****

**COLLECTIVE AGREEMENT**

**between**

**ROLLS-ROYCE CANADA LIMITÉE**

**and**

**SYNDICAT DES TRAVAILLEUSES ET TRAVAILLEURS DE ROLLS-ROYCE CANADA**

**FIM-CSN**

**COLLECTIVELY THE « PARTIES »**

**2020-2028**

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**Introduction**

The ultimate goal of the Parties to this Collective Agreement is to ensure that Rolls-Royce Canada becomes and continues to be a world leader as a supplier of manufacturing services, by satisfying our customers and by respecting the values that Rolls-Royce Canada has always demonstrated, in particular, respect for the principle of seniority as well as for the working conditions of its employees and their quality of life.

Delivering products and services to customers on time, at the required level of quality and at a competitive cost will keep us on target to achieve our goal.

In order to satisfy customer needs, the Company, the Union and all employees have the duty and responsibility to ensure that the commitment to the established schedule is respected to meet delivery deadlines. By developing skills and the concept of schedule adherence with a focus on continuous training, all employees can respond to the increasingly variable and unpredictable nature of the maintenance, repair and overhaul environment.

The Parties aim to achieve a partnership based on participation and a relationship based on trust and mutual respect, a work environment promoting long term job security where employees are treated with dignity and respect, ultimately providing them with the opportunity to develop as a person.

**1.00 PARTIES TO THE CONTRACT**

The Company ROLLS-ROYCE CANADA LIMITED, hereinafter called the "Company", with head office and principal place of business at 9500 Chemin de la Côte-de-Liesse, Lachine, Province of Quebec. ON THE ONE HAND

and

SYNDICAT DES TRAVAILLEUSES ET TRAVAILLEURS DE ROLLS-ROYCE CANADA, affiliated with the FIM-CSN, duly accredited by the Tribunal administratif du travail du Québec, with principal place of business at 1601 Avenue de Lorimier, Montreal, Province of Quebec, hereinafter named the "Union", ON THE OTHER HAND.

Collectively hereinafter referred to as the “Parties".

**2.00 RECOGNITION**

**2.01** The Company acknowledges that the Syndicat des travailleuses et travailleurs de Rolls-Royce Canada – CSN has obtained a certificate of accreditation issued by the Tribunal administratif du travail as the exclusive bargaining agent for:

"all employees, except managers, superintendents, immediate Supervisors, guards, office workers as well as persons automatically excluded in accordance with the provisions of the Quebec Labour Code”,

Employed by Rolls-Royce Canada Limited at the following addresses: main plant located at 9500 Chemin de la Côte-de-Liesse, Lachine and the facility located at 2100 rue Courval, Lachine for collective bargaining purposes, in accordance with the provisions of the Labour Code of the province of Quebec.

**2.02** The term “Company” as used in this Article includes the current establishments. In addition, if during the term of this Collective Agreement, the Company transfers one or more of its operations to a new location within the province of Quebec, the employees engaged in these operations shall be covered by the current Collective Agreement.

**2.03** **Interpretation and language of use**

The Company recognizes the Union's right to formulate grievances on behalf of employees in the language of their choice (English or French). The Company shall respond to such grievances in the language originally used.

In accordance with the provisions of the Charter of the French language, the French text constitutes the official version with regard to the application and interpretation of the Collective Agreement.

In this Collective Agreement, the generic use of the masculine gender includes the feminine in order to simplify the text.

**2.04 Bargaining Unit**

The Company accepts and acknowledges the principle that no work performed by members of the Bargaining Unit as described in Appendices ''A'' and ''D'' of this Collective Agreement shall be performed by other persons who are not covered by the accreditation certificate except:

1- For training purposes.

2. For scientific or experimental work.

3. In case of emergency, where "emergency" means any intervention to respond to a situation that could jeopardize the safety of the product.

4. For health and safety reasons in order to eliminate an immediate risk that could cause an accident or incident.

5. Any clerical tasks and electronic transactions not covered by Appendices A and D.

The application of this Article may not lead to a layoff, a reduction in the usual workload of an employee or affect the recall to work of an employee, nor limit the application of Articles 15.02 and 28.

**3.00 NON-DISCRIMINATION**

**3.01 Discrimination, Union membership**

The Company and the Union agree that no Rolls-Royce employees shall be subject to any form of discrimination or intimidation because of their participation or non-participation in any Union activity whatsoever. The Company and the Union also agree that no Rolls-Royce employees shall be subject to any form of discrimination or harassment because of their race, colour, ethnic origin, citizenship, beliefs, sexual orientation, age, marital status, family status or disability as provided by the Charter of Human Rights and Freedoms and any other legislation in force. The Company and the Union recognize their joint duty to promote a working environment free from any form of discrimination or harassment.

**3.01.1 Harassment Policy**

When a harassment complaint is filed by a member of the Bargaining Unit or a complaint is filed against such a member, the Company shall communicate to the Union President and the Shop Vice President, on a strictly confidential basis, the name of the employee concerned as well as the nature of the complaint.

When required, the Union and the Company agree to meet in order to discuss any subject related to the application of the harassment policy dated **(2013-03-01)** applying only to CSN employees.

It is understood that any future modifications of the policy dated **(2013-03-01)** on harassment in the workplace must be made by a joint committee, otherwise the policy shall remain in its current format with respect to employees represented by the Bargaining Unit.

**3.02 Propaganda**

The Union and its members shall refrain from any propaganda which could impugn the character or the reputation of the Company, its officers and its supervisory personnel.

The Company, its officers and its supervisory personnel shall refrain from any propaganda which could impugn the character or the reputation of the Union, its officers and its members.

However, it is recognized by both sides that neither the Company nor the Union shall be held responsible for the acts of an employee as an individual.

**4.00 MANAGEMENT PREROGATIVES**

The Parties agree that the Company has the exclusive right to determine its policies and manage the business and that it retains all functions not specifically restricted by this Collective Agreement. In addition, the Parties agree that Company Management retains the right to exercise the following functions:

Establish or modify production standards and programs and take advantage of and make use of any technological development. The Company agrees to strictly comply with its obligations under this Collective Agreement in the exercise of these prerogatives.

The Parties also agree that Company Management retains the right to hire, promote, lay off, classify and add or remove existing shifts under this Collective Agreement in order to meet production requirements. It also has the right to transfer, discipline or dismiss any employee for a cause shown to be fair and reasonable.

The Company recognizes the right of the Union to file a grievance against any decision resulting from the exercise of the rights contained in this Article and which it believes to be unfair.

**5.00 WORK SCHEDULES**

**5.01 Hours of work**

This Article establishes the hours of wfork for all employees covered by this Collective Agreement, but should not be construed as a guarantee of the number of hours of work per day or per week, or the number of days of work per week.

With the exception of the provisions contained in Articles 5.05 and 17.02.4, no change in the following hours of work shall take place without the consent of the Union.

**5.02 Work Schedule**

**a) Regular shift – day, evening, night**

The work week shall normally be five (5) consecutive days, Monday to Friday inclusive for the day and evening shifts and four (4) consecutive days, beginning Monday evening to Thursday inclusive for the night shift, as follows:

Day shift:

**5:30 a.m. to 2:00 p.m**

**6:00 a.m. to 2:30 p.m**

**6:45 a.m. to 3:15 p.m**

Unpaid lunch break of thirty (30) minutes, and eight (8) hours paid.

If they have obtained prior authorization because of a family or personal situation, employees on the day shift may work from 8:15 a.m. to 4:45 p.m. If the employee provides a supporting document, different hours could be agreed after written agreement between the employee and Human Resources. A copy is given to the Union, which can revoke the agreement at any time.

Evening shift:

**2 p.m. to 10 p.m**

**2:30 p.m. to 10:30 p.m**

**3 p.m. to 11 p.m**

Paid lunch break of thirty (30) minutes, and eight (8) hours paid.

Night shift:

**9:30 p.m. to 6:00 a.m**

**10:00 p.m. to 6:30 a.m**

Paid lunch break of thirty (30) minutes, and ten (10) hours paid.

The thirty (30) minute lunch break includes the time required to go back and forth between the workstation and the cafeteria.

Employees choose one of the work schedules as provided above on each of the shifts. Employees may, if they wish, modify their work schedule after informing their Supervisor in writing at least (2) weeks before the start of the new rotation period.

**b) Weekend shift**

The work week on the weekend shift normally consists of two (2) consecutive days of eleven (11) hours, Saturday and Sunday and one (1) eight (8) hour shift either on Friday day shift or Monday day or evening shift.

An employee wishing to replace their eight (8) hour shift on Friday or Monday for another weekday shift, during the twelve (12) week period provided for below, may submit a request to the Supervisor who may or may not grant this permission depending on operational needs.

Saturday and Sunday;

**5:30 a.m. to 4:30 p.m**

**6:00 a.m. to 5:00 p.m**

Paid lunch break of thirty (30) minutes and fourteen and 67/100 (14.67) hours pay for each day.

Eight (8) hours worked in the week according to the schedule stipulated in paragraph 5.02 a) and ten and two thirds (10.66) hours pay.

The thirty (30) minute lunch break includes the time required to go back and forth between the workstation and the cafeteria.

Employees choose one of the work schedules as provided above on each of the shifts. Employees may, if they wish, modify their work schedule after informing their supervisor in writing at least two (2) weeks before the start of the new rotation period.

For the eight (8) hour day, employees choose one of the work schedules as provided above. Employees may, by seniority if they wish, modify their work schedule, after informing their Supervisor in writing at least (2) weeks before the start of the new rotation period.

The Company shall offer employees with the skills for the required tasks, the choice of the weekend shift for a period of twelve (12) weeks or less on a voluntary basis, in each of the required occupations, by seniority.

Employees who have seniority, but who have not acquired the skills required for the tasks to be performed, may be assigned to the day or evening shift for a period of twelve (12) weeks. The employer shall take care to train these employees to acquire the skills required for their integration in the weekend shift, within a target period of twelve (12) weeks. During said period, the employee shall be assigned to tasks allowing them to acquire the necessary skills, considering the availability of the work concerned. If, at the end of the twelve (12) week period, the employee has not acquired the skills required, the Company shall meet with the Joint Training Committee in order to determine the time necessary to complete the training.

If the number of voluntary employees in a given occupation is not sufficient, the Company shall assign employees in reverse order of seniority to the unfilled positions, for a maximum period of four (4) weeks.

The end of the twelve (12) week period is the same for an employee who is assigned or who volunteers for a weekend shift after the start of this period. The Supervisor determines the number of employees, by occupation, to be assigned to the weekend shift.

The assignment of weekend employees to the eight (8) hour weekday shift is made according to seniority and is fixed for the duration of the twelve (12) week period.

Is not considered as absenteeism, lateness that does not occur more than six (6) times or more than a total of sixty (60) minutes, whichever comes first, over a twelve (12) month period from January 1 to December 31.

**5.02.1 Registration of time**

* Employees must register their arrival and departure times at the registration point closest to their regular section of work.
* An employee is considered ready to work after registration.
* An employee using cafeteria services or having to go to their locker before work is required to register their time after leaving the cafeteria or upon returning from their locker, as the case may be.
* An employee who registers their arrival time after the start of working hours shall be considered late.
* Any violation of the above is subject to loss of pay and repeated lateness is subject to disciplinary action.

**5.02.2 Notice - unable to work**

If an employee finds themselves unable to come to work to perform their normal shift, they must notify their Supervisor before the start of their shift or as soon as possible.

**5.02.3 Schedule of continuous coverage between shifts**

When required, and in order to meet customer needs and ensure that the established schedule is respected, the Company shall establish an availability calendar of three (3) accounting periods (APs) to be posted two (2) weeks before the beginning of the first accounting period. This calendar shall identify the missing shifts needed to meet customer requirements and for which voluntary employees may indicate their availabilities.

The Company reserves the right to determine the number of occupations, departments and qualified employees required to fill the identified missing shifts.

Firstly, such needs shall be met by qualified employees on a voluntary basis. In the event that the number of voluntary employees is not sufficient, the Company shall assign qualified employees by reverse order of seniority for a period of eight (8) hours, notwithstanding the time limit mentioned in Article 5.08.

A bonus of one hundred and fifty dollars ($150) per day shall be paid to identified and confirmed employees who have worked. A bonus of one hundred dollars ($100) per day shall be paid to employees identified and confirmed but who did not work, as requested by the Company. In addition, no bonus shall be paid to an employee who does not show up for this shift.

The confirmation shall be approved on Thursday under the same conditions as the weekend overtime identified in Article 7.12.1.

It is understood that this Article 5.02.3 does not replace Article 7.02.1

**5.02.4 Break period**

There is one (1) break period of ten (10) minutes, without loss of pay, during the regular day and evening shift.

There are two (2) break periods of fifteen (15) minutes, without loss of pay, on the eleven (11) hour weekend shift (Saturday and Sunday) i.e. one (1) break during each half period of work.

**5.03 Hours of work – stationary enginemen**

Stationary enginemen (working group no. 42/-/1) work twelve (12) hours per shift including one (1) paid lunch break, in order to maintain continuous operation.

Hours of work for this occupation are as follows:

Day shift: 07:00 a.m. to 07:00 p.m

Evening shift: 07:00 p.m. to 07:00 a.m

Shift premiums and overtime is paid in accordance with the Letter of Agreement no 2 contained in Appendix "B" of this Collective Agreement.

**5.04 Straight time**

An employee required to work forty (40) minutes or less after the end of their shift is paid for one (1) hour at straight time.

**5.05 Emergency shutdown**

An employee reporting to work for their regular shift may not be sent home until half (.5) of the shift is completed except in the event of an emergency shutdown due to circumstances beyond the reasonable control of the Company. However, an employee who has completed seventy-five percent (75%) of their shift is paid for all of the regular hours that were scheduled. During this period, the employee must perform any work assigned to them taking into account their seniority and their occupation, otherwise they waive their rights under this Article.

**5.06 Issuing of exit passes**

Exit passes serve to approve and indicate on paper, the employees who must leave their work and the premises of the Company during their working hours when circumstances require it. Such circumstances may arise due to personal reasons or because of the Company.

In order for exit passes to serve their purpose, they are issued under the following restrictions:

1- Exit passes must be issued and approved by the immediate Supervisors.

2. Exit passes shall not be issued if there are production constraints except for justified emergencies. If an exit pass is refused for this reason, the Shop Committee has the right to ask the immediate Supervisor why the pass was not granted;

3. The missed time will be reduced to the employee's shift rate or accumulated time bank, at the employee's option.

**6.00 SHIFT ROTATION**

The Parties agree that the purpose of this article is to allow employees with the most seniority in the plant to be exempted from the rotation of shifts within each department.

**6.01 Working rules**

When there are two shifts, rotation occurs as follows: one (1) rotation period on the first (1st) shift and one (1) rotation period on the second (2nd) shift, in reverse order of seniority in the occupation.

When there are three (3) shifts, rotation goes as follows as much as possible: one (1) rotation period on the first (1st) shift, one (1) rotation period on the third (3rd) shift and one (1) rotation period on the second (2nd) shift, in inverse order of seniority in the occupation.

There is no shift rotation for the weekend shift.

However, if the required number of volunteers (as specified in Article 5.02) is not reached, then the rotation for affected employees shall be as follows

• In reverse order of seniority in the occupation, by department for a maximum of four (4) weeks per period of twelve (12) weeks.

• Employees so affected return to the rotation list according to their seniority after their four (4) weeks.

As long as a competency level is maintained between shifts, employees may, depending on their seniority, choose to volunteer to work permanently on the second (2nd) shift or the third (3rd) shift, for a period of twelve (12) weeks. The rotation periods are described in the calendar included in the Collective Agreement. The end of the twelve (12) week period is the same for an employee who volunteers or who is assigned to change schedule after the start of the said period. Employees must submit their request to their Supervisor no later than five (5) working days before the posting of the rotation schedule. At the end of this period, they resume the shift rotation according to their seniority.

Notwithstanding the foregoing, the Company reserves the right to decide on the number of employees required per shift in each department, by occupation.

It is acceptable that two (2) employees mutually agree to exchange their shift for the entire four (4) week period, provided that the Company is in no way penalized by a difference in competency. An employee wishing to change shift must approach their colleagues on the shift in question, starting with the most senior, and have the agreement approved by their Supervisor. Such request may be made only once per period of twenty-four (24) consecutive weeks. At the end of the change, employees resume the shift rotation according to their seniority.

Any derogation from the provisions mentioned above must be the subject of an agreement between the Company and the Shop Committee.

Any employee may be assigned to the first (1st) shift, the second (2nd) shift, the third (3rd) shift or the weekend shift (as provided for in Article 5.02) upon two (2) weeks notice. If the notice is not respected, the employee shall be paid at time and three quarters (1.75) of their hourly rate for the missing days of notice.

**6.01.1 Exemptions**

a) The Company recognizes that the Union officers, listed below, restricted to one (1) out of six (6) per occupation by department, may be exempt from the second (2nd), third (3rd) or weekend shift to enable them to carry out their Union duties:

* President
* General Vice President
* Recording secretary
* Treasurer
* Vice President for Information
* Vice President for Training
* Three (3) members of the Shop Committee
* Vice President of IT
* Vice President for mobilization

The Shop Committee member on the evening shift shall be exempt from the first (1st), third (3rd) and weekend shift.

Negotiation Committee members shall be exempt from the second (2nd), third (3rd) and weekend shift during pre-negotiations and negotiations, until the signing of the Collective Agreement. Afterwards, the Union Negotiation Committee shall be released to check the texts and the translation.

The prevention representative (Vice President Health And Safety) shall be exempt from the second (2nd), third (3rd) and weekend shift.

The officers listed above remain in their original position.

b) In cases where an agreement cannot be reached, other requests for shift exemption made in good faith to work permanently on the second (2nd) or third (3rd) shift, may be granted after written agreement between the employee and Human Resources. A copy is given to the Union, which can revoke the agreement at any time.

c) Any employee on probation, or on a trial period in another occupation shall be assigned to the shift rotation if the assignment does not affect their evaluation period. Any exceptions to this rule must be discussed and approved jointly by the Shop Committee and the Company.

d) Employees in a training period are not required as such to be assigned to the shift rotation or the weekend shift. Any exception to this rule must be discussed and approved jointly by the Shop Committee and the Company.

**6.02 Shift premium**

An hourly premium in addition to the regular hourly rate shall be paid to employees working on the second (2nd) shift (evening) and the third (3rd) shift (night) as follows.

* Evening shift: 1.20/hour
* Night shift: 1.15/hour

However, overtime is calculated based on the regular hourly rate.

**6.03 Emergency shift**

This emergency shift is in no way covered by Article 7.02.1 (Call-in).

An employee assigned to a shift other than his or her own and given less than five (5) working days' notice shall be paid time and one-quarter (1.25) for the next forty hours worked or the equivalent.

**7.00 OVERTIME AND ACCUMULATION OF TIME**

**7.01 Overtime**

Overtime on all work schedules is paid at time and three quarters (1.75) for all hours worked in excess of the normal work week, i.e. in excess of forty (40) hours worked for employees on the first ( 1st) and second (2nd) shift, thirty-four (34) hours worked for employees on the third (3rd) shift and thirty (30) hours worked for employees on the weekend shift and for all hours worked on a statutory holiday. The following are considered as having been worked: annual vacations, public holidays, Union leaves, full days of leave taken under Article 7.14.2, exit passes up to a maximum of three (3) or a total of five (5) hours per accounting period, bereavement leave, personal leave, and the preparatory retirement course, Prendre en Main sa Retraite.

With the exception of overtime worked before and after the shift, overtime shall be performed in priority by employees on days off (day not worked in their schedule) from the department on the shift where the overtime occurs, who have the fewest hours of accumulated overtime and who are able to perform the required work. Any overtime on their regular schedule shall be paid upon approval by their Supervisor.

**7.02 Call-in/Cellular/Pager/Minimum pay**

**7.02.1 Call-in/Minimum pay**

When an employee is called back to work on a shift other than their regular shift or for overtime after leaving the plant, they are paid the higher of the two (2) following amounts: the hourly rate applicable to hours worked overtime or four (4) hours at the regular hourly rate. The employee must remain available for a period of one (1) hour so they can perform any other tasks that may arise in their occupation during the said hour of work. However, the employee shall not be required to remain at work beyond one (1) hour if the work for which they were recalled was of a shorter duration. In addition, they are entitled to one (1) additional hour paid at time and three quarters (1.75) to compensate for the round trip time to the plant, if they were not notified the previous day.

It is understood that this Article does not apply when an employee with the skills required in or out of occupation is present in the plant to perform tasks taking less than one (1) hour. In the event that the work exceeded one (1) hour, a call-in payment shall be made to the employee eligible according to the overtime list.

**7.02.2 Compensation**

Notwithstanding Article 7.10.3, if an employee reports for overtime work and is returned home because there is no work available, they shall be paid a minimum of four (4) hours at the applicable rate.

**7.02.3 On duty (cell/pager)**

Notwithstanding Article 7.10.3, employees who are not assigned to a Mobile Repair Party (M.R.P.) and who must carry a cell phone or a pager on a voluntary basis outside the regular working hours specified in Article 5.02 of the Collective Agreement shall receive the following compensation:

The employee shall receive $20.00 per day for their availability to intervene at any time.

A schedule shall be prepared in advance to indicate who is on duty for a given week. Employees are appointed on a voluntary basis during the year-end and start-of-year holidays.

The Company reserves the right to determine the number of personnel, occupations and departments where on-duty employees are required. Moreover, this Article in no way replaces Article 7.02.1.

No assignment is made to an employee during their vacation period.

**7.03 General meeting and overtime**

Unless there is an agreement between the Supervisor in question and the Shop Committee, there shall be no overtime worked at the same time as the holding of a general meeting of the Union.

Any employee working on the second (2nd) shift who wishes to attend general meetings must notify their Supervisor before going. They must also inform them at the same time if they wish to complete their shift at the end of their regular hours (maximum two (2) hours). For time registration purposes, they must register the time of arrival in their department only after leaving the general meeting.

**7.04 Refusal**

Employees have the right to refuse to work overtime; however in order to meet the commitment to the schedule, the Supervisor shall ensure that the overtime required is assigned to voluntary and qualified employees or qualified employees outside the department or out-of-occupation employees with the required skills who have stamped the overtime form. Overtime thus refused must be registered if, according to ranking, the employee had been requested.

In the event that it is impossible to identify a willing and qualified employee to do the work by applying the first paragraph, the Supervisor shall have the right to assign such work to employees qualified to do so on the regular overtime list in reverse order of seniority by shift up to a maximum of six (6) hours of work per four (4) week period for each employee. If this situation caused the employee to lose money, the Company would reimburse them upon presentation of proof.

An employee cannot be forced to work before the start of their shift.

**7.05 Message - absent or lateness**

If an employee is unable to come to work for overtime on a day off, they must leave a message on the on-duty Supervisor's voicemail. The employee must have communicated with the Company before the start of their shift. Any breach of this requirement may be subject to disciplinary action.

In addition, confirmed overtime hours shall be doubly registered for any employee absent for overtime. In this case, the Company shall not be held responsible for replacing the employee (Call-in).

If an employee is late or leaves early during any period of overtime, they must notify the Supervisor on duty and shall have their ranking adjusted by the double registering of all confirmed overtime hours not worked.

For the holiday period, it is understood that overtime confirmed but not performed is registered in triple and carried over to the list for the new year.

**7.06 Employee on probation or on a trial period**

An employee on probation or on a trial period (according to Article 11.04) shall not be required to work overtime unless all other employees on the regular overtime list and qualified employees outside the department or employees outside the occupation with the required skills who stamped the overtime form were approached first.

At the end of the probation or trial period (in accordance with Article 11.04), an employee shall be credited with the greater of the average overtime hours on their regular overtime list or the overtime hours actually worked.

**7.07 Meal allowance and break period**

A paid break period of twenty (20) minutes is allocated to all employees required to work more than two (2) hours of overtime after their regular shift. This period shall be taken after eight (8) or eleven (11) hours depending on work schedules. In addition, an additional break period shall be allocated every three and a half (3.5) hours and after five and a half (5.5) hours of overtime. In addition, the employee shall receive the compensation below if they work at least six (6) hours of overtime.

If the overtime is worked before the regular shift, the twenty (20) minute period shall be scheduled by the Supervisor in the first hour of the regular shift.

If the employee has not been notified to work overtime during their previous shift, they shall receive compensation if the overtime exceeds one (1) hour. The maximum value of the compensation is $15.50 added to their regular pay by means of a dedicated code in the SAP system. It is understood that this payment is a taxable amount.

**7.08 Distribution of overtime**

**7.08.1 General rules**

The Company agrees to distribute overtime to qualified employees on an equitable basis by occupation within each department.

In the event that an error has been made, the penalized employee shall be offered to work the missed hours at a time of their choice during the following three (3) months and these hours shall be paid at double time (2.0). If more than one employee is bypassed and there is a tie, then the seniority rule determines which employee is paid.

With the exception of CNESST cases, employees on light work or employees on gradual return shall not be considered for overtime unless their medical restriction does not interfere with the performance of the tasks requested.

**7.08.2 Special agreement**

Because of the highly specialized work that is carried out in certain departments, special agreements can be made with the Shop Committee so that the directives described above (reference Article 7.08.1) may be more restricted, i.e. limited to persons working at the same facility.

**7.09 Rules of distribution**

**7.09.1 Availability forms**

At the end of each week, a standard overtime availability form and a standard call-in availability form for the following week shall be posted for each shift in the department concerned. Employees working on the weekend shift must have given their availability by signing or stamping the availability forms before the end of their shift on Sunday. Employees must indicate their availability by signing or stamping next to their name. The Company shall ensure that availability forms are completed so that weekend shift employees can indicate their availability on the shift of their choice.

If an employee is absent when the availability list is posted, they are responsible for contacting their Supervisor to declare themselves available and must ensure that their overtime is confirmed.

If the Company wishes to add personnel after having confirmed one (1) or more employees, or if an emergency situation arises during the regular work week and it was not possible to post the requirements in advance, the Supervisor must seek availability from qualified employees who have already offered their availability according to ranking order and who are currently working on this shift.

