

THIS COLLECTIVE BARGAINING AGREEMENT made and entered into this 5th day of September 2018.

BETWEEN:

LEON'S MFG. COMPANY INC., hereinafter referred to as

“the Company”

AND:

**RETAIL, WHOLESALE AND DEPARTMENT STORE UNION,
LOCAL 955**, hereinafter referred to as

“the Union”

A G R E E M E N T



Expires: May 31, 2023

TABLE OF CONTENTS

<u>ARTICLE</u>		<u>PAGE #</u>
1	- PURPOSE AND CO-OPERATION	1
2	- RECOGNITION	1
3	- SCOPE	3
4	- CLARIFICATION OF TERMS	3
5	- MANAGEMENT RIGHTS	3
6	- UNION SECURITY	4
7	- DUES CHECK-OFF	4
8	- HOURS OF WORK AND OVERTIME	5
9	- SHIFT PREMIUMS	7
10	- LUNCH AND REST PERIODS	7
11	- WAGE RATES AND CLASSIFICATIONS	7
12	- NO STRIKES/NO LOCKOUTS	8
13	- HOLIDAYS	8
14	- VACATIONS WITH PAY	9
15	- SENIORITY	10
16	- LAYOFF AND RECALL	13
17	- PROMOTIONS AND VACANCIES	14
18	- UNION REPRESENTATIVE	15
19	- LEAVE OF ABSENCE	15
20	- JURY AND CROWN WITNESS ABSENCE	16
21	- BULLETIN BOARDS	16
22	- SAFETY AND HEALTH	17
23	- GRIEVANCE PROCEDURE	18
24	- ARBITRATION PROCEDURE	20
25	- EMPLOYEE BENEFITS	20
26	- DISCRIMINATION	23
27	- TECHNOLOGICAL CHANGE	23
28	- CONFIDENTIALITY	23
29	- DURATION OF AGREEMENT	23
APPENDIX "A" - Wages and Classifications (June 1, 2018)		24
APPENDIX "A" - Wages and Classifications (June 1, 2019)		28
APPENDIX "A" - Wages and Classifications (June 1, 2020)		31
APPENDIX "A" - Wages and Classifications (June 1, 2021)		34
APPENDIX "A" - Wages and Classifications (June 1, 2022)		37
Letter of Understanding #1 - Shipper/Receiver Position - David Malinowski		40
Letter of Understanding #2 - Charity Fund Trust		41
Letter of Understanding #3 - Productivity		43
Letter of Understanding #4 - Pension Plan		45

THIS COLLECTIVE BARGAINING AGREEMENT made and entered into this 5th day of September 2018.

BETWEEN:

LEON'S MFG. COMPANY INC., hereinafter referred to as

“the Company”

AND:

**RETAIL, WHOLESALE AND DEPARTMENT STORE UNION
LOCAL 955**, hereinafter referred to as

“the Union”

ARTICLE 1 - PURPOSE AND CO-OPERATION

- 1.01 In consideration of the mutual value of joint discussions on matters pertaining to employer-employee relations, the parties hereto agree that the purpose of this Agreement shall be to set forth the terms and conditions of employment, relating to hours of work, rates of pay and other working conditions affecting the employees covered by this Agreement and to provide a grievance procedure and to maintain harmonious relations and to co-operate in promoting the efficient operation of the Company's business.
- 1.02 The Union and its members recognize the responsibility of the members to perform faithfully and diligently their respective duties for the Company and at all times to carry out their individual and collective responsibilities according to regulations, methods and procedures established by the Company and the members shall so perform and carry out their duties. The Union will work with and support the Company's efforts and actions to continuously improve labour efficiencies, quality and productivity standards.
- 1.03 It is the duty and responsibility of the employee to conduct him/herself with integrity and respect for the Company's goals and initiatives for the wellbeing and growth of the Company.

ARTICLE 2 - RECOGNITION

- 2.01 The Company recognizes the Union as the sole bargaining agency for all employees as described in Article 3 (Scope) of this Agreement.
- 2.02 (A) Subject to all provisions of this Article, the Company and the Union recognize the potential mutual benefits of production work normally performed at the Company's plant premises continuing to be performed at the said premises, provided:

- (1) such work is capable of being performed on a cost competitive basis, compared with alternative sources of contracting or supply, and;
 - (2) the Company then has the manufacturing expertise, capacity, necessary equipment and qualified personnel to perform the subject work in a manner required by applicable codes and drawings and specifications, and;
 - (3) the scheduling for delivery to the customer is such that there is a reasonable expectation that delivery schedules can be maintained, and;
 - (4) the customer and/or its agent or representative has not directed that the work not be performed on the Company's plant premises.
- (B) Before electing not to perform work of a production nature on its plant premises, of a kind normally performed by members of the bargaining unit, the Company shall advise the Union as to:
- (1) the reasons for its decision, and;
 - (2) the anticipated number of employees who would be adversely affected by its decision, and;
 - (3) any proposals or suggestions the Company may have, which, if implemented, could result in a reversal of the decision earlier made by the Company.
- (C) It is recognized that time may be of the essence and, accordingly, upon receipt of the information prescribed by paragraph 2 hereof, the parties shall forthwith meet and shall:
- (1) consider proposals and suggestions which may be advanced by either party in the interests of having the subject work performed on the Company's plant premises, and;
 - (2) attempt to mutually agree as to what, if any, measures may be taken as to the administration and/or modification of the Collective Agreement which, if implemented, could result in the subject work being performed on the Company's plant premises.
- (D) Where there is mutual agreement pursuant to paragraph (C)(2) hereof, the Company shall reverse its earlier decision and the subject work shall be performed on the Company's plant premises.
- 2.03 The Company agrees that it will not contract out work of production nature (which includes Research and Development work) to be actually performed on its plant premises

where such work is normally performed or could normally be performed by members of the bargaining unit.

- 2.04 No employee shall be required or permitted to make a written or verbal agreement with the Company or his/her representative which conflicts with the terms of this Collective Agreement.
- 2.05 Except for the purpose of instruction, experimentation, in extreme emergencies, or when regular employees who normally perform such work are not available, persons whose regular jobs are not in the bargaining unit will not work on any jobs for which rates are established by this Agreement.

An emergency is defined as any sudden or unusual occurrence or condition that could not, by exercise of reasonable judgment, have been foreseen by the Company. Supervisors who occasionally lend a helping hand are not considered to be doing bargaining-unit work.

ARTICLE 3 - SCOPE

- 3.01 The Company recognizes the Union as the sole bargaining agency for all employees employed by Leon's Mfg. Company Inc., in or in connection with its place of business located in the City of Yorkton, except the Foreman and those above the rank of Foreman and all those persons in the following departments of the Company:

Advertising Department; Transportation Department; Sales Department; Service Department; Engineering Department; Purchasing Department; and offices and students to the extent as set forth in 3.02 herein.

- 3.02 Where the Company employs students, a minimum of two (2) at any one time and a maximum of five (5%) percent of the bargaining-unit workforce at any one time shall not be subject to the provisions of the Agreement.

ARTICLE 4 - CLARIFICATION OF TERMS

- 4.01 It is agreed that throughout this Agreement, the use of the words "he", "his" or "him" shall be construed to also include the feminine gender, except where specifically stated to the contrary or where the sense requires the contrary.
- 4.02 It is further agreed that whenever the words "employee" or "employees" appear, it shall refer to any person or persons covered by this Agreement.

