



COLLECTIVE AGREEMENT

- between -

**LABOURERS' INTERNATIONAL UNION
OF NORTH AMERICA, LOCAL 506**
(hereinafter referred to as the "Employer")

- and -

**CANADIAN OFFICE AND PROFESSIONAL
EMPLOYEES UNION, LOCAL 343**
(hereinafter referred to as the "Union")

Expiring June 30, 2019

ARTICLE 1 - DURATION OF AGREEMENT

1.01 This Agreement shall be effective from July 1st, 2016 to June 30th, 2019.

ARTICLE 2 - DESIRE TO AMEND

- 2.01 Should either party desire to change, add to, amend or terminate this Agreement, written notice to that effect will be given not more than ninety (90) days prior to the termination.
- 2.02 On receipt of such notice, the parties hereto shall meet and bargain in good faith for the purpose of renewing this Agreement. If no such notice is given, this Agreement shall be automatically renewed and remain in force from year to year after the original expiration date.

ARTICLE 3 - RECOGNITION AND UNION SECURITY

- 3.01 The Employer recognizes the Canadian Office and Professional Employees Union, Local 343 as the sole collective bargaining agent for all its clerical employees. Save and except Dispatcher, Compliance Control Officer, Supervisors and persons above the positions of Supervisors.
- 3.02 Any person hereafter employed shall be required to join the Union after a period of ninety (90) days.
- 3.03 All present employees who are members of the Union on the effective date of this Agreement, or who subsequently become members, shall remain members in good standing in the Union during the term of this Agreement. The Employee may hire summer employees to assist during vacation breaks in the months of June, July and August without requirement to join the union.
- 3.04 No employees shall suffer a reduction in hours of work or loss of wages as a result of persons not in the Bargaining Union performing bargaining unit work.

ARTICLE 4 - MANAGEMENT RIGHTS

- 4.01 The operation of the Employer and the direction of its employees will continue to be vested exclusively with the Employer, including the right to hire, classify, transfer, promote, demote, layoff, suspend, discharge or otherwise discipline any employee for just cause, in a manner consistent with the provisions of this Agreement.

ARTICLE 5 - PROBATIONARY PERIOD AND SENIORITY

- 5.01 During the first ninety (90) days of employment with the Employer, an employee shall be considered a probationary employee, and upon completion of the probationary period, seniority will date back to the time of hiring. During this probationary period, an employee shall be subject to all provisions of this Agreement, save and except the Grievance and Arbitration procedure in the event of discharge.
- (b) The probationary period may be extended for a further ninety (90) days, upon agreement of the bargaining agent.

5.02 In any promotions or layoffs, seniority shall be the governing factor so long as it does not prevent the Employer from maintaining an adequate work force of employees who are most capable of performing the work to be done. Where the ability of two (2) or more employees is relatively equal, seniority shall be the factor.

5.03 Employees who are laid off will retain their full seniority for a period equal to their length of service or two (2) years, whichever is shorter. Such laid off employee(s) will be recalled on the basis of seniority, provided they are qualified and willing to do the work.

The above seniority and recall rights will be forfeited if the employee is notified by Registered Mail at their last known address and does not return to work within fifteen (15) working days of the mailing of such notice.

Employees on a leave of absence will retain their full seniority for twelve (12) months or their length of service, whichever is less.

5.04 In case the layoff or dismissal, all employees affected will receive notice or pay in lieu in accordance with the *Employment Standards Act*.

5.05 An employee shall lose his/her seniority rights and employment with the Employer if he/she is:

- a) voluntarily quits the employ of the Employer;
- b) is discharged and not reinstated through the Grievance Procedure;
- c) is absent for three (3) consecutive days without notifying the Employer.

ARTICLE 6 - LEAVE OF ABSENCE

6.01 The Employer shall grant an unpaid leave of absence without loss of seniority to an employee for what the Employer considers to be legitimate reasons including acting as a delegate on Union activities provided that such leave of absence for such activities does not extend for a period longer than two (2) weeks, except by special arrangement mutually agreed on between the Employer and employee.

ARTICLE 7 - BEREAVEMENT, JURY DUTY & WITNESS

7.01 **Bereavement:** On notification, the Employer will grant up to three (3) working days leave of absence with pay following the death for employees to attend the funeral of a member of their immediate family: father, mother, sister, brother, children, spouse Father-in-law, Mother-in-law and grandparents. Such leave may be extended by mutual agreement.

