assistance and the results of such analysis are satisfactory to the Company.
- (c) Electioneering signs or banners will not be permitted on Company property.

ARTICLE XXIII – Disciplinary Action

An employee who is to be reprimanded or disciplined shall have their Union representative present at the time of the reprimand or discipline.

ARTICLE XXIV – Safety

Foot Protection

24.01(a) Employees must wear approved foot protection as designated.

24.01(b) The Company will contribute one hundred and fifty dollars (\$150.00) per year to the cost of one (1) pair of approved protective footwear for non-probationary employees working in mandatory foot protection areas. For the purpose of this Article, a year will be the period from September 1 to August 31 the following calendar year, except for the first year which will commence one (1) week following ratification and which will end August 31, 1982. Up to two (2) years' entitlement may be combined if required to cover the cost of one pair of protective footwear.

24.01(c) This paragraph deleted June 30, 1994

24.01(d) In order to implement the above provisions, the Company will ensure that a vendor or vendors of protective footwear will be available on the premises on a regular basis.

24.01(e) Visitors and employees not required to work on a regular basis in mandatory foot protection areas, will not be required to wear approved protective footwear provided they remain within the Plant aisles and walkways, however, once visitors and employees leave the aisles and walkways and enter the mandatory foot protection area, they must wear protective footwear. Fully covered leather shoes are the minimum requirement in all other plant areas.

Eye Protection

24.02(a) Employees must wear approved eye protection as designated.

24.02(b) The Company will provide prescription safety glasses to employees at no cost to such employees. Subject to clause 25.03(c), prescription safety glasses will be provided on a two (2) year eligibility cycle. The choice of supplier, frames, lens type, material, special features, method of delivery and all other related matters will be left to the Company's sole discretion.

24.02(c) Should prescription lenses become worn or accidentally broken, during normal duties

in the plant, the Company will bear the cost of repair or replacement.

24.02(d) It shall be the responsibility of the employee to take care of their safety glasses. The employee shall bear the cost of replacing lost or stolen prescription safety glasses and replacing/repairing damaged safety glasses due to neglect.

Health & Safety Training

24.03 Every active member of the Local employed by the Company at sites which fall within the scope of the Collective Agreement will be provided with an appropriate level of Health and Safety instruction during the term of this Agreement. This training will be relative to statutory (or other legislated) requirements and/or job specific hazards or working procedures.

Workplace Ergonomics Committee

24.04 The Company and the Union agree to establish a Workplace Ergonomics Committee, which will function as a sub committee of and report to the Joint Health and Safety Committee. The Ergonomics Committee's mandate will be to review workplace conditions, tools, equipment, practices and procedures relative to bargaining unit job assignments or physical tasks and to make recommendations regarding their design, use, modification or improvement, effectiveness and potential for injury or other negative effects. The Committee's composition, meeting frequency and format, resource and training requirements and other related matters will be established through joint consultations between the Company and the Union within the mandate of the Joint Health and Safety Committee.

ARTICLE XXV – General Clauses

25.01 The Company agrees to provide the Chairperson of the Bargaining Committee with a filing cabinet, and supply copies of Company forms covering employment, movement or release of persons covered by the Agreement as they occur. Every six (6) months, the Company will supply the Union with a complete mailing list of employees covered by this Agreement. Every employee is required to keep on file with the Human Resources Department, their mailing address.

25.02 The President of the Union or in their absence, the Vice President shall attend, at their discretion, all Union/Company meetings. It is understood that time in attendance at such meetings will not be paid by the Company.

25.03 From time to time, an employee may be incapacitated at their work by injury while employed by the Company, or suffer a physical or mental disability, as defined by their physician and confirmed by the Company physician, and such disability temporarily restricts the employee in the performance of their work. Notwithstanding any other Articles of this Agreement, the Company may employ such restricted employees on limited or graduated hours of work. This accommodation must occur within the employee's classification.

25.04 The Company physician may schedule independent medical evaluations and/or functional

abilities evaluations for an employee and the employee will attend and participate in such evaluations. The Company and the Union will work cooperatively to select the list of physicians that employees will be sent to for independent medical examinations.

ARTICLE XXVI – Schedules

Attached hereto and forming part of this Agreement are the following supplements:

Technical Group

- (i) Referred to as Appendix I

Hours of Work, etc.

- (a) Referred to as Schedule “A” and comprises hours of work, etc.

Salary Rates and Classifications

- (b) Referred to as Schedule “B” and comprises the Salary Groups, application of salaries and provision for the addition or revision of Job Classifications.

Overtime Rates, Vacation Pay and Fringe Benefits

- (c) Referred to as Schedule “C” and comprises conditions and rates for overtime, vacations with pay and fringe benefits.

Glossary of Terms and Phrases

- (d) 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.

Job Classifications

- (e) Schedule “E” being a list of the Job Classifications referred to in Schedule “B”.

Flow Lines

- (f) Schedule “F” being the flow lines for all Job Classifications referred to in Schedule “E” and Appendix I

Supplemental Unemployment Benefit Plan (SUB Plan), Separation Payment Plan (SPP) and Short Work Week Benefit Plan

- (g) Schedule “G” being the conditions and administration of the Sub Plan, SPP & Short Work week

ARTICLE XXVII - New Technology

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

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. Where, as a result of

technological change, new or greater skills are required for all employees within the classification affected by the change, all such employees, will at the expense of the Company, be provided with a reasonable period of training in order to keep current with new methods and new technology affecting their work and job security.

When the decision to introduce has been made, the Company will notify the Union in advance and in writing so as to give the affected Bargaining Unit employee the opportunity to become acquainted with the new skill needed with a reasonable amount of training. Senior employees will be given preference. It is understood that no employee will be laid off out of seniority because they have not had the opportunity to become acquainted with the new skills needed to be capable of performing the work.

Committee on New Technology

There shall be established a committee of four, two from the Company (one from People Services and one other as appointed) and two from the Union to address issues associated with the introduction of new technology.

It shall be the responsibility of the committee to investigate and examine all aspects concerning the introduction of such equipment or technology and its impact on the affected employees, (i.e. permissions and segregation of duties).

The Committee shall meet monthly, unless otherwise agreed to, during which meetings the members will discuss the new technologies, exchange information on training schedules, identify employees who are to be trained and provide follow-up status reports on employees who have been trained since the previous meeting.

The Committee shall make recommendations to the Company, prior to the implementation of the new technology, for the training and redeployment of affected employees to positions within the Bargaining Unit.

Any recommendations of the Committee which are agreed to and implemented by the Company shall be incorporated into the next Collective Agreement where practicable.

Any of the recommendations of the Committee which are not implemented by the Company shall be subject to Step 2 of the Grievance procedure and, failing settlement, by an arbitrator selected under Article 10.04.

ARTICLE XXVIII – Termination Clause

28.01 The Collective Agreement shall be effective on the date of ratification and shall remain in effect until **11:59pm APRIL 22, 2027**. 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 (1) year period, without change and so on from year to year thereafter.

28.02 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.

28.03 If notice of amendment or of 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 negotiation.

28.04 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 relating to the original proposals.

THIS AGREEMENT is hereby duly executed by the said parties this **23rd day of April 2024.**

FOR THE UNION

Mary Ellen McIlmoyle	President, Local 673
Nuno Pinto	Unit Chairperson, Bargaining Committee
David Dias	Bargaining Committee

FOR THE NATIONAL UNION

Barry Lines	National Representative
-------------	-------------------------

FOR THE COMPANY

Brenda Allen	Chief People Officer
Leighton Storsley	Vice President, Aftermarket
Julia Vant	Senior Human Resources Business Partner

**SCHEDULE “A”
HOURS OF WORK, ETCETERA**

1. Hours of Work

(a) The regular workweek shall be five (5) shifts of 7.5 hours each, Monday through Friday.

(b) The hours of work are as follows:

07:00 am – 03:15 pm

03:00 pm – 11:15 pm

3 – Shift operations:

11:00 pm – 07:00 am – First Shift**

07:00 am – 03:00 pm – Second Shift

03:00 pm – 11:00 pm – Third Shift

(Functions requiring close coordination with operations on afternoon shifts shall be scheduled as per operation shift times.)

** It is understood that any shift beginning after 09:00 pm is to be treated as the next day’s shift, and the overtime rates for work on a Sunday do not apply to any shift beginning Sunday after 09:00 pm

(c) The Company may change the starting and stopping times of any shift by one (1) hour upon ten (10) working days’ notice to the Office Chairperson. Where such shift change applies to an individual or a group of employees the Company will give ten (10) working days’ notice to the Office Chairperson. Any change in regular hours not covered by the above will be made by mutual consent of the Union and the Company.

(d) Shifts starting midnight will be deemed to start on the day the shift is worked.

(e) Where an employee is unable to comply with the required starting time due to legitimate, substantiated personal circumstances, including childcare responsibilities, parental care and human rights accommodation issues, the Company will make exceptions.

2. Weekend Workers

In order to maximize coverage and minimize costs and, notwithstanding any other provisions in the Collective Agreement, the parties agree the Company may employ an Alternate Work Schedule under the following terms and conditions:

The utilization of the Alternate Work Schedule will be jointly reviewed by the Bargaining Unit and the Company at least once every six months.

In the initial implementation of the Alternate Work Schedule in an area where it is being introduced, the positions will first be offered to Employees in the appropriate classifications on a voluntary/ seniority basis within the site. If all positions are not filled voluntarily and additional

employees are required in that area during the first six (6) months after the start-up of that particular shift, junior employees will be assigned. It is understood that the Company has discretion to balance this shift based on skill mix, certification and experience. Prior to implementation the parties will review and discuss the start times for the Monday and Friday shifts. (Note: The 8 hour shift will be worked on either Friday or Monday as required in an area.) The Company agrees to post the Christmas schedule three (3) weeks prior to the Christmas Shutdown period.

Hours of Work and Shift Rotation

8 hour shifts on either Friday or Monday*

1 x 10 minute paid break

1 x 30 unpaid break

10 hour shifts on Saturday and Sunday*

3 x 10 minute paid breaks

1 x 30 minute unpaid break

* In Customer Support and other areas involving interface with the customer, the Company may set a weekend schedule consisting of twelve (12) hour shifts on Saturday and Sunday and a four (4) hour shift on either Friday or Monday.

When 2nd Shift is required Shifts rotate as follows:

Rotate shifts every two (2) weeks between the Off Shift and the Day Shift

Shift 1:Friday Shift, Saturday Day Shift, Sunday Day Shift.

Shift 2:Saturday Day Shift, Sunday Day Shift, Monday Shift.

Shift 3:Friday Shift, Saturday Off Shift, Sunday Off Shift – as required

Shift 4:Saturday Day Shift, Sunday Day Shift, Monday Shift – as required

Shift times to be determined.

Pay

- 37.5 hours pay for 28 hours worked
- Shift premiums will apply as per the Collective Agreement Employees who are involuntarily assigned from the Alternate Work Schedule to a weekday shift due to the reduction of Alternate Shift requirements, will have (60) day rights to return to an Alternate Work Schedule providing the employee has enough seniority to remain in the classification.

Vacation & Vacation Pay

One (1) Alternate Work Schedule (28 hours) to equal one (1) week's vacation and shall be compensated as outlined in Schedule C.

Company Holidays

An Alternate Work Schedule (28 hours) not worked is the equivalent to 5 holidays. Any balance of negotiated holidays will be paid based on 7.5 hours at the normal pay rate per holiday.

Employees will be paid 7.5 hours at their regular rate should a statutory holiday occur on either the Monday or Friday to which the employee is not scheduled to work as they are working the

opposite Monday/Friday shift.

S&A and L.T.D

L.T.D. – no change

S&A – a wait period of 7 days applies to Alternate Work Schedule workers

Sick Days

For determination of sick days, Employees working on the Alternate Work Schedule shall have each Friday or Monday worked counted as one (1) day and each Saturday or Sunday worked counted as two (2) days.

Pension Plan

Hours calculated as hours paid instead of hours worked.

Jury Duty

If pay is lost due to Jury Duty, then the company will make up the lost pay as outlined in the Collective Agreement. Time served on Jury Duty shall be applied to the regular Alternate Work Schedule.

Bereavement Pay

In accordance with the principles outlined in Schedule “C” Clause 7, the Company will provide 28 hours at premium pay to employees on the Alternate Work Schedule.

Who Works Available Overtime

1. Weekend Overtime – first offered to regular employees as per the Collective Agreement.
2. Weekday Overtime – first offered to regular employees, then to weekend employees. Report-in pay will be 6 hours at the normal pay rate.

For determination of the probationary period, probationary employees shall have each Friday or Monday worked counted as one (1) day and each Saturday or Sunday worked counted as two (2) days.

For purpose of calculating payments to the paid education leave fund, the assessment will be based on hours paid. If an employee works overtime during the week the assessment will be based on weekday hours worked.

The Company will meet with the Union Committee to discuss problems that may arise.

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 Article XVII, 17.01(a) and (b).

4. Lunch Period

The lunch period shall be three-quarters (3/4) of an hour and may be staggered as between departments. The lunch period of employees on a three (3) shift operation shall be one half (1/2)

hour and may be staggered as between departments.

5 Disciplinary Action and Notations

Persistent lateness or absenteeism may be made the reason for disciplinary action. Any notation or record of disciplinary action, for any reason, placed against the record of an employee shall be removed after one (1) year provided no further notation has been made within the one (1) year elapsed period.

6. Customer Support Shift Flexibility

The Company and the Union agree that flexibility in starting times is critical to supporting our Customers. When it is required to align shifts with Customer time zones, the Company may change the starting time of any employees in classifications included in Chart “3”: Spares. Any shift starting between 4:00 am and 11:59 am will be considered a day shift; any shift starting between 12 noon and 8:59 pm will be considered an afternoon shift; any shift commencing between 9:00 pm and 3:59 am will be considered a night shift. Where an employee is unable to comply with the required starting time due to legitimate, substantiated personal circumstances, including childcare responsibilities, parental care and human rights accommodation issues, the Company will make exceptions. If the positions are not filled voluntarily, junior employees will be assigned provided they have demonstrated the ability to perform the work independently. If customer continuity demands are such that shift rotation is not feasible, the Union will work with the Company to ensure that shifts are staffed with appropriate employees.

7. Shift Menu

The Company has indicated that there is a strong likelihood that new shift patterns will be required to meet operational requirements both at 5800 Explorer Drive, Mississauga and any potential new facilities. Time constraints of the negotiations dictated that this matter be deferred to post the negotiations period.

Accordingly, the parties agree that during the duration of the Collective Agreement the Company and the Union will meet to discuss the details of the potential new shift menu. In addition to the current shift options the revised shift menu will include options for a 10 hour and a 12 hour shift pattern as well as potential for other options.

**SCHEDULE “B”
CLASSIFICATION OF EMPLOYEES,
WAGE RATES AND THEIR APPLICATION**

1. Classification of Employees

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 Clause 4 of this Schedule, and shall be paid the appropriate wage rate in accordance with the applicable scale below:

2.01 Salary Rates and Ranges

The Level 1 and Level 2 progression rates shall not apply to those classifications which are in the Technical Group. There will be no further adjustment to the Wage Rates during the renewed term. Effective the first pay period beginning on or after April 23, 2024

Increase 2%

Wage Group	Level 1 weekly	Level 1 hourly	Level 2 weekly	Level 2 hourly	Level 3 weekly	Level 3 hourly
1	\$ 1,225.57	\$ 32.68	\$ 1,305.15	\$ 34.80	\$ 1,384.75	\$ 36.93
2	\$ 1,231.44	\$ 32.84	\$ 1,311.55	\$ 34.97	\$ 1,391.65	\$ 37.11
3	\$ 1,238.09	\$ 33.02	\$ 1,318.79	\$ 35.17	\$ 1,399.48	\$ 37.32
4	\$ 1,247.77	\$ 33.27	\$ 1,329.29	\$ 35.45	\$ 1,410.85	\$ 37.62
5	\$ 1,272.99	\$ 33.95	\$ 1,356.76	\$ 36.18	\$ 1,440.55	\$ 38.41
6	\$ 1,294.97	\$ 34.53	\$ 1,380.68	\$ 36.82	\$ 1,466.40	\$ 39.10
7	\$ 1,318.80	\$ 35.17	\$ 1,406.61	\$ 37.51	\$ 1,494.45	\$ 39.85
8	\$ 1,343.71	\$ 35.83	\$ 1,433.73	\$ 38.23	\$ 1,523.77	\$ 40.63
9	\$ 1,369.22	\$ 36.51	\$ 1,461.47	\$ 38.97	\$ 1,553.75	\$ 41.43
10	\$ 1,516.00	\$ 40.43	\$ 1,618.24	\$ 43.15	\$ 1,720.52	\$ 45.88
11	\$ 1,525.58	\$ 40.68	\$ 1,629.81	\$ 43.46	\$ 1,734.06	\$ 46.24
12	\$ 1,561.42	\$ 41.64	\$ 1,667.70	\$ 44.47	\$ 1,773.97	\$ 47.31
14	\$ 1,640.78	\$ 43.75	\$ 1,749.17	\$ 46.64	\$ 1,857.47	\$ 49.53

2.02 Future Increases

Effective the first pay period beginning on or after April 22, 2025 the following wage scale will go into effect.

Increase 1%

Wage Group	Level 1 weekly	Level 1 hourly	Level 2 weekly	Level 2 hourly	Level 3 weekly	Level 3 hourly
1	\$ 1,237.83	\$ 33.01	\$ 1,318.20	\$ 35.15	\$ 1,398.60	\$ 37.30
2	\$ 1,243.75	\$ 33.17	\$ 1,324.66	\$ 35.32	\$ 1,405.56	\$ 37.48
3	\$ 1,250.47	\$ 33.35	\$ 1,331.98	\$ 35.52	\$ 1,413.48	\$ 37.69
4	\$ 1,260.24	\$ 33.61	\$ 1,342.59	\$ 35.80	\$ 1,424.96	\$ 38.00
5	\$ 1,285.72	\$ 34.29	\$ 1,370.33	\$ 36.54	\$ 1,454.95	\$ 38.80
6	\$ 1,307.92	\$ 34.88	\$ 1,394.49	\$ 37.19	\$ 1,481.07	\$ 39.50
7	\$ 1,331.99	\$ 35.52	\$ 1,420.68	\$ 37.88	\$ 1,509.40	\$ 40.25
8	\$ 1,357.14	\$ 36.19	\$ 1,448.07	\$ 38.62	\$ 1,539.01	\$ 41.04
9	\$ 1,382.91	\$ 36.88	\$ 1,476.08	\$ 39.36	\$ 1,569.29	\$ 41.85
10	\$ 1,531.16	\$ 40.83	\$ 1,634.42	\$ 43.58	\$ 1,737.72	\$ 46.34
11	\$ 1,540.84	\$ 41.09	\$ 1,646.11	\$ 43.90	\$ 1,751.40	\$ 46.70
12	\$ 1,577.03	\$ 42.05	\$ 1,684.38	\$ 44.92	\$ 1,791.71	\$ 47.78
14	\$ 1,657.19	\$ 44.19	\$ 1,766.66	\$ 47.11	\$ 1,876.05	\$ 50.03

2.03 Future Increases

Effective the first pay period beginning on or after April 22, 2026, the following wage scale will go into effect.

Increase 2 %

Wage Group	Level 1 weekly	Level 1 hourly	Level 2 weekly	Level 2 hourly	Level 3 weekly	Level 3 hourly
1	\$ 1,262.58	\$ 33.67	\$ 1,318.20	\$ 35.15	\$ 1,426.57	\$ 38.04
2	\$ 1,268.63	\$ 33.83	\$ 1,351.16	\$ 36.03	\$ 1,433.67	\$ 38.23
3	\$ 1,275.48	\$ 34.01	\$ 1,358.62	\$ 36.23	\$ 1,441.75	\$ 38.45
4	\$ 1,285.45	\$ 34.28	\$ 1,369.44	\$ 36.52	\$ 1,453.46	\$ 38.76
5	\$ 1,311.43	\$ 34.97	\$ 1,397.74	\$ 37.27	\$ 1,484.05	\$ 39.57
6	\$ 1,334.08	\$ 35.58	\$ 1,422.38	\$ 37.93	\$ 1,510.69	\$ 40.29
7	\$ 1,358.63	\$ 36.23	\$ 1,449.09	\$ 38.64	\$ 1,539.59	\$ 41.06
8	\$ 1,384.29	\$ 36.91	\$ 1,477.03	\$ 39.39	\$ 1,569.79	\$ 41.86
9	\$ 1,410.57	\$ 37.62	\$ 1,505.60	\$ 40.15	\$ 1,600.67	\$ 42.68
10	\$ 1,561.78	\$ 41.65	\$ 1,667.11	\$ 44.46	\$ 1,772.48	\$ 47.27
11	\$ 1,571.66	\$ 41.91	\$ 1,679.03	\$ 44.77	\$ 1,786.43	\$ 47.64
12	\$ 1,608.57	\$ 42.90	\$ 1,718.06	\$ 45.82	\$ 1,827.55	\$ 48.73
14	\$ 1,690.33	\$ 45.08	\$ 1,801.99	\$ 48.05	\$ 1,913.57	\$ 51.03

3. Application of Salary Rates

3.01 The salary of a probationary employee hired after the date of ratification shall be increased from the entry level rate to the next higher rate from the first day of the work week following completion of nine (9) months of work and to the next succeeding level following completion of the next succeeding nine (9) months of work. Under unique circumstances, when the Company cannot attract sufficient qualified candidates, employees may be started at a level higher than the entry level, in which case they will progress to the next higher rate every nine (9) months of work thereafter.

3.02 Methods Group 1020

To facilitate training and development in the Methods Group the Company has the right to recruit academically qualified candidates into the Group 1020 classification based on the following progression plan:

1. Months 1 – 6 paid at a salary rate of 75% of the group 10, Level 3 rate.
2. Months 7 – 18 paid at a salary rate of 80% of the group 10, Level 3 rate. Progression to the Group 10, Level 3 – salary rate is dependent on:
 1. Completion of 18 months on the job experience;
 2. Successful fulfillment of all requirements of identified Methods training plan.

Where an employee has failed to fulfill the requirements of the plan at the completion of 18 months, they will remain on the lower salary rate until they either fulfill the requirements or they are removed from the position. Upon attaining the Level 3 salary rate the employee will be credited with seniority dating from the first day in the group 1020 classification.

3.03 An employee with seniority who is upgraded or who is promoted to a higher classification will be paid the next highest rate in such Salary Group above their current rate. They shall have their salary increased thereafter in accordance with 3.01 above.

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.

3.05 An additional \$5.00 per week premium will be added to technical group classification 10 and 12 for the life of this agreement.

4. Revisions and New Classifications

The Company and Union agree that existing job classifications shall continue for the life of the Agreement, however, when there has been a substantial change in the work assignment of an existing classification or when new work is introduced the Company may either:

- (a) Assign it to an existing classification, or
- (b) Revise an existing job description, or
- (c) Introduce a new classification under a new title and job description and rate it for inclusion in a salary group.

The title, description and rating shall be submitted to the Local and thereafter, the Company may

classify or continue to classify employees there under. The Union may present Written Notice of Disagreement within fifteen (15) days of such a submission. 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 Allowance

5.01 In addition to the wage rates set out in the hourly wage rate schedules, any increase or decrease in the Cost of Living Allowance will be calculated on the basis of one (1) cent per hour for each full 0.05935 three month average change in the Consumer Price Index (2002 = 100) as published by Statistics Canada.

5.02 The base point for future adjustments shall be 133.15780.

5.03 Effective as of the first pay period beginning on or after Date of Ratification, the current one dollar and twenty cents (\$1.20) per hour Cost of Living Allowance paid as of June 22, 2021 will be incorporated (folded) into the wage rate schedule.

5.04 Future quarterly adjustments in the Cost of Living Allowance, beginning with June 2024 will be effective as of the first pay period following the release of the last C.P.I. figure, providing the release date falls on a Friday. If a C.P.I release date falls on a Monday, Tuesday, Wednesday or Thursday, that quarterly adjustment in the COLA will be effective for the pay period which commenced on the previous Saturday.

Adjustment	Month of Adjustment	Based on CPI for Months at:
First	June/24	Mar., Apr., May, 2024
Second	Sept./24	June, July, Aug.,2024
Third	Dec./24	Sept., Oct., Nov., 2024
Fourth	Mar/25	Dec., 2024, Jan., Feb., 2025
Fifth	June/25	Mar., Apr., May, 2025
Sixth	Sept./25	June, July, Aug.,2025
Seventh	Dec./25	Sept., Oct., Nov., 2025
Eighth	Mar./26	Dec., 2025, Jan., Feb., 2026
Ninth	June/26	Mar., Apr., May, 2026
Tenth	Sept./26	June, July, Aug.,2026
Eleventh	Dec./26	Sept., Oct., Nov., 2026
Twelfth	Mar./27	Dec., 2026, Jan., Feb., 2027

5.05 The amount of any allowance paid as Cost of Living will not be incorporated into the basic wage rates, but shall be included in computing overtime, statutory holidays and vacation pay.

5.06 In the event that Statistics Canada ceases to publish the monthly Consumer Price Index and/or initiates any change that will affect the foregoing method of computing the Cost of Living Allowance, such change will be subject of discussion by the parties prior to amending the above terms of reference.

5.07 The amount of Cost of Living Allowance (COLA) effective for any period shall be in accordance with the following table:

Three Month Average Statistics Canada Consumer Price Index (2002 = 100)		Cost of Living Allowance Cents per Hour
133.15780	133.21622	0.00
133.21715	133.27556	0.01
133.27650	133.33490	0.02
133.33585	133.39424	0.03
133.39520	133.45358	0.04
133.45455	133.51292	0.05
133.51390	133.57226	0.06
133.57325	133.63160	0.07
133.63260	133.69094	0.08
133.69195	133.75028	0.09
133.75130	133.80962	0.10
133.81065	133.86896	0.11
133.87000	133.92830	0.12
133.92935	133.98764	0.13
133.98870	134.04698	0.14
134.04805	134.10632	0.15
134.10740	134.16566	0.16
134.16675	134.22500	0.17
134.22610	134.28434	0.18
134.28545	134.34368	0.19
134.34480	134.40302	0.20
134.40415	134.46236	0.21
134.46350	134.52170	0.22
and so on for each 0.05935 change in C.P.I		

* Specific starting amount applicable for **2024 – 2027** agreement only

5.08 No adjustments, retroactive or otherwise, shall be made because of any revision which may be made in the published figures of the Statistics Canada Consumer Price Index.

6. Lead Premium

Employees will receive a Lead Premium of \$50 per week above their regular weekly rate for the following work assignments:

- (a) When the Company identifies the need to appoint a Group 12 as a lead for a group or project team. The Lead will be required to lead and assist a group of employees and may distribute work assignments and provide work status if required.
- (b) When a Group 12 employee is identified as a Power-user or Super-user and are engaged in training other employees on IFS or CATIA.

To be eligible for such appointment an individual must have demonstrated ability and performance in the required areas. If an existing lead is removed or cannot fulfill lead responsibilities due to absence, the Company may appoint another lead if it chooses.

It is understood that an individual has the right to refuse further involvement at which time the Company may appoint another lead if it chooses.

The Company will give two weeks notice in writing when the individual is required to revert back to their prior status without the premium. It is understood that this notice period will not apply to temporary leads.

**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 (1.5) except that no extra payment will be made for any occasional overtime performed which does not exceed fifteen (15) minutes in any one day.

1.02 Any work performed on a Saturday shall be paid for at time and one half (1.5).

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 cooperate with the Company in providing sufficient qualified workers to perform such work. Overtime will be distributed among employees normally performing the work and the Company will make every effort to distribute such overtime on an equal basis. A list of overtime worked will be posted and maintained in the department or area respecting each overtime work group. The Union may make representations to the Management as to continuing distribution of overtime work which, in the opinion of the Union, may be unfair. The Company will supply a list of all overtime worked by each employee to the Chairperson of the Bargaining Committee no later than the end of the first week of each month, covering the overtime hours worked in the prior month.

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 (1.5) 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. Company Holidays

2.01 All employees covered by this Agreement, including probationary employees and employees working on a Company authorized medical work hardening program, shall be paid their regular wages at straight time less legal and statutory deductions for the following Company Holidays (“regular wages” herein shall include permanent off-shift premium): providing that the employee is not absent without permission from work either on the workday immediately preceding or the workday immediately following the holiday.

2.02 Company holidays will observe nine (9) statutory holidays and four (4) floater days. Three (3) floater days will be observed during the winter break, the additional floater will be observed on December 24th if it falls on a Monday through Friday. If December 24th falls on a Saturday or Sunday the date the floater will be observed, on the first working day before December 24th.

2024		
Stat – Victoria Day Monday May 20, 2024	Stat – Canada Day* Monday July 2, 2024	Stat – Labour Day Monday September 2, 2024
Stat – Thanksgiving Day Monday October 14, 2024	Floater #1 Tuesday December 24, 2024	Stat – Christmas Day Wednesday December 25, 2024
Stat – Boxing Day Thursday December 26, 2024	Floater #2 Friday December 27, 2024	Floater #3 Monday December 30, 2024
Floater #4 Tuesday December 31, 2024		

2025		
Stat – New Year’s Day Wednesday January 1, 2025	Stat – Family Day Monday February 17, 2025	Stat – Good Friday Friday April 18, 2025
Stat – Victoria Day Monday May 19, 2025	Stat – Canada Day Tuesday July 1, 2025	Stat – Labour Day Monday September 1a, 2025
Stat – Thanksgiving Day Monday October 13, 2025	Floater #1 Wednesday December 24, 2025	Stat – Christmas Day Thursday December 25, 2025
Stat – Boxing Day Friday December 26, 2025	Floater #2 Monday December 29, 2025	Floater #3 Tuesday December 30, 2025
Floater #4 Wednesday December 31, 2025		

2026		
Stat – New Year’s Day Thursday January 1, 2026	Stat – Family Day Monday February 16, 2026	Stat – Good Friday Friday April 3, 2026
Stat – Victoria Day Monday May 18, 2026	Stat – Canada Day Wednesday July 1, 2026	Stat – Labour Day Monday September 7, 2026
Stat – Thanksgiving Day Monday October 12, 2026	Floater #1 Thursday December 24, 2026	Stat – Christmas Day Friday December 25, 2026
Stat – Boxing Day Monday December 28, 2026	Floater #2 Tuesday December 29, 2026	Floater #3 Wednesday December 30, 2026
Floater #4 Thursday December 31, 2026		

2027		
Stat – New Year’s Day Friday January 1, 2027	Stat – Family Day Monday February 15, 2027	Stat – Good Friday Friday March 26, 2027

2.03(a) 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 workday before or the workday after the holiday, but absence on both days will disqualify the employee. It is understood that if an employee commences a Leave of Absence during the week prior to and the week after a

Company holiday, the qualifying days referred to above will be their regularly scheduled work day prior to and their regularly scheduled work day after the absence.

2.03(b) An employee who is absent before, after, or on either side of a Company holiday while on scheduled vacation will be paid for such Company holiday.

2.04 When an employee returns to work the day following a holiday, and has been drawing Sickness and Accident Benefits, they will receive the difference between the Sickness and Accident Benefit, on a seven (7) day week basis, and their regular day's pay for that holiday.

2.05 Holidays falling on a Saturday or Sunday will be observed on the following Monday. Holidays falling on a Saturday and Sunday will be observed on the following Monday and Tuesday.

2.06 Such employees as may be required to work on any of the holidays enumerated above shall be remunerated at double (2) time in addition to the compensation provided in Clause 2.01 above.

2.07 Each of the above holidays shall be observed on the day on which it falls unless otherwise declared by the Government of Canada or the Province of Ontario or as covered in Clause 2.04 above.

3. Annual Vacations with Pay

3.01 Vacations are not cumulative and must be taken prior to the end of the vacation year except that an employee who is unable to use their full annual vacation entitlement due to illness or disability shall be required to take any unused vacation from the previous vacation year immediately upon their return to work.

For the purpose of this Article the vacation year shall be from June 1st of one year until May 31st of the following year.

3.02 Employees who on June 1st of the year 1982 and of each succeeding year that this Agreement remains in effect have been on the Company's payroll prior to such date, will be entitled to a vacation with pay as follows:

3.03 For those employees with less than three (3) months service, pay equivalent to four (4) percent of their earnings received from the Company during the previous year of June 1st to May 31st.

3.04 For those employees with more than three (3) months and less than one (1) year service, two (2) weeks' vacation with pay equivalent to 4% percent of their earnings received during the previous year of June 1st to May 31st.

3.05 Employees with one (1) full year of service but less than four (4) years' service, a vacation of two (2) weeks with pay.

3.06 For those employees with more than four (4) full years of service and less than ten (10)

years, three (3) weeks' vacation with pay.

3.07 For those employees with more than ten (10) full years of service and less than twenty (20) years, four (4) weeks' vacation with pay.

3.08 For those employees with more than twenty (20) full years of service, five (5) weeks' vacation with pay. Service as used in this Schedule "C" shall mean service for Vacation calculation purposes only.

3.09 Employees who have been on "Leave" from the Company during the vacation year will have such periods of leave deducted from their vacation pay on a pro-rata basis, however this section will not apply if such leave is due to:

- (a) compensable injury due to occupational accident, or
- (b) illness or accident for which "Sickness and Accident" benefits are paid or
- (c) approved maternity leave under Article 13.07, and provided that in neither case shall the period exceed fifty-two (52) weeks.

3.10 An employee whose service with the Company terminates prior to May 31st of any year will receive pay equal to one twelfth (1/12) of their entitlement as outlined in 3.02, 3.05, 3.06, 3.07 and 3.08 above for each month of service since June 1st of the previous year.

3.11 Vacation pay will be computed on salary in effect on date of taking vacation.

3.12 Any period worked in excess of ten (10) working days in a calendar month will be credited as one (1) month. If an employee works ten or fewer days in a calendar month, their credit will be based on the number of days worked prorated over twenty (20) days.

3.13 "Service" as designated above shall mean the total of the periods of time during which the employee has drawn pay from the Company, save and 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 prior service at the date of signing this Agreement shall not lose such service time accrued.

3.14 "Earnings" as designated above, shall mean the total amount of wages, overtime payments or cost of living paid by the Company in respect of continuous service during the calendar year ending May 31st.

3.15 All deductions normally made from an employee's pay shall be deducted from the employee's vacation pay.

4. Jury Duty

4.01 Employees required to serve Jury Duty shall be paid their basic day rate for each day they serve on Jury Duty.

4.02 An employee absent from work in order to serve as a witness in compliance with a

subpoena in a federal or provincial court of law in the province in which they are working or residing, shall be paid the difference between their normal day's wages and the amount they receive as a witness. An employee is not entitled to pay under this provision in circumstances where the employee:

- (a) is called as a witness against the Company or its interests; or
- (b) is called as a witness on their own behalf in an action in which they are a party; or
- (c) voluntarily seeks to testify as a witness; or
- (d) is a witness in a case arising from or related to their outside business activities.

5. Rest Period

A rest period of ten (10) minutes will be provided at a time set by the Company and the Union as is mutually agreed.

6. Wash-up Period

Deleted June 23, 2015.

7. Bereavement Pay

Pay at regular day rate, not to exceed five (5) days will be paid to an employee who loses either a spouse, mother, father, sister, brother or child. Pay, at regular day rate, not to exceed four (4) days will be paid to an employee who loses either step-son, step-daughter, grandmother, grandfather, mother-in-law, father-in-law, and including step-parents of the employee ~~or~~ of their spouse. Payment is made to the extent of the time lost. (Excluding Saturdays and Sundays) The Company agrees to provide a copy of the Bereavement application form to Local 673. If such death occurs immediately before or during the Christmas Company holidays such that any of the four (4) or five (5) day period, as appropriate, falls on one or more of those Holidays, the employee will be permitted to have days off with pay during the first working days following the Company Holiday period equivalent to the number of bereavement days which overlapped with the Holidays.

8. Hospitalization – Ontario Health Insurance Commission Plan

The Hospitalization Benefits provided in this Agreement were amended effective January 1, 1976. (See Hospitalization and Health Program Booklet.)

9. Dental Plan

Dental services will be reimbursed based on the current year Ontario Dental Association Fee Guide for General Practitioners.

10. Group Insurance

The Group Insurance Benefits shall be as set forth in the Group Insurance Booklet and shall remain in effect during the life of this Agreement. Benefits for retired employees shall be as set forth in the Group Insurance Booklet.

11. Supplementary Unemployment Benefit Plan

The Supplementary Unemployment Benefit Plan has been modified effective November 1st, 1972 and will remain in effect for the duration of this Agreement.

12. Non-Contributory Pension Plan

The benefits and conditions governing the benefits will be as set forth in the Pension Plan Booklet.

13. Shift Premium

13.01 Employees who are required to work on shifts other than the regular day shift, will receive a premium of one dollar and fifty cents (\$1.50) per hour for the afternoon shift (3rd shift) and one dollar and fifty cents (\$1.50) per hour for the night shift (1st shift) in addition to their regular salary rate.

13.02 For the purpose of payment of an off-shift premium a shift which commences between the hours of 12 noon and 8:59 p.m. will be regarded as an afternoon shift. Any shift commencing between the hours of 9:00 p.m. and 5:59 a.m. will be regarded as a night shift.

When an employee is required to report for work ahead of their normal shift starting time in order to do overtime work, this shall not be regarded as a change in the commencement time of their shift.

14. Flight Pay

Any employee in the Bargaining Unit shall receive a bonus for all time spent in flying required in the performance of their duties at the rate of five dollars (\$5.00) per hour.

Flight time shall be computed from the time of take-off to the time of landing.

Bonus shall not be payable for ferry or other flights.

During bonus flights the Company will provide life insurance coverage in the amount of one hundred thousand dollars (\$100,000.00) per employee.

15. Call In Allowance

Any employee who has completed their shift and having clocked out, is then asked to work extra time, shall receive a minimum of four (4) hours pay at the appropriate rates for such additional work.

16. 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. Such paid sick leave will not apply to any day or days when WSIB or Weekly Indemnity is claimable.

17. Out-of-Town Assignments

17.01 Employees required to work at locations other than the 5800 Explorer Drive, Mississauga, which necessitates their living away from home, shall be subject to the following conditions.

17.02 Method, travel and route shall be determined by the Company.

17.03 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 compensated to the value of the Company's selected transportation provided they report for work at the designated location at the time specified by the Company.

17.04 Travel by means of personal automobile, either with or without passengers, will be the responsibility of the automobile owner.

17.05 Travelling time to location and return will be paid at regular hourly 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 is determined by the Company.

17.06 Employees will be paid at their regular weekly rates for the standard hours of work each week, less any deductible time lost. In addition, the Company will pay twenty-five (25) cents premium per hour for each regular or overtime hour worked on such location (subject only to mandatory deductions). Authorized over-time of shift work will be paid in accordance with the provisions of the Collective Agreement.

17.07 Work on location where food and lodging is supplied will warrant in addition to the hourly premium, an allowance of three (3) dollars per day for each full day of twenty-four (24) hours on the location.

17.08 In the case of work parties at locations where food and lodging are not supplied:

- (a) Actual expenses under arrangements approved in advance by the Company shall be payable for trips of less than twenty-eight (28) calendar days to major urban centres;
- (b) For work parties of longer duration, or if the employee elects to receive expenses under this provision for trips of shorter duration as an alternative to (a) hereof, a per diem allowance of twenty-two dollars (\$22.00) shall be payable to cover all of the employee's expenses at the work location.

17.09 An employee on a work party anywhere on the continent of North America will be afforded an opportunity to return home once each six (6) months for a reasonable period of time. Such time shall not be a paid vacation but rather a period in which they are afforded an opportunity to take a vacation to which they are otherwise entitled, or to take a leave of absence without pay or to work in the facility.

17.10 All conditions relating to work performed by employees outside the limits of Continental North America will be discussed with the parties concerned before such job assignment is initiated.

18. Paid 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. One (1) of the three (3) cents will be directed to Aerospace PEL. 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 Region UNIFOR 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 such 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 paid leave of absence will continue to accrue seniority and benefits during such leave.

19. Special Voluntary Retirement Allowance

19.01 The Company will offer a Special Voluntary Retirement Allowance ("Allowance") for those employees in job classifications which are affected by a job amalgamation or who are in a job classifications scheduled to be laid off due to technological change either of which takes place during the term of the 2003- Agreement. The Allowance will be paid to such employees who, within three (3) months of the amalgamation or technological change, retire with ten (10) years or more of Credited Service under the terms of the Local 673 Non-Contributory Pension Plan.

The amount of the allowance for an employee will be one (1) week's wages at their regular hourly rate (excluding COLA) for each completed year of their credited service under the Pension Plan and will be payable in a lump sum within thirty (30) days of the effective date of retirement.

Further, in these specific circumstances, if such employee is between 60 and 62 years of age at the time of such retirement and has at least ten (10) years of credited service, their pension shall be without actuarial reduction.

19.02 Employees with ten (10) years or more of Credited Service who are scheduled to retire under the Pension Plan on July 1, 1994, who are currently in job classifications which are affected by a job amalgamation agreed to in this Memorandum of Settlement, will be paid the Special Voluntary Retirement Allowance.

****This Schedule shall apply during the life of the 2018-2021 Collective Agreement**

20. WSIB Advances

If an employee applies for Worker's Compensation Benefits and has not yet received such benefits, the Company will directly advance them monies, equivalent to the EI maximum benefits, provided the employee files medical proof of disability, including medical reports submitted to the Board, and signs the required form. Such form will acknowledge their commitment to repay the monies advanced from WSIB benefits subsequently received or, if such benefits are denied or are insufficient, from wages or other benefits to which they may be entitled. The employee shall also authorize the Company to deduct such amounts due it from WSIB lost-time benefits or wages payable to the employee, including vacation, termination or severance pay, and retain those amounts to the extent required to repay all monies advanced. Repayment schedules from weekly wages shall be established at a rate of \$250 per week but not exceeding 30% of wages.

21. Restructuring

If between November 1, 2002 and June 22, 2006, the Company decides it will no longer have certain work performed at 5800 Explorer Drive, Mississauga or by bargaining unit employees but rather decides to have that work performed by subcontract, sale or transfer to another Company or another De Havilland Aircraft of Canada Limited facility and thereby causes the permanent layoff of any employees in the bargaining unit, the following special provisions shall be operative. The layoffs of employees from the immediately impacted classifications and of employees in related classifications who are subject to identified layoffs as a direct result thereof are referred to hereafter as "restructuring layoffs".

21.01. The Union will be given notice of the date the work will cease to be performed at 5800 Explorer Drive, Mississauga. The length of notice will vary with the number of employees scheduled to be permanently laid off by the restructuring decision as follows:

Less than 10 employees	– two (2) weeks' notice
10 to 25 employees	– four (4) weeks' notice
26 to 49 employees	– six (6) weeks' notice
50 or more employees	– eight (8) weeks' notice

An affected employee will be given specific notice of their layoff date.