ARTICLE 5 - MANAGEMENT RIGHTS

- 5.01 It is understood and agreed that the Company retains the exclusive right to operate and manage the affairs of the Company as those rights existed prior to the coming into force

of this Agreement except to the extent as such rights may be abridged by a specific provision of this Agreement.

- 5.02 The Company shall not operate and manage its affairs in such a way as to be in contravention of a specific provision or specific provisions of this Agreement.

ARTICLE 6 - UNION SECURITY

- 6.01 Every employee who is now or hereafter becomes a member of the Union shall maintain his membership in the Union as a condition of his employment and every new employee whose employment commences hereafter shall, within thirty (30) days after the commencement of his employment, apply for and maintain membership in the Union as a condition of his employment provided that any employee in the appropriate bargaining unit who is not required to maintain his membership or apply for and maintain his membership in the Union shall, as a condition of his employment, tender to the Union the periodic dues uniformly required to be paid by the members of the Union.
- 6.02 Where membership in the Union is a condition of employment and membership in the Union is not available to an employee on the same terms and conditions generally applicable to other members or where an employee is denied membership in the Union or his membership is terminated for reasons other than the failure of the employee to tender the periodic dues, assessments and initiation fees uniformly required to be paid by all other members of the Union as a condition of acquiring or maintaining membership, the employee, if he tenders payment of the periodic dues, assessments and initiation fees uniformly required as a condition of acquiring and maintaining membership:
- (a) shall be deemed to maintain his membership in the Union for purposes of this section; and
 - (b) shall not lose his membership in the Union for purposes of this section for failure to pay any dues, assessments and initiation fees that are not uniformly required of all members or that in their application discriminate against any member or members.
- 6.03 The Company agrees to have new employees sign their union cards at time of hire as part of the new employee orientation package.
- 6.04 On commencing employment, the employee's immediate supervisor shall introduce the new employee to the Chief Union Steward.

ARTICLE 7 - DUES CHECK-OFF

- 7.01 Union dues shall be payable from the first day of employment. Upon the request in writing of an employee and upon request of the Union, the Company shall deduct and pay in periodic payments, out of the wages due to the employee, to the person designated by

the Union to receive the same, the Union dues, assessments and initiation fees of the employee and the Company shall furnish to the Union the names of the employees from whom deductions were made.

- 7.02 Union dues or other dues or fees deductions pursuant to Section 7.01 shall be remitted to the Union on or before the tenth (10th) day of the month following the month in which the deductions were made.

ARTICLE 8 - HOURS OF WORK AND OVERTIME

- 8.01 This Article provides the basis for the calculation and payment of overtime and nothing in this Article or other Articles of this Collective Bargaining Agreement shall be construed as a guarantee of work per day or week of the whole or part of the workforce, nor as a restriction on the Company's right to operate and schedule its operations.
- 8.02 (A) The normal work schedule shall be either five (5) days of work with two (2) days of rest or four (4) days of work with three (3) days of rest.
- (B) Where the Company finds it necessary to change the normal work schedule from a five (5) day schedule to a four (4) day schedule or vice versa, the same shall first be discussed with the employees affected and the Union. To the extent that the Company can reasonably accommodate employees' preferences, it will do so. The Company, however, reserves the right to make the final determination, but, except in unusual circumstances, the normal work schedule shall not be changed unless seven (7) days' notice thereof has been given to the affected employees and the Union.
- 8.03 The standard workweek and standard workday in the case of a five (5) day schedule shall be forty (40) hours per week and eight (8) hours per day.
- 8.04 The standard workweek and standard workday in the case of a four (4) day schedule shall be forty (40) hours per week and ten (10) hours per day.
- 8.05 Where approval from a Department of Government may be necessary to implement any hours of work and/or pay provisions contemplated by this Agreement, the Union hereby agrees that it supports an application for approval.
- 8.06 (A) **Day Shift** is defined as a shift which normally starts after 6:00 a.m. but before 10:00 a.m.;
- (B) **Afternoon Shift** is defined as a shift which normally starts after 10:00 a.m. but before 6:00 p.m.; and
- (C) **Night Shift** is defined as a shift which normally starts after 6:00 p.m. but before 6:00 a.m.

- (D) No employee shall be required to work a shift schedule against his/her wishes when other qualified employees are available to perform the required work. If the number of employees willing to work the shift are insufficient, the Company shall schedule qualified employees in reverse order of seniority to the respective job classifications required to get the work done. This clause shall become null and void when the Company operates on rotating shift schedules.
- 8.07 All hours worked in excess of the standard workweek or standard workday shall be paid at time and one-half (1 ½) the employee's straight time wage rate. The current practice of allowing employees to request time off and then work the time back within the same pay period shall continue. In such circumstances, there will be no overtime pay on those hours.
- 8.08 The Company shall determine the need for overtime and will make a sincere effort to keep overtime to a minimum.
- 8.09 (A) Where the need for overtime is caused by an emergency situation, no employee will be excused from working overtime unless he has a reason that involved an extreme personal emergency.
- (B) When assigning overtime work, the Company shall post an overtime list on or before 4:00 p.m. and such overtime will be offered and assigned to those employees off the list on the basis of qualifications, ability and seniority. In a case where no one volunteers, the most junior qualified employee will be required to work.
- (C) At the option of the employee, the employee may bank his/her overtime pay on the basis of time and one-half (1 ½). Employees shall make their request in writing on the Company form for time off using banked overtime. The approved time off shall be at a time mutually agreed upon between the Company and the employee. The employee can request any amount of pay from his/her employee's overtime pay bank. **Each October 1st, the Company will pay any amount left in the employee's overtime bank.**
- 8.10 Employees shall be at their workplace ready to start work at the start of their shift.
- 8.11 If an employee reports for work after having been scheduled or notified to and has not been previously notified in advance of his reporting time not to report, he will be given four (4) hours' work or, if work is not available, he shall receive four (4) hours' pay at straight time in lieu thereof, however, this clause shall not apply in the event of a power failure, fire or acts of God. An employee who has no telephone or an incorrect telephone number on file with the Company will be considered to have been given proper notice under this provision when the employee reports to work.

- 8.12 An employee who is not advised prior to leaving work and is called back to work not continuous with his regular working hours either before or after shall be guaranteed a minimum of three (3) hours' pay at straight time or the applicable overtime rate, whichever is greater. The above recall provision will not apply to an employee who is called out to work and does not work continuously into the beginning of his scheduled shift. In such cases, he will be paid at the rate of one and one-half (1 ½) times his regular straight time hourly rate for pay for all hours worked prior to his scheduled shift and will be permitted to work to the end of his regular shift.

ARTICLE 9 - SHIFT PREMIUMS

- 9.01 **Afternoon Shift:** A rate of **seventy-seven (\$.77)** cents per hour **effective September 10, 2018** in addition to the employee's straight time hourly wage shall be paid to an employee for all hours worked when assigned to the afternoon shift. **Effective June 1, 2022 the premium shall be increased to eight-two (\$.82) cents**
- 9.02 **Night Shift:** A shift premium rate of **seventy-seven (\$.77)** cents per hour **effective September 10, 2018** in addition to the employee's straight time hourly wage shall be paid to an employee for all hours worked when assigned to a night shift. **Effective June 1, 2022 the premium shall be increased to eight-two (\$.82) cents.**

ARTICLE 10 - LUNCH AND REST PERIODS

- 10.01 All employees working a full shift shall be allowed up to one (1) hour as an unpaid lunch period and the lunch period shall be taken at approximately halfway through the shift.
- 10.02 All employees working a full shift shall be allowed a ten (10) minute rest period with pay during the first (1st) half of their shift and a ten (10) minute rest period with pay during the second (2nd) half of their shift.