7.02 **Jury Duty:** Duration of Jury Duty, with pay, less jury duty pay.

7.03 **Witness:** Whatever time required on the subpoena, with pay.

ARTICLE 8 - SICK LEAVE

8.01 The Employer agrees to allow one (1) day paid sick leave per month worked. It is further agreed that at the end of each calendar year, the employee, upon written request to the Employer shall be reimbursed up to nine (9) accumulated sick days not used. Reimbursement shall occur within the first two (2) weeks of January.

In the event of absence due to authenticated sickness, the employee(s) shall receive pay at the employee's normal weekly salary, up to the time the employee is entitled to receive benefits from either the Employee Benefit Trust provided for in this Agreement or the E.I. sick pay program or Workers' Compensation. The Employer may at its discretion, require that such absence be authenticated by a physician.

8.02 In the event that an employee is entitled to receive benefits under either the Employee Benefit Trust, the E.I. or Workers' Compensation, then they shall be entitled to receive the difference for a period of one (1) year from the commencement of such sickness or injury or for a period of time equal to their length of employment, whichever is shorter.

ARTICLE 9 - MATERNITY/PARENTAL LEAVE

9.01 Maternity/Parental leave shall be granted in accordance with the current legislation.

9.02 An employee granted maternity/parental leave shall continue to accumulate seniority for a period of up to one (1) year.

9.03 An employee who is on leave and is in receipt of E.I. benefits shall be paid the following:

- i) for the first two (2) weeks, payments equivalent to one hundred percent (100%) of the employee's regular weekly earnings (to be paid in full to the employee upon return to active work);
- ii) for the following fifty (50) weeks, the employee is eligible for payments equivalent to the difference between the E.I. benefits and seventy-five percent (75%) of regular weekly earnings (to be paid to the employee weekly during the actual Employment Insurance period);

ARTICLE 10 - GROUP CLASSIFICATION AND WAGE RATES

10.01 Group classification and wage rates to be included in Appendix "A" forming part of this Agreement. No employee will be paid more than the maximum rate for the classification she is working in.

10.02 a) All vacant job opportunities in the bargaining unit will be posted for a minimum of five (5) working days, where practical, but in no event, not less than three (3) working days. When an employee successfully makes such an application, he/she cannot apply for any other posting of a new job or permanent vacancy for a period of one (1) year thereafter.

- b) In the event that the posting is for a new created position, the Employer shall determine the rate and attach a detailed job description. In the event an agreement is not reached, the Union shall have the right to grieve the rate as per Article 15 of the Collective Agreement. The Arbitrator will have the authority to determine the rate.

ARTICLE 11 - PAYMENT OF WAGES

11.01 Employees shall be paid by direct deposit weekly. A statement showing all wages paid, the amount of deductions, overtime and/or vacation pay shall be provided by email to each employee.

ARTICLE 12 - HOURS OF WORK

12.01 The regular working day shall be between 8:30 am to 4:30 pm, Monday to Friday inclusive.

12.02 The regular number of working hours per day for all employees shall be seven (7) and the regular number of working hours per week shall be thirty-five (35), Monday to Friday inclusive.

12.03 All hours over seven (7) in any day, Monday to Friday inclusive, for all employees on a thirty-five (35) hour week, shall be paid for at the rate of time and one-half (1½).

12.04 All time worked on Saturdays and Sundays shall be paid at double the regular rate.

12.05 Employees shall be granted one (1) hour for lunch daily and a paid fifteen (15) minute break in the morning and afternoon. It is understood that both breaks and lunch may be staggered in order to ensure continuing operations.

ARTICLE 13 - PAID HOLIDAYS

13.01 Employees shall be given the following holidays without deduction of pay, namely:

New Year's Day	Good Friday	Easter Monday	Victoria Day
Dominion Day	Civic Holiday	Labour Day	Thanksgiving Day
Remembrance Day	Christmas Day	Boxing Day	Family Day

and a one (1) day floating holiday at Christmas period (day to be mutually agreed to between the Employer and the employee).

13.02 Work performed on such holidays shall be paid at double the employees regular rate.

13.03 If a paid holiday falls on a day which is not a regular working day, the first working day thereafter shall be considered the holiday.