21.02. The parties will meet immediately after such notice to discuss the cessation of work and its impact on the employees.

21.03. Employees who are in the classifications which are scheduled for restructuring layoff who are:

- (a) Age 55 with 30 years of credited service under the Pension Plan,
- (b) Age 62 with 10 years of credited service under the Pension Plan,
- (c) Age 55 with 10 years of credited service under the Pension Plan
(Special Early Retirement)

may elect to retire under the Pension Plan within thirty (30) days of the announcement of the restructuring event and, upon retirement, will receive a lump sum payment outside of the Plan of

\$60,000. This lump sum payment shall be referred to as the “retirement package”.

21.04. Employees who are in classifications which are the subject of bumping by employees who were in the classifications scheduled for restructuring layoff who meet the criteria set out in Article 3 and LOU # 8, may also elect to retire under the Pension Plan within thirty (30) days of the permanent layoff under this Article and, upon retirement, will receive the same retirement package.

21.05. If there are more volunteers for early retirement under section **21.03.** and **21.04.** than the net of the number of jobs in those classifications to be laid off by restructuring less the number of vacant jobs in the bargaining unit, only that lower number will be eligible for the retirement package and priority will be given to the volunteers on the basis of seniority.

21.06. The Company agrees to consent to the Special Early Retirement under **Article IV**, Section 3(B) of the Pension Plan for any employee who does not qualify under Section **21.03.** (a) or (b) above.

21.07. Employees in the classifications which are scheduled for restructuring layoff and employees who are in classifications which are the subject of bumping by employees who were in the classifications scheduled for restructuring layoff who are not covered by paragraph **21.03.** (a), (b), or (c) above and who are to be laid off or bumped may, after exhausting all their seniority rights to remain in an available job in the bargaining unit, elect to forfeit their SUB and recall rights and resign their employment. In such event, the employee will be entitled to a special severance package. The amount of the severance payment will be determined according to the following scale:

- 1 week’s wages for each completed year of service for employees with less than five (5) years of service;
- 1.5 weeks’ wages for each completed year of service for employees with less than ten (10) years of service;
- 1.75 weeks’ wages for each completed year of service for employees with less than fifteen (15) years of service;
- 2.0 weeks’ wages for each completed year of service for employees with less than twenty (20) years of service;
- 2.25 weeks’ wages for each completed year of service for employees with twenty (20) or more full years of service, to a maximum of fifty-two (52) weeks’ pay.

The severance will be payable in a lump sum within thirty (30) days of such election. The week’s wages will be calculated at their regular hourly rate (excluding COLA) for a regular non-overtime workweek. Such severance payment is inclusive of any Employment Standards Act entitlements the employee may have had. Service, for these purposes shall be the greater of credited service under the Pension Plan or Company service as used to determine vacation pay entitlement. Severance entitlement will be prorated to the nearest tenth for each tenth of a year of service. Employees who were eligible to elect a retirement package under paragraph 3 or 4 above are not entitled to severance pay. Employees entitled to severance packages hereunder may retain their recall rights for up to one (1) year without SUB rights, in which case, entitlement to the severance will not arise until the date the recall rights are forfeited. If such employee is recalled during that time, they shall either accept the recall and forfeit the severance package entitlement or refuse the recall, accept the severance package entitlement immediately, forfeit their recall rights and resign

their employment.

21.08.The maximum number of retirement packages and severance packages available shall be the net of the number of jobs in the classification to be laid off by restructuring less the number of vacant jobs in the bargaining unit.

21.09 The Company will contribute up to \$800 for each employee who takes a severance package under paragraph 7 to a Community College for a course(s) taken within one (1) year of severance.

21.10 The Company will pay each employee who takes a severance package under paragraph 7 the sum of five hundred dollars (\$500) to cover the purchase of benefit coverage after severance.

21.11 An employee who is laid off by the decision will be provided up to twenty (20) working days training if they possesses the minimum skills necessary and such training will enable them to qualify for movement to a vacant job for which the Company would otherwise need to hire. In this event, such employee shall be given preferential consideration for such vacant job.

****This Schedule shall apply during the life of the 2024-2027 Collective Agreement.**

22 Probationary Employees

Probationary employees hired after June 22, 2006 shall not be entitled to or covered by the benefits referred to in Sections 4, 7, 8, 9, 10, 11, 12, 17, 20, 21 and 22 of this Schedule "C". Upon completion of the six (6) month probationary period, such employee's credited service for the purposes of the pension plan shall be calculated using service from the date of commencement of their present employment with the Company.

23. Service Date

It is understood between the parties that any reference to service date on the Seniority List is for the purpose of calculating seniority and is no way connected with the calculation of vacation entitlement.

SCHEDULE “D” A GLOSSARY OF WORDS AND PHRASES

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

Ability

A sufficiency of skill or competence to satisfactorily perform the work required of a job.

Base hourly rate

In the description of the SUB Plan, this term means your highest straight-time hourly rate during the week that a SUB Plan benefit is payable to you. The rate will include applicable cost-of-living allowances but exclude all other premiums or bonuses.

In the description of the Separation Payment Plan, and the Automatic Short Week Benefit Plan, this term means your straight-time hourly rate on your last day of work in the Bargaining Unit. If you had a higher rate for a regular classification in the last 13 consecutive pay periods, you can claim this rate. In either case, the rate will include applicable cost-of-living allowances but excludes all other premiums or bonuses.

Demote

To change an employee’s Job Classification and salary rate to another Job Classification drawing a lower salary because of work shortage or because of inability to perform the duties of the higher classification.

Discharge

To release an employee for cause and with loss of all employment rights.

Emergency

A condition that is unforeseen and/or is beyond the control of the Company that required immediate action and where there is not 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.

Executive Board

Local 673 President, Vice Presidents, Financial Secretary, Recording Secretary, Trustees three (3), Sgt.-at-Arms and Guide. Workers of Colour, Women’s Advocate.

Experimenting

In the event that it is necessary to do experimenting, the area Union Representative shall be notified and a member of the Bargaining Unit in the classification affected will be present during the period of experimentation and may be called upon to assist in the experimentation.

Grievance

A complaint arising from the interpretation, application, administration or claimed violation of the Agreement for which redress is asked.

Layoff

Termination of employee's work due to work curtailment and under which the employee enjoys certain rights of recall to work.

Persistent Lateness or Absenteeism

To go on being late or absent after being warned to desist from the practice.

Probationary Employee

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.

Promote

To elevate an employee to a classification which requires the exercise of greater talent or knowledge and which commands a higher salary rate.

Reprimand

A caution or other disciplinary action that goes on the employee's record.

Section Head

One who directs the work efforts and instructs a group of employees; who possesses authority to exercise disciplinary action and who can effectively recommend hiring and firing.

Supervisor

A position above that of Section Head created because of additional responsibility and/or the requirement of wide technical knowledge.

Surplus Employee

An employee who remains in the work force but is removed from their job classification due to a work reduction and applies their seniority to another job classification.

Suspend

Temporary termination of an employee's work as a disciplinary measure.

Transfer

To change an employee from work area to another work area or to change an employee from one Job Classification to another Job Classification without change in salary rate.

Vacancy

A vacancy is a job to which no employee has recall rights.

**SCHEDULE “E”
OFFICE JOB DESCRIPTIONS
INDEX**

CODE	CLASSIFICATIONS	FLOW
210	General Duty Clerk	ALL
315	Clerk – Typist – Senior	ALL
317	Operator Telephone	ALL
450	Secretary I	ALL
465	General Duty Clerk (326, 461)	ALL
518	Clerk – Communications	7
520	Clerk – Technical Publications Data	9
526	Clerk – Field Service	13
535	Methods Clerk II (504)	2
602	Clerk – Logbook Control	4
604	Clerk I – Cost	5
605	Clerk I – Accounts	5
609	Clerk – Packaging Methods	3
615	Printer I – Loft Template	16
616	Procurement Liaison Clerk	10
620	Compiler – Capital Inventory	20
650	Clerk – Engineering – Administrative	2
692	Clerk – Publications	9
712	Clerk – Pricing	19
716	Analyst – Spares Admin. Data	3
717	Technical Writer II	8
718	Technical Illustrator II	8
719	Clerk I – Payroll	5
720	Analyst – Forecast & Performance I	5
725	Coordinator – Micrographics	7
726	Coordinator – Printing Services	9
729	Coordinator – Logistics Liaison	3
730	Librarian	14
732	Clerk – Configuration Control	4
735	Methods Clerk II (710, 728)	2
736	Work & Material Planner II (503, 601, 611, 613, 625, 631, 705, 715)	1
741	Operator Data Collection Technical Support	12
743	Traffic Clerk	3
805	Clerk – Accounting – Senior	5
806	Cost Administrator	5
814	Clerk – Payroll – Senior	5
816	Coordinator – Publications Printing	9
818	Tool Designer II	15
819	Coordinator – Exhibitions	17
821	Programmer Numerical Control Machine II	15

835	Methods Clerk – Senior (802, 812, 817, 820).....	2
900	Material Logistics Agent.....	1
901	Technician – Logbook – Senior.....	4
903	Pressman – Offset.....	9
912	Quality Assurance Technician I.....	4
915	Estimator – Pricing & Forecasts I.....	19
917	Estimator II – Pricing.....	19
939	Coordinator – Resource Centre.....	14
940	Computer Operator & Scheduler.....	11
941	Senior Operator Data Collection Technical Support.....	12
944	Customer Service Representative.....	3
945	Warranty Analyst.....	3
1002	Writer – Production Process Standards I.....	25
1004	Analyst – Spares Pricing.....	19
1005	Programmer Numerical Control Machine I.....	22
1006	Quality Assurance Technician Jr.....	21
1007	Technical Writer I.....	8
1008	Technical Illustrator I.....	8
1009	Tool Designer I.....	23
1010	Illustrator – Technical – Production Engineering I.....	26
1012	Aircraft Maintenance Technician – Quality Assurance.....	4
1016	Technician – Laboratory – Chemical and Metallurgical.....	6
1017	Senior Cost Administrator.....	5
1019	Illustrator – Silk Screen.....	18
1020	Methods Analyst I (1001, 1006, 1013).....	22
1025	Technician I – Marketing Presentations.....	17
1035	Clerk – Financial Accounting – Senior.....	5
1036	Work & Material Planner I (813, 902, 936, 1011,1016, 1018, 1211).....	1
1038	Spares Technical & Inventory Analyst.....	1
1202	Writer – Production Process Standards – Senior.....	1
1205	Digital/Imaging Specialist.....	17
1206	Quality Assurance Technician – Senior.....	21
1207	Technical Writer – Senior.....	8
1208	Technical Illustrator – Senior.....	8
1210	Tool Designer – Senior.....	23
1213	Estimator – Pricing & Forecasts – Senior.....	24
1215	Estimator – Engineering.....	24
1218	Illustrator – Technical – Production Engineering – Senior.....	26
1220	Methods Analyst Senior (1201, 1203, 1209, 1216, 1217).....	22
1236	Material Logistics Agent – Senior.....	1
1237	Quality Logbook Technician III.....	4
1238	Senior Spares Technical & Inventory Analyst.....	3
1239	Senior Spares Analyst.....	3
1240	Maintenance Technologist.....	20

1245	Senior Warranty Analyst.....	3
1250	Supplier Technical Validation Analyst.....	8
1251	Supplier Publishing Validation Analyst.....	8
1252	Supplier Illustration Validation Analyst.....	9
1255	Laboratory Technician – Senior.....	6
1260	Aftermarket Material Services Specialist	3
1406	Quality Assurance Technician Lead	21
1410	Tool Designer	23
1420	Methods Analyst – Lead	22
1436	Material Logistics Senior – Lead.....	1

Note: Job classifications listed above in brackets are amalgamations.

1. Amalgamations, Reclassifications and Upgrades

The following will apply in conjunction with **an** amalgamation, reclassification **or** upgrade proposals:

(1) Training

All affected employees will be trained to meet the requirements of their jobs.

(2) Recall Rights

Recall rights are extended to any combined group or reclassified job for which you previously had recall rights to one or more of the former classifications. Senior people on layoff with recall rights to a newly amalgamated job will remain on layoff and be recalled to available openings as required bringing their accumulated seniority to the group. Employees upgraded will retain recall rights to classifications at higher-grade levels.

(3) Bumping Rights

All employees will retain their existing bumping rights under the Collective Agreement. Bumping rights are extended to any combined group, reclassified job or upgraded jobs for which you previously had bumping rights to one or more of the former classifications, subject to Article 17.08 and 17.11. The following additional bumping rights may be exercised on a one-time basis.

Those employees reclassified to a lower salary group will retain bumping rights held prior to the reclassification.

Employees who had bumping rights to jobs which were reclassified to same or higher salary levels will retain those bumping rights held prior to the reclassifications.

(4) Salary Protection

All employees whose jobs are reclassified to a lower salary group will have their rate of pay protected as long as they stay in the job. The rate of pay (total of base salary and COLA) will not be reduced because of the reclassification. Once the rate of pay of the new salary group has caught up, those employees will receive the rate of pay for the new salary group.

OFFICE JOB DESCRIPTIONS

GENERAL DUTY CLERK

CODE 210

Job Requirement:

Previous office and keyboard experience necessary. Works under normal direction and supervision.

Normal Duties:

- (1) Operate various office machines, basic filing, faxing and photocopying.
- (2) Maintain and check simple records and schedules.
- (3) Run errands as required and performs miscellaneous office tasks.

Refer to previous job descriptions 201, 203, 205, and 208 for more detailed information.

Effective June 27, 2000

CLERK – TYPIST – SENIOR

CODE 315

Job Requirement:

Approved typing or business course followed by experience. Should accurately type at 60 words per minute. Works under limited instruction.

Normal Duties:

Duties are divided between straight typing of orders, statements, etc. and on the completion of clerical work which must be finalized by typing. May be required to assist others when time is available.

Effective February 13, 1963

OPERATOR TELEPHONE

CODE 317

Job Requirement:

A clear resonant voice, tact and a wide knowledge of the names, titles and responsibilities of executive and administrative members of the office and plant operations.

Normal Duties:

To handle incoming or outgoing local and long distance calls, and interplant or office calls, refer incoming calls to proper persons in response to general inquiries or designation of function only. Required to maintain records related to telephone usage.

Effective April 23, 1966

SECRETARY I

CODE 450

Job Requirement:

Fully qualified stenographer to supervisor or functional head level. Must take dictation at 80 words

per minute and accurately transcribe on the typewriter at 50 words per minute.

Requires the ability to set-up and operate word processing equipment and associated peripheral equipment, and type accurately at a keyboard speed of 50 w.p.m.

Works with minimum direction and supervision.

Normal Duties:

Handle work of a confidential nature. Edit and type letters making correct use of grammar, spelling, sentence structure and punctuation. Handle periodic routine duties of superior, arrange for and schedule appointments, maintain employee and other confidential records. In general, thorough knowledge of personnel and Company policies, relieve superior of as much routine as possible.

In addition to performing the listed duties of the Clerk Typist Senior, Code 315.

Prepares a variety of typed documentation using judgment concerning layout of text for composition, grammar, punctuation and spelling. Using full capabilities of Word Processing equipment, coding and storing data on magnetic diskettes, and its subsequent retrieval for amending, revision or future use.

Handles work of a confidential nature. Performs other related duties as assigned. Note: Non Bargaining Unit Employees may use the word processing equipment in the performance of non-bargaining unit work.

Effective March 14, 2003

GENERAL DUTY CLERK

CODE 465

Job Requirement:

Previous office experience required. Must have a thorough understanding of the functions of the department and its relationship with other departments. Should possess intermediate keyboard and computer skills. Ability to clearly communicate both verbally and in writing. Must be able to work with minimal direction and supervision.

Normal Duties:

Operate machines (faxes, scanners, camera, photocopiers, etc.) to sort, calculate, print or duplicate information.

Establish and maintain a filing system with cross-referencing pertaining to drawings, engineering orders, etc.

Compile requisitions for parts, routine shipping documents and reports, i.e. stores, bill of material, etc.

Required to prepare, issue, receive, post, consolidate, reconcile, maintain and verify records.

Required to maintain and update systems.

Required to perform routine office tasks in relation to applicable department (Customs, Payroll, Accounting, etc.) Refer to previous job descriptions for 209, 319, 326, 401 through 411, 413, 415, 419, 421 through 428, 430 through 438, 440, 442, 444, and 445 for more detailed information.

Effective March 14, 2003

CLERK – COMMUNICATIONS

CODE 518

Job Requirement:

Must have a grade 12 education or equivalent combined with a good knowledge of various Company communication systems, including but not limited to telephone networks, message centres, switching connections, facsimile and telex store and forward methods etc.; requires previous experience in department telephone system design, telephone moves, new installations and investigation of Company-wide system failures etc.; requires the ability to operate a computer terminal to extract pertinent information for various reports, as well as reconciliation and tracking of billing allocations, charges, etc.; must have the ability to communicate effectively with Department Managers as well as outside service and equipment suppliers, installers, etc.; must be capable of working with minimum supervision.

Normal Duties:

Works closely with facilities department, telephone installers etc., to co-ordinate departmental telephones moves and new installations; investigate and initiate immediate corrective action re: Company-wide communication system failures; maintain computerized communications files and determine and allocate telephone work charges; process all communication invoices within specified time limits and ensure charges are correct; determine and allocate departmental charges; maintain telephone equipment files by adding, deleting and changing pertinent information from all completed internal telephone work orders; match and verify internal work orders with Bell Telephone Work Sheets, etc., and reconcile with supplier regarding discrepancies to ensure all credits are received; determine charges of internal work orders and allocate to cost centres; maintain the Company's internal telephone directory and arrange for printing and distribution; assist in designing departmental software/hardware requirements and perform any other miscellaneous related duties and tasks as assigned.

Effective July 8, 1988

CLERK – TECHNICAL PUBLICATIONS DATA

CODE 520

Job Requirement:

Requires a grade 12 education or equivalent combined with some additional specialized P.C. training and a minimum of one year's experience in the use and application of personal computers and related hardware; must be familiar with Technical Publications source data and other required documentation sources. Works with minimum supervision.

Normal Duties:

Updates and maintains computer files for a networked database system which is accessed by departmental management and supervision. Obtains, correlates, and prepares from all sources, the information required for the generation of a variety of reports and charts as requested by management. Ensures timely receipt and filing of all Technical Publications source data used to update the database. Enters data from departmental change impact evaluation sheets, status reports, employee time sheets and other sources into the database. Produces a variety of reports on areas such as departmental status, tracking and programs projection purposes from the database, as

requested by the supervisor. Carries out investigations, in conjunction with the supervisor, related to database or other pertinent areas. Uses a P.C. and various software in the preparation and maintenance of required statistical reports, charts and graphs. Uses other office equipment such as calculators, adding machines, etc. as required. Prepares and maintains work package files for use by technical writers, illustrators, and/or subcontractors. Liaises with engineering personnel to obtain any required documentation. Performs other related duties as assigned.

Effective January 11, 1990

CLERK – FIELD SERVICE

CODE 526

Job Requirement:

Requires a Grade 12 education with some additional specialized P.C. training and a minimum of two (2) years' experience in the application of various software programs. Comprehensive knowledge of the geographical locations and time zones in order to support the FSR's worldwide. Must be able to operate communications systems such as, but not limited to, telephone, fax and other electronics used by the FSR's. Must be discreet, as this clerk will deal with personal FSR issues. Strong organizational skills, ability to prioritize and work with minimal supervision is required.

Normal Duties:

This position supports a large group of Field Service Representatives. Coordinates, copies, and forwards personal and Company documents to the FSR's or other BRAD, dHI or Canadair departments. Communicates with dHI, Canadair, Shorts and the De Havilland Aircraft of Canada Limited Business Aircraft divisions which are support divisions of BRAD's FSR's; organizes and maintains hard copies and electronic files; arranges through the Travel Office, to meet the FSR's heavy requirements for travel worldwide; responsible for maintaining, updating and distributing the Field Services Policies and Procedures. Perform other related duties and tasks as required or assigned.

Effective June 27, 2000

METHODS CLERK II

CODE 535

Job Requirement:

Requires a post-secondary Certificate in Business Administration or equivalent combined with an understanding of a manufacturing operation and the ability to type 60 words per minute. Must be able to use a personal computer and related software.

Normal Duties:

As directed performs a wide array of administrative duties within the Methods department such as generating schedules, charts, graphs, and reports; required to analyze manufacturing data from various sources and determine trends or investigate discrepancies; may be required to carry out special studies and provide written reports to management; required to provide direction and training to junior personnel engaged in related operations. Performs other clearly related duties and tasks as assigned.

Effective June 23, 1994

CLERK – LOGBOOK CONTROL

CODE 602

Job Requirement:

Prepares and maintains all entries and data in the logbooks for aircraft and/or their accessories. Requires a legible handwriting style and a systematic method of making and filing records. Knowledge of the routine for C.A.F., Department of Transport logbooks and inspection procedures is a prerequisite.

All work performed will be checked and approved by senior personnel. Works under general direction and/or supervision. May be required to direct other office personnel in lower classifications.

Normal Duties:

Normal duties involve the recording, calculation and safekeeping of entries and data related to the total running times and life remaining in the logbooks for all aircraft and/or accessories. Entries in the logbooks would include the type of repair or overhaul carried out, parts and component replacements, special inspections, modifications embodied and major repair schemes carried out, special replacements and any other related activities. Assist in the routine preparation and handling of concessions as required by the Technician Logbook senior. Checking logbook information with Engineering, Production, Sales, Planning and Inspection departments. Keep all necessary records and logbook data taken from information supplied from other sources in an orderly fashion.

Effective July 1, 1988

CLERK I – COST

CODE 604

Job Requirement:

Requires considerable experience in an accounting or cost accounting office. May be required to familiarize clerks of lower categories with their duties. Works under minimum direction and supervision.

Normal Duties:

Prepares and is responsible for complicated statements and reports for Management such as production aircraft costs or overhaul contract costs; is responsible for the cost status of all work orders in connection with the project(s) to which they have been assigned. This classification also covers one or more of the following duties:

- (1) Responsibility for the establishment of standard costs.
- (2) Responsibility for the work of the Stock Audit Team.
- (3) Responsibility for D.H. owned outside inventories.

Effective February 13, 1963

CLERK I – ACCOUNTS

CODE 605

Job Requirement:

Requires considerable experience in an accounting office. Works under a minimum of direction and supervision.

Normal Duties:

Responsible for preparation of various financial statements and reports for management information. Must be able to prepare analysis of accounts, prepare entries for general ledger, approve vouchers for payment, investigate discrepancies and arrange adjustments. May be required to supervise clerks in lower categories. Must be familiar with the relations of their own group to other groups in the department and also other departments when necessary.

Effective February 13, 1963

CLERK – PACKAGING METHODS

CODE 609

Job Requirement:

Requires a comprehensive knowledge of Company and customer specifications and methods for making, packaging, packing, marking, preservation of shipping containers and knowledge of freight classifications related to containers.

Normal Duties:

From examination of parts, material, blueprint, work order and/or sales order, determines the type and/or finish of material and parts to be packaged; establishes method of packaging, size and weight of containers and type of container compatible with the cost of items to be shipped and within contract and cost specifications; in accordance with established procedures, develops prototype packages including methods of bracing, blocking etc.; prepares coded packaging information forms for office from supplied information; as required makes and/or demonstrates initial packs.

Effective February 15, 1969

PRINTER I – LOFT TEMPLATE

CODE 615

Job Requirement:

A thorough knowledge of loft template reproduction processes. Works under direction but without supervision.

Normal Duties:

To satisfactorily produce loft templates on a variety of material or conversely make reproducible negatives from printed templates. All operations are covered by formulae and time charts. A senior printer is responsible for class of work produced in the section.

Effective February 13, 1963

PROCUREMENT LIAISON CLERK

CODE 616

Job Requirement:

Requires comprehensive knowledge of the Purchasing environment and related Company procedures; previous experience with aircraft parts, traffic and customs, and stores and receiving functions. Should be familiar with various departments' functions such as Shipping and Receiving to facilitate communication of parts status. This position requires good communication skills, computer skills and the ability to use relevant software. Works with minimum supervision and direction.

Normal Duties:

Functions as a primary Procurement liaison with the Receiving department. Monitors the flow of parts and paperwork through interaction with various departments. Liaises with appropriate internal parties to obtain document signature approvals. Provides updates to Procurement/focals. Tracks progress/status of holds (EMI) and open receivers. Maintains database. Performs other related tasks as assigned.

Effective June 23, 2006

COMPILER – CAPITAL INVENTORY

CODE 620

Job Requirement:

Previous accounting experience and knowledge of D.H. inventory procedures pertaining to the Plant Engineering and Facilities Department. Must be familiar with and use manufacturing nomenclature related to the preparation and/or maintenance of current inventory records of Company and Government owned plant machines and equipment. Works with minimum direction and supervision.

Normal Duties:

Prepares and maintains up-to-date inventory cards, records and other relevant information as to Company and Government owned plant machines and equipment including their location ancillary parts and attachments, number of motors, h.p. phase, frequency, etc. and any other significant technical data required for a complete description of such machines and equipment; informs supervision of recorded alterations to the machines and equipment which increase or decrease their value; as required, contacts equipment suppliers to obtain operating or maintenance catalogues, brochures, pamphlets, etc. of plant machines and equipment; on request, issues such technical information to Plant Engineering and Facilities personnel; checks machinery and equipment receiving vouchers, reports discrepancies to seniors; as requested works with and supplies inventory information to Accounting Department; prepares inventory tags and supplies information as to where and how the tag is to be applied; performs other normal duties as assigned.

Effective April 29, 1966

CLERK – ENGINEERING – ADMINISTRATIVE

CODE 650

Job Requirement:

Requires a certificate in Business Administration or equivalent combined with a minimum one year experience in an engineering manufacturing environment; requires good computer skills and the ability to use relevant software; must have a general knowledge of accounting practices and good organizational and administrative skills.

Normal Duties:

As required, sets up and maintains manual and computerized work sheets to accumulate program hours and headcount data; investigates variances and initiates corrective action; reviews, checks and verifies information and obtains authorizations if required; produces summary reports from computer printouts to assist in collecting and submitting labour distribution, employee status changes and other related data for employees performing work within an assigned area; answers questions and provides data to departments requesting reports; prepares and produces customized standardized reports; produces graphs and charts as required; produces guidance to other personnel engaged in related activities.

Performs other clearly related duties as assigned.

Effective: March 3, 1997

CLERK – PUBLICATIONS

CODE 692

Job Requirement:

Requires a Grade 12 education combined with specialized PC training and a minimum of (1) year experience in the use and application of personal computers and related hardware and software; must be familiar with technical publications and manuals supplied or available. Working knowledge of ATA Standards as they pertain to the duties of this position. Requires demonstrated organizational and interpersonal skills. Works under minimal supervision.

Normal Duties:

Reads and interprets internal/external customer requests for Company and/or vendor technical publications or manuals and checks as to the availability of the requested items. Prepares letters informing customers as to the costs of such technical publications if any, date of shipment and other related information. Prepares required sales orders, checks with credit department on status of account and method of payment. Supplies finance department with data on shipments for invoicing purposes. Initiates shipping documents, assembles and collates manuals and technical publications revisions and packages the same, when necessary. Raises internal instructions for purchasing required vendor manuals and/or printing of Company manuals. Maintains records of sales orders and updates network and mainframe database. Maintains an adequate supply of Company and related vendor technical publications and manuals. Monitors schedule for aircraft delivery and fulfills contract requirements accordingly. Assists customers with general technical publications inquiries and redirects to appropriate department when necessary. Performs other related duties as assigned.

Effective June 27, 2000

CLERK – PRICING

CODE 712

Job Requirement:

Requires a comprehensive knowledge of engineering and factory operations and procedures and the Pricing Department's systems relevant to Marketing, Contracts, Engineering, Operations and Accounting and Information Systems Departments; must be a sight-reader of blueprints. Works with minimum supervision.

Normal Duties:

Prepares spares selling prices for submission to the Spares Department; investigates spare price queries and recommends appropriate course of action to be taken; prepares master schedule for Price Parts Catalogue computations; coordinates preparation and issuance of Price Parts Catalogues to the Spares Department and/or other applicable departments; prepares cost and revenue reports (actual cost vs. estimated costs); assigns and checks the work of juniors. Performs other clearly related duties as assigned.

Effective May 1, 1969

ANALYST – SPARES ADMIN. DATA

CODE 716

Job Requirement:

Must be familiar with and have a good understanding of the Customer Support Department's activities; requires a comprehensive knowledge of all administrative and financial aspects of the department; must have strong analytical abilities; requires accounting or related experience; must be familiar with regulations which govern the aerospace industry, such as ATA 200, etc. Works under direction with minimum supervision.

Normal Duties:

Prepares for senior and top management, monthly financial reports and special reports identifying the total Logistics Department's business activities, both inter-departmental and relative to customers. Upon receiving such an assignment from the Manager, Logistics Inventory Control & Technical Data, their designee and/or other management staff, the incumbent determines the type of data which is required and where it can be obtained; analyses obtained data and prepares a draft report; emphasizes the most important statements in the report by preparing and including graphical illustrations; reviews the draft report with the supervisor, and where necessary, amends report.

Assigns work to typists and other junior staff; develops and implements basic data gathering systems, some computerized, to streamline the process of obtaining information on a timely basis for periodic reports.

May be required to perform or assist in the performance of other duties related to the Logistics Department.

Effective September 4, 1981

TECHNICAL WRITER II

CODE 717

Job Requirement:

Must be a graduate from a recognized Technical College or a similar training establishment as an aircraft or avionics maintenance technician or pilot or the equivalent.

Must have proven ability to effectively communicate in the English language and be able to thoroughly research and verify the types of data required in the aircraft manuals and/or service bulletins. This includes interpreting engineering drawings, data analysis skills, etc.

Normal Duties:

This is an entry level Technical Writer. Assists the senior level Technical Writer as instructed; will receive on-the-job training for future advancement to the higher levels of technical writing, while performing assigned duties required of a Technical Writer. These duties will progressively increase in complexity with time and experience. Will be given adequate supervision during the learning process. Performs other related duties as assigned.

After a minimum of 1 year on the job, Technical Writer II can make a request for advancement to a Technical Writer I to his Supervisor. The Manager and Supervisor will review the request for advancement without prejudice.

Effective Date: July 25, 2018

TECHNICAL ILLUSTRATOR II

CODE 718

Job Requirement:

Must be a graduate from a recognized Technical College or the equivalent; must have creative skills. Works under supervision.

Normal Duties:

This is an entry level Technical Illustrator. Assists the senior level Technical Illustrators as instructed; assembles and mounts reproducible elements of artwork, type-matter, photographs, annotations negatives, etc., from prepared layouts; performs any necessary related work including trimming, splicing, cropping, retouching and opaquing; prepares charts, graphs, tables, diagrams, in pencil or ink as instructed. Operates job related equipment.

Performs other related duties as assigned.

Effective October 29, 1982

CLERK I – PAYROLL

CODE 719

Job Requirement:

Requires considerable experience in payroll work. Must possess tact and good judgment. Works under direction but with little 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.

ANALYST FORECAST & PERFORMANCE I

CODE 720

Job Requirement:

Must have a minimum Grade 12 education or equivalent plus a minimum of one year's experience in analytical and budgetary control work; requires a broad knowledge of the Company's accounting system, operations cost control and reporting systems as well as a general knowledge of the manufacturing environment; must be familiar with the learning curve theory and its application; must be capable of designing forms, charts and layouts. Works with minimum direction and minimum supervision.

Normal Duties:

Provides Management with reports pertaining to Development Production and other costs relevant to all aspects of aircraft production; prepares reports, statistics, charts, graphs, etc. pertaining to recurring and non-recurring costs of Company programs. Monitors actual costs against Company forecasts on an on-going basis; uses calculator, adding machine, drafting equipment and other related office equipment; assists higher classified employees; assigns and checks the work of juniors.

Performs other related duties as assigned.

Effective December 2, 1982

COORDINATOR – MICROGRAPHICS

CODE 725

Job Requirement:

Post-secondary school training in Micrographics/Records Management combined with several years of related work experience; must have a comprehensive knowledge of micrographic applications and procedures including micrographic library indexing and filing systems etc.; must also possess an extensive knowledge of the Company records management procedures and Canadian Micrographic standards related to micrographic or electronic conversion, archive storage and record retrievals as may be required for litigation purposes. Ability to organize and monitor record conversion, retention, destruction and/or retrieval of records to aid in financial charge back to other departments. Responsible for training lower classifications and other departments in regards to Company archiving procedures. Has the ability to communicate well and work with minimum supervision. Requires knowledge of personal computer as well as PC program applications specifically related to Micrographics area.

Normal Duties:

In addition to performing the duties described in the classification Operator – Microfilm Equipment – Senior, (513), coordinates the receipt and scheduling of all records for micrographic or electronic conversion, archive storage, destruction and record retrieval; makes sure proper Company procedures and Canadian Micrographics Standards are followed and that only approved records are accepted for electronic conversion, retrieval, destruction and storage; provides guidance and assistance in the training of junior personnel as well as other departments in regards

to Company archiving procedures; monitors quality of documents that are to be sent off site for archiving purposes and quality of all electronic conversion activities; coordinates the shipment of records to off site vault for security purposes as well as shipment of records to offsite location for electronic conversion purposes; coordinates the scheduled requirements of other departments; maintains schedules to meet completion dates; maintains and supplies statistical reports and financial information related to micrographic departmental operations etc.; assigns and checks the work of juniors; pertaining to electronic conversion, storage, destruction and retrieval of documents; performs other related duties as assigned.

Effective June 23, 2006

COORDINATOR – PRINTING SERVICES

CODE 726

Job Requirements:

Completion of Technical/College education or equivalent combined with several computer application courses. Three (3) years' experience coordinating activities of a large volume commercial print shop using reprographics, colour, offset press, and related technology; including extensive knowledge of general printing and office procedures and record keeping practices.

Normal Duties:

In addition to performing the duties described in the classification Printer – Offset (512) and Clerk – Printing Senior (444); coordinate the receipt and schedule of all printing requirements; maintain schedules to meet completion dates and monitor the progress and quality of all work; review final products on a spot check basis to ensure that high quality is maintained; maintain inventory levels and coordinate the stocking of printing supplies and materials to be used; provide guidance and assistance in training of junior personnel; maintain and supply statistical records, reports, charts pertaining to all department and printing facilities activities; assign and check the work of juniors; maintain regular communication with others in classification as to project status; perform other duties as assigned.

Works under minimum direction/ supervision.

Effective June 27, 2000

COORDINATOR – LOGISTICS LIAISON

CODE 729

Job Requirement:

Requires a minimum grade 12 education combined with a comprehensive knowledge and several years' experience relating to spares ordering and provisioning, logistics material supply, purchasing procedures, repair and overhaul procedures and the product support function; must possess good verbal and written communications skills with the ability to liaise effectively with customers, vendors, suppliers and all DH personnel as required; must possess good personal computer skills as well as the ability to use other related data entry informational tracking methods and techniques as required; must be able to work under direction with minimum supervision.

Normal Duties:

Responsible for assisting the customer relative to the identification and coordination of spares

supplier problems; liaises with material buyers and aircraft operators regarding complaints with respect to repair and overhaul, turnaround times, communications response, lead-time, provisioning data, expedites, etc.; receives complaints or queries from operators via phone, fax, telex, letter, etc., and relays to material requesting resolution; liaises with other various departments as necessary and communicates resolutions back to operators in a timely manner; document and maintain appropriate records, reports and files, etc.; provide information to assist product support negotiations; inform suppliers by maintaining up to date operator listings for new aircraft in service, etc.; develop and produce reports on supplier performance by soliciting responses, collecting and compiling operator data in computerized form; provide liaison assistance between the Company and various subcontractors for out of production off-load programs as required; monitors inventory relative to product support agreements to ensure payback of parts to Boeing-DH in a timely manner; provide weekly status updates to management relative to supplier/operator problems.

Performs other related duties and tasks as required.

Effective July 12, 1990

LIBRARIAN

CODE 730

Job Requirement:

Requires a minimum grade 12 education with additional post-secondary training in the principles of print and video library administration; must have a working knowledge of methods and systems used to classify and catalogue a wide range of publications, books, documents, video, audio visual materials, etc., combined with previous experience in the operation of an informational resources/library centre; requires the ability to source and find information from a wide range of media; must possess excellent organizational and communication skills with the ability to relate effectively with all levels of personnel both within and outside the Company; requires the ability to set up and operate all related audio visual equipment; must be familiar and know how to operate personal computers; must be able to work with minimum direction and supervision; and to effectively control all library services and standards.

Government security is necessary.

Normal Duties:

As directed, operates and maintains the Company's central library services, facilities, books, reports, etc. and all FAA and international information of aviation regulations; catalogue and maintain new material not included in STAR index or IA Abstracts; provides a timely service of information on work related items; provides support to line management in the form of information related to manufacturing techniques; produce a regular New Sheet of aircraft related information from magazines, reports, etc.; coordinate activities with external organizations regarding inter-library loans, book orders, subscriptions, deposit accounts, etc.; develop, maintain and administer a video library to include a master catalogue with cross reference, loan service, video critiques, listings and support; ensures requested or required equipment is properly scheduled and maintained; monitors and records the utilization of self-learning materials; maintains indexing records, and files/ retrieves all materials; maintains and ensures that all storage/ retrieval systems work effectively; makes recommendations for improvement in print and video library.

As directed, may assign and check the work of juniors; performs any other related duties and tasks

as required.

Effective June 30, 1990

CLERK – CONFIGURATION CONTROL

CODE 732

Job Requirement:

Requires a certificate or diploma in business administration or equivalent combined with a comprehensive knowledge of the Company's Quality Assurance Operations, relevant aircraft records and associated reference materials; must have the ability to sight read engineering drawings, associated documentation, etc. and the capacity to analyze Quality Assurance documents; requires a competent working knowledge of the mainframe and personal computer as well as PC program applications specifically related to Quality Assurance records area, must have a working knowledge of the routine of C.A.F., D.O.T., F.A.A. logbooks and inspection procedures as well as the ability to communicate well and work with minimum supervision.

Normal Duties:

In addition to performing the duties described in the classification Coordinator – Micrographics (725).

Responsible for the analysis, verification and maintenance of configuration records; initiate and perform audits of documentation to ensure accuracy; investigate anomalies and/or verify changes to aircraft configuration and report discrepancies to appropriate departments; investigate and recommend any systems changes to improve the accuracy, efficiency and control of configuration record processes; monitor and maintain a schedule for timely collection of all aircraft build records and reports; develop reporting methods to measure aircraft delivery performance as well as the performance of the department suppliers; liaise with various departments (Customer Engineering, Manufacturing Engineering, Change Board, etc.) to ensure completeness and accuracy of all related documentation; analyzes data from various sources to produce reports and visual presentations; assign, coordinate and check the work of employees in lower classifications. Performs other related duties and tasks, research data for in-service aircrafts and rectification as assigned, review queries on in-service aircraft serialization and data, review snag sheets for errors and completeness as assigned.

Effective June 23, 2018.

METHODS CLERK II

CODE 735

Job Requirement:

Requires a post secondary Diploma/Certificate Business Administration or equivalent combined with a minimum two years experience in a computerized manufacturing environment; requires an in depth knowledge of the operations and functions of Methods, Production, Purchasing and Work and Material Planning combined with the ability to use a personal computer and relevant software; must have good organizational and administrative skills and the ability to work under minimum supervision.

Normal Duties:

As directed performs a wide array of administrative duties within the Methods department such as generating schedules, charts, graphs, and reports; required to analyze manufacturing data from various sources and determine trends or investigate discrepancies; may be required to carry out special studies and provide written reports to management; required to provide direction and training to junior personnel engaged in related operations.

Performs other clearly related duties and tasks as assigned.

Effective June 23, 1994

WORK & MATERIAL PLANNER II**CODE 736****Job Requirement:**

Requires a Post-Secondary Degree/Diploma in Materials Management, Business Management, Operations Management or equivalent. Requires good computer skills and the ability to use relevant software and have good organizational and administrative skills.

Normal Duties:

Establishes and determines inventory and work in process levels in accordance with the Master Production Schedule taking into account lot sizing, order policies and dollar value analysis to minimize inventory investment; determines the quantity and delivery schedule for each item maintaining inventory levels necessary to support production and spare parts requirements; establishes the effectiveness of Engineering changes; action changes as they relate to W.M.P. responsibilities; issues purchasing requisitions and provides follow-up forecasts based on the Master Production Schedule; initiates necessary action to dispose of obsolete material and parts; conducts detailed investigations and studies to analyze day to day activities as they relate to Work and Material Planning; identifies deviations and coordinates alternative action when required; follows up on all production activities and performs other related tasks and duties as assigned. Provides guidance and direction to junior personnel engaged in related activities.

Effective June 28, 1997

OPERATOR DATA COLLECTION TECHNICAL SUPPORT**CODE 741****Job Requirement:**

Grade 12 education level or higher. Extensive knowledge of personal computers, operations and job related software. Including Windows operating system, file management systems, file compression, Microsoft Office, Lotus Notes and COBRA databases, file conversion techniques, database structures and utilities.

Normal Duties:

Maintenance Data Collection from all Regional Aircraft Operators and from Suppliers using standard data reporting formats. Establish contacts with customers (via telephone and e-mail) and follow up on data submission within specified time frame. Collect dispatch interruptions data (delays and cancellations). Collect component removal data. Collect pilot reports and maintenance

reports. Collect aircraft utilization data. Log data into the scheduling system. Maintenance Data Processing, classification and analysis. Process the raw data files that are received in various electronic media formats into a spreadsheet, using the data parsing technique found in Excel and other software and by applying formulas for separating combined text and numeric lines (found in ASCII files) and then load into a database. Analyze delays cancellations data and classify as a chargeable or non-chargeable to the aircraft using defined codes. Assign 6-digits ATA chapter codes to each event. Analyze component removal data and determine whether the part removal was scheduled or unscheduled. Validate the part numbers against the aircraft' standard configuration list. Analyze pilot reports and classify as being a snag or a maintenance activity. Process database queries, new and existing (of medium complexity) for ad-hoc statistical reports to internal customers. Database updates and general duties. Track aircraft location for each aircraft type and continually update the aircraft status report. Update the FRACAS Reports distribution lists. Distribute the monthly and quarterly FRACAS reports to all customers. Perform other related duties as assigned.

Effective June 27, 2000

TRAFFIC CLERK

CODE 743

Job Requirement:

Requires experience in preparation and/or creation and/or checking of worldwide traffic estimates, damage claims, transportation & customer invoices, transportation documents, customs documentation, export regulations and procedures, bookings and all related documentation associated with all shipments. Must have workable knowledge of methods of shipments, rates, insurance and custom requirements and be familiar with DHI procedures. Works with minimum direction and supervision. Must be capable of familiarizing junior personnel.