ARTICLE 11 - WAGE RATES AND CLASSIFICATIONS

- 11.01 Job classifications and the minimum hourly wage rates for all employees covered by this Agreement shall be set out in Appendix "A" of this Agreement.
- 11.02 The Company shall provide a statement of earnings of the employee's pay, hourly rate and overtime hours of work which shall be shown conspicuously on his paycheque or slip accompanying the same. Paycheques shall normally be distributed no later than the end of the shift on which a payday occurs.
- 11.03 Except as otherwise provided in this Article, employees shall be paid the appropriate wage rate for the classification to which they are from time to time assigned.

- 11.04 An employee required to temporarily fill a position covered by this Collective Bargaining Agreement paying a higher rate of pay for a period in excess of one day shall receive the wage rate for the classification he is temporarily filling.
- 11.05 Except where caused by a reduction in the workforce, an employee required, as a convenience to the Company, to temporarily fill a position covered by this Collective Bargaining Agreement paying a lower wage rate shall not have his wage rate reduced to the wage rate for the classification he is temporarily filling.
- 11.06 Notwithstanding anything in this Agreement to the contrary, any employee who, at the time of signing this Agreement is receiving an hourly wage rate higher than the minimum hourly wage rate for the job classification to which he is then assigned shall not have his wage rate reduced as long as he remains assigned to the same job classification.
- 11.07 New employees hired by the Company shall be placed on the wage and classification schedule having regard for the Company's assessment of their qualifications and ability.
- 11.08 Where Welders are required to be in possession of a current CWB Welding Ticket to work on a specific contract (requiring CWB qualified welders), they shall, when they are working on those specific contracts, be paid a premium of one (\$1.00) dollar per hour in addition to the appropriate Grade 5 Welder's wage rate. (Effective date of ratification).
- 11.09 Welders assigned to Contract Metalworking Division Welding will be appointed to this position provided they can read drawings and fit-up pieces. They must be certified to the appropriate code requirements for the contract. (Effective date of ratification).

ARTICLE 12 - NO STRIKES/NO LOCKOUTS

- 12.01 No employee bound by this Collective Bargaining Agreement shall strike during the term of this Agreement and no person, employee or the Union shall declare, authorize or participate in a strike during that term or counsel a strike to be effective during that term.
- 12.02 The Company shall not cause a lockout during the term of this Agreement.

ARTICLE 13 - HOLIDAYS

- 13.01 For the purposes of this Collective Bargaining Agreement, the following shall be considered public holidays:

New Year's Day	Family Day
Thanksgiving Day	Good Friday
Remembrance Day	Victoria Day
Christmas Day	Canada Day
Saskatchewan Day	Labour Day
Boxing Day	

- 13.02 In addition to those days set forth in Article 13.01, any other day legislated as a holiday by the Provincial Government shall be deemed to be a public holiday for the purpose of this Agreement.
- 13.03 (A) An employee who does not work on any of the public holidays in Section 13.01 shall, subject to other applicable provisions of this Article, be paid for the day at his straight time regular rate of wages. In the case of an employee on a five (5) day, eight (8) hour work schedule, the pay for the day shall be on the basis of an eight (8) hour day and, in the case of an employee on a four (4) day, ten (10) hour work schedule, the pay shall be on the basis of a ten (10) hour day.
- (B) Probationary employees who do not work on any of the public holidays in Section 13.01, shall, subject to other applicable provisions of this Article, be paid 1/20 of their regular wages in the case of an employee on a five (5) day, eight (8) hour workday schedule; or 1/16 of their regular wages in the case of an employee on a four (4) day, ten (10) hour workday schedule, in the four (4) weeks before a public holiday as public holiday pay no matter what their day of work. As outlined in the Saskatchewan **Employment** Act, the calculation includes all wages and holiday pay but not overtime.
- 13.04 Should any employee be required to perform work on any of the above-mentioned public holidays, he shall receive, in addition to his holiday pay, one and one-half (1 ½) times his straight time rate for all hours worked on the day.
- 13.05 Should any holiday fall on a Saturday or Sunday, the normal working day immediately preceding or following the holiday shall be observed as a holiday.

ARTICLE 14 - VACATIONS WITH PAY

- 14.01 Employees shall be entitled to annual vacations as follows:
- (a) after the completion of one (1) year of service with the Company, three (3) weeks of vacation with pay;
 - (b) on the tenth (10th) anniversary date of service with the Company and, on each anniversary date thereafter, four (4) weeks of vacation with pay;
 - (c) on the twenty-fifth (25th) anniversary date of service with the Company and on each anniversary date thereafter, five (5) weeks of vacation with pay.
 - (d) on the thirtieth (30th) anniversary date of service with the Company and on each anniversary date thereafter, six (6) weeks of vacation with pay.

- 14.02 Vacation pay shall be based on three fifty-seconds (3/52) of an employee's earnings where entitlement is for three (3) weeks' vacation and four fifty-seconds (4/52) where entitlement is for four (4) weeks' vacation and five fifty-seconds (5/52) where entitlement is for five (5) weeks' vacation and six fifty-seconds (6/52) where entitlement is for six (6) weeks' vacation.
- 14.03 If any of the public holidays set forth in Article 13 falls within an employee's annual vacation period, he shall receive an additional day of vacation with pay.
- 14.04 An employee whose employment is terminated shall receive pay in lieu of vacation as provided in the **Saskatchewan Employment Act**.
- 14.05 For the purpose of vacation pay, calculations shall be at June 30th of each year.
- 14.06 A tentative vacation schedule will be posted not later than April 1st of each year, at which time employees will indicate their vacation preference. Having regard for the efficient operation of the plant, the Company will endeavor to accommodate employee preferences as far as it is possible to do so and employees within each Department with the longest seniority will be given first consideration as to preferences.
- 14.07 Employees who do not indicate vacation preferences before April 30th of each year will be allowed to take vacations only if the vacation can be accommodated at the time they wish without reference to seniority or at a time chosen by the Company, whichever is most efficient for the operation of the business. The Company will allow employees to request single days of vacation provided the employee gives at least thirty (30) days' notice prior to April 30th and two (2) weeks' notice thereafter. The Company will grant such days off under the rules in Articles 14.06 and 14.07 of the Collective Agreement.
- 14.08 Employees shall receive their vacation pay on a date not later than one (1) day prior to the date on which their vacations are scheduled to start.
- 14.09 Nothing herein precludes the Company from shutting down its operations in whole or in part for the purposes of vacations. In such case, however, the Company will so advise the employees affected no later than April 30th of the year of the shutdown.

ARTICLE 15 – SENIORITY

- 15.01 Seniority is defined as the length of an employee's service with the Company. New employees shall be hired as probationary employees and the probationary period shall be for a period of ninety (90) days' worked. The said probationary period may be extended by mutual agreement between the Company and the Union. During the probationary period or during any extension thereof, an employee who is discharged as being unsuitable shall not have recourse to the grievance and arbitration procedure.