**7.09.2 Ranking rules**

When overtime is requested during the weekend or on a statutory holiday, ranking according to shift applies, except:

• when only one shift is requested, the total ranking of the regular overtime list shall be used;

• when two (2) shifts are required and there are three (3) shifts during the week, the regular overtime list for the third (3rd) shift is integrated into that of the first (1st) shift.

Employees working on the weekend shift shall be considered as being on the day shift but may indicate their availability to work overtime during the week on the shift of their choice. However, if they withdraw or refuse the overtime on the evening or night shift, these hours are not registered. This also applies on a statutory holiday.

**7.09.3 Overtime, different shifts and out of department**

If it is not possible to obtain the required number of qualified employees per shift, overtime shall be offered to qualified employees on the regular overtime list regardless of the shift as long as continuity in the work is maintained.

Subsequently, overtime shall be offered in ranking order to other employees of the same occupation who have stamped the overtime form, taking into account their shift; overtime is then offered to employees out of occupation who have stamped the overtime form and have the required skills.

**7.10 Registration of time**

**7.10.1 Registration method**

All overtime shall be registered under one of the following codes:

* Overtime worked or offered
* Forced overtime
* Not qualified
* Not eligible
* Alternate overtime list
* Company business
* Union business
* Not eligible temporary Supervisor

However, for the purposes of distributing overtime, ranking shall not consider the following codes:

* • Not qualified
* • Not eligible
* • Company business

Overtime shall be posted in each department in a place where everyone can see it. Records are updated when there are any changes. However, the maximum number of hours registered if there is a refusal is:

- Three and a half (3.5) hours during the regular work week;

- eight (8) hours on a day off and statutory holidays.

**7.10.2 Registering during the weekend**

Corrections to hours worked or cancelled are made after the weekend. Ranking cannot be affected until the change is registered.

**7.10.3 Call-in**

Call-in is based on the last accumulation of ranking, taking into account the availability list. Only one (1) attempt to reach an (1) employee and no messages shall be accepted. The time of the call is registered in the computer, in accordance with Article 7.02.1

The overtime hours worked are registered, the hour used to compensate for transport is not registered.

**7.10.4 Calculation of hours - Time and three quarters (1.75)**

Times are rounded to half an hour (0.5) or the hour below.

**7.11 Posting/withdrawal schedule**

**7.11.1 Withdrawal schedule (week)**

The availability form must have been posted for a minimum period of two (2) hours and is removed the day before the overtime requisition at 9:00 a.m.

**7.11.2 Withdrawal schedule (weekend)**

The availability form for the weekend is removed on Thursday at 9:00 a.m. The distribution of overtime for the weekend (2, 3 or 4 days) is made according to the ranking order established before the start of the day of Thursday and according to the hours accumulated before 11:30 p.m. on Wednesday for the first day of the weekend to be worked overtime. For the following days, the ranking is adjusted according to the hours registered the previous day.

For employees working on the weekend shift, the weekday overtime availability form (Tuesday to Monday) is removed on Monday morning.

**7.11.3 Posting schedule (Monday)**

The availability form for Monday or Tuesday (if Monday is a statutory holiday) shall be posted for a minimum period of two (2) hours and removed according to the times mentioned above.

**7.11.4 Signature**

Availability forms should be signed or stamped only by the employee who wishes to work overtime or call-ins. The Supervisor shall consider an absence of signature as a refusal or unavailability, as the case may be.

**7.11.5 Inability to post**

If the availability form cannot be posted according to Articles 7.11.1 and 7.11.3, the Supervisor must ask employees for availability according to ranking order.

**7.12 Confirmation and withdrawal**

**7.12.1 Confirmation time**

Confirmation of overtime shall be made before 1:00 p.m This list of overtime assigned by ranking and shift shall be posted in the department concerned and shall specify when the overtime is required, the work to be done and the number of employees required.

Employees working on the weekend shift, having indicated their availability to work overtime during the week, and who wish to withdraw their availability, must notify the Supervisor on duty, before noon the day before the overtime. In addition, they are responsible for ensuring the confirmation by calling the Supervisor on duty, after the overtime confirmation time on each work shift for which they gave their availability, the day preceding the overtime.

Confirmation of overtime is performed as follows:

• Weekdays: the day before the overtime request.

• For the weekend: Thursday according to the schedule specified above.

The Company reserves the right to decide the number of employees per occupation.

**7.12.2 Withdrawal during the normal work shift**

If one (1) or more employees withdraw their availability, the immediate Supervisor may, in order to obtain the number of people previously required, offer it to qualified employees who had signed the availability form.

The Company reserves the right to cancel confirmed overtime.

**7.12.3 Withdrawal during the weekend**

If one (1) or more employees withdraw their availability for weekend overtime, the Supervisor may contact the qualified employees who had signed the availability form to offer them the opportunity to work overtime.

The Company reserves the right to cancel confirmed overtime.

**7.13 Transportation Assistance**

The Company shall provide assistance to employees working overtime to get to the nearest means of public transportation.

**7.14 Time bank**

**7.14.1 Accumulated time**

Employees can choose to bank their worked overtime as follows:

a) One (1) hour shall be banked for each overtime hour worked;

b) Each banked hour is accumulated at the regular hourly rate in effect at the time the hour was worked;

c) Payment of the overtime premium, i.e. three quarters (3/4) times the hourly wage, shall be paid to the employee on the regular pay or may be banked, as they request;

d) There is no limit to the number of hours that an employee can accumulate in their time bank.

Employees can request payment for the hours accumulated in their time bank at the time of their choice. The request must be made to the Human Resources Department at least two (2) weeks before the chosen payment date.

All remaining accumulated hours in the time bank on November 30 are paid during the last pay period before December 15 of each year. Notwithstanding the foregoing, the employee may use a day off at their expense, in accordance with this Article, between December 1 and December 31.

**7.14.2 Using accumulated time**

An employee who wishes to take a leave using the hours accumulated in their bank must obtain authorization from their immediate Supervisor at least twenty-four (24) hours in advance. The employee may not take more than two (2) consecutive days off at a time.

The employee working on the weekend shift may use their accumulated time only on eight (8) hour shifts,

During the reference year (from December 2 to December 1 of the following year), each employee may take a maximum of one hundred and twenty (120) hours in accumulated time.

**8.00 STATUTORY HOLIDAYS AND FLOATING HOLIDAYS**

**8.01 Statutory holidays**

The following holidays (or any other day established by statute or decree) shall be days off and/or paid at the rate established according to the employee's regular schedule, for all employees with one (1) month or more of service:

New Year's (January 1 and 2)

Good Friday

Easter Monday

Monday before May 25

Saint-Jean-Baptiste Day

Canada Day

Labour Day

Thanksgiving

Christmas days (3 days) December 24, 25 & 26

One (1) floating day off for the holiday season

Notwithstanding the foregoing, employees working on the weekend shift shall enjoy a paid statutory holiday on Easter Sunday, replacing their weekly day off on Good Friday or Easter Monday, depending on their regular schedule. Only Saturday shall be worked during the Easter holiday.

**8.02 Days off - Holiday Season**

The Company shall carry out a partial closure of its facilities by combining statutory holidays, floating holidays and additional days off. For the purposes of this Article, additional leave constitutes any day off that is not covered by a statutory or floating holiday during the period between December 23 and January 3. This additional leave must be compensated according to one of the following methods :

* These additional days off are not considered statutory holidays and shall not be paid unless the employee has compensated the hours with banked flexible hours or replaced additional days with paid vacation or personal leave.
* Moreover, in order to be entitled to additional paid leave, the employee may compensate by working hours in addition to the regular working hours during the week or on weekends, after approval by the Supervisor according to a 2 for 1 formula, i.e. for each day to be compensated, the employee must work 50% of a normal working day.
* To encourage the employee to compensate during the weekends at the end of the A.P. during the months of October, November and December, said weekends shall be open for any employee interested in compensating.

Employees must compensate for these hours before November 30 of the current year.

**8.03 Statutory holiday on a Saturday or Sunday**

For employees working on day or evening shifts:

When a statutory holiday (with the exception Saint-Jean-Baptiste Day, Christmas and New Year) is a Saturday or a Sunday, it shall be taken off on the following Monday.

In accordance with the provisions of the Loi sur la Fête Nationale, if June 24 is a Saturday, the preceding Friday shall be a holiday. On the other hand, if it is a Sunday, the following Monday shall be a holiday.

Canada Day (July 1) is celebrated on the closest Friday if it falls on a Wednesday, Thursday or Saturday and on the closest Monday if it falls on a Sunday or Tuesday.

For employees working on the night shift, when a statutory holiday occurs on a Friday, it is paid at the rate of eight (8) hours at their normal rate.

**For employees working on the weekend schedule:**

Christmas and New Year's Day and statutory holidays, as stipulated in Article 8.02, that occur on a day scheduled in the employee's regular schedule, are days off and are paid according to the number of hours scheduled in their regular schedule. When a statutory holiday occurs on a day not scheduled on the employee's regular schedule, the holiday is paid at the rate of eight (8) hours at their normal rate. Moreover, when Saint-Jean-Baptiste Day is a Saturday or a Sunday, it is observed the same day.

**8.04 CNESST- weekly benefit**

Employees who receive a weekly benefit or compensation from the Commission des Normes, de l'Équité, de la Santé, et de la Sécurité au Travail (CNESST), and who are entitled to statutory holidays, shall receive the difference between the compensation rate and their current rate per day in order to make up a fully paid holiday.

**8.05 Long term disability**

Employees shall be paid for statutory holidays occurring during the first year of benefits from the Long Term Disability Plan.

**9.00 SPECIAL LEAVES**

9.01 Leave of absence without pay

At the sole discretion of the Company and subject to manpower needs, a leave without pay may be granted to an employee who requests it in writing to their Supervisor with a copy sent to the Human Resources Department and the Union.

In addition, no leave without pay shall be granted to an employee before the exhaustion of their vacation allowance for the current year and their paid personal leaves. In a situation of workforce reduction resulting in layoffs in an occupation, unpaid leave (or several) may be granted in this occupation without meeting the conditions relating to vacation and personal leave as mentioned in the previous sentence.

**9.02 Leave for family events**

**a) General**

Maternity, paternity or parental leaves may be taken after a written notice of at least three (3) weeks to the Company, accompanied by a medical certificate, indicating the date of the beginning of the leave and that of the return to work.

Any other provision of the Act respecting labour standards regarding leave for family events is considered part of this Collective Agreement.

**b) Maternity leave**

Maternity leave shall comply with current legislation in this regard. A pregnant employee is entitled to maternity leave for a maximum period of eighteen (18) continuous weeks. Maternity leave can only begin from the sixteenth (16th) week preceding the expected date of delivery and ends no later than eighteen (18) weeks after the week of delivery. For this purpose, the notice must be accompanied by a medical certificate attesting to the pregnancy and the expected date of delivery.

This notice may be less than three (3) weeks if the medical certificate attests that the employee needs to stop working within a shorter time.

**c) Supplementary benefit to the Quebec Parental Insurance Plan during maternity leave.**

In accordance with the intentions of the Parties expressed in the Collective Agreement, the purpose of this program is to provide additional income to the employee included in the Bargaining Unit during her maternity leave, without loss of seniority. When returning to work, the rights acquired previously as well as those accumulated shall be restored.

These additional benefits are intended to maintain income during maternity leave. These additional benefits, combined with those that the employee receives from the Quebec Parental Insurance Plan, correspond to eighty percent (80%) of her basic income, from the moment she begins to receive her benefits from the Quebec Parental Insurance Plan, for a maximum period of fifteen (15) weeks.

Eligible are permanent hourly employees who have worked at least twenty (20) continuous weeks before the start of maternity leave and who receive maternity benefits from the Quebec Parental Insurance Plan.

The weekly calculation for the additional maternity leave benefit for each week (maximum fifteen (15) weeks) is as follows:

* Forty (40) hours X employee's hourly rate X eighty percent (80%) less (the maximum gross amount of the Quebec Parental Insurance Plan for each week).
* The hourly rate shall remain at the same level even if the wage rate changes during the leave due to the application of the Collective Agreement.

From the day of receipt of a request for additional maternity leave benefits, accompanied by proof of eligibility for maternity benefits under the Quebec Parental Insurance Plan indicating the date of the first payment and the amount paid, the Company shall have ten (10) working days to pay the amount of the additional benefits or explain the reasons for its refusal. Benefits are paid for a maximum period of fifteen (15) weeks.

**d) Parental leave**

An employee may request parental leave without pay for a maximum of fifty-two (52) weeks to care for a newborn, or in the case of the adoption of a child not old enough to be required to attend school. This Article does not apply to an employee who adopts the child of their spouse. Parental leave may begin at the earliest on the day of the birth of a newborn or, in the case of adoption, the day on which the child is entrusted to the employee by the adoption procedure or the day the employee leaves work to travel outside Quebec to fetch the adopted child. It ends no later than seventy (70) weeks after the birth or, in the case of adoption, seventy (70) weeks after the child has been entrusted to them.

**e) Birth and adoption leave and paternity leave**

An employee can be absent from work for five (5) days, at the time of the birth of their child, or the adoption of a child or when a pregnancy is terminated after the twentieth (20th) week. The first two (2) days of absence (maximum sixteen (16) hours) shall be paid if the employee has had sixty (60) days of uninterrupted service. This leave can be divided by days if requested by the employee. It cannot be taken after expiration of the 15 days following the arrival of the child at the residence of their father or mother, or the termination of pregnancy. The employee must advise the Company of their absence as soon as possible. However, an employee who adopts the child of their spouse may only take a two (2) day unpaid leave.

An employee is entitled to a paternity leave of no more than five (5) unpaid consecutive weeks at the time of the birth of their child. The paternity leave begins no earlier than the week of the birth of the child and ends at the latest fifty-two (52) weeks after the week of the birth.

**f) Leave for family responsibilities**

An employee can take ten (10) days unpaid leave per year to fulfil obligations related to the guardianship, health or education of their child or the child of their spouse, or because of the state of health of a relative or a person for whom the employee acts as a caregiver, as certified by a professional working in the health and social services sector governed by the Professional Code (chapter C-26).

This leave can be divided into days. A day can also be divided if the Company agrees.

The Company may ask the employee, if circumstances justify it, in particular concerning the duration of the absence, to provide a document attesting to the reasons for the absence.

The employee must notify their Supervisor of their absence as early as possible and take reasonable means at their disposal to limit the taking and duration of the leave.

The first two (2) days taken annually are remunerated according to the calculation formula provided for in section 62 of the Act respecting labour standards with the adjustments required in the event of division. This right to paid days arises as soon as the employee has had three (3) months of uninterrupted service, even if absent before.

**9.03 Sabbatical leave with deferred pay**

Unless such a request causes major production constraints, the Company shall grant employees who so request, leave with deferred pay according to the following conditions.

* In a department where more than fifty (50) employees are assigned to the same occupation, the Company may allow two (2) employees of this occupation to go on leave. Notwithstanding the foregoing, if production permits, the number of leaves allowed may be greater than one (1) in departments where there are fewer than fifty (50) employees per occupation or fewer than fifty (50) employees in the department.
* The leave must be a minimum of six (6) consecutive months and a maximum of one (1) year;
* The leave may be for three (3) consecutive months as part of an educational leave as provided for in the Income Tax Regulations.
* A minimum notice must be given equivalent to the period necessary to accumulate income averaging for the entire period covered by the request.
* An employee requesting leave with deferred pay may need to change their scheduled period of leave if they change departments during the notice period. In this case, the employee is responsible for notifying their new Supervisor that they have applied for leave with deferred pay prior to accepting the transfer. If the employee is forced to change departments, this point does not apply and they may keep their deferred leave as planned.
* Income averaging arrangements shall be discussed on an individual basis. However, in all cases, this averaging of income must take place prior to the said leave with deferred pay but in no case can the averaging exceed thirty-three and one third percent (33 1/3%) of the annual salary.

**9.03.1 Objective**

The leave with deferred pay program allows a permanent employee to take time off work while receiving some form of income. The salary paid to the employee during their absence from work comes from the sums that they had accumulated through the salary deductions to which they subscribed. The employee must have accumulated a minimum of twenty percent (20%) of their annual base salary at the time of departure.

**9.03.2 Eligibility**

Before being able to go on leave with deferred pay, an employee must be permanent, active and full-time and must have four (4) years of service with the Company.

Employees on disability or work accident cannot enrol in this program.

To request a leave, the employee must complete an application form and join the leave with deferred pay plan as governed by the Income Tax Regulations and agreed between the Parties.

**9.03.3 Program**

A written agreement shall identify the length of the salary reduction period, the percentage of salary reduction and the duration of the leave with deferred pay when the employee makes their request.

**9.03.4 Conditions**

Leaves shall be granted by order of seniority within occupations.

* + **Return to work**

The return to work date shall be determined when the employee leaves. The employee may request an early return date by advising the Company and the Union at least fifteen (15) days in advance. In addition, under federal tax law, the employee must return to their job upon return from leave for a period equivalent to the duration of the leave.

* + **Compensation**

Total compensation is considered when calculating income averaging.

* + **Seniority and service**

For purposes of calculating service and seniority, the employee is deemed to be at work. The grade progression is interrupted during the leave.

* + **Annual vacation**

Compensation for vacation purposes is calculated on the basis of the actual earnings earned during the reference period(s). Unused vacation credits must be taken prior to departure for leave.

* + **Statutory holidays and floating holidays**

The employee does not receive any compensation for statutory holidays observed during their leave.

* + **Sick leave, disability leave.**

The employee is covered by the Short and Long Term Disability Plan. In the event that on the scheduled date of return to work, the employee is unable to return to work due to disability or illness, the employee is entitled to the residual period of the short and/or long term disability, taking into account the initial date of disability. The employee must inform the medical service as soon as they are the victim of a disability or illness lasting more than three (3) days. Otherwise, their right to short and long term disability shall be denied.

* + **Insurance and Pension Plan**

The other benefits to which the employee is entitled are not affected during the leave. However, the employee must make their contributions to the Pension Plan as required. The calculation of the pension is based on the salary deemed earned for the periods of income averaging.

**9.03.5 Layoff**

During a reduction in the workforce, employees subject to layoff and participating in income averaging must enter into an agreement for the reimbursement of the amounts accumulated during the averaging period.

**9.03.6 Withdrawal from the plan**

An employee who decides to withdraw from the program must notify the Human Resources Department and their Union.

**9.03.7 Administrative costs**

All costs of administration with a Trust are at the employee's expense.

**9.03.8 Government programs.**

Government programs shall be administered as provided by law.

**9.03.10 Committee**

The Parties undertake to form a committee composed of one (1) member representing the Payroll Department and one (1) member representing the Union. Their mandate shall be to develop the other provisions of the program, including its registration with the responsible authorities according to the laws and regulations then in force. The present and future provisions of the program shall be subject to the approval of the responsible authorities according to the laws and regulations then in force.

**9.04 Leave for military service**

It is understood that a reservist employee may go on leave without pay according to the conditions specified by Articles 81.17.1 to 81.17.6 of the Act respecting labour standards in accordance with the regulations and/or any special decree issued by the government.

The Company reserves the right, however, to refuse such a leave in occupations with less than fifty (50) employees or if it can demonstrate to the Union that such a leave entails serious production constraints.

A request for leave without pay in order to participate in reservist activities may be made to the Supervisor. Depending on the notice period, operational needs and the availability of resources, the Supervisor may grant this leave without pay.

**9.05 Paid personal leave**

Each employee is entitled, per calendar year, to paid personal leave according to the following limits:

* + Eight (8) hours of work per year for employees with less than one (1) year of continuous service;
	+ Thirty-two (32) hours of work per year for employees with between one (1) year and fifteen (15) years of continuous service;
	+ Forty (40) hours of work per year for employees with between fifteen (15) and twenty (20) years of continuous service; and
	+ Fifty-six (56) hours of work per year for employees with more than twenty (20) years of continuous service.

In order to ensure that the commitment to the schedule is respected and that delivery schedules are always met, whenever possible, employees shall notify their Supervisor before taking their personal days off.

If, at the end of the calendar year, the employee has not used all or part of their paid personal leave, in accordance with the provisions of this Article, they shall receive the equivalent in pay. It is understood that an employee may go on personal leave with pay for any reason and, if taken to augment or in lieu of leave without pay for family responsibilities in accordance with Article 9.02 f, said decision rests exclusively with the employee.

**10.00 VACATION**

**10.01 Holiday pay table**

Employees, according to their number of years of continuous service, as of May 1, are entitled to paid vacation in accordance with the following table:

For employees working on the weekend schedule, vacation shall be paid at the rate of forty (40) hours per week and eight (8) hours of pay for each day to which they are entitled according to the table. A full week of vacation begins on Friday and ends the following Thursday.

|  |
| --- |
| Vacances |
| Years of continuous service on May 1st  | Weeks of Vacation Entitlement | Vacation Indemnity |
| 1 | 2 | 4% of preceding year’s earning or two (2) weeks salary whichever is greater. |
| 3 | 3 | 6% of preceding year’s earning or three (3) weeks salary whichever is greater. |
| 5 to 8 inclusively | 3 plus one (1) day | 6,4% of preceding year’s earning or three (3) weeks plus one (1) day salary whichever is greater. |
| 9 | 4 | 8% of preceding year’s earning or four (4) weeks salary whichever is greater. |
| 10 & 11 | 4 plus one (1) day | 8,4% of preceding year’s earning or four (4) weeks plus one (1) day salary whichever is greater. |
| 12 & 13 | 4 plus two (2) days | 8,8% of preceding year’s earning or four (4) weeks plus two (2) days salary whichever is greater. |
| 14 & 15 | 4 plus three (3) days | 9,2% of preceding year’s earning or four (4) weeks plus three (3) days salary whichever is greater. |
| 16 & 17 | 4 plus four (4) days | 9,6% of preceding year’s earning or four (4) weeks plus four (4) days salary whichever is greater. |
| 18 | 5 | 10% of preceding year’s earning or five (5) weeks salary whichever is greater. |
| 20 to 24inclusively | 5 plus one (1) day | 10,4% of preceding year’s earning or five (5) weeks plus one (1) day salary whichever is greater. |
| 25 | 6 | 12% of preceding year’s earning or six (6) weeks salary whichever is greater. |

During the year in which the employee reaches their 30th, 35th, 40th, 45th, and 50th years of service, the employee shall receive one (1) day for said year only, with vacation pay paid according to the table at twenty-five (25) years of service.

**10.02 Less than one (1) year of service**

Employees who have not completed one (1) year of continuous service by May 1 shall be entitled to one day of vacation for each month worked up to a maximum of ten (10) days. Vacation pay is four percent (4%) of wages earned during the period worked prior to May 1st.

**10.03 Annual Plans – Company**

The Company shall communicate, no later than January 31, its annual vacation plans, namely: complete or partial plant shutdown, period of work slowdown or staggered vacations. Failure to meet the deadlines shall result in no shutdown. The complete or partial shutdown of the plant shall not exceed a period of two (2) weeks and shall take place during the months of July and August.

**10.04 Vacation choice sheet**

Each employee shall receive, no later than February 1, a vacation selection sheet with their date of hire and the number of vacation days to which they are entitled.

**10.05 Deadline**

All employees must submit to their Supervisor, before March 10, their preferred vacation dates.

**10.06 Choice of dates**

The choice of employee vacation dates is established as follows:

1) Vacation dates are established in order of plant seniority within the department.

2) Employees entitled to more than three (3) weeks of vacation may be required to take their additional vacation on a date that suits production requirements and also allows other employees to take advantage of the period between June 1 and September 15.

3) In the event of a complete or partial shutdown of the plant, the majority of the employees of the departments so indicated must take their vacation during this time.

4) All employees in the Maintenance Department and a limited number of employees in other departments are usually required to work during the complete or partial shutdown or during the slowdown period and shall be paid at their regular hourly rate.

5) If an employee wishes to change the date of his vacation after March 10, he shall no longer have the priority of choice with respect to his seniority. Any employee who wishes to change the date of his vacation after March 10 must submit his request to his immediate Supervisor at least one (1) week in advance. The Company shall then post the vacation period that has become available for a period of seven (7) days in the case of a week or more or a minimum of two (2) days in the case of one day at a time in order to offer a choice to employees who had requested it when choosing vacations according to their seniority and subsequently to other employees by seniority. However, when the employee only wishes to change one (1) day of vacation, a notice of forty-eight (48) hours shall then be accepted.

6) In the case of holidays from May 1, an employee who is entitled to more than two (2) weeks may use the remainder of their vacation one day at a time. These days can in no way adversely affect employees wishing to take one (1) week of vacation as long as the request was made before March 10 and cannot exceed the number of employees allowed on vacation at the same time. One (1) week notice must be given by the employee.

Employees working on the weekend shift are not entitled to vacation taken one day at a time except for additional days of their fourth (4th) and fifth (5th) week of vacation.

7) For the vacation period starting May 1, employees have the right to take either one (1) two (2) or three (3) weeks of vacation between June 1 and September 15. During this period, employees may by seniority, either schedule two (2) or three (3) weeks consecutively or schedule two (2) weeks non consecutively. If single weeks remain available before March 31, the immediate supervisor shall then offer them to employees by order of seniority. Employees who take no week of vacation or individual vacation days during the periods:

a) The week including Saint-Jean-Baptiste Day until the end of the third (3rd) full week of August; and

b) During the two (2) weeks of Spring Break, generally the last week of February and the first week of March, employees receive their vacation pay increased by thirty percent (30%) per week for two (2) weeks. In addition to the conditions set out in the preceding sentence, this increase of thirty percent (30%) for one (1) or two (2) weeks shall also be granted to employees who take only one (1) week of vacation during the period of June 1 and the week of Saint-Jean-Baptiste Day or between the fourth (4th) week of August and September 15. Individual days of vacation taken during these same periods do not affect the payment of the premium.