Normal Duties:

Interpret and determine customs and freight tariff classifications and miscellaneous information, checking rates and classifications to determine correct method of handling and transport. Create and complete transportation / customs documents and all related documents associated with export of shipments as required. Prepare and complete department invoices and bills of lading. Investigate loss or damage and cost, insurance and freight estimates. Orders transportation services to scheduled requirements, conduct correspondence necessary to completion of any action. Perform other related duties as assigned.

Effective June 27, 2000

CLERK – ACCOUNTING – SENIOR

CODE 805

Job Requirement:

Requires a thorough knowledge of all phases of financial accounting and the related I.B.M. operations and procedures. Required to assign, check and coordinate the work of accounting clerks in lower categories. Must have had considerable experience as an Accounts Clerk I or equivalent.

Works with minimum supervision from Section Head or senior supervisors.

Normal Duties:

Responsible for organizing, directing and controlling all phases of an assigned section of financial accounting, investigates current accounting procedures and where warranted recommends revision to or new procedures; coordinates assigned Financial Accounting activities with other departments, divisions or outside agencies as required.

Effective April 23, 1966

COST ADMINISTRATOR

CODE 806

Job Requirement:

Requires a thorough knowledge of all phases of cost accounting and related systems and procedures. Required to assign, check and coordinate the work of cost accounting clerks in lower categories. Must have had considerable experience as a Cost Clerk I or equivalent. Works with minimum supervision from Section Head or senior supervisors.

Normal Duties:

Responsible for organizing, directing and controlling all phases of work on assigned programs; investigates current cost accounting procedures and where warranted, recommends revision to or new procedures; coordinates assigned program activities with other departments, divisions or outside agencies as required.

Effective April 23, 1966

CLERK – PAYROLL – SENIOR

CODE 814

Job Requirement:

In addition to the duties of Clerk I – Payroll 606, this position will perform any other payroll related duties as assigned.

It is understood that there shall be only one (1) incumbent in this position at any time.

Effective June 18, 1981

COORDINATOR – PUBLICATIONS PRINTING

CODE 816

Job Requirement:

Must be a graduate from a recognized Technical college or the equivalent, must have creative skills and be familiar with printing methods and techniques. Works under supervision.

Normal Duties:

In addition to performing the duties described for a Technical Illustrator I, Code 718, designs the style, lay-out and artwork required for production of Customer Support Manual title pages, printed covers, tab dividers, spine cards, etc.; coordinates all printing of Customer Support Manuals including Service School Training Manuals published by D.H. Publications Department; inspects

all reproducible manual material for legibility, quality and completeness to format standards. Makes alterations, additions or improvements by touch-up to the master reproducible material used in the printing of Customer Support Manuals; sets up manuals to appropriate format specifications, including civil and military prior to submission for printing; responsible for the maintenance of all master reproducible material relating to Product Support Manuals, e.g. revision of contents on a regular basis ensuring material is current.

Acts as liaison for Publications Department with Printing Department, Manual distribution Centre, Micrographics Department, Aero Services and Tech. Publication, Writer Section Heads, ensuring required action for printing and delivery of manual as per schedule; maintains contact with numerous sub-contractors and acts as D.H. representative in matters relating to problem solving in printing that cannot be resolved within our printing facility. Coordinates all the microfiche and microfilming of customer support manuals, working closely with Micrographics department and the sub-contractor; responsible for the inspection of printed copies verifying them for content and correct order ensuring specifications are adhered to; maintains record of status of all printing and microfiche programs, past, present and future.

Performs other related duties as assigned.

Effective June 27, 1985

TOOL DESIGNER II

CODE 818

Job Requirement:

Requires graduation from a recognized Technical College in Mechanical Engineering (Technologist Diploma) or equivalent with a related knowledge of production procedures, techniques, tool making and their applications to the production of machined, sheet metal or composite parts and products; this is an entry level for Tool Designers.

Normal Duties:

Under supervision, as an entry level Tool Design position, will assist the senior level tool designer as instructed; will receive on the job training for future advancement to the higher levels of tool design while performing the assigned duties of a tool designer; these duties will progressively increase in complexity with time and experience; will be given adequate supervision during this learning process.

Performs other related duties as assigned.

Effective June 23, 1990

COORDINATOR – EXHIBITIONS

CODE 819

Job Requirement:

Requires a certificate or diploma in Arts/Marketing or the equivalent combined with several years' experience in an aircraft marketing and/or advertising environment; must possess good interpersonal communications and organizational skills; requires the ability to coordinate, develop and implement Company participation in industry and customer related activities, able to meet deadlines and work with minimum supervision; must be prepared to travel when necessary.

Normal Duties:

As directed, identifies and proposes Company participation including cost estimates of air shows, trade conventions and exhibitions; performs those duties necessary to facilitate the set up and maintenance of Company exhibits, material for air shows, trade conventions and exhibitions; liaise with marketing, sales, engineering, public relations, customer relations, international exhibition committee members, and customers relating to the promotional design and display of Company products; coordinates arrangements, for aircraft static and flying displays, parking, security passes, insurance, and documentation necessary for customer aircraft demonstration; perform the administrative duties necessary to ensure storage and security of exhibit materials, giveaway items, gifts and models, assist with inventory and distribution of all customer promotional items; as directed, provides guidance to other staff.

As directed, perform various duties related to government and/or Airline/VIP visits, trade show and conventions, etc., and personally attend to any other details in support of sales and customer activity; liaise with engineering, marketing and sales to ensure accurate display and design of Company mockups are maintained for demonstrative purposes, other duties include the traffic, shipment and general maintenance of sales and marketing mockups; monitor assigned budgets as related to exhibit and promotional materials.

Performs all related duties and tasks as assigned.

Effective June 30, 1990

PROGRAMMER NUMERICAL CONTROL MACHINE II

CODE 821

Job Requirement:

Requires graduation from a recognized technical college or equivalent in mechanical/manufacturing engineering with a knowledge related to machine shop practice, numerical control machines, programming and systems; must have the ability to sight read blueprints and engineering drawings; this is an entry and training level for numerical control machine programmers.

Normal Duties:

Under supervision, as an entry level numerical control machine programmer, will assist the senior level N.C. programmers as instructed; will receive on the job training for future advancement to the highest levels of numerical control machine programming while performing the assigned duties of a N.C. programmer; these duties will progressively increase in complexity with time and experience; will be given adequate supervision during this learning process.

Performs other related duties as assigned.

Effective June 23, 1990

METHODS CLERK – SENIOR

CODE 835

Job Requirement:

Requires a post secondary Diploma/Certificate in Business Administration or equivalent combined with several years experience in a computerized manufacturing environment; requires an in-depth

knowledge of the operation and functions of Methods, Production, Purchasing, Work and Material Planning and Tooling combined with the ability to use a personal computer and relevant software; must have good organizational and administrative skills, and the ability to work under minimum supervision.

Normal Duties:

As directed performs a wide array of administrative duties such as generating schedules, charts, graphs, and reports; required to analyze manufacturing data from various sources and determine trends or investigate discrepancies; may be required to carry out special studies and provide written reports to management; required to provide direction and training to junior personnel engaged in related operations.

Performs other clearly related duties and tasks as assigned.

Effective June 23, 1994

MATERIAL LOGISTICS AGENT

CODE 900

Job Requirement:

Requires a post-secondary Degree/Diploma in Materials Management, Business Management, Operations Management or equivalent and 3 years experience in a computerized manufacturing environment. APICS and or PMAC designation is preferred. The position requires good communication, organization and administrative skills coupled with strong computer skills. Must also be able to perform in a multi functional, cross-designated organization.

Normal Duties:

In addition to lower level classifications: required to undertake all purchasing activities required developing and implementing a strong supply chain in relation to sub-contract items and low value commodity purchases. Purchasing activities to encompass: Managing proposals, negotiating contracts, issuance or purchase orders to selected suppliers ensuring a strong supply of parts at the best available price. Interact with internal groups to rectify quality and technical issues with suppliers. Due to the nature of this position, travel and overtime maybe required. Action R.C.C.A. (root cause and corrective action) where required to maintain a customer focus while managing T.A.C. (total acquisition and lifetime costs).

TECHNICIAN – LOGBOOK – SENIOR

CODE 901

Job Requirement:

Maintain and prepare all logbooks for aircraft and/or their accessories, including airframe, engines, propeller, radio, instruments, etc. and all other data pertaining to the logbooks, including Release Notes, C. of A., C. of R., etc. Must have a thorough understanding of requirements and procedures covering the receiving and release of aircraft including but not limited to D.O.T., C.A.F., U.S.A.F. regulations and documents. Works from supplied information under direction but with only general supervision of senior inspection.

Normal Duties:

Compiling complete logbooks or like papers required for the receiving and/or release of new and overhauled aircraft and/or accessories. Check logbook information with Contracts, Sales, Engineering and the Service Departments. Keep a close check on the paperwork covering the incorporation of modifications and repair schemes and record in appropriate logbooks when necessary.

Effective February 13, 1963

PRESSMAN – OFFSET**CODE 903****Job Requirement:**

To set up, operate and adjust press, produce printed material, in black and colour as required.

Normal Duties:

Set up and operate offset press, to produce printed material in black and in four-colour process work such as manuals, forms and brochures.

Required to mix inks, varnishes and dryers in solution to suit paper stock, should be able to advise on selection of paper and inks, varnishes, etc. to secure the best final results on finished products.

Prepare chemical solutions to treat plates.

Must be able to make plates.

Make adjustments to machine in order to register sheet and adjust ink flow for proper colour depth.

Make running repairs as required and perform daily maintenance.

May be required to cut paper and keep record of jobs and amounts of paper printed or other operations common to the office.

Effective February 13, 1963

QUALITY ASSURANCE TECHNICIAN I**CODE 912****Job Requirement:**

Requires Grade 12 education and at least three years' experience with the application of Quality Assurance concepts as applicable to de Havilland Aircraft, or satisfactory completion of a one-year course at an Institute of Technology, Community College or equivalent in the theory of Quality techniques. Must be a sight reader of all drawings related to the classification; works in accordance with departmental practices and procedures and with minimum supervision.

Normal Duties:

Performs Quality audits of manufacturing areas in accordance with provided characteristic check lists and reports on conditions; performs temperature uniformity surveys of thermal treating equipment in accordance with written procedures; reviews Material Review forms for recurring defects and tabulates findings; reviews purchase authorization documents and indicates Quality requirements in accordance with written procedures; reviews purchase orders for correct specification references and source approval status; arranges interchangeability demonstrations in accordance with schedule requirements; compiles reports and forms required by seniors; reviews

technical publications and comments on findings. Performs other clearly related duties as assigned.

Effective June 30, 1969

ESTIMATOR – PRICING & FORECASTS I

CODE 915

Job Requirement:

Requires an educational background equivalent to one year University instruction in mathematics and knowledge of the factory operations and procedures. Required to interpret and use Rand studies and similar literature; prepares forecasts and prices from data normally obtained in line departments. Works with minimum supervision as to working procedures.

Normal Duties:

Subject to senior review as to application of procedures in the more complex cases and spot checking for accuracy; calculates package prices for aircraft, customer specials, options, avionics and product support proposals, excess early costs and/or costs below standard by batch and year; calculates cost and revenue estimates by batch; prepares cost, revenue and net investment studies for major programs and miscellaneous financial studies (uses discounted cash flow and other financial techniques); calculates progress payment schedules; prepares charts, tables and any required written reports pertaining to the assigned work. Performs other clearly related duties as assigned.

Effective April 9, 1974

ESTIMATOR II – PRICING

CODE 917

Job Requirement:

Requires an educational background equivalent to one year University instruction in mathematics; knowledge of factory operations and procedures; required to prepare forecasts and prices from data obtained from line departments. Works under direction with minimum supervision.

Normal Duties:

Subject to senior review as to application of procedures in the more complex cases and spot-checking for accuracy. Estimates and/or establishes prices based on sketches or drawings, referring to line departments for customer items, i.e.: customer specials, options, avionics, aircraft overhaul and repair;
A/C details and components, including packaging crating, ferrying charges, development charges, pilot and ground personnel training;
A/C modifications and any other customer items or service, including major spares not priced by regular spares price formula. Prepares for review, customer contract rates and prices, including price lists for aircraft and related price routine requests based on line department inputs. Submits pricing for approval. Performs other clearly related duties as assigned.

Effective March 1, 1979

COORDINATOR – RESOURCE CENTRE

CODE 939

Job Requirements:

Requires a minimum Grade 12 education and a post-secondary education in library administration or must be actively working towards same. This should be combined with a minimum of five (5) years' experience in the operation of an informational resource/library centre and requires the ability to coordinate, develop and implement methods and systems within the Resource Centre including the library, central filing and central stationary. Must be familiar with departmental budgetary controls and reporting procedures; requires exceptional organizational skills and must have the ability to meet deadlines and work with minimum supervision.

Normal Duties:

In addition to performing the duties described in the classification – Librarian – (730) provides the lead for the Library Committee, coordinates functional representation through meetings, maintains and issues minutes and makes recommendations for improvements. Maintains a current set of “controlled” documents in the library. Monitors expenditures to budget in Resource Centre and provides necessary reports as required. Coordinates activities in the library, central filing and central stationary. In terms of the following systems – cataloguing, archiving, security, equipment requirements, etc., provides guidance and assistance in training of junior personnel, maintains and supplies statistical records, reports and charts pertaining to all Resource Centre activities. Assigns and checks the work of juniors; perform other related duties as assigned.

Effective June 27, 2000

COMPUTER OPERATOR & SCHEDULER

CODE 940

Job Requirement:

Requires a minimum of one-year mainframe computer experience consisting of: computer operating, applicable systems and actual operation of a wide range of peripherals. Also requires sound knowledge in tape management and job scheduling system applications. Required to carry jobs through to completion with minimum supervision and be conversant with all operations carried out in the Mainframe Computer Operations area.

Normal Duties:

Monitors and controls the mainframe computer through the central console and peripheral devices such as tape drives, laser and line printers, communication controllers etc. Schedules and runs all production tasks in the mainframe computer, by using a scheduling software package. Runs jobs that identify backup tapes created overnight, and ensures the same are pulled, packaged, and sent to an off-site vault for storage. Creates, packages, and sends microfiche tapes to a vendor for daily processing. Confers with IT personnel in the event that errors require a change of instructions or sequence of processing. Observes operation of the computer, peripherals, job streams etc. and raises logs for all problems related to mainframe operations, using current UCR system. Creates schedules for shutdown periods, short workweeks, or any other special reasons. Performs maintenance of machinery tasks such as replacement of consumables in printers, when required. Monitors operation of environmental equipment and UPS and contacts vendors to report any

problems. Distributes reports and obtains required job related information. Trains other employees in same classification. Does other work related duties.

Effective June 27, 2000

SENIOR OPERATOR DATA COLLECTION TECHNICAL SUPPORT

CODE 941

Job Requirement:

Minimum, two years experience in computer data collection and processing; certificates in Aircraft familiarization training courses for All Q Series and CRJ Series; extensive knowledge of aircraft systems, ATA 100 specifications; familiarity with MMEL (Minimum Master Equipment List) specification; extensive knowledge in IPC (Illustrated Parts Catalogue) and technical publications; familiarity with ICAO standards associated with codes designations and knowledge of WATOG (World Airlines Technical Operations Glossary); fully conversant with all aspects of the Maintenance Data informational requirements, input formats and data applications for all *FRACAS (Failure Reporting, Analysis and Corrective Action System)* users; extensive operational knowledge of personal computers in the following areas: Windows operating system, file management (including file compression and extraction), Microsoft Office, database structures and utilities, Oracle database file loading and form operations, data conversion and parsing technique, as well as Lotus Notes related databases for e-mail and file retrieval. Good operational knowledge of data entry techniques as well as statistical classification and validation techniques using computer related software. Sound organizational skills and the ability to work with deadlines; good communication skills with the ability to work under direction with minimum supervision.

Normal Duties:

In addition to performing all the duties of Operator Data Collection Technical Support (Code 741) this classification will perform; retrieve maintenance cost data files from De Havilland Aircraft of Canada Limited Aerospace Operators and Vendors, group and sort; process electronic reliability data files when complicated data parsing techniques are needed (typically for new customers and for Asian operators); assists in conducting data integrity checks as required to identify erroneous or suspect data inputs and recommends corrective action; investigates and recommends some system changes to improve the accuracy, efficiency and control of processes and procedures related to all activities with respect to the Maintenance Data databases; provides information to Maintenance Data users as requested and assists with the ongoing review of the present system and implementation of enhancements; provide answered questions from users pertinent to transaction procedures and their impact. In conjunction with the FRACAS Analysis department personnel, assist in developing new or remedial systems relative to the reporting of maintenance data by aircraft operators and component suppliers. Assist new customers in setting up data collection types and file formats as defined by the EDSE (Electronic Data Standard Exchange) requirements; maintains and updates user manuals, table files, reports and other relevant data; assists in organizing reliability conferences with operators and partners. Performs other related duties and tasks as assigned. May be required to direct the work of junior personnel and assist in their training.

Effective March 14, 2003

CUSTOMER SERVICE REPRESENTATIVE

CODE 944

Job Requirement:

Must have proven customer support experience and facilitation, dispute resolution, and communication skills. Requires strong interpersonal skills and the ability to interact directly with customer representatives at all organizational levels. Must have good organizational and administrative skills. Works with minimum supervision and direction. Requires a comprehensive knowledge of the Spares Department and related Company procedures. Previous experience with aircraft parts, stores functions and the ability to read and interpret engineering drawings and technical manuals. Should be familiar with various departments' functions that support all aspects of order administration. Requires good computer skills, knowledge and experience in manual and computerized inventory systems and the ability to use relevant software. One year of experience in an inventory management and distribution environment would be considered an asset.

Normal Duties:

Acts as primary customer interface for all Order Administrative issues. Develops customer relationships with the expectation that customer needs will be proactively supported. Provides price/delivery information upon request and follows up with customer on quotes. When required, duties may include booking customer Purchase Orders. Updates and maintains customer back-order reports, including Critical/C Check Trackers. Verifies part numbers against the various technical documents including the IPC, on-line drawings, and maintenance/component manuals. Expedites Material Logistics group to obtain delivery commitments that support customer requirements. Administer MRA requests by providing an authorization number and monitoring until a credit is generated. Provides AOG support and communication to the customer that includes updates on order status, delivery dates, and shipping information. Other duties may include issue resolution related to order administration. All duties may require interaction with internal groups including: Configuration Management, Material Logistics, Pricing, Distribution, In Service Engineering, and Sales to provide information to our customers. Responsible for all aspects of Order Administration, including processing, Customer PO's, raising part number enquiries for Parts Set-up and Pricing, providing status relative to the PO including delivery information and communicating to the Customer throughout the life cycle of the PO. Expected to adhere to the Export Compliance policies that relate to accepting and processing Customer PO's. Provides guidance to personnel in lower classifications. Performs other related duties as assigned.

Effective June 23, 2006

WARRANTY ANALYST

CODE 945

Job Requirement:

Requires a comprehensive knowledge of the Warranty agreement and related Company procedures. Must have proven facilitation and dispute resolution skills, as well as previous experience with aircraft parts, maintenance functions and practices and the ability to read and interpret engineering drawings, contracts, teardown reports and technical manuals. Should be familiar with various functions such as Pricing, Configuration Management, Supplier Liaison, Service Bulletin, Parts Logistics and other related parts logistic functions as required to complete

claim adjudication and free of charge orders. Requires an in-depth knowledge of the warranty section of the purchase agreement and aircraft operations to understand problems related to warranty matters and the repair and overhaul of unserviceable parts to allow for the settlement of customer claims. Requires a comprehensive knowledge of multiple systems and reference materials in order to assess a warranty event for claim adjudication. Must be able to integrate system knowledge, contractual obligations and warranty policies for any and all claim adjudications. Must be able to defend warranty position while maintaining customer relationship and satisfaction. Requires one year of experience in a Warranty administration and/or Repair and Overhaul environment. Must have technical writing skills, a strong command of the English language, and an awareness of the legal ramifications of grammar selection and other key terms when communicating warranty claim dispositions back to customer. Also, must have good computer skills (proficient in all word applications – intermediate skill requirement at minimum), knowledge and experience in manual and computerized warranty systems and the ability to use relevant software. Must have good organizational and administrative skills. Work with minimum supervision and direction.

Normal Duties:

Responsible for specific customer accounts. In accordance with customer warranty contractual (PA, SL, LA & CCO) language and Company warranty policies and strategies, process and adjudicate material, labour, freight, no fault found, service life policy warranty claim types for standard, vendor backstop, service bulletin and repair engineering order claims. Liaise with various departments such as Pricing, Configuration Management, Contracts, Program Office, In-service Engineering, Maintenance Engineering, Supplier Liaison, Service Bulletin, Parts Logistics as required to complete claim adjudication and free of charge order processing. Provide customer a detailed response out-lining reason for claim adjudication. Must be able to defend warranty adjudication position while maintaining customer satisfaction to mitigate any impact on customer relationship. Must be able to adjudicate all claim types. Participate in customer conference calls and meetings as required. Process and administer all aspects of warranty claims, credit/debit notes and free of charge part orders, service orders including MRAs and MSO, back order management. Liaises with required departments to obtain all background and technical information to adjudicate and process claims. Report and track customer account status and provide guidance to employees in lower classifications. Provide customer contact by all available and appropriate means and answer inquiries or supply information regarding these activities.

Effective June 23, 2006

WRITER – PRODUCTION PROCESS STANDARDS I

CODE 1002

Job Requirement:

Requires a post-secondary degree, diploma or certificate. Must be acquainted with applicable Government regulatory documents and Society of Automotive Engineers specifications (i.e., MIL, SAE, etc.). Be acquainted with heat treatment, finishes, chemical treatment and inspectional aids. Be capable of reading drawings.

Normal Duties:

Prepare and maintain Production Process Standards (PPS's), Methods Technical Instructions

(MTI's), Process Standard Deviations (PSD's) and M&P Engineering Approved BAPS Deviations for Toronto Site manufacturing (CAD's). Investigate existing and new production techniques of a straightforward nature; establish best procedures after clearance with seniors; establish materials and equipment and sources of same for ordering purposes; prepare simple sketches for clarification of instruction; carry out investigations into problems on simple production procedures; plan and write up process standards in correct sequence for clearance by seniors; after clearance with seniors, recommend changes in production techniques to facilitate production. Supply information and advise on projects assigned to Production Engineering and shop personnel.
Effective June 23, 2018

ANALYST – SPARES PRICING

CODE 1004

Job Requirement:

Requires post-secondary education in Finance and/or Business, two years' experience in Pricing/Finance/Sourcing department, and strong organizational and computer/analytical skills. Able to work with minimum supervision.

Normal Duties:

Administers pricing projects from start to finish. Originates and implements any procedure, manually or by use of the computer facility, to expedite the pricing of spare parts; actions any requirement for the development of spares pricing policies by use of established records, applicable statistical methods and/or as necessary use of the computer facility; evaluates cost inputs from the Procurement and Estimating departments and as necessary, initiates corrective action with relevant department personnel or supervision; prepares annual price lists, checks computer reports against available cost documents, Operations estimates and vendor prices received from the Procurement Department; as required, revises the computer spares cost base; checks with appropriate Information Systems Department personnel to ensure that the computer spares price list procedure is correct; prepares supplementary price lists; evaluates previous price list and as necessary, prepares revision to the same; prepares and maintains computerized cost records developed from Pricing Department, computer programs and manual pricing procedures for the several unique cost price lists; expedites all cost pricing requirements from other departments by direct contact with parties concerned and/or supervision; participates in annual pricing catalogue and provides detailed pricing analysis; may assign and check the work of lower classifications, as well as train new employees. Performs other clearly related duties as assigned.

Effective June 23, 2006

PROGRAMMER NUMERICAL CONTROL MACHINE I

CODE 1005

Job Requirement:

Requires a post-secondary degree, diploma or certificate in CNC Programming or equivalent. Must be able to utilize NC Software, CATIA and G Code Programming Technology. Requires a working knowledge of Manufacturing and Engineering routines related to machine shop practice; knowledge of Numerical Control machines and systems, their capabilities and limitations; must be a sight reader of blueprints and engineering drawings. Must be familiar with 3D solid creation, modification, and analysis. Works with minimum direction and supervision.

Normal Duties:

Obtains machining requirements from Engineering, Methods, Tool Design, etc., drawings, 3D solids and/or outlines; as directed, generates the surface definition of required mathematical framework surfaces to be machined; develops tool positions and paths considering limitations imposed by N/C and method of tooling; prepares layouts, drawings, and set-up sheets as necessary showing cutter path; writes, independently, programs for point-to-point applications; as directed writes contouring programs using programming languages known in the N/C field; analyses programs and manuscripts to check for completeness and errors; uses verification software to validate cutter path; prepares program and tooling outlines for the purpose of machine setups; as directed, makes revisions to part programs and/or manuscripts and/or proves complete operations; may splice tapes and keypunch any required corrections. May check and correct DNC machine tape files.

Effective June 23, 2018

QUALITY ASSURANCE TECHNICIAN JR**CODE 1006****Job Requirement:**

Requires a post-secondary degree, diploma or certificate in Quality, Aeronautical, Mechanical, Industrial or Manufacturing Engineering or equivalent.

Requires general knowledge of aerospace manufacturing, industry standards, practices and specifications. Must be able to read and interpret drawings and must possess a basic understanding of 3D modeling software. Must be cognizant of AS9100 & ISO9001 Quality System standards. Must possess strong working knowledge of computer applications. In particular, must have proficiency in Microsoft Excel for data collection, analysis and charting.

Must be able to work in a team environment with strong communication skills. Requires good organizational, administrative, and analytical skills. Has the ability to work under minimum supervision.

Normal Duties:

Assist in the preparation and compilation of Quality audit check lists based in AS9100 & ISO9001 standards including audit findings & corrective action records; Perform audits with guidance and supervision of a Senior Quality Technician. Review auditee compliance with applicable Quality system elements, relevant standards & processes, support to initiate any required corrective and preventative actions; prepares and distributes audit report(s); support to verify the response and effectiveness of the implementation(s) (Acceptance/closure of corrective actions must be done by a Senior Quality Technician).

Reviews production documentation for compliance and adequacy of inspection call outs and as necessary, develops required inspection criteria for the production of quality products. Review supplier delivery documentation and perform reconciliation activities. Assist logistics groups to expedite and follow up AC build documentation. May review engineering drawings, specifications, functional test procedures and production standards to ensure that all necessary quality requirements have been included (acceptance must be done by a Senior Quality Technician).

Participate in the Non-conformance management system supporting on the data integrity

validation and assisting to expedite the closure of the NCR's. Support Quality investigation requests (QIRs and other type of investigations required related to Quality issues). Perform other related duties as assigned.

Effective May 31, 2017

TECHNICAL WRITER I

CODE 1007

Job Requirements:

Must be a graduate from a recognized Technical College or a similar training establishment as an aircraft or avionics maintenance technician or pilot or the equivalent; in addition requires extensive Technical Writing experience in the aircraft or a related industry; must be thoroughly conversant with the latest commercial and military specifications as related to format, content, skill and reading level of user personnel. Works with minimal supervision.

Must have proven ability to effectively communicate in the English language and be able to thoroughly research and verify the types of data required in the aircraft manuals and/or service bulletins. This includes interpreting engineering drawings, data analysis skills, etc.

The Level I Technical Writer must also possess the following skills and prove performance of their ability in the following areas:

- Knowledge of aircraft maintenance and/or manufacturing industry standards and practices.
- Basic training skills and to assist in developing training materials, plan and coordinate training needs.
- Ability to work in a team environment and possess basic facilitation skills.
- Interest and aptitude for project management.
- Analytical and troubleshooting skills.
- Proven ability to validate technical content, analyze supplier data and define corrective action solutions.
- Must have good organizational skills, administrative, communication and customer service skills.
- Basic Microsoft Office Suite and Project skills.

Normal Duties:

Perform all the work described in the Job Description for Technical Writer II and the following with minimum supervision:

- Review new and/or revised units of work (from supplier or partner) for compliance to Service Level Agreements (SLAs) including validation on aircraft if required.
- Perform Technical Writing tasks as required, to complete or expedite work packages including illustration markup with directions and verifying illustrations for technical accuracy.
- If required liaison with Core Engineering, In-Service Engineering, Maintenance Engineering and other areas to ensure technical accuracy of content in Manuals and Service Bulletins.
- Approve work units and generate Temporary Revisions (TRs).
- Provide analysis of findings and define corrective action recommendations as per relevant standards.
- Track and report QA findings as per governance requirements.

- Support program coordinators and management as required.
- Prepare work packages for supplier as required.
- To provide authoring environment and effectivity training (off-site) to suppliers.
- Develop and coordinate training plans as directed by management.
- Provide on-going training and support to suppliers as required.
- Coach and guide personnel related to Technical Publications practices.
- Assist in the development and improvement of QA standards and processes for Key Performance Indicators (KPIs) as directed by management.
- Be involved in the testing of new software on as a required basis when upgrades are developed to ensure smooth deployment to users.
- Technically edit work with assistance of other senior technical writers for accuracy and to ensure consistencies amongst deliverables.
- Verification of Tasks/Service Bulletins on aircraft on as a required basis.

Performs other related duties as directed.

After a minimum of 1 year on the job, Technical Writer I can make a request for advancement to a Senior Technical Writer to his Supervisor. The Manager and Supervisor will review the request for advancement without prejudice.

Effective date: July 25, 2018

TECHNICAL ILLUSTRATOR I

CODE 1008

Job Requirement:

Must be a graduate from a recognized Technical College or a similar training establishment; in addition, requires broad Technical Illustrating experience; must be thoroughly conversant with the latest commercial and military specifications as related to format, content, skill level of user personnel; must have creative skills. Works with little supervision.

Normal Duties:

Creates and produces illustrations and other artwork required for Technical Manuals. Compiles information from blueprints, engineering drawings, sketches, photographs, models, components, assemblies and aircraft; prepares and inks pictorial presentations of electrical and electronic schematics, diagrams, components, systems and hydraulic, pneumatic, structural, mechanical components and systems for inclusion in technical manuals, bulletins, brochures, etc.; utilizes information usually supplied by technical writing personnel as to the type and number of illustrations required; lays out illustrations for the most effective presentations using appropriate line, perspective, cut-away, exploded or orthographic views of the subject; assembles technical text to art work; prepares art work in one or more colours for sales and promotional brochures, slides, etc. Performs other related duties as assigned.

Effective October 29, 1982

TOOL DESIGNER I

CODE 1009

Job Requirement:

Requires a post-secondary degree, diploma or certificate in Mechanical Engineering, or an

apprenticeship as Tool and Die Maker or equivalent.

Requires a thorough understanding of production procedures, techniques, tool making and their applications to the production of machined, sheet metal or composite parts and products. Must be able to interpret drawings, component catalogues, textbooks and other like information. Able to produce, on request, charts and reports of investigations, assessment of tooling and general procedures.

Works with little supervision.

Normal Duties:

Responsible for the design of tools, jigs, dies, masters, etc.; analyses planning information, engineering drawings, lofting and other like data. Makes all determinations and computations necessary to design and/or redesign various types of assembly jigs and fixtures for interchangeability, plaster models, masters, cutting tools, dies machining jigs, fixtures and gauges; handling and test equipment; sub assembly jigs and fixtures used for making and assembling such items as front and rear spars, bulkheads, skin assemblies, etc., machine jigs and fixtures and dies such as drill jigs and joggle dies, pierce and blank dies, progressive dies, router forms, saw fixtures, etc., modifications to plant equipment; writes tool standard texts and tooling manual texts collecting all necessary data, analyzing information received (Eng. drawings, catalogues, manuals and other like data) and produces required sketches and drawings for such standards and manuals, details all tools, callout of materials, heat treatment and the machining, fabrication and/or assembly operations to be performed; produces tool design lofts, determines tolerance requirements; investigates tool processing reports and change requests; evaluates and determines the best course of action to alleviate tooling problems; contacts Tool Room Supervision to follow-up design adherence and assure problem free tool build; provides instructions of the safe use of tools to shop floor personnel; conducts investigations on any tool and production part related aspect; recommends engineering changes to facilitate production; contacts supervisory and other personnel in the Engineering, Planning, Production and Facilities Department and/or shops to clarify, coordinate and/or evaluate tooling problems; orders raw materials and equipment; checks with Raw Material Stores for availability of material; may contact vendor representatives; calculators, etc.; responsible for maintenance of relevant design schedules and costs; submits designs for approval. Performs other related duties as assigned.

Effective June 23, 2018

ILLUSTRATOR – TECHNICAL – PRODUCTION ENGINEERING I

CODE 1010

Job Requirement:

Must be a graduate from a recognized Technical College or equivalent with a demonstrated ability to produce good quality production engineering/tool design illustrations and pictorial layouts of moderate complexity using the latest technology conversant with related layout presentation and reproduction techniques; must be able to work to instruction to produce manufacturing plan illustrations, bid package illustrations and other like applications, including publications; in addition, requires a minimum of 2 years production engineering/tool illustration experience with preferably 1 year in the aircraft industry.

Normal Duties:

Creates and produces the most complex illustrations and other artwork in support of Production Engineering requirements; works from engineering and tool drawings as well as photographs, models, sample production parts and tools to produce pictorial presentation for all kinds of production engineering/ tooling schematics, components, systems, structures, etc. to achieve depiction's for a variety of formal and informal documents, these may include Planning and Tooling manual, Production Process Standards documents, Manufacturing plans, Pictorial Processes, sub-contract bid packages and visual aids for a variety of purposes including presentations, posters and publications. Produces pictorial layout using line, perspective, cut-away, exploded or orthographic views as appropriate to the subject and under the guidance of supervisor or senior illustrators, assembles and formats text to artwork; may be required to use computer hardware or software packages in support of all or any of the above activities as well as in the preparation of charts; works from written and verbal instructions from supervision or senior illustrators and submits work for approval. Performs other related duties as assigned.

Effective October 1, 1989

AIRCRAFT MAINTENANCE TECHNICIAN – QUALITY ASSURANCE CODE 1012**Job Requirement:**

Graduate from a Community College in a course leading to a diploma in Aviation Transport Management or equivalent, plus a minimum of three years experience in airline maintenance Quality Assurance. Must be familiar with computer maintenance system and Quality Assurance requirements as applicable to DHC aircraft. Ability to work with minimum supervision.

Normal Duties:

To produce and maintain the information required for the forecasting and scheduling of aircraft maintenance, modifications, special inspections, Service Bulletins and Airworthiness Directives pertaining to, but not limited to, all de Havilland manufactured aircraft. Review maintenance procedures and schedules for development aircraft and update as necessary to ensure all airworthiness requirements are met. Review maintenance records of used and leased aircraft. Where necessary, implement maintenance programs to bring aircraft to a status where a regular program can be carried on by operators. Develop maintenance forecasts to ensure correct maintenance of aircraft while on demonstration tours or operating away from de Havilland. Enter data into a computer to establish trends for engine condition trend monitoring. Review E.C.T.M. graphs and schedule corrective action for non-conforming engine parameters. Monitors lifted items and amendments to Time Before Overhauls (T.B.O.'s). Recommends items for T.B.O. extensions based on service reliability. Generate and issue all scheduled inspections for aircraft. Keep records of maintenance activity on aircraft and installed components. Perform other related duties as assigned.

Effective May 22, 1987

LABORATORY TECHNICIAN CHEMICAL & METALLURGICAL CODE 1016

Job Requirement:

Requires an Ontario Institute of Technology Diploma or an Ordinary National Certificate or equivalent in chemistry and/or metallurgy plus a minimum of two years experience in an industrial laboratory or an Ontario Advanced Evening Class Certificate in chemistry and/or metallurgy plus at least 3 years relevant laboratory experience. Works with minimum supervision.

Normal Duties:

Required to schedule, assign, expedite and check chemical and/or metallurgical laboratory work to meet general requirements; conduct routine and non-routine laboratory tests and analysis; prepare all samples of test specimens relevant to the work; determine composition and properties of metallic or non-metallic materials in a laboratory setting; performs all types of laboratory mechanical testing and is responsible for preparation of laboratory metallurgical test specimens, set up of laboratory machines and calculation of results; conducts metallographic testing including microphotography and interpretation of microstructures in a laboratory setting; prepare clear and concise technical and non-routine reports; assign and check the work of juniors.

Effective June 22, 2015

SENIOR COST ADMINISTRATOR

CODE 1017

Job Requirement:

Requires a post secondary diploma in Accounting/Business or equivalent combined with several years experience in an accounting environment; must have a thorough knowledge of cost accounting principles including the use of standards, allocation of overhead rates, and program accounting as applicable to Aerospace and/or in Manufacturing industry; requires a thorough knowledge of cost reporting systems and be conversant with the requirements and procedures of related departments; must possess a general knowledge of a manufacturing environment combined with good personal computer skills and the ability to use relevant software; requires good organizational and administrative skills and the ability to work under minimum direction.

Normal Duties:

As directed, develops and maintains computer models to determine standard costs for individual aircraft based on accumulated actual and estimated manufacturing costs; review and monitor gross margins for completed aircraft as compared to D.O.P. and identify variances to plans; reviews current actual costs to determine accuracy and reasonableness of projected estimates; records finished aircraft valuation; monitors work-in-process sub ledgers to determine that balances are accurate and reconciled and reports discrepancies to senior Management; prepare month end and year end cost schedules for preparation of financial statements; prepares and reconciles actual labour and material costs with functional departments; provide tax department with required calculations of production costs; may be required to assign, check and coordinate the work of accounting clerks in lower classifications. Preparation of cost accounting reports summarizing cost collected in work orders for trade-in aircraft, cost accounting executive summary reports, cost

accounting contract analysis, cost accounting sales analysis
QCS charts (excluding detailed analysis), VTS charts and Rate item charts. Complete stock audits year-end in conjunction with external auditors, Photographic J.V.'s. Performs other clearly related duties as assigned.

Effective April 9, 1991

ILLUSTRATOR – SILK SCREEN

CODE 1019

Job Requirement:

Requires a comprehensive knowledge of the various methods and procedures required to reproduce illustrations, etc., by silk screen and related processes; the ability to design, make and/or reproduce items such as insignia, aircraft identification markings, letterheads, posters, schematics, brochures, sales aids, to de Havilland and/or customer requirements. Works with minimum supervision.

Normal Duties:

From supplied information, designs and performs the work necessary to prepare illustrations and other material for reproduction by silk screen and related processes; lays out approved silk screen jobs to provide for efficient use of materials and equipment; makes decals and/or reproductions of insignia, aircraft markings, letterheads, posters, charts, graphs, etc. in one or more colours; resolves problems of colour registration; assists employees from other departments with problems associated with the work; prepares and mixes required paints, solutions, etc. and matches colours; may assign and check the work of other personnel engaged in related operations; performs other clearly related duties.

Effective September 1, 1975

METHODS ANALYST I

CODE 1020

Job Requirement:

Requires a post-secondary degree, diploma or certificate in Mechanical/Industrial/ Manufacturing Engineering or equivalent.

Requires a thorough understanding of several areas of manufacturing. Must be a sight-reader of drawings and must be able to utilize CADAM and CATIA Technology.

Requires an understanding of aerospace manufacturing and industry practices and specifications. May require specialization in functional disciplines of structural, electrical, mechanical, F.T.P. and fabrication of parts (Sheet Metal, Machine Composite, Details and Assemblies). Familiarity with engineering, quality assurance, work and material planning and how they relate to methods activities is an asset. Requires good organizational skills and the ability to set and prioritize jobs. Ability to work under minimum supervision.

Normal Duties:

Working with senior personnel, will be responsible for the analysis of manufacturing operations and processes including the tooling, equipment, methodologies, and work centre layout for production aircraft by:

Develop manufacturing plans based on the product strategy, estimate resource plans and program

schedules at and below the rate item level. Perform time/method studies as well as justify and implement capital acquisition plans.

Develop Fabrication plans including Machining, Processing and Assembly. Develop surface treatment processes and amend fabrication process sheets as required.

Analyze new and complex designs of major modifications, major assemblies, installations, subassemblies, detail parts and recommend design changes while showing progressive manufacturing bill of material for parts and assembly.

Prepare Production Visual Aid's and technique sheets.

Maintain Functional Test Procedures.

May participate in the creation of Functional Test Procedures.

Maintain reference library text.

Prepare, plan and maintain work instructions including product specifications and assembly manuals, establishing the information required to manufacture a part or assembly.

Lead and perform First Article Inspection process for new and amended process sheets, assembly manuals and tooling.

Apply estimated standards for build times including tooling, as set up, run and assembly times for parts and assemblies.

Prepare tooling concepts and issue instructions to facilitate tool design and fabrication including tool type, quantity and performance requirements. Recommend jig functions and hard point locations for tool coordination.

Conceive, conceptualize and generate requests for all related tooling including masters, interchangeability/replaceability media and tool coordination requirements.

May be required to define and order hand tools and consumables.

Generate requests, parts list, assembly sequence and condition of supply information. Liaise with all departments in order to resolve in-house and vendor technical problems and facilitate continuous improvement opportunities.

Responsible for relevant work required for actioning Non-Conformance Report (NCR). RNCs. May investigate discrepant parts and tools using lofted information or other sources of media.

May hand-carry parts and tooling for investigate purposes.

Liaise with all departments in order to resolve in-house and vendor technical problems as well as facilitate continuous improvement opportunities.

Work in design build teams and provide process capability. and commit to produce ability. Define and order hand tools and consumables.

Working with Production, Engineering, Programs and Finance, the Methods Analyst will be responsible for providing recurring and non-recurring production and direct support labour hour estimates for Mod's, change proposals, customer requests, cost reduction initiatives and make/buy requests.

Perform other related duties as required. Refer to Attachment A, "Minutes of Settlement" for shared job duties.

Prepare, plan and maintain work instructions including product specifications, assembly manuals, PVA's and technique sheets establishing the information required to manufacture a part or assembly. Apply estimated standards for tool build times as well as set up, run and assembly times to parts and assemblies.

Issue instructions to facilitate tool design and fabrication including tool type, quantity and performance requirements. Recommend jig functions and hard point locations for tool coordination.

Develop manufacturing plans based on the product strategy, develop resource plans and program schedules at and below the rate item level. Work with senior personnel to develop time/method studies as well as justify and implement capital acquisition plans.