- 15.02 A full-time employee who has successfully completed the probationary period or any extensions thereof shall have his seniority made effective from the last date of employment.
- 15.03 The Company shall prepare a seniority list for all employees which said list shall be posted on a bulletin board. A revised or amended seniority list shall be prepared and posted once every two (2) months thereafter and the Company shall provide the Union with a copy of the list. The seniority list shall show the employee's current classification, rate of pay and his/her seniority date.
- 15.04 An employee who is absent from work because of layoff or authorized leave of absence shall retain his seniority accumulated prior to the layoff or leave of absence but will not accumulate seniority during the period of the layoff or leave of absence. An employee absent due to compensable accident or who is receiving short-term disability insurance payments or sick leave pay under Article 25.03 or who is on Union business leave shall continue to accumulate seniority.
- 15.05 Seniority shall be broken and all rights to employment forfeited when an employee:
- (a) is discharged and is not reinstated;
 - (b) voluntarily leaves the service of the Company;
 - (c) fails to report for work on recall after layoff within the time period set forth in Article 16.03;
 - (d) fails to report for work upon completion of an approved leave of absence;
 - (e) has been laid off for a period in excess of:
 - (i) twelve (12) months in the case of an employee with less than ten (10) years' seniority;
 - (ii) fifteen (15) months in the case of an employee with ten (10) but less than fifteen (15) years of seniority;
 - (iii) eighteen (18) months in the case of an employee with fifteen (15) or more years of seniority;
 - (f) **is absent from work without authorized leave or without notifying the Company prior to the absence and fails to provide a satisfactory reason for such absence or the failure to notify, in which case the employee shall be deemed to have quit voluntarily.** For the purpose of this clause, the production floor telephone number shall be 306-786-2642. If the employee does not reach a supervisor at that number, they shall leave a message, their name, phone number

where they can be reached, how long they expect to be away and the reason for the absence from work.

- (g) becomes retired;
 - (h) is absent from work or late where such absence or lateness is attributable to the employee working at another occupation.
- 15.06 Except to the extent as specifically otherwise provided in this Collective Bargaining Agreement, seniority for all purposes may only be exercised within the employee's department.
- 15.07 Each employee shall be responsible for keeping the Company informed of his current address and telephone number.
- 15.08 Where employees are needed to work on contracts requiring a current CWB Welding Ticket, qualified senior employees in the plant shall, subject to the operational requirements in other areas of the plant, be given first consideration for work on such work.
- 15.09 (A) No employee shall be transferred to a position outside the bargaining unit without his/her consent. If an employee is transferred to a position outside of the bargaining unit, he/she shall retain his/her seniority accumulated up to the date of leaving the unit, but will not accumulate any further seniority. Such employee shall have the right to return to a position in the bargaining unit during his/her trial period, which shall be a maximum of ninety (90) days worked. If an employee returns to the bargaining unit, he/she shall be placed in a job consistent with his/her seniority. Such return shall not result in the lay off or bumping of an employee holding greater seniority.
- (B) Subject to any other terms of this Agreement, no bargaining-unit employee shall work in a lap-over position of out-of-scope/bargaining-unit position. Employees who choose to transfer to a position outside the bargaining unit shall be governed by the provisions of Article 15.09(A) and must make an election after ninety (90) days worked as to whether or not he wants to remain in the out-of-scope position or return to the bargaining unit and his former position.
- 15.10 In cases where an employee other than a probationary employee fails to meet an acceptable level of productivity, quality and workmanship, the Company can either deal with the matter under their disciplinary policies or the Company shall have the right to sever the employment relationship by paying severance pay to the employee at that employee's then rate of pay based upon two (2) weeks' pay for each full year of service to a maximum of fifty-two (52) weeks' pay. This payment arrangement shall be subject to negotiation between the parties and, failing agreement, the payment shall be paid over the applicable number of weeks paid.

ARTICLE 16 - LAYOFF AND RECALL

- 16.01 When reducing the workforce or recalling laid off employees, the same shall be done on the basis of ability, qualifications and seniority. Where the Company determines the senior employee has the ability and qualifications to perform the work to be performed, the senior employee shall be entitled to the job. A senior employee must have demonstrated he is capable of performing the work to be performed, at least to the level of performance of the employee with lesser seniority. The employee must demonstrate such abilities within two (2) working days.
- 16.02 An employee who has been laid off shall be entitled to recall subject to this Article during the time period referred to in Article 15.05(e).
- 16.03 When the Company wishes to recall an employee who is on a layoff, it shall notify the employee, in writing, either by registered letter or by personal delivery, addressed to the employee's last known address as provided by the employee. If an employee fails to report for work within five (5) calendar days from the mailing or delivery of such notice, he shall be deemed to have voluntarily left the employ of the Company. This period may be extended by mutual consent of the Company and the employee being recalled.
- 16.04 For the purpose of this Article, seniority shall normally be exercised on a Company-wide basis. It is understood, however, that exceptional circumstances may exist with respect to a layoff or recall where the Company may require that Article 15.06 apply to the layoff or recall. Where the Company requires that Article 15.06 is to apply, it shall not do so until first having had prior consultation with the Union.
- 16.05 Where an employee has been in the continuous service of the Company for at least three (3) consecutive months, the Company shall not:
- (a) discharge the employee, except for just cause; or
 - (b) lay off the employee without giving the employee at least:
 - (i) one (1) week's written notice, where his period of employment is less than one (1) year;
 - (ii) two (2) weeks' written notice, where his period of employment is one (1) year or more but less than three (3) years;
 - (iii) four (4) weeks' written notice, where his period of employment is three (3) years or more but less than five (5) years;
 - (iv) six (6) weeks' written notice, where his period of employment is five (5) years or more but less than ten (10) years;

- (v) eight (8) weeks' written notice, where his period of employment is ten (10) years or more.

- 16.06 All definitions and conditions set forth in the **Saskatchewan Employment Act** and the Regulations relating to layoff shall be deemed to apply to Article 16.05. Additionally, if the **Saskatchewan Employment Act** and the Regulations respecting layoff are subsequently amended, this Article shall be deemed to be amended to reflect the amendment to the Act or the Regulations.
- 16.07 Where a notice of layoff has been given to an employee, the employee (subject to Article 16.01 and any other applicable provisions) may exercise bumping rights with respect to any available jobs within the Grades 1 through 7 groups of jobs. The employee, however, may elect not to accept a job at the Grades 1 through 7 classifications and in such case he shall accept a layoff.
- 16.08 Where employees are to be laid off, the Company shall advise the Union of such pending layoffs.

ARTICLE 17 - PROMOTIONS AND VACANCIES

- 17.01 In the case of filling a vacancy or new position of a duration referred to in 17.02, the same shall be done on the basis of ability, qualifications and seniority. Where the Company determines the senior employee has the ability and qualifications to perform the work to be performed, the senior employee shall be entitled to the job.
- 17.02 All vacancies and new positions where it is probable that the vacancies or new positions will be of sixty (60) working days' duration or more shall be posted on the bulletin board and employees shall be allowed five (5) calendar days in which to make written application for such vacancies or new positions. Such postings shall include the job, the classification, hours of work and wage rate. The name of the successful applicant for any posted position shall be posted on the bulletin board by the Company and shall remain posted for five (5) calendar days.
- 17.03 An employee transferred or promoted to a new position shall be permitted a qualifying period of up to forty-five (45) days actually worked. If within the qualifying period such employee does not perform the duties of the new position satisfactorily, as determined by the Company, the employee shall revert to the position formerly held by him at the current rate of pay for that position. Other employees affected shall do likewise.
- 17.04 For the purposes of this Article, seniority may normally be exercised on a Company-wide basis.
- 17.05 An employee promoted to a job within a classification paying a higher rate of pay shall receive the wage rate applicable to the classification, retroactive to the date he assumed the duties of the new position.

- 17.06 Where an employee's wage rate prior to promotion is within the wage scale of the new classification, his wage rate shall not be reduced and after promotion, the employee shall be paid any regular increases within the job classification to which he may be entitled.