8) Days exceeding three (3) weeks may be taken as a single day at any time for a medical appointment, with medical justification on request. This day must be communicated to the Supervisor one (1) week before the date of the appointment.

**10.07 Posting of holidays**

The list of vacations indicating the dates granted to each employee shall be posted in each department no later than March 31

**10.08 Change of holidays**

Any employee called to work during his vacation period after the posting of the vacation lists may choose another date for his vacation during the same year after agreement with his Supervisor.He shall be paid at time and a half (1.5) for the hours worked during the regular shift and shall receive for the overtime hours worked, the rate normally applied for the period of their cancelled vacation.

If the change of vacation results in a loss of money to the employee, the Company shall reimburse them upon presentation of proof.

**10.08.1 Cancellation for medical reason**

An employee who is hospitalized during their vacation or who is the subject of a non-occupational illness or accident approved under the provisions of Article 22.00, may then make a request under the insurance plan and must postpone their vacation for the period following their return to work provided that their disability or illness lasts more than three (3) days.

**10.09 Layoff – discharge – insurance**

Employees laid off due to lack of work or who voluntarily leave their employment after giving a minimum of one (1) week's written notice shall receive their vacation pay in accordance with the relevant regulation in effect or any amendments thereto. In addition, if they are entitled to a fourth (4th), fifth (5th) or sixth (6th) week, they shall be paid according to the following scale: one (1) day at the regular hourly rate for each ten (10) full weeks of work accomplished during the reference year.

Employees terminated for cause and those leaving the Company of their own volition without giving one (1) week's written notice, shall receive their vacation pay only in accordance with the pertinent regulation in force or any other modification made thereto.

Notwithstanding the provisions of Articles 10.01 and 10.02, employees receiving benefits from group insurance, long term disability, industrial accident, maternity, paternity or parental leave or from the SAAQ shall be entitled to their full vacation with respect to their years of service with the Company upon their return to work or at the end of the reference year. Vacation pay is redistributed as follows:

a) For employees entitled to a maximum of three (3) weeks of vacation, vacation pay is calculated according to the relevant regulation in force or any other modification made thereto;

b) For employees entitled to a fourth (4th), fifth (5th) or sixth (6th) week, the vacation pay is calculated on the basis of one (1) day at regular salary for each of the ten (10) completed weeks the employee worked during the previous reference year.

A laid-off employee may choose not to withdraw their vacation pay upon layoff. The vacation pay shall then be paid to them following a written notice to the Company or at the end of the current year, namely April 30.

**10.10 Statutory holiday**

In the event that a statutory holiday falls within an employee's annual vacation period, they shall be granted an additional day, either directly before or directly after their vacation.

**11.00 OCCUPATIONS AND WAGES**

**11.01 Occupations**

The Company shall classify its employees in accordance with the occupations in Appendix "A" and shall apply the wage rates contained in the attached Appendix "C" which form an integral part of this Collective Agreement.

**11.01.1 Students**

A student employee means an employee registered as a student with a recognized educational institution who is hired during the period from May 15 to September 15. The Company cannot call on students if there are regular employees on layoff.

The conditions for hiring students are as follows:

a) A student who performs the same work as the regular employees of their occupation is remunerated at the rate in Appendix "C". A student who partially performs the work, due to lack of competence, in the occupation concerned, is paid in accordance with Group VI of Appendix "C".

b) Students do not accumulate seniority.

c) Students shall be the last to be asked for overtime.

d) The employment of students is temporary; the Company may terminate their employment at any time.

e) No grievance is admissible regarding the student's discharge, suspension, demotion, transfer or layoff.

f) Union dues shall be deducted from their pay and remitted to the Union.

**11.02 Starting rate**

Should the Company wish to pay a higher hourly rate than the starting rate for a certain grade level or classification, it must first discuss the applicant's experience with the Shop Committee before filling the vacancy.

**11.02.1 Payroll**

Employees are paid on Thursday every two (2) weeks by direct deposit. They shall have access to their pay stub with Workday or another equivalent electronic medium used by the Company.

The Company shall make every effort to correct an error on an employee's next pay. In order to fulfill this goal, the employee must notify the Company of any error no later than the Tuesday following the regular pay. For an error of more than two hundred dollars ($200), the employee may, if they so request, receive a pay advance of the amount equivalent to the error.

**11.03 Progression within occupation**

The Company recognizes that job security and chances of progression increase with years of continuous service, subject to its responsibility to maintain an efficient and viable operation of the plant, and the skills demonstrated by the employees concerned. The Company and the Union recognize that the primary responsibility of employees claiming the right to a higher classification within their occupation, is to demonstrate that they are qualified to perform the work required by this higher classification. The Joint Training Committee shall ensure that the required training is given to employees and shall develop the evaluation process to determine whether or not the employee is eligible for progression. If necessary, the Joint Training Committee shall make the necessary revisions and recommendations.

**11.03.1 Eligibility**

In order to be eligible for progression, employees must meet the following qualifications:

**Group I occupations (progression from B to A):**

Candidates must demonstrate to the satisfaction of the Company that they have completed a recognized training program and have two (2) years of experience in the occupation or have four (4) years of experience in the trade.

Candidates must be competent in the tasks of their occupation within their department according to the criteria defined and approved by the Joint Training Committee.

**Group II occupation, classification "B":**

Candidates must demonstrate to the Company's satisfaction that they have completed two (2) years of experience in the trade.

**Group ll & IIIA occupation, classification "A":**

Candidates must demonstrate to the Company's satisfaction that they have completed eighteen (18) months of experience in the trade.

**11.03.2 Exclusion**

If a problem relating to workmanship is such that an employee's file is marked with disciplinary action in accordance with Article 18.02, eligibility for progression shall be denied for the lesser of the two (2) following periods: either one (1) year from the date of the event which led to such a measure or on its withdrawal. A workmanship issue is defined as any action or negligence that negatively impacts the quality of their work and therefore adversely affects the process, product, equipment or other property of the Company.

**11.03.3 Qualifications**

Employees who meet the qualifications stipulated in Article 11.03.1 and who wish to take their progression evaluation must complete the form RRC 140-066 and submit their request to the Training Department. Following the submission of the progression request to the Training Department, it must be processed within forty-five (45) days. Employees who pass the evaluation, shall be paid at the new rate retroactively either to the application date chosen by the candidate or to the eligibility date, whichever is earlier.

An employee who does not pass their evaluation may submit a request for review to the Joint Training Committee. The Committee's response is final and without appeal.

In the event that an employee does not pass the on-the-job evaluation, they become eligible for an additional evaluation only six (6) months after the date of failure. If, after a second attempt, the employee passes the evaluation, they are paid retroactively at the wage rate in effect on the date of eligibility of their second (2nd) attempt. For any subsequent progression attempts, a period of twelve (12) months must elapse before eligibility is restored. If the employee passes their evaluation, they shall be paid retroactively at the new rate to the start date of their last trial period. All employees receive a detailed statement of the results of the evaluation as well as a series of recommendations in relation to the results obtained.

The Parties agree that progression within an occupation shall continue to apply for employees who have seniority in the occupation, even if there were to be layoffs in the occupation.

**11.03.4 Rules for external recruitment**

It is understood that external candidates may apply for the process of progression within an occupation at the end of their probationary period if they meet the requirements of the classification of the occupation for which they are applying and if they master the Company policies and procedures.

For Group I positions, the Company agrees to test external candidates prior to the start of their employment to determine their competence in the group and the classification of the occupation.

**11.03.5 Recognized Aeronautical Certificate**

The Company shall consider as an asset, an external candidate with a Certificate of Aeronautical Collegial Studies recognized by the Ministry of Education and who meets the requirements and qualifications required by the position.

**11.04 Posting**

1) It is agreed that no vacancy shall be filled from outside the Company before it has been posted for a period of six (6) days during the last three (3) months. The details of the position shall also be sent upon posting to all employees via internal email.

2) An employee who wishes to apply for a vacancy shall submit their application online. For positions included in group I and II occupations, if there is more than one applicant, the Company shall grant the position to the employee with the most seniority and who has the skills and qualifications required for the position.

3) For positions included in the occupations of groups III, IIIA, IV, V and VI, the Company shall grant the position to the employee with the most seniority and who meets the normal requirements of the job.

4) If the employee's request is denied, the employee may use the grievance procedure. Denied requests are not placed in the employee's personnel file.

5) It is agreed that the Company may fill the position from outside if all internal requests should prove unsuccessful, or may:

a) Replace from outside the candidate selected internally in the same occupation.

b) Post the position of the selected internal candidate from another occupation. In the event that another internal opening is created, this position shall be filled directly by an external candidate.

6) If an employee were to be absent for a period of six (6) weeks or less during the posting period, he shall have the right to apply for the position in question within six (6) working days of his return to work. He may go to the Human Resources Department to consult the list of positions posted during their absence.

7) The preceding paragraph does not apply when the internal candidate has passed their trial period or when an external candidate is hired. The Shop Committee shall be notified of the start and end dates of the internal candidate's trial period.

8) Following a request for review, promotion, reclassification, transfer or to judge the merits of a grievance, or when an employee obtains a vacancy following a posting, the Company may require the employee in question to work a trial period in order to demonstrate their ability to perform a task of the same or higher classification as their own, in a satisfactory manner. The trial employee shall be paid at their current rate for the entire trial period. If, within a maximum of sixty (60) days worked in the new position, the employee's work has not been satisfactory, they shall automatically return to their previous position.

9) Within a period of twenty (20) days worked, an employee who has changed occupation following a posting may choose to return to their department and their previous occupation, and in such a case, paragraph 11) shall apply. When production constraints prevent an employee from acquiring a full understanding of the new occupation, the Company and the Shop Committee may extend this period.

10) If, after having applied for a vacancy, an employee obtains the position in a classification lower than their own, they shall be paid at the new classification from the first (1st) day on which they occupy the position. If an employee obtains a position with a higher classification than their own and within a maximum period of sixty (60) days worked in the new position, the work of the employee is satisfactory, they shall be paid at the hourly rate of the new position retroactively to the date of the start of the trial period.

11) It is also agreed that the seniority accumulated by the employee during the trial period shall be added to the new classification of their occupation if they are accepted or to their former occupation when they return to their previous position.

The Company reserves the right to refuse the candidacy of an employee who has already obtained a position following a posting during the previous twelve (12) months.

12) An employee in Group II or I who obtains a position in a lower group shall be entitled to retain their salary for a period of two (2) years. The employee must undertake to pass the appropriate examinations to maintain the grade level of their step.

**11.05 Posting - other position not included in Appendix "A"**

Any hourly-paid vacancy, which is not indicated in Appendix "A", shall be posted for a period of six (6) working days in order to allow employees of the Company to submit their application. The details of the position shall also be sent upon posting to all employees via internal email.

Any new position paid by the hour shall be negotiated between the Parties in order to establish the occupation, the classification and its group. A temporary rate shall be established by the Company and shall be in effect until an agreement is reached between the Company and the Union regarding the occupation, classification, group and hourly rate. If the agreed hourly rate is higher than the temporary rate, the difference shall be paid retroactively.

**11.06 Qualification - Master Electrician**

The Parties acknowledge that a license (Master Electrician) is issued to a qualified employee of the Company in accordance with applicable legislation.

**11.07 Premium---qualification**

Employees holding the Master Electrician qualification shall receive a premium of seven percent (7%) per hour above the Class A rate for their occupation.

Employees who have obtained the right to sign under the SCA licence shall receive a premium of three percent (3%) per hour above the base rate of the group. The Company reserves the right to limit the number of signatories at any time.

Employees of occupation SCS 87/2/1A shall receive a premium of three percent (3%) per hour above the base rate for their group.

For non-destructive testing inspectors (N.D.T.) wishing to renew their CGSB certification in connection with non-destructive testing (N.D.T.), the Company agrees to reimburse the cost of the exam, the payment for the certification card, the mileage as well as the loss of salary that could be caused by the event upon receipt of proof of success.

**11.08 Accreditation of trades**

The Company agrees to assume the cost of registration and renewal for all accreditation in present and future trades, but only in cases where the Company requires that the employee be a member. Assessors shall be appointed by Rolls-Royce Canada and accredited as required.

**11.09 Reduction of wages**

The Company intends to exercise its rights to classify its employees under the provisions of Articles 11.01 and 11.02 in a fair and equitable manner, and shall not reduce any salary as a result of the signing of this Collective Agreement.

**11.10 Lead hand**

The number of Lead hands required per department and shift is determined by the Company and are exempt from rotation.

Candidates must meet the following criteria:

* Specific knowledge of the trade (grade level A) and of the work to be performed
* Demonstrate leadership, initiative and diligence
* Demonstrate integrity
* Be a good communicator.

11.10.1 Election procedure

Employees wishing to apply for a Leadhand position must submit their application to HR no later than March 24 of the year of the end of the mandate.

The Company sends the Shop Committee the list of candidates who meet the criteria for the position.

In the event that there are no applicants or that the interested candidates do not meet the requirements of the position, the Company reserves the right to appoint a leadhand for the duration of the mandate. However, the replacement's term shall end at the same time as that of the other leadhands.

The Manager and the Union Steward assemble the employees of the department and the shift concerned and hold a secret ballot vote on the candidate list and then count the votes.

The candidate who receives the highest number of votes in their respective department is declared elected. In the event of a tie, the one with most seniority is declared elected. If only one candidate stands, they are elected automatically.

If a leadhand is absent, abandons or does not fulfill their term according to expectations, they are then replaced by the one who received the greatest number of votes during the election or if necessary an election is held to choose a substitute.

Leadhand are elected for a 2-year term, starting on the first Monday of April in even years.

Only a candidate who believes they have been wronged during the selection of candidates can file a grievance.

11.10.2 Job Description (Leadhand)

Assists the Supervisor by sharing the following responsibilities:

a) Organizes, distributes and monitors work schedules;

b) Ensures that parts, equipment and documents are available to perform the assigned work;

c) Resolves technical problems while maintaining a link with the service departments;

d) Participates, if required, in production and supervision meetings;

e) Ensures that on-the-job training is provided;

f) Ensures good continuity between shifts;

* No overlap per workstation between shifts.
* No interruption on a workstation between the day shift and the evening shift when there is a night shift.

g) Informs their immediate Supervisor of all production-related incidents;

h) Helps to maintain a safe work environment;

i) Ensures that tools and supplies (purchase, calibration, repair, inventory) are kept up to date;

j) Follows up on quality surveys as needed;

k) Helps the Manager in the distribution of overtime;

l) Coordinates vacations with department employees;

m) Helps the Supervisor in the organization and planning of tasks;

n) Coordinates and follows up on corporate requests such as daily audits and mandatory training.

It is understood that the leadhand:

* may be assigned additional responsibilities related to leadhand tasks as defined above;
* has no disciplinary powers.

**11.10.3 Premium**

Leadhand are paid 7.5% more than the maximum hourly rate of their classification for the duration of their term. The 7.5% premium is part of the base salary for the calculation of benefits, but is not considered in the calculation of overtime pay as indicated in article 6.02.

**12.00 CIVIC DUTIES**

**12.01 Witness or juror**

Any employee called upon to serve as a witness or juror shall receive the difference between their normal day's pay and the amount received for this civic duty. This pay does not include days off scheduled in the employee's regular schedule and vacation and only applies to the days when the employee appeared in court. The employee is also entitled to the payment of the premiums they would normally have received had they not been absent.

In order to receive benefits under this Article, the employee must notify the Company in writing with a copy of their convocation as soon as possible following receipt of the document.

**12.02 Citizenship**

The Company also agrees to pay up to a maximum of eight (8) hours to an employee who must be sworn in as a Canadian citizen on a workday in their regular schedule. The employee is also entitled to the payment of the premiums they would normally have received had they not been absent.

**13.00 BEREAVEMENT LEAVE**

**13.01 Distribution of bereavement days according to work shifts**

Employees scheduled to work may receive the following bereavement leave:

a) In the event of the death of their spouse or common-law partner, the children of this union, or their son or daughter, the employee shall be entitled to the following paid leave, excluding premiums:

1. Day and evening shift, ten (10) days of paid absence

2. Night shift, eight (8) days of paid absence

3. Weekend shift, six (6) days of paid absence

b) In the event of the death of their mother or father, the employee shall be entitled to the following paid leave, excluding premiums:

1. Day and evening shift, five (5) days of paid absence

2. Night shift, four (4) days of paid absence

3. Weekend shift, three (3) days of paid absence

C In the event of the death of their mother-in-law, father-in-law, brother, sister, son-in-law or daughter-in-law or grandchild, the employee shall be entitled to three (3) days of paid leave for all shifts, excluding premiums.

d) In the event of the death of their grandmother, grandfather, sister-in-law or brother-in-law, the employee shall be entitled to one (1) day off with pay for all shifts, excluding premiums.

In the sole case where one of the deaths mentioned above occurs during the employee's vacation, the latter may postpone the said days to a later date under Article 10.06.

The employee must request such leave in writing and provide acceptable evidence of the death of the person in question. The days off must be taken consecutively and must begin between the date of death and the date of the funeral. Upon request, one (1) or two (2) of these days of paid leave may be deferred to the day of the funeral or other event related to the death, if applicable. Only the days of work included in the employee's regular schedule are paid.

In the event of the death of one of the persons mentioned above in the family of the spouse and if the funeral takes place at a distance of more than five hundred (500) kilometres by the most direct route, the employee shall be entitled to three (3) days of paid leave to take care of their children if they are under the age of twelve (12). The Company shall require acceptable proof of death.

The request for payment must be made by the employee within three (3) weeks following the day of death. If there are exceptions, they must be the subject of an agreement between the Shop Committee and the Company. Any exceptional case must be discussed between the Shop Committee and Company representatives.

**14.00 UNION BUSINESS**

**14.01 Leave of absence without pay**

The Company shall grant, upon request, unpaid leave to Union Stewards to enable them to participate in Union activities such as conferences, conventions, seminars or training programs. The number of Union Stewards must not exceed more than one (1) per one hundred and twenty-five (125) members of the Union, or one (1) in a department composed of five (5) employees or less, unless mutual agreement between the Company and the Union. Evidence of participation in these activities shall be provided to the Company, if required.

Notwithstanding the preceding paragraph, the Company shall grant, upon request and as soon as possible according to the availability of the Union program, a paid leave of up to two (2) days for members newly elected to the Shop Committee to participate in a Union training on labour relations.

14.02 Negotiation Committee

Prior to the expiration of this Collective Agreement, the Company shall grant the Union Negotiation Committee a minimum of fifteen (15) working days and a maximum of thirty (30) working days without pay to prepare for negotiations. In addition, the number of Union Stewards appointed to the preparations and actual negotiations shall not exceed five (5) employees and only one (1) Steward in a department composed of five (5) employees or less.

**14.03 Additional time off - without pay**

Moreover, the Company shall grant additional absences, without pay, required by the Union President or their authorized representative to attend to Union business. Only one employee at a time may be absent, unless otherwise agreed with the site's Senior HR Manager. This provision is separate from those provided for in Articles 14.01 and 14.02.

**14.04 Notice**

The Union agrees to give the Company ten (10) working days' notice of any request for leave, unless otherwise agreed between the Parties.

**14.05 Union Representatives**

The Company agrees to pay the authorized representatives of the Union for the time spent in discussions with the representatives of the Company.

**14.05.1 Union President**

The Company shall grant the Union President full-time leave with pay. Said leave shall be taken within and/or outside the plant as required.

**14.05.2 Shop Committee**

The Company shall grant the Shop Vice President and the second (2nd) member of the Shop Committee a full-time leave with pay. The Company shall grant to the third (3rd) member of the Shop Committee on the day shift, one and a half (1.5) hours per day with pay in the afternoon to deal with questions relating to the interpretation of the Collective Agreement. In addition, in order to participate in communication meetings, they shall be released one (1) day with pay every week. The evening Shop Committee member shall be released fifteen (15) hours with pay per week. The member of the Shop Committee responsible for the weekend shift (Saturday and Sunday) shall be released one (1) hour per day with pay.

Said release is to be taken inside the factory to attend to day-to-day business. When said business requires a presence outside the factory, the Shop Committee member concerned shall notify by email, as soon as possible, the Union President, with a copy to the Senior Site HR Manager.

Said approved request must state the duration of the leave requested and the reason.

**14.05.3 Social Delegates**

Employee assistance interventions are provided by the Employee Assistance Program.

The Company recognizes the existence of a maximum of six (6) Social Delegates including the Vice President Health And Safety. These are appointed by the Union and the list is communicated to the Human Resources Department.

Their role, among others, shall be mainly:

* to provide assistance to their colleagues who request it;
* facilitate access to the Employee Assistance Program;
* raise employees' awareness of alcoholism and drug addiction.

Upon request, the Supervisor shall grant unpaid leave to a Social Delegate to assist members.

The released Social Delegate must inform the Supervisor of the employee requesting the assistance at the start of the intervention and notify their Supervisor and that of the employee at the end of the intervention. The intervention shall take place in the room dedicated to Social Delegates.

**14.05.5 Elected Union position**

The employer agrees to grant them leave from work, without pay, to members of the Union elected to hold a full-time Union position outside the plant. The duration of this absence corresponds to the duration of their mandate. Employees granted this permission may return to work on thirty (30) days notice. The seniority of such employees shall accumulate during such authorized absence.

**14.05.5 Technical Union position**

The employer shall grant leave for a period of twelve (12) months to any employee designated to fill the position of full-time Union adviser. This request must be presented in writing to the employer at least fifteen (15) days before the start date of the said absence.

In the event of their return to the Bargaining Unit during the first twelve (12) months of the appointment as Union adviser, the said employee shall return to the occupation they occupied before being released. After the aforementioned twelve (12) months, said employee loses all their rights within the Bargaining Unit. It is understood that the seniority of such employee shall accumulate during this period of twelve (12) months.

The Company shall also grant a release of up to twenty (20) hours without pay per period of four (4) weeks to the Recording Secretary and a release of up to twenty (20) hours without pay per period of four (4) weeks to the Treasurer. Said leaves shall be taken within and/or outside the plant as required.

When required, and according to production needs, the Company shall grant a release to the Union representative of the Parity Committee appointed under Article 21.02. Said release shall be taken within and/or outside the plant as required.

Notwithstanding the provision of Article 14.03, when required by the Union President, and according to production needs, the Company shall grant a leave without pay to the General Vice President of the Union. Said leave shall be taken inside and/or outside the plant as required.

With the exception of the President, if a Union Steward needs to be absent on union business, the President must make the request in writing to the Senior Site HR Manager.

The Union positions recognized by the Company under Article 14.05 shall not be replaced in the event of the incumbent's absence, except for absences of more than one week.

**14.06 Names of representatives**

The Union shall notify the Company in writing of the names of its representatives.

**14.07 Procedure — discussion**

If an employee wishes to discuss a problem with their Union Steward, they must first obtain permission from their Supervisor. They must register this time according to the normal procedure and may have twelve (12) minutes after that to discuss the problem. This period of time is paid by the Company.

However, any meeting with a member of the Shop Committee must take place during their release. Meetings during the evening shift shall also take place during the release of the member of the evening Shop Committee. Meetings during the weekend shift (Saturday and Sunday) shall also take place during the release of the member of the weekend Shop Committee.

Any exceptions must be approved by the employees' Supervisors.

The employee, Union Steward and/or Union representative shall at all times obtain permission from their Supervisor before leaving their department to discuss Union-related problems or business. These meetings must also take place while members of the Shop Committee are released.

The Supervisor shall not unreasonably delay or refuse to approve such requests.

**14.08 Time – Union business**

**14.08 1 Union office**

The Company shall make available to the Union a closed office on its premises to enable it to conduct the regular Union shop business and a separate room for the Employee Assistance Program.

**14.08.2 Visit to another Department**

If a Union representative wishes to go to another department to discuss Union business with an employee or another representative of the Union, they must first obtain prior permission of the Supervisor in charge of the department they wish to visit. This permission shall not be unreasonably withheld or delayed. However, the time limit is provided for in Article 14.07.

**14.08.3 Authorization – additional time**

The site Senior HR Manager may authorize paid leaves in addition to those provided for in the Collective Agreement.

**14.08.4 Registration of time**

All members of the Union on full-time leave are exempt from Articles 5.02.1 and 7.05.

**14.09 Reduction of employees**

In addition, the Company accepts that a personnel reduction within the same department shall in no way affect the election or appointment of a Union officer for the duration of their mandate.

**14.10 Union meetings**

**14.10.1 Union Executive**

The Union shall provide the Company, before December 31 of each year, with a calendar of the dates scheduled for the Union executive meetings for the following year.

Every effort shall be made not to refuse such a request.

Any changes to the dates shall be communicated to the employer as soon as possible.

All Union officers present at these meetings shall be considered without pay, except for representatives with full-time leave.

**14.10.2 Union Council**

The Parties agree that the Union Council shall meet monthly, for a maximum duration of two (2) hours, unless otherwise agreed between the Parties and shall be remunerated by the Company at the regular hourly rate.  The dates and times of the monthly meetings shall be sent to the Company in December of the preceding year.

**14.11 Company's Offer / Special assembly**

In order to allow employees to vote on the Company's offers, when renewing the Collective Agreement, it agrees to pay one (1) hour at regular time for day, evening and weekend employees and two (2) hours for night shift employees.

Any other special meeting may be subject to mutual agreement.

**14.12 Union Training Fund**

For the duration of this Collective Agreement, the Company agrees to contribute to a Training Fund, managed by the Union.

1- Amount of the contribution: the Company shall pay the sum of three cents ($0.03) per hour worked for each member of the Bargaining Unit.

2- Terms of payment

The contributions shall be transferred electronically to a bank account identified by the Union, within thirty (30) days following the date of the calculation of the hours worked the previous month. The employer shall provide the Union with a detailed statement of the sums paid.

**14.13 Notice boards (Was Article 13.00)**

The Company shall provide the Union with adequate notice boards for its exclusive use at all its sites. Any document to be posted there shall be approved beforehand by a designated officer of the Company.