Effective June 23, 2021

TECHNICIAN I – MARKETING PRESENTATIONS

CODE 1025

Job Requirement:

Requires a diploma in Arts/Marketing or equivalent combined with several years of demonstrated experience in the field of marketing design/graphic arts; must have a comprehensive knowledge of the Company's products combined with good interpersonal as well as verbal and written communications skills; requires the ability to use various computer software graphic or other design programs; must be creative and capable of producing all presentation materials necessary to support all Marketing and Sales requirements; requires good organizational skills with the ability to meet deadlines; must be prepared to travel when necessary.

Normal Duties:

In addition to performing the duties described in the Technician II Marketing Presentations Code 733, directs, instructs, coordinates and monitors the production stages of standard and customized presentations i.e. audio visual requirements, printed materials and promotional items for Marketing, Sales and other senior management; obtains materials, determines layout, and techniques to be used; assess the need for outside services and recommends and coordinates the work of outside companies; liaise with outside suppliers on production methods and pricing, compares sample materials and obtain quotations etc.; instructs and advises video crews and photographers; ensures that accurate and prompt documentation of technical information is incorporated into all presentation materials distributed worldwide; responsible for authorizing expenditures and obtaining approvals as related to presentation budgets; assists Management in the day to day operations of the departments presentation requirements; assigns, verifies and coordinates the work of other classifications.

Effective March 14, 2003

CLERK – FINANCIAL ACCOUNTING – SENIOR

CODE 1035

Job Requirement:

Requires post-secondary diploma in accounting/business or equivalent, combined with several years experience in an accounting environment. Must have thorough knowledge of financial accounting principles including a good understanding of the profit/loss statement, balance sheet and how transactions affect each; the recognition of sales revenue, and concessions. Must be conversant with the requirements and procedures of related departments, combined with good personal computer skills and the ability to use relevant software; requires good organizational and administrative skills and the ability to work under minimum direction.

Normal Duties:

Review and record aircraft sales, concessions and program costs (ODCs) based on summaries of

contracts. Maintain system for contract employees to produce labour and overheads in accordance with De Havilland Aircraft of Canada Limited accounting. Maintain customer advance sub ledgers and perform the appropriate accounting ensuring that balances are accurate and reconciled and report discrepancies to senior management. Prepare and ensure accuracy of financial schedules and general ledger accounts and compare to budget and forecast identifying and explaining variances for prepaid expense, advances, advances in excess of inventory, provisions and other expense. Perform appropriate accounting for lease subsidies distinguishing between profit and loss and balance sheet charges. Assign, check and coordinate the work of accounting clerks in lower classifications. Preparation of cost accounting reports summarizing cost collected in work orders for trade-in aircraft, cost accounting executive summary reports, cost accounting contract analysis, cost accounting sales analysis

QCS charts (excluding detailed analysis), VTS charts and Rate item charts. Complete stock audits year-end in conjunction with external auditors, Photographic J.V.'s. Performs other clearly related duties as assigned.

Effective March 14, 2003

WORK & MATERIAL PLANNER I

CODE 1036

Job Requirement:

Requires a post-secondary Degree in Materials Management, Business Management, Operations Management or equivalent, and be actively enrolled in an "Inventory Management Program (A.P.I.C.S./C.A.P.I.C.S.) or College Diploma and actively enrolled in an "Inventory Management Program" (A.P.I.C.S./C.A.P.I.C.S.) and A.P.I.C.S. certified in Inventory Management, Materials and Capacity Planning and Production Control; combined with three (3) years' experience in a computerized manufacturing environment; must have a thorough understanding of M.R.P. II and its components and the ability to apply PERT and Critical Path Theory methodologies; requires a general knowledge of the Aerospace manufacturing environment combined with computer skills and the ability to use relevant software; must have good organizational and administrative skills and the ability to work under minimum supervision.

Normal Duties:

In addition to duties of Work & Material Planner II – 736 also develops master production schedules in accordance with production plans and identifies deviations and coordinates corrective actions; develops detailed execution plans to support budget, production plan, and inventory and build policies; monitors budget, production plan and inventory and build policies; develops recovery plans; develops and maintain manpower plans for each work centre; establishes shop capacity and load plans; plans fabrication workload by machine/work centre based on capacity and schedule requirements; identifies offload requirements and execution plans to support; assesses the suitability of and provides W.M.P. commitments for proposed customer requests, program directives, planning directives and product modifications. Performs other related tasks and duties as assigned.

Effective June 28, 1997

WRITER – PRODUCTION PROCESS STANDARDS – SENIOR

CODE 1202

Job Requirement:

Requires a post-secondary degree, diploma or certificate. This will be combined with a minimum of two (2) years' experience as a Code 1002 PPS Writer or equivalent.

Has good working knowledge of chemical and heat treatments, finishes, materials and inspectional aids, and be capable of investigating problems connected with these processes. Must be capable of interpreting applicable Government regulatory documents and Society of Automotive Engineers specifications (i.e. MIL, SAE, etc.) The ability to read a variety of instructions, specifications and standards on specific subjects and sort out the pertinent data into one clear, concise instruction. Must have proficient communication skills. Must be capable of maintaining Microsoft Access Database and creating simple HTML webpages.

Normal Duties:

Prepare and maintain Production Process Standards (PPS's), Methods Technical Instructions (MTI's), Process Standard Deviations (PSD's) and M&P Engineering Approved BAPS Deviations for Toronto site manufacturing (CAD's) documentations. Maintain PPS Access database. Maintain PPS website. Investigate existing and new production techniques, determining best procedure to be followed and may have to determine equipment required, is required to establish a method of carrying out procedure including requirements for inspection and quality control; determine and lay down all materials and equipment required for carrying out the process, also procurement sources for ordering purposes; prepare sketches for clarification of instruction. Plan and write up a complete process standard in correct operational sequence; carry out investigations into problems on production procedures; recommend changes in production techniques to facilitate production; supply technical information and advice regarding materials, finishes, treatments and techniques to Production Engineering, shop personnel, and BA subcontractors. Maintain PPS website and database information. May assign, coordinate and check the work of others. Own work subject to spot check.

Effective June 23, 2018

DIGITAL/IMAGING SPECIALIST

CODE 1205

Job Requirement:

A three or four year bachelor's or diploma in a Fine Art program with additional training or background in technical drawing and advanced knowledge of commercial illustration and retouching is required. A minimum of three years' experience in retouching images at an advertising agency or design studio is also required. Must have advanced skills in Adobe Photoshop as well as knowledge of other industry software such as Quark Xpress, Adobe Illustrator, Alias Maya, Adobe After Effects, Macromedia Flash, Poser and others. Must be used to working with critical internal and external art directors and be able to take direction to achieve desired image effects. Should also have knowledge of airline industry, including airline liveries and markings as well as different aircraft types. A demonstrated understanding of colour theory and an ability to draw with an understanding of photography and four-eight colour custom print

experience is necessary. Will also have an understanding of commercial artwork skills such as typography and layout. Will possess aptitude to meet deadlines and deal with stress while working both independently at times and in collaboration with others both internally and externally. Must possess problem-solving skills and critical eye for detail to provide alternative solutions to visual projects and adjust work to meet timings and budgets. Professional portfolio of examples of artist's work a prerequisite to employment. Keeps current with graphic trends and technologies.

Normal Duties:

Conceives, generates and coordinates graphic visuals and options for advertisements, brochures, invitations, trade shows and multimedia/web promotional pieces that convey mood, emphasis, insight, Company viewpoint and similar visual impressions. Build and maintain retouching, scanning and image correction and manipulation capabilities to ensure exceptional quality, high-resolution images of aircraft, aircraft interiors (including passengers) and aviation-related subjects Making photos look "real" after retouching, especially in areas of surfaces, skin tones, skies, etc.. Work in RGB, CMYK modes and channels, ability to adjust layers and perform complex masking with demonstrable proficiency Prepare files for accurate reproduction on press and on screen; assemble composite layouts manually and electronically for presentation. Properly names files and add to server promptly for group use in appropriate format and size as well as manage personal file inventory in a clear and understandable way. Notify supervisor and other members of team of deadline schedule conflicts and delays and provides alternative solutions. May attend press checks and quality control sessions with suppliers.

Effective March 14, 2003

QUALITY ASSURANCE TECHNICIAN – SENIOR

CODE 1206

Job Requirement:

Requires a post-secondary degree, diploma or certificate in Quality, Aeronautical, Mechanical, Industrial or Manufacturing Engineering. This will be combined with a minimum of three (3) years' experience as a Code 1006 Quality Assurance Technician Jr or equivalent. Requires an in-depth knowledge of aerospace manufacturing, industry standards, practices and specifications. Must be a sight-reader of drawings. Must be cognizant of AS9100 and ISO9001 standards. Familiarization with regulatory requirements is a strong asset. Must be familiar with Engineering, Methods, Work and Material Planning and how they relate to Quality activities. Must possess a strong working knowledge of computer applications including word processing and databases. Able to work in a team environment and must possess team facilitation skills. Requires good organizational skills and the ability to set and prioritize tasks and the ability to work independently.

Normal Duties:

In addition to all the duties described in the Quality Assurance Technician Jr. 1006 job classification.

Compiles Quality audit check lists based on AS9100 and ISO9001 standards including previous findings and corrective action records; performs audits as defined in the check lists; analyses auditee compliance with applicable Quality System elements, relevant standards and processes and initiates any required corrective and preventive actions; prepares and distributes audit report(s); verifies the response and effectiveness of the implementation(s). Analyses existing quality

techniques; develops and prepares new or revised quality techniques and other like instructions. Recognizes the need for and initiates corrective and preventive action(s) for product or process discrepancies. Reviews production documentation for compliance and adequacy of inspection call outs and as necessary, develops required inspection criteria for the production of quality products. May review engineering drawings and specifications to ensure that all necessary Quality requirements have been included and may recommend changes to Quality or Engineering Management. Reviews production standards and Functional Test Procedures for correct inclusion of Quality System requirements; may act as an authorized Quality representative on the Material Review Board (MRB). Actions Quality Investigation Requests (QIR) and provides response of corrective and preventive action(s) and report(s) to field services, as required. The technical work of Root Causes analysis including the technical work associated with Problem Solving Reports and 4 – Blockers reports. Performs other clearly related duties as assigned.

Note: in addition to the above, the following also applies to the technician working in the Supplier Compliance representative role;

Job Requirements: required to be eligible for international travel at all times and must be available to travel at a short notice.

Normal Duties: The Supplier Compliance Representative falls within the Quality Supplier Compliance Group in direct support of vendors. This role is to liaise directly with the vendors to support corrective action/non-conformance management-vendor; FAI (first article inspection); issue and manage RSA (Request for Supplier Action); source inspection; create and monitor KPI for assigned vendors; participate in Engineering and Quality Investigations; Product Quality and conformity, QIR (Quality Investigation Request) – vendor.

Effective June 23, 2018

TECHNICAL WRITER – SENIOR

CODE 1207

Job Requirement:

Must be a graduate from a recognized Technical College or a similar training establishment; in addition, requires five (5) years of Technical Writing experience in the aircraft or a related industry. Must be thoroughly conversant with latest commercial and military specifications as related to format, content, skill and reading level of user personnel; must be able to produce Technical Writing work at the highest degree of complexity in their areas of specialization. Works with minimum supervision.

Must have proven ability to effectively communicate in the English language and be able to thoroughly research and verify the types of data required in the aircraft manuals and/or service bulletins. This includes interpreting engineering drawings, data analysis skills, etc.

The senior technical writer must also possess the following skills and be able to prove performance of their ability in the following areas:

- In depth knowledge of aircraft maintenance and/or manufacturing industry standards and practices.
- Excellent training skills and ability to develop training material plan and coordinate training needs.
- Ability to work in a team environment and possess strong facilitation skills.

- Project management experience.
- Analytical and troubleshooting skills.
- Proven ability to validate technical content, analyze supplier data and define corrective action solutions.
- Must have good organizational skills, administrative, communication and superior customer service skills.
- Advanced Microsoft Office Suite and Project skills.
- Due to the nature of this position travel may be required. Flexibility in work hours and overtime may be required.

Normal Duties:

Performs all the work described in the Job Description for Technical Writer II. Performs all the work described in the Job Description for Technical Writer I with little or no supervision. Develops and designs visual, audio-visual and hardware type training aids; performs maintenance task analysis on systems assigned by Section Head – Technical Writing which involves preparation of fully proceduralized trouble shooting aids by conducting failure mode and fault analysis, maintenance dependency charts, and maintenance and inspection job guidelines; works in close co-operation with Reliability and Maintainability Engineering from its initial stage through to follow-on-hands-on task analysis and finalization; prepares a Task Identification Matrix for assigned systems to ensure complete coverage and logical presentation; establishes Vendor Data Requirements for the system they are assigned to cover, keeps track of data received making sure that requirements of EPS 1-3 and EPS 1-5 are met; advises Section Heads of any shortcomings in quality of completeness of Vendor Data; provides technical instruction on Company products and on-the-job training to technical writers in those additional responsibilities above. May assign, coordinate and check work of others.

- Review new and/or revised units of work (from supplier or partner) for compliance to Service Level Agreements (SLAs) including validation on aircraft if required.
- Perform Technical Writing tasks as required, to complete or expedite work packages including illustration markup with directions and verifying illustrations for technical accuracy.
- If required liaison with Core Engineering, In-Service Engineering, Maintenance Engineering and other areas to ensure technical accuracy of content in Manuals and Service Bulletins.
- Approve work units and generate Temporary Revisions (TRs).
- Provide analysis of findings and define corrective actions recommendations as per relevant standards.
- Track and report QA findings as per governance requirements.
- Support program coordinators and management as required.
- Prepare work packages for partners/suppliers as required.
- To provide authoring environment and effectivity training (off-site) to suppliers and/or partners.
- Develop and coordinate training plans as directed by management.
- Provide on-going training and support to suppliers and/or partners as required.
- Coach and guide personnel related to Technical Publications practices.
- Assist in the development and improvement of QA standards and processes for Key Performance Indicators (KPIs) as directed by management.

- If required liaison with other areas of De Havilland Aircraft of Canada Limited to ensure our procedures and practices for SAP are current and maintained properly.
- Test new software on as a required basis when upgrades are developed to ensure smooth deployment to users.
- Technically edit work of other technical writers for accuracy and to ensure consistencies amongst deliverables.
- Verification of Tasks/Service Bulletins on aircraft on as a required basis.

Performs other related duties as assigned.

Effective July 25 2018

TECHNICAL ILLUSTRATOR – SENIOR

CODE 1208

Job Requirements:

Must be a graduate from a recognized Technical College or a similar training establishment; in addition, requires five (5) years of Technical Illustrating experience including two (2) years in the aircraft industry; must be thoroughly conversant with latest commercial and military specifications as related to format, content and skill level of user personnel; must have creative skills; must be able to produce art work at the highest degree of complexity. Work with minimum supervision.

Normal Duties:

Performs all the work described in the Job Description for Technical Illustrator II. Provides estimates of the man-hours required for illustration, art work, illustrative text, format and master layout, etc.; plans illustration and text layout with technical writing personnel; controls the flow of work through various stages of production, e.g. photographic, sizing, text requirements; produces full colour art work and/or black and white pictorial presentations of schematics, diagrams, components and systems for inclusion in technical manuals, bulletins, etc.; lays out illustrations for the most effective presentation using appropriate illustrative views of the subject. Performs other related duties as assigned. May assign, coordinate and check the work of others.

Effective October 29, 1982

TOOL DESIGNER – SENIOR

CODE 1210

Job Requirement:

Requires a post-secondary degree, diploma, or certificate in Mechanical Engineering or an apprenticeship as Tool and Die Maker or equivalent. This will be combined with a minimum of five (5) years of experience as a Code 1009 Tool Designer I or equivalent. Must be capable of producing Tool Design work independently to the highest degree of complexity using latest technology. Required to produce on request, charts and reports of investigations, assessment of tooling and general procedures; must also be able to produce planning and tooling control documents. Works with minimum supervision.

Normal Duties:

Responsible for the design of the most complicated tools, jigs, dies, masters, etc. Analyses planning information, engineering drawings, lofting and other like data. Makes all determinations

and computations necessary to design and/or re-design the most complicated types of: major assembly jigs, masters for interchangeability, jigs and fixtures, optical set-ups, major plaster models, special machines, cutting tools and dies, machining jigs and fixtures, gauges, handling and test equipment such as slings and other lifting equipment, dollies, cradles, stands and other like handling equipment, electrical, electronic and hydraulic test devices, pressure testing jigs, jigs and fixtures for parts and/or assemblies which are difficult to hold because of their size, contour and/or because of critical positions during machining operations; numerical control, milling, lathe and other jigs and fixtures used for locating and hold forgings, castings, extrusions or machined parts requiring multiple operations or non-standard operations on each tool, tooling for parts requiring coordination of a family of tools when the coordinated tolerances and/or compound angles must be held, combination and/or multiple action draw dies, inspection fixtures for intricate parts, etc.; details all tools, call-out of materials, heat treatment and the machining, fabrication and/or assembly operations to be performed; determines tolerance requirements; investigates tool processing reports and change requests; evaluates and determines the best course of action to alleviate tooling problems; contacts Tool Room supervision to follow-up design adherence and assure problem-free tool build; writes tool standard texts and tooling manual texts, collecting all necessary data, analyzing information received (Engineering drawings, catalogues, manuals and other like data) and produces required sketches and drawings for such standards and manuals; produces tool design lofts; provides instructions of the safe use of tools to shop floor personnel; conducts investigations on any tool and production part related aspect; recommends engineering changes to facilitate production; contacts supervisory and other personnel in the Engineering, Planning, Production and Facilities Departments and/or shops to clarify, coordinate and/or evaluate tooling problems; orders raw materials and equipment; checks with Raw Material Stores for availability of material; may contact vendor representatives; may assign and coordinate the work of others; responsible for maintenance of relevant design schedules and costs; submits Designs for approval. Performs other related duties as assigned. When the Company sees the need to appoint a Tool Design Leader for a project team, it shall appoint a Tool Designer Code 1210 to such a position. To be eligible for such appointment, an individual must have demonstrated ability in conceptual Tool Design and Mastering. For the duration of the appointment, the Tool Designer will receive a premium of \$50.00 per week.

Effective June 23, 2018

ESTIMATOR – PRICING & FORECASTS – SENIOR

CODE 1213

Job Requirement:

Requires an educational background equivalent to one (1) year of University instruction in mathematics; a thorough knowledge of all phases of pricing and cost estimating with a minimum of five (5) years' experience; a comprehensive knowledge of learning curve theory and applications; a thorough knowledge of factory operations and procedures. Must be a sight-reader of drawings of the highest degree of complexity. Required to interpret and use Rand studies and similar literatures; prepares independent forecasts normally obtained from line departments. Works with minimum supervision and in the absence of seniors, is authorized to submit firm prices within the scope of the classification.

Normal Duties:

Calculates package prices for aircraft, customer specials, options, avionics and product support proposals, excess early costs and/or costs below standard by batch and year; calculates cost and revenue estimates by batch; prepares cost, revenue and net investment studies for major programs; develops algebraic formulae for pricing up to and including ten (10) year forecasts; generates pricing for sub-contract and vendor suppliers; produces a Canadian content analysis; develops compound and simple interest formulae and calculates progress payment schedules, discounted cash flow for major programs and miscellaneous financial studies; prepares charts, tables and descriptive literature pertaining to work. Estimates and/or establishes prices based on verbal information, sketches or drawings, and when necessary, customer items such as aircraft overhaul and repair, aircraft details and components, packaging, crating, ferrying charges, development charges, pilot and ground personnel training, A/C modifications and any other customer item or service, not priced by regular spares price formulae; estimates man hour data for service and modification bulletins; reviews accuracy and completeness of customer contract rates and prices; prepares and maintains commercial price lists for aircraft and related options and avionics; prices routine requests based on the line department inputs as necessary, submits pricing for approval. Performs other clearly related duties as assigned.

Effective March 16, 1984

ESTIMATOR – ENGINEERING**CODE 1215****Job Requirement:**

Requires a thorough knowledge of all phases of Aeronautical and Development Engineering. Must be conversant with all aspects of aircraft design and all Engineering Supporting functions. Must have knowledge of shop practices particularly as it relates to engineering experimental activities and new material developments and processes. Must be a sight-reader of drawings and capable of working from general concepts and abstracts. Works with minimum supervision.

Normal Duties:

Compiles, coordinates and is responsible for the completeness and accuracy of all Engineering cost estimates and their attendant rationales prepared for proposals, funding, fiscal forecasts, comparative evaluations, quotation purposes, etc. and covering all cost elements on new projects, future projects, current projects, changes to and reassessment of existing projects; estimates the cost of material, direct charges, flying costs and labour and associated development costs required for the design of new aircraft, model changes, reconfigurations, modifications, special orders only, customer specials, investigations, research programs, ground test programs, flight test programs, mockups, model programs and assistance to other departments outside Engineering; prepares statistics, reports, analyses and cost forecasts covering all aspects of future and current aircraft programs; develops statistics, reports, analyses, etc. of Company historical data for the purpose of assisting future estimating tasks; compiles data and prepares reports and analyses of Engineering performance against estimates of selected Engineering groups of specific programs; may work from drawings, sketches, Company or industry wide historical data, sales proposals and technical proposals; must be able to define task requirements and be prepared to interface technical information between Engineering groups to ensure full coordination of the department. May assign and coordinate the work of juniors. Performs other duties as assigned.

Effective July 12, 1985

**ILLUSTRATOR – TECHNICAL
– PRODUCTION ENGINEERING – SENIOR**

CODE 1218

Job Requirement:

Must be a graduate from a recognized Technical College or equivalent with a demonstrated ability to produce good quality production engineering/tool design illustrations to the highest degree of complexity using the latest technology conversant with related layout presentation and reproduction techniques; in addition, requires 5 years of production engineering/tool illustration experience with preferably 2 years in the aircraft industry.

Normal Duties:

In addition to performing the listed duties described in classification Technical Illustrator II – Production Engineering (1010), creates and produces the most complex illustrations and other artwork in support of Production Engineering requirements. Works from Engineering and Tool drawings as well as photographs, models, sample production parts and tools and written and verbal descriptions to achieve depictions for a variety of formal and informal documents. These may include Planning and Tooling manuals, Production Process Standards documents, Manufacturing Plans, Pictorial Processes, sub-contract bid packages and visual aids for a variety of purposes including presentations, posters and publications. Uses creative skills to layout illustrations to the best advantage using line, perspective, cut-a-way, exploded or orthographic views as appropriate to the subject. Assembles and formats text to artwork. May use computer hardware and graphics software packages in support of all or any of the above activities as well as in the preparation of charts. Works from written and verbal instructions and may be required to check and co-ordinate the work of juniors. Submits work to supervision for approval. Performs other related duties as assigned.

Effective October 1, 1989

METHODS ANALYST SENIOR

CODE 1220

Job Requirement:

Requires a post-secondary degree, diploma or certificate in Mechanical/Industrial/ Manufacturing Engineering or equivalent. This will be combined with a minimum of four (4) years' experience as a Code 1020 Methods Analyst I or equivalent.

Requires a thorough knowledge of several areas of manufacturing. Must be a sight-reader of drawings and must be fully proficient in the use of CADAM and CATIA Technology.

Requires an in-depth knowledge of aerospace manufacturing and industry practices and specifications. May require specialization in functional disciplines of structural, electrical, mechanical, Functional Test Procedures and fabrication of parts (Sheet Metal, Machine Composite, Details and Assemblies). Must have a comprehensive understanding of engineering, quality assurance, work and material planning and how they relate to methods activities. Requires good organizational skills and the ability to set and prioritize jobs. Ability to work under minimum supervision.

Normal Duties:

Will collaborate in the preliminary design phase of major modifications or new products and will be responsible for the analysis of manufacturing operations and processes including tooling equipment, methodologies and work centre layout for the production of aircraft by:

- Performing the duties described in the classification Methods Analyst I (1020)
- Justify and implement fabrication and assembly equipment tied to process changes and manufacturing strategies.
- Create and maintain crew load charts (CLC).
- Complete CNC Programming on any machining equipment used by production, by evaluating product technical data packages, process planning, process procedures, tooling design and the successful completion of a first article inspection (FAI).
- May assign, coordinate and check the work of other methods analysts. Provide guidance to junior personnel engaged in related activities.
- The technical work of Root Causes analysis including the technical work associated with Problem Solving Reports and 4 – Blockers reports.
- Perform other related duties as required.

Effective June 23, 2021

MATERIAL LOGISTICS AGENT – SENIOR**CODE 1236****Job Requirement:**

Requires a post-secondary Degree/Diploma in Materials Management, Business Management, Operations Management or equivalent. APICS certification, (C.P.I.M.) PMAC certification is preferred and 5 years' experience in a computerized manufacturing environment. Must have excellent organization, administrative and communication skills, the ability to effectively represent the department and the ability to work under minimal supervision. Must also be able to perform in a multi-functional, cross-designated organization.

Normal Duties:

In addition to duties of lower WWP/Material Logistics/Buyer Procurement classification; duties include all planning and purchasing functions related to the Material group: Establishes plant-wide manpower forecasts based on the strategic plan and the Master Production Schedules; builds "*what if*" plans from various hypothetical scenario requests from senior management; builds production/manufacturing plans; builds manpower and material budgets and forecasts for each program; assists management in determining inventory policies and build policies. Oversees and co-ordinates Material Logistics actions and may assign, co-ordinate and check the work of Material Logistics agents. Action R.C.C.A. (root cause and corrective action) where required to maintain a customer focus while managing T.A.C. (total acquisition and lifetime costs). Due to the nature of this position, travel and overtime maybe required and presenting at senior management reviews.

Aircraft Delivery / Certification Document Package**Job Requirement:**

Graduation from a post-secondary institution, combined with a minimum of 3 years of proven experience in the Quality Assurance field directly related to aircraft delivery, and quality requirements as applicable to De Havilland Aircraft of Canada Limited Aerospace. Ability to use a personal computer and relevant software; must have good organizational and administrative skills and the ability to work with minimum supervision.

Normal Duties:

Coordination of deliverables to Quality from, but not limited to, engineering, methods, production, manuals distribution, customer support, contracts and service departments; review documentation package to ensure accuracy prior to providing to CAT 1 Inspectors for presentation to Transport Canada. Liaise with Transport Canada during aircraft certification process; update, maintain and allocate Aircraft registration and indices; review and maintain current and new Airworthiness Directives; respond to issues raised during the aircraft certification process as applicable to Quality documentation package. Meet with customers during the acceptance process to investigate and resolve snags in a timely manner; provide direction and training as required, to junior personnel engaged in related operations; prepare drafts of new and revised procedures that directly affect the Category I and II inspectors and Logbook Technicians. Assist in preparation of aircraft documentation package with Senior Logbook Technician as required. May assign, coordinate and check the work of Senior Logbook Technicians and lower classifications. Could be asked to represent their Line Manager at meetings.

**SENIOR SPARES TECHNICAL & INVENTORY ANALYST
– MATERIALS MANAGEMENT****CODE 1238****Job Requirement:**

Requires a post-secondary Degree/Diploma in Materials Management, Business, Engineering, or equivalent and a minimum of five (5) years' experience in an engineering, inventory management or aircraft maintenance position. Additional experience gained in senior or specialized roles may be considered in lieu of formal education and must be able to prove performance to the satisfaction of the Company. Apics certification would be considered an asset.

Requires a general knowledge of the aerospace Spare Parts industry combined with computer skills and the ability to use the relevant software; must have good organization skills, administrative, communication and customer service skills, the ability to effectively represent the department at meetings and the ability to work under minimum supervision. Travel will be a requirement. Due to the nature of this position, flexibility in work hours is required and the incumbents must be available to work overtime at short notice.

Normal Duties:

Develops inventory strategies in conjunction with our historical demand-forecasting partner, using technical information gained from various internal and external sources and from professional

experience within the aircraft maintenance industry. Keeps abreast of all technical and emerging issues related to the ATA chapters under their authority, and ensures that inventory plans across all programs both meet the needs of operators and are within budgetary constraints. Performs other related duties as assigned.

Reviews technical information regarding the interchange ability, effectiveness and usage of parts to determine the impact existing inventory holdings and future spare parts acquisition decisions; ensures that proposed engineering modifications are considered during the inventory acquisition process to minimize the cost of spare parts. Measures the accuracy of past forecasts and adjusts the future forecast parameters to reflect such technical aspects as the reliability of the available information and usage data in order to improve the existing inventory control systems. May be required to direct the work of junior personnel and assist in their training. Establishes and determines spare part inventory levels to meet/anticipate customer requirements taking into account: order policies, lot sizes and dollar values analysis; determines quality and delivery schedules for each item; determines distribution center requirements and maintains inventory levels to support customer requirements; issues spare part requisitions and provides follow up activities; Initiates stock counts; analyzes and corrects all inventory report errors or discrepancies; analyzes inventory records; maintains backup files and prepares summary and exception reports. Initiates action to repair and/or dispose of obsolete/ in serviceable parts. Assists in improving the existing inventory control systems and may be required to direct the work of junior personnel and assist in their training.

Effective: December 6, 2004

SENIOR SPARES ANALYST

CODE 1239

Job Requirement:

Requires a comprehensive knowledge of the spares requirements for the various types of aircraft and support items manufactured by the Company including the spares requirements for vendor products used therein; sight reading of engineering drawings and the ability to negotiate with senior departmental personnel to obtain technical or other required information to meet customer specifications and/or spares requirements.

Requires a post-secondary degree or diploma in Mechanical or Manufacturing or Technology Engineering or the equivalent, and/or at least five years' work experience within a computerized inventory management and distribution environment or a related field.

Must have comprehensive understanding of Quality Assurance, Material Logistic and Distribution and how they relate to spares activities. Strong organizational and administrative skills are required and the knowledge and ability to work with minimum supervision. Advanced spreadsheet skills are required along with the ability to use relevant databases (like Access). Must have an extensive understanding of the SPEC 2000 IP related coding. Have a clear understanding of the difference between Repairable, Expendable, Insurance and Hardware. Have an extensive understanding of the Interchangeability codes and how they impact each customer.

Normal Duties:

Required to compile part provisioning breakdowns, long lead item lists, vendor lists, etc., to analyze modifications, engineering orders, etc. in order to ascertain their effect on spare parts interchange ability and/or replace-ability etc.; to compile modification analysis sheets in

accordance with the format used for transmitting data to various sales sections and/or as used in master Data Processing listings; to initiate internal correspondence in correct technical phraseology suitable for customer requirements; to evaluate spare parts with regard to expendability, reparability, rotate-ability and maintenance or overhaul categories; to represent the Company at conferences with customers on matters of technical support and support data.

Configuration Management: Provide guidance and support for queries to other groups. Reviews complex Technical queries with internal departments to ensure correct data is provided. Determines the Harmonization Tariff System code for classification of the material, used for export shipment. Prepares documentation to provide interchange ability data to customers.

Prepare, plan and maintain spares system with relevant data. Analyze existing and new detailed and assembly engineering design and recommend spares configurations. Create non-technical data, accounting valuation, MRP profile, Forecasting data in support of other functional groups. Generate interchangeability queries and condition of supply requests. Liaise with Customer Service, Technical Publications, In-service Engineering, Quality, Material Logistic, In Service Supplier Management and Distribution in order to resolve in-house and vendor technical problems and facilitate continues improving opportunities. Provide 24/7 on site support in the Customer Response Centre as per management defined schedule.

Provide guidance, support and spares system updates in regards to Export Compliance. Review complex technical queries with internal departments to ensure that correct Harmonization Tariff System (HTS) code is defined for the Export classification. Perform the spares system updates in regards to International Trade and Arm Regulation (ITAR) government requirements.

Create and maintain Initial Provisioning related data. Analyze and maintain Initial Provisioning data for Initial Provisioning generation. Liaise with Configuration Management, Core Engineering, Customer Engineering, Maintenance Engineering, In Service Engineering, Technical Publications, Customer Service and other departments where deemed necessary. Generate simple to complex Initial Provisioning documents when called upon. Maintain data for Main Bases and Line Stations as required.

Performs other related duties as assigned or required such as represent department at meetings or related project work.

MAINTENANCE TECHNOLOGIST

CODE 1240

Job Requirements:

Requires a post-secondary Diploma/Certificate from a recognized college in one of the following fields: Mechanical/Industrial/Manufacturing/Electrical; excellent computer, communication and organizational skills; two years minimum experience in both a planning function and maintenance related function.

Normal Duties:

Scan all submitted work orders and ensure information is correct; assign work order priority and direct any emergency calls to appropriate Line Manager; finalize work order process in Maximo (i.e. post labour hours and material costs to each work order and close out work order); generate daily employee job assignments as developed by Planner; generate routine reports from Maximo; manage databases within Maximo under direction of Maintenance Specialist (Inventory, Asset & Work Order databases); create, edit and update existing PM's with direction from Line Managers;

create safety plans for specialized work orders in conjunction with Health & Safety; create “Service Level Agreements” with various departments serviced by Plant Engineering; assist in maintenance and upkeep of the Maximo system; create “Maintenance Routes” for inspection type PM’s; fill in for Maintenance Specialist when they are away; process invoices relating to the Plant Engineering Department.

Effective: June 23, 2009

SENIOR WARRANTY ANALYST

CODE 1245

Job Requirement:

In addition to the requirements defined in the Warranty Analyst Code 945 classification, requires a comprehensive knowledge of customer Warranty agreements and supporting Company procedures. Must have proven negotiation, training, and dispute resolution skills. Must be able to assess the warranty impact of aircraft maintenance functions, documentation, and practices. Must possess the ability to analyze component repair teardown reports to determine warranty applicability. Requires extensive knowledge and experience in a Warranty administration and/or Repair and Overhaul environment. Works with minimum supervision and direction.

Normal Duties:

In addition to the duties defined in the Warranty Analyst Code 945 classification, approves all warranty claims up to a value defined by management. Administers warranty Fixed Award agreements. Works with internal departments to establish standards for warrantable events. Adjudicates warranty claims related to operator or service centre heavy maintenance activity. Assists with the development of warranty policies and processes, and provides training and guidance to junior employees with respect to the execution of these policies and processes. Liaises with internal departments to validate adjudication outcomes for complex warranty claims. Participates in Warranty Review Board meetings and assists with tracking and resolving related issues. Keeps abreast of emerging issues related to warranty administration and assists in the development of strategies to manage these issues. Performs other related duties as assigned.

Effective January 23, 2004

SUPPLIER TECHNICAL VALIDATION ANALYST

CODE 1250

Job Requirement:

In addition to the basic qualifications required for a Sr. Technical Writer, the STVA must also possess the skills and be able to prove performance of their ability in the following areas:

- In depth knowledge of aircraft maintenance and/or manufacturing industry standards and practices.
- Excellent training skills and ability to develop training materials, plan and coordinate training needs.
- Ability to work in a team environment and possess strong facilitation skills.
- Project management experience.
- Analytical and troubleshooting skills.
- Proven ability to validate technical content, analyze supplier data and define corrective action solutions.

- Must have good organizational skills, administrative, communication and superior customer service skills.
- Advanced Microsoft Office Suite and Project skills. Due to the nature of this position travel will be required.
- Flexibility in work hours and overtime will be required.

Normal Duties:

- To provide authoring environment and effectively training (off-site) to suppliers.
- Develop and coordinate training plans as directed by management.
- Provide on-going training and support to suppliers as required.
- Coach and guide personnel related to Technical Publications practices.
- Assist in the development and improvement of QA standards and processes for Key Performance Indicators (KPIs) as directed by management.
- Review new and/or revised units of work for compliance to Service Level Agreements (SLAs) including validation on aircraft if required.
- Perform Technical Writing tasks as required to complete or expedite supplier work packages.
- Approve work units and generate Temporary Revisions (TRs).
- Provide analysis of findings and define corrective action recommendations as per relevant standards.
- Track and report QA findings as per governance requirements.
- Support program coordinators and management as required.
- Prepare work packages for supplier as required.
- Perform other related duties and tasks as required.

Effective: October 4, 2005

SUPPLIER PUBLISHING VALIDATION ANALYST

CODE 1251

Job Requirement:

In addition to the basic qualifications required for a Coordinator – Publications Printing the SPVA must also possess the skills and be able to prove performance their ability in the following areas:

- In depth knowledge of aircraft publishing industry standards, practices.
- Excellent training skills and able to develop training materials, plan and coordinate training needs.
- Ability to work in a team environment and possess strong facilitation skills.
- Project management experience.
- Analytical and troubleshooting skills.
- Proven ability to validate format and standards, analyze supplier data and define corrective action solutions.
- Must have good organizational skills, administrative, communication and superior customer service skills.
- Advanced Microsoft Office Suite and Project skills. Due to the nature of this position travel will be required. Flexibility in work hours and overtime will be required.

Normal Duties:

- To provide illustrating environment and related training (offsite) to suppliers.
- Develop and coordinate training plans as directed by management.
- Provide on-going training and support to suppliers as required.
- Coach and guide personnel related to Technical Publications practices.
- Assist in the development and improvement of QA standards and processes for Key Performance Indicators (KPIs) as directed by management.
- Review new and/or revised units of work for compliance to Service Level Agreements (SLAs).
- Approve work units as required.
- Provide analysis of findings and define corrective action recommendations as per relevant standards.
- Track and report QA findings as per governance requirements.
- Support program coordinators and management as required.
- Prepare work packages for supplier as required
- Perform other related duties and tasks as required.

Effective: October 4, 2005

SUPPLIER ILLUSTRATION VALIDATION ANALYST**CODE 1252****Job Requirement:**

In addition to the basic qualifications required for a Sr. Technical Illustrator the SIVA must also possess the skills and be able to prove performance their ability in the following areas:

- In depth knowledge of aircraft illustrating industry standards, practices.
- Excellent training skills and able to develop training materials, plan and coordinate training needs.
- Ability to work in a team environment and possess strong facilitation skills.
- Project management experience.
- Analytical and troubleshooting skills.
- Proven ability to validate format and standards, analyze supplier data and define corrective action solutions.
- Must have good organizational skills, administrative, communication and superior customer service skills.
- Advanced Microsoft Office Suite and Project skills.
- Due to the nature of this position travel will be required. Flexibility in work hours and overtime will be required.

Normal Duties:

- To provide illustrating environment and related training (offsite) to suppliers.
- Develop and coordinate training plans as directed by management.
- Provide on-going training and support to suppliers as required.
- Coach and guide personnel related to Technical Publications practices. Assist in the development and improvement of QA standards and processes for Key Performance Indicators (KPIs) as directed by management.

- Review new and/or revised units of work for compliance to Service Level Agreements (SLAs).
- Perform Technical Illustrating tasks as required to complete or expedite supplier work packages.
- Approve work units as required.
- Provide analysis of findings and define corrective action recommendations as per relevant standards.
- Track and report QA findings as per governance requirements.
- Support program coordinators and management as required.
- Prepare work packages for supplier as required.
- Perform other related duties and tasks as required.

Effective: October 4, 2005

LABORATORY TECHNICIAN – SENIOR

CODE 1255

Job Requirement:

Requires an Ontario Institute of Technology Diploma or an equivalent level qualification from a recognized institution in chemistry or metallurgy or equivalent plus a minimum of 2 years' experience in an industrial laboratory; or requires an Ontario Advanced Evening Class Certificate in chemistry or metallurgy plus at least 3 years relevant laboratory experience. Requires good organizational skills, the ability to set and prioritize jobs and the ability to work independently. Has demonstrated and is competent in performing both group 1014 and 1015 classification job tasks. Able to work in a team environment and must possess team facilitation skills. Requires effective communication skills and the ability to lead and coach.

Normal Duties:

Required to schedule, assign, expedite and check metallurgical and chemical laboratory work to meet general requirements. Performs routine and non-routine tests and analyses; prepares all samples of chemical and metallurgical test specimens; determines composition and properties of metallic or non-metallic materials; set up of machines; calculation and analysis of test results; prepares clear, concise and accurate technical and non-routine reports. Required to communicate with internal and external suppliers and customers to ensure lab requests are carried out. Assists and supports salaried staff in the effective operations of the lab. Will assist lab staff through leading and coaching and will work with departments outside of the lab to ensure effective lab support. Assigns and checks the work of juniors.

Effective June 23, 2006

AFTERMARKET MATERIAL SERVICES SPECIALIST

CODE 1260

Job Requirement:

Requires a post-secondary Degree/Diploma in Materials Management, Business Management, Operations Management or equivalent. APICS certification and/or PMAC certification is preferred and 5 years' experience in a computerized manufacturing environment. The position requires excellent organization, communication, negotiation and administrative skills coupled with strong computer skills. Must have the ability to effectively represent the department and the ability to work under minimal supervision. Must also be able to perform in a multi-functional, cross-designated organization. May be required to work 12 hour shifts day/night.

Normal Duties:

Required to undertake aftermarket material management activities including the purchasing of new or used parts, AOG and backorder support, repair and rotatable pool management activities. Manage aftermarket parts requirements in order to support the replenishment of a forecasted component, the requested date of a customer backorder or the return to service of an aircraft on ground.

Source vendors and place purchase orders and/or repair orders with suppliers of all priorities in line with repair turnaround time and repair costs objectives as defined by contract or business need. Specialise in zero stock AOG order fulfilment and order upgrades for expendable and rotatable components utilizing all available resources and creative "out of the box" solutions.

Monitor and ensure smooth transition of aftermarket core components along with the acknowledgement of on dock receipt at the supplier.

Manage the internal and external procurement flow of materials to meet the appropriate level of service to our customers and inventory replenishment levels including rotatable pool requirements within budget restraints.

Manage the repair Orders cycle with suppliers, in line with repair turnaround time and repair costs objectives as defined by contract or business needs, including, but not limited to time to quote, validating the quality of the quote and approval/challenging the repair offering and pricing.

Manage discrepancies and deviation related to planned in-flows by proposing solutions and raising suppliers awareness of their commitment to meet customer and operator's satisfaction.

Administer portfolio activities related to invoicing, PO pricing issues and quality snags.

Arrange for and/or participate in preparation and presentations of scheduled aftermarket Supplier Performance Reviews

Provide status updates to customers (both internal and external).

Engage in RCCA "post mortem" activities to ensure best practices are maintained throughout the team.

Analyze varied situations in a pressurized environment and make decisions in an efficient and structured manner,

Travel and overtime may be required.

Performs other related duties as assigned.

Effective date: January 27, 2022

QUALITY ASSURANCE TECHNICIAN LEAD

CODE 1406

Job Requirement:

Requires a post-secondary degree, diploma or certificate in Quality, Aeronautical, Mechanical, Industrial or Manufacturing Engineering or equivalent. This will be combined with a minimum of ten (10) years of experience as a Code 1206 Quality Assurance Technician Senior or equivalent. Requires an in-depth knowledge of aerospace manufacturing, industry standards, practices and specifications. Must be a sight-reader of drawings. Must be cognizant of the latest industry standards. Familiarization with regulatory requirements is a strong asset. Has thorough knowledge of entire Manufacturing process and is familiar with Engineering, Methods, Material Logistics and Procurement and how they relate to Quality activities. Must possess a strong working knowledge of computer applications including word processing and databases. Able to work effectively in a team environment and must possess strong facilitation skills. Requires superior organizational skills and the ability to set and prioritize tasks for themselves and amongst the group. The individual must demonstrate extensive skill, ability, leadership and job knowledge. The individual possesses effective communication skills and has proven themselves as a leader and coach. The individual takes initiative in suggesting improvements and has a proven track record of continuous improvement initiatives. The individual has the ability to work independently under minimal supervision.