ARTICLE 18 - UNION REPRESENTATIVE

- 18.01 The Company will permit an authorized representative of the Union to attend at the Company premises at reasonable times, provided, however, authorization with respect to each such attendance shall first be obtained from the Management of the Company. Such authorization shall not be unreasonably withheld.
- 18.02 Such attendances, where authorized, shall be limited to matters associated with the administration of the Collective Bargaining Agreement.
- 18.03 The Union agrees that the Shop Steward has regular duties to perform on behalf of the Company. This individual will not be permitted to leave their workstation and regular duties without receiving advance permission from their immediate Supervisor to do so.

ARTICLE 19 - LEAVE OF ABSENCE

- 19.01 Requests for personal leaves of absence without pay and benefits shall be considered by the Company having regard for operation requirements and the reasons why the leave is sought. A request for such leaves shall be made in writing at least two (2) weeks in advance except in the case of an emergency. The written request shall state the reason why the leave is sought and the duration of the requested leave.
- 19.02 (A) Employees attending the funeral of an immediate relative shall receive, from the Company, pay at the regular rate for the day of the funeral and two (2) other days to be taken not later than the date following the funeral. Such payments are made only with respect to absence from work on the employee's regular working days where the employee had been scheduled to work. **Two (2) additional days shall be granted upon request, on a without pay basis.**
- For the purpose of this Article 19.02(A) employee benefit, immediate relative shall only include spouse, children, parents, brother, sister, mother-in-law, father-in-law and grandparents.
- (B) Employees attending the funeral of their brother-in-law or sister-in-law shall receive, from the Company, pay at their regular rate for one (1) day. Such payments are made only with respect to absence from work on the employee's regular working day where the employee had been scheduled to work. Up to two (2) additional days may be granted on a without pay basis.

- 19.03 (A) An employee who has been elected or appointed as an official delegate to attend a convention or business meeting in connection with the affairs of the Union may be granted such leave without pay and benefits. Such leave shall be requested in writing at least two (2) weeks in advance and approval shall not be unreasonably withheld.
- (B) **Any leave granted under this Article 19.03 (A) shall be limited to three (3) employees during any one (1) year, with no more than one (1) employee on leave at the same time. The maximum amount of Union leave per year shall not exceed seventy-two (72) hours in total, with no individual leave exceeding forty (40) consecutive hours.**
- 19.04 Where an employee has been absent from work due to temporary illness or accident and upon being available to return to the plant and is unable to return to his regular job, the Company will endeavor to place him in such suitable work as may be available.
- 19.05 (A) An employee's Group Life Insurance benefits shall continue in effect during the period of any Company approved leave of absence without pay conditional upon the employee paying or there being paid on his/her behalf the full cost of the applicable premiums. An employee shall also receive his/her regular wages from the Company during such a leave.
- (B) The Company shall invoice the Saskatchewan Joint Board for the wages paid and the applicable premiums. The Saskatchewan Joint Board shall forward or ensure that payment is forwarded to the Company no later than ten (10) days following the Company's invoice.

ARTICLE 20 - JURY AND CROWN WITNESS ABSENCE

- 20.01 When an employee is summoned to and reports for jury duty, or is called and reports as a Crown Witness, he shall be paid the difference between the daily amounts received for such jury duty or Crown Witness service and his regular rate for such day or days provided such day or days were a regularly scheduled day of work for the employee.
- 20.02 Such differences shall be paid only if the employee presents a written statement to the Company from an appropriate Court Officer showing dates of such jury duty or Crown Witness service and the amounts received for such service.

ARTICLE 21 - BULLETIN BOARDS

- 21.01 The Company agrees to provide a Bulletin Board in the plant for the purpose of posting Union notices and official papers. All notices will be agreed on by the Company and the Union and initialed before posting.

Such bulletin board shall be placed above the time clock area in the plant.

ARTICLE 22 - SAFETY AND HEALTH

- 22.01 **Occupational Health and Safety Committee:** There shall be an Occupational Health and Safety Committee which shall be composed of equal representation from the bargaining unit and the Company with not more than three (3) members from each.
- 22.02 **Special Equipment:** Where special safety equipment, respirator or goggles are required by an employee in the performance of his work, the same will be supplied by the Company.
- 22.03 **Hard Hats:** All new employees will be supplied with a hard hat at the commencement of their employ. Except in the case of normal wear and tear, employees shall purchase replacement hard hats.
- 22.04 **Prescription Safety Glasses:**
- (A) Where it is necessary for an employee to wear safety glasses, the Company shall supply up to one pair per year.
 - (B) In the case of a non-probationary employee wearing prescription lenses, the Company will, not more than every twenty-four (24) months, pay an amount of up to one hundred and seventy-five (\$175.00) dollars effective date of ratification. The above sum is paid on the condition that the employee cannot claim for same pair of glasses under the Benefit Plan and this clause.
- 22.05 **Welding Gloves:** Welding gloves shall be supplied to welding employees of not more than one (1) pair per month. In order to obtain a replacement pair, the employee shall turn in the previously issued pair to the Company.
- 22.06 **Work Gloves:** Up to not more than one (1) pair per month shall be supplied to employees whose job necessitates the wearing of such gloves. In order to obtain a replacement pair, the employee shall turn in the previously issued pair to the Company.
- 22.07 **Rubber Aprons and Rubber Gloves:** shall be supplied to employees whose job necessitates the wearing of such aprons and gloves. In order to obtain replacements, the employee shall turn in the previously issued item.
- 22.08 **Safety Boot Allowance:** Employees shall be entitled to a safety boot allowance of up to seventy-five (\$75.00) dollars per year. The said allowance or a pro rata amount (i.e. layoff for six (6) months generates a thirty-seven dollar and fifty cent (\$37.50) allowance) shall be paid each year on or before May 31st without receipts to employees who are in the employ of the Company at those times. Alternatively, on the basis that the employee will present a proof of purchase of a C.S.A. approved safety boot, the Company will increase the safety boot allowance to the actual cost of the safety boot up to **one hundred and fifty (\$150.00) dollars, effective September 10, 2018**, prorated as provided above and paid each year on

or before May 31st in the same manner as the seventy-five (\$75.00) dollars listed above. An employee who does not wear safety boots at all times shall not be entitled to any safety boot allowance whatsoever. **Effective June 1, 2022 the amount will increase to one hundred and seventy-five (\$175.00) dollars with receipts.**

22.09 **Coveralls**

(A) Each employee shall assume twenty-five (25%) percent of the weekly cost associated with the program and the Company shall assume seventy-five (75%) percent of the weekly cost.

(B) The employee's share shall be deducted from his wage.

22.10 **Smoking:** In accordance with the City of Yorkton bylaws and Province of Saskatchewan laws, no smoking is permitted within the workplace. Smoking outside of the buildings is permitted only in designated areas and only during approved break times.

ARTICLE 23 - GRIEVANCE PROCEDURE

23.01 "Grievance" as used in this Agreement is an alleged violation with respect to the interpretation or application of or compliance with a specific provision or provisions of this Collective Bargaining Agreement.

23.02 It is the intention of both parties that all grievances shall be processed as quickly as possible at all steps.

23.03 All time limits found in the grievance and arbitration procedure are mandatory and must be met or the grievance is deemed to be dismissed or abandoned, provided, however, that time limits may be extended by mutual agreement in writing between the parties.

23.04 All grievances, other than at Step 1, shall be in writing setting out in detail the nature of the grievance, the provision of the Collective Agreement violated and, in detail, the remedy sought and must be signed by the grievor.

23.05 No grievance shall be considered where the circumstances giving rise to it occurred or originated more than seven (7) days before the grievance was initiated.