**15.00 PROMOTIONS, TRANSFER. RELOCATION AND TEMPORARY EMPLOYMENT**

**15.01 Temporary promotions**

The Union recognizes the Company's right to make the necessary temporary promotions. In return, the Company agrees to pay such promotions at the wage rate applicable to the classification of the occupation and the classification of the position. Under no circumstances may the procedure relating to temporary promotions be used to contravene any of the provisions of this Collective Agreement.

The temporary promotion is granted to the employee who has the most seniority in their department. A temporary promotion shall not exceed six (6) weeks unless an extension is mutually agreed between the Company and the Shop Committee. However, for the selection of the candidate, the temporary promotion to the position of immediate Supervisor is the sole prerogative of the Company. This mandate shall be allocated for a minimum period of one (1) week.

The duration of a temporary promotion for the purpose of replacing a Supervisor position shall not exceed ninety (90) working days per calendar year. However, in cases where a Supervisor is replaced due to illness, a temporary promotion shall not exceed one hundred and twenty (120) working days per calendar year. Beyond these periods, the seniority of the employee promoted temporarily shall cease to accumulate.

The Shop Committee shall be informed of any temporary promotion at the time of appointment.

**15.01.1 Permanent transfer**

**a) Employees permanently transferred between departments within an occupation**

If during the year, permanent transfer opportunities become available in order to meet production requirements, the Company shall post the available positions for six (6) working days to allow employees to apply for these positions. The details of the position shall also be sent upon posting to all employees via internal email. These positions shall be granted by order of seniority in the occupation. Paragraph 6) of Article 11.04 apply.

The Company reserves the right to limit the number of transfers in order to maintain the proper functioning of its operations. However, whenever possible, these transfers shall be encouraged in order to optimize the acquisition of knowledge by employees and thus increase the flexibility of the workforce.

The employee who obtains a permanent transfer on a voluntary basis undertakes to remain in their new department for a minimum period of twelve (12) months, unless a new department is created. Employees may apply for a transfer in this new department and shall be accepted by seniority in the occupation.

The Shop Committee shall be notified by email of all transfer requests.

**b) Department division and mergers**

If the Company decides to divide a department, the following process shall apply:

1) Any decision to divide or merge a department shall be communicated to employees by posting in the department twenty (20) working days preceding the posting of the positions before the division.

2) Positions created for the new department shall be posted for a period of six (6) days. The details of the position shall also be sent upon posting to all employees via internal email.

3) The positions shall be offered by the Supervisor to the employees of the divided department, by occupation, by seniority, taking care to respect the organizational objectives.

* The Supervisor shall share the list of available positions annotated with the names of employees who have already made their choice.
* The employee makes their choice. If they are unable to choose, the Supervisor moves on to the next most senior employee.
* If an employee were to be absent for a period of six (6) weeks or less during the posting period, they shall have the right to apply for the position in question within six (6) working days of their return to work. They may go to the Human Resources Department to consult the list of positions posted during their absence.

4) The final list is posted and the Shop Committee receives a copy.

If the Company decides to merge departments, the following process shall apply:

• Employees maintain their current positions. In the event of a surplus of employees, Article 17.00 applies.

**15.01.2 Temporary short term transfer (twenty-six (26) weeks and less)**

A short term temporary transfer is a transfer lasting twenty-six (26) weeks or less in order to fill a production need or replace an employee absent for less than six (6) months.

**• Eight (8) weeks or less (without posting)**

When transfers of eight (8) weeks or less become necessary, they are granted by seniority to voluntary employees of departments that are able to release employees. Transfers are then granted to employees who possess the skills in the occupation. Thereafter, in the absence of volunteers, the Company shall transfer in reverse order of seniority in the occupation, the employees who can be released who possess the skills.

If it is impossible to meet these needs with employees possessing the skills, the short term transfers shall be carried out by order of seniority among the voluntary employees who can be released and who have the required qualifications and thereafter the relocation takes place in reverse order of seniority.

Overtime for these employees shall be assigned as follows:

* The overtime is allocated to employees from the availability list of the department in which they are currently assigned. They may also give their availability on the alternative list of their original department.
* An eight (8) week involuntary transfer cannot be repeated consecutively within a twelve (12) week period unless there are no replacement alternatives. If such an alternative exists, the next on the list by reverse order of seniority is transferred.

**• More than eight (8) weeks (with posting)**

When a transfer of more than eight (8) weeks becomes necessary, the Company shall post these positions for a period of six (6) working days. The details of the position shall also be sent upon posting to all employees via internal email. These positions shall be granted by seniority in the occupation. Thereafter, in the absence of a volunteer, the Company shall transfer employees by reverse order of seniority in the occupation.

With regard to overtime, the employee shall be part of the availability list of their new department and may give their availability on the alternative list of their original department.

Employees transferred or relocated for a period of more than eight (8) weeks shall be part of the rotation list of the department in which they are temporarily transferred or relocated.

**15.01.3 Notice to the Union**

The Company shall notify the Shop Committee by email with a copy to all the Union Stewards concerning the transfer of personnel. (according to Articles 15.01.2 and 15.01.4) :

**15.01.4 Relocation out of occupation**

Temporary out-of-occupation relocation may occur in the following situations:

**a) Surplus of employees in an occupation**

If there is a surplus of employees in an occupation within a cell or department, the Company shall transfer or relocate surplus employees first among volunteers and thereafter in reverse order of seniority to another department but in the same occupation where there is work available.

If there is no work available under the aforementioned conditions, the surplus employees of the cell or department who have no work, shall be relocated to another occupation where there is work available, first among the volunteers by seniority and thereafter by reverse order of seniority.

Employees relocated out of occupation shall receive the higher of the two (2) amounts: either their current rate or the rate of the other occupation.

Overtime for these employees shall be assigned as follows:

The overtime shall be allocated from the availability list of their original department and they may give their availability on the alternative list of the department in which they are currently posted.

**b) Shortfall of employees in an occupation**

If there is a shortfall of employees in an occupation within a cell or a department, the Company shall transfer, by seniority, the voluntary employees of departments that are able to release employees or if there is a lack of volunteers, in reverse order of seniority, employees of departments who are able to release employees.

Employees relocated out of occupation shall receive the higher of the two (2) amounts: either their current rate or the rate of the other occupation.

Overtime for these employees shall be assigned as follows:

• The overtime shall be allocated from the availability list of their original department and they may give their availability on the alternative list of the department in which they are currently posted.

Employees transferred in reverse order of seniority shall be transferred for a maximum of thirty (30) days worked per calendar year.

It is agreed that in the application of this Article, when in a department an employee with less seniority is transferred within their occupation and subsequently it is necessary for an employee of the same department with more seniority to be transferred out of occupation, the Company shall make sure to transfer out of occupation the employee of this department with the least seniority.

In all cases of out-of-occupation relocation, the Company shall ensure that the transferred employees are adequately trained to perform the work requested in a safe manner and according to the procedures established by the Company. It is understood that any employee transferred out of occupation can only maintain the skills they already have and cannot acquire new ones.

It is understood that in the event that the Company wishes to apply this Article for up to two (2) weeks to voluntary employees, the Manager must send a written notice to the Shop Committee. In all other cases, discussions must be initiated beforehand between the Company and the Shop Committee in order to explore the impacts on the occupation.

Any transfer out of occupation to an occupation affected by a layoff under Article 17.00 should be used only for production emergencies and should not be recurring. This transfer shall be limited to sixteen (16) hours of work over a period of forty (40) hours. If the needs exceed 16 hours of work, a laid-off employee is recalled for the duration of the need in accordance with Article 17. No notice of layoff is necessary and the employee returns to layoff as soon as the recall ends. If all the employees on layoff refuse the recall, the employer shall proceed with the transfer according to the terms of the Collective Agreement without taking into account the limitation of sixteen (16) hours per period of forty (40) hours.

In addition, under this Article, no permanent employee of the department to which one or more out-of-occupation employees have been transferred may be temporarily transferred out of their own department.

**15.01.4.1 Work out of occupation**

All employees of a department, cell or work team may, when necessary to meet the schedule, perform work out of occupation up to a maximum of sixteen (16) hours per week, consecutive and/or cumulative, for each of the existing occupations within the department or work team concerned, unless there is an agreement with the Shop Committee to extend the said maximum. However, an employee shall not be required to perform work outside his occupation for more than said maximum, except on a voluntary basis.

Hours worked out of occupation are performed within an existing occupation of a work shift only by the employees of the same work shift.

Overtime for these employees shall be assigned as follows:

* The overtime shall be worked from the availability list of their original occupation and they may give their availability by stamping the overtime form of the occupation in which they are presently assigned.
* All these hours worked out of occupation shall be registered and posted in the department concerned.

**15.01.5 Notice to the Union — Surplus staff**

The Company shall inform the Shop Committee of the number of employees, the occupation and the department where there is a surplus of personnel.

**15.02 Contractual temporary jobs**

If a position is vacant due to an employee on leave, the Company reserves the right to replace, without internal posting, this employee for the duration of their leave with a laid-off employee who meets the normal job requirements and subsequently by an external candidate.

The following conditions shall be respected in the case of temporary replacements:

**15.02.1 Maximum duration**

When a temporary replacement is required because of a maternity, parental, deferred salary, unpaid, long term disability, CNESST or education leave, they shall be hired for the expected duration of the required replacement (maximum twelve (12) months) and the position shall not be posted.

In all other circumstances, a temporary replacement may work a maximum of six (6) months per calendar year. Beyond this time, the position must be posted in accordance with the provisions of Article 11.00, unless there is an agreement with the Shop Committee to extend the six (6) month limit.

**15.02.2 Probation**

In the event that the temporary replacement obtains a permanent position, the period performed on a temporary basis shall be counted in the probationary period as long as it is within the same occupation.

**15.02.3 Notice to the Union — temporary replacements**

In the following circumstances, the Company shall inform the Union in advance of the recruitment of any temporary replacement:

• leave without pay

• short term disability

• long-term disability

• educational leave

• parental, paternity or maternity leave

• CNESST

• leave with deferred pay

• Union business

In any other circumstance, the hiring of temporary replacements must be mutually agreed between the Parties

**15.02.4 Layoff**

It is understood that no permanent employee shall be laid off or remain on layoff while a temporary replacement works in the same occupation.

**15.02.5 Terms**

The conditions for hiring temporary replacements are as follows:

1. the occupation and classification wage rate is paid;

2. the Rand formula is applied;

3. replacements are the last to be asked for overtime.

**16.00 DISPUTES AND GRIEVANCES PROCEDURE**

**16.01 Strike — lockout**

The Parties agree that there shall be no strikes or lock-outs during the term of this Agreement as provided by the provisions of the Labour Code. Employees participating in a slackening of work designed to limit production, as described in the Labour Code, shall be liable for discipline. Such disciplinary action being subject to the grievance procedure and arbitration.

**16.02 List of representatives**

The designated Company representatives empowered to deal with grievances shall be listed in a letter to the Union by the Senior HR Manager on site or their designate.

**16.03 Dispute**

Any dispute between the Company and employees covered by this Agreement shall be addressed by the procedure prescribed in this Article. Employees on probation as defined in Article 17.01 are covered by this Collective Agreement except in case of discharge.

**16.03.1 “Disputes and grievances” communication meeting**

A regular meting of the Communication Committee shall be held on a weekly basis unless the Parties agree to change dates. This meeting shall include members of the Human Resources Department and members of the Shop Committee.

Minutes shall be prepared each week alternatively by the Parties and made available for revision and adoption at the following meeting.

A list of subjects including a list a grievances that the Union wants to discuss at that meeting shall be transmitted and the agenda shall be submitted to the Parties at least one (1) day prior to the scheduled date of the meeting.

The minutes must include: the date of the meeting, the names of the people present; the statement of the grievances discussed and any other subject discussed and heard by the Parties. At the Union's request, the union adviser of the Fédération de l’industrie manufacturière (FIM-CSN) may attend this meeting.

**16.04 Definition — grievance**

A grievance shall be defined as a controversy arising from any of the following:

1. any matter concerning interpretation of any provision of this Collective Agreement;

2. any matter considered to be a violation of any provision of this Collective Agreement;

3. any matter relating to discrimination or intimidation toward any employee covered by this Collective Agreement.

**16.05 Grievance procedure**

To be considered within the grievance procedure, a grievance must be presented within thirty (30) calendar days for warnings, suspensions and discharge. In other cases, the grievance must be presented within sixty (60) calendar days following the date of the presumed incident giving rise to the grievance. Otherwise, it shall not be considered as a valid grievance and shall not be subject to arbitration.

**Grievance procedure – 1st step**

The Shop Committee shall submit the employee's grievance to their Supervisor with copy to the Human Resources Department.

The Supervisor must give their answer to the Shop Committee, with a copy to the Human Resources Department, within ten (10) working days following the date of receipt of the grievance, failing which the grievance is referred directly to the second step.

**Grievance procedure – 2nd Step**

If the grievance is not settled at the first step, the Shop Committee may proceed with the second step of the grievance within ten (10) working days following the date of the Supervisor's response.

The Shop Committee must submit the grievance to the Human Resources Department with a copy to the employee’s Manager.

At this step, the Company and the Shop Committee discuss the grievance at the Communications meeting held weekly. The Union adviser of the Fédération de l'industrie manufacturière (FIM-CSN) may attend this meeting. Following this meeting, the Company must give their answer within ten (10) working days following the date of the Communications meeting otherwise the grievance shall be referred directly to arbitration.

If the grievance is not settled at this stage, the FIM Union adviser must give written notice of their intention to proceed to arbitration. This notice must be given to the Company within thirty-one (31) calendar days following receipt of the Company’s reply, otherwise, the grievance automatically becomes null and void. Failing a satisfactory settlement of the grievance, the Parties, by mutual agreement, may put aside the grievance for a period of twelve (12) months. However, in the case of a grievance relating to the application of a disciplinary measure, the deferral ends at the expiry of the time limits provided for in Article 18.02.

Any request for a time extension under this Article must be submitted in writing and agreed upon in writing.

**16.06 Choice of arbitrator**

The arbitrator shall be selected by mutual agreement between the Company and the FIM Union adviser within ten (10) working days of receipt of the notice of intent to proceed to arbitration.

In the absence of an agreement between the Company and the FIM Union adviser, the Union shall submit a request to the Minister of Labour of the province of Quebec to appoint an arbitrator, within the following ten (10) working days unless there is mutual agreement for another deadline.

**16.07 Jurisdiction — arbitrator**

The Union and the Company agree that the arbitrator shall have no power to add or to subtract from or modify any of the terms of this Collective Agreement, but shall have the authority to maintain, reduce or rescind any disciplinary or administrative measure, and to decide the appropriate compensation, if any. The arbitrator’s jurisdiction shall be limited to matters concerning the interpretation, application or compliance with the provisions of this Collective Agreement.

The decision of the arbitrator shall be final and binding on both the Parties.

**17.00 SENIORITY, LAYOFF, REDUCTION OF POSITIONS AND RIGHT OF RECALL**

**17.01 Seniority-Probation**

The seniority of each employee covered by this Collective Agreement shall be established after their probation period has been completed, and then shall be effective from the hiring date. The probation period shall be four hundred and eighty (480) hours of work including overtime and excluding the initial training period outside the Company. The Shop Committee shall be informed in the event that the employee fails their probationary period.

An employee on probation is not entitled to the grievance procedure if the employer discharges them.

**17.01.1 Union representatives (Was Article 17.02)**

The following designated Union officers and representatives shall be accorded top seniority by the Company with regard to layoffs.

* + - President
		- General Vice President;
		- Recording Secretary;
		- Treasurer;
		- Vice President of Health and Safety
		- Three (3) members of the Shop Committee, plus one (1) evening shift representative
		- Five (5) members of the Negotiation Committee
		- Vice President for Information
		- Vice President for Training
		- Vice President for mobilization;
		- Vice President of IT

**17.01.2 Seniority suspended**

An employee's seniority shall be suspended under the following conditions:

a) Any leave without pay of more than one hundred eighty (180) calendar days;

b) An employee who receives a weekly benefit, payments from the **CNESST** or the **SAAQ** or on family leave (Article 9.02) or any other leave, shall cease to accrue seniority eighteen (18) months after the day on which they would have received their layoff notice, had they been at work;

c) Layoff for more than eighteen (18) months;

d) Temporary promotion under Article 15.01.

**17.01.2.1 Loss of seniority (was Article 17.04.1)**

An employee loses their seniority and their employment with the Company is terminated in the following conditions:

a) If they resign;

b) If they are dismissed for a reasonable and fair motive.

**17.01.3 Restored seniority**

An employee on layoff with less than two (2) years' seniority at the time of layoff shall have their seniority restored if they are recalled within eighteen (18) months of layoff.

An employee on layoff with two (2) years seniority or more at the time of layoff shall have their former seniority restored to them if they are recalled within four (4) years of layoff.

**17.01.4 Plant seniority**

During a layoff, employees in the occupation concerned with the least plant seniority are laid off, except for employees referred to under Articles 17.01.1 and 17.02.2.

In the event of production constraints, due to a lack of competence in order to maintain the proper functioning of its operations, seniority within the occupation shall prevail;

Before a layoff, the Company shall give, at its own discretion, to the employees concerned, either a layoff notice or a payment in lieu as follows:

**17.02 LAYOFF**

* Less than five (5) years of seniority: Ten (10) working days
* Five (5) years and less than ten (10): Twenty (20) working days

years of seniority

* Ten (10) years and more of seniority: Forty (40) working days

Before giving a layoff notice to an employee, the Company agrees to give a five (5) working day notice to the Shop Committee.

**17.02.1 Voluntary layoff**

During a layoff, the Company shall offer, by seniority, the possibility for employees to volunteer in order to protect a less senior employee. However, the notice of layoff granted to the voluntary employee is the same as for the one who would have been laid off.

**17.02.2 Special training (Was Article 17.09)**

A maximum of six (6) employees, who have special qualities because of proven special training or who because of special ability are essential to the efficient operation of the plant may be retained or recalled if laid off, out of seniority sequence, provided such employees are placed on jobs making use of these special qualities.

The Company agrees that the above provisions regarding special training shall apply only during the twelve (12) months commencing from the initial utilization and provided the utilization of such training occurs within twenty-four (24) months of the completion of the training.

N.B. Should there be a reduction in the number of protected Union personnel as per Articles 17.01.1, the same quantity shall be reduced from the Company's protection as per Article 17.02.2.

**17.02.3 Layoff procedure**

The Shop Committee and Company representatives shall meet in order to apply the following process:

a) All layoff is implemented by occupation in reverse order of seniority within the Company as a whole.

b) An employee subject to layoff has the right to bump into an occupation in which they have already worked on a permanent basis, provided that their plant seniority is greater than that of another employee in this occupation.

c) Employees not wishing to exercise their bumping rights must inform the Company accordingly in writing at the time of layoff. (Was 17.12)

d) The Parties shall assess the possibility of relocating affected employees, in order of seniority, into vacant positions if they possess the necessary aptitudes and qualifications for the position.

The trial period in the position shall be sixty (60) days worked. This includes the appropriate training period. Employees who do not meet the requirements of the position at the end of the trial period shall be laid off and shall maintain recall rights for the position they held at the time of redundancy.

e) Employees on trial period automatically return to their previous occupation, but retain their acquired rights to the trial position. Employees so affected must begin their trial period anew, when the position becomes available again. If an employee is recalled in the same occupation within twelve (12) months following their layoff, upon their return they shall retain their time worked prior to the layoff.

**17.02.4 Emergency**

In the event of emergency conditions beyond the reasonable control of the Company which prevent normal operation, a temporary layoff for the duration of the emergency may be made without regard to the layoff provisions of this Article or Article 16.01.

**17.02.5 Job redundancy**

When a redundancy causes a layoff of employees who cannot be relocated in a position immediately available within the Company, two (2) members of the Joint Committee, as specified in 25.02 of the Collective Agreement, one (1) member of the Shop Committee and one (1) representative of the affected department, designated by the Union, shall re-evaluate the work given out on subcontracts in order to minimize the impact of this decision or even to avoid layoffs.

To do so, the Joint Committee shall meet within fifteen (15) days before the layoff and shall use, amongst others, the following measures:

a) Locate vacancies or potential vacancies within the Company for which the individuals possess the necessary aptitudes and qualifications to be relocated. Priority is then given to those who have the aptitudes and can acquire the skills following further training.

b) Identify the training needs of the employees concerned that are necessary for their relocation to a vacancy within the Company in coordination with the Joint Training Committee, as stipulated in Article 25.03; An employee changing to a lower group due to sub-contract shall have their salary maintained for a two (2) year period;

c) Advisory assistance leading to relocation.

**17.02.6 Technological changes**

The Company and the Union agree that in the event of a layoff caused by technological changes, every effort shall be made to alleviate its effects upon the employees concerned.

**17.02.6.1 Definition**

Any change brought about in the Company's operations due to the introduction of new machinery or equipment, or modifications to existing machinery and equipment.

Shall also be considered as technological changes, all changes in method of work, all introduction of new process or any changes to the current process resulting from the implementation of the new work organization. In such cases, the one hundred twenty (120) days notice as provided for under paragraph a) of the present Article shall not apply.

The following measures shall be applied:

a) in the event of a layoff due to the introduction of a technological change, the Company shall give the Union a notice of at least one hundred and twenty (120) calendar days prior to implementation of the changes;

b) the Company shall provide training to employees affected by technological changes in coordination with the Joint Training Committee, as stipulated in Article 25.03. An employee changing to a lower group due to technological changes shall have their salary maintained for a two (2) year period.

c) if an employee is involved in a layoff due to technological changes, the Union and the Company shall meet within fifteen (15) days before the layoff with a view to finding solutions to the following questions:

* + - * Identify vacancies or potential vacancies within the Company for which the individuals possess the necessary aptitudes and qualifications to be relocated;
			* Identify vacancies or potential vacancies within the Company for which the individuals possess the necessary dispositions, aptitudes and qualifications to be re-trained in coordination with the Joint Training Committee, as stipulated in Article 25.03;
			* Advisory assistance leading to relocation.

**17.03 Reduction of positions**

In the event of a permanent reduction for an occupation in a department requiring the relocation of employees to other departments, the representatives of the Shop Committee and the Company shall meet in order to apply the following process:

a) The Company shall identify the departments where reduction of positions, by occupation, are required. (17.10 b))

b) The positions becoming available shall be posted for six (6) days, in the departments identified in paragraph a).

c) The available positions shall be allocated by occupation, and seniority to employees from the departments identified in paragraph a), until the required reduction is achieved in each department. Priority shall be given to employees who have the required qualifications for the available positions for which they apply.

d) In case of insufficient number of volunteers, the remaining positions shall be assigned by occupation, and reverse order of seniority, in the departments where reductions remain to be made.

e) If an employee is obliged to apply for another position due to personnel reductions in their department, the employee may return to their original department provided there is an increase in personnel therein notwithstanding the twelve (12) month period specified in Article 11.04 11).

**17.04 Right of recall**

Recall shall be by seniority within an occupation. All employees who have previously worked in the occupation on a permanent basis are eligible for the recall procedure. The right of recall to the original position is not cancelled by the exercise of this right.

In the event of a temporary recall, only employees of the concerned occupation are recalled, by seniority. An employee who refuses a temporary recall does not lose their permanent recall rights as stipulated in Articles 17.04.1 of this Collective Agreement.

**17.04.1 Recall procedure –**

Recall is done by telephone. The employee shall report to work on the date specified by the Company. If the employee cannot be reached by telephone, a courier shall be sent to the last known address of the employee. The courier message shall be considered received upon delivery to the employee's address, whether or not the latter is present to sign for it. Failing to respond to the Company within five (5) working days following notification by telephone or courier and failing to report to work results in automatic cancellation of their recall rights unless there is a valid reason. The Shop Committee shall be informed of all recalls that have been done by phone and shall receive a copy of all letters sent by courier.

It is the employee's responsibility to keep their contact information up to date.

**17.04.2 Posted vacancy**

An employee on layoff, who accepts a posted vacancy, retains recall rights to their former occupation. If the employee fails this trial period, they shall be placed back on the recall list and can bump any employee with less seniority who has been recalled.

**N.B.:** The time spent in this trial period cannot be added to any former occupation.

**17.04.3 Recall refusal**

Employees have the right to refuse a recall in any of the occupations in which they have claimed a recall right, except that they do not have the right to refuse a recall in the occupation of the initial layoff, unless they give a voluntary written waiver to that effect.

If they refuse in another occupation, they lose their right to recall in that occupation.

**18.00 DISCIPLINARY MEASURES**

**18.01 Time limit**

The Company undertakes to apply disciplinary measures within thirty (30) working days from knowledge of the event which gave rise to the alleged offence; otherwise, the disciplinary measure shall be invalid, unless agreed with the Shop Committee to extend the time limit.

When a disciplinary measure is deemed necessary, it shall be documented in writing. Each disciplinary measure must be based on a progressive action and different levels of severity, according to the gravity of the actions or gestures and the employee’s file.

Except for verbal notices and in situations that require immediate action, the Company agrees to first advise the Shop Committee of any disciplinary measure given to an employee.

**18.02 Warning, suspension, or administrative letter**

Letters of warning, suspension or dismissal are measures that may be applied by the Company taking into account the seriousness and the frequency of the infraction and in such way that the sanction imposed is proportional to the offence.

**a) Warning or administrative letter**

• The letter must stipulate that length of warning up to a maximum of three (3) months from date of issue in case of a first letter; all subsequent letters shall be for a length of six (6) months.

• For new infractions, the duration shall be extended by an additional six (6) months starting from the date of the new infraction.

• The letter shall be removed from the employee's file after it expires.

**b) Letter of suspension**

• This letter shall be removed from the employee’s file two (2) years after its date of issue.

The periods stated in paragraphs a) and b) above do not include absences due to Long Term Disability.

**18.03 Discharge and suspension**

The Company agrees that no employee having seniority shall be suspended or discharged except for just and sufficient cause.

It further agrees to notify the Shop Committee of the discharge or suspension of any employee with seniority so that the employee may invoke the grievance procedure if they allege the discharge or suspension is not warranted.

Notice shall be given to the Union twenty-four (24) hours before the actual discharge or suspension, except where continued employment would be detrimental to the safe or efficient operation of the plant, or where the nature of the infraction obviously warrants and demands summary discharge.

Without limiting the generality of the foregoing, the following disciplinary infractions, amongst others, shall be cause for summary discharge:

a) proven flagrant insubordination;

b) proven indecent behaviour;

c) proven theft, or wilful damage to Company property or the property of the Company’s customers in the Company’s custody;

d) proven falsification of an attendance record;

e) proven false statements in employment applications except for those employed with the Company for five (5) years and more;

f) proven excessive wastage due to carelessness;

g) proven persistent lateness and absenteeism.

In case of summary discharge, the employee may consult with the Shop Committee representatives in the confines of the Human Resources’ conference room, in private.

**18.03.1 Suspension for investigation purposes**

If an employee is suspended by the Company for investigation purposes, they shall receive their regular salary and employee benefits, excluding shift premiums, if any, and overtime.

If the Company concludes its investigation and no disciplinary measures are imposed, the employee shall receive the shift premiums, if any, that they lost during the investigation period and they shall be offered the opportunity to work the number of hours lost at a moment of their choice within the next three (3) months and these hours shall be paid at double (2.0) time.

However, if the Company concludes its investigation and disciplinary measures are imposed, the employee shall not receive any consideration regarding said premiums and overtime.

**18.04 Reinstatement**

The Company agrees that should it be established after negotiation with the Union, that an unjust discharge or suspension has occurred, the employee concerned shall be reinstated.

Compensation if any, to be paid in lieu of lost time shall be agreed between the Company and the Union. There shall not, however, be any punitive payment assessable against the Company whose liability under this Article is limited to the normal earnings at base rate plus shift premium, if applicable, which were lost by the employee during the negotiation of their case. Such compensation shall be reduced by the total value of any earnings received from another employer during said period.

**19.00 UNION SECURITY**

**19.01 Deduction by the Company**

The Company agrees to deduct initiation fees and Union dues for employees who are or who become members of the Union during the term of this Collective Agreement upon receipt of written authorization of such deduction.

**19.02 Condition of employment**

The Company agrees that all existing employees, who at the signing of this Collective Agreement, are not members of the Union, and all new employees shall be obliged, as a condition of employment, to consent in writing to a deduction of the equivalent dues from wages and to sign a check-off authorization for same.

**19.02.1 Union induction training**

A period of thirty (30) minutes shall be allowed to the Union representatives to meet with all new members and to give them their Collective Agreement at the time of their induction.

**19.03 Remittance of deductions and payments**

All deductions and remittances made under Articles 14.12 19.01 and 19.02 above must be submitted to the treasurer of the Syndicat des travailleuses et travailleurs de Rolls-Royce Canada - CSN before the end of the month following their collection according to the instructions issued by the Union.

The Company shall provide, with the payment, for each pay period during the month, a list in alphabetical order indicating:

Last name, First name;

Pay period concerned;

Amount of union dues;

Cumulative dues.

**19.04 Promotion — transfer**

Employees promoted or transferred to a position outside a Bargaining Unit may continue to accumulate Union seniority for a period of ninety (90) days worked by continuing to pay their Union dues. If during that period, the employees do not return to the Bargaining Unit, their seniority shall be lost.

**19.05 Promotion, transfer to another Bargaining Unit**

Employees promoted or transferred to another Bargaining Unit within the Company may remain members of the Syndicat des travailleuses et travailleurs de Rolls-Royce Canada - CSN for the duration of their trial period by continuing to pay Union dues. During this period, they can choose to return to the Bargaining Unit without loss of rights and seniority. After this period, an employee cannot return to the Bargaining Unit, unless there is a vacancy, but only if no member of the Union applies for the position when posted. Their accumulated seniority rights within the Bargaining Unit before the transfer shall be credited after one (1) year in this new position.

**19.06 Action at law**

In the event of any action at law against the Parties hereto, resulting from any deduction or deductions from payrolls made pursuant to Articles 19.01 or 19.02 above, both Parties shall co-operate fully in the defence. However, the Company may, at its expense, retain the services of a lawyer of its choice. In this case, it shall not be held responsible for the fees of the lawyer chosen by the Union.

Save as aforesaid, the Union shall indemnify and save harmless the Company from any losses, damages, costs or expenses suffered or sustained by the Company as a result of the above deduction or deductions from payroll.

**19.07 Employer responsibilities**

a) The Company shall provide the Union with a confidential seniority list by occupation showing the name of each employee covered by the Bargaining Unit, telephone number, address, employee number, occupation, seniority date and rate of pay, and such list shall be reviewed and forwarded to the Union every year, during the month of November.

The Union shall post copies of the seniority list on notice boards for Union use. A list thus posted must show only the name of each employee, employee number, classification and seniority date, by occupation.

b) The Company shall provide the Union with a confidential list of employees covered by the Collective Agreement who receive disability benefits, long term or CNESST. The list shall include: the last name and first name of the employee, employee number, type of benefits they receive, date of the beginning of the leave on an annual basis, during the month of November.

**20.00 PRIVILEGES**

**20.01 Company discretion**

The Union agrees that all privileges are matters of the Company's discretion and are beyond the terms or limitations of this Collective Agreement.

**20.02 Privileges after signing**

The Company agrees that it does not intend to reduce the privileges in force following the signing of this Collective Agreement; however, it retains the right to take, at any time, the measures it deems necessary with respect to these privileges in the prevailing circumstances.

**20.03 Economic situation of the Company – safety**

The Company intends to maintain in effect those privileges now enjoyed by the employees, unless or until such continuation interferes with the safe, proper or economic operation of the Company.

**20.04 Discussions**

However, the Company agrees to discuss with the Union any change or reduction in the privileges in force at the time of signing the Collective Agreement. This discussion shall take place within ten (10) days or more if there is an agreement to this effect and shall aim to eliminate abuses without however limiting the validity of Articles 20.01 and 20.02.

**21.00 EMPLOYEE BENEFITS**

The Company recognizes same-sex spouses for the purposes of coverage by benefits programs and the Pension Plan.

The Union acknowledges that the Company has the exclusive right to renew and/or change the insurance companies with which it does business during the term of this Collective Agreement.

**21.01 Payment of premiums**

The Company shall maintain the group insurance plans in force when the Agreement is signed, in particular the life insurance plan, health/accident insurance, weekly benefit and the dental care insurance plan.

The cost of premiums shall be shared between the employees and the Company as follows. Employee payments shall be deducted at source on each pay depending on their type of coverage. Employees wishing personal coverage pay $20.00 per pay and employees wishing family coverage pay $27.00 per pay. The Company shall be responsible for all other required payments, including any increase in annual premiums due to consumption.

**21.02 Discussions**

When deemed necessary, the Company and the Union meet to discuss subjects of common interest, in particular group insurance.

At the request of the Union or the Company, a Joint Committee formed of a Union representative and a Company representative for employee benefits shall meet to discuss problems that may arise regarding employee benefits. Matters requiring further investigation shall be referred to the Manager administrating employee benefits. The latter shall provide, within a reasonable time, the necessary explanations or clarifications concerning the problems encountered.

A Joint Committee made up of the Union Negotiation Committee and the Company Negotiation Committee, plus the Company's employee benefits representative, shall meet two (2) times a year in June and October, or more often by mutual agreement, to review past benefit experience and other factors (e.g. demographic characteristics (average age, wages, individual and/or family composition), type of industry and associated risks, and applicable administration costs and taxes) for the current year and the foreseeable annual costs for the next year for employee benefits as described in Article 21.00. In addition, the Committee shall discuss communication and education measures that may be appropriate in the circumstances.

It is understood that the mandate of the Committee is to review the quarterly reports provided by the Insurance Company, share information and make recommendations as described above; however, the Committee is not authorized to modify either the benefits programs or the Collective Agreement.

**21.03 Benefits governed by the insurance policies**

The benefits indicated in this Article are governed by the conditions contained in the policies of the insurer, which establish eligibility for the said benefits.

Any dispute concerning the application, claim or eligibility of an employee for the group insurance plans may be submitted to the employee benefits review committee. This Committee shall be made up of the Senior HR Manager on site or their delegate, the Union representative appointed under Article 21.02 as well as a representative of the Insurance Company. The hearing of such a request shall be held within ten (10) business days of the filing of the request.

An identification card shall be issued to serve as a better identification during travel.

An up-to-date booklet of insurance policies including the details of coverage shall be provided to the Union electronically.

**21.04 Savings – legislation**

If, during the course of this Collective Agreement, legislation is adopted having the effect of reducing the Company's contribution to these plans, the Company shall use these savings in order to increase the benefits and/or return these amounts to employees and retirees. From these savings, however, must be deducted the amount of the premiums that the Company has to pay under this new legislation.

The Company shall inform the Union of any change in the legislation which could have the effect of modifying the current coverage of employees. These changes shall be discussed at the time of the Joint Committee meeting.

**21.05 Group life insurance plan**

Employees who have worked their probation period of four hundred and eighty (480) hours shall be covered by the Group Life Insurance Plan.

**21.05.1 Amount of insurance**

Life insurance is equal to two (2) times the employee's annual base salary up to the next multiple of $100.

Notwithstanding the provisions of Article 21.05.2, the amount of life insurance shall be adjusted on the first day of the month following the employee's wage increase.

For employees wishing to continue to work beyond age sixty-five (65), the amount of life insurance shall be modified as follows:

* sixty-five (65) years old and under sixty-seven (67) years old

two (2) times base rate

* sixty-seven (67) years old and under seventy (70) years old

one (1) times base rate

* seventy (70) years and over

$10,000

Any employee has the option at the end of their employment to take advantage, at their own expense, of an extension of their life insurance, within thirty (30) days.

**21.05.2 Effective date**

Immediately after the ratification of this Collective Agreement, the Company shall communicate with the Insurance Company so that the new benefits come into force within fourteen (14) days following the date of ratification.

**21.06 Group Insurance**

a) The protection provided by the group plans shall not be modified following the signing of this Collective Agreement.

**21.06.1 Eligibility – benefits**

Employees who have worked their probation period of four hundred and eighty (480) hours with the Company shall be paid at seventy percent (70%) of their base rate. The plan is registered by the Employment Insurance Act of Canada.

**21.06.2 Effective date/Prescription drug card**

Immediately after the ratification of this Collective Agreement, the Company shall take steps with the Insurance Company so that the new benefits come into force within fourteen (14) days following the date of ratification.

A prescription drug card shall be issued to any eligible employee.

All eligible employees must register dependents.

The maximum reimbursement for prescribed drugs shall be equivalent to one hundred percent (100%) of the cost of the equivalent generic drug, if available.

However, the cost of brand name drugs shall be covered one hundred percent (100%) when the equivalent generic drug is not available.

In cases where the physician specifies that the employee or dependent is required to use brand name drugs, the Company shall nevertheless reimburse the drugs at one hundred percent (100%) of the cost of the equivalent generic drug, if available. However, if the physician completes the payment authorization request for exception medication or its equivalent, and said form is accepted by the Insurance Company, the Company shall reimburse the drugs at one hundred percent (100%) of the cost of the brand name drugs.

**21.06.3 Dental care eligibility**

Employees who have worked their probation period of four hundred and eighty hours (480) hours shall be covered by a Company-sponsored Dental Plan. The dental care plan covers:

a) Ordinary treatments as they appear in the policy:

* One hundred percent (100%) of the amount is paid by the Insurance Company, no deductible;
* The coverage limit is $1,350 per year per employee and per dependent and $675 for those eligible after July 1 in any year;
* Periodic oral examinations are reimbursed at the rate of one examination every nine (9) months.

b) Major treatments as they appear in the policy:

* + - eighty percent (80%) of the amount is paid by the Insurance Company, while the employee, for their part, contributes twenty percent (20%), no deductible;
		- The coverage limit is $2,500 per year per employee and per dependent and $1,250 for those eligible after July 1 of any year.

c) Orthodontic treatments are paid at seventy-five percent (75%) of the cost up to a lifetime maximum of $3000.00 per employee and dependent.

**21.06.4 Death**

Upon the death of an employee, dependents insured at the time of death continue to receive health and dental benefits for a period of one (1) year following the date of death.

**21.06.5 Vision care**

Employees who have worked their probation period of four hundred and eighty hours (480) hours shall be covered by a Company-sponsored Vision Care Plan.

The vision care plan covers:

an eye exam every two (2) years paid one hundred percent (100%) by the Insurance Company.

Insurance for the payment of prescription lenses and corrective lenses up to $400/two (2) years.

**21.06.6 Physiotherapy, osteopathy, naturopathy, acupuncture, nutritionist/dietitian and chiropractic services**

One hundred percent (100%) per treatment, no deductible.

The maximum coverage for physiotherapy is as follows:

* $2,000.00 per employee and per dependent per year and exceptionally, up to $5000.00 with a medical certificate issued by the attending physician justifying additional treatments.

The maximum coverage for osteopathy, naturopathy, acupuncture, nutritionist/dietitian service and chiropractic is as follows:

* $1,000.00 per employee and per dependent per year.

**21.06.7 MEDICAL SERVICES**

The maximum coverage for this plan is as follows:

• $1,250.00 per employee and per dependent per year for laboratory analysis.

• $1,000.00 per employee and dependent per year for all ultrasounds, x-rays, electrocardiograms, mammograms, thermographs, magnetic resonance imaging (MRI), and computed tomography (CT).

**21.06.8 Services of psychologists, psychotherapists and social workers**

The maximum coverage for the services of psychologists, psychotherapists and social workers is as follows:

• $1,000.00 per employee and per dependent per year.

**21.07 Long term disability**

The Long Term Disability Plan is mandatory after the probation period.

The Company shall pay one hundred percent (100%) of the premium for the LTD plan.

An employee who is absent due to long term disability shall be paid by the Insurance Company at seventy percent (70%) of their base wage.

Employees aged sixty-five (65) and over are not covered by the Long Term Disability Plan..

**21.08 Retiree Benefits**

The Parties acknowledge that the Company Retiree Benefits Plan covers all former employees of the Syndicat des travailleuses et travailleurs de Rolls-Royce Canada - CSN who meet the eligibility conditions as described in the Plan.

The Company has closed the Plan to all new employees hired by the Company after March 1, 2020; therefore, these employees are not eligible for the Plan. On the other hand, these employees shall receive, upon their retirement and for no other reason, e.g. resignation, layoff or dismissal, a lump sum equivalent to $750.00 per year of service completed.

It is understood that all employees hired before March 2, 2022 remain eligible for the Plan.

The benefits under the Plan are governed by the conditions contained in the policy of the Insurer, which establish eligibility for the said benefits.

Life insurance for a retired employee is $7,500.00.

For the duration of the 2020-2028 Collective Agreement, benefits presently in force shall continue to be provided, plus the following changes:

• Article 21.06.2 shall be implemented for retirees and their dependents – prescription drug card, mandatory generic substitution and prior authorization;

• Physiotherapy or physical rehabilitation therapy (PRT) – one hundred percent (100%) per treatment, maximum $2,000.00 per retiree and per dependent per year and exceptionally, up to $5,000.00 upon submission of a medical certificate issued by the attending physician justifying the additional treatments;

• Medical services – $1,250.00 per retiree and per dependent per year for laboratory analysis; and maximum of $1,000.00 per retiree and dependent per year for all ultrasounds, x-rays, electrocardiograms, mammograms, thermographs, magnetic resonance imaging (MRI), and computed tomography (CT).

* An up-to-date booklet of the Plan including the details of coverage shall be provided electronically to the Union

**21.08.1 Subsidy**

Under this Collective Agreement, the Company shall annually pay each retired employee aged sixty-five (65) years and over and residing in Quebec, an amount of $500.00 as a contribution to the payment of premiums for the public drug insurance plan.

The amount shall be remitted in December. Reimbursement shall be pro-rated monthly where the retiree is covered by the plan. The month in which the retiree reaches sixty-five (65) years of age shall be included in the calculation.

**22.00 WEEKLY BENEFIT**

**22.01 Weekly benefit payment**

An employee absent on account of illness or accident shall be paid at seventy percent (70%) of their base wage subject to paragraphs (a), (b) and (c) below. The plan is registered by the Employment Insurance Act of Canada.

a) For sickness of one (1) and two (2) days:

No pay. The employee reports to their Manager.

b) For sickness of three (3) and four (4) days inclusive:

Payment shall begin on the third (3rd) day. On returning to work, the employee reports to the Medical Centre with a certificate from the attending physician.

c) For sickness of five (5) days and more:

Payment begins on the third (3rd) day, and continues for the duration of the sickness, but the Company shall reimburse the employee for the first two (2) days at seventy percent (70%) of their base rate, provided these days fall on working days.

Weekly benefits shall commence to accrue upon the expiration of the waiting period, as indicated in point (b) and (c) of this clause, but in no case, prior to the day the employee is treated by a physician who has issued a valid medical certificate.

d) In the case of illness or accident, employees can ask the Company to advance their pay in accordance with Article 22.05:

• the applicable rate shall be seventy percent (70%);

e) Employees working on the weekend shift

An employee on leave because of sickness or accident shall be paid from their first day of absence at seventy percent (70%) of their regular rate of pay according to their shift upon presentation of a medical certificate from their attending physician covering their first day.

If the employee is absent more than two (2) days, they must present themselves to the Medical Centre before returning to work.

An employee who must go to the hospital urgently, either by ambulance or by transport provided by the Company, shall be paid for the remainder of their working day upon presentation of a certificate justifying their visit to the hospital.

**22.02 Medical examination**

When deemed necessary by the Company’s Medical Director, an employee, during the period of absence due to sickness, may be required to submit to a medical examination and/or consult the Company’s nurse or Medical Director.

**22.03 Exclusion**

The provisions of Article 22.01 do not apply to leaves covered by the CNESST

**22.04 Permanent medical restriction**

The Parties agree that when an employee comes back to work following a medical leave, whether related to work or not, and they are permanently unable to do their regular work, because of permanent medical restrictions approved by the medical service and there is no vacant position available corresponding to their restrictions, the employee must avail of the bumping rights as provided in Article 17.00 of the Collective Agreement, and bump another employee with less seniority, as if they had been bumped. The Parties also agree that this process is initiated when a sickness or disability of the employee is consolidated and that the permanent medical restrictions have been established by the employee's doctor and verified by the medical service of the Company.

The employee who exercises this right can bump another employee inside all the occupations for which they are qualified or could be qualified within the time determined by the Joint Committee. It is also provided that any employee who exercises this right shall be paid at the rate of their old occupation for the balance of the long term disability period. At the end of that period, the employee shall be paid at the rate of the occupation of their assignment. Employees bumped by this privilege must avail of their bumping rights as provided by the Collective Agreement.

The Joint Committee made up of the Union's President and Vice President for Health and Safety as well as the Senior HR Manager on site shall oversee the reintegration process.

**22.06 Advance of benefits**

Upon presentation of a medical certificate, an employee on leave due to short and long term disability shall have the right to an advance payment at seventy percent (70%) of their normal wage until the Insurance Company makes its decision.

Employees who have benefited from these provisions shall reimburse the Company for the advances as soon as they receive the compensation paid by the Insurer or the notice of refusal to pay. To ensure reimbursement, they must sign an assignment of claim to the Company.

**23.00 PENSION PLANS**

**23.01 Participation in the Plans**

a) Participation in the pension plan is compulsory after the probationary period.

1. Employees hired before March 24, 2013 shall remain in the Company pension plan, defined benefit (DB) component of said Plan, until December 31, 2025.

Beginning January 1, 2026, accrual in the defined benefit pension plan ceases. The acquired rights in the plan before the cessation of accumulation remain (including the use of the “end-of-career wages” formula and the bridge benefit).

2. Employees hired after March 24, 2013 contribting to Bâtirente as well as all other employees as of January 1, 2026 shall join a pension plan chosen by the STTRRC-CSN or any other form of retirement vehicle (employees hired after March 24, 2013) broken down as follows:

* **Employee contribution: 6% (eligible salary)**
* **RRC contribution: 10% (eligible salary)**

**Defined benefit plan (until December 31, 2025)**

The Company undertakes to continue the application of the Company's pension plan, defined benefit component until December 31, 2025 (for employees hired before March 24, 2013), in its present form and any amendment to the plan shall subject to an agreement with the Union.

In addition, the Company shall review with the President of the Union and the Union representatives the financial situation of the Plan during the next actuarial valuation.

Contributions cease after thirty-five (35) years in the said plan.

For purposes of the Company pension plan, defined benefit component, the credited service is calculated on the basis of forty (40) hours for every week of thirty (30) hours worked on the weekend shift or for every thirty-four (34) hours worked on the night shift.

The employee's contribution is that determined in Letter of Agreement number 5 and remains fixed until December 31, 2025.

**Pension plan chosen by the STTRRC-CSN for employees hired after March 24, 2013 and all employees from January 1, 2026**

All new employees who joined the Company after March 24, 2013 and all employees from January 1, 2026 join the pension plan chosen by the STTRRC-CSN. The authorized representatives the Union and the Company shall cooperate to ensure that the said implementation is accomplished efficiently and within a reasonable time.

Company contributions are 10% (eligible salary).

The Parties agree that the Company's obligations to the employees, the Union and the pension plan chosen by the STTRRC-CSN are exclusively those set out in the service agreement between the pension committee of the RRPC-FIM-FNCC (CSN) and Rolls-Royce Canada Ltd., signed on January 10, 2023 by the Company. In particular, the Parties undertake and agree that the Company's obligations to employees and to the Union and the pension plan chosen by the STTRRC-CSN are exclusively those stated in the pension plan chosen by the STTRRC-CSN and those in force under the laws and regulations applicable on the date of ratification of this agreement and are limited on the one hand to the payment of the contributions mentioned above and on the other hand to the following administrative obligations: i.e. to provide the administrators of the pension plan chosen by the STTRRC-CSN the information needed to track contributions made by employees as well as contributions made by the Company for and on behalf of the said employees and to carry out the monthly electronic transfer of said funds according to the timeframes and rules agreed to by the Parties. Aside from the obligations described above, the Parties agree that the Company has no other obligations, of any kind whatsoever, towards the employees, the Union or the pension plan chosen by the STTRRC-CSN including any form of obligations of a legal, contractual, fiduciary, actuarial, fiscal, financing, moral, management or other nature.

Employee contributions shall be 6% (eligible salary)

It is understood that the contribution of the employee and the employer are paid until the last day worked in accordance with the laws and tax laws in force.

**23.02 Defined Benefits**

The following benefits are available to employees hired before March 24, 2013 who will have participated in the Company pension plan, defined benefit component.

**a) Bridge benefit**

In addition to the retirement pension, a participant who opts for an early retirement shall receive a bridge benefit. This benefit shall cease to be paid when the participant is eligible to collect OAS. (Old Age Security).

The average of the maximum pensionable earnings (MPE) for the last three (3) years preceding the date of retirement is calculated, reduced to twenty-five percent (25%) of the average, divided by thirty-five (35) and multiplied by the number of years of credited service. This benefit shall be reduced by one-quarter of one percent (1/4 of 1%) for each month that precedes the early retirement date.

**b) Employee pension**

Employees wishing to continue working beyond the age of sixty-five (65) who have not reached 35 years of service before December 31, 2025 cease to contribute to the pension plan.

Their pension shall be increased on an actuarial basis taking into consideration the normal age of retirement (sixty-five (65) years old).

**c) Reduction - Early retirement**

Employees of sixty (60) years of age or more, who wish to retire, shall be able to do so without any reduction. However, employees between fifty-five (55) and fifty-nine (59) years of age inclusively, who wish to retire early shall see their pension reduced by one quarter of one percent (1/4 of 1%) per month preceding their sixtieth (60th) birthday.

**23.03 Specific terms and conditions related to the transition from the defined benefit plan to the plan chosen by the STTRRC-CSN**

The concept of "eligible salary" and the terms and conditions relating to employees’ participation during a leave shall be based on the rules currently applicable under the DB Plan.

In order to avoid termination of participation (within the meaning of the SPPA) by participants in the DB pension plan, the (2) pension plans (DB + new plan) shall be linked.

As long as it has active participants, RRC cannot terminate the DB Plan without the written consent of the STTRRC-CSN, and such consent cannot be unreasonably withheld. For the purposes of this paragraph, an active member is defined as an employee who has years of service in the DB pension plan and who accumulates service in the new pension plan.

Union leaves for the Pension Committee shall be paid by the Union as needed (it being understood that the employer shall not refuse, without reasonable cause, requests for leave).

**23.04 Preparatory courses for retirement**

The Company shall grant a paid holiday for a period of three (3) days (maximum twenty-four (24) hours) to employees assigned for such Union courses. An employee with five (5) years or more of seniority shall be entitled to this course, once (1) during their life, starting at their thirty-fifth (35th) birthday.

**24.00 HEALTH AND SAFETY**

In order to insure the well-being and the health and safety of its employees at all times in the workplace, the Company shall take the necessary measures compatible with its responsibilities and obligations in order to respect the provisions of the different laws and regulations in force in matters of workplace health and safety.

Furthermore, the Company recognizes the duty to utilize methods and techniques necessary to identify, control and eliminate risks that could affect the health and safety of employees. The Company must also provide safe equipment and means and equipment for personal protection in order to ensure the health, safety and integrity of all employees.

**24.01 Health and Safety Committee**

A Health and Safety Committee shall be instituted in accordance with current government regulations. Not less than three (3) Union representatives shall sit as members of the Health and Safety Committee.

**24.02 CNESST payment**

Following a work accident, employees can ask the Company for advances of additional weeks of pay according to the following:

- a maximum of four (4) additional weeks shall be paid;

- the applicable rate shall be seventy percent (70%).

**24.03 Time allocated to prevention**

The amount of time Union representatives are released for prevention purposes, shall be in line with legislative provisions. This time shall be divided amongst the representatives, as long as production requirements are met. Each week, a maximum of sixty (60) hours shall be granted to the Health and Safety representatives for prevention. The allocation shall be done by the Union Health & Safety Committee.