Normal Duties:

In addition to all of the duties described in the Quality Assurance Technician - Senior 1206 Job Classification.

Compiles Quality audit check lists based on the latest industry standards including previous findings and corrective action records; performs audits as defined in the check lists; analyses auditee compliance with applicable Quality System elements, relevant standards and processes and initiates any required corrective and preventive actions; prepares and distributes audit report(s); verifies the response and effectiveness of the implementation(s). Analyses existing quality techniques; develops and prepares new or revised quality techniques and other like instructions. Recognizes the need for and initiates corrective and preventive action(s) for product or process discrepancies. Reviews production documentation for compliance and adequacy of inspection call outs and as necessary, develops required inspection criteria for the production of quality products. May review engineering drawings and specifications to ensure that all necessary Quality requirements have been included and may recommend changes to Quality or Engineering Management. Reviews production standards and Functional Test Procedures for correct inclusion of Quality System requirements; may act as an authorized Quality representative on the Material Review Board (MRB). Actions Quality Investigation Requests (QIR) and provides responses of corrective and preventive action(s) and report(s) to field services, as required. Responsible for distributing work assignments and providing work status as required. May manage a project or otherwise be responsible for a work statement and team with respect to assignment of work, work progress and reporting. May act as PSI Coordinator. Will provide in class or on the job training to Quality Assurance Technicians. Provides guidance and leadership to other Quality personnel engaged in related duties. Performs other clearly related duties as assigned.

**The ratio of group 1406 Quality Assurance Technician Lead to group 1206 Quality Assurance Technician – Senior shall be maintained at a maximum ratio of one (1) group 1406

TOOL DESIGNER

CODE 1410

Job Requirement:

Requires a degree or diploma in Mechanical/Industrial/Manufacturing Engineering or Tool Design or equivalent. This will be combined with a minimum of ten (10) years' experience as a Code 1210 Tool Designer Senior or equivalent. Must be capable of producing tool designs for all types of aerospace tooling, to the highest degree of complexity. Requires proficiency in the use of computerized systems, including Cadam, Catia, and various Microsoft programs. Must also be capable of producing and documenting charts, reports, tool instructions and tool standards in a computerized format. Requires a thorough knowledge of operational processes within the Tooling department and of interface processes with internal and external customers and suppliers. Must be capable of leading a tool design team in an effective manner, providing organizational skills that ensure the team's objectives are clearly defined and are achieved on schedule, within budget, and in compliance with quality standards. Must also be capable of representing the Tool Design department in manufacturing plan development and improvement projects. Requires the ability to work with minimum supervision.

Normal Duties:

Responsible for the design or redesign of all types of tooling required in the manufacture, assembly, test and delivery of aerospace products. Creates tool designs that satisfy the required function as specified in the tool request, and that support cost effective production of aircraft parts and assemblies while maintaining a healthy and safe production environment. Obtains approval of conceptual tool designs from the tool request originator, the line manager of the user department, the Engineering Stress department (if required) and the Health and Safety department (if required), prior to producing the tool design drawing. Produces tool designs and drawings/ models in computerized format as per the CATIA Methodology Manual, BM4040.03.05.01 and as per ASA drawing standards. Modifies/redesigns manually produced drawings when required. Produces tool design lofts and space models in support of Tool Fabrication/Production requirements. Provides support to Methods investigations of rejectable conditions when requested. Supports the Tool Shop during the fabrication, tryout and checking of tools. Analyzes Tool Shop checking data and provides a disposition for rejectable conditions. Provides instructions on the safe use of designed tools to Production personnel. For all Tool designed tools, creates a tool order providing a tool fabrication estimate and instructions to the responsible tool fabrication department and/or subcontractor. Compiles and issues requisitions for tooling raw material and hardware for in-house tool fabrication, as well as requisitions for subcontract offload of tool fabrication. Requests Engineering Stress department support when required (e.g. sling design). When required, leads a group of tool designers by distributing, scheduling, controlling and checking their work. Provides visibility of performance to cost and schedule targets. Supports the development of Manufacturing Plans, including tooling plans, product structure breakdown, floor layout, tooling estimates, and schedules. Provides support to quality/cost/schedule improvement projects. Tool Designer will liaison and provide all technical support to ensure De Havilland Aircraft of Canada Limited standards are adhered to with regards to vendor/contractor issues. Maintains/updates the Tool Design Manual, the Tool Standards manuals, and operating procedures (TI's). Provides guidance

to junior personnel engaged in related activities. Will provide in class or on the job training to Tool Designers. Performs other related duties as required.

**The ratio of group 1410 Tool Designer to group 1210 Tool Designer – Senior shall be maintained at a maximum ratio of one (1) group 1410 Tool Designer to seven (7) group 1210 Tool Designer – Senior.

METHODS ANALYST – LEAD

CODE 1420

Job Requirement:

Requires a post-secondary degree, diploma or certificate in Mechanical/Industrial/ Manufacturing Engineering or equivalent.

This will be combined with a minimum of 10 years' experience as a Code 1220 Methods Analyst Senior or equivalent.

Requires a thorough knowledge of several areas of manufacturing. Must be a sight-reader of drawings and must be fully proficient in the use of CADAM and CATIA Technology.

Requires expertise in Aerospace Manufacturing and industry practices and specifications. May require specialization in functional disciplines of structural, electrical, mechanical, Functional Test Procedures (FTP) including Automated Wire Testing (AWT) and fabrication of parts (Sheet Metal, Machine Composite, Details and Assemblies). Must have a thorough knowledge of process interfaces with all organizations requiring Methods Engineering input and feedback. Requires superior organizational skills and the ability to set and prioritize jobs. The individual must demonstrate skill, ability, leadership, extensive job knowledge and experience, as well as demonstrated team leadership with a proven track record of continuous improvement. Ability to work under minimum supervision.

Normal Duties:

Will collaborate in the preliminary design phase of major modifications or new products and will be responsible for the analysis of manufacturing operations and processes including tooling, equipment, methodologies and work centre layout for the production of aircraft by:

- Performing the duties described in the Methods Analyst I (1020) and Methods Analyst Senior (1220).
- Support of the Program Change Request (PCR) process by obtaining and providing supporting data as required.
- Using Time/Methods Studies, create improvement justifications and cost reduction initiatives including Capital Acquisitions, Work centre Line Balancing, Work Centre Layout and Make/Buy requests.
- Complete Automated Wire Testing database management.
- Create and maintain Methods Instructions and method Technical Instructions.
- Focal support in Aircraft level Integrated Product Development Teams (IPDT) and process capability, input to produce ability and other related tasks.
- Will distribute work assignments and be responsible for the performance expectations of the team.
- Provide in-class or on-the-job training to Methods Analysts.
- Provide guidance and leadership to junior personnel engaged in related activities.
- May act as process system integrity coordinator or equivalent.

- Perform other related duties as required.

**The ratio of group 1420 Methods Analyst Lead to group 1220 Methods Analyst Senior shall be maintained at a minimum ratio of one (1) group 1420 Methods Analyst Lead to seven (7) group 1220 Methods Analyst Senior.

Effective June 23, 2021

MATERIAL LOGISTICS SENIOR – LEAD

CODE 1436

Job Requirement:

Requires a post-secondary Degree/Diploma in Materials Management, Business Management, Operations Management or equivalent. APICS certification, (C.P.I.M.) PMAC certification is preferred and 5 years' experience in a computerized manufacturing environment. Must have excellent organization, administrative and communication skills, the ability to effectively represent the department and the ability to work under minimal supervision. Must also be able to perform in a multi-functional, cross-designated organization. Must have extensive knowledge of Material Logistics and its relation to all other groups including Finance, Production, Quality, Methods and Engineering. They must have demonstrated strong leadership skills and be able to independently guide and direct other Material Logistics personnel in an effective manner.

Normal Duties:

In addition to duties of lower Material Logistics classifications, this individual, because of their extensive knowledge and leadership skills, is able to lead projects and teams. This individual will also provide day-to-day coaching, training and direction to employees. They are responsible for assigning work, reviewing project schedules and coordinating/holding meetings with other groups including Finance, Methods, Quality, Engineering and Production. May act as PSI Coordinator*

*not to be construed as having sole jurisdiction over the PSI function

PROCUREMENT & SUPPLIER QUALITY MATRIX

		Procurement 1236 & 1436 Logistics Toronto	Supplier Compliance 1206 Toronto
A	Daily Supplier Communication (OTD, Parts availability)	R	S
1	Day to day Supplier Delivery Management (PO, Expediting, NCR, Quality/production line support)	R	S
2	Letter sent out to Suppliers for Rate Change including parts analysis and communication	R	S
3	Conduct Weekly/Bi-weekly Supplier Review, and Monthly Cross Functional Meetings regarding Production & P.O.Delivery Issues	R	S
4	Accountable for KPI's for day to day related delivery performance within the BU (Shortages, NCR etc...)	R	S
5	Develop parts delivery Recovery Plans for suppliers not respecting PO/Contract obligations	R	S
B	Logistics Data Management (Maintain Data Integrity in ERP)	R	I
C	PO Execution & Follow up/data integrity	R	I
1	Manage Rolling BOM throughout fiscal year	R	I
2	Validate/approve PO price variances	R	I
3	Audit BOM's to PO for accuracy	R	I
D	Procurement/Logistics Operations support (Execution)	R	S
1	Production Line issues where supplier impacting the line	R	S
2	FSR follow up & organization to support Operations for logistics	R	S
3	ERP Analysis (Actual Lead Time vs Contract Lead Time)	R	S
4	Obsolete Inventory Analysis	R	S
5	Quotes not under contract	R	S
6	Project leads related to Material Logistics/Parts Management	R	S
7	Follow up on delivery information to Suppliers	R	S
8	Sending Forecasts pertaining to parts	R	S
9	Root Cause & Corrective Action on Late to PO Chronic offenders (Level 0)	R	S
10	Sending Drawings to Suppliers	R	S
11	Supplier Delivery Performance Scorecards	R	S
12	Invoice Report	R	I
13	Requisitions – Placement of reqs	R	I
14	Exception Message Reports	R	I
15	NCRs/VNCRs/Snags – Ensure the Timely Processing by Logistic Agents	R	S
16	Attrition – Replacement/Lost/NCR Parts (RFQ & Placement)	R	S

17	E-tool/TORR – Shortage Report/Meetings & Data Population	R	S
18	Shortage Report	R	S
19	Backorder Report	R	I
20	Reports for key Suppliers – Send Skyline/MS Changes/Weekly Reports	R	I
21	RPPFs – Receiving for Financial Purposes Only	R	S
22	Part Creation/PIR/Source List – For Attrition- Detail Parts including Repair orders	R	S
23	Fittings & Fixtures – Shipping Fitting & Fixtures Rotation	R	I
24	Repair – Repair Orders	R	I
25	Release Notes – Where applicable such as in the case of Repair orders and/or internal transfers BA Sites	R	S
26	AOG – Support	R	S
27	Level 0 – RCCA actions for chronic offenders.	R	S
28	Planning – Ensure Requirements are met (ERP activities PO)	R	I
29	Reallocation of customer configuration for specific Tail #s (Execution)	R	S
30	Coordinating PDR/CDR for Dash 8 - 400 Interiors Only	R	S
31	Coverage Charts – Follow up of the actual coverage on the production line	R	S
32	Creating Master Production Plans	R	S
33	Parts Recovery Plan	R	S
34	Shortage Review – Expedite	R	S
E	Supplier Payment as per PO requirements	R	I
1	Supplier invoice mismatch resolution	R	I
2	Processing accounts payable invoices	R	I
3	Manage supplier credit hold situations	R	I
F	Supplier Performance & Program Management (Commercial & performance)	S	S
3	Coordinate and communicate top level KPI's to supplier at the BU level (harmonize package of all KPI's used to monitor supplier performance with De Havilland)	S	S
1	Develop overall business commercial strategy for permanent offloads or make/buy/second sourcing	S	S
2	Lead supplier selection and contract Negotiation for permanent offload or make/buy second source	S	S
3	Rate Readiness Strategic Planning with Suppliers	S	S
4	Develop strategic plans for suppliers not respecting contract obligations at the BU level (Escalation for Cost, Delivery, Quality, Product Development, & Program). Get Well and improvement plan.	S	S
12	Coordinate Program Specific Quarterly Supplier Management Reviews (SMRs)	S	S
13	Monitor Supplier overall cross BU performance as per scorecard provided by BUs and industry trends	S	S

G	Commercial Contract Management – (Capturing agreements, adherence, disruptions, & performance)	S	S
1	Create (RFP/RFQ/RFI, NDA, contract amendments, LOA, MOU) which would include other dept. Specific requirements (spares, quality etc..)	S	S
2	Develop individual negotiation strategy/develop nego mandate	S	S
3	Negotiate contracts/Amendments/LOA/MOU	S	S
4	Monitor Supplier to ensure they meet contract requirements (production and aftermarket)	S	S
5	Determine default situation from supplier under the contract and document in view of potential claims/disruptions	S	S
6	Once "Management Assistance Clause" has been invoked, perform regular duties at supplier site as directed.	R	S
7	Management of "Force Majeure" situations	S	S
8	Management of "Bankruptcy" situations	S	S
9	Termination of a contract(as previously agreed to between Sourcing and BU)	S	I
10	Stopwork on the entire program(as called for by the BU)	S	I
11	Work within annual Budgets (VNR, Tooling, BOM, Warranty)	S	I
12	Conduct annual BOM validation exercise (Total Value Management)	S	I
13	Validate/Report on cost savings achieved for BU as reported in Startool	S	I
14	Capture changes made to the BOM for cost purposes (Incl. TVM)	S	I
15	Track campaign discounts on a monthly basis	S	I
16	Execute E-debits as agreed with suppliers	S	S
17	Focal for all Finance/SC BOM inquiries & approvals	S	S
18	Lead commercial discussions as they occur to support administration of contract	S	I
H	Product Development & Change Management (CERPI)	S	S
1	Product Change Request (PCR) – Project Identification Engineering [C]	S	I
2	Design Change Proposal (DCP) – [E]	S	S
3	Impact Analysis (IA) – [E]	S	S
4	Program Impact Statement (PIS) – [E]	S	I
5	Present at CMT for approval – [E]	S	S
6	Prepare Negotiation Mandate – [R]	S	S
7	Negotiation – [R]	S	S
8	Program Change Approval (PCA) – [R]	S	S
9	Partner Proposed Implementation Plan (PPIP) & (SCC) – [P]	R	S
10	Harmonized Impact Statement (HIS) – [P]	R	S
11	Action Sheet – [P] (Executing cut in date/change	R	S

	management)		
12	PO Management – [I]	R	S
13	FAI – [I]	S	R
I	Supplier Quality	S	R
1	FAI/Source Audits (On-Site or Desktop or at Receipt)	S	R
2	Delta FAI/Source Audits (On-Site or Desktop or at Receipt)	S	R
3	Corrective & Preventive Action on NCR’s (Quality Issues)	S	R
4	Product Quality Improvement Plans (PQIP)	S	R
5	Product & Process Audits	S	R
6	Quality Reviews & CABs	S	R
7	Investigations on Production Line	S	R
8	NCR Data integrity	S	R
9	Supplier Quality Performance Scorecards	I	R
10	Product Change Management P-FMEAs and Advance Quality Planning	I	R
11	FSR Support due to Quality issues	S	R
12	Inspection & Advance Planning in ERP	I	R
13	VIP Deployment and Maintenance	S	R
14	DHC Special Process Qualifications & Approvals	S	R
15	ATS: Supporting and approving Authorization to Ship for ONCR’s or outstanding work	S	R
16	Vendor QIR containment and closure	I	R
17	Material Review Board (Quality)	S	R
18	Vendor Disclosure Management (Issuing & managing PQ Alert Status with Suppliers & DHC Internally)	S	R

R = Responsible

S = Support

I = Informed

SCHEDULE "F"
FLOW LINES
CHART NO.

GENERAL FLOW LINES

Material Logistics	1
Methods.....	2
Spares	3
Quality Assurance.....	4
Finance.....	5
Laboratory.....	6
Office	7
Technical Publications	8
Printing.....	9
Procurement	10
ISD	11
Maintenance Engineering	12
Field Service	13
Library.....	14
Tech Related	15
Loft.....	16
Marketing.....	17
Silk Screen	18
Pricing	19
Plant Engineering.....	20

GROUP 2

JOB NO.		FLOW
210	General Duty Clerk	All

GROUP 3

JOB NO.		FLOW
315	Clerk – Typist – Senior*	All
317	Operator Telephone*	All

GROUP 4

JOB NO.		FLOW
450	Secretary I*	All
465	General Duty Clerk	All

GROUP 5

JOB NO.		FLOW
518	Clerk – Communications	7
520	Clerk – Technical Publications Data	9
526	Clerk – Field Service	13
535	Methods Clerk II	2

GROUP 6		
JOB NO.		FLOW
602	Clerk – Logbook Control	4
604	Clerk I – Cost	5
605	Clerk I – Accounts	5
609	Clerk – Packaging Methods	3
615	Printer I – Loft Template	16
616	Procurement Liaison Clerk	10
620	Compiler – Capital Inventory	20
650	Clerk – Engineering – Administrative	2
692	Clerk – Publications	9

GROUP 7		
JOB NO.		FLOW
712	Clerk – Pricing	19
716	Analyst – Spares Admin. Data	3
717	Technical Writer II	8
718	Technical Illustrator II	8
719	Clerk I – Payroll	5
720	Analyst – Forecast & Performance I	5
725	Coordinator – Micrographics	7
726	Coordinator – Printing Services	9
729	Coordinator – Logistics Liaison	3
730	Librarian	14
732	Clerk – Configuration Control	4
735	Methods Clerk II	2
736	Work & Material Planner II	1
741	Operator Data Collection Technical Support	12
743	Traffic Clerk	3

GROUP 8		
JOB NO.		FLOW
805	Clerk – Accounting – Senior	5
806	Cost Administrator	5
814	Clerk – Payroll – Senior	5
816	Coordinator – Publications Printing	9
818	Tool Designer II	15
819	Coordinator – Exhibitions	17
821	Programmer Numerical Control Machine II	15
835	Methods Clerk – Senior	2

GROUP 9		
JOB NO.		FLOW
900	Material Logistics Agent	1
901	Technician – Logbook – Senior	4
903	Pressman – Offset	9
912	Quality Assurance Technician I	4
915	Estimator – Pricing & Forecasts I	19
917	Estimator II – Pricing	19
939	Coordinator – Resource Centre	14
940	Computer Operator & Scheduler	11
941	Senior Operator Data Collection Technical Support	12
944	Customer Service Representative	3
945	Warranty Analyst	3

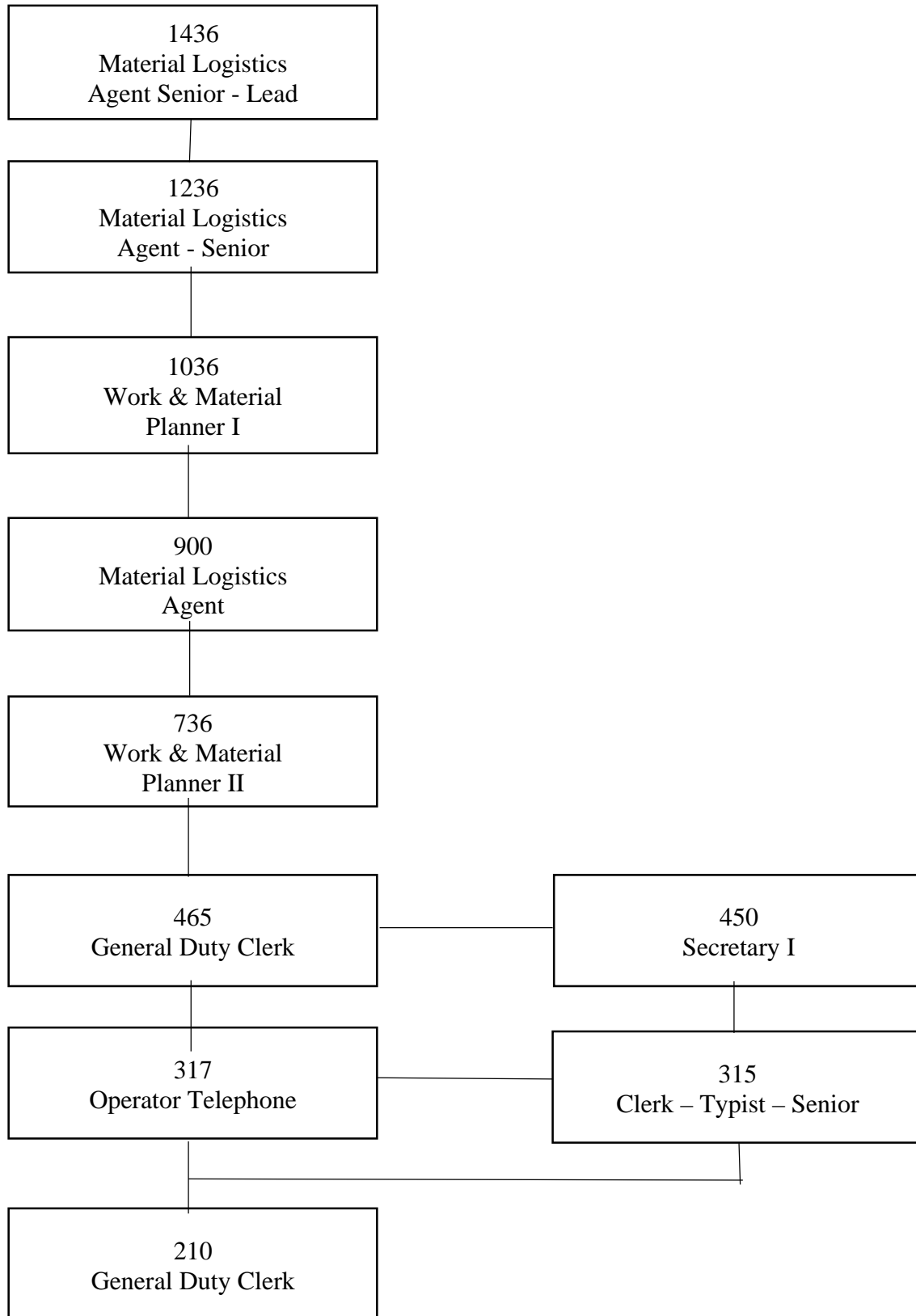
GROUP 10		
JOB NO.		FLOW
1002	Writer – Production Process Standards I	25
1004	Analyst – Spares Pricing	19
1005	Programmer Numerical Control Machine I	22
1006	Quality Assurance Technician Jr	21
1007	Technical Writer I	8
1008	Technical Illustrator I	8
1009	Tool Designer I	23
1010	Illustrator – Technical – Production Engineering I	26
1012	Aircraft Maintenance Technician – Quality Assurance	4
1016	Laboratory Technician Chemical and Metallurgical	6
1017	Senior Cost Administrator	5
1019	Illustrator – Silk Screen	18
1020	Methods Analyst I	22
1025	Technician I – Marketing Presentations	17
1035	Clerk – Financial Accounting – Senior	5
1036	Work & Material Planner I	1

GROUP 12		
JOB NO.		FLOW
1202	Writer – Production Process Standards – Senior	25
1205	Digital/Imaging Specialist	17
1206	Quality Assurance Technician – Senior	21
1207	Technical Writer – Senior	8
1208	Technical Illustrator – Senior	8
1210	Tool Designer – Senior	23
1213	Estimator – Pricing & Forecasts – Senior	24

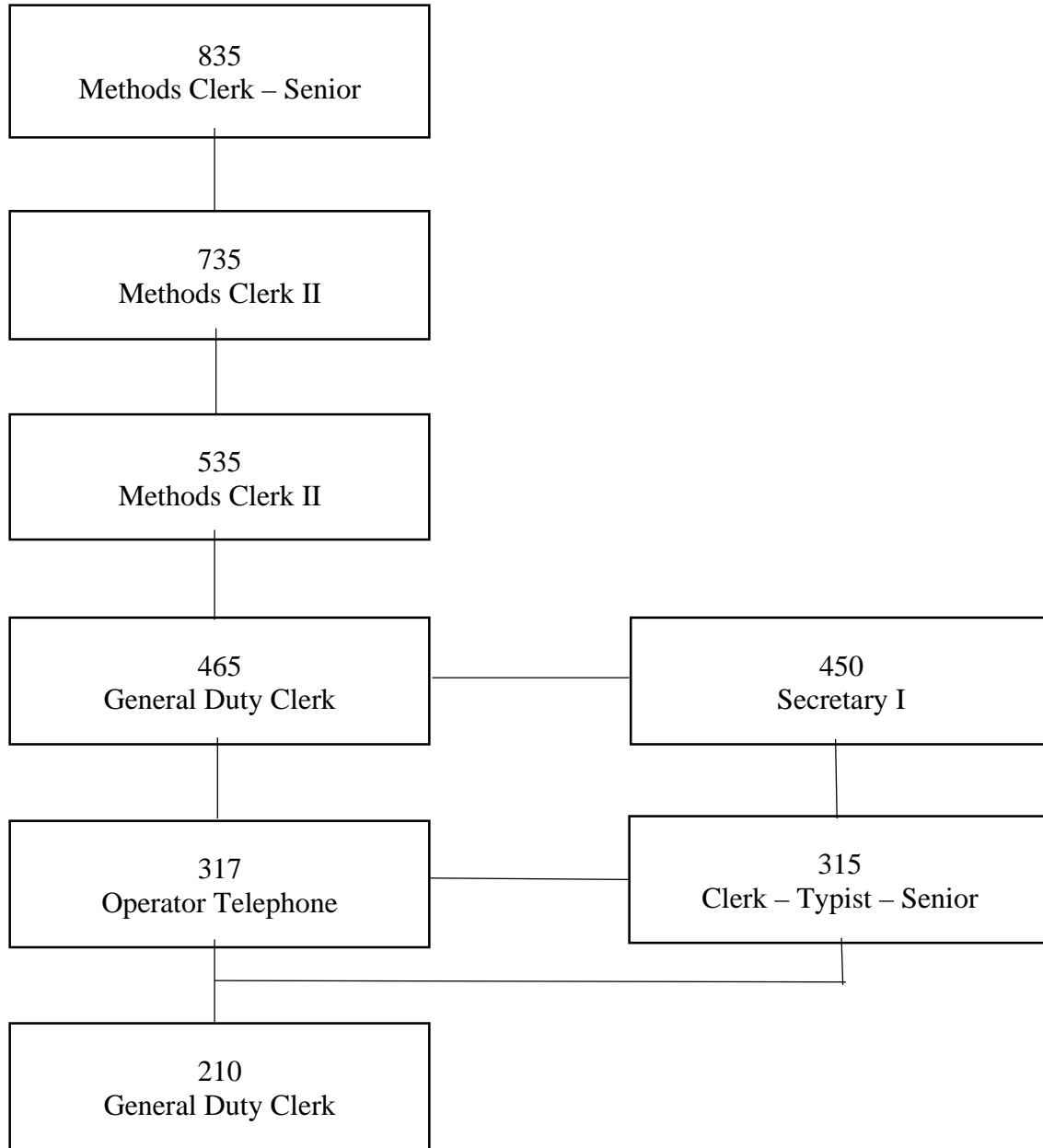
1215	Estimator – Engineering	24
1218	Illustrator–Technical–Production Engineering–Senior	26
1220	Methods Analyst Senior	22
1236	Material Logistics Agent – Senior	1
1237	Quality Logbook Technician III	4
1238	Senior Spares Technical & Inventory Analyst – Materials Management	3
1239	Senior Spares Analyst	3
1240	Maintenance Technologist	20
1245	Senior Warranty Analyst	3
1250	Supplier Technical Validation Analyst	8
1251	Supplier Publishing Validation Analyst	9
1252	Supplier Illustration Validation Analyst	8
1255	Laboratory Technician – Senior	6
1260	Aftermarket Material Services Specialist	3

GROUP 14		
JOB NO.		FLOW
1406	Quality Assurance Technician – Lead	21
1410	Tool Designer	23
1420	Methods Analyst – Lead	22
1436	Material Logistics Senior – Lead	1