23.06 Grievances shall be adjusted and settled as follows:

Step 1

The aggrieved employee shall submit his grievance to his immediate supervisor. The employee may be accompanied by his department steward or the chief steward at the time of submitting the grievance. At each step of the grievance procedure, the grievor shall have the right to be present.

Step 2

Failing settlement within seven (7) days after the dispute was submitted to the employee's immediate supervisor under Step 1, the grievance may be submitted in writing to the Factory Manager. The employee may be accompanied by his department steward or the chief steward at the time of presenting the grievance. The Factory Manager shall render his decision in writing within seven (7) days after receipt of the written grievance.

Step 3

Failing settlement within seven (7) days after the dispute was submitted under Step 2, the grievance may be submitted to the General Manager or his designee. The General Manager or his designee shall render his decision in writing within seven (7) days after receipt of the grievance.

At Step 2 and Step 3 in the grievance procedure, the aggrieved employee may have the assistance of a full-time representative of the Union at any meeting with the Company.

- 23.07 A Union policy grievance may be submitted by the Union at Step 2 where the matter grieved of is not an appropriate matter for grievance as an individual grievance. In such case, the grievance shall be in writing and shall be submitted within ten (10) days of the circumstances which gave rise to the grievance and the grievance shall set out the matters referred to in Article 23.04. The Company shall reply to the grievance within ten (10) days after receipt thereof.
- 23.08 Failing settlement at Step 3 of this grievance procedure, a grievance may be referred to arbitration as set forth in Article 24 of this Collective Bargaining Agreement provided the matter is referred to arbitration within ten (10) days after the grievance procedure has been exhausted.
- 23.09 Grievance meetings shall normally be held during regular working hours and every reasonable effort shall be made to hold such meetings during regular working hours. No deductions shall be made from the wages of an accredited Union representative with respect to time actually spent while in attendance at such meetings.
- 23.10 The Union shall establish a grievance committee consisting of not more than three (3) employees including the grievor plus a full-time representative of the Union to deal with grievances with the Company during regular working hours.
- 23.11 **At any meeting in which an employee is to receive a written reprimand a suspension or a dismissal, the employee shall be advised of his option to have a steward present. The absence of a steward shall not invalidate the discipline being administered.**

ARTICLE 24 - ARBITRATION PROCEDURE

- 24.01 Any grievance which is not settled under the terms of Article 23 and which has been processed in a timely manner may, in accordance with the terms of that Article, be referred to a Board of Arbitration.
- 24.02 The party referring the grievance to arbitration shall, by registered mail, give notice of the referral to arbitration and the notice shall contain the name and address of the party's nominee to the Board and shall also contain a copy of the original grievance. The party giving such a notice shall be bound by the same and shall be restricted at arbitration to the issue set forth in the grievance.
- 24.03 Within five (5) days after receipt of the notice referred to in 24.02 herein, the Company shall reply by registered mail indicating the name and address of its nominee to the Board of Arbitration.
- 24.04 The two (2) nominees shall, within ten (10) days of the appointment of the second of them, select and appoint a third member for the board who shall be the Chairperson of the Board of Arbitration. No person shall serve as a member of a Board of Arbitration where that person is in any way involved in the issue in dispute.
- 24.05 If agreement cannot be reached on the selection of a third member for the Board of Arbitration, the Minister of Labour for Saskatchewan shall be asked to make the appointment.
- 24.06 Where a Board of Arbitration determines that an employee has been discharged or otherwise disciplined, the Board may substitute such other penalty for the discharge or discipline as the Board deems just and reasonable in the circumstances.
- 24.07 The decision of the Board of Arbitration shall be final, binding and enforceable on the parties, provided, however, that the Board may not, by its decision, add to, subtract from, modify or alter the Collective Bargaining Agreement in any way, nor render a decision inconsistent with the specific provisions of this Collective Bargaining Agreement.
- 24.08 Each party shall pay the fees and expenses of its nominee and each party shall pay fifty (50%) percent of the fees and expenses of the Chairperson.
- 24.09 A Board of Arbitration established pursuant to this Article shall render its decision within a period of thirty (30) days following the date the Board first convenes to hear evidence and argument.

ARTICLE 25 - EMPLOYEE BENEFITS

During the terms of this Agreement, the following shall be in effect:

25.01 **Group Life Insurance Plan:** The benefits shall be as set forth in the current booklet called Group Insurance Plan - Leon's Mfg. Company Inc. and shall provide benefits with respect to the following:

- **Life Insurance**
200% of Annual Earnings based on a maximum of forty (40) hours per week.
- **Accidental Death and Dismemberment Insurance**
Equal to the Employee's basic life insurance under the Group Insurance Plan Policy.
- **Weekly Insurance Income**
- **Long Term Disability**
- **Major Medical**
- **Family Vision Care Insurance** as provided for under the Plan
- **Dental Care**

Employees shall pay fifty (50%) percent of the premiums of all benefits under the Plan except in the case of Long Term Disability where employees shall pay one hundred (100%) percent of the premium costs.

25.02 **Group Retirement Plan:** The existing Group Retirement Plan - Leon's Mfg. Company Inc. shall be amended to generally reflect the provisions as set forth in the outline of Group Pension Plan attached hereto, subject to the following:

Current Company contributions shall be **4.25%** and employee contributions shall be **4.25%**.

Effective September 10, 2018, the Company contributions shall be 4.5% and employee contributions shall be 4.5%.

Effective June 1, 2020 the Company contributions shall be 4.75% and the employee contributions shall be 4.75%.

Effective June 1, 2022 the Company contributions shall be 5.00% and the employee contributions shall be 5.00%.

The Plan shall be on a voluntary basis.

The Company agrees that regardless of documentation outlining the terms of the Pension

Plan, the said Plan shall not be altered or discontinued for bargaining-unit personnel during the term of this Agreement.

- 25.03 (A) **Sick Leave Pay:** Employees who have successfully completed ninety (90) working days of service with the Company shall qualify for up to four (4) days' sick leave during each year of their employment. Such sick leave shall be paid only in the case of bona fide sickness. Payment for sick leave shall be on the basis of the employee's regular hourly wage rate which he would have been paid had he not been sick.

Where requested to do so, an employee will produce a doctor's certificate attesting to the illness.

There shall be no overlapping of sick pay benefits under this Article 25.03 with benefits provided under the Group Life Insurance Plan as referred to in Article 25.01.

- (B) For employees on the payroll each October 31st who have not used any of their sick leave pay benefits in the preceding twelve (12) months, the Company will pay the employee the equivalent of one (1) full day's pay for employees who have worked a complete prior year, or 1/250th of an employee's earnings for the twelve (12) month period preceding October 31st. This shall be paid to the employee prior to Christmas.

- 25.04 Any conflict between the details set forth in the respective booklets and the Group Policy or Official Pension Plan Text will be resolved on the basis of the provisions of the Group Policy and/or the Official Pension Plan Text as the case may be.

- 25.05 The Company reserves the right to alter or amend the Plans but shall not do so without having prior consultation with the Union.

- 25.06 In order to determine the eligibility for benefits, accommodation for return to work and ability to return to work and perform their job, the Company may request the employee attend an independent medical examination if the employee is absent from work and claims benefits, is absent from work but the Company feels that there may be an accommodation that can return the employee to work or the employee wishes to return to work after absence and the Company wishes to determine what duties they are able to perform. If requested by the Company in such circumstances, the Company will pay for all costs for such examination and any lost wages if the employee is working and required to take time off from work to attend such independent medical examination.

ARTICLE 26 - DISCRIMINATION

26.01 No employee shall be discriminated against by either the Company or the Union by reason of activity in the Union or non-activity in the Union nor by reason of race, colour, age, sex, creed, or nationality.

ARTICLE 27 - TECHNOLOGICAL CHANGE

27.01 The Company and the Union agree that **Saskatchewan Employment Act** (and the Regulations made thereunder) and as may be amended from time to time, with respect to Technological Change shall apply during the term of this Collective Agreement.

27.02 An employee who is displaced from his/her job as a result of Technological Change shall have the right to exercise his/her rights under Article 16.01 of the Collective Agreement.

27.03 An employee who is placed in a lower paid job as a result of Technological Change will continue to receive the wage rate he/she was receiving prior to reduced pay placement for a period of six (6) weeks, after which he/she shall be paid at the wage rate applicable to the job.

ARTICLE 28 - CONFIDENTIALITY

28.01 The Company and Union agree that all employees have a duty to preserve and protect the confidentiality of all aspects of the Company’s business.

ARTICLE 29 - DURATION OF AGREEMENT

29.01 This Agreement shall be effective from June 1, **2018** and shall remain in force until May 31, **2023** and thereafter from year to year but either party may, not less than **sixty (60)** days or more than **one hundred and twenty (120)** days before the expiration date of the said Agreement, give notice in writing to the other party to terminate the said Agreement or to negotiate a revision thereof.

DATED at Yorkton, Saskatchewan, this _____ day of _____, **2019**.

FOR THE UNION:

FOR THE COMPANY:

Gordon Kolebaba

Teresa Polegi

Dustin Shingoose

Rocky Luchsinger
Representative

APPENDIX "A"
EFFECTIVE JUNE 1, 2018 (1.75% INCREASE)

GRADE	CLASSIFICATION	START UP TO 100 DAYS' SERVICE	AFTER 100 DAYS' SERVICE	AFTER 12 MONTHS' SERVICE	AFTER 18 MONTHS' SERVICE	AFTER 24 MONTHS' SERVICE
1	JANITORS, GENERAL LABOURERS AND ASSEMBLERS OTHER THAN GRADE 2 ASSEMBLER, STUD TACKERS, HELPERS, HANGERS, JIG AND FIXTURE LOADER/UNLOADER	\$17.92	\$18.48	\$19.05	\$19.63	\$20.24

NOTE: An employee who is normally assigned to the Grade 1 Classification who during a shift performs a significant amount of work contemplated by a higher Grade Classification shall be paid at the higher Grade Classification for the entire shift.

GRADE	CLASSIFICATION	START UP TO 100 DAYS' SERVICE	AFTER 100 DAYS' SERVICE	AFTER 12 MONTHS' SERVICE	AFTER 18 MONTHS' SERVICE	AFTER 24 MONTHS' SERVICE
2	WASHERS, CHIPPERS, PACKERS, YARDMEN, FORKLIFT OPERATORS, TOOL CRIB, SHIPPERS, RECEIVERS, ASSEMBLERS (AIR SEEDER, SCRAPER, DOZER BLADES, ROCK PICKERS, & PAINT LINE ASSEMBLY), BLASTERS	\$19.07	\$20.77	\$23.08	\$24.30	\$26.13

GRADE	CLASSIFICATION	START UP TO 100 DAYS' SERVICE	AFTER 100 DAYS' SERVICE	AFTER 12 MONTHS' SERVICE	AFTER 18 MONTHS' SERVICE	AFTER 24 MONTHS' SERVICE
3	DRILLS, SAWS, PAINTERS, PIPE FITTERS, STEEL SHED WORKERS, IRON WORKERS, VERSATILITY MEN, ASSEMBLY SET-UP MEN	1 st Class	N/A	\$21.74	\$23.39	\$24.88
		2 nd Class	\$19.99	\$20.81	\$22.41	\$24.06

GRADE	CLASSIFICATION		START UP TO 100 DAYS' SERVICE	AFTER 100 DAYS' SERVICE	AFTER 12 MONTHS' SERVICE	AFTER 18 MONTHS' SERVICE	AFTER 24 MONTHS' SERVICE
4	BRAKE, SHEAR, PRESS, HAND TORCH, & AUTO TORCH OPERATORS	1 ST Class	N/A	\$21.86	\$24.16	\$25.70	\$27.64
		2 nd Class	\$20.09	\$20.96	\$22.61	\$24.86	\$26.92

GRADE	CLASSIFICATION		START UP TO 100 DAYS' SERVICE	AFTER 100 DAYS' SERVICE	AFTER 12 MONTHS' SERVICE	AFTER 18 MONTHS' SERVICE	AFTER 24 MONTHS' SERVICE
5	PRODUCTION WELDERS, MACHINISTS, INSPECTORS, CNC PLASMA TORCH OPERATORS, PLASMA AND LASER TORCH OPERATORS	1 ST Class	N/A	\$22.72	\$25.24	\$26.85	\$28.57
		2 nd Class	\$20.45	\$21.77	\$24.87	\$26.13	\$27.38

GRADE	CLASSIFICATION		START UP TO 100 DAYS' SERVICE	AFTER 100 DAYS' SERVICE	AFTER 12 MONTHS' SERVICE	AFTER 18 MONTHS' SERVICE	AFTER 24 MONTHS' SERVICE
6	MAINTENANCE & DEVELOPMENT CARPENTERS, ELECTRICIANS, JIG MAKERS, MACHINISTS, MECHANICS, REPAIRMEN, TESTERS, TOOL & DIE MACHINISTS & WELDERS (ALL WITHOUT JOURNEYMAN STATUS), SKID-STEER PRODUCTION MECHANIC	1 ST Class	N/A	\$23.03	\$25.58	\$27.21	\$28.95
		2 nd Class	\$20.73	\$22.14	\$24.77	\$26.42	\$28.25

GRADE	CLASSIFICATION	START UP TO 100 DAYS' SERVICE	AFTER 100 DAYS' SERVICE	AFTER 12 MONTHS' SERVICE	AFTER 18 MONTHS' SERVICE	AFTER 24 MONTHS' SERVICE	
7	MAINTENANCE & DEVELOPMENT CARPENTERS, ELECTRICIANS, JIG MAKERS, MACHINISTS, MECHANICS, REPAIRMEN, TESTERS, TOOL & DIE MACHINISTS & WELDERS (ALL WITH JOURNYMAN STATUS)	1 st Class	N/A	\$24.30	\$26.99	\$28.72	\$30.56
		2 nd Class	\$21.87	\$23.35	\$25.89	\$27.49	\$29.21

8 WORKING LEAD HANDS

- (A) Wage rate will be one (\$1.00) dollar per hour above the top rate of the classification(s) the working lead hand is working in.
- (B) Hours of work to be as per Article 8 of this Collective Agreement.
- (C) General Job Description includes:

Maintain document control;
Monitor quality & workmanship of the area;
Help production people with floor issues & problems;
Monitor activities in areas to help achieve 100 plus percent efficiency;
Present needed information on a timely basis to production control department;
Maintain orderly flow of parts;
Co-ordinate activities of personnel to ensure timely completion of work in priority order;
Start up or shut down shift as appropriate;
Set up jigs or tooling to ensure workstation is ready for production before labour is assigned to the task;
Identify, solve or report on standard jobs on the shop floor;
Recommend improvements to jigs & fixtures and process flows to increase productivity;
Monitor all supplies in respective areas;
Join in actual production work;
Maintain housekeeping activities;
Develop a team concept within respective departments.

NOTE: Service Means Time At Work**NOTE:****#1: Retroactive Pay**

Retroactivity will be 1.75% for all employees based on hours worked and hours paid between expiry date and date of ratification payable within 21 days of ratification date. Only employees who are employed on date of ratification will be eligible for retroactivity. Employees who are currently on probation will not be eligible for retroactivity until the probationary period is completed successfully.

APPENDIX "A"
EFFECTIVE JUNE 1, 2019 (2% INCREASE)

GRADE	CLASSIFICATION	START UP TO 100 DAYS' SERVICE	AFTER 100 DAYS' SERVICE	AFTER 12 MONTHS' SERVICE	AFTER 18 MONTHS' SERVICE	AFTER 24 MONTHS' SERVICE
1	JANITORS, GENERAL LABOURERS AND ASSEMBLERS OTHER THAN GRADE 2 ASSEMBLER, STUD TACKERS, HELPERS, HANGERS, JIG AND FIXTURE LOADER/UNLOADER	\$18.28	\$18.85	\$19.43	\$20.02	\$20.64

NOTE: An employee who is normally assigned to the Grade 1 Classification who during a shift performs a significant amount of work contemplated by a higher Grade Classification shall be paid at the higher Grade Classification for the entire shift.

GRADE	CLASSIFICATION	START UP TO 100 DAYS' SERVICE	AFTER 100 DAYS' SERVICE	AFTER 12 MONTHS' SERVICE	AFTER 18 MONTHS' SERVICE	AFTER 24 MONTHS' SERVICE
2	WASHERS, CHIPPERS, PACKERS, YARDMEN, FORKLIFT OPERATORS, TOOL CRIB, SHIPPERS, RECEIVERS, ASSEMBLERS (AIR SEEDER, SCRAPER, DOZER BLADES, ROCK PICKERS, & PAINT LINE ASSEMBLY), BLASTERS	\$19.45	\$21.19	\$23.54	\$24.79	\$26.65

GRADE	CLASSIFICATION	START UP TO 100 DAYS' SERVICE	AFTER 100 DAYS' SERVICE	AFTER 12 MONTHS' SERVICE	AFTER 18 MONTHS' SERVICE	AFTER 24 MONTHS' SERVICE
3	DRILLS, SAWS, PAINTERS, PIPE FITTERS, STEEL SHED WORKERS, IRON WORKERS, VERSATILITY MEN, ASSEMBLY SET-UP MEN	1 st Class	N/A	\$22.18	\$23.86	\$25.38
		2 nd Class	\$20.39	\$21.23	\$22.86	\$24.54

GRADE	CLASSIFICATION		START UP TO 100 DAYS' SERVICE	AFTER 100 DAYS' SERVICE	AFTER 12 MONTHS' SERVICE	AFTER 18 MONTHS' SERVICE	AFTER 24 MONTHS' SERVICE
4	BRAKE, SHEAR, PRESS, HAND TORCH, & AUTO TORCH OPERATORS	1 ST Class	N/A	\$22.30	\$24.64	\$26.21	\$28.19
		2 nd Class	\$20.49	\$21.38	\$23.06	\$25.36	\$27.46

GRADE	CLASSIFICATION		START UP TO 100 DAYS' SERVICE	AFTER 100 DAYS' SERVICE	AFTER 12 MONTHS' SERVICE	AFTER 18 MONTHS' SERVICE	AFTER 24 MONTHS' SERVICE
5	PRODUCTION WELDERS, MACHINISTS, INSPECTORS, CNC PLASMA TORCH OPERATORS, PLASMA AND LASER TORCH OPERATORS	1 ST Class	N/A	\$23.17	\$25.74	\$27.39	\$29.14
		2 nd Class	\$20.86	\$22.21	\$25.37	\$26.65	\$27.93

GRADE	CLASSIFICATION		START UP TO 100 DAYS' SERVICE	AFTER 100 DAYS' SERVICE	AFTER 12 MONTHS' SERVICE	AFTER 18 MONTHS' SERVICE	AFTER 24 MONTHS' SERVICE
6	MAINTENANCE & DEVELOPMENT CARPENTERS, ELECTRICIANS, JIG MAKERS, MACHINISTS, MECHANICS, REPAIRMEN, TESTERS, TOOL & DIE MACHINISTS & WELDERS (ALL WITHOUT JOURNEYMAN STATUS), SKID-STEER PRODUCTION MECHANIC	1 ST Class	N/A	\$23.49	\$26.09	\$27.75	\$29.53
		2 nd Class	\$21.14	\$22.58	\$25.27	\$26.95	\$28.82

GRADE	CLASSIFICATION		START UP TO 100 DAYS' SERVICE	AFTER 100 DAYS' SERVICE	AFTER 12 MONTHS' SERVICE	AFTER 18 MONTHS' SERVICE	AFTER 24 MONTHS' SERVICE
7	MAINTENANCE & DEVELOPMENT CARPENTERS, ELECTRICIANS, JIG MAKERS, MACHINISTS, MECHANICS, REPAIRMEN, TESTERS, TOOL & DIE MACHINISTS & WELDERS (ALL WITH JOURNYMAN STATUS)	1 ST Class	N/A	\$24.79	\$27.53	\$29.29	\$31.17
		2 ND Class	\$22.31	\$23.82	\$26.41	\$28.04	\$29.79

8 WORKING LEAD HANDS

(A) Wage rate will be one (\$1.00) dollar per hour above the top rate of the classification(s) the working lead hand is working in.

(B) Hours of work to be as per Article 8 of this Collective Agreement.

(C) General Job Description includes:

Maintain document control;
 Monitor quality & workmanship of the area;
 Help production people with floor issues & problems;
 Monitor activities in areas to help achieve 100 plus percent efficiency;
 Present needed information on a timely basis to production control department;
 Maintain orderly flow of parts;
 Co-ordinate activities of personnel to ensure timely completion of work in priority order;
 Start up or shut down shift as appropriate;
 Set up jigs or tooling to ensure workstation is ready for production before labour is assigned to the task;
 Identify, solve or report on standard jobs on the shop floor;
 Recommend improvements to jigs & fixtures and process flows to increase productivity;
 Monitor all supplies in respective areas;
 Join in actual production work;
 Maintain housekeeping activities;
 Develop a team concept within respective departments.

NOTE: Service Means Time At Work

APPENDIX "A"
EFFECTIVE JUNE 1, 2020 (2% INCREASE)

GRADE	CLASSIFICATION	START UP TO 100 DAYS' SERVICE	AFTER 100 DAYS' SERVICE	AFTER 12 MONTHS' SERVICE	AFTER 18 MONTHS' SERVICE	AFTER 24 MONTHS' SERVICE
1	JANITORS, GENERAL LABOURERS AND ASSEMBLERS OTHER THAN GRADE 2 ASSEMBLER, STUD TACKERS, HELPERS, HANGERS, JIG AND FIXTURE LOADER/UNLOADER	\$18.65	\$19.23	\$19.82	\$20.42	\$21.05

NOTE: An employee who is normally assigned to the Grade 1 Classification who during a shift performs a significant amount of work contemplated by a higher Grade Classification shall be paid at the higher Grade Classification for the entire shift.

GRADE	CLASSIFICATION	START UP TO 100 DAYS' SERVICE	AFTER 100 DAYS' SERVICE	AFTER 12 MONTHS' SERVICE	AFTER 18 MONTHS' SERVICE	AFTER 24 MONTHS' SERVICE
2	WASHERS, CHIPPERS, PACKERS, YARDMEN, FORKLIFT OPERATORS, TOOL CRIB, SHIPPERS, RECEIVERS, ASSEