

COLLECTIVE AGREEMENT

- Between -

**NATIONAL ASSOCIATION OF BROADCAST
EMPLOYEES, TECHNICIANS, NABET 700-M UNIFOR**
(hereinafter referred to as the "Employer")

- and -

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

January 1, 2018 – December 31, 2020

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ARTICLE 1 - DEFINITION

- 1.01 The Employer recognizes the Union as the sole collective bargaining agent for all of its Employees save and except managers and persons above the rank of manager.
- 1.02 No Employee shall be required to make any written or verbal agreement, which may conflict with the terms of this contract at any time.
- 1.03 The Employer will not contract out bargaining unit work.
- 1.04 Persons excluded from the bargaining unit shall not perform bargaining unit work, except where such work is within the responsibilities of the elected President or other Executive Board members of the Local and casual or temporary employees. Casual or temporary employees will not be employed beyond one (1) month, except as replacements for Employees who are absent due to illness or leave of absence.
- 1.05 Persons excluded from the bargaining unit shall not perform bargaining unit work, except in the case of emergencies.

ARTICLE 2 - MANAGEMENT RIGHTS

- 2.01 The Union recognizes the right of the Employer to operate and manage its business in all respects, including the right to make and enforce reasonable rules and procedures, subject to the terms of the Collective Agreement. Management agrees to exercise its rights in a fair and reasonable manner.

ARTICLE 3 - UNION SECURITY

3.01 Union Membership Requirement

All Employees of the Employer, shall, as a condition of employment, become and remain members in good standing of the Union. All new Employees will be required to join the Union at the commencement of their employment.

3.02 Dues Deduction

The Employer shall deduct Union dues from each Employee in the bargaining unit, commencing with their date of hire. Deductions will be forwarded in one (1) cheque to the Secretary-Treasurer of COPEU Local 343 no later than the fifteenth (15th) day of the month following the month for which dues were deducted. The cheque shall be accompanied by a list of names,

addresses, classification and amount deducted for each Employee from whose wages the deductions have been made. The list shall indicate hiring, lay-offs, recalls, leaves of absence, resignations, retirements, deaths and other terminations of employment.

3.03 The Employer shall include on the T-4 slips of the Employees the amount of Union dues paid by each Employee.

3.04 New Member - Union Orientation

Upon commencement of his/her employment, the Employee's supervisor shall introduce the new Employee to a representative of the Union. The Employer agrees to a union briefing for each new Employee by the Union representative during their regular working hours to a maximum of one (1) hour in order for them to become acquainted with the Union and the terms and conditions of the Collective Agreement at a time to be mutually agreed upon between the Union representative and the Employer. Both the Union representative and the Employee will be paid for their time spent in the briefing.

3.05 Union Stewards and Committee Members

The Employer will recognize two (2) Union stewards elected or otherwise appointed for the purpose of administering the Collective Agreement. Stewards will be allowed to investigate grievances during regular working hours at a time to be mutually agreed upon between the stewards and the Employer and will be paid for any time spent in processing such grievances, to a maximum of three (3) hours per grievance. The Employer shall not unreasonably delay the investigation of a grievance, but in any case, an investigation must be allowed within forty-eight (48) hours of reporting.

3.06 The Employer will recognize a bargaining committee of two (2) members of the bargaining unit for the purpose of renegotiating the Collective Agreement. Time spent in bargaining will be considered time worked for all purposes under this Agreement. The Employer agrees to pay Employees their normal wages for hours spent in bargaining and invoice the Union for the wages of these Employees. The Union will reimburse the Employer.

ARTICLE 4 - SENIORITY AND JOB PROMOTIONS

4.01 Seniority shall be accumulated on the basis of length of continuous service in the bargaining unit and shall be accorded to each Employee effective from the first (1st) day of employment.

4.02 New Employees will serve a probationary period of four (4) months. During the term of the probationary period, such Employees shall be entitled to all rights and privileges of this Agreement, except with respect to discharge. Employees may be terminated any time during

this period of four (4) months without any recourse whatsoever.

- 4.03 In promotions and transfers, the Employer shall award the job to the most senior applicant possessing the skills and ability to perform the work required.
- 4.04 The seniority of an Employee who is granted a leave of absence of one (1) month or less shall be retained and shall continue to accumulate. Employees taking pregnancy and parental or absent due to the extended illness (to a maximum of twelve [12] months) leave shall continue to accrue during such leaves of absence.
- 4.05 An Employee shall lose all seniority and employment shall be deemed to have been terminated if the Employee:
- a) voluntarily leaves the employ of the Employer;
 - b) is discharged and is not reinstated through the grievance or arbitration procedure;
 - c) is laid off for a period in excess of eighteen (18) months;
 - d) fails to return to work upon termination of an authorized leave of absence, unless prior arrangements acceptable to both the Employee and the Employer have been made for an extension of such leave, or utilizes a leave of absence for purposes other than those for which the leave of absences was granted;
 - e) fails to return to work within seven (7) business days after being recalled from extended layoff by notice sent by registered mail, a copy of which will be provided to the Union steward;
 - f) is absent without leave for three (3) days unless the Employee was unable to notify the Employer or have it notified of an acceptable reason.
- 4.06 Upon recall from layoff, an Employee shall be credited with full seniority from date of hire including time spent on layoff.

ARTICLE 5 - HOURS OF WORK AND OVERTIME

- 5.01 The regular hours of work per week for all Employees shall be forty (40) hours inclusive of a one (1) hour paid meal break, except for the part-time call steward's hours which will be as outlined in the Memorandum of Understanding that forms part of the Collective Agreement.
- 5.02 Overtime will be voluntary and will be offered, based on seniority, first to those Employees who normally do the work. All overtime must be authorized by Management prior to being worked.
- 5.03 Any hours worked beyond the regular workday or week shall be compensated at time and a half (1½). Employees will be entitled to be paid for overtime or to take the equivalent time off

at a time mutually agreed upon between the Employee and the Employer.

- 5.04 Employees who are called in to work outside of their normal hours of work will be paid overtime for the actual time worked or a three (3) hour minimum call in, whichever is greater.
- 5.05 Employees will not be required to respond to cell phones after business hours.

ARTICLE 6 - WAGE RATES

6.01

The rate of pay for incumbent Employees, those employed as of January 1, 2018, shall be:

	January 1, 2018	January 1, 2019	January 1, 2020
Accountant	\$1,577.45	\$1,609.00	\$1,641.18
Membership Steward	\$1,775.90	\$1,811.42	\$1,847.65
Day Time Call Steward	\$1,515.59	\$1,545.90	\$1,576.82
Membership Services Co-ordinator	\$1,515.59	\$1,545.90	\$1,576.82
Training Co-ordinator	\$1,137.43	\$1,160.18	\$1,183.38
Night Time Call Steward	\$892.09	\$909.93	\$928.13
Administrative Assistant	\$892.09	\$909.93	\$928.13
Receptionist	\$758.29	\$773.45	\$788.92
Accounting Clerk	\$896.97	\$914.91	\$933.21
Part Time Call Steward	\$25.07/hour	\$25.57/hour	\$26.08/hour

The rate of pay any new Employees, hired after January 1, 2018, shall be:

	January 1, 2018	January 1, 2019	January 1, 2020
Accountant	\$1,427.36	\$1,455.90	\$1,485.02
Membership Steward	\$1,226.63	\$1,251.16	\$1,276.19
Day Time Call Steward	\$892.09	\$909.93	\$928.13
Membership Services Co-ordinator	\$1,115.13	\$1,137.43	\$1,160.18
Training Co-ordinator	\$892.09	\$909.93	\$928.13
Night Time Call Steward	\$892.09	\$909.93	\$928.13
Administrative Assistant	\$892.09	\$909.93	\$928.13
Receptionist	\$758.29	\$773.45	\$788.92
Accounting Clerk	\$758.29	\$773.45	\$788.92
Part Time Call Steward	\$22.30/hour	\$22.74/hour	\$23.20/hour

- 6.02 An Employee required to replace an Employee in a higher rated classification for a minimum of three (3) hours shall be compensated at the higher rate of pay, based on the Employee's length of service.

ARTICLE 7 - VACATIONS

7.01 Each Employee shall receive an annual vacation with pay in accordance with the Employee’s years of employment, based on each individual’s start date, as follows:

Years of service:	Vacation
Less than one (1) year	0.833 days per month
After one (1) year	2 weeks
After three (3) years	3 weeks
After four (4) years	4 weeks
After eight (8) years	5 weeks
After fifteen (15) years	5 weeks plus one additional day each year thereafter to a maximum of 6 weeks

7.02 When a recognized holiday falls within an Employee’s vacation period, such holiday will not be counted as vacation, and another day will be granted or the date of return shall be one (1) full day later.

7.03 If an Employee becomes ill while on vacation, s/he shall be entitled to use sick leave and take the vacation at a later date, at a time to be mutually agreed upon, provided that the Employee has notified the Employer and can provide a medical certificate if requested to do so.

7.04 Every reasonable effort will be made to give Employees the vacation time that is requested. There shall be no blackout period. An Employee shall receive an unbroken period of vacation unless otherwise agreed upon by the Employee and the Employer. Vacations due in any year must be taken during that year and cannot be accumulated beyond that year without the written agreement of the Employer. Such agreement will not be unreasonably withheld. Requests for vacation time must be made at least two (2) weeks in advance of commencement of such vacation. Every reasonable effort will be made to respond to vacation requests within ten (10) work days.

ARTICLE 8 - PAID HOLIDAYS

8.01 Employees shall receive the following holidays with pay:

New Years Day	Family Day	Good Friday	Victoria Day
Canada Day	Civic Holiday	Labour Day	Thanksgiving Day
Boxing Day	Christmas Day		

and any other holidays that may be declared by the Municipal, Provincial, or Federal Government.

The Employer will be permitted to shift observance, to a Monday or Friday, of the Canada Day holiday outlined above.

- 8.02 The Employer will, whenever possible, allow Employees the period between Boxing Day and New Year's Day off with pay.

Should the Employer require that the office be open during this time, the Employees required to work will be so notified by December 1 of that year and will be compensated at the rate of one and one half time (1½x) the Employee's regular wage. Employees will have the option of being paid the overtime or taking lieu time at a time mutually agreed upon between the Employee and the Employer.

The Employer will give Employees who customarily do the work the opportunity to work on a volunteer basis. If there are no volunteers and the Employees are required to work, the least senior Employees in the required classifications will be required to work. In subsequent years, in the event that there are insufficient volunteers, the Employer will make every effort to rotate on an annual basis, in reverse order of seniority, the Employees who customarily do the work.

- 8.03 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.
- 8.04 An Employee required to work on any of the holidays listed in Article 8.01 will be compensated at double time (2x), except when the Employer has shifted the holiday as per Article 8.01. When a holiday has been shifted, Employees who work on the holiday will receive straight time pay and the Employees who work on the shifted holiday will receive double time (2x). Employees will have the option of being paid the overtime or taking lieu time at a time to be mutually agreed upon between the Employee and the Employer.

8.05 Religious Holidays

Employees may take up to three (3) religious holidays per year without loss of pay, provided that the absence is for the purpose of observing a religious holiday that is not recognized in 8.01.

ARTICLE 9 - LEAVES OF ABSENCE

9.01 (a) Pregnancy/Parental Leave

Employees shall be granted a leave of absence for pregnancy and/or parental leave in accordance with provincial legislation.

(b) The Employer agrees to provide a maternity leave "top-up" in the following manner:

- i) For those Employees employed before January 1, 2018, the Employer agrees to "top-up" to 100% of the Employee's regular wages;
- ii) For those Employees employed after January 1, 2018, the Employer agrees to "top-up" to 50% of the Employee's regular wages after three (3) years of employment;

- iii) For those Employees employed after January 1, 2018, the Employer agrees to “top-up” to 100% of the Employee’s regular wages after six (6) years of employment.