ARTICLE 14 – VACATION PAY

14.01 Vacation leave may be taken at any time provided that no more than two (2) employees are on vacation at any one time. If vacation schedules conflict and management feels that an adequate

work force can be maintained, then the most senior employees shall have preference. Reasonable efforts will be made to accommodate the employees' vacation needs.

By mutual agreement between the Employer and each employee, vacation shall be calculated for each full calendar year or on the anniversary date of hire as follows:

After one (1) year and up to two (2) years of service	- Two (2) weeks with pay
Two (2) to five (5) years of service	- Three (3) weeks with pay
Five (5) to fifteen (15) years of service	- Four (4) weeks with pay
Fifteen (15) years of service and over	- Five (5) weeks with pay

- 14.02 When a paid holiday falls within an employee's vacation period, such holiday will not be counted as vacation, and another day off will be granted, or the date of return may be one full day later, or the vacation may commence one day earlier, as arranged with management.
- 14.03 Should an employee cease to be an employee prior to the end of the calendar year, they shall only be entitled to a prorated portion of his/her vacation entitlement.

ARTICLE 15 - GRIEVANCE AND ARBITRATION PROCEDURE

- 15.01 The duly authorized Representative of both parties shall meet on the request of either party within thirty (30) days of the Union being aware of the circumstances giving rise to the alleged violation (three (3) days in the event of dismissal) to discuss any difference or dispute or breach of this Agreement. These representatives shall attempt to resolve such differences. Statements of such differences or disputes shall be presented by the grieving party to the other party in writing prior to such meeting.
- 15.02 If the Representatives of the parties are unable to agree on any such question within thirty (30) days (two (2) weeks in the event of dismissal), it shall be submitted to an Arbitrator. The decision of the Arbitrator shall be final and binding upon the parties hereto. The compensation of the Arbitrator shall be borne equally by the Employer and the Union.
- 15.03 If the two parties cannot agree on an Arbitrator, the Minister of Labour for the Province of Ontario shall be asked to appoint one.

ARTICLE 16 - DISCIPLINE AND DISCHARGE

- 16.01 The Employer shall not discipline or discharge an employee without just cause.
- 16.02 The Employer shall apply the principle of progressive discipline and agrees that, except in cases of extreme misconduct, discipline will proceed in stages.
- 16.03 No adverse report of any kind shall be placed in the file of an employee unless a copy of the report is sent to the employee and the Union.
- (b) Any adverse reports placed in the file of employee shall be removed after 3 years.

16.04 Any employees discharged for cause shall be eligible for his/her vacation entitlements, pro-rated.

ARTICLE 17 - NO STRIKES, NO LOCKOUTS

17.01 There shall be no strikes on the part of the Union or lock-outs on the part of the Employer during the lifetime of this Agreement. This section shall not be construed as prohibiting members from respecting legal picket lines authorized not only by the Local Union, but also by the International Union concerned.

ARTICLE 18 - NO DISCRIMINATION

18.01 There shall be no discrimination against any employee on the basis of any prohibited grounds under the Ontario Human Rights Code in regard to hiring, promotions, demotions, layoffs, dismissals, rates of pay or other terms or conditions of employment.

ARTICLE 19 - HEALTH AND SANITATION

19.01 The Employer shall make all reasonable provisions for the safety and health of the employees during working hours.

ARTICLE 20 - MEDICAL PREMIUMS

20.01 It is agreed that the current benefit levels established in the Labourers' Union Local 506 (Industrial Division) Employee Benefit Trust shall be maintained for the life of the Agreement.

20.02 Contributions are paid by the Employer in accordance with the rules of the Employee Benefit Trust Plan, on behalf of employees coming within the scope of this Agreement having attained seniority.

20.03 (a) Employees with a minimum of ten (10) years of service with the Employer, who are not discharged for cause, will be entitled to continue participation in the Benefit program on a pay direct basis, for a period of eighteen (18) months, subject to any carrier limitations.

(b) Upon completion of 20.03 (a), the employees may elect to opt into the "Retirees Benefit Plan" on a pay direct basis.

ARTICLE 21 - PREPAID LEGAL

21.01 Effective January 1st, 1986, contributions are to be paid by the Employer in accordance with the Labourers' Union Local 506 Legal Services Fund on behalf of employees coming within the scope of this Agreement, having attained seniority.

ARTICLE 22 - SEVERANCE PAY

22.01 (a) Beginning January 1, 1992 severance pay will be paid at the rate of one day for every full six (6) months worked.

- (b) Beginning January 1, 1997 Severance Pay will be paid at the rate of one (1) week for every full year of service.
- (c) Beginning July 1, 2000 severance pay will be paid at the rate of two (2) weeks for every full year of service.

Employees are not entitled to the above if fired for just cause and not reinstated through the grievance procedure.

ARTICLE 23 - BUSINESS REPRESENTATIVE

23.01 The Business Representative of the Union shall have access to the office during working hours, but in no case shall his/her visits interfere with the progress of work. When visiting the office, he/she must first advise the Employer prior to such visit.

- (b) The Union will have the right to hold one (1) meeting of one (1) hour duration per calendar year. The Employer and union should mutually agree to such times and meetings.
- (c) The Bargaining unit shall elect two (2) members to participate in the bargaining of new collective agreements. These members shall be granted one half day (1/2) with pay for the purpose of preparations for negotiations. This time off for preparation and/or bargaining shall be reimbursed by COPE.

DATED at Toronto this 15th day of MARCH, 2017.

SIGNED on behalf of:

The Labourers' International Union of North America, Local 506

The Canadian Office & Professional Employees Union. Local 343

cope343

**APPENDIX “A”
GROUP CLASSIFICATIONS AND WAGE RATES**

	Retroactive To July 1, 2016	Effective: July 1, 2017	Effective: July 1, 2018
Administrative Receptionist	\$998.64	\$1,021.11	\$1,044.08
Administrative Assistant	\$998.64	\$1,021.11	\$1,044.08
Administrative Dues Assistant	\$998.64	\$1,021.11	\$1,044.08
EDAC Dispatcher/Admin Assistant	\$998.64	\$1,021.11	\$1,044.08
Benefit Administrative Assistant	\$1,162.76	\$1,188.94	\$1,215.69
Benefits Co-ordinator	\$1,182.39	\$1,208.99	\$1,236.19
Accounting Administrative Assistant	\$1,222.76	\$1,250.27	\$1,278.40
Executive Assistant	\$1,252.55	\$1,280.73	\$1,309.55
Legal Assistant	\$1,038.83	\$1,062.20	\$1,086.10
Per Capita Coordinator	\$1,252.55	\$1,280.73	\$1,309.55

Starting Salary for New Employees

Starting rates for new employees' hired after July 1, 2016

- New employees – 80% of classified rate
- After one (1) year of service – 90% of classified rate
- After two (2) years of service – 100% of classified rate

Temporary Assignments

An employee who is assigned to perform the duties of a higher paid employee who is on sick leave or maternity leave for a period which exceeds one (1) month, then the employee shall receive a premium of \$50.00 a week over the employee's present rate of pay for the duration of the assignment, commencing with the first pay period following the month's absence.

SCHEDULE "A"

The following are guidelines and a description of the functions applicable to each classification and is hereby made part of this Agreement.

These guidelines are to promote co-operation, organization, teamwork and willingness to assist each other and create a harmonious, respectful working environment.

The functions listed herein are expectations of work assignments, however, they do not limit the work that may be assigned from time to time. Individuals will be required to accept assignments, including assistance with various projects.

It is also recognized that vacations, sick days, etc. are some areas that must be concentrated on. It is the intention of the Local to continue the practice of hiring summer student over the summer months to assist in this area.

PATRICIA LUM
ADMINISTRATIVE RECEPTIONIST

REPLACEMENT: MISHEL; NATALIY; MONIQUE

- ▶ Answering calls, dealing with Members at the Front – assisting with solution, redirecting
- ▶ Tracking who is in and out of office
- ▶ Greeting and directing members and visitors
- ▶ Checking Union dues
- ▶ Photocopying & Emailing Documents for BAs & Members – distribution in office
- ▶ Composing of Letters as requested
- ▶ Emailing Info to Companies & Members – Letters, Info Union Cards T-4 slips
- ▶ Relaying Information to Board Members & BA's via email
- ▶ ICI & Demo Cheques – contacting members for pick-up, mailing & logging
- ▶ Website Assistance – Info and Downloads
- ▶ Rates – Verbally, scanning and emailing
- ▶ Mail-outs Yearly – Sorting and Organizing for returns (Christmas, Bocci, T4's etc)
- ▶ Updating Addresses and Email Addresses
- ▶ Remittances – Date stamping daily and assisting with filing mid-month
- ▶ Legal and Benefit Assistance
- ▶ Ensuring Monique receives every call from Carmen
- ▶ Updating of Internal Lists: ex: phone list, cell no's etc....
- ▶ Training of Reception Staff
- ▶ Sorting and distributing mail on a daily basis
- ▶ Calling Ambercroft Training Centre to Assist Members re: courses, etc...
- ▶ ROE's for members – contacting company and requesting email or mail out
- ▶ Taking written messages
- ▶ Assisting Pensioners – contacting Pension Office re: cheques
- ▶ Assist with incoming and outgoing transfers when required
- ▶ Pension Department – Booking Appointments (Wed. & Fridays)
- ▶ Union Cards – ordering, organizing & distribution year round
- ▶ Entering of Initiation Cards (as required)
- ▶ Assisting Dispatch – assist with calls when available, checking member #, status, emailing Co. messages to dispatch: jobs etc....
- ▶ Overflow of typing

COURIER

- ▶ Setting up Agreement- Purolator/Roadrunners
- ▶ Sending, Receiving, Tracking & Delivery
- ▶ Calling courier Co. to resolve issues.

METEOR – PHONE SYSTEM

- ▶ Contact Meteor with Internal issues and follow-up to ensure issues are corrected.
- ▶ Programming of Internal Phones & Set-up of Equipment
- ▶ Warranty Follow-up
- ▶ Price Comparison

EDAC

- ▶ Tracking, sorting, stamping and distributing of cheques
- ▶ Cross referencing payroll list with cheques
- ▶ Creating my own payroll list for small payrolls
- ▶ Follow-up with returned & stale-dated via Vicky
- ▶ Creating a Permanent Pick-up list for cheques
- ▶ Checking on-line for their assigned numbers through website

T-4 SLIPS

- ▶ Printing, mailing and emailing throughout the year
- ▶ Contacting Jim Toye via email to request OPDC Receipts for members
- ▶ Explanation of Government Problems throughout the year at the front and on the phone.

APPRENTICESHIP/MEMBERS HOURS

- ▶ Referring non-members to Apprenticeship Site
- ▶ Calling Training Centre re: inquiries
- ▶ Checking of hours & rates, printing of hours and emailing to members
- ▶ Relaying info to Reps: re raise

This list of duties does not limit work that may be assigned from time to time.

VICKY HILL

EDAC DIVISION DISPATCH/ADMINISTRATIVE ASSISTANT

REPLACEMENT: SARAH (EDAC Division Dispatch/regular assignments)

EXHIBIT AND DISPLAY

- ▶ Approximately 460 "A" list Exhibit and Display members and Approximately 100 "B" list, for dispatch. I also track their attendance, hours of work, problems that arise ie no shows and bans and keep a running log on each person's abilities/disabilities and any problems that may arise, keep track of suspensions and call members to inform them when possible.
- ▶ Handle Agreements
- ▶ Memorandum of Settlements
- ▶ Notice to Bargain
- ▶ Grievances
- ▶ Maintain Seniority Lists
- ▶ Provide information on all members to Show Services Contractors as needed
- ▶ Day to day correspondence
- ▶ Members Status Letters (EDAC division only)
- ▶ Track EDAC lists, attendance, hours, keep log on members' problems
- ▶ Assist weekly on Benefits during lunch and breaks
- ▶ Responsible for the postage machine and stamping outgoing mail daily (temporary)

This list of duties does not limit work that may be assigned from time to time.

SARAH AH LIM

ADMINISTRATIVE ASSISTANT

REPLACEMENT: VICKY (day to day assignments)

- ▶ Provide general administrative support including, correspondence, mailing, scanning, faxing and copying
- ▶ Assisting Regional Organizing Coordinator and organizers with day to day assignments
- ▶ Maintain Local 506 Website
- ▶ Assisting Business Representatives with day to day correspondence
- ▶ Maintaining Welcome Packages for all Sectors.
- ▶ Yearly Newsletter
- ▶ Assist with Steward/Foreman Seminar
- ▶ Assist Nick with correspondence, i.e. WSIB, E.I. and all matters relating to members
- ▶ Assist Local 506 Retiree Committee with correspondence and monthly postings
- ▶ Assist with the Annual Steward/Foreman Seminar (temporary)

This list of duties does not limit work that may be assigned from time to time.

MISHEL BIRFIR
ADMINISTRATIVE DUES ASSISTANT

REPLACEMENT: MARY

- ▶ Input remittance reports (check-off entry) in ASI along with maintaining files
- ▶ Problem reports – in constant communication with check-off contractors re: overpayments/under payments/reports filed incorrectly/SSN issues, etc.
- ▶ Process member's monthly dues payments (incoming cheques) and issue receipts out to members' weekly
- ▶ Issue Transfers IN/OUT
- ▶ Input initiation cards/member cards info into ASI
- ▶ Generate computer reports as required
- ▶ Mail out union cards
- ▶ Respond to member dues/cheques/general enquiries re: membership
- ▶ Assist weekly on reception during lunch and breaks
- ▶ Assist all Business Representatives to collect information from postings with regards to dues payments from contractors for members with issues
- ▶ Print-out suspension lists for all sectors for Business Representatives
- ▶ Print-out labels when required
- ▶ Social Assistance letters/NSF letters/suspension letters
- ▶ Assist Business Staff in day to day assignments when required
- ▶ Provide member information for LPF via email or telephone query
- ▶ Assist with yearly Folio from Washington

This list of duties does not limit work that may be assigned from time to time.

PAULA CARDOSO
BENEFITS CO-ORDINATOR

REPLACEMENT: VICKY; CHRISTINA; SARAH

- ▶ Answering all benefit related inquiries
- ▶ Completion and all related duties arising out of medical forms, pay direct payments
- ▶ Transfer of hours from various Funds, including affiliated Local Unions
- ▶ Daily calls to Global Benefits (Admin, Claims, Medical Dental, Disability and Accounting Depts.) re-verification of hours and problems.
- ▶ Interpreting for Spanish and French members re benefits.
- ▶ Prepare letters for members regarding benefits for dependents (University/College or spouses),
- ▶ Updating addresses in computer.
- ▶ Assist with delinquency, e.g. call companies to get hours for members, faxing pay rates to companies and assist with their completion.
- ▶ Mailing of remittances to companies.
- ▶ Printing tax receipts during tax time.
- ▶ Dealing with Human Resources re-assistance to members with application on lines and duties associated with it.
- ▶ All filing pertaining to company's hours (not on Check Off)
- ▶ Checking eligibility for Pharmacy, Dental and Optical and help with Eligibility problems.
- ▶ Assist members with legal claims and enquiries during Isabella's absence
- ▶ duties as may be assigned from time to time also standard letters.

This list of duties does not limit work that may be assigned from time to time.

NATALIY KRASKOVSKY
ACCOUNTING ADMINISTRATIVE ASSISTANT

REPLACEMENT: MARY & ISABELLA

- ▶ Bookkeeping
- ▶ Supervision of all recording functions, e.g. maintenance and balancing of all bookkeeping – Supervision of all bookkeeping records, payroll, journals, disbursement journals, receipts journal, general journal, petty cash
- ▶ Recording and maintaining all functions, e.g. bank deposits, wage records, payroll, Shop Stewards cheques, etc.
- ▶ Maintaining of a general ledger, including balancing and detailed analysis of individual accounts
- ▶ Preparation of monthly bank reconciliation, trial balance and other lists that have control accounts
- ▶ Preparation of statistical government reports, such as T-4's, WSIB, Health Tax, GST, Statistical Forms, etc.
- ▶ Preparation and distribution of Membership T-4's, etc.
- ▶ Preparation of monthly Financial Reports
- ▶ Preparation and handling Cost Sharing Agreements, reports and payments Maintaining Severance Pay Account
- ▶ Handle all check-off that comes in and distribute same
- ▶ Pay all bills
- ▶ Mailing of NSF cheques
- ▶ Assisting delinquency reports
- ▶ Ordering & Reservations
- ▶ Registering and reservations re: negotiation meetings, seminars & conventions
- ▶ Ordering and controlling of inventory for all supplies, including flowers, paper, computer and printer supplies, etc.
- ▶ Vacations
- ▶ Recording and reporting vacation schedules of all staff, including absenteeism.

This list of duties does not limit work that may be assigned from time to time.

MONIQUE SERINO
EXECUTIVE ASSISTANT

**REPLACEMENT: VICKY (Business Manager's calls/emails/assignments) &
CHRISTINA (day to day assignments)**

- ▶ All duties related to the Business Manager
- ▶ Day to day correspondence and assignments
- ▶ Post-holiday notices
- ▶ Minutes of Executive/Membership Meetings
- ▶ Minutes of Support Staff Meetings
- ▶ Prepare, file, mail Collective Agreements
- ▶ Prepare, file, mail all Memorandums of Agreements other duties associated such as updated in LocalX system
- ▶ Notice to Bargain letters
- ▶ Bond letters
- ▶ Company Letters in Good Standing
- ▶ Ratification Letters
- ▶ Proposals for Negotiations
- ▶ Maintain all company info up-to-date in LocalX system
- ▶ Ballots
- ▶ Prepare all Wages Schedules
- ▶ Scan all Agreements in system
- ▶ Prepare letters for Apprentices who have reached maximum hours
- ▶ Distribute all incoming faxes
- ▶ Foresee all photocopiers are in working order/call for service/check for supplies and other duties associated
- ▶ Advertisements
- ▶ Scholarship
- ▶ Bocce
- ▶ Prepare, mail notices for special events, i.e. Christmas
- ▶ Keeping updated master label lists
- ▶ Memorandums of Exemptions
- ▶ Concessions
- ▶ Political letters/endorsements

This list of duties does not limit work that may be assigned from time to time.

**CHRISTINA COLELLA
LEGAL ASSISTANT**

REPLACEMENT: MONIQUE

LEGAL ASSISTANT TO MICHAEL HANCOCK AND ALEXIS-MANTELLO CLEMENT

- ▶ Grievances
- ▶ Settlements
- ▶ Referrals
- ▶ Summons
- ▶ Filing various board applications- ex. Notice to defend or participate, unfair labour disputes, certifications etc.
- ▶ Finalizing responses to legal counsel, other agencies, membe's etc. Legal Counsel Report
- ▶ Photocopying
- ▶ Reviewing incoming mail
- ▶ Faxing, emailing, courier any documents that need to go out
- ▶ Maintain up-to-date legal file system
- ▶ Conducting legal research
- ▶ Registered Mail
- ▶ Attend negotiations when required
- ▶ Booking conferences and flights for Michael Hancock and Alexis Mantello-Clement
- ▶ Assist with Collective Agreements when required

This list of duties does not limit work that may be assigned from time to time.

MARY MAURO
PER CAPITA COORDINATOR

REPLACEMENT: MISHEL

PER CAPITA

- ▶ Calculations
- ▶ Correspondence with Washington
- ▶ Initiations
- ▶ Transfers
- ▶ Generate monthly suspensions
- ▶ Generate monthly per capita report
- ▶ Suspension in errors

UNION DUES

- ▶ Dues received from other Locals
- ▶ Deletion of dues refund from dues records
- ▶ Assist members with dues inquiries and adjust problems related to members' dues records
- ▶ Print out suspension lists for Agents
- ▶ Provide Global/Pension Offices with monthly lists, i.e. change of address
- ▶ Monthly Download members' hours received from Global Office
- ▶ Correspondence with Washington re member records
- ▶ Initiations
- ▶ Transfers
- ▶ Suspension in errors
- ▶ Resolving and adjusting /entering problem checkoff reports
- ▶ Liaison between member/agent/companies regarding dues
- ▶ Yearly folio
- ▶ Yearly dues increases

COMPUTER RELATED DUTIES

- ▶ Generate reports when required
- ▶ General labels when required
- ▶ Prepare T-4 slips and assist members with questions pertaining to CRA

This list of duties does not limit work that may be assigned from time to time.

LUNCH and BACK UP SCHEDULE

During lunch periods; vacation; absenteeism, this structure allows for each position/area to have a backup/replacement and has been divided equally. This is an administrative set-up that allows for the office to run professionally and maintains efficiency in all areas.

LUNCH SCHEDULE

- 12:00 p.m. – PAULA; MISHEL; SARAH; NATALIY
1:00 p.m. – PATRICIA; MONIQUE; VICKY; CHRISTINA; MARY

REPLACEMENTS ON:

	<u>RECEPTION</u>	<u>BENEFITS</u>
First.....	MISHEL	VICKY
Second.....	SARAH	CHRISTINA
Third.....	MONIQUE	NATALIY

MARY on emergency days