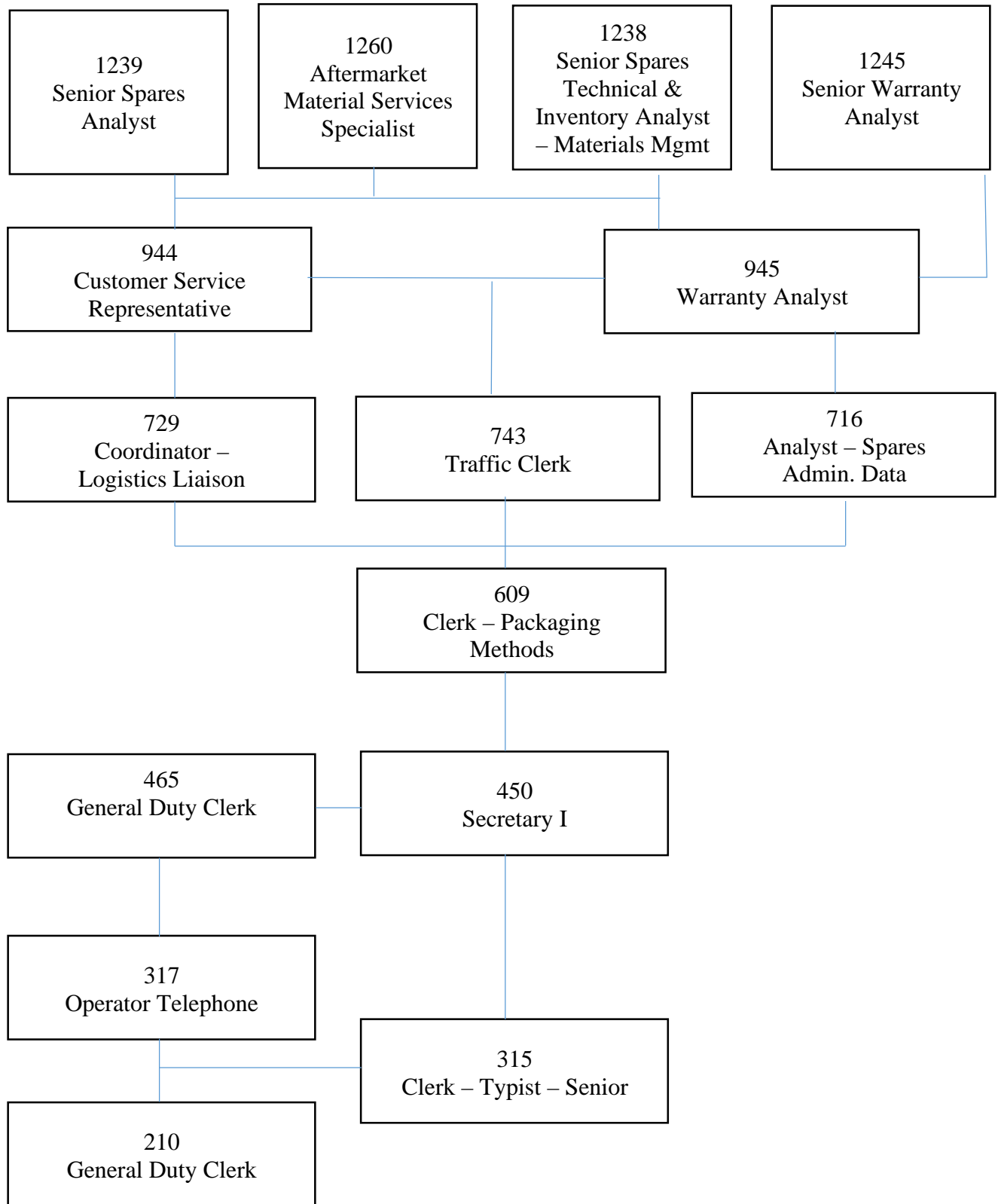
CHART "1"
MATERIAL LOGISTICS



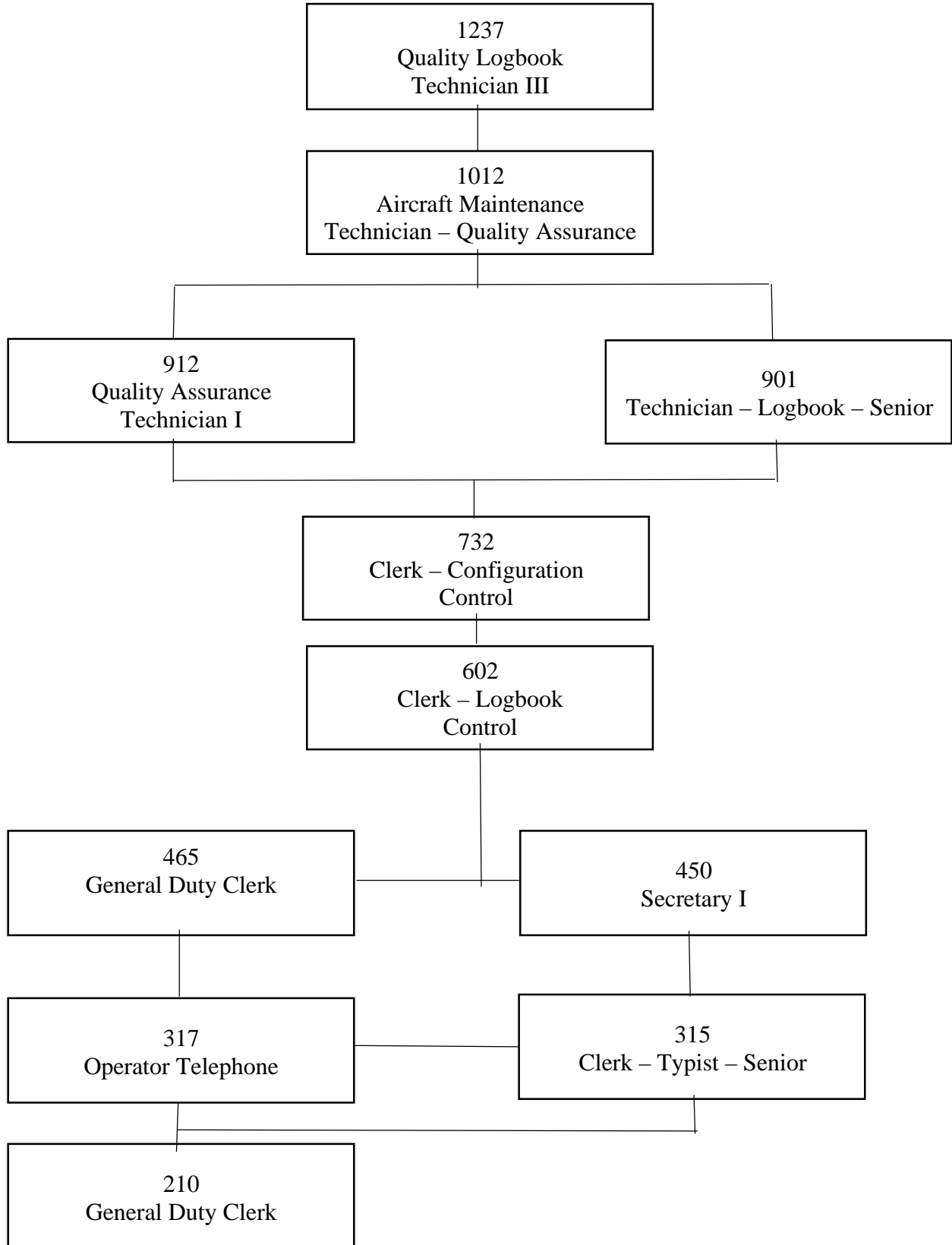
**CHART "2"
METHODS**



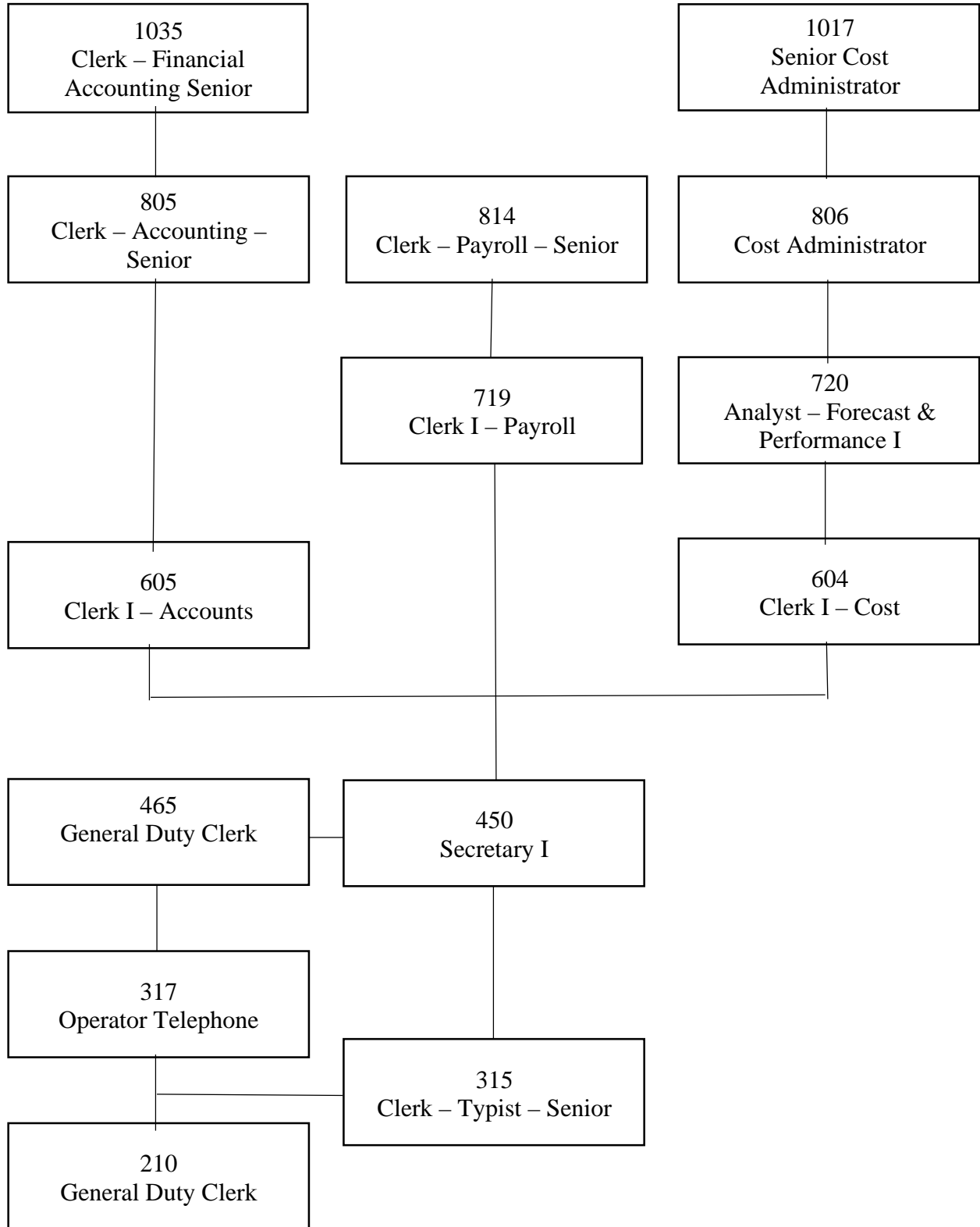
**CHART "3"
SPARES**



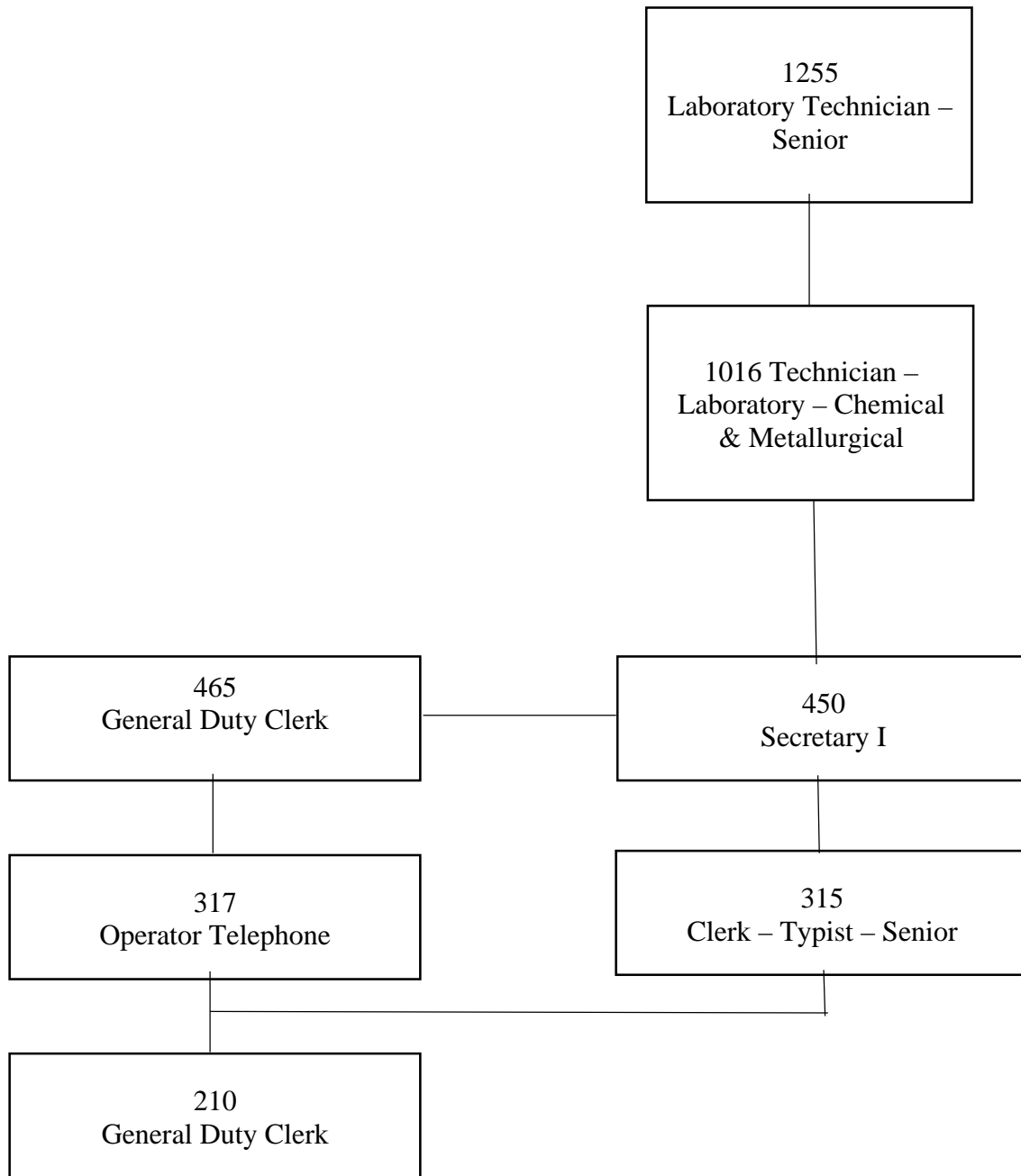
**CHART "4"
QUALITY ASSURANCE**



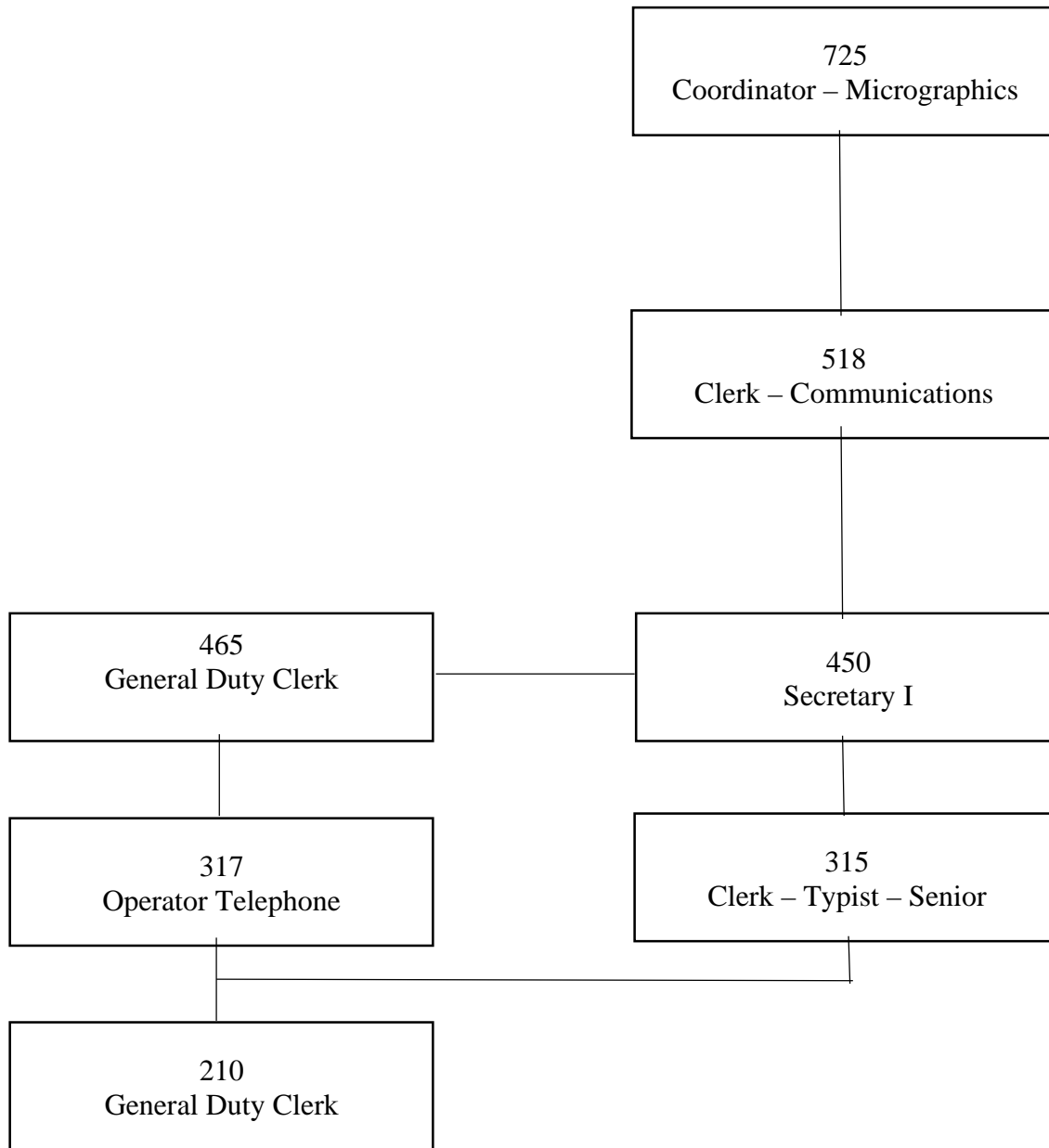
**CHART "5"
FINANCE**



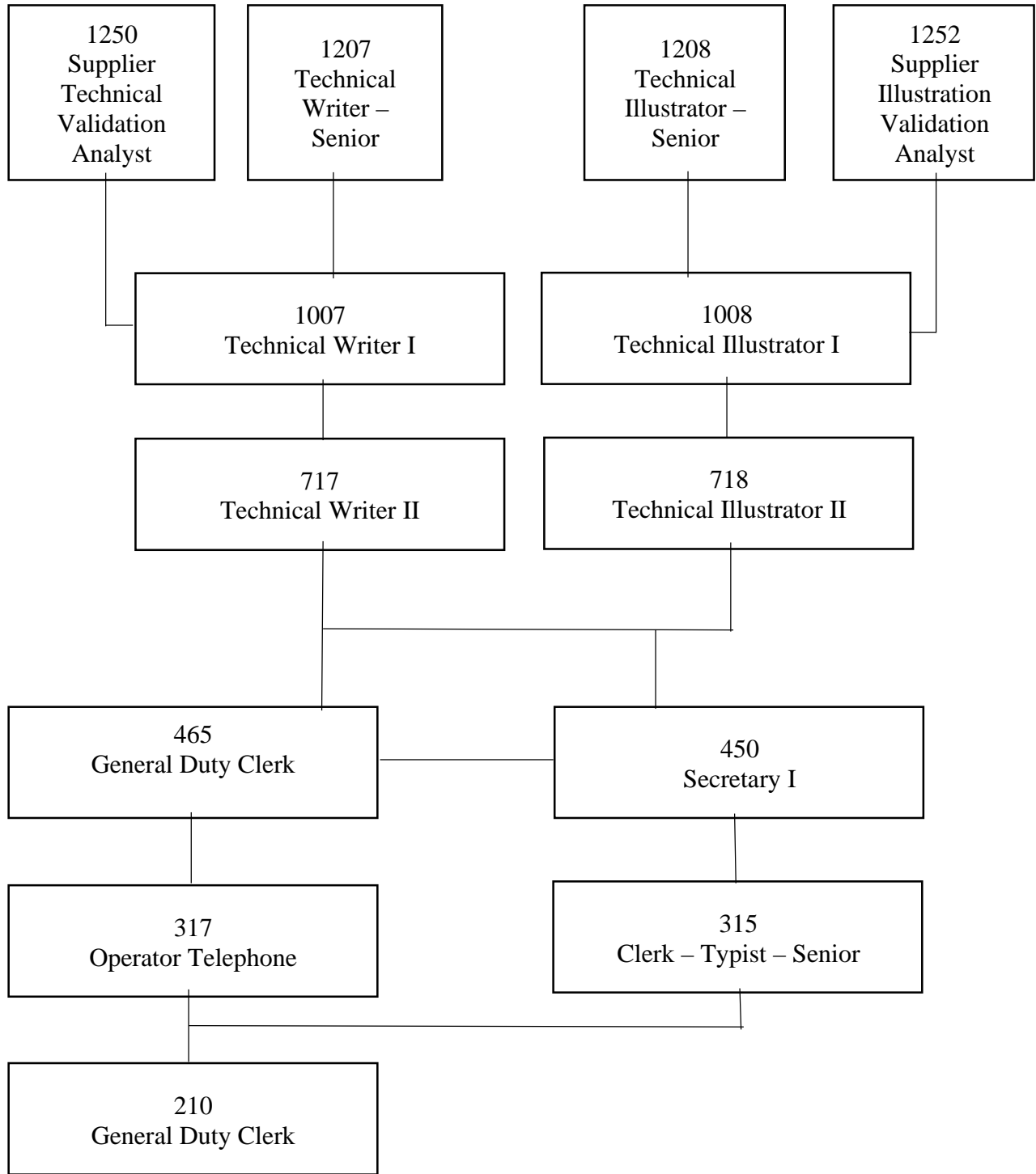
**CHART "6"
LABORATORY**



**CHART "7"
OFFICE**



**CHART "8"
TECHNICAL PUBLICATIONS**



**CHART "9"
PRINTING**

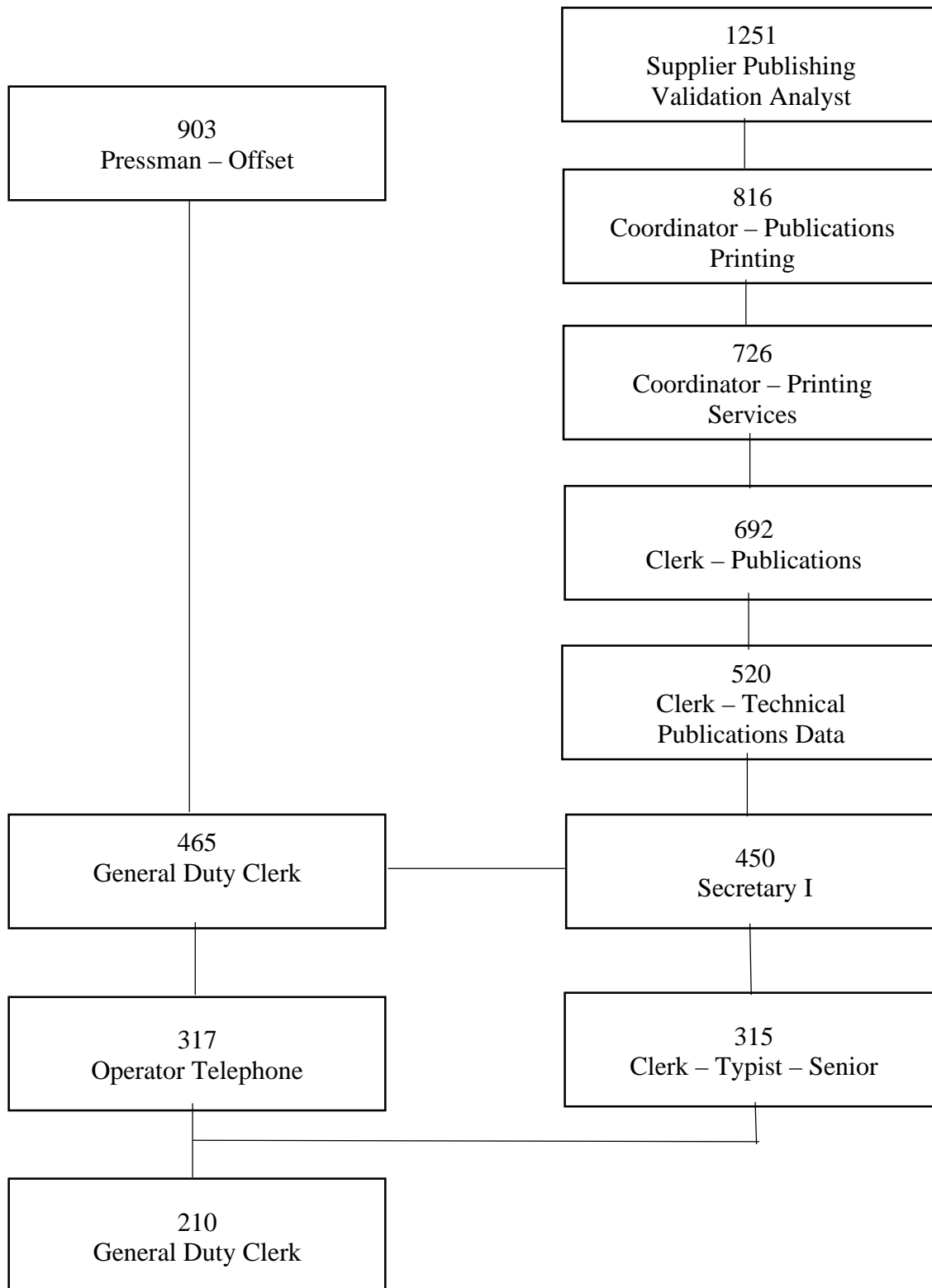


CHART "10"
PROCUREMENT

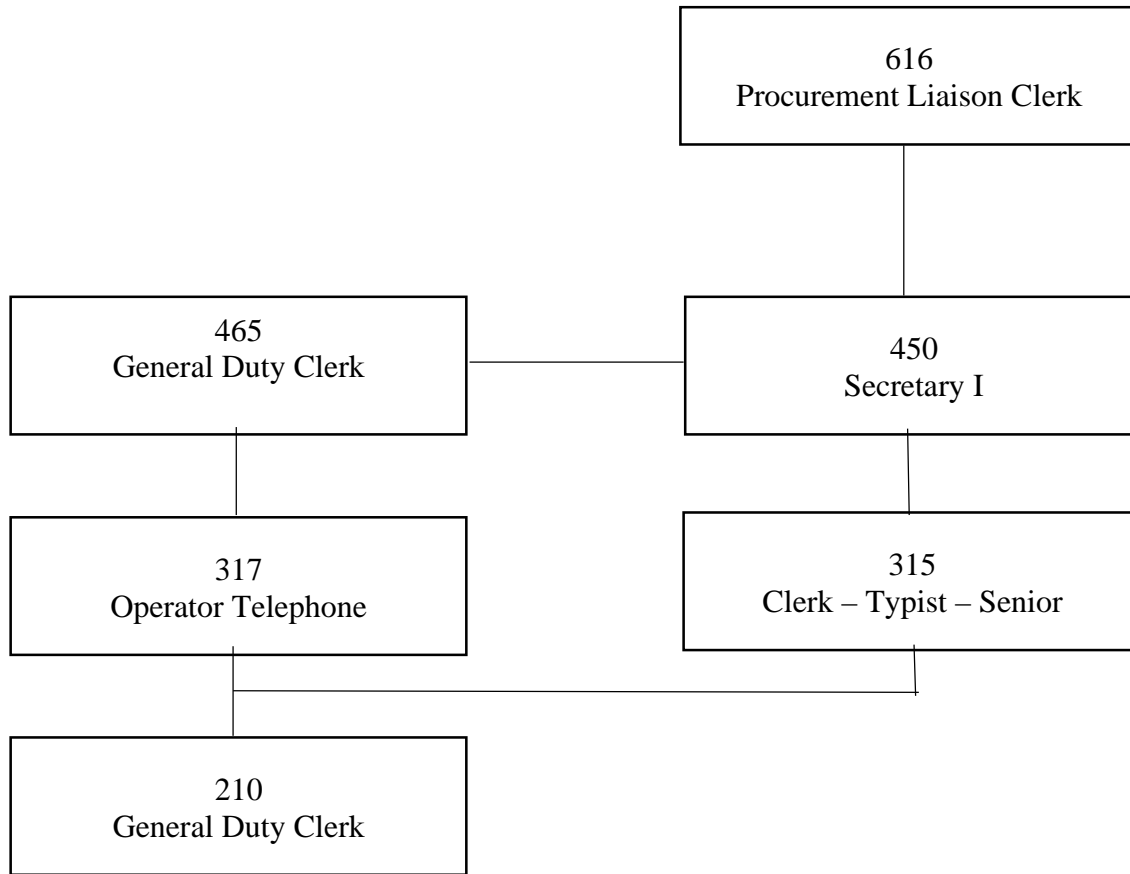


CHART "11"
INFORMATION SYSTEMS DESIGN

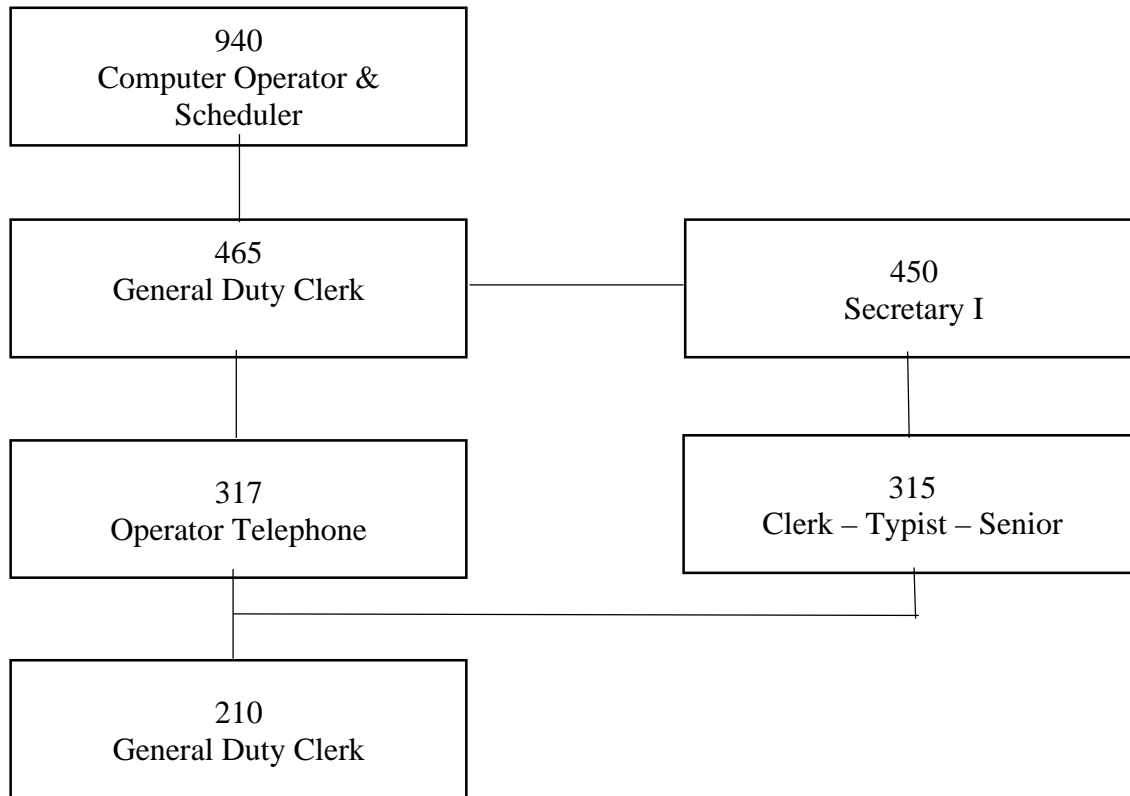


CHART "12"
MAINTENANCE ENGINEERING

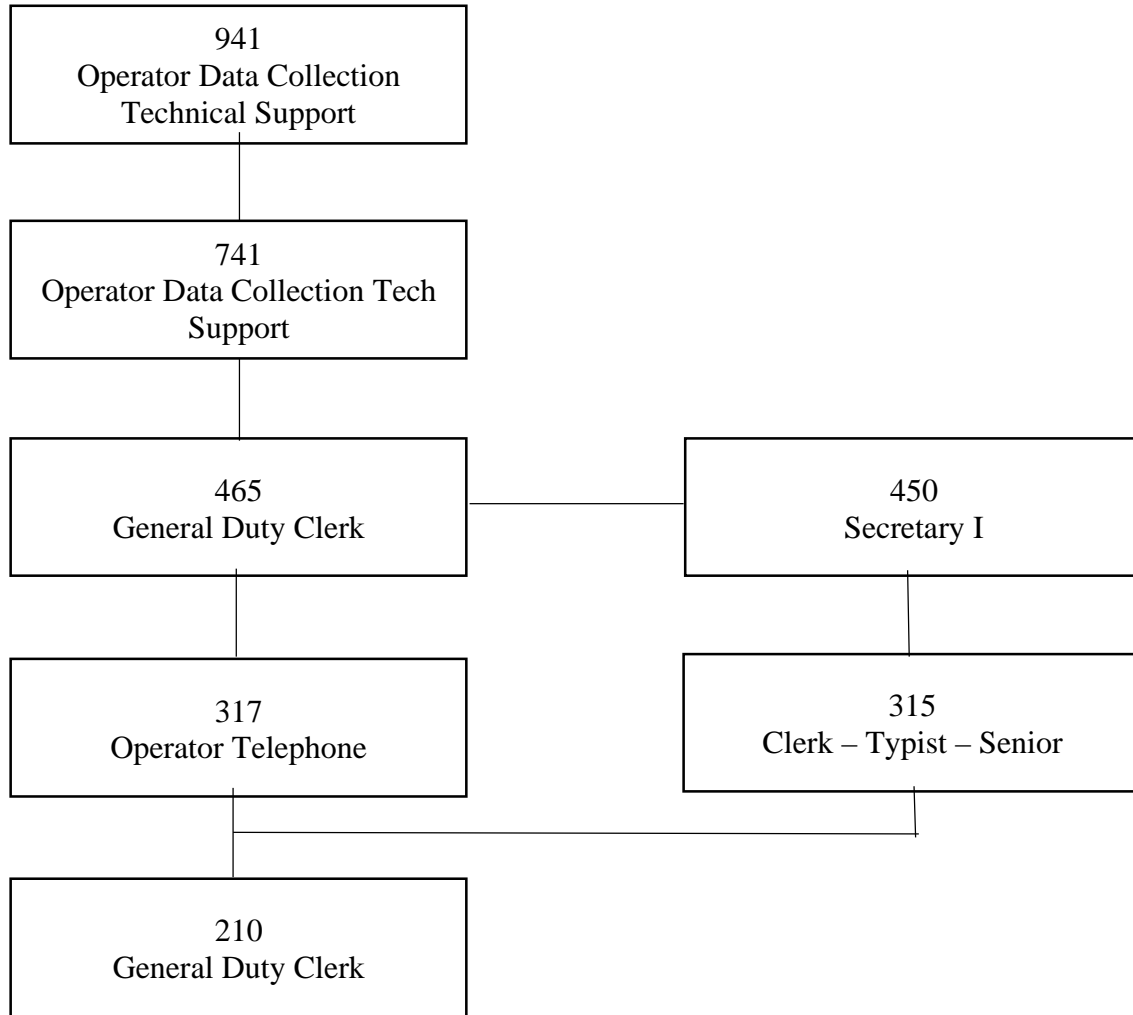
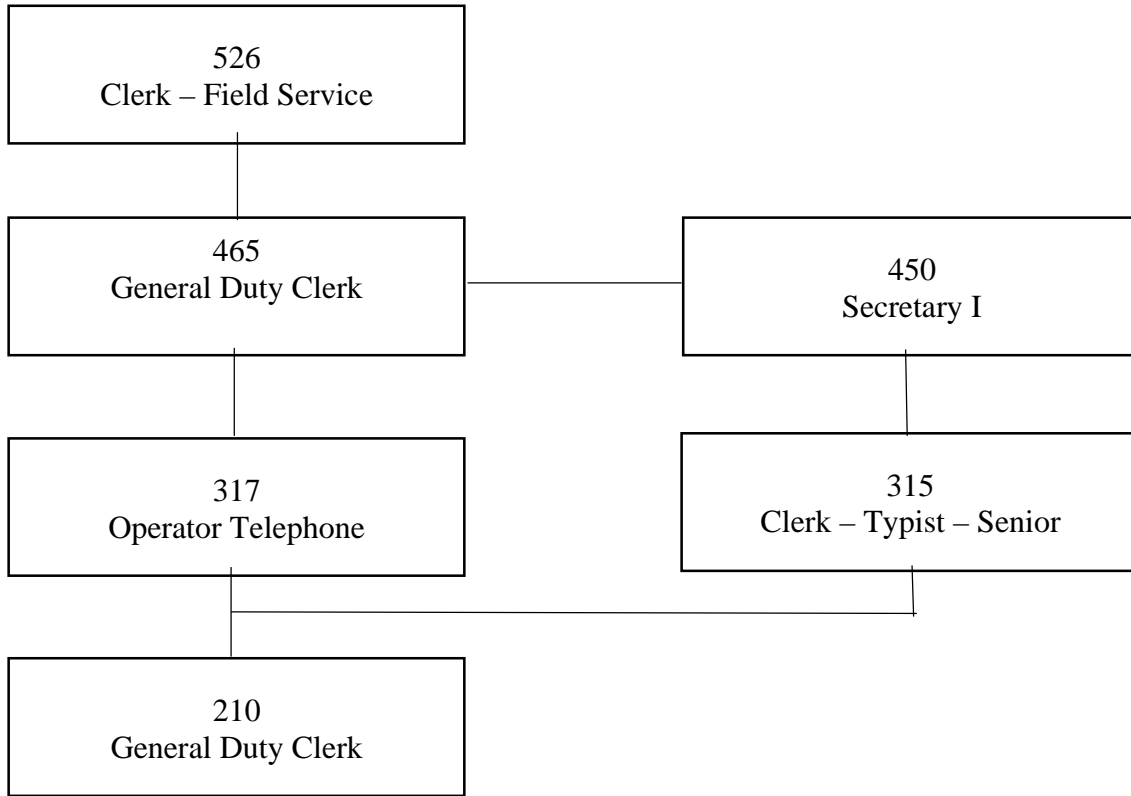
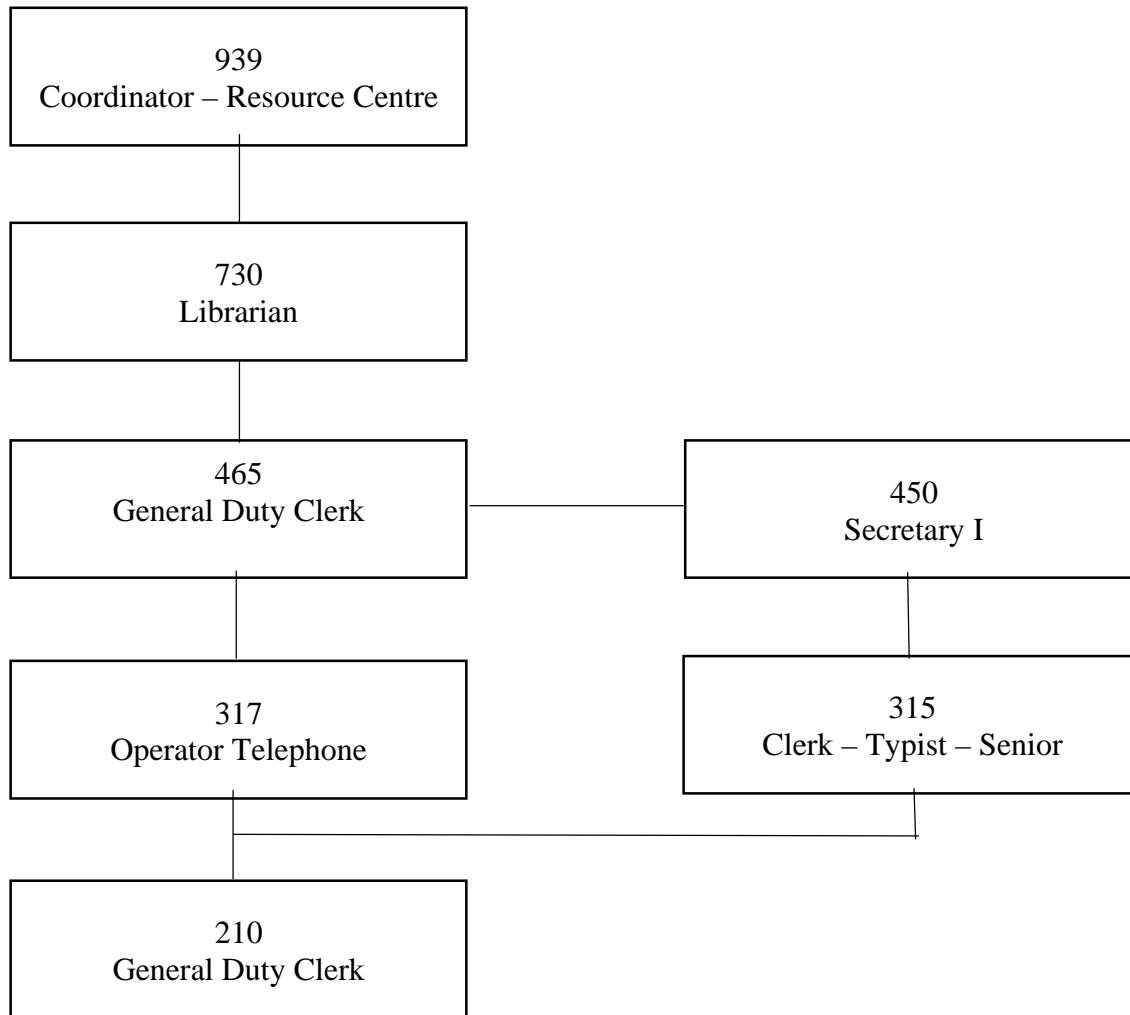


CHART "13"
FIELD SERVICE



**CHART "14"
LIBRARY**



**CHART "15"
TECH RELATED**

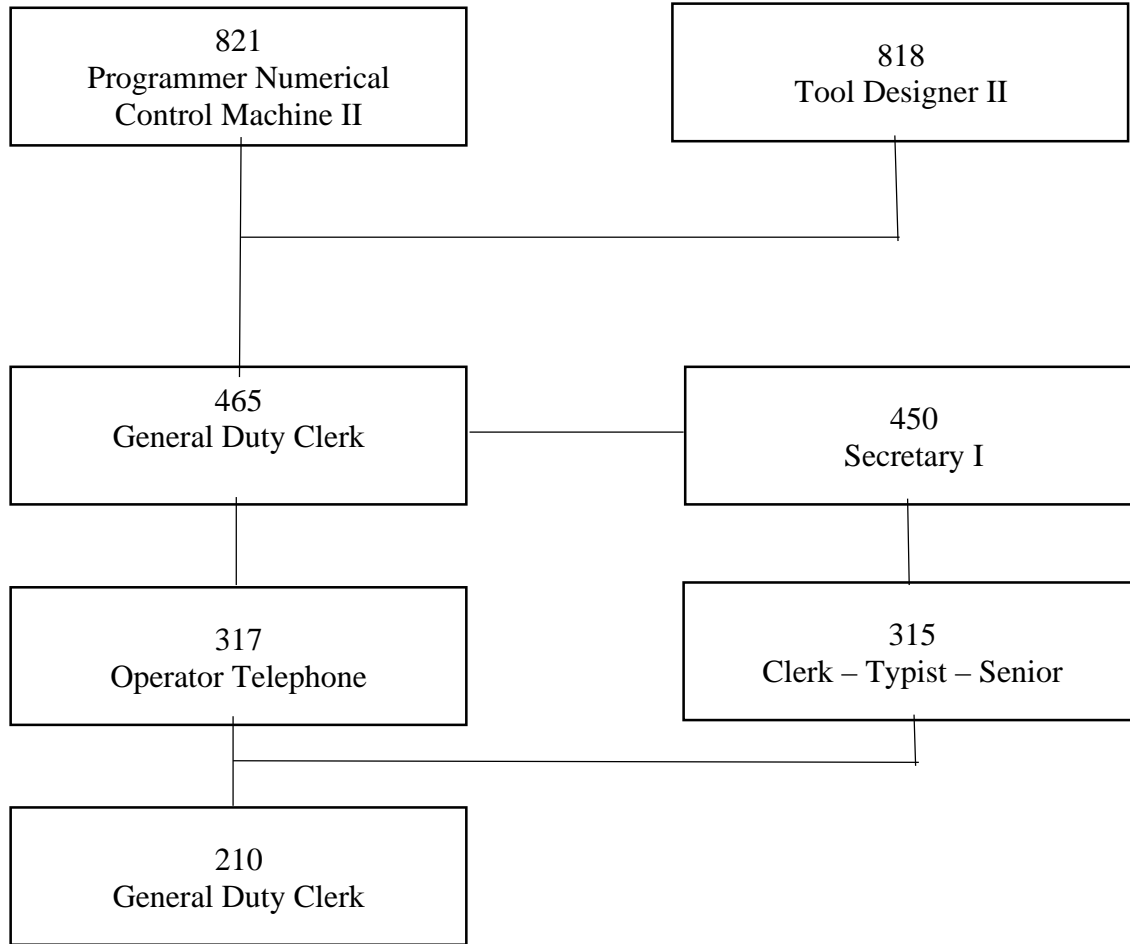
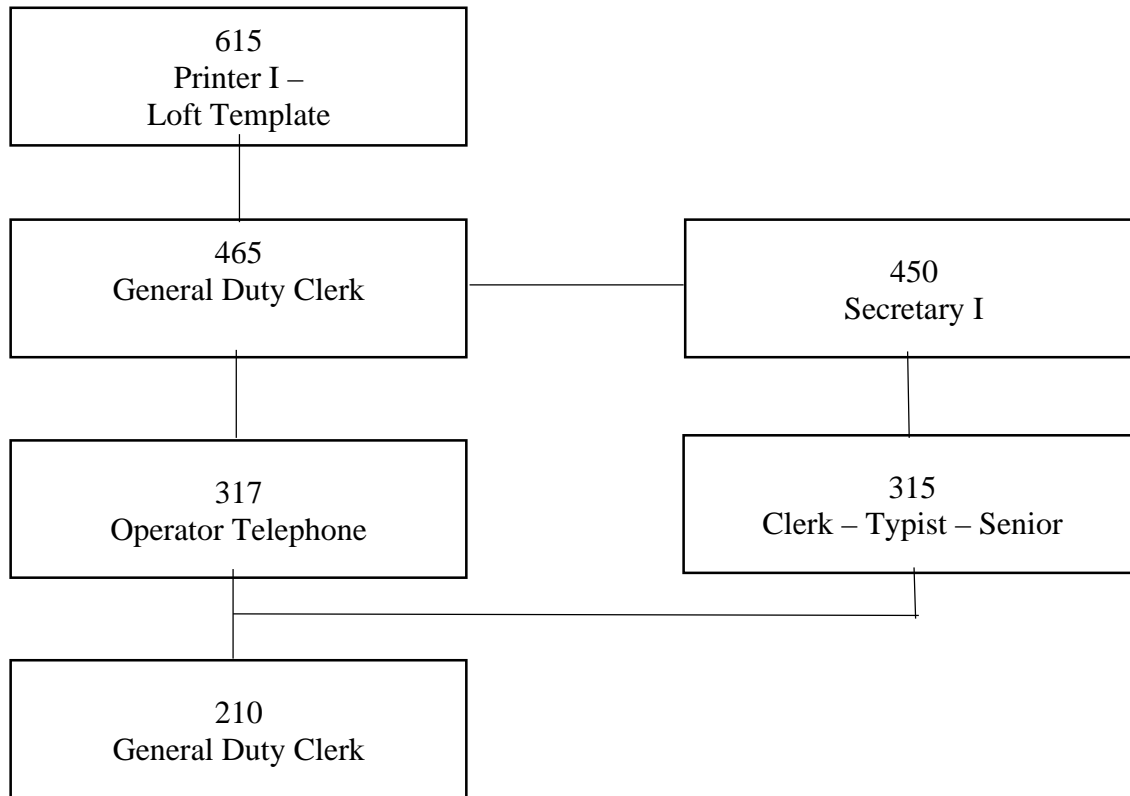


CHART "16"
LOFT



**CHART "17"
MARKETING**

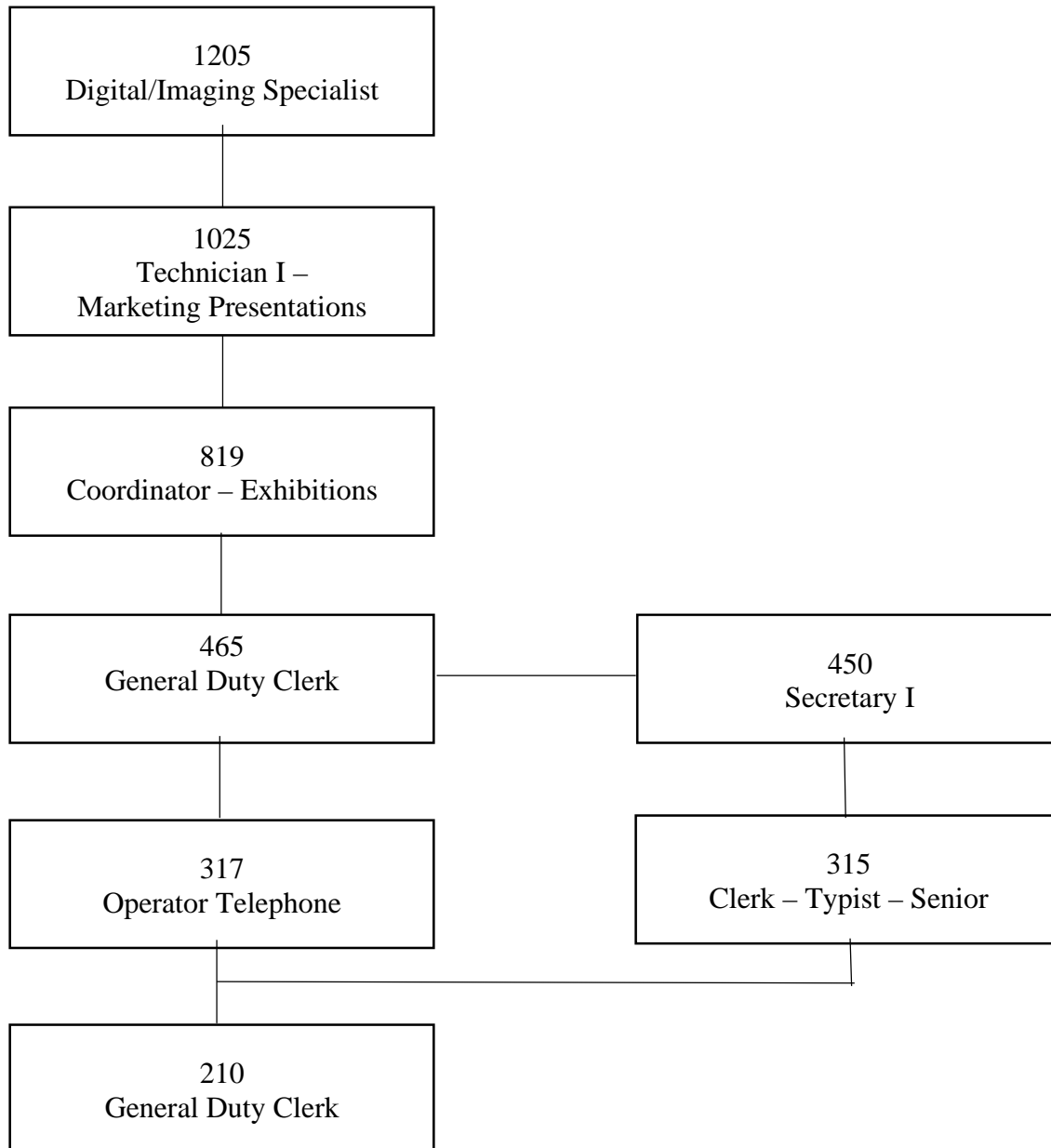
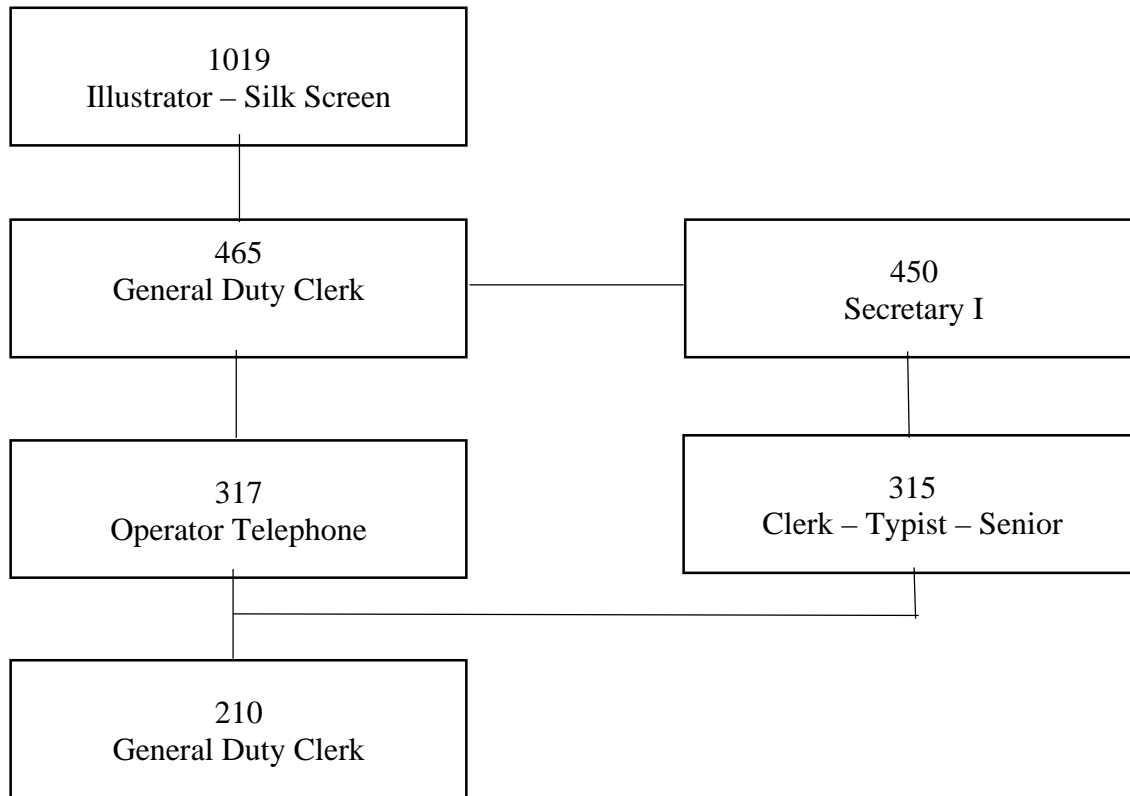