The “top-up” by the Employer shall not exceed the twelve (12) month “top-up” based on EI legislation, regardless of how an Employee elects to take their maternity leave should it extend beyond twelve (12) months.

(c) Employees who become natural or adoptive parents will be entitled to a one (1) week paid leave of absence to be taken within three (3) months of the birth of the child, or within three (3) months of the time at which the child comes into the care of the parents.

9.02 Jury Duty

If an Employee is required to serve on jury, the Employer shall pay the difference between jury duty pay received and the amount s/he would receive for her/his normal scheduled working hours.

9.03 Bereavement Leave

An Employee shall be granted leave without loss of pay, benefits and seniority for five (5) days in the case of the death of:

Parent, step-parent, spouse, including common-law or same sex partner, fiancé(e), child, brother, sister or service animal.

An Employee shall be granted leave without loss of pay or benefits for three (3) days in the case of the death of:

Mother/father-in law, brother/sister-in-law, son/daughter-in-law, grandparent or grandchild.

In addition, travel time may be granted commensurate with the individual’s circumstance.

9.04 Combined Time Off (CTO) Days

The weekend call steward will receive seven (7) CTO days per year. CTOs for the weekend call steward will increase by one (1) additional day after five (5) years of service and one (1) further additional day after eight (8) years of service. Employees shall be granted twelve (12) paid CTO days per year that can be used for vacation, sick or personal time. CTO days must be taken at a minimum of four (4) hours or half (½) day allotments.

9.05 Union Leave

Leave of absence of up to one (1) week per per year, will be granted with no loss of seniority or benefits, but without pay, to an Employee attending a Union convention, meeting or seminar. Upon mutual agreement between the Employer and Employee, leaves of absence may be granted beyond the one (1) week outlined above or for more than one (1) leave in a calendar

year. For all purposes under this Agreement the period of the leave shall be considered time worked.

The Employer agrees to pay Employees their normal hours of work for the time spent on the leave and to invoice the Union for it. The Union will reimburse the Employer.

9.06 Education Leave

Upon prior agreement of the Employer and Employee, the Employer may assist Employees who attend training programmes at approved institutions off the premises outside their working hours where such training relates to jobs within the unit. Such assistance may include reimbursement for tuition fees and transportation and other incidental expenses, including books and class materials, incurred by the Employees. Where the training programme is conducted by the Employer, time spent in such programme shall be considered, for the purposes of salary and benefits, to be time worked.

ARTICLE 10 - EXISTING CONDITIONS

10.01 The following existing conditions and practices, rights and privileges, benefits and working conditions shall be continued to the extent that they are more beneficial than, and not inconsistent with, the terms of this Agreement, unless modified by mutual agreement of the Employer and the Union:

- (a) The Employer will provide food and beverages to a cap of two hundred dollars (\$200.00) per month
- (b) The Employer will continue to provide the current flex time arrangement regarding leaving early one (1) day and staying late on another day to make up the time.
- (c) The Employer will continue to pay parking cost for incumbent Employees who currently have their parking cost paid for by the Employer.

ARTICLE 11 - DISCIPLINE AND DISCHARGE

11.01 No Employee shall be disciplined or discharged without just cause. The parties agree that the principles of progressive discipline shall be followed.

11.02 An Employee is entitled, prior to the imposition of discipline or discharge, to be notified at a meeting with Management of the reasons for considering such action, unless s/he is a danger to himself/herself or others. The Employee shall be accompanied by a Union representative who shall be advised in advance by Management of the time and place of the meeting. Employees shall be notified in writing of the grounds for discipline or discharge. The Union shall receive a copy.

ARTICLE 12 - GRIEVANCE AND ARBITRATION

12.01 The duly authorized representatives of both parties shall meet on the written request of either party to discuss any differences or disputes that may arise with regard to the meaning, interpretation, application or alleged violation of this agreement. These representatives shall attempt to resolve such differences. The parties agree that the maintenance of harmonious relations requires the prompt filing and disposition of grievances. Any grievance which may arise must be presented within ten (10) business days after its occurrence or, if the grievance involves a matter with respect to which the Employer is required to give the Union notice, within ten (10) business days after such notice is given. In a grievance arising from paycheques, the event shall be deemed to have happened on the day the paycheque was received. Grievances shall be dealt with in successive steps as follows:

12.02 If the representatives of the parties are unable to agree on any such question within two (2) weeks of the initial meeting, which period may be extended by mutual agreement, it shall be submitted to an arbitrator mutually agreed upon by the parties.

The decision of the arbitrator shall be final and binding on both parties. The compensation of the arbitrator shall be borne equally by both the Employer and the Union.

If the parties cannot agree on an arbitrator, the Minister of Labour for the Province of Ontario shall be asked to make an appointment.

12.03 The arbitrator shall not have the jurisdiction to alter or amend the provisions of this Agreement.

ARTICLE 13 - STRIKES AND LOCKOUTS

13.01 There shall be no strikes or lockouts as long as this Agreement continues to operate.

ARTICLE 14 - NO DISCRIMINATION OR HARASSMENT

14.01 There will be no discrimination against any Employees because of race, colour, religion, age, sex, citizenship, political beliefs, sexual orientation, handicap or any other prohibited grounds as set out in applicable Human Rights legislation.

14.02 The Employer shall maintain a working environment which is free from sexual, racial and personal harassment.

ARTICLE 15 - HEALTH AND SAFETY

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

ARTICLE 16 - HEALTH AND WELFARE BENEFITS

- 16.01 The Employer will pay 100% of the premiums for life insurance, dependent life insurance, accidental death and dismemberment, extended health care, dental plan and short-term disability coverage, as set out in Group Policy 0028395, or its equivalent. The Employer will commence payment of the premiums outlined above following the successful completion of an Employee's probationary period.
- 16.02 The Employer will pay premiums for coverage under the Workplace Safety and Insurance Board.
- 16.03 The Employer will pay fifty percent (50%) of the premiums for life insurance, accidental death and dismemberment, extended health care, dental plan and short-term disability coverage, as set out in Group Policy 0028395, or its equivalent for retirees with at least twenty (20) years of service, to a maximum of ten (10) years.
- 16.04 If the Employer obtains additional benefits for its members, those additional benefits will also be provided to members of the bargaining unit at no cost to members of the bargaining unit.

ARTICLE 17 - RRSP

- 17.01 The Employer will pay to the Employee nine percent (9%) of gross earnings for contribution by the Employee to the RRSP of their choice. Such payment will be made on each paycheque.

ARTICLE 18 - SEVERANCE

- 18.01 Upon permanent layoff, Employees shall receive severance pay in a lump sum equal to one and a half (1.5) week's pay for each year of service or major fraction thereof. Such pay will be computed at the highest pay of compensation received by the Employee during his or her service with the Employer. After ten (10) years of service severance will accumulate at two and a quarter (2.25) weeks per year of service.

ARTICLE 19 - JOB POSTINGS

- 19.01 When a new or vacant job is created, including temporary vacancies in excess of thirty (30) days, the job shall be posted in the Employer's offices for a minimum of one (1) week.
- 19.02 No external advertisement for Employees will be made until after the closing date of the posting and the Employer determines that there are no internal applicants who possess the skills and ability to perform the work required.

ARTICLE 20 - LAYOFF AND RECALL

- 20.01 If a reduction in the number of Employees in the bargaining unit necessary, the Union will be given as much advance notice as possible, but in no event will it be less than one (1) month. The parties shall meet and discuss all alternatives to the proposed reduction.
- 20.02 The Employer shall notify Employees who are to be laid off one (1) month prior to the effective date of layoff, or award pay in lieu thereof, unless a greater period of notice is required by legislation, in which case such greater period of notice, or pay in lieu thereof, shall be given.
- 20.03 An Employee who is laid off from his or her job shall be entitled to displace another Employee with less seniority from a job provided that he or she has the necessary skills and ability to perform the job in question.
- 20.04 Employees shall be recalled in the order of their seniority, where jobs become available, provided they have the necessary skills and ability to perform such jobs. The Employer shall give notice of recall by registered mail to the last recorded address of the Employee. The Employee shall keep the Employer advised at all times of his/her current address. The Employee shall advise the Employer whether or not s/he is returning to work within three (3) working days of receipt of the notice of recall. The Employee shall return to work within seven (7) working days of receipt of the notice of recall unless, on reasonable grounds, s/he is unable to do so. An Employee who has been given notice of recall may refuse to exercise such right without prejudicing his/her right to recall in the future.
- 20.05 The right of laid off Employees to health and welfare benefits, as set out in Article 16.01, under this Agreement shall continue for a period of one (1) month, provided an Employee does not have alternative coverage during that period of time.

ARTICLE 21 - UNION LABEL

- 21.01 All typewritten computer generated or otherwise produced work in the office of the Employer shall bear the Local 343 COPEU label if a member of the Union performs such work.

ARTICLE 22 - TECHNOLOGICAL CHANGE

- 22.01 In the event that the office technology changes and requires new or greater skills than already possessed by the affected Employees, such Employees, at the expense of the Employer, shall be given a reasonable period of time during which they may acquire the necessary skills.
- 22.02 No Employee shall be dismissed or have her/his normal earnings or working hours reduced as a result of technological change, provided that the Employee has achieved the necessary skills in a reasonable period.

ARTICLE 23 - SUCCESSORS

23.01 In the event the Employer shall merge, consolidate, lease, or by any other means enter into an Agreement with another union, individual, or organization, which in whole or in part, affects the existing bargaining unit, then such successor shall be bound by each and every provision of this Agreement, unless and/or until the Ontario Labour Relations Board rules otherwise.

ARTICLE 24 - EXPENSES

24.01 Employee expense allowances and car allowances are as set out in Appendix "A", attached hereto, and form part of this Agreement.

ARTICLE 25 - CONFIDENTIALITY

25.01 Employees who are entrusted with confidential information of the Employer, such as confidential operational, financial or personal information, shall keep such information confidential and shall not disclose such information during or after the term of employment, except as required by law.

ARTICLE 26 - TERMINATION

26.01 The Agreement shall remain in effect from January 1, 2018 until December 31, 2020. This Agreement shall be automatically renewed from year to year unless either party gives written notice to reopen for negotiations not more than ninety (90) days prior to the expiration of this agreement.

SIGNED at Toronto this 20 day of NOV 2018.

For NABET 700-M UNIFOR

For Canadian Office & Professional Employees
Union Local 343

APPENDIX "A"

Automobile Expenses

Employees required to use their cars for work shall be reimbursed for all parking and gas expenses incurred in carrying out their duties.

Employees required to regularly use their car for work shall receive a car allowance of six hundred dollars (\$600.00) per month. Employees shall have their car allowance of six hundred dollars (\$600.00) per month pro-rated for personal time such as vacation, if an Employee is absent for three (3) or more consecutive months, at a rate of thirty dollars (\$30.00) per day.

The car allowance for the incumbent Membership Steward will be seven hundred and fifty dollars (\$750.00) per month.

Employees required to use their car for work on an occasional basis shall receive a car allowance of thirty dollars (\$30.00) per day.

Penalties for parking infractions will not be paid by the Employer.

The Employee shall maintain liability insurance of at least one million dollars (\$1,000,000.00) on any personal vehicle which he or she uses in conducting work on behalf of the Employer.

The Employer agrees to reimburse any insurance deductible paid by the Employee should an Employee be involved in an accident while carrying out the work of the Employer. Such reimbursement will be paid to a maximum of one thousand dollars (\$1,000.00) per Employee during the term of the Agreement. This provision only applies to Employees who receive a monthly car allowance from the Employer.

Per Diem And Hotel

Employees required to travel on behalf of NABET 700-M UNIFOR will be paid sixty-five dollars (\$65.00) per day per diem and be provided with first-class hotel accommodation equal to CAA standards.

MEMORANDUM OF UNDERSTANDING

Working Conditions for Part-time Employees

The parties agree that the terms of the Collective Agreement apply to all part-time Employees who are members of the bargaining unit, except for the following matters which the parties expressly agree shall be governed by the terms of this Memorandum of Understanding:

1. SENIORITY AND PROBATION

Article 4.01 of the Collective Agreement shall not apply to part-time Employees. For the purpose of determining a seniority date for a part-time Employee, such Employee's aggregate paid hours will be converted by using the following formula: Two thousand and eighty paid hours (2080) equals one (1) year of seniority.

A part-time Employee's seniority shall be calculated from his/her initial date of hire.

New part-time Employees will serve probationary period of six hundred and forty (640) paid hours.

2. HOURS OF WORK

A part-time Employee's hours shall be determined by the Employer.

The Part-Time Call Steward's hour of work will be from 10:00 am to 10:00 pm on Saturdays, and from 11:00 am to 11:00 pm on Sundays, and he/she will be entitled to a one (1) hour paid meal break for each shift worked. Any changes to these hours may be mutually agreed upon by the Employer and Employee affected.

3. VACATIONS

Article 7 of the Collective Agreement shall not apply to part-time Employees.

4. PAID HOLIDAYS

Should a paid holiday as defined in Article 8 of the Collective Agreement fall on a day that the part-time Employee usually works, the Employee will not be required to work on such a day, and will be paid his/her regular wages for that day.

5. LEAVES OF ABSENCE

Part-time Employees shall be eligible to receive all leaves outlined in Article 9 of the Collective Agreement except for the following:

- a) CTO Days: A part-time Employee shall be eligible to receive a pro-rated amount of leave commensurate with the hours he/she worked in the previous six (6) month period.

b) Education Leave: Article 9.06 shall not be applicable to part-time Employees.

6. HEALTH AND WELFARE BENEFITS

Article 16.01 of the Collective Agreement shall be applicable to a part-time Employee once he/she has completed the probationary period outlined in this Memorandum of Understanding.

Date at Toronto this 20 day of NOV 2018

For NABET 700-M UNIFOR

For Canadian Office & Professional Employees
Union Local 343

MEMORANDUM OF UNDERSTANDING

Hours of Work

The parties to this Collective Agreement agree that the hours of work for all positions in the bargaining unit are as follows:

Membership Steward	General hours 9:00 am to 5:00 pm Monday to Friday
Day Time Call Steward	7:00 am to 3:00 pm Monday to Friday
Membership Services Coordinator	9:00 am to 5:00 pm Monday to Friday
Accountant	8:00 am to 4:00 pm Monday to Friday
Training Coordinator	General hours 9:00 am to 5:00 pm Monday to Friday Hours will be flexible to accommodate evening and weekend training seminars
Night Time Call Steward	3:00 pm to 11:00 pm Monday to Friday
Receptionist	9:00 am to 5:00 pm Monday to Friday
Administrative Assistant	General hours 9:00 am to 5:00 pm Monday to Friday Hours will be flexible to accommodate for filling in for other positions
Accounting Clerk	8:00 am to 4:00 pm Monday to Friday
Part-time Call Steward	10:00 am to 10:00 pm Saturday 11:00 am to 11:00 pm Sunday

Date at Toronto this 20 day of NOV 2018

For NABET 700-M UNIFOR

For Canadian Office & Professional Employees
Union, Local 343

SENIORITY LIST

- | | | |
|-----|-----------------|--------------------|
| 1. | Greg Caley | February 7, 2000 |
| 2. | Mark Voyska | February 12, 2000 |
| 3. | Kim Jeyaratnam | August 21, 2000 |
| 4. | Evril Bowen | January 3, 2001 |
| 5. | Nicole Matthews | September 16, 2002 |
| 6. | Kristal Cooper | August 2, 2005 |
| 7. | Brenda Ferguson | May 5, 2007 |
| 10. | Jackson Nguyen | September 25, 2017 |
| 11. | Erika t’Hoen | August 13, 2018 |
| 12. | Ren Baron | October 3, 2018 |

Note: Whenever necessary, Brenda Ferguson’s position will be determined in accordance with the terms of Memorandum of Understanding Re: Working Conditions for Part-Time Employees