**24.04 Prevention representative (Vice President Health And Safety)**

The Company recognizes that the prevention representative plays a key role during work place inspections for the purpose of prevention. The prevention representative can intervene with Company representatives and persons in charge of projects in all situations contravening the provisions contained in legislation and regulations in matters of workplace health and safety. They shall be provided with a cell phone by the Company. The representative or a member of the Union Health and Safety Committee shall perform their duties in accordance with sections 78 and 90 of the AOHS.

**24.05 Work clothes**

On April 1 of each year, the Company agrees to maintain its current policy regarding work clothes. Women shall be offered specific work clothes. The Company agrees upon request to pay for alterations to be made to work clothes provided by the Company to pregnant employees.

**24.05.1 Glasses and footwear**

The Company provides safety glasses and prescription safety glasses free of charge within the bounds of Company policy. The Company also provides safety shoes to employees who must wear them in the performance of their work once every (24) months, for a maximum amount of $125.00 before taxes.

**25.00 JOINT COMMITTEES**

**25.01 Joint Committees**

The Company recognizes the following Joint Committees:

• Health and Safety (Article 24.01)

• Training (Article 25.03)

• Employee Benefits (Article 21.02)

• Labour Relations Committee (Article 25.02)

The Committees, as defined in the relevant Articles, shall be mandated to administer their file. Only the Negotiating Committee shall be authorized to amend the Collective Agreement.

**25.02 Labour Relations Committee**

The Company and the Union are committed to build a dynamic customer-driven organization through a strong partnership and communication of a shared vision in harmony with our personnel. To this end, the Negotiation Committees composed of five (5) Union members and five (5) Company members shall, when needed, undertake to review the Collective Agreement and its application in a spirit of partnership.

In order to allow the Negotiation Committees to fulfill their responsibilities, the partners commit themselves to share all necessary information in order to favour the continuity of work within the Bargaining Unit.

The Committee shall establish its working rules and shall agree upon any modifications thereto from time to time.

The Committee shall meet on a quarterly basis in accordance with the schedule established by the Committee, and its work shall be outlined in an agenda drawn up jointly and distributed to participants prior to the scheduled meeting date.

The Committee’s mandate shall be to:

Exchange information on the Company, its future projects, market problems, operating problems encountered, the Company’s evolving efforts in terms of quality, employment level, and information on the Company’s operation and any other matters deemed important by either Party.

Should the Parties agree that it would be in their best interests to amend the Collective Agreement during its term rather than waiting for its eventual expiry to address the problem at hand, the Parties shall negotiate the proposed amendment, prepare the changes and thereafter, the Union shall organize a secret ballot vote amongst its membership, the results of which shall determine whether or not the Collective Agreement shall, in fact, be amended.

For the purposes of this Article 25.02, it is understood that only the Union’s Negotiation Committee has the right to call and organize a secret ballot vote, and it may do so at its sole discretion.

Any amendments to the Collective Agreement shall be filed with the Minister of Labour in accordance with Article 72 of the Labour Code (Quebec).

**25.03 Joint Training Committee**

The Joint Training Committee is formed of three (3) Union representatives who have reached Class A in their occupation, the Supervisor, Training Centre and one (1) Company representative.

The Committee meets a minimum of once (1) a month.

Without being limited thereto, the role of the Committee is as follows:

1. Establish the needs for technical training and development of our employees’ skills in order to develop a long term career within the Company and meet organizational business objectives.

2. Establish the objectives, action priorities and implementation of technical training programs, in keeping with the business objectives.

3. Have access to plant employees’ Training/Qualification records (data bank).

4. Monitor training results.

5. Issue recommendations on training requests submitted by employees or by the Company.

6. Establish mechanisms for recognition and training/skills criteria, where none have yet been set forth by the Ministry of Education or by a professional order.

7. Implement mechanisms necessary to insure proper training is delivered to employees and develop an evaluation process to determine if the employee is admissible or not to progression.

8. Issue recommendations on the choice of location for training and external resources.

9. Review examination contents and the result in cases of failure.

10. Participate in the long term learner selection.

11. Propose solutions to problems that may arise and make appropriate recommendations.

**26.00 MOBILE REPAIR PARTY (M.R.P.)**

**26.01** Any employee called upon to perform work at a location outside the Montreal area on an M.R.P. shall be paid their base rate for the travelling time to and from the point of work. In addition, they shall be reimbursed for travel expenses. However, when an employee is called upon to work on the same day they travelled, hours spent travelling shall be counted for the purpose of determining the overtime, but only actual hours worked can be paid as overtime. In addition, when the employee is on site and has to wait for work (standby), they shall be paid for the idle time at their normal rate, up to the maximum normal hours established in their work schedule. For purposes of calculating overtime, only the hours actually worked are considered. The employee must submit their report of hours worked upon the first (1st) day of return to work.

On each Mobile Repair Party, at least one (1) top grade employee of the occupation must be present. Other working conditions are as follows.

**26.01.1 Refund**

Any employee called upon to perform work at a location outside the Montreal area on an M.R.P. shall submit expense claims and original receipts as per the Company’s Travel and Corporate Card Policy and Guidelines, subject to Letter of Agreement No. 10

**26.01.2 Round trip**

An employee assigned to work outside the province for a period of fourteen (14) consecutive days or more, shall be eligible, upon return, for one (1) paid day off. However, in the event that said assignment exceeds four (4) additional and consecutive weeks, the employee shall be eligible, upon return, for a total of two (2) paid days off.

**26.01.3 Cellular**

An employee on an M.R.P. who has to have a cellular phone, shall receive a weekly indemnity of $75 to ensure to be available at any time.

**26.01.4 Car**

When an employee uses their personal car, they must do so in strict accordance with the Company’s Travel and Corporate Card Policy and Guidelines. Where applicable, the mileage allowance for the duration of this Collective Agreement shall be 0.45¢ per kilometre. If the Company changes said rate, the new rate shall automatically apply to employees covered by this Collective Agreement. An employee who does not want to use their own vehicle shall be reimbursed travel costs for using public transit or taxi if required and deemed necessary by the Company.

**26.01.5 Notice**

The Company shall attempt to give a minimum notice of forty-eight (48) hours to all employees required to proceed on a Mobile Repair Party. It is agreed, however, that such minimum notice shall not be possible in cases of emergency warranting the departure of employees within a shorter time. An employee given notice of at least forty-eight (48) hours, who refuses the assignment, thus surrenders their right to participate in future Mobile Repair Parties, unless the reason is recognized as being of a compassionate nature. If the advance notice is less than forty-eight (48) hours, the employee shall retain the right to be selected for future Mobile Repair Parties. If the Company cannot provide the necessary Mobile Repair Party within the time required, due to the refusal of all qualified employees, the Company shall have the right to perform the work by other means.

**26.01.6 Idle days**

If an employee is required to leave on a Mobile Repair Party on a Friday and is scheduled to commence work on the following day, in the event that no work is available for them on Saturday and/or Sunday, they shall be paid eight (8) hours wages at their base rate for each such idle day.

**26.01.7 Option – expenses**

During such an assignment, on weekends, if it is determined at the discretion of the Company that there is no work to be done, the employee has the option of returning home for the weekend and claiming the payment of their wages for the time spent travelling as well as the reimbursement of their travel expenses, provided that the total of these expenses is less than or approximately equivalent to the expenses that would have been incurred if the employee had not left their post during the weekend, and provided that this trip does not result in any loss of working hours.

It is further agreed that employees remaining on site for the weekend shall be paid eight (8) hours at the regular rate of pay for each day of the weekend, plus the per diem allowance which they receive for each day.

**26.01.8 Day off**

If they so choose, an employee who was on a Mobile Repair Party and worked on a statutory holiday may elect to have one (1) day off without pay, provided they so inform their Supervisor upon their return and that said day off is taken within one (1) month of their return.

**26.01.9 Outerwear**

For use by employees who must participate in a Mobile Repair Party, the Company shall supply a limited quantity of clean outerwear to supplement normal winter clothing supplied by the employee. This clothing shall be available in exceptional circumstances.

**26.01.10 M.R.P. Team**

The Company and the Union agree on the following rules for the accreditation of fitters and inspectors assigned to an M.R.P. Team:

The number of participants required on a Team shall be determined by the requirement of the Business Units and by product line.

**26.01.10.1 Qualification**

To qualify as an M.R.P. Member, the employee must meet the following minimum requirements:

• five (5) years relevant experience on the engine;

• fully competent with engine main build and the work package;

• fully competent in inspection requirements with regards to the work they are performing;

• fully proficient with Civil Airworthiness Directives, when required: as specified in Chapter 561 of the Airworthiness Manual and specific sections of Chapter 575;

• fully competent in engine power plant, when applicable;

• fully competent in RRC quality procedures;

• Canadian Forces Military security clearance, when applicable;

• must hold an F.S.R. certificate of qualification.

**26.01.10.2 Posting**

The M.R.P. Program shall be posted as needed and be governed by the following rules:

• posting shall be for a period of six (6) working days;

• employees absent from work during the posting period shall be entitled to apply within six (6) days upon their return to work.

To be eligible, the applicant must submit their application online, below the career tab on the Rolls-Royce site.

**26.01.10.3 Terms and conditions**

The assignment as an M.R.P. team member shall be for an indefinite period of time.

Members of an M.R.P. Team must give two (2) weeks notice if they wish to withdraw from the M.R.P. Program. Employees may not withdraw before a period of twenty-four (24) months has elapsed, except for compassionate reasons. Subsequent to this withdrawal, a period of at least one (1) year must have passed before they can reapply to this program.

M.R.P. team members must comply with the requirements of the air transport regulating body of the countries in which they are assigned (e.g. FAA-GAR).

**26.01.10.4 Training**

The Company shall establish a technical training program comprised of training on the engine power plant, inspection requirements, airworthiness regulations as well as a customer service course.

Employees wishing to become part of the training team, to further progress to an M.R.P. team, must meet the following minimum requirements:

• four (4) years related engine experience in classification ‘A’ or ‘B';

M.R.P. training team members must maintain up-to-date, their level of competency to progress as an M.R.P. team member.

Technical training is done internally and at Montreal Airports.

**26.01.10.5 Rotation system**

Selection of an employee to go outside the Company on an M.R.P. shall be made on a rotation system among M.R.P. team members.

**27.00 OFF-SITE ASSIGNMENT**

**27.01 Greater Montreal Area**

Any employee who is required by the Company to report to a location other than where they are normally assigned shall be deemed to be working off-site. It is understood that 9500 Côte-de-Liesse and 2100 Courval are considered as a single site.

An employee assigned to a site other than their regular assignment shall be notified no later than the day before during their shift and must report directly to the other site for the start of their shift. If an employee is asked to work at another site, the same day, the Company shall provide round-trip transportation, if desired, between 9500 Côte-de-Liesse and the other site within the hours of their shift.

If, following an agreement with the employee, the latter agrees to use their vehicle to travel between 9500 Côte-de-Liesse and the place of their assignment, they shall be reimbursed for the mileage travelled at the Rolls-Royce travel policy rate.

**27.02 Travel – Outside the Greater Montreal Area**

a) The choice of candidates for these trips shall be made on a voluntary basis, taking into account seniority and the ability to do the job, by occupation. In addition, a rotation list of candidates shall be available and posted for these trips. This rotation shall be done in turn and in the event of a candidate's refusal to travel, the latter shall be bypassed and returned to the bottom of the list.

b) Unless there is an emergency, the employee shall receive confirmation of their trip at least two (2) weeks before the date of departure.

c) The Company shall make all arrangements (visas, flights, hotels, car rentals) for travelling employees. When necessary, the Company shall hire one rental car per four (4) employees per shift.

d) Travel time is remunerated at straight time from departure from home to arrival at the place of accommodation. Travel time does not count in the calculation of overtime.

A minimum of eight (8) hours shall be paid for travel.

If travel time prevents an employee from working the day after travel, they shall receive eight (8) hours pay for the lost work day.

e) An employee assigned to work outside the province for a period of fourteen (14) consecutive days or more, shall be eligible, upon return, for one (1) paid day off. However, if the assignment exceeds four (4) additional and consecutive weeks, the employee shall be eligible, upon their return, to a total of two (2) paid days off.

f) If during their assignment, a holiday provided for in the Collective Agreement occurs, the employee shall be paid for this day, and in addition for the overtime worked.

h) If during the employee's assignment, a personal emergency situation arises, the Company shall take care of returning the employee to the country as soon as possible.

**27.02.1 Mobile phone**

When an employee is assigned to a country other than Canada, the Company, where applicable, provides a cell phone or defrays the cost of a local SIM card.

In addition, if an employee is asked to be available at all times during their assignment, they shall receive a weekly indemnity of seventy-five ($75.00) regardless of the location or the duration of the assignment.

**27.02.2 Idle days**

If an employee is required to leave on a Friday and is scheduled to commence work on the following day, and there is no work for them on Saturday and/or Sunday, they shall be paid eight (8) hours wages at their normal rate for each such idle day.

For the duration of their off-site assignment, when an employee cannot return home for weekends, they shall be paid for the weekends at the rate of eight (8) hours at the regular rate of pay for each day of the weekend, in addition to the overtime worked.

**28.00 SUBCONTRACTING**

Rolls-Royce Canada may contract out work that is normally performed by employees in the Bargaining Unit as long as this does not result in layoffs and does not prevent the recall to work of laid-off employees.

The preceding paragraph is not intended to preclude any corporate decision to assign or reassign a workload that could impact the amount of work on the site.

**29.00 LENGTH OF THE AGREEMENT**

This Collective Agreement shall become effective retroactively on March 22, 2020 as follows:

The Agreement shall have an eight (8) year term, the normative Articles taking effect on the ratification date and the wage changes according to the dates set forth in the following table including benefits and monetary Articles. The only exceptions to the present Article shall be the work schedules specified in Article 5.02 taking effect upon the signature of the 2020-2028 Collective Agreement from the time when the SAP system can implement the change, whether automatically or manually (see the 2016-2020 Collective Agreement in the meantime).

Within thirty (30) days of the signing of the new Collective Agreement, employees still employed shall receive a bonus in the amount of five thousand five hundred dollars ($5,500

**Dates:**

First year: From March 22, 2020 to March 20, 2021

Second year: From March 21, 2021 to March 19, 2022

Third year: From March 20, 2022 to March 18, 2023

Fourth year: From March 19, 2023 to March 23, 2024

Fifth year: From March 24, 2024 to March 22, 2025

Sixth year: From March 23, 2025 to March 21, 2026

Seventh year: From March 22, 2026 to March 20, 2027

Eighth year: From March 21, 2027 to March 25, 2028

**Salary increase:**

First year: (0.00%)

Second year: (4.00%)

Third year: (5.50%)

Fourth year: (3.50%)

Fifth year: (3.00%)

Sixth year: (3.00%)

Seventh year: (3.00%)

Eighth year: (3.00%)

**29.02 Renewal of Collective Agreement or notice of intent to negotiate a new Collective Agreement**

Prior to the expiration of this Collective Agreement, the issuance of a letter confirming an intent to negotiate shall serve as notice in accordance with the applicable provisions of the current Labour Code.

In addition, it shall provide the information below required for administering the Union Local

• Seniority list

• Report of all Union dues (monthly)

**29.03 Continuation of terms and conditions**

However, in the event that a Collective Agreement is not concluded before the expiration of the current one, without prejudice to the rights of one or the other of the Parties to have recourse to a strike or a lockout and to the other rights conferred by law, the conditions and terms contained in this Collective Agreement shall continue to apply until the signing of the new Collective Agreement.





**APPENDIX "A"**

**DEFINITION OF OCCUPATIONS**

**Introduction**

The purpose of the definition of occupations which follows is to establish the classification, the level and the wage rate applicable to each job. All employees are responsible for their own work.

All employees must operate computer terminals as required in the performance of their duties.

**Explanation**

A job description is preceded by an identification number and the name of the occupation.

Example:

**02/2/1 Machinist Class "A"**

 Group number

 Classification number

 Occupation number

**Occupation:** Designation attached to a job to distinguish it from others.

**# of the occupation:** Numerical identification.

**Classification:** Letter representing progression. (Apprentice, A,B,C).

**Classification A:**

Employees must be competent on the tasks of their occupation within their department according to the established criteria.

Employees must participate in training by coaching, developing and assessing learning employees in their department.

**Classification B:**

Employees must acquire the competencies on the task of their occupation within their department according to the established criteria.

Employees acquire the abilities to coach, develop and assess learning employees in their department.

When required to coach, develop and assess learning employees in a higher classification in the department, they shall be paid at the higher classification of their occupation.

**Group:** Refers to a salary group (Group 1A, Group 1, Group 2, Group 3A, Group 3, Group 4, Group 5, Group 6).

**Grade:** Refers to the level of remuneration within the salary group (Entry level, 6 months, 12 months, 30 months).

For classifications designated by a hyphen (eg. /-/) there is no progression within the classification.

**02/2/1 Machinist Class "A"**

Able to satisfy the Company that they have completed an apprenticeship in the machinist trade or that they have had at least four (4) years of experience working the basic machine tools used by the Company. Capable of working competently from drawings and able to set up for themselves or for other equal or lower classes of machinists. Can deburr their work by hand and responsible for the quality of their work.

**02/4/2 Machinist Class "B"**

Capable of working from sketches, repair schemes and component drawings with designated dimensions and able to check their own work. Inability to set up their machine shall not be a disqualifying factor for this grade. Deburrs their work by hand and capable of using measuring instruments sufficiently to be responsible for the quality of their own work.

**07/2/1 Sheet Metal Worker Class "A"**

Capable of performing all sheet metal operations by hand or machine, including lay-out and marking off. Can be required to guide or perform set up for lower classes. Deburrs their work by hand and responsible for their own work.

**07/4/2 Sheet Metal Worker Class "B"**

Capable of working from sketches, repair schemes and component drawings with designated dimensions and able to check their own work. Performs all operations using sheet metal equipment and capable of hand planishing. May request guidance from a Sheet Metal Worker Class "A", but shall remain responsible for their own work.

**10/2/1 Fitter Class "A"**

Able to satisfy the Company that they have completed an apprenticeship or that they have had at least four (4) years of experience as an Aero Engine Fitter. Able to carry out all the fitting and assembly work required by the Company. Responsible for the quality of their own work. Assists others in the performance of their work if required.

**10/4/2 Fitter Class "B"**

Capable to carry out all necessary operations required for engine assembly, or unit assembly, or detail fitting or balancing. Responsible for the quality of their own work.

**11/2/1 Bench Fitter - Class “A"**

Must have demonstrated, to the satisfaction of the Company, that they have completed their apprenticeship as Bench Fitter, have at least four (4) years of experience in this trade and have all abilities related to Bench Fitter - Class "B". Able to work with competence from drawings or repair schemes and interpret them in order to accomplish their tasks. Also called on to do jobs outside their department, amongst others, in product lines. Helps other employees in their work.

**11/4/2 Bench Fitter – Class "B"**

Must possess training in basic mechanic fitting and have knowledge in metallurgy, i.e. recognize different types of metals and their reactions to different temperatures. Able to work from sketches, drawings or repair schemes of component parts specifying necessary sizes and the work to be done. Responsible for the quality of their work and must have at least two (2) years of experience in their trade. Also, called upon to do jobs outside of their department, amongst others, in product lines and shall be able to help other employees of the same occupation.

**12/2/1 Welder Class "A"**

Competent to perform all types of welding and brazing operations. If required by the Company, prepares parts for welding or brazing and uses dye check hand sprays if necessary to ensure the integrity of their work.

**12/4/2 Welder Class "B"**

Capable of carrying out all welding operations with the exception of Argon Arc welding. As required, sets up resistance welding machines for other employees. Also, capable of performing brazing. Must have completed a recognized training course.

Employees who are undergoing the relevant training outside the Company shall be given the opportunity to improve their skills by using Argon Arc equipment, under the guidance of a Welder "A" in order to acquire the necessary experience to enable them to become a Welder "A".

**16/2/2 Polisher Class "A"**

Qualified to perform all types of polishing required by the Company's operations. Also, pre-inspects and post-inspects their own work.

**16/4/3 Polisher Class "B"**

Capable of polishing component parts o form gauges and measuring instruments. Able to work from sketches, indicating the necessary dimensions and can operate any type of abrasive polishing device in order to obtain the various surface finishes required by the Company's operations. Pre-Inspects and post-inspects their own work.

**20/2/1 Tester Class "A"**

Capable of carrying out all work necessary for the testing of engines and engine units, including the installation of the engine or engine unit on test devices. Able to start and control the operation of the engine or engine unit according to the test documents. Records and compiles the test results and reports from the instrument readings during test run, after appropriate training.

Required to rectify any minor air, fuel or oil leak and change any accessories as necessary to complete a satisfactory test run.

**20/4/2 Tester Class "B"**

Works primarily to assist a Class "A" Tester or carries out a single function of a Class "A" Tester except for testing the engine alone.

**25/2/1 Inspector Class "A"**

Has satisfied the Company that they have completed a recognized apprenticeship in a precision engineering trade or that they have at least four (4) years of experience in such a trade. Competent to perform all inspection functions required by the nature of the Company's operations.

**25/4/2 Inspector Class "B"**

Capable of performing the required inspection in any of the following categories:

1. sheet metal, welding, polishing and processing;

2. gauge room and components dimensional inspection

3. engine strip inspection.

Shall not perform "first-offs" machine shop bay inspection, assembly or mechanical fitting inspection.

**25/6/3 Inspector Class "C"**

Performs, under guidance, any of the following inspection functions:

1. view inspection with or without binoculars;

2. repetition detail inspection;

3. repetition sheet metal assembly inspection;

4. stamping and etching for identification;

5. simple dimensional inspection.

**26/2/1 N.D.T. Inspector Class "A"**

Certified in accordance with the requirements of MIL STD 410, CGSB or equivalent specifications to carry out and direct both magnetic particle and penetrant liquid inspection tests. Able to perform binocular inspection in accordance with Company requirements. Able to read and interpret indications and evaluate them with reference to applicable standards and specifications.

Also, able to dress or remove defects in components in accordance with laid down standards and to call up repair schemes for parts which they have found to be repairable. Performs strip inspection on components for which they have received required instructions.

A Class "A" N.D.T. Inspector shall be required to provide training to and work with Class "B" N.D.T. Inspectors and Class "C" N.D.T. Operators.

**26/4/2 N.D.T. Inspector Class "B"**

Certified in accordance with the requirements of MIL STD 410, CGSB or equivalent specifications to carry out and direct liquid penetrant inspection tests. Also, able to perform binocular inspection in accordance with Company requirements. Must be able to read and interpret indications and evaluate them with reference to applicable standards and specifications.

Also, calls up repair schemes for parts which they have found to be repairable. In addition, performs strip inspection on components for which they have received required instruction.

A Class "B" N.D.T. Inspector may be required to work with a Class "A" N.D.T. Inspector in the magnetic particle process and shall also be required to provide training to and work with a Class "C" N.D.T. Operator in the liquid penetrant process.

**26/6/3 N.D.T. Operator Class "C"**

Capable of preparing for and conducting magnetic particle or liquid penetrant tests. May examine components for indications but shall not be responsible for interpretation and the acceptance or rejection of parts. Works under the direction of a Class "A" or Class "B" N.D.T. Inspector. May be required to be certified as an Operator in accordance with MIL STD 410, CGSB or equivalent for non-destructive testing procedures.

N.B.: Dye check operations shall not be construed as being limited to Inspector classifications. Such devices may be used by other classifications in order to perform their work.

**30/2/1 Plater – Processor**

Competent to carry out electro-chemical processes to produce plated surfaces to the Company's specifications. Also, capable of interpreting drawings and process specifications and using the necessary instruments to determine plating thickness.

**30/2/2 Processor Class "A"**

Competent to carry out all process treatments as required by the nature of the Company's operations.

**30/4/3 Processor Class "B"**

Capable of performing the following functions:

1. degreasing;

2. abrasive cleaning;

3. chemical cleaning.

Also, capable of working under the guidance of a Plater-Processor and/or a Processor Class "A" on other than the above processes.

**32/2/1 Spray Painter Class "A"**

Able to use all spray painting equipment to the specifications required by the Company's operations, and be familiar with the appropriate air pressures and materials used. Capable of interpreting the symbols as established by the Company on its working drawings.

**32/4/2 Spray Painter Class "B"**

Capable of preparing and masking any component to be painted. Also, capable to spray paint under guidance of a Class "A" Spray Painter, using repair schemes or drawings.

**32/6/3 Spray Painter Class "C"**

Capable first of preparing and masking all surfaces on any component to be painted and also capable of working under the guidance of a Class "A" Spray Painter on any other painting operation.

**34/2/1 Heat Treater Class "A"**

Has satisfied the Company as to their ability to perform all heat treatment, material hardening, furnace brazing and other furnace heat treatment processes required in the manufacture of the Company's products. Sufficiently familiar with the materials and heat treatment process specifications to be competent to carry out these duties without direction.

**34/4/2 Heat Treater Class "B"**

Required to assist a Heat Treater Class "A" in all aspects of heat treatment. Capable, as required, of preparing work for furnaces for the heat treatment process.

**36/2/1 Electronic Technician Class "A"**

Assists an Electronic Technician in the installation, service, maintenance and manufacture of any electronic equipment and electrical instruments required by the nature of the Company's product. Capable of producing the electronic diagrams pertaining to such equipment.

**36/4/2 Electronic Technician Class "B"**

Responsible for performing their work alone or to assist the Electronic Technician Class "A" in the performance of the above tasks.

**38/2/1 Electrical Accessory Specialist Class "A"**

Responsible for preliminary electrical inspections, repairs, assembly and final electrical inspections of all types of electrical accessories that the Company shall see fit to overhaul or repair.

**38/4/2 Electrical Accessory Specialist Class "B"**

Receives instructions to perform alone or to assist a Class "A" Electrical Accessory Specialist in the performance of the above duties.

**42/-/1 Stationary Engineman**

Capable of performing all functions necessary in the operating and maintaining of a heating, power or refrigerating plant on the Company's premises and shall hold the necessary licences.

**50/2/1 Carpenter Class "A"**

Capable of carrying out all woodworking tasks as required by the Company's operations. Also, may use material handling and moving equipment required in the performance of duties related to their occupation including those for which they must be qualified.

**50/4/2 Carpenter Class "B"**

Called upon to work under the guidance of a Carpenter Class "A" on any of the woodworking tasks as required by the Company.

**52/2/1 Electrician Class "A"**

Capable of carrying out all duties as required by their licence.

In addition, may use material handling and moving equipment required in the performance of duties related to their occupation including those for which they must be qualified.

**54/2/1 Plumber - Steam Fitter Class "A”**

Capable of carrying out all duties as required by their licence.

In addition, may use material handling and moving equipment required in the performance of duties related to their occupation including those for which they must be qualified.

**54/4/2 Plumber - Steam Fitter Class "B"**

Works under the guidance of a Plumber - Steam Fitter Class "A".

**56/2/1 Plumber Class "A"**

Capable of carrying out all duties required by their licence.

In addition, may use material handling and moving equipment required in the performance of duties related to their occupation including those for which they must be qualified.

**58/2/1 Millwright Class "A"**

Responsible for the installation, repair and/or modification of, and maintenance of machinery as required by the nature of the Company's operation. Ensures the proper functioning of machines and tools, means of lubrication, inspection of filters, change of oil and solvents and cleaning of sludge traps, on a regular basis. Also, transports materials or parts around the plant according to instructions.

In addition, may use material handling and moving equipment required in the performance of duties related to their occupation including those for which they must be qualified.

**58/4/2 Millwright Class "B"**

Called upon to work under the guidance of a Millwright Class "A". Also, ensures the proper functioning of machines and tools, means of lubrication, inspection of filters, change of oil and solvents and cleaning of sludge traps, on a regular basis. Also, transports materials or parts around the plant according to instructions.

**60/2/1 Fabricated Steel Worker Class "A"**

Capable of carrying out all steel work fabrication including welding operations as required.

In addition, may use material handling and moving equipment required in the performance of duties related to their occupation including those for which they must be qualified.

**60/4/2 Fabricated Steel Worker Class "B"**

Works under the guidance a Fabricated Steel Worker Class "A".

**64/43A Kitting Storeman**

Sorts and brings together all the necessary components required for the assembly of complete engines or units into kits and maintains the necessary records and reports. Also, move parts into and out of the kitting stores.

In addition, may use material handling and moving equipment required in the performance of duties related to their occupation including those for which they must be qualified.

**66/2/3A Storeman Class "A"**

Has at least twelve (12) months of experience in the trade and is capable of performing alone all of the following Storeman functions:

a) reception;

b) shipping;

c) pre-packing;

d) storage;

e) raw material - storing and issuing;

f) finished parts - storing and issuing;

g) maintain card control systems;

h) consumables, storing and issuing;

i) drive vehicles, with appropriate licence.

Employees progressing from Group III to Group IIIA shall be paid as follows:

- Group III, at 24 month Grade, go to Group IIIA , 6 month Grade;

- Group III, at 30 month Grade, go to Group IIIA, at 12 month

**66/4/3 Storeman Class "B"**

Capable of independently performing the duties of a Class "A" Storeman.

Also, drives all kinds of material handling trucks and forklifts

**80/45 Labourer**

Performs, under direction, all manual tasks including the transport of material inside and outside their department. Helps with the loading of material on the machines and sees that the sections are clean.

**85/-/2 Progress Controller Class "A"**

Under the general supervision of the Manager, Progress Control:

a) moves or arranges for the movement of materials and parts to ensure that they are correctly processed through the plant in priority order to meet and maintain schedules. Moreover, except for lift trucks, they can also use material handling equipment in the accomplishment of their tasks;

b) responsible for clerical functions required to progress the material and components through the plant;

c) responsible for ensuring that all reports are available to enable Production Control to monitor work progress;

d) responsible for control of shop holding areas and requisitioning of materials;

e) as required substitutes for Production Control clerical personnel.

This does not restrict Production Control staff personnel from performing any of the above clerical functions as required without displacing Progress Controllers.

**85/-/3 Progress Controller Class "B"**

Moves or arranges the movement of materials and parts through the various manufacturing processes. Moreover, except for lift trucks, they can also use material handling equipment in the accomplishment of their tasks.

Has sufficient knowledge of the Company's operations and facilities to be able to perform the duties and complete the paperwork of their work section without direction.

**86/2/1 Thermal Spray Worker Class "A"**

Capable of establishing, in conjunction with Laboratory and Production Engineering, techniques and parameters for new or revised application methods of thermal spray.

In addition, must be competent to use measuring instruments and is required to perform operations related to thermal spraying, e.g.: masking, and abrasive and chemical cleaning.

**86/4/2 Thermal Spray Worker Class "B"**

Competent to use all thermal spray equipment, as required by the Company. Able to interpret process drawings and specifications. Must know how to use measuring instruments. Must also perform any work related to thermal spraying, e.g: masking, and chemical or abrasive cleaning.

**86/6/3 Thermal Spray Worker Class "C"**

Capable of preparing and masking all components for thermal spray and capable of working under the direction of a Thermal Spray Worker Class "A" and/or a Thermal Spray Worker Class "B"

**87/2/1A Shop Certification Specialist**

Meets all regulatory Airworthiness requirements to perform the tasks below and has acquired the appropriate skills and knowledge by working a minimum of four (4) years in the Company with a minimum of two (2) years experience in build inspection or ten (10) years in an inspection function. Competent to perform the following tasks in various departments as required:

1. Final inspection and return to service of an aeronautical product (SCA).

2. Perform inspection on those items identified as required inspection items (RII).

3. Non-conformance report quality release.

4. Release of certifications related to inspection reports. All other experience shall be considered in lieu of specific experience as per the “Maintenance Policy Manual” (MPM).

**88/-/1 Computer-Controlled Peening Operator – Class "A"**

Creates and modifies peening programs, assists in research and development of tools and accessories necessary for the system and establishes the peening conditions required to achieve the desired intensity by means of saturation curves and ensures that coverage is achieved. A certain understanding of CNC programming structure is required to be capable to modify existing programs.Is familiar with the peening equipment and understands the basics of the system for basic maintenance.

**88/-/2 Computer-Controlled Peening Operator – Class “B”**

Modifies peening programs, assists in research and development of tools and accessories necessary for the system and establishes the peening conditions required to achieve the desired intensity by the means of saturation curves and ensures that coverage is achieved. Is familiar with the peening equipment and understands the basics of the system for basic maintenance.

**Other occupations**

**Definition of a journeyman**

Capable to satisfy the Company that:

1. has passed through a recognized apprenticeship training or has at least four (1) years of experience in their trade;

2. capable of performing all functions of the occupation for which they are classified as a journeyman, as required by the Company.

**-/-/6 APPRENTICE 194**

Notwithstanding the provisions of Letter of Agreement No 1, an apprentice performs any operation which eventually qualifies them for promotion to a Class "B" position in any one of the following occupations:

Machinist 02/6/6

Sheet metal worker 07/6/6

Fitter 10/6/6

Welder 12/6/6

Tester 6/20/6

Inspector 6/25/6

Electronic Technician 36/6/6

The ratio for hiring apprentices in the above occupations shall not exceed one (1) apprentice to every six (6) journeymen unless mutually agreed.

**Trainee Student**

Is a student of a recognized school, who within the framework of their education, is called upon to follow a work study session in the industry.

A trainee student may perform work under the guidance of an employee Class "A" of their occupation, for a maximum period of fifteen (15) weeks.

It is understood that at no time the Company may hire more than five (5) trainee students. Moreover, no more than one (1) trainee student shall be assigned in a given section at the same time.

The salary of the trainee student is established at Group VI, entry level.

Unpaid work study sessions shall be for a duration of less than four (4) weeks, unless mutually agreed between the Shop Committee and the Company. The Company shall obtain a letter from the recognized school certifying that the work study is unpaid.

**APPENDIX "B"**

**LETTERS OF AGREEMENT**

**1. LETTER OF AGREEMENT NO 1 – APPRENTICES AND INSTRUCTORS 196**

The purpose of this letter is to establish the norms and procedures applying to apprentice classification for purposes of the Company's internal (long term) and external (short term) training programs meant to train a qualified workforce and hence provide the Company with an efficient and stable team suited to its needs.

The external (short term) program has been prepared for external candidates who have a diploma and/or a certificate recognized by the Ministry of Education and/or by Transport Canada or who have a permit and/or licence recognized and approved by the Company for a trade.

The internal (long term) program is designed so as to supplement the internal candidate's education and work experience and shall not exceed a maximum of two (2) years. The details of the training curriculum for each trade shall constitute part of this agreement as well as any other terms and conditions associated therewith or related instructions, duties and inherent responsibilities relevant to the training scheme and its administration.

An employee on probation cannot apply to the internal (long term) program.

The Company does not recognize work experiences acquired during studies (work study, summer jobs, cooperative/corporate program).

**1.0 Apprentice classification for Group I specialized positions.**

Where there is a requirement for an apprentice in a given area, a job opening shall be posted for candidates to apply.

1.1. Candidates hired from outside the Company must pass the required medical examination, and mechanical aptitude and other tests related to the trade in question.

1.2. The Company agrees to consider and interview internal candidates before hiring from outside. However, vacancies not filled by internal applicants shall be filled by external candidates. During hiring periods, a minimum of three (3) long term apprentice positions shall be posted internally per year.

1.3. "Hiring period" according to paragraph 1.2 is defined as follows:

• Hiring of new employees after all employees have been recalled.

• Hiring more than ten (10) Fitters or/and Inspectors or/and Testers or/and Machinists within a one (1) year period, from January to December.

The following cases are not included in the definition of hiring period for the purpose of this Article;

* Replacement of employees retiring from the Company
* Replacement of employee leaving the Company.

1.4. Every internal candidate shall be tested in areas most likely to be reasons to fail the program, i.e. lack of manual dexterity, problems in dimensional perception, lack of motivation or learning disabilities.

1.5. If an employee chosen as an apprentice wishes later to return to their former duties, they must make their request before starting their training. They can then return to their former position and keep their seniority rights.

1.6. f the employee waits until after this time, they lose all rights to this position and must apply for openings available in order to obtain another position in the Company. Their request for the vacant position shall be considered before those of internal and external candidates.

1.7. Candidates for the long term apprentice program must have a high school leaving certificate, including prerequisites to be accepted in a Science program of a CEGEP level (Mathematics TS or SN 5 (536) or the equivalent and Physics 5 (534)).

If an internal candidate does not have the aforementioned prerequisites, they can attend the various courses to obtain the required prerequisites in order to register in the apprentice program. The Company shall pay all tuition fees.

**2.0 Duration of training**

The duration of training for an apprentice enrolled in the external (short term) or internal (long term) program shall be determined according to their educational background and working experience, assessed before the beginning of the training.

2.1. Academic training

Candidates applying for the internal (long term) or external (short term) training program must have successfully completed the profile relevant to the trade as per the following example and have supporting documents to qualify.

Relevant Profile for Apprentice Machinist:

|  |  |  |
| --- | --- | --- |
| **Education** | **24 months Industry training** | **48 Months Eligible to “A"** |
|  | **Credits** | **To be done** | **Credits** | **To be done** |
| Secondary school as machinistGeneral 11 + 1 year of specialization = about 2,100 hours | 18 months | 6 months | 24 months | 24 months |
| Or |  |  |  |  |
| CNC course equivalent to Machinist Diploma General 11 = Equivalent value (52 week program) | 15 months | 9 months | 24 months | 24 months |

All of the aforementioned dispositions can be reviewed by the Joint Committee

**Relevant profile for other apprentice classifications in general:**

|  |  |  |
| --- | --- | --- |
| **Education** | **24 months Industry training** | **48 Months Eligible to “A"** |
|  | **Credits** | **To be done** | **Credits** | **To be done** |
| CEGEP Level. Aircraft Maintenance Diploma from ENA (3 year program) | 18 months | 6 months | 24 months | 24 months |
| Or |  |  |  |  |
| CAMC Gaz Turbine Technician Diploma. 1250 hours | 15 months | 9 months | 24 months | 24 months |
| Or |  |  |  |  |
| Certification Inspection/Repair of engine components sponsored by RRC (420 hours) | 5 months | 19 months | 24 months | 24 months |

All of the aforementioned dispositions can be reviewed by the Joint Committee

**Other courses relevant to apprentice classifications in general:**

|  |  |  |
| --- | --- | --- |
| **Education** | **24 months industry training** | **48 Months Eligible to “A"** |
|  | **Cred.**  | **To be done**  | **Cred.**  | **To be done** |
| DEP EMAM Mechanic fitting | 10 months | 14 months | 24 months | 24 months |
| DEP EMAM Balancer | 12 months | 12 months | 24 months | 24 months |

All of the aforementioned dispositions can be reviewed by the Joint Committee

2.2. The candidates who did not succeed in obtaining their certificate and/or diploma for a complete program listed above shall be credited from the training program recognized by the CAMC sponsored by the Company and shall obtain fifteen (15) months of training credit.

For any programs not mentioned above, the files shall be studied case by case by the Joint Training Committee assisted by the authorities and/or the institutions concerned.

**3.0 External training program (short term)**

In addition to recognizing their academic training, credit shall be given for the length of their shop training as follows:

3.1 For the candidate who holds a certificate in the relevant trade (see chart), every month of specific working experience relevant to the trade considered shall be credited up to a maximum of eighteen (18) months (bearing in mind that six (6) continuous months' shop training is required for all apprentices);

3.2. For the candidate who does not hold a certificate in the relevant trade, every two (2) months of working experience in a mechanical environment related to the trade considered shall count for one month training credit in the department corresponding to their work experience up to a maximum of eighteen (18) months towards obtaining the Class "B", provided that such working experience is not less than two (2) years and that the candidate has a high school leaving certificate.

Also an employee with two (2) years of seniority within the same occupation shall be credited with months of training as follows:

group I = twelve (12) months

group II = six (6) months

group III = three (3) months

.

Any issue concerning credits shall be studied by the Joint Training Committee which shall make a recommendation based on the merits of the case

**4.0 Internal training program (long term)**

4.1. The apprentice program (long term) shall be established in collaboration with the École Nationale d’Aérotechnique (ENA) or the École des Métiers de l’Aérospatiale de Montréal (EMAM) and shall start when the number of required candidates has been selected through the participating employers.

4.2. An internal (long term) training program shall be prepared for each group of apprentices and shall be revised by the Joint Training Committee. A document describing the content of the program, the steps and its duration shall be given to the Committee members, to the participants and to their Managers.

4.3. Each participant in the Program shall receive an apprentice book. The apprentice book includes the theoretical and practical program, the assessment of the practical training and any other pertinent information.

4.4. The Joint Training Committee and/or Instructors from the training centre assess the abilities of the apprentices to execute the various tasks of the trade and document their observations in the apprentice book. Situations needing particular attention from the participant are written in the apprentice book.

**Training activities**

4.5 To avoid interruptions in classes and to maintain training continuity, participants in the long term program must take their vacation during the pre-determined period set by the Company and according to the training schedule.

4.6. Participants in the internal (long term) program are not permitted to work overtime during the theoretical training period (in class).

**Progression**

4.7. The apprentice progresses to the next training level upon obtaining a passing mark of 70% (practical & theoretical) at the completion of each stage of the program.

4.8. If the apprentice fails any level of the program, they must repeat the same level with no increase in salary for the same period of time at the end of which a second test is taken. If they fail at this stage, the apprentice returns to their former occupation, if applicable, or is laid-off with recall rights.

4.9. Performance below average during the course of the training program shall be reviewed by the Joint Training Committee which shall assess and make recommendations thereupon in view of the circumstances that brought about the failure to perform satisfactorily.

4.10. After the apprentice has successfully completed the training program, their accrued seniority is incorporated into their new classification in the occupation concerned.

4.11. In order to recognize the apprentice's efforts and progression through the length of the training program, the hourly wages are adjusted according to the program’s duration and are increased as they progress to gradually bring them to the Class "B" hourly rate upon completion of the training program.

The Committee shall receive the apprentice list with their wage rate, including the date of the completion of their apprenticeship.

4.12. The wage rate progresses as follows:

|  |  |  |
| --- | --- | --- |
| **Training to be completed** | **Less than five (5) years seniority** | **More than 5 years** |
| Less than 52 wks | . Reduction 5%\* | Reduction 4%\* |
| More than 52 weeks | Reduction 10%\* | Reduction 6%\* |

\* The salary reduction is calculated from the wage rate at the beginning of the program. The wage rate cannot exceed the beginning salary of the requested position

5.0 Getting to Class "B" — External (Short term) and Internal (long term) training program

Upon successful completion of the external (short term) or internal (long term) training program duly authorized by the Company, the apprentice shall be recognized as having two (2) years related experience in the relevant trade and shall thus be promoted to the "B" Class.

For progression purposes, the employees’ training periods are credited toward obtaining a Class "A" in their occupation.

6.0 Performance assessment - External (short term) and Internal (long term) training program

The Manager of an apprentice must evaluate the apprentice’s performance each month and review it with them by completing the appropriate form in order to ensure the progression of the individual in their apprenticeship. The form must then be submitted to the Human Resources Department with a copy to the Joint Training Committee.

Both the Manager and the apprentice must inform the Joint Training Committee of any problems related to the apprenticeship so that the situation may be evaluated and rectified.

7.0 Generalities - External (Short term) and Internal (long term) training program

7.1. The apprentice must be paired with an employee who has Classification "A". The apprentice follows the work schedule of the employee they have been paired with.

7.2. Apprentices can exercise their seniority rights only when personnel reductions occur within their occupation, with the exception of apprentices who are internal candidates; in this case, they may return to their previous occupation.

7.3. Apprentices are only permitted to work overtime after all employees in their occupation have been asked to work overtime and subject to paragraph 7.1.

7.4 When there are not enough employees holding a Classification "A" who can coach an apprentice, the Company can promote on a temporary basis, an employee holding a "B" classification to carry out the training process.

8.0 Instructors

8.1. Instructors shall be selected from among Company employees who are members of the Syndicat des travailleuses et travailleurs de Rolls-Royce Canada - CSN who have sufficient knowledge, experience and qualifications in the trade or subject in question. If no one meets the requirements, the Company has the right to hire outside candidates.

Their task is to:

a) Prepare training modules;

b) Give lessons in class;

c) Record attendance, stimulate participants' motivation and evaluate their performance.

8.2. Instructors can give practical demonstrations in all aspects of tasks with which they are familiar.

8.3. Instructors selected from members of the Union retain and continue to accrue seniority within their assigned occupation.

8.4. Remuneration for Union members appointed as Instructors shall be at the top rate according to their occupation, plus a premium of fifteen percent (15%) for all hours worked as an Instructor.

8.5. Instructors hired from outside shall not be considered members of the Syndicat des travailleuses et travailleurs de Rolls-Royce Canada - CSN.

2. LETTER OF AGREEMENT No 2 - STATIONARY ENGINEMAN SHIFT ARRANGEMENTS

It is agreed that in order to maintain a continuity of operations in the boiler room, the following shift arrangements shall apply:

The work week over a two (2) week cycle shall average forty-two (42) hours per week as follows:

- one (1) week of thirty-six (36) hours consisting of three (3) days of twelve (12) hours;

- one week of forty-eight (48) hours consisting of four (4) days of twelve (12) hours.

It is understood that the hours worked in excess of eighty (80) hours over the two (2) week period shall be paid at time and a half (1.5). The boiler room personnel shall be paid at time and a half (1.5) for the first three and one-half (3.5) hours and double time (2) for the hours that follow.

Furthermore, the first day off worked overtime shall be paid at time and a half (1.5) for the first eight (8) hours and double time (2) for the hours that follow. The second day off worked overtime shall be paid at double time for the first eight (8) hours and at triple (3) time for the hours that follow. Consecutive days off worked after the first two (2) days off worked overtime shall be paid at time and a half (1.5) for the first eight (8) hours and double time (2) for the hours that follow. Triple (3) time shall be paid after eight (8) hours worked on a statutory holiday.

**Calculation of hours - time and a half**

Hours are rounded to the half (0.5) hour or lower hour.

**Calculation of hours - double or triple time**

Hours are rounded to the half (0.5) hour or lower hour and the result is multiplied by one point thirty-three (1.33) before being registered in the computer.

**Example:**

|  |  |
| --- | --- |
| **Hours Rounded** | **Hours to be Registered** |
| **1.0** | **1.0** |
| **1.5** | **1.5** |
| **2.0** | **2.5** |
| **3.0** | **4.0** |
| **3.5** | **4.5** |

It is agreed that paid personal leave is calculated on a different basis, i.e. the number of hours determined by Article 22.02 (9.05) of the Collective Agreement is divided by twelve (12).

Consequently, Stationary Enginemen are entitled to less paid personal leave but twelve (12) hours are paid for each day.

All scheduled days off falling on a statutory holiday are paid for twelve (12) hours.

Vacations are paid on the basis of forty (40) hours per week. The remuneration for days of vacation taken one (1) day at a time is eight (8) hours per day.

**3. LETTER OF AGREEMENT No. 3— ALCOHOLISM, DRUG ADDICTION AND OTHER DDEPENDENCIES**

1) The Company and the Union recognize alcoholism, other drug addictions and other dependencies, as a sickness, which requires appropriate treatment. It is thus agreed that the same benefits, privileges and collective insurance coverage be applicable to the afflicted employees, in accordance with this Collective Agreement.

2) The employee is entitled to a leave of absence for treatment and rehabilitation as for any other sickness.

3) The employee under therapeutic treatment shall be eligible for benefits in accordance with the group insurance plans in the Collective Agreement. The cost of the stay in specialized clinics for the treatment of alcoholism or drug addiction and recognized as such, is covered at seventy percent (70%) by the Insurance Plan.

4) The Company and the Union agree to handle in cooperation and confidentiality employee problems of alcoholism, drug addiction and other dependencies. The Company agrees to keep these issues confidential, as an essential element to an effective intervention in the work place. Consequently, information on the nature of the diagnosis, the recommended treatment or any other personal information is strictly confidential and can only be added to their medical records. Under no circumstances can this information be used for any reason other than the application of this Letter of Agreement or the Insurance Plan.

5) The Company and the Union, through its social delegates, agree that participation in the Program is unrestricted and voluntary.

**4. LETTER OF AGREEMENT #4 – PHASED RETIREMENT PLAN FOR HOURLY EMPLOYEES (SYNDICAT DES TRAVAILLEUSES ET TRAVAILLEURS DE ROLLS-ROYCE CANADA – CSN)**

This document confirms the agreement between the Company and the Syndicat des travailleuses et travailleurs de Rolls-Royce Canada - CSN regarding the addition of a flexible component in the retirement program for hourly paid employees of the Company, as described in the attached document in appendix and the introduction to Phased Retirement.

Introductory clause

The Company recognizes the right to Phased Retirement as per the clauses described in this document. This agreement is conditional on the introduction of the flexible component as provided for in the recommendation of the Joint Committee to the Company on December 31st, 1997. Phased Retirement shall thus be offered to the employees providing the following conditions are met:

* To be eligible for Phased Retirement, an employee must be fifty-five (55) years old, have ten (10) years of service and have provided written confirmation that they will retire from the Company no later than five (5) years following the start of their Phased Retirement, if granted.
* The number of employees allowed to take Phased Retirement shall be limited to three percent (3%) of the total number of employees in the Bargaining Unit as of September 30 each year. It is understood that any fractions yielded by the calculation, no matter how small, shall be rounded upwards. In the event that the Company must lay off employees, the eligibility percentage for Phased Retirement shall be re-assessed.
* When the number of employees requesting Phased Retirement is higher than the allowed maximum number, plant seniority in the occupation determines who is allowed to take Phased Retirement. However, those employees with insufficient seniority shall be placed on a waiting list and in the event of an employee’s retirement pursuant to this program, with an effective date no later than September 29 of the following year, the most senior employee on the waiting list shall be allowed to commence Phased Retirement should they so choose. It is understood that the names of any employees on the waiting list shall be erased as of September 29 each year.

Employees may make the request once (1) a year no later than September 30 and the Company shall give an answer before November 1. The start of the Phased Retirement period shall be January 1 of each year. The days not worked (Phased Retirement days) must be Mondays in a four (4) days of eight (8) hours workweek and Mondays and Tuesdays, in a three (3) days of eight (8) hours workweek, unless agreed between the Union and the Company.

Working hours not worked by employees on Phased Retirement must be filled in a way to avoid prejudice to the work schedule or additional costs.

**Working conditions**

Provisions of the Collective Agreement regarding working conditions of the employees on Phased Retirement are modified as follows:

**Article 7.00 Overtime and accumulated time**

Employees are governed by the same rules as all other employees, excluding the rules applying to the distribution of overtime hours. Employees on Phased Retirement cannot use the right to overtime hours as if they were full-time employees.

Overtime hours shall be offered to employees on Phased Retirement as the last solution and only when no other employee is available to work overtime hours, however, the Company cannot use provisions of Article 5.10 in order to assign overtime to them. Employees on Phased Retirement shall also be considered as a last alternative for call-ins and cannot be part of a Mobile Repair Party. Employees on Phased Retirement are not allowed to accumulate hours in the Time Bank. Employees on Phased Retirement keep their ranking on the seniority list as if they are working full-time for the sole purpose of Shift Rotation (see Article 17:00).

**Article 8.00 Statutory and floating holidays**

Statutory holidays shall be paid in all cases and shall be a non-working day only if a statutory holiday falls on a workday. Employees on Phased Retirement can also accumulate hours necessary for additional holidays during the Christmas period but only for days they would have been scheduled to work.

**Article 9.00 Special leave.**

Employees on Phased Retirement cannot avail themselves of the privileges of leave without pay and sabbatical leave with deferred pay.

**Article 10.00 Vacation**

The number of days of vacation for employees on Phased Retirement is set in proportion to the number of days worked as provided for in the grid:

|  |
| --- |
| **VACATION** |
| **Years of service** | **Weeks of vacations as provided in the Collective Agreement** | **Allowance for employees working 3 days a week** |  **Allowance for employees working 4 days a week** |
| 10 & 11 | 4+1 day | 4 wks (3 days) + 1/2 day | 4 wks (4 days) + 1 day |
| 12 & 13 | 4+2 days | 4 wks (3 days) + 1/2 day | 4 wks (4 days)+1 day |
| 14 & 15 | 4 + 3 days | 4 wks (3 days) + 2 days | 4 wks (4 days) + 2 1/2 days |
| 16 & 17 | 4 + 4 days | 4 wks. (3 days) + 2 1/2 days | 4 wks (4 days) + 3 days |
| 18 | 5 | 5 wks (3 days) | 5 wks (4 days) |
| 20 to 24 | 5 + 1 | day 5 wks. (3 days) + 1/2 day | 5 wks (4 days) + 1 day |
| 25 | 6 | 6 wks (3 days) | 6 wks (4 days) |

Vacation pay is calculated as 8%, 8.4%, 8.8%, 9.2%, 9.6%, 10%, 10.4% or 12% of the previous year’s earnings as per the number of continuous years of service or the number of weeks/days according to the above table at the regular wage rate worked by the employee (hourly rate multiplied by the number of hours worked as per the employee’s Phased Retirement work schedule).

Other provisions of the Article apply, excluding the provision for statutory holidays. When a statutory holiday falls during the vacation period of an employee on Phased Retirement, an additional day off is allowed only if this statutory holiday falls on a workday that the employee would have normally worked. This day shall be added just before or after their vacation. When the statutory holiday falls on a day where the employee is on Phased Retirement, this day shall be paid but not subject to an additional day of vacation.

**Article 11.00 Occupations and salaries**

Employees on Phased Retirement are not allowed to apply for other positions, however they may progress within their own occupation.

Article 12.00 Civic duties

Provisions of the Article apply to employees on Phased Retirement for their scheduled workdays.

Article 13.00 Bereavement leave

Provisions of the Article apply and employees on Phased Retirement shall have the right to the same number of days of leave.

Article 17.00 Seniority, layoff, reduction of positions and right of recall

Employees on Phased Retirement continue to accumulate seniority in proportion to the number of days worked. However, employees on Phased Retirement keep their ranking as it was when they began the Phased Retirement for the purpose of shift rotation so they can maintain a fixed schedule for the whole period of their Phased Retirement. All of the other provisions related to seniority apply as stipulated.

**Article 21.00 Employee Benefits**

**Article 22.00 Weekly benefit**

**Article 24.00 Health and Safety#**

Weekly benefits and/or income replacement provided for under Articles 21, 22 and 24 of the Collective Agreement are calculated in proportion to the number of days worked on Phased Retirement.

**Pension plan**

The employee may request a pension as provided by law. The calculation of the pension is based on the salary deemed earned.

**Special clause**

Employees working the weekend shift are not eligible for Phased Retirement.

An employee on Phased Retirement may request to be re-instated full-time in writing to the Company and to the Union at least thirty (30) days in advance. However, the employee so re-instated does not recover the seniority lost during the period of Phased Retirement and shall be governed by all the terms of the Collective Agreement. An employee asking to be re-instated shall not be allowed to make another request for Phased Retirement until their retirement.

**Information to the Union**

By November 30 each year, the Company shall pay provide the Union with a report that confirms the names of those employees who have been accepted into the Phased Retirement program, their new working hours, their retirement dates plus the names of employees on the waiting list, if any, by order of seniority. Should any retirements take place during the course of each year, the Company shall provide the Union with an updated report as required.

**5. LETTER OF AGREEMENT NO 5 – Pension Plans (formulas & contributions) Contributions to the Company Pension Plan (RRQ24794), Defined Benefit Component**

The pension formula integrated with the Quebec Pension plan shall be one point eight five percent (1.85%) for total credited service, maximum thirty-five (35) years of service or sixty-five (65) years of age. The employee contributions shall change as follows;

Following the signature of this Collective Agreement, the employees’ contribution to the Company Pension Plan, Defined Benefit Component, shall remain as a percentage of basic salary as defined in said Plan and said Component as follows;

* Five percent (5.0%).
* When the solvency level reaches ninety percent (90%), the contribution shall be reduced to four percent (4.0%).

Actuarial evaluations shall be performed by the Company’s actuarial firm in accordance with applicable legislation and regulations. The actuarial reports shall be completed, at the latest, by May 31 each year and copies of said reports shall be provided to the Union.

**6. LETTER OF AGREEMENT NO. 6 - ERT Team**

The Company recognizes that some members of the Bargaining Unit can become members of the Company’s ERT team (emergency response team) on a voluntary basis. It is accepted that those employees may perform tasks other than their normal tasks to ensure that the Company complies with the norms of fire safety or to maintain the equipment necessary to prepare for future interventions. They can also support the different medical services in case of an emergency by acting as a first aid worker.

In case of a disciplinary action concerning an event related to the execution of ERT tasks, this disciplinary action can be submitted to the grievance and/or arbitration process.

A member of the ERT team can resign from the team upon providing thirty (30) days notice to the Company.

During the monthly practice of the ERT team outside Rolls-Royce Canada sites, the Company agrees to provide a meal.

All the benefits of the articles of the Collective Agreement apply to members of the Bargaining Unit belonging to the ERT crew.

**7. LETTER OF AGREEMENT NO. 7 — Progression to Plater**

Progression to Plater

It is agreed that:

the Company shall allow employees from classification (30) to progress to the higher level of their classification, ie. Plater-Processor.

The preceding paragraph shall not be construed as an obligation to maintain a minimum of nine (9) Platers in cases where a layoff impacts employees in classification (30). The Company shall maintain a minimum of nine (9) Platers. This commitment shall apply only to employees hired before January 15, 2001.

When a Plater position becomes available, a posting reserved for employees in this classification shall be made for progression purposes only and the most senior Processor (A) who has asked for the progression shall be entitled to the training to permit said progression. They must take the required exams.

Reference to pre-arbitration settlement, grievance 98-37.

**8. LETTER OF AGREEMENT NO. 8 — Subcontracting tasks done by labourers and scrap custodian**

**The parties agree to the following:**

Following the outsourcing of tasks belonging to Labourers and to the Scrap Custodian;

• The employees mentioned hereafter shall keep their seniority as Labourer.

• In case of plant lay-offs where these employees would be impacted by this situation, it is understood that they would be temporarily returned to their labourer positions until another position for which they are qualified becomes available:

This exceptional situation only applies to the following employees:

 1. N/A

2 Pascale Polisena (3101418)

3. Annunziato Lugara (3200369)

4. Guiseppe Sellito (3101128)

5. Eustace Osman (3200868)

**9. LETTER OF AGREEMENT NO. 9 — Maintenance work**

The Company and the Union agree as follows;

1) The Company agrees that the regular maintenance work to be executed on overtime must be first offered to the department’s employees on overtime as long as they possess the competences to execute the work to be done within the planned schedule. Moreover, the Company agrees to register the number of employees required on the availability form as stipulated in Article 7.09.1 of the Collective Agreement.

**10. LETTER OF AGREEMENT NO. 10 — The Company’s Travel and Corporate Card Policy and Guidelines**

**The Parties adhere to the Company's travel and corporate credit card policy and guidelines.**

**It is understood that any future changes to said Policy after the ratification date of the present Collective Agreement must be subject to an agreement between the Union and the Company, otherwise the Policy shall remain in its current format with respect to employees represented by the Bargaining Unit.**

APPENDIX « C »

WAGE RATE

Year 1

|  |
| --- |
| **March 22, 2020 to March 20, 2021** |
|  **Group** | **Start** | **6 M** | **12 M** | **18 M** | **24 M** | **30 M** |
| **IA** | **41,88** | **42,50** | **43,15** |  |  |  |
| **I** | **39,14** | **39,54** | **39,88** | **40,16** | **40,47** |  |
| **II** | **34,22** | **34,62** | **34,95** | **35,33** | **35,66** | **35,91** |
| **IIIA** | **32,66** | **33,04** | **33,46** | **33,74** | **34,14** | **34,59** |
| **III** | **31,05** | **31,39** | **31,79** | **32,13** | **32,53** | **33,01** |
| **IV** | **29,62** | **29,92** | **30,27** | **30,55** | **30,94** |  |
| **V** | **28,96** | **29,39** | **29,85** |  |  |  |
| **VI** | **24,78** | **25,56** | **26,74** | **27,94** | **29,54** |  |

Year 2

|  |
| --- |
| **March 21, 2021 to March 19, 2022** |
|  **Group** | **Start** | **6 M** | **12 M** | **18 M** | **24 M** | **30 M** |
| **IA** | **43,56** | **44,20** | **44,88** |  |  |  |
| **I** | **40,71** | **41,12** | **41,48** | **41,77** | **42,09** |  |
| **II** | **35,59** | **36,00** | **36,35** | **36,74** | **37,09** | **37,35** |
| **IIIA** | **33,97** | **34,36** | **34,80** | **35,09** | **35,51** | **35,97** |
| **III** | **32,29** | **32,65** | **33,06** | **33,42** | **33,83** | **34,33** |
| **IV** | **30,80** | **31,12** | **31,48** | **31,77** | **32,18** |  |
| **V** | **30,12** | **30,57** | **31,04** |  |  |  |
| **VI** | **25,77** | **26,58** | **27,81** | **29,06** | **30,72** |  |

Year 3

|  |
| --- |
| **March 20, 2022 to March 18, 2023** |
|  **Group** | **Start** | **6 M** | **12 M** | **18 M** | **24 M** | **30 M** |
| **IA** | **45,96** | **46,63** | **47,35** |  |  |  |
| **I** | **42,95** | **43,38** | **43,76** | **44,07** | **44,40** |  |
| **II** | **37,55** | **37,98** | **38,35** | **38,76** | **39,13** | **39,40** |
| **IIIA** | **35,84** | **36,25** | **36,71** | **37,02** | **37,46** | **37,95** |
| **III** | **34,07** | **34,45** | **34,88** | **35,26** | **35,69** | **36,22** |
| **IV** | **32,49** | **32,83** | **33,21** | **33,52** | **33,95** |  |
| **V** | **31,78** | **32,25** | **32,75** |  |  |  |
| **VI** | **27,19** | **28,04** | **29,34** | **30,66** | **32,41** |  |
|  |  |  |  |  |  |  |

APPENDIX « C »

WAGE RATE

Year 4

|  |
| --- |
| **March 19, 2023 to March 23, 2024** |
|  **Group** | **Start** | **6 M** | **12 M** | **18 M** | **24 M** | **30 M** |
| **IA** | **47,57** | **48,26** | **49,01** |  |  |  |
| **I** | **44,45** | **44,90** | **45,29** | **45,61** | **45,95** |  |
| **II** | **38,86** | **39,31** | **39,69** | **40,12** | **40,50** | **40,78** |
| **IIIA** | **37,09** | **37,52** | **37,99** | **38,32** | **38,77** | **39,28** |
| **III** | **35,26** | **35,66** | **36,10** | **36,49** | **36,94** | **37,49** |
| **IV** | **33,63** | **33,98** | **34,37** | **34,69** | **35,14** |  |
| **V** | **32,89** | **33,38** | **33,90** |  |  |  |
| **VI** | **28,14** | **29,02** | **30,37** | **31,73** | **33,54** |  |

Year 5

|  |
| --- |
| **March 24, 2024 to March 22, 2025** |
|  **Group** | **Start** | **6 M** | **12 M** | **18 M** | **24 M** | **30 M** |
| **IA** | **49,00** | **49,71** | **50,48** |  |  |  |
| **I** | **45,78** | **46,25** | **46,65** | **46,98** | **47,33** |  |
| **II** | **40,03** | **40,49** | **40,88** | **41,32** | **41,72** | **42,00** |
| **IIIA** | **38,20** | **38,65** | **39,13** | **39,47** | **39,93** | **40,46** |
| **III** | **36,32** | **36,73** | **37,18** | **37,58** | **38,05** | **38,61** |
| **IV** | **34,64** | **35,00** | **35,40** | **35,73** | **36,19** |  |
| **V** | **33,88** | **34,38** | **34,92** |  |  |  |
| **VI** | **28,98** | **29,89** | **31,28** | **32,68** | **34,55** |  |

Year 6

|  |
| --- |
| **March 23, 2025 to March 21, 2026** |
|  **Group** | **Start** | **6 M** | **12 M** | **18 M** | **24 M** | **30 M** |
| **IA** | **50,47** | **51,20** | **51,99** |  |  |  |
| **I** | **47,15** | **47,64** | **48,05** | **48,39** | **48,75** |  |
| **II** | **41,23** | **41,70** | **42,11** | **42,56** | **42,97** | **43,26** |
| **IIIA** | **39,35** | **39,81** | **40,30** | **40,65** | **41,13** | **41,67** |
| **III** | **37,41** | **37,83** | **38,30** | **38,71** | **39,19** | **39,77** |
| **IV** | **35,68** | **36,05** | **36,46** | **36,80** | **37,28** |  |
| **V** | **34,90** | **35,41** | **35,97** |  |  |  |
| **VI** | **29,85** | **30,79** | **32,22** | **33,66** | **35,59** |  |

APPENDIX « C »

WAGE RATE

Year 7

|  |
| --- |
| **March 22, 2026 to March 20, 2027** |
|  **Group** | **Start** | **6 M** | **12 M** | **18 M** | **24 M** | **30 M** |
| **IA** | **51,98** | **52,74** | **53,55** |  |  |  |
| **I** | **48,56** | **49,07** | **49,49** | **49,84** | **50,21** |  |
| **II** | **42,47** | **42,95** | **43,37** | **43,84** | **44,26** | **44,56** |
| **IIIA** | **40,53** | **41,00** | **41,51** | **41,87** | **42,36** | **42,92** |
| **III** | **38,53** | **38,96** | **39,45** | **39,87** | **40,37** | **40,96** |
| **IV** | **36,75** | **37,13** | **37,55** | **37,90** | **38,40** |  |
| **V** | **35,95** | **36,47** | **37,05** |  |  |  |
| **VI** | **30,75** | **31,71** | **33,19** | **34,67** | **36,66** |  |

Year 8

|  |
| --- |
| **March 21, 2027 to March 25, 2028** |
|  **Group** | **Start** | **6 M** | **12 M** | **18 M** | **24 M** | **30 M** |
| **IA** | **53,54** | **54,32** | **55,16** |  |  |  |
| **I** | **50,02** | **50,54** | **50,97** | **51,34** | **51,72** |  |
| **II** | **43,74** | **44,24** | **44,67** | **45,16** | **45,59** | **45,90** |
| **IIIA** | **41,75** | **42,23** | **42,76** | **43,13** | **43,63** | **44,21** |
| **III** | **39,69** | **40,13** | **40,63** | **41,07** | **41,58** | **42,19** |
| **IV** | **37,85** | **38,24** | **38,68** | **39,04** | **39,55** |  |
| **V** | **37,03** | **37,56** | **38,16** |  |  |  |
| **VI** | **31,67** | **32,66** | **34,19** | **35,71** | **37,76** |  |
|  |  |  |  |  |  |  |

**APPENDIX "D"**

**FUNCTIONAL TASKS**

Employees shall develop functional task capabilities to improve efficiency, reduce turn-around- time (TRT) and production costs.

Implementation of functional tasks is not intended to reduce manpower or eliminate an occupation.

A functional task is defined as a minor activity that requires minimal training and is related to an employee’s regular duties within their department or cell. Functional tasks are listed in Table 1 below. Any other functional tasks that do not appear in the table below must be defined, reviewed and accepted by the Joint Labour Relations Committee.

An employee shall not be expected to accomplish all functional tasks within their occupation but only those required to maintain a constant workflow and ensure that the performance objectives are met within their department or cell. An employee is expected to accomplish a functional task related directly to the current job they are doing.

***Table 1: Functional tasks by occupation.***

|  |  |
| --- | --- |
| Occupation | **Functional tasks** |
| All occupations | For urgent and priority production needsMovement of parts inside the plant |
| All occupations with equipment that require first level maintenance | Verification and top-up of liquids and grease |
| Machinist | Light wash (in-process) Deburring Light polish In-process inspection (buddy stamp if required) Material movement within the cell or department |

|  |  |
| --- | --- |
| Polisher | In-process inspection (buddy stamp if required) Removal and preparation of abradable liner Material movement within the cell or department  |
| Sheet metal worker | Light polish (in-process) In-process inspection (buddy stamp if required) Combustion liner disassembly (Aero part only)Tack welding such as: when positioning a cooling ring Material movement within the cell or department |
| Bench fitter | In-process inspection (buddy stamp if required) Simple washing (in-process) Simple polishing (in-process) Movement of material inside the cell or department |
| Welder | In-process inspection (buddy stamp if required) Light wash (in-process) Light polish (in-process) Material movement within the cell or department |
| NDT Operator Class "C" | Light wash (in-process) Material movement within the cell or department |
| NDT Inspector  | Light wash (in-process) Minor dressing such as small defect on firtreeMaterial movement within the cell or department |

|  |  |
| --- | --- |
| Processor | Removal and preparation of abradable liner Material movement within the cell or department |
| Painter | In-process inspection (buddy stamp if required) Material movement within the cell or department |
| Inspector | Light polish Moment weight verification Material movement within the cell or department Local washes and wipes to enable inspectionSimple removal of pipes and use of lifting equipment (after training on slings and overhead cranes):Example 1: Inspector can use slings and crane to lift a component to be inspected without fitter involvementExample 2: when to facilitate inspection it is necessary to remove pipes from a partially disassembled engine |
| FittersFitters from the Accessories DeoartmentFitters from the Accessories Department | Local simple washSimple repairs (stud, helicoil, balancing wire)Local polishingMaterial movement within the cell or departmentIn-process inspection (buddy stamp if required) Such as:Example 1: during engine or module strip, a fitter may remove a seized bolt or stud to enable the continuation of the strip.Example 2: in the process of engine or module assembly, the fitter may replace damaged stud or helicoil.In addition to the aforementioned tasks, perform all pressure testing operations, including repair of leaks in components and assemblies by approved methods. |

|  |  |
| --- | --- |
| Electronic Technician | Material movementResolve electrical problems during test, assisted by the electrical accessory specialistConfiguration changes in test bed with engineering Assist electrical work or perform minor electrical tasks: Example 1: when troubleshooting inside control panels, the Electronic Technician must be able to verify the presence of power, replace SCR’s, replace burnt fuses and disconnect/reconnect appropriate devicesExample 2: Electronic Technicians must also be able to operate disconnect switches in order to isolate/re-energize equipment being worked on |
| Testers | Material movement within the cell or departmentAssist the electrical accessories specialist in solving electrical problems during the test External engine hardware changes while on test, often assisted by a fitterChange of configuration in test bedFan trim balancingInstrument wiringRemoval and reinstallation of plumbing/tubing at test (in-process) such as: removal of pipes etc. if required for replacement of accessoriesIf necessary, complete the final dispatch of the engine |
| Stationary Engineman | Assist other trades in the Maintenance Department with maintenance tasks in the factory.Assist with and perform tasks related to building maintenance |

|  |  |
| --- | --- |
| Carpenter | Assist Millwrights or perform simple tasks, for example: when installing presentation boards on the shop floor, the carpenters must carry out the entire installation (preparing support posts and anchoring them into the concrete floor). |
| Electrician | Assist Millwright or Plumber work or perform minor Millwright or Plumber task:Example 1: when installing transformers, disconnect switches, fans, electrical reels on columns, the Electrician must build their own support structure (mainly using trusses).Example 2: when a motor needs replacement, the electrician must be capable of dismantling the equipment both electrically and mechanically. This involves removing guards and covers, removing belts, unbolting the equipment, etc. |
| Plumber | Filter replacementAssist Millwrights or perform simple tasks such as: when installing hose reels, Plumbers must carry out the entire installation. This involves fastening the reels on the columns using the necessary hardware and tooling.Assist third parties with industrial waste management and appropriate documentation. |
| Millwright | Assist Plumbers or perform simple plumbing tasks:Example : when a pump needs to be overhauled, the Millwright must be able to lock out the equipment, undo the electrical wiring, remove necessary piping and hardware, etc.Assist with emptying and cleaning of tanks. |

|  |  |
| --- | --- |
| Fabricated Steel Worker  | Assist Millwright or Plumber work or perform minor Millwright or Plumber task:Example 1: When components need to be repaired (for example: a component on a blast cabinet that had deteriorated due to excessive wear by the blast media), the Fabricated Steel Worker should be able to dismantle the damaged component, carry out the necessary welding repairs and then reinstall the component back on the equipment.Example 2: When fabricating support structures/bases for new assemblies, the Fabricated Steel Worker should be able to install the components on the structure.For example, if the Fabricated Steel Worker is building a base for a motor/pump assembly, once the base is built, the Fabricated Steel Worker should bolt the motor and pump assembly onto the base. |

|  |
| --- |
| **APPENDIX « E »** |
| **OCCUPATIONS** |
| **GROUP IA**  |
| Shop Certification Specialist | 87/2/1A |
| **GROUP I** |
| Machinist Grade "A" | 02/2/1 |
| Sheet Metal Worker "A" | 07/2/1 |
| Fitter "A" | 10/2/1  |
| Bench Fitter "A" | 11/2/1 |
| Welder "A" | 12/2/1 |
| Polisher "A" | 16/2/1 |
| Tester "A" | 20/2/1 |
| Inspector "A" | 25/2/1 |
| N.D.T. Inspector "A" | 26/2/1 |
| Plater/Processor | 30/2/1 |
| Spray Painter "A" | 32/2/1 |
| Heat Treater "A" | 34/2/1 |
| Electronic Technicien Grade "A" | 36/2/1 |
| Electrical Accessory Specialist "A" | 38/2/1 |
| Stationary Engineman | 42/-/1 |
| Carpenter "A" | 50/2/1 |
| Electrician "A" | 52/2/1 |
| Plumber-Stem Fitter "A" | 54/2/1 |
| Plumber "A" | 56/2/1 |
| Millright "A" | 58/2/1 |
| Fabricated Steel worker "A" | 60/2/1 |
| Thermal Spray Worker "A" | 86/2/1 |
| Computer Controlled Peening Operator "A" | 88/2/1 |

|  |
| --- |
| **APPENDIX « E »** |
| **OCCUPATIONS** |
| **GROUP II** |
| Machinist Grade "B" | 02/4/2 |
| Sheet Metal Worker "B" | 07/4/2 |
| Fitter "B | 10/4/2 " |
| Bench Fitter "B | 11/4/2 |
| Welder "B" | 12/4/2 |
| Polisher "B" | 16/4/2 |
| Tester "B" | 20/4/2 |
| Inspector "B" | 25/4/2 |
| N.D.T. Inspector "B" | 26/4/2 |
| Processor "A" | 30/4/2 |
| Spray Painter "B" | 32/4/2 |
| Heat Treater "B" | 34/4/2 |
| Electronic Technicien Grade "B | 36/4/2 |
| Electrical Accessory Specialist "B" | 38/4/2 |
| Carpenter "B" | 50/4/2 |
| Plumber-Stem Fitter "B" | 54/4/2 |
| Millright "B" | 58/4/2 |
| Fabricated Steel worker "B" | 60/4/2 |
| Preogress Controler "A" | 85/2/2 |
| Thermal Spray Worker "B | 86/4/2 |
| Computer Controlled Peening Operator "B° | 88/4/2 |
| **GROUP IIIA** |
| Storeman "A" | 66/2/3A |
| Kitting Storeman | 64/-/3A |
| **GROUP III** |
| Inspector "C" | 25/6/3 |
| N.D.T. Operator "C" | 26/6/3 |
| Processor "B" | 30/4/3 |
| Spray Painter "C" | 32/6/3 |
| Storeman "B" | 66/4/3 |
| Progress Controller "B" | 85/4/3 |
| Thermal Spray worker "C" | 86/6/3 |
| **GROUP V** |
| Labourer | 80/-/5 I |
| **GROUP VI** |
| Learner | 82/-/6 |

**GLOSSARY**

**Competent (Employee):**

An employee who has the authorization to execute activities and stamp in line with the chart of competencies.

**Competence:**

Group of activities for which employees have their knowledge and abilities recognized in order to obtain the authority to stamp for work accomplished.

**- ERT team:**

The Company and the Union recognize the need for a first responders team and understand that employees from every group (2468, 869 and non-unionized) may be part of this team. The Company accepts to allow opportunities for employees to be part of the first responders team.

**Department/Section:**

Name and number given to a team in order to identify the value stream to which they are associated. (ex: BR Hot section 621038).

**Vacancy:**

Position which is posted and/or not filled following a posting or a position left temporarily open because of the absence of an employee for any reason.

**Transfer:**

Displacement of employees following a posting or not, executed between different departments in order to meet organizational objectives.

**Temporary replacement:**

Replacement for a fixed period, in order to fill a position left vacant as per Article 15.02.3.

**Schedule adherence:**

Adherence to the schedule is defined as the accomplishment of sequential tasks and operations carried out in a specified and defined time in order to adhere to the schedule of operations and meet the delivery dates that the Company has promised to its customers. The Company shall collaborate with employees to enable them to achieve this objective.

**Joint Committee:**

Is defined as a group of individual representing the Company and the Union sharing a common goal and working together in order to find solutions and applications on subjects of interest. The Company and Union representatives shall have equal voting rights.

**General meeting:**

**Meeting of all members of the certification unit.**

**Union Council:**

**Meeting of the members of the executive committee, the Shop Committee, the union representatives, Negotiating Committee, member of the Health And Safety Committee and the Pension Committee and the members representing group insurance elected or appointed under the Collective Agreement.**

**Shop steward (shop floor):**

**Union representative elected or appointed by the members of the Union who, in addition to their daily work on the shop floor, acts as a front-line representative of the members.**

NOTE : Other Definitions may be discussed and approved by the Negotiation Committee.