CHART "18"
SILK SCREEN



**CHART "19"
PRICING**

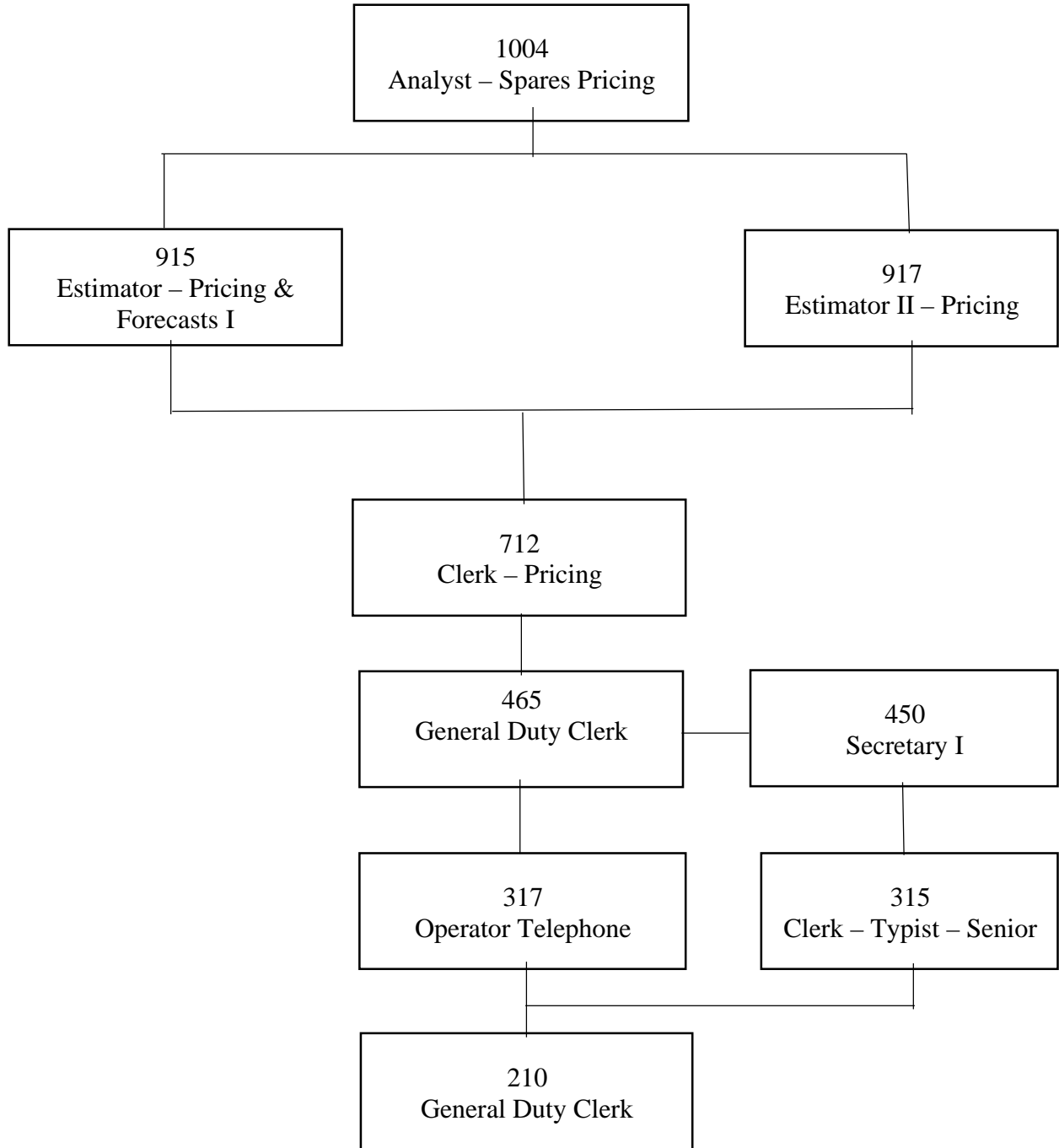


CHART "20"
PLANT ENGINEERING

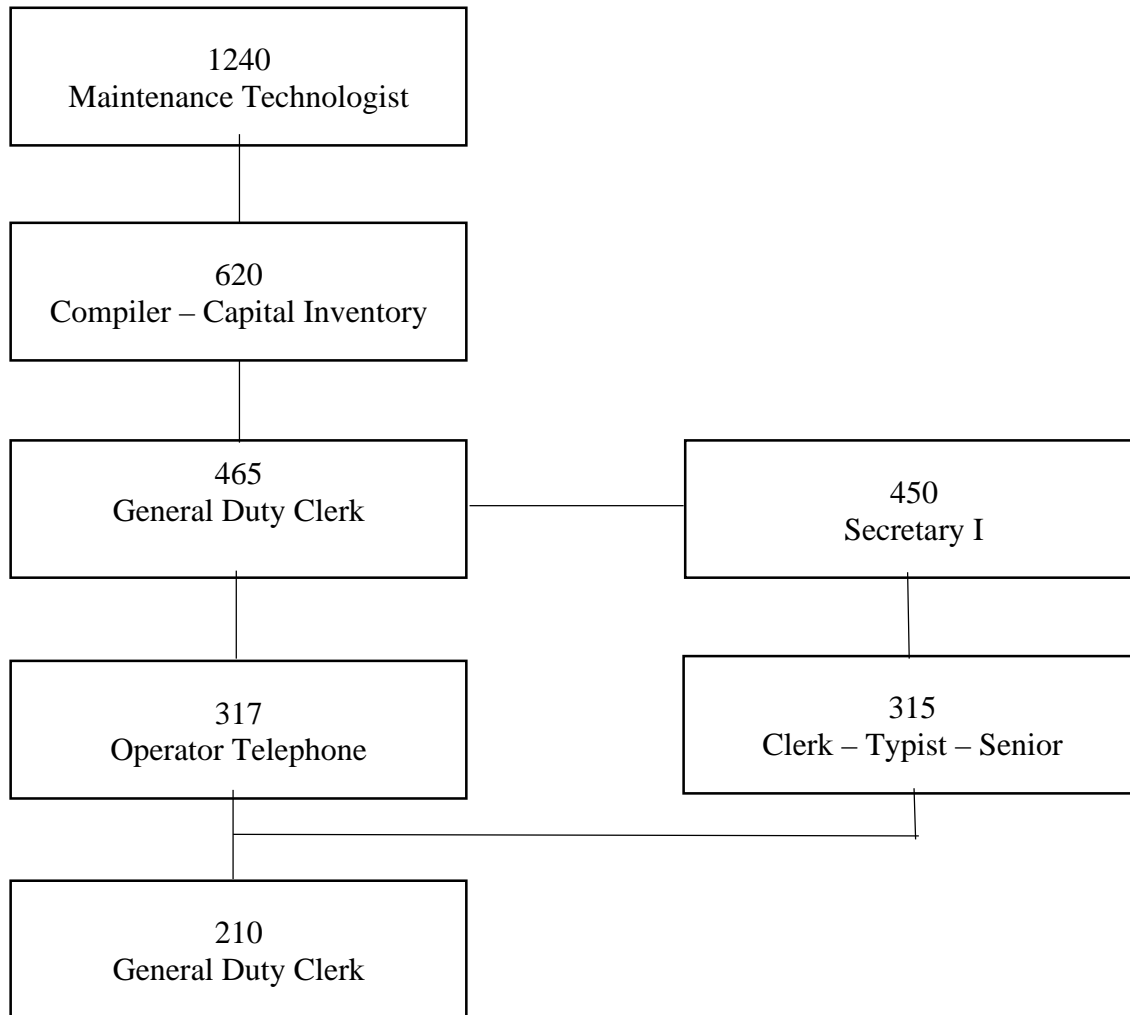


CHART "21"
QUALITY – TECHNICAL GROUP

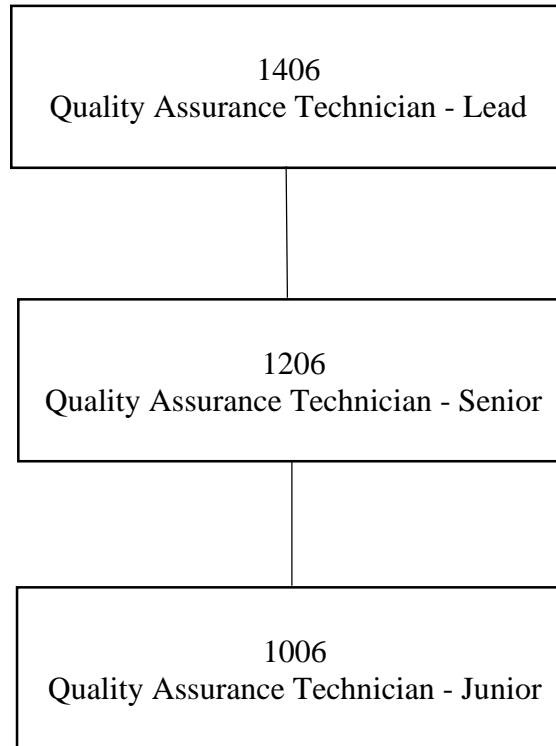


CHART "22"
METHODS – TECHNICAL GROUP

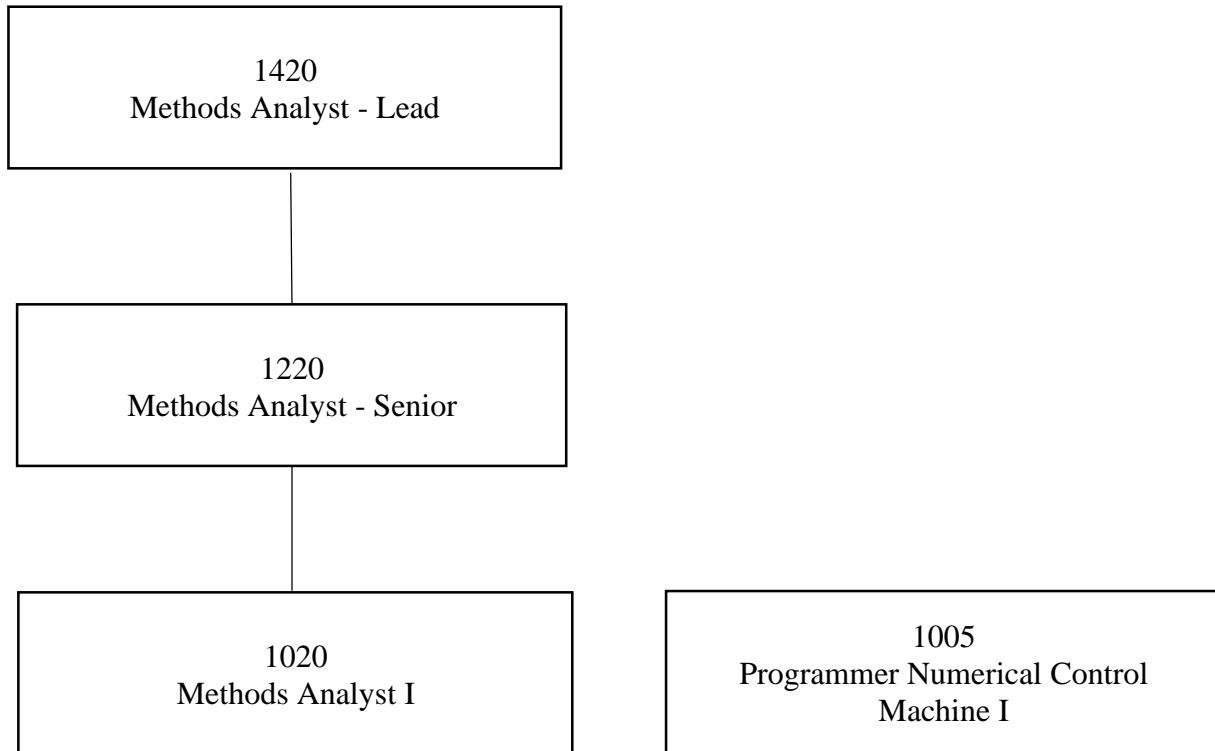


CHART "23"
TOOL DESIGNER – TECHNICAL GROUP

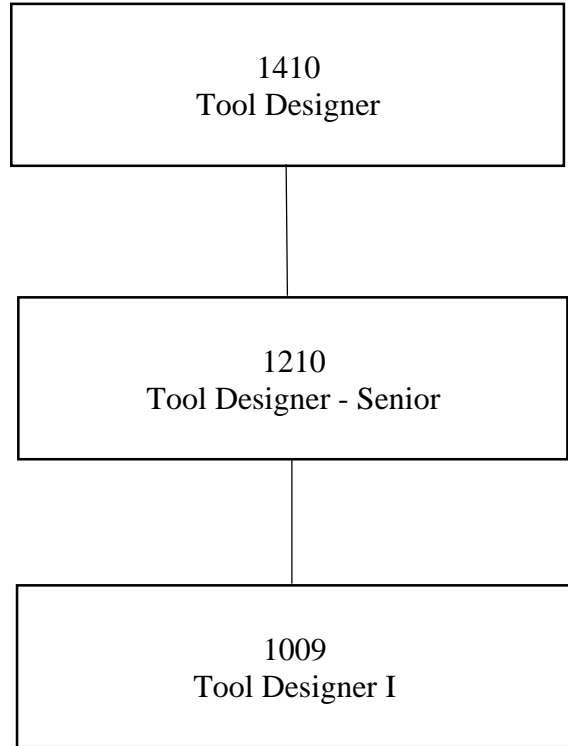


CHART "24"
ESTIMATOR – TECHNICAL GROUP

1215
Estimator - Engineering

1213
Estimator - Pricing and Forecasts -
Senior

CHART "25"
WRITER – TECHNICAL GROUP

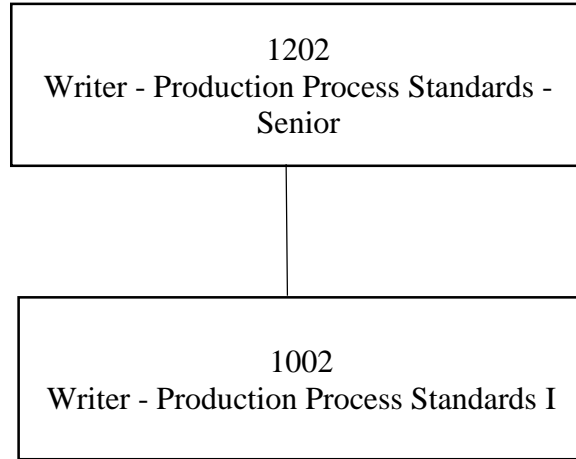
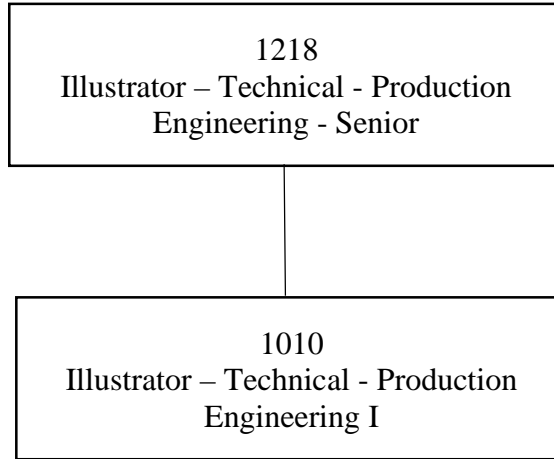


CHART "26"
ILLUSTRATOR – TECHNICAL GROUP



**APPENDIX I
TECHNICAL GROUP**

1. The purpose of this Appendix is to define technical classifications, seniority rights and all matters relating to the Technical Group.
2. The provisions of the General Agreement shall apply to employees in the Technical Group classifications except as altered in this Appendix.
3. The Technical Group shall be comprised of employees in those classifications and disciplines listed below:

Discipline	Classification	Flow chart
Quality	1406 Quality Assurance Technician Lead 1206 Quality Assurance Technician – Senior 1006 Quality Assurance Technician Jr.	21
Methods	1420 Methods Analyst Lead 1220 Methods Analyst Senior 1020 Methods Analyst I 1005 Programmer Numerical Control Machine I	22
Tool Design	1410 Tool Designer 1210 Tool Designer – Senior 1009 Tool Designer I	23
Estimators	1213 Estimator – Pricing and Forecasts – Senior 1215 Estimator – Engineering	24
Writer	1202 Writer – Production Process Standards – Senior 1002 Writer – Production Process Standards I	25
Illustrators	1218 Illustrator – Technical – Production Engineering – Senior 1010 Illustrator – Technical – Production Engineering I	26

4. Entry into the Technical Group shall be restricted to persons who:
 - (a) Have completed Community College education in the field of specialization; or
 - (b) Have six (6) years' practical and general experience covering all phases of the field of specialization; or
 - (c) Have eight (8) years' general experience which is directly related to the field of specialization.

5. Technical Group Seniority

- I Employees in the Technical Group classifications at the date of this Agreement shall retain their seniority established at that date and continue to accrue seniority thereafter.
- II Employees entering a Technical Group classification after that date, shall have seniority in the Technical Group from date of entry.
- III There shall be no crossing between Technical Group Disciplines except through the job posting procedure.

6. Layoff

For the purposes of Layoff and Recall, employees in the same Technical Group Discipline will be considered the same Classification.

Notwithstanding the provisions of any other part of this Agreement, at the time of a layoff an employee in the Technical Group will elect one of the following options:

- (a) Layoff;
- (b) *To displace a junior employee in a classification in another discipline within the Technical Group, where the laid off employee had previous vested.*
- (c) To displace a junior employee in a classification outside of the Technical Group, where the laid off employee had previous vested seniority. In such a case the laid off employee will take his/her seniority to the new classification. Where an employee exercising displacement rights over another employee having less seniority, the employee having longer seniority must be capable and willing to perform in satisfactory manner the work of such shorter seniority employee. Where a dispute arises as to the ability of the longer seniority employee to perform the work, he/she shall be allowed one (1) week (37 1/2 continuous working hours) under normal instruction in which to prove such capability. If the employee is unable to satisfactorily do the work of the displaced employee, he/she will be laid off and a displaced employee recalled in accordance with his/her seniority unless the Union is notified that no replacement is required.

7. Recall

When work is available in the Technical Group, employees who elected options (a) or (b) above will be recalled in inverse order of layoff. Employees who elected option (c) will return to the Technical Group only through the job posting procedure and shall have seniority in the Technical Group from this date of entry.

SCHEDULE "G"
Supplemental Unemployment Benefit Plan (SUB Plan), Separation Payment Plan (SPP)
and Short Work Week Benefit Plan

1. Supplemental Unemployment Benefit Plan (SUB Plan)

1.01 The Supplemental Unemployment Benefit Plan (SUB Plan) pays you a weekly benefit if you are on a qualified lay-off. This benefit will replace part or all of your regular income if you have earned a Credit Unit or fraction of a Credit Unit. (See Schedule D: Glossary of words and phrases for the definitions of lay-off. Credit Unit is described in 1.08 Earning Credit Units)

1.02 Eligibility

You qualify for a benefit from the SUB Plan each week if you meet the conditions described in 1.05 Qualification for Benefits during that week.

Only eligible employees may receive benefits, unless an employee dies or is unable to manage his/her affairs for any reason. Then benefits will be paid to an appointed legal representative, if there is one, or to a survivor or survivor(s). The latter may be the spouse, parents, children, or other relatives or dependents of the employee, according to the discretion of the Board of Administration of the SUB Plan. In the case of death, no benefit will be paid for any period following the last full week of lay-off immediately preceding the employee's death.

1.03 Costs and Taxes

The Company is responsible for funding the SUB Plan. For details about the funding process, please see 5. SUB Plan Administration.

The government counts SUB Plan benefits as regular income, subject to income tax. The Company, on behalf of the Trustee of the Plan, will deduct the appropriate taxes from your benefits.

The Company, on behalf of the Trustee, will also deduct union dues from your SUB Plan payments. The amount will equal one hour of straight time pay per month. You only pay dues in a month that you apply for and receive a benefit.

1.04 Benefit Details

If you qualify, the Plan will pay you weekly benefits starting after the second full week of a qualifying lay-off. The level and the duration of your SUB Plan benefits will vary. The variables that determine your benefits include the following:

- your seniority,
- your base hourly rate,
- your Credit Units (see "Benefit Period," below),
- your EI benefits and other compensation, and
- the level of funding.

All of these factors are described in the following sections.

1.05 Qualification for Benefits

You qualify for a benefit from the SUB Plan each week if you have a Credit Unit or a fraction of a Credit Unit and during that week you meet all of conditions 1 to 5, and one of either condition 6 or 7 as described below:

1. you were on a qualified lay-off for all or part of that week; and
2. you did not receive any pay from the Company for that week; and
3. you make a proper application to the Company; and
4. you qualify for a SUB Plan benefit of at least \$2; and
5. you did not receive or qualify for an unemployment benefit under any contract or program of the Company (other than this Plan) or of another employer; and
6. you received Employment Insurance (EI) benefits for that week; OR
7. you were disqualified from receiving EI benefits for any of these reasons:
 - you did not have prior to lay off a sufficient period of employment or earnings covered by Employment Insurance;
 - you exhausted your Employment Insurance Benefits rights;
 - the week was a week of an Employment Insurance “waiting period” immediately following a week for which you received an Employment Insurance Benefit, or occurring within less than 52 weeks since your last week of an Employment Insurance “waiting period” for which you received no benefit solely because the week was a week of an Employment Insurance “waiting period”;
 - you were denied an Employment Insurance benefit and it is determined, with the concurrence of Human Resources Development Canada, that under the circumstances it would be contrary to the intent of the Plan and HRDC policy to deny you a benefit.

1.06 Benefit Amount

The payment calculation is the following:

Step 1:

$75\% \times \text{Your Base Hourly Rate} \times (37.5 - \text{Your Available Hours}) = \text{Basic Benefit}$

Step 2:

$\text{Basic Benefit} - (\text{EI benefits} + \text{other compensation for that week}) = \text{Final Benefit}$

If you have exhausted your EI benefit rights and you do not refuse an offer to work at the Company, your maximum Final Benefit will be \$75 per week.

Step 3:

Finally, the Credit Unit Cancellation Base level (CUCB — see SUB Plan Administration), or the level of funding, affects the amount of Final Benefit paid. You may receive a portion of the Final Benefit or no payout depending on the CUCB level.

If the CUCB level is:	The benefit paid is:
\$58.50 or greater	the Final Benefit
between \$18.00 and \$58.49	80% of the Final Benefit

below \$18.00	no payout
---------------	-----------

1.07 Benefit Period

The duration of your SUB Plan benefits depends on your Credit Units. You earn Credit Units after you have at least one year of seniority. You must also be on the active payroll when you reach that one-year mark, or on the active payroll in the 90 days before that point.

1.08 Earning Credit Units

You will earn one-half of a Credit Unit for each week that you work and receive pay from the Company while you are part of the Bargaining Unit.

The following maximums apply:

Years of Seniority	Maximum Credit Units
Under 2	26
2 but less than 5	36
5 but less than 10	46
10 and over	52

1.09 Guaranteed Annual Income Credit Units

Guaranteed Annual Income Credit Units (GAIC Units) are additional Credit Units (up to the maximums shown above) credited each year to eligible employees.

If you have at least one year of seniority, are on the active payroll, and in the Bargaining Unit on the annual guarantee date (see below), you may receive additional Credit Units as follows:

- subtract the number of Credit Units you have from the maximum that applies to you, and
- multiply the resulting number by the percentage in the following table:

Your Years of Seniority on the Guarantee Date	Percentage
1 but less than 1.5	12.5%
1.5 but less than 2	25.0%
2 but less than 4	50.0%
4 but less than 7	75.0%
7 and over	100.0%

Your Guarantee Date is the first day of any week after April 23, 2024, that you are on a qualifying lay-off, if

- the lay-off is scheduled to continue indefinitely,
- the week is the week the lay-off started, or the first week that you are not entitled to any Company pay since the lay-off started,
- you have earned at least two Credit Units since any prior period of lay-off as of the start of the week,
- GAIC Units have not been credited to you in the last 12 months, and
- the CUCB rate for the month and for the last two months exceeds \$350 or 17 times the Average Full Benefit used for the purpose of determining Maximum Funding. (See 5. SUB Plan Administration, for a discussion of Maximum Funding.)

1.10 Using Credit Units

Each weekly benefit you receive from the SUB Plan “cancels” some of your Credit Units. Your benefits will continue until all your Credit Units are canceled.

The Company decides the rate of cancellation of Credit Units based partly on your seniority. It also uses a value called a Credit Unit Cancellation Base (CUCB), determined each month. The CUCB is a function of the total assets in the SUB Plan Fund and the number of active and laid-off employees who have Credit Units. It also takes into account the “current lay-off ratio” (CLR) — the number of laid-off employees divided by the number of active and other employees. For more information about this calculation, see 5. SUB Plan Administration.

The following table shows the rate of cancellation of Credit Units based on seniority and the CUCB.

CUCB For the week you receive SUB Plan Benefits	Years of Seniority (as of the last day of the week you receive SUB Plan benefit)					
	1-5 years	5-10 years	10-15 years	15-20 years	20-25 years	25 years and over
	The Credit Units to be canceled will be:					
\$382.50 or more	1.00	1.00	1.00	1.00	1.00	1.00
\$342.00 to \$382.49	1.11	1.00	1.00	1.00	1.00	1.00
\$301.50 to \$341.99	1.25	1.11	1.00	1.00	1.00	1.00
\$261.00 to \$301.49	1.43	1.25	1.11	1.00	1.00	1.00
\$220.50 to \$260.99	1.67	1.43	1.25	1.11	1.00	1.00
\$180.00 to \$220.49	2.00	1.67	1.43	1.25	1.11	1.00

\$139.50 to \$179.99	2.50	2.00	1.67	1.43	1.25	1.11
\$99.00 to \$139.49	3.33	2.50	2.00	1.67	1.43	1.25
\$58.50 to \$98.99	5.00	3.33	2.50	2.00	1.67	1.43
\$18.00 to \$58.49	10.00	5.00	3.33	2.50	2.00	1.67
Under \$18	No Benefit Payable					

The table shows that the more seniority you have, and the higher the CUCB is, the longer you will receive SUB Plan benefits.

Example calculation:

The Company declares a lay-off, and Sarah, who has worked 15 years for De Havilland wants to calculate the SUB Plan benefit they will receive.

Seniority: 15 years

Credit Units: 52 (maximum)

Base hourly rate: \$24.00

Available hours: 30 hours

Weekly EI benefit: \$0 (disqualified)

Other compensation: $\$24.00 \times 2 = \48

CUCB level: \$58.49

$$75\% \times \$24 \times (37.5 - 30) = \$135$$

$$\$135 - (\$0 + \$48) = \$87$$

$$\$87 \times 80\% = \$69.60 \text{ (because CUCB is below } \$58.50)$$

Sarah will start receiving this benefit after the second full week of the lay-off. Benefits will continue to Sarah until she uses up all her Credit Units. Therefore, she could receive benefits for 20.8 weeks. If the CUCB was \$80, she could receive SUB Plan benefits for 26 weeks.

1.11 Plan Administration

A six-member Board of Administration runs the SUB Plan. Three members are from the Company and three are from the Union. The Board is responsible for the overall management of the Plan, approving the CUCB rate and determining ruling on appeals. A Trustee holds the actual funds of the plan and the Company makes payments on behalf of the Trustee upon approval of an application from an employee.

For Additional information on the administration of the SUB Plan, see 5.0 SUB Plan

1.12 Special Situations

- a. If I'm denied benefits, can I appeal?

Yes. You may appeal the Company's decision within 30 days of the date of denial. You must appeal in writing. In some cases, an appeal by one employee can stand for a group of employees in the same situation. If so, the Board's decision will affect the whole group.

The Board's decision about an appeal is final. It is binding on all parties including the employee, the Union, the Trustee, and the Company. The Union will not encourage or help any of its members to further appeal any of the Board's decisions to any Court, Labour Board, or other agencies.

- b. If I don't have enough Credit Units for a full benefit, can I get a partial benefit?

Once the CUCB reaches a level below \$18.00, benefit payments are suspended until such time that the funding is adequate enough to cause the CUCB to exceed \$18.00. At that point, benefit payout follows the sequence in which applications were received.

- c. Could I ever have to pay back all or part of my SUB Plan payments?

Mistakes are made occasionally in the calculations. If your SUB Plan payment is too high, the Company will notify you in writing. If the overpayment is over \$3.00, the Board will ask you to repay the amount. They must make the request in writing within 120 days of the overpayment. This time limitation does not apply if an employee has committed fraud or misrepresented information to the Board.

If you do not return an overpayment quickly, the Company can deduct the amount from your future benefit payment or your future compensation (including wages, vacation pay, and other compensation). The Company will deduct \$10 from any benefit payment or \$20 from any one-pay cheque, until you have made the full repayment. This dollar limit does not apply if an employee has committed fraud or misrepresented information to the Board. Once you repay the amount, you will be re-credited with the Credit Units that correspond to the overpayment.

- d. Is it possible to lose Credit Units?

Yes. You can lose all your Credit Units permanently in these circumstances:

- you have a break in seniority other than one caused by Automatic Retirement and you are not entitled to a pension benefit under the Company Pension Plan; or
- you are on lay-off from the Bargaining Unit for a continuous period of 24 months (if you are still receiving benefits at that time, you will not lose your Credit Units until your benefits end); or
- you willfully misrepresent any material fact during any application for benefits under this Plan.

1.13 Application for Benefits

You must file an application for benefits in person or by mail. The Company will issue the application procedures from time to time. You will be advised of the procedures to follow at

the time of lay-off.

You must apply within 60 calendar days of the end of the week for which a benefit may be payable. The Company may make an exception if you are newly eligible because your EI benefits have been adjusted for a past time period.

After the Company receives your application, they will decide if you are eligible for a benefit. If you are, the Company on behalf of the Trustee will promptly pay the benefit.

If your application is denied, the Company will let you know right away in writing and give you the reason your claim was refused. The Company will also give a copy of all denied claims to a Union Member of the Board.

You may be denied a benefit if the Company determines your benefits have been overpaid in the past. The Board will inform you in writing if this occurs, and give a copy of its decision to a Union Member of the Board.

2. Separation Payment Plan (SPP)

2.01 The Separation Payment Plan (SPP) pays you a lump sum of money if you decide to resign from the Company during a lay-off and if you meet certain conditions. If you resign and receive an SPP payment, you lose all of your seniority rights. Your SPP payment may be affected by any regular severance pay you may receive.

All full-time employees who are members of the Bargaining Unit are covered by the SPP if they meet the qualifications explained in 2.03 Benefit Details Qualifications

2.02 Costs and Taxes

The Company is responsible for funding the Separation Payment Plan. It is funded the same way as the SUB Plan. For details about the funding process, please see 5. SUB Plan Administration.

The government counts a Separation Payment as regular income, subject to income tax. The Trustee of the Plan will withhold the appropriate taxes from any payments you receive.

2.03 Benefit Qualifications

All full-time employees who are members of the Bargaining Unit are covered by the SPP if they meet the certain conditions and make a proper application to qualify for a Separation Payment.

The application rules are the following:

1. The earliest you can make an application is after 12 complete months of lay-off. This is the First Separation Application Date (FSAD). (The Company may sometimes set an earlier date.)
2. The latest you can make an application is 36 months after a lay-off starts or 36 months after the Company terminates your employment. This is the Last Separation Application Date (LSAD).
3. If you are disabled, your LSAD may not be more than 30 days after the last month that you received Extended Disability Benefits.
4. You must submit your application during a pay period when the Credit Unit
 - a. Cancellation Base (CUCB) is \$58.50 or more (See 5. SUB Plan Administration for

more information about the CUCB)

- b. Applications received during a pay period when the CUCB is less than \$58.50 will be paid as soon as the CUCB is equal to or higher than \$58.50. At that time, the Separation Payments will be paid in the order that the applications were received, and will have priority over other Separation Payments.

To qualify for a Separation Payment, you must meet one of the conditions described in A through F below:

- a) You are on lay-off for a continuous period of 12 months. (Two periods of lay-off count as one if you are back at work for five days or less before the second lay-off starts.)
- b) You are age 60 or over when the Company terminates your employment, but you do not qualify to receive a pension or retirement benefit from the Company.
- c) You become disabled but do not have enough credited service to qualify for a disability pension from the Company Pension Plan.
- d) You have one or more years of seniority on the last day you were on the active payroll and that seniority is unbroken on or before the FSAD.
- e) You are not eligible to receive a pension or retirement benefit other than a deferred vested pension under any Company Pension Plan.
- f) You have not refused an offer of work on or after the last day you worked in the Bargaining Unit and before the FSAD.

2.04 Benefit Amount

A Separation Payment is a lump sum amount linked to your seniority and base pay. To calculate your payment:

1. Find your seniority in the left-hand column of the table below.
2. Multiply the corresponding number in the right-hand column to your base hourly rate.

Years of Seniority on Last Day on Active Employment Roll	Number of Hours of Pay multiply by base pay rate = Separation Payment
1 but less than 2	50
2 but less than 3	70
3 but less than 4	100
4 but less than 5	135
5 but less than 6	170
6 but less than 7	210
7 but less than 8	255
8 but less than 9	300
9 but less than 10	350

10 but less than 11	400
11 but less than 12	455
12 but less than 13	510
13 but less than 14	570
14 but less than 15	630
15 but less than 16	700
16 but less than 17	770
17 but less than 18	840
18 but less than 19	920
19 but less than 20	1000
20 but less than 21	1085
21 but less than 22	1170
22 but less than 23	1260
23 but less than 24	1355
24 but less than 25	1455
25 but less than 26	1560
26 but less than 27	1665
27 but less than 28	1770
28 but less than 29	1875
29 but less than 30	1980
30 and over	2080

Your payment may be reduced if the CUCB is below \$225 on the date the Company receives your application. The reduction will be 1% for each full \$2.25 that the CUCB is less than \$225, except for Separation Payments deferred under (F) above. In the latter case, Separation Payment will be based on the CUCB in effect on the date the cheque is issued by the Company.

If you receive SUB Plan benefits or other benefits from the Company after your last day worked in the Bargaining Unit, these payments will reduce your Separation Payment.

The Separation Payment will be further reduced by Separation Pay received from the Ministry of Labour under the Employment Standards Act.

Please note: If you are of retirement age, and you resign and take an SPP payment, you will not be entitled to Retiree Life and Medical benefits.

2.05 Benefit Period

A Separation Payment is a one-time payment. If you accept an SPP payment, you are no longer an employee of the Company and you lose all of your seniority rights.

2.06 Plan Administration

The same Board of Administration that runs the SUB Plan also runs the SPP.
For information on the administration of the SPP, see 5 SUB Plan Administration.

2.07 Special Situations

- a. If I'm denied benefits, can I appeal?
Yes. You can use the same appeal process described, under the Sub Plan 1.12 Special Situations.
- b. If the Company re-hires me, can I get back my seniority if I repay my Separation Payment?
No. Once you accept a Separation Payment, you lose your seniority. The choice is not reversible.
- c. Could I ever have to pay back all or part of my Separation Payment?
Mistakes are made occasionally in the calculations. If your Separation Payment is too high, the Company will notify you in writing. If the overpayment is over \$3.00, the Board will ask you to repay the amount. The repayment schedule will be the same one as described under the SUB Plan 1.12 Special Situations.

2.08 Application for Benefits

The Company will notify all eligible employees in writing about the time limits for applications. They will send the notices at least 30 days before the FSAD and LSAD. Be sure to keep your address up to date with Employee Records so the notices can reach you.

3. Automatic Short Work Week Benefit Plan

3.01 The Automatic Short Week Benefit Plan (Short Week Plan) may pay benefits to you during a short work week. A short week may occur when the Company cannot find work for you for reasons beyond its control other than during a lay-off.

3.02 All full-time employees who are members of the Bargaining Unit are covered by the Short Week Plan if they meet the qualifications explained in "Benefit Details," below.

3.03 Costs and Taxes

The Company is responsible for funding the Short Week Plan. Benefits are paid by the Company and funds paid will be deducted from future SUB funding payments.

The government counts payments from the Short Week Plan as regular income, subject to income tax. The Company will withhold the appropriate taxes from any payments you receive.

3.04 Qualification for Benefits

You qualify for a benefit for all or part of a week if you worked for less than 37.5 compensated

hours or available hours and these conditions were true:

the Company was unable to provide work to you for all or part of the week;

- you were available for work;
- a lay-off did not apply to the full week; and
- you had at least one year of **seniority** as of the last day of the week.

“Compensated hours” are all hours for which you receive pay from the Company. The definition includes call-in pay, holiday pay, bereavement pay, jury duty pay, and vacation pay if the vacation is scheduled for that week. It does not include either vacation pay that does not apply to a vacation taken that week or sick-leave pay. Each hour paid at a premium rate is counted as one hour.

“Available hours” for a week equal all the hours described below:

- hours the Company schedules for you or makes available to you but that you do not work (including a leave of absence), if the Company gives you reasonable notice. The total excludes any hours you have the option to refuse without disqualification, according to the Collective Bargaining Agreement; and
- hours not worked for reasons that might disqualify you from receiving SUB Plan benefits through a lay-off; and
- hours not worked because other employees are absent (according to a written agreement between the Company and the Union); and
- hours not worked that equal the difference between part-time scheduled hours in a normal work week and regular full-time hours.

Compensated hours or available hours are counted to the nearest one-tenth of an hour.

3.05 Benefit Amount

The benefit amount for the week results from this calculation:

$$80\% \times \text{base hourly rate} \times (37.5 - (\text{compensated hours} + \text{available hours}))$$

Your base hourly rate is your highest straight-time hourly pay rate during the week. It includes cost-of-living allowance but excludes all other premiums or bonuses. (It may be a higher rate if you meet certain conditions: see Schedule D: Glossary of Words and Phrases for the definition of Base hourly rate)

If you receive EI benefits and a benefit from the Short Week Plan for the same time period, your benefit from this Plan will be reduced by the amount of the EI benefits. The Company will always try to pay you your Short Week Plan benefit on your regular pay cheque for the week.

3.06 Benefit Period

You will receive a Short Week Plan benefit for each week that you meet the qualifications.

3.07 Plan Administration

The same Board of Administration that runs the SUB Plan also runs the Short Week Plan. For information on the administration of the Short Week Plan, see 5. SUB Plan Administration.

3.08 Special Situations

- a. If I'm denied benefits, can I appeal?
Yes. You can use the same appeal process described under the SUB Plan 1.12 Special Situations
- b. Could I ever have to pay back all or part of my Short Week Plan payment?
Mistakes are made occasionally in the calculations. If your Short Week Plan payment is too high, the Company will notify you in writing. If the overpayment is over \$3.00, the Board will ask you to repay the amount. The repayment schedule will be the same one as described under the SUB Plan 1.12 Special Situations.

3.09 Application for Benefits

Normally, you will not have to file an application; the Company will pay your benefits automatically.

If you did not receive a benefit but think you should have, you have 60 days to state your claim from the day you claim that the benefit should have been paid.

5. SUB Plan Administration

5.01 Composition of the Board

A six-member Board of Administration manages the SUB Plan. Three members are from the Company and three are from the Union. The members are volunteers and do not receive pay to sit on the Board.

Each member has an alternate. If a member will be absent from a Board meeting, his/her alternate can attend instead. In that case, the alternate will have the same powers and duties as the absent member.

Both the Company and the Union are responsible for appointing or replacing their own board members. Appointments or removals have to be announced in writing before the effective date of the change.

5.02 Voting Procedure

At least two members from the Company and two members from the Union have to be present to make decisions. Each member or alternate has only one vote. All decisions are based on the majority of votes cast.

In the case of a tie vote, the Board members can choose an Impartial Chairperson to break the tie. If the members cannot agree on a Chairperson, they will select one using the process described in the Collective Agreement for selecting an arbitrator.

5.03 Powers and Authority of the Board

The Board is responsible for deciding any disputes under the Plan, subject to these restrictions:

- The Board cannot remove any provision of this Plan or change it in any way.
- The Board does not have the power to decide issues arising under the Collective Agreement even if they are relevant to the issues before the Board.
- The Board does not have the power to decide any internal procedures or operations of the Company or of the Union.

5.04 Funding of the SUB Plan

The Company will make a contribution to the SUB Plan Fund of a maximum of \$0.05 for each hour that each employee receives pay from the Company, excluding vacation pay. The Company may contribute a smaller amount if it will bring the total assets of the Fund up to Maximum Funding (see below).

When calculating its contribution, the Company may deduct any amounts it pays under the Separation Payment Plan (SPP) and the Automatic Short Week Benefit Plan (Short Week Plan). Contributions to the Fund will start again after all the SPP and Short Week Plan payments have been accounted for. Any amount outstanding will be deducted from the assets of the Fund in calculating the CUCB or relationship of the Fund with the Maximum Funding.

A contribution calculation will be made each week. However, the actual contribution will be paid in the second week following the calculation date, on the first scheduled work day of that week.

The Company has the right to deduct from the contribution any amount required by federal, provincial, or municipal regulations.

5.05 Maximum Funding

The Board calculates the maximum funding of the SUB Plan Fund each month. The calculation is shown below:

Average Full Benefit Rate X 20 X the Average Number of Employees

- The averages in the formula use the previous 12 months ending with the second month before the calculation date.
- Employees in this case includes
 1. those in active service, and
 2. those on a qualifying lay-off who have Credit Units (but not included in (1) above).
- The calculation for the Average Full Benefit Rate (AFBR) divides the total number of Full Benefits since the first pay period after June 23, 2006, by the number of Full Benefits paid in the month the maximum funding calculation is made. If the AFBR is zero using that formula, the figure 50 will be used instead.
- A Full Benefit is the amount paid to a laid-off employee under the SUB Plan for a week in which they do not have any Available Hours and no other compensation as defined in the SUB Plan description in this document.

5.06 Administration Costs

The following administrative costs are paid out of the SUB Plan Fund:

- the Trustee’s costs and expenses;
- reasonable and necessary expenses of the Board (the members are not paid to serve on the Board);
- Trustee fees, bank fees, and audit fees; and
- other expenses required to prepare and distribute material explaining the Plan.

5.07 Vested Interest

No employee has any right, title, or interest in any of the assets held in the Fund or to any Company contribution.

5.08 Calculation of the Credit Unit Cancellation Base (CUCB)

The CUCB is determined for each calendar month by dividing the current market value of total assets in the Fund by the sum of the number of active employees and laid-off employees who have Credit Units. The current market value of assets is the value on the Friday, preceding the first Monday of such month.

The CUCB for any month will be applied to each pay period beginning in that month except if the CUCB is less than \$200.00 or the Current Layoff Ratio (CLR) is 15.0% or higher (see below for an explanation of “CLR”). In that case, the CUCB is applied to the first pay period beginning in that month until such time that the CUCB for any pay period exceeds \$200.00 or the CLR is 15.0% or less for the same pay period.

The market value of assets for any pay period is based on the close of business on the Friday preceding such pay period.

If the CLR equals or exceeds 5%, the CUCB, as calculated above, will be adjusted by dividing it by the factor related to the range of CLR below:

CURRENT LAYOFF RATIO	CUCB ADJUSTMENT FACTOR
Under 5%	Not Applicable
5% but less than 10%	1.2
10% but less than 15%	1.4
15% but less than 20%	1.6
20% but less than 25%	1.8
25% but less than 30%	2.0
30% but less than 35%	2.2
35% and over	2.4

5.08.1 Current Layoff Ratio (CLR)

At the same time the Company calculates the CUCB, it will calculate the CLR by dividing the total number of laid-off employees who have Credit Units by

- a) the total number of active employees; and
- b) the number of laid-off employees with Credit Units excluded from (a).

5.08.2 Finality of Determinations

Normally, the Board will not retroactively adjust the Maximum Funding or the CUCB due to error(s) later discovered in the figures or calculations, unless it is practical to do so and the Company determines that the adjustment is substantial.

The above does not excuse the Company from making up any shortage in its contributions to the Fund.

5.09 Liability

The Company's contribution is its only obligation under the Plan. The Company is not responsible for making up any depreciation or loss of value in the securities held in the Fund.

As well, the Board, the Company, the Trustee, and the Union each are not responsible or liable for any act or failure to act by one of the other parties. Each party is authorized to rely on the correctness of the information provided by someone representing any of the other parties.

LETTERS OF INTENT

1. Subcontracting

The parties agree that prior to initiating any subcontracting of work normally performed by UNIFOR Local 673 which would result in a direct layoff of a Local 673 member, discussion with the Union will be held.

2. Employee Personnel History File

An employee will be permitted to inspect their own Personnel History File once (1) per year under the following conditions: An employee may inspect only their own file. Such an inspection will be conducted on the employee's own time and by prior written application on a form provided by the Company. The application will be submitted to the Human Resources Department. Notes may be made of the records, but no copies of the records shall be made. The employee will not change, obliterate, mark, remove or add to the record. A maximum of thirty (30) minutes will be spent by an employee inspecting their Personnel History File.

3. Suppliers/Partners/Customers Flexibility

It is essential that our suppliers, partners and customers be able to perform necessary elements of their work at the Company's location in order to conform to and meet the requirements of their contract. The Union agrees that the performance of such work by suppliers, partners and customers will not constitute a violation of the Collective Agreement. The Union has expressed concern regarding the Company's suppliers/ partners who have contracted local companies to work at de Havilland. It is recognized that it is not the most desirable situation to have the supplier/ partner contract a 3rd party to complete their work on schedule. It is agreed that the Company will continue its current practice of working with the suppliers/ partners to minimize the use of 3rd party contractors. In the event of layoff, the Company agrees to work with the supplier/ partner in giving serious consideration to eliminate or minimize the use of 3rd party contractors.

4. Work and Material Planners – 1997

During negotiations leading to the renewal of the 1997 Collective Agreement the parties discussed changes to the Work & Material Planner classifications. This will confirm the understandings reached as follows.

- 1) The classification "Work & Material Planner – I, Code 936" will be eliminated and deleted from the Collective Agreement. With the exception of two employees whom the parties have agreed will be reclassified to Code 1036, the incumbents in that job on June 22, 1997 will be reclassified as "Work & Material Planner – II, Code 736" following ratification. However, such incumbents will continue to receive the rate of pay for Salary Group 9 as long as they remain in the Code 736 job. Further they will retain their existing Code 936 bumping rights under the Collective Agreement.
- 2) The Job Description for Work & Material Planner – II, Code 736 is amended as attached.
- 3) The "Work & Material Planner – Senior, Code 1036" classification will be renamed "Work & Material Planner – I, Code 1036" and the Job Description for such classification is amended as attached.

- 4) The parties agree to create a new classification called “Work & Material Planner – Senior, Code 1236” with a Job Description as attached. Those employees classified as WMP, Code 1036 on June 22, 1997 who were classified as Analyst Forecast and Performance Senior, Code 1211 or Technical Coordinator – Change Board, Code 1217 on June 22, 1994 will be placed in the Work & Material – Senior, Code 1236 classification following ratification.
- 5) All employees employed on June 22, 1997 who do not have the post secondary education set out in the job descriptions for those positions or who are not A.P.I.C.S. certified will have an opportunity to be considered as having equivalent education or certification provided they satisfy the skill requirements set out in the agreed upon skill sets document. The skill sets document may be modified from time to time if required to meet the changing needs of the job. These modifications will not be inconsistent with the job descriptions in the Collective Agreement unless the parties mutually agree. The Union will be consulted in advance of such modifications.
- 6) Also, during the 1994 negotiations, the parties reached certain understandings with respect to Industrial Engineers in Materials, which understandings are reflected in Letter of Intent #15. As of June 22, 1997, two employees remain in the Industrial Engineer classification as contemplated in paragraph (4) of that Letter. This will confirm the understanding reached at the 1997 negotiations that, notwithstanding the terms of paragraph (4), these two positions will remain with no change in the job duties.

5. Joint Training Committee

Management and the Union recognize that employee training is an integral part of achieving corporate objectives and the continuous development of our employees. To facilitate Union involvement in training, the Company and the Union will jointly create a committee which will meet monthly and as required to monitor training initiatives. The Joint Training Committee (JTC) will consist of a Chair (Manager, Skills Development), 2 Company representatives and 2 Union representatives (the Training Representative and one subject-matter expert). Union and Management jointly commit themselves to review and feedback on training programs, and to discuss and identify future training needs/areas of training focus.

All parties agree that the training priority will be determined based on its value added and its contribution to business needs with seniority being an additional consideration.

An employee who is a representative on the JTC will be released from normal duties to attend JTC meetings and complete assignments approved by the Manager of Skills Development. If a member of the Bargaining Committee is a representative on the JTC, an alternate shall be cleared for time spent attending JTC meetings or completing assignments approved by the Manager of Skills Development.

6. Future Work Opportunities for Downsview site

During negotiations for the 2006 Collective Agreement, the parties had discussions regarding future work opportunities for the Downsview site. The discussions also acknowledged the cooperative relationship between the Company, Union and employees which has existed over the life of the current Collective Agreement. Provided the 2006-09 Collective Agreement is ratified by June 25, 2006, this will confirm that if, during this Collective Agreement, it proves feasible from a business perspective to launch a stretch version of the Q400 and the Company decided to do so, it is the Company’s intention to have a final assembly line for this aircraft, together with Methods, Quality, Tooling and Material Logistics functions relating to the same, at the Downsview facility.

If such final assembly line is introduced, the Company will maintain that line at the Downsview facility for the duration of the 2018-2021 Collective Agreement.

7. Substance Abuse Treatment Facility Loan

During the negotiations leading to the renewal of the 2015-2018 Collective Agreement the parties agreed that the Company would provide a loan to employees who, based on medical recommendation, have a need to attend a closed treatment facility for alcohol or substance abuse. The loan is a once per lifetime loan of up to eight thousand dollars (\$8,000.00) payable directly to the treatment facility on behalf of the employee. Prior to accessing the loan the employee will be required to sign a loan agreement which will outline the terms and conditions of the loan and will include a repayment amount.

LETTERS OF UNDERSTANDING

1. New Hires – Office

During negotiations leading to the renewal of the current Collective Agreement, the question of new hires into excluded jobs was discussed. This will confirm the understanding reached as follows. At the end of each month, the Company will advise the Office Chairperson of the name of each person hired into an excluded office job during that month and shall stipulate the person's job title.

2. Flex Time

The Company agrees to discuss with the Union the subject of "flex time" if there are situations in which management wants to install such a system. No "flex time system" will be implemented without Union agreement.

3. Orientation Program

As was discussed in negotiations, the Company plans to establish an orientation program for new employees and the Union will be given an opportunity to participate in this program.

4. General Matters

The parties also discussed problems related to the issue of newly created non-bargaining unit jobs encroaching on the bargaining unit and non-bargaining unit employees performing bargaining unit work. In an attempt to eliminate problems in these areas, the Company commits that jobs will not be created for this purpose and, to assist the Union in monitoring this, the Company will strive to give titles to the newly created non-bargaining unit jobs which accurately reflect the work which is to be performed. Further, the Company re-affirms its commitment to comply with Article **XXI** and ensure that, except as specified elsewhere in the Collective Agreement, Letters attached thereto or other mutually agreed upon understandings, non-bargaining unit employees do not perform work which would violate that Article.

5 Workplace Harassment

The Company and UNIFOR are committed to providing a harassment-free workplace. Harassment is defined as a "course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome", that denies individual dignity and respect on the basis of the grounds such as: gender, disability, race, colour, sexual orientation or other prohibited grounds, as stated in the provincial Human Rights Code. All employees are expected to treat others with courtesy and consideration and to discourage harassment.

The workplace is defined as any Company facility and includes areas such as offices, shop floors, rest rooms, cafeterias, lockers, conference rooms and parking lots.

Harassment may take many forms: verbal, physical or visual. It may involve a threat or an implied threat or be perceived as a condition of employment. The following examples could be considered as harassment but are not meant to cover all potential incidents:

- Unwelcome remarks, jokes, innuendos, gestures or taunting about a person's body, disability, attire or gender, racial or ethnic backgrounds, colour, place of birth, sexual orientation, citizenship or ancestry;
- Practical jokes, pushing, shoving, etc., which cause awkwardness or embarrassment;

- Posting or circulation of offensive photos or visual materials;
- Refusal to work or converse with an employee because of their racial background or gender, etc;
- Unwanted physical conduct such as touching, patting, pinching, etc;
- Condescension or paternalism which undermines self-respect;
- Backlash or retaliation for the lodging of a complaint or participation in an investigation.

Harassment is not:

Harassment is in no way to be construed as properly discharged supervisory responsibilities, including the delegation of work assignments, the assessment of discipline or any conduct that does not undermine the dignity of the individual. Neither is this policy meant to inhibit free speech or interfere with normal social relations.

Filing a complaint:

If an employee believes they have been harassed and/or discriminated against on the basis of any prohibited ground of discrimination, there are specific actions that may be taken to put a stop to it:

- Request a stop of the unwanted behaviour;
- Inform the individual that is doing the harassing or the discriminating against you that the behaviour is unwanted and unwelcome;
- Document the events, complete with times, dates, location, witnesses and details;
- Report the incident to Supervisor/Committee person; However, it is also understood that some victims of discrimination or harassment are reluctant to confront their harasser, or they may fear reprisals, lack of support from their work group, or disbelief by their supervisor or others. In this event, the victim may seek assistance by reporting the incident to any Union representative/Company official or, Human Resources.

Investigation:

Prior to the receipt of the complaint the Union shall have the right to attempt to informally resolve co-worker complaints. Upon receipt of the formal complaint, the Supervisor/ Committee person contacted will immediately inform their Union or Company counterpart and together they will then interview the employee and advise the employee if the complaint can be resolved immediately or if the complaint should be formalized in writing. Properly completed copies of this complaint will be forwarded to the Human Resources Manager and the Union Chairperson.

A formal investigation of the complaint will then begin by the Chairperson and Human Resources Manager or their designates, an investigation committee consisting of two persons appointed by the Company and two persons appointed by the Union will begin a formal investigation of the complaint interviewing the alleged harasser, witnesses and other persons named in the complaint. Any related documents may also be reviewed. Should the complaint involve sexual harassment/ discrimination, the process will include a woman.

Resolution:

The Committee will then complete a report on the findings of the investigation. The Chairperson and Human Resources Manager will make a determination on an appropriate resolution, in an attempt to resolve within ten (10) days and ensure the resolution is fair and consistent with the intent of the Company policy and National UNIFOR policy regarding discrimination and harassment in the workplace.

At the conclusion of this step, the complaint, if unresolved, will be dealt with at the final step of the grievance procedure. It may be appealed to arbitration in accordance with the provisions of the Collective Agreement. The parties agree that this procedure is an alternative complaint procedure

and as such, complaints should not be pursued through both the grievance procedure and the Human Rights Complaint procedure.

The pursuit of frivolous allegations through the Human Rights Complaint procedure has a detrimental effect on the spirit and intent for which this policy was rightfully developed and should be discouraged.

All employees have the right to file a complaint with the provincial Human Rights Commission and to seek redress under the Human Rights Code.

Copies of documentation will be maintained and secured by the Human Resources professional, the Chairperson, and the Committeeperson involved in the investigation.

Training:

In consultation with the National Union, three-day anti-harassment training will be developed for all Union representatives. In addition, UNIFOR and management will jointly develop and mutually agree on a four-hour training program that will be delivered to all employees over the life of the Collective Agreement. It is the intent of the parties that the training roll-out be a joint effort.

6. Technical Group – PEL Program

During negotiations for the 2009 Collective Agreement the parties agreed that two (2) technical group employees in each year of the Collective Agreement will be permitted to attend a one (1) week skilled trades' Union education program held at the Union's Port Elgin Centre. Those employees will receive thirty-seven and one half (37.5) hours' pay for such attendance and the Company shall pay for any tuition and accommodation fees.

7. Experimenting

During the 2018 Collective Agreement negotiations, the parties discussed Article XXI (c) as it pertained to the role of excluded personnel in experimenting. The Company commits to abide by the guidelines set out in the definition of Experiment under Schedule "D".

8. Work Commitment

Dear Mr. Dias:

During the 2021 collective bargaining negotiations, the parties agreed that the global pandemic has had a devastating effect on the airline and aerospace industry requiring a long-term sustainable strategy that fundamentally transforms the business according to the circumstances we face, predicated on competitive operational practices in order to build a strong business case for future investment.

The parties recognize that for the Company to maintain a competitive business, ratification and implementation of the 2021 – 2024 Collective Agreement and a cooperative working relationship with our workforce are critical.

Due to the sale of the Downsview site, the Company is committing to establishing a new office location within eighty (80) kilometers of 123 Garratt Blvd (the "Location").

With the exception of work supporting production and the restructuring of Technical Publications and Config Management we do not anticipate any further changes to the employment levels in the Local 673 bargaining unit during the life of the 2021 – 2024 Collective Agreement, apart from any technological changes required to maintain or improve our competitive position in the market. Any changes related to technological changes will be dealt with under Article XXVII “New Technology”. Every effort will be made to find alternate employment within the bargaining unit work for displaced employees due to technological changes. In the event a placement is unable to be found either due to seniority, skills and abilities, or other reasons, the Company will provide for these employees as follows:

Those eligible for unreduced pension (55 and 30; or, 62 and 10) \$30,000.00 VRP

Those ineligible for unreduced pension will be placed on layoff as per the CBA.

There is nothing in this language that constitutes a guarantee of work or would limit the Company’s ability to exercise its management rights as defined by the CBA. For clarity, this work commitment will amend Letter of Understanding #27 to cover only those bargaining unit job classifications assigned to the departments listed below, which are associated with Customer Service and Support for the Dash 8 program:

1. Quality
2. Methods
3. Supply Chain
4. Operations
5. Material Services & Support
6. Engineering

9. UAW LOCAL 112/673 NON-CONTRIBUTORY PENSION PLANS

Mr. R. White
Director for Canada
United Automobile, Aerospace &
Agricultural Implement Workers of America (UAW)
205 Placer Court
Willowdale, Ontario

Dear Mr. O’Neil:

Re: UAW LOCAL 112/673 NON-CONTRIBUTORY PENSION PLANS

This letter will confirm our understanding covering the Pension Plans for UAW members in the event the Plans are terminated.

In the event the Pension Plans for members of UAW Locals 112 and/or Local 673 are terminated pensions earned to date of termination for Active Employees will be guaranteed by the Company.

In addition, this understanding will also extend to pensions in payment for Retirees, Suspended Plan members entitled to a pension, Surviving Spouse pension entitlements, and those former

employees entitled to a Deferred Pension at retirement.

It is further understood that should the pension fund be insufficient to provide for pensions earned to date of termination the Company will deposit into the Pension Plans sufficient funds to cover the cost of providing pension benefits for those entitled up to date of termination.

It is further understood that eligibility and amounts payable for early retirement shall be provided in the same manner as if the pension plan and the member's participation in the plan had not been terminated.

Yours truly,
The De Havilland Aircraft of Canada, Limited
L. Reid,
Director, Industrial Relations

LETTERS OF AGREEMENT

1. Employee Transition

**Sale of Bombardier Q Series Assets to
Longview Aircraft Company of Canada
(hereinafter referred to by its future operating name
deHavilland Aircraft of Canada)**

Between

Unifor and its Local 673 (the Union)

And

BOMBARDIER INC. (“Bombardier”)

And

**Longview Aircraft Company of Canada
(hereinafter referred to by its future operating name
“deHavilland”)**

WHEREAS Bombardier entered into an Asset Purchase Agreement (APA) with Longview Aircraft Company of Canada, dated November 7, 2018;

AND WHEREAS as part of that APA Longview Aircraft Company of Canada has purchased the name deHavilland and will operate as deHavilland post close of sale;

AND WHEREAS the parties have agreed that a post-close-of-sale transitional period shall be established to enable them to address and resolve any issues arising out of the transaction, the movement of employees to deHavilland upon the close of sale and the application of Section 69 of the Ontario Labour Relations Act (the Act);

AND WHEREAS the parties have entered into this Agreement, granting, among other things, additional rights to those most senior Q400 employees that they otherwise would not have in the presence of two separate employers, including allowing for a limited one-time transfer for eligible seniority employees back to Bombardier;

AND WHEREAS this Agreement will be appended to and form part of both the Bombardier and deHavilland Collective Agreements that are in effect until June 23, 2021;

AND WHEREAS this agreement is valid only if ratified by all parties. The parties hereby agree as follows:

1. TERM AND OPERATION OF TRANSITION AGREEMENT

The term of this Agreement will run from the date of close of sale until June 23, 2021 (“the original term”). If, at the conclusion of the original term of this Agreement there are remaining employees on the Transferred Senior list, or if deHavilland will be continuing its manufacturing

operations beyond June 23, 2021, this Agreement will be renewed for an additional term ending on the date that is the later of the expiry date of the Bombardier Collective Agreement or the deHavilland Collective Agreement that is negotiated in 2021 (“the additional term”).

This Agreement forms part of the deHavilland and Bombardier Collective Agreements during the original term and during the additional term.

Although it is anticipated the parties may propose amendments to these provisions during the course of renewal Collective Agreement bargaining, the parties are prohibited from tabling proposals which are intended to restrict, or eliminate, the rights of employees to transfer back, or be recalled to Bombardier in the future.

2. IDENTIFICATION OF MOST SENIOR EMPLOYEES

By virtue of section 69 of the Ontario labour Relations Act and the agreement herein, upon the close of the sale deHavilland will be a successor employer for the Q400 business and employees in that business at that time will become employees of deHavilland. Bombardier and deHavilland will jointly provide the Union a list of those employees in the bargaining unit who have been transferred as a result of the sale.

Upon execution of this Agreement the following will occur:

- i. The portion of transferred employees who have meaningful plant-wide seniority upon the execution of this Agreement will be identified. Meaningful seniority will mean those transferred employees who would have had the ability to exercise plant-wide seniority to displace a Bombardier employee upon the close of sale should the circumstances have been a closure of the Q400 program rather than its sale and successorship. This list is a snapshot of employees at the date of the execution of this Agreement and will remain restricted and limited as such for the duration of this Agreement. This provisional list will be prepared by Bombardier and deHavilland jointly and provided to the Union for its review. This list may be subject to minor change between the execution of this agreement and the end of the post-close transitional period described below in Section 4.
- ii. Once confirmed by all of the parties, this provisional list described above will form the Transferred Senior List (“TS List”) which is estimated at 75 as of the date of execution of this Agreement. Thereafter, only those employees on the TS List will be considered eligible to transfer to the Bombardier bargaining unit. They may make a one-time election to do so as vacancies within their current classification arise at Bombardier, or if a layoff at deHavilland of significant enough proportion to affect employees on the TS List occurs. In this case, these affected employees on the TS List may exercise a one-time displace by classification into the Bombardier bargaining unit. For clarity, vacancies are defined as any opportunities of a permanent nature that would otherwise be filled through the internal job postings procedure outlined in Article XIX of the Collective Agreement. Vacancies will also include any recall opportunities at Bombardier in a classification where an employee on the TS List has greater seniority than an employee on the Bombardier recall list.
- iii. The TS List will diminish over time as employees transfer into a Bombardier vacancy, decline an available vacancy, are recalled through layoff and displacing as described above, or through natural attrition such as but not limited to retirement or resignation.

Further to Section 1 of this Agreement, it is anticipated that certain events occurring during the “original term” of this Agreement could impact the overall number of employees remaining on the

TS List (i.e. collective bargaining or Transfer of Operations Agreement where applicable). If at the conclusion of the original term of the agreement (June 23, 2021), there are remaining employees on the TS List, 14 additional transfer opportunities will be offered by classification, in order of seniority, until such time as 14 offers have been accepted, given at least 14 or more employees remain on the list. In doing so, it is understood that the TS List may further diminish by a number greater than the total number of available transfer opportunities should an employee decline the opportunity to exercise transfer to Bombardier

Thereafter, any remaining employees on the TS List, should there be any, will be guaranteed the option to either exercise or refuse a transfer to Bombardier over the period lasting from the conclusion of the “original agreement” to June 23, 2023, until such time as all remaining transfers are exhausted. The parties can meet at any time between the conclusion of the original term and 6 months prior to June 23, 2023 to discuss other potential remedies for remaining employees to exhaust the TS List.

3. PROVISION FOR A ONE-TIME ONLY, ONE-FOR-ONE EMPLOYEE SWAP

Within the timeline from the execution of this Agreement to the close of sale, 15% of the total proportionate number of employees with highest seniority forming part of the TS list (a total of 14 employees) will be provided with a one-time option for an immediate transfer from the Q400 program to the Global program. This 15% will be calculated proportionate to the number of employees within each of 4 primary categories which 673 classifications will be sorted into: Clerks, Logistics, Methods, and Quality. This transfer will occur through a corresponding most senior employee in the same classification on the Global program agreeing to voluntarily transfer to Q400. In the event there is no senior volunteer, the transfer will occur through the application of reverse seniority and the most junior employee in the classification in Bombardier will be transferred to Q400. Employees transferring from Global to Q400 cannot be added to the TS List as a result.

If employees in the 15% of thereafter after offered an decline their option to be transferred under this section of the Agreement, they will permanently forego this opportunity under this Agreement and the TS List will reduce accordingly. The TS List will be canvassed until such time as all the number of available transfers have been executed. In doing so, it is understood that the TS List may diminish by a number greater than the total number of available transfer opportunities should an employee decline the opportunity to exercise transfer to Bombardier.

4. TRANSITION PERIOD FOLLOWING CLOSE OF SALE

To provide for transitional workforce stability, for the period of time from the close of sale until September 30, 2019, should a vacancy occur at Bombardier, there will be transfer opportunities for TS List employees, subject to any allowable limitations herein, to a maximum number of fourteen (14) transfers.

5. DEVELOPMENT OF A NOMINAL JUNIOR LIST

Q400 employees transferred to deHavilland not forming part of the TS List will be placed on the Nominal Junior List. The following terms and conditions shall apply to those occupying the Nominal Junior List:

- i. All employees occupying the Nominal Junior List will be subject only to the operational effects of deHavilland and will have no mobility rights to positions available at Bombardier unless as otherwise stated in this Agreement. Similar to the TS List, this will be a snapshot of junior employees and their associated accumulated seniority at the date of the execution of this Agreement and will therefore remain restricted and limited as such over the course of this Agreement.

Should a layoff occur at deHavilland during the course of this Agreement, employees on the Nominal Junior List will be laid off and recalled only to deHavilland, according to the terms and conditions of the deHavilland Collective Agreement.

6. POTENTIAL TEMPORARY RESTRICTIONS ON EMPLOYEE MOBILITY

During the term of this Agreement there may arise operational issues that temporarily restrict the timing or order of employee transfer from deHavilland to Bombardier. The mobility restriction will not exceed 60 calendar days. This period can be extended by written agreement between the Union and deHavilland. The Union shall not unreasonably without its agreement to extensions pertaining to legitimate operational limitations.

1. Dependent upon the number of available vacancies at Bombardier at any given time, deHavilland will have the ability to restrict the number and timing of employee transfers to Bombardier in order to ensure that their continuous operations are not negatively impacted, or customer deliveries are not placed at risk. Should this occur, it can only result in the postponement (as described above) and not the cancellation (except as otherwise permitted in this Agreement) of the employee's transfer as permitted within.
2. An employee will not be eligible for transfer until such time as a suitable replacement has been both acquired, oriented and deemed trained into deHavilland operations, subject to the limitations herein.
3. In certain limited circumstances, a vacancy that arises within Bombardier may require specific skills or qualifications that restrict a deHavilland employee's suitability for the role. Should this occur, Bombardier will immediately notify the Unit Chairperson (or their designate) for discussion.

7. EMPLOYEE MOBILITY RIGHTS SHOULD deHAVILLAND OPERATIONS CEASE

Should deHavilland Q400 manufacturing operations permanently cease during the term of this Agreement, the following terms and conditions regarding immediate and/or deferred Q400 employee transfer rights will apply:

- i. Should deHavilland permanently cease operations during the life of this Agreement, remaining employees on the TS List, if any, or as potentially limited by section 2 of this Agreement, may exercise their seniority rights to expedite a transfer and displace directly into Bombardier by classification. It is assumed that the wind-down of deHavilland operations will occur over a series of months, as such a schedule for the burn-own of remaining transfers will be agreed at such time that deHavilland declares an intent to cease operations.
- ii. If a member of the TS List had previously declined an opportunity to transfer under this Agreement, they can only then be added to the blended recall list, rather than exercise an immediate right to transfer and displace.

- iii. Should deHavilland permanently cease operations during the life of this Agreement, employees on the Nominal Junior List will be added to a blended Bombardier recall list so long as there are Bombardier employees on the Bombardier Recall List at that time. If there are no Bombardier employees on recall at the time deHavilland operations permanently cease, employees on the Nominal Junior List may elect to be placed on the Bombardier recall list and if they do so, forego any severance from deHavilland, but do not forego their overall entitlement to severance should it apply. These employees will then be recalled by seniority in accordance with the Bombardier Collective Agreement and as they are recalled, will be placed on the Bombardier seniority list for all future purposes as if there had been no break in seniority.
- iv. Should deHavilland declare a transfer of operations instead of a cessation of operations, the parties will meet to discuss applicability of this Agreement, as employees on the TS List may have rights under this Agreement and those on the Nominal Junior List will have rights under the deHavilland Collective Agreement. Additionally, the enforceability of this agreement may be subject to the Transfer of Operations provision in the deHavilland Collective Agreement at that time.

8. TEMPORARY INTER-COMPANY MOVEMENTS (EMPLOYEE LOANS)

1. An employee of one Company may be temporarily loaned to the other Company. The loan will not exceed 60 calendar days. This period may be extended by written agreement of the Company and the Union.
2. An employee on loan remains at all times an employee of the company who loans them. Inter-company billing will apply.
3. An employee on loan can work overtime only after all eligible employees in that classification at the other company have been offered overtime first. Overtime worked in one company will not be recorded in the other company.
4. The Company that lends an employee remains responsible for any even that occurs at the other company, such as managing workplace accidents and illness or imposing any required disciplinary measures.

9. ADDITIONAL EMPLOYEE RIGHTS & BENEFITS UNDER THIS AGREEMENT

The following shall apply upon an employee's permanent voluntary transfer under the relevant portions of this Agreement from deHavilland to Bombardier:

1. For the purposes of determining appropriate placement on the corresponding salary scale, transferring employees will receive full credit for past continuous service and receive the applicable salary. All seniority will be returned as if uninterrupted.
2. Any unused vacation including a prorated portion of vacation for the year in progress at the time of transfer will be paid out on the transferring employees last pay cheque by deHavilland. Bombardier will award vacation for the remainder of the year on a prorated basis. Transferring employees will receive full credit for past continuous service for the purpose of determining vacation entitlement, or any potential pro-rated portion thereof.
Pension
3. In addition to existing Successor Employer rules of the Pension Benefits Act of Ontario, deHavilland and Bombardier will agree to recognize service as described herein with both

employers for the duration of this Agreement. This will be solely for the purpose of determining eligibility for entitlement to benefits, namely, early retirement and supplement benefits. Service will be defined as (i) employment/ service as a deHavilland employee, and (ii) employment/service as a Bombardier employee. Any applicable benefit from this reciprocal recognition of service will be compensated directly to employees who retire with an unreduced pension within the term of this Agreement. For clarity, one of the purposes of this provision is to ensure that employees retiring during the term of this Agreement will suffer no loss as it relates to pensionable service and the benefit that derives therefrom.

4. Employees who have transferred from Bombardier to deHavilland, and for whom Bombardier has made a payment or reimbursement of benefits to deHavilland, shall have their non-pension post-retirement benefits remain the responsibility of deHavilland. These employees will not be eligible for additional non-pension post-retirement benefits from Bombardier.

10. BASIC RULES OF APPLICATION AND DISPUTE SETTLEMENT PROCEDURE

The parties shall establish a Joint Committee. This Committee will monitor the implementation of this Agreement and discuss disputes arising from this Agreement. The Committee will meet on a quarterly basis, or more frequently as agreed by the parties. No complaint regarding this Agreement will be referred to arbitration before being discussed in the Joint Committee.

This Committee will be comprised of the following or their designates:

- From the Union: Local 673 Bargaining Committee, Local 673 President, Unifor National Representative, and Assistant to the National President.
- From deHavilland and Bombardier: Human Resources and other Company Designates (as required).

This Agreement will be appended to, and will form part of both the Bombardier and deHavilland Collective Agreements. As this Agreement is a tripartite agreement it will not be enforced through the standard grievance and arbitration procedure but instead will use the procedure herein:

- i. If the complaint is an alleged violation of this Agreement or where the nature of the issue or the remedy sought may affect the rights of both Bombardier and deHavilland under this Agreement then in lieu of the grievance procedure any party will place it on the agenda and raise it at a Joint Committee meeting;
- ii. Failing resolution at the Joint Committee, notice of intention to arbitrate may be given to all parties to this Agreement within ten (10) working days of the meeting;
- iii. An Arbitrator will be agreed upon by the parties within ten (10) working days from the date of referral or alternatively an arbitrator to be named by the Chair of the OLRB.
- iv. Appointment of an Arbitrator will be reciprocal, in that the appointment of an Arbitrator will be considered to be an Appointment of the same Arbitrator under both the Bombardier and the deHavilland Collective Agreement and any Order will be enforceable under both Collective Agreements.

2. AMENDMENT TO LETTER OF AGREEMENT: EMPLOYEE TRANSITION

The Union and Company agree, and shall jointly direct Bombardier Inc. to affirm the Letter of Agreement, as attached as Schedule “C” to these Minutes, and incorporated herein, and continues in full force and effect in accordance with its terms.

Consistent with the May 22, 2019 “Transition Agreement” and Appendix C of this “Memorandum of Agreement” employees hired on or after June 1, 2019 are not eligible for the blended recall list.

Letter of Agreement

Between

**Unifor and its Local 673
(Hereinafter collectively referred as the “Union”)**

And

**Bombardier Inc.
(Hereinafter referred as “Bombardier”)**

And

**De Havilland Aircraft of Canada Limited
(Hereinafter referred as “De Havilland” or “DH”)

(Hereinafter collectively referred as the “Parties”)**

WHEREAS the Parties (or their predecessors) entered into an agreement (the “Transition Agreement”) (dated May 22, 2019 involving the transfer of certain employees from Bombardier to De Havilland on June 1, 2019;

AND WHEREAS the Transition Agreement provided, in paragraph 7, commits to a defined group of De Havilland employees who had been transferred from Bombardier and whereas the only remaining employees’ rights are those extended to those on the “Nominal Junior List” as defined in the Transition Agreement and as listed on the attached Schedule A;

AND WHEREAS De Havilland has ceased manufacturing operations at its Downsview facility but has not confirmed a transfer of operations nor transferred operations as defined under the Transition Agreement;

AND WHEREAS the Parties wish to clarify the administration and application of the Bombardier Blended Recall List provided by the Transition Agreement as part of the renewal of their collective bargaining agreement;

THEREFORE, the Parties now agree as follows:

1. The preamble forms an integral part hereof.
2. It is agreed that the DH employees on the above-mentioned “Nominal Junior List” and listed on the attached Schedule A (“Eligible DH Employees”) who have been or are on a layoff from DH exceeding thirteen consecutive (13) weeks may exercise their right to be placed on a Bombardier Blended Recall List.
3. It is understood by the Parties that the Bombardier Blended Recall List means a list formed at such time there is a recall at Bombardier that constitutes a combination of both seniority lists of laid off Bombardier employees and Eligible DH Employees (the “Bombardier” Blended Recall List”). Placement on the Bombardier Blended Recall List is not a guarantee of future employment.
4. At such time there is a recall at Bombardier, the most senior employee on the Bombardier Blended Recall List with vested rights in the classification will be recalled and, if an Eligible DH Employee, such Eligible DH Employee will be given the following election, which is provided on a one-time basis only. Once a decision is provided by the Eligible DH Employee in accordance with this provision, the Eligible DH Employee shall have no right to change their mind or defer in any manner:
 - a. Accept immediate recall at Bombardier; or
 - b. Refuse or ignore the offer to be recalled at Bombardier and remain on the DH seniority list.
5. Until an Eligible DH Employee makes the election to be effectively recalled at Bombardier under Paragraph 4(a) above, the Eligible DH Employee will not forego their rights under the applicable collective bargaining agreement with De Havilland including any right of recall or to receive severance (the “Collective Agreement Rights”). However, should an Eligible DH Employee, at any time, accept severance from De Havilland, retire, resign or their employment be terminated for any reason, such Eligible DH Employee will be automatically and immediately removed from the Bombardier Blended Recall List and will forego any right of recall at Bombardier.
6. If an Eligible DH Employee makes the election under Paragraph 4(a) above, it is agreed and understood by the Parties that the Eligible DH Employee will then forego all claims by virtue of any Collective Agreement Rights against DH, including any claims to severance as the Eligible DH Employee will become an active employee of Bombardier. Once an Eligible DH Employee has been recalled and confirmed their election to become an active employee of Bombardier, they will be placed on the Bombardier seniority list for all future purposes as if there had been no break in seniority. For clarity, and as it applies to this Agreement specifically, it is only if and when recalled to active work at Bombardier that an Eligible DH Employee will become an employee of Bombardier.
7. If an Eligible DH Employee laid off from De Havilland for less than thirteen (13) consecutive weeks in recalled at De Havilland, such Eligible DH Employee will not be eligible to exercise the right to be placed on the Bombardier Blended Recall List as provided by Paragraph 2 above. However, such Eligible DH Employee will be eligible to be placed on the Bombardier Blended Recall List if subsequently laid off for a period exceeding thirteen (13) consecutive weeks.
8. It is understood between the Parties that Eligible DH Employees cannot exercise a right of recall at Bombardier if Bombardier recalls employees following layoffs of a period not exceeding thirteen (13) consecutive weeks.

9. The bombardier Blended Recall List will cease to exist upon the resumption of DH's manufacturing operations within the scope defined in Section 2 of the Collective Bargaining Agreement between the Union and De Havilland and any and all Eligible DH Employees will have no right of recall at Bombardier under this Agreement or otherwise whether on the Bombardier Blended Recall List or not.
10. This Agreement will be appended to and will form part of both the Bombardier and De Havilland renewed Collective Bargaining Agreements. The dispute settlement procedure provided in the Transition Agreement shall apply to any disputes arising in relations to or connection with this Agreement.

3. REDUCTION OF UNION REPRESENTATION

LETTER OF AGREEMENT

Between

De Havilland Aircraft of Canada Ltd (the Company)

And

UNIFOR Local 673 (the Union)

Whereas under Article 7 of the expired Collective Bargaining Agreement between the parties (the "Expired CBA"), there are five (5) union representatives, including the Plant Chair;

And Whereas the Company and the Union agree that during the course of negotiations for a renewal of the Collective Bargaining Agreement (the "Renewal CBA"), they have agreed to reduce the number of union representatives;

And Whereas the terms and conditions of the following transition plan apply to the reduction of union representation under the Renewal CBA:

1. **Effective Date:** This Letter of Agreement will be effective on the date the Renewal CBA is ratified by the Union (the "Effective date");
2. **Transition Dates:** The reduction of the number of Union representatives shall be as follows:
 - a. Effective January 4, 2022, the Union will reduce the representation size by two (2) members;
 - b. Effective March 31, 2022, the Union will reduce the representation size by one (1) additional member.

The remaining two (2) Union representatives will remain full-time representatives until the date which is the earlier of June 23, 2022 or the date on which a new committee is elected in compliance with Article 7 of the Renewal CBA.

4. Dash 1-7 and CL work

During the term of the April 23, 2024 to April 22, 2027 CBA, the Company and the Union agree to an extension of the current CBA contract language regarding additional work on the Dash 1-7 and CL platforms. This extension will commence when these platforms are integrated and accessible on the IFS system.

The Company is unable to confirm the exact date that these platforms will be accessible in IFS, however it is anticipated to be in the 3rd or 4th quarter of 2024. Work on the Dash 1-7 and CL platforms will also be performed at other De Havilland locations. Local 673 acknowledges and agrees that it does not hold exclusive rights to Dash 1-7 and CL work unless otherwise mutually agreed upon by both parties.

MEMORANDUMS OF UNDERSTANDING

1. For the purpose of vacation and pension credits, those employees who went on strike as of June 23, 1987, shall not lose such service.

INDEX

	Page
Appendix I – Technical Group	149
Arbitration	13
Classification of Employees and Salary Rates	
Schedule “B” – Classification of Employees and Salary Rates	
#1 – Classification of Employees	35
#2 – Salary Rates and Ranges.....	35
#3 – Application of Salary Rates	37
#4 – Revisions and New Classification	37
#5 – Cost of Living Allowance.....	38
#6 – Lead Premium.....	40
Company/Union Meetings	14
Contracting	
Schedule “C” - #21- Restructuring	49
Letter of Intent: #1 - Subcontracting.....	166
Letter of Intent: #3 - Suppliers/Partners/Customers Flexibility.....	166
Discharge Cases	14
Discipline	
Disciplinary Action.....	26
Schedule “A” #5 – Disciplinary Action and Notations	34
Election of Union Officials	25
Employee Personnel History File	
Letter of Intent #2	166
Excluded Personnel	25
Letter of Understanding #7 - Experimenting.....	171
Fringe Benefits & Premiums	
Schedule “C” Overtime Rates – Vacation & Other Fringe Benefits	
#2 – Company-Holidays.....	41
#8 – Hospitalization – OHICP	45
#9 – Dental Plan.....	45
#10 – Group Insurance.....	45
#11 – Supplementary Unemployment Benefit Plan.....	46
#12 – Non Contributory Pension Plan	46
#13 – Shift Premium	46
#14 – Flight Pay	46
#15 – Call In Allowance	46
#16 – Paid Sick Leave.....	46
#17 – Out of Town Assignments	47
#18 – Paid Education Leave	48
#19 – Special Voluntary Retirement Allowance	48
#20 – WSIB Advances.....	49
#22 – Probationary Employees	51
General Clauses	27
Glossary of Words and Phrases	52

Grievance Procedure	12
Hours of Work	
Schedule “A” – Hours of Work, etcetera	
#1 - Hours of Work.....	31
#2 - Weekend Workers	31
#3 - No Guarantee	33
#4 - Lunch Period.....	33
#5 - Disciplinary Action and Notations	34
#6 – Customer Support Shift Flexibility.....	34
#7 – Shift Menu	34
Schedule “C”	
#5 - Rest Period.....	45
Letter of Understanding: #2 - Flex Time	169
Job Descriptions	
Schedule “E” - Office Job Descriptions.....	54
Schedule “F” - Flow Lines.....	119
Job Posting.....	19
Lay off and Reemployment	
Schedule “C”	
#22 Restructuring.....	49
Appendix I (Technical Group)	
#6 – Layoff.....	150
#7 – Recall	150
Leads	
Schedule B, #6, Lead Premium.....	40
Leaves	
Leave of Absence Without Pay.....	15
13.06 – Pregnancy Leave	16
13.07 – Parental Leave.....	16
Schedule “C”	
#4 – Jury Duty.....	44
#7 – Bereavement	45
#19 – Paid Education Leave	48
Letters of Agreement	
#1 - Employee Transition.....	174
#2 - Amendment to Letter of Agreement: Employee Transition	180
#3 - Reduction of Union Representation	182
# 4 - Dash 1-7 and CL work.....	183
Letters of Intent	
#1 - Subcontracting.....	166
#2 - Employee Personnel History File	166
#3 - Suppliers/Partners/Customers Flexibility	166
#4 - Work and Material Planners - 1997.....	166
#5 - Joint Training Committee.....	167
#6 - Future Work Opportunities for Downsview Site.....	167
#7 - Substance Abuse Treatment Facility Loan	168

Letters of Understanding	
#1 - New Hires – Office.....	169
#2 – Flex Time.....	169
#3 – Orientation Program.....	169
#4 – General Matters.....	169
#5 – Workplace Harassment.....	169
#6 – Technical Group PEL Program.....	171
#7 – Experimenting.....	171
#8 – Work Commitment.....	171
#9 – UAW Local 112/673 Non-Contributory Pension Plans.....	172
Loss of Seniority	24
Memorandums of Understanding #1	184
New Technology	28
No Discrimination	8
Letter of Understanding #5 - Workplace Harassment.....	169
No Lock-Out or Strike	11
Office Committee	8
Operation of Office Committee.....	11
Orientation Program	
Letter of Understanding #3.....	169
Overtime	
Schedule “C” – Overtime Rates – Vacation and other Fringe Benefits	
#1 – Overtime.....	41
Positions Outside Bargaining Unit	25
Procurement & Supplier Quality Matrix	115
Purpose	6
Reservation of Management Rights	8
Safety	26
Schedules	28
Schedule “A” – Hours of Work, Etcetera.....	31
Schedule “B” – Classification of Employees, Salary Rates and their Application.....	35
Schedule “C” – Overtime Rates, Vacation and Other Fringe Benefits.....	41
Schedule “D” – A Glossary of Words and Phrases.....	52
Schedule “E” – Office Job Descriptions – Index.....	54
Schedule “F” – Flow Lines.....	119
Schedule “G” – SUB Plan, SPP, Short Work Week.....	151
Scope and Recognition	6
Seniority	18
Loss of Seniority.....	24
Appendix I #5 – Technical Group Seniority.....	150
Service Date, Schedule C #25.....	51
Separation Payment Plan (SPP)	157
Short Work Week	160
Sick Leave, Schedule C, #17	46
SUB Fund	151
SUB Fund Administration	162

Supervisory Staff	8
Termination Clause	29
Training Committee (Letter of Intent -#5).....	167
Union Related Correspondence	17
Union Security	24
Vacation	
Schedule “C” - #3 – Annual Vacation with Pay.....	43
Memorandum of Understanding 1	184

This Unifor Local 673 CBA April 23,2024 to April 22, 2027 Agreement is hereby finalised and agreed upon this twenty-fourth day of June 2024.

For the Union

Nuno Pinto
Unit Chairperson, Bargaining Committee

June 24, 2024
Date signed

For the Company



Julia Vant
Sr Human Resources Business Partner

June 24, 2024
Date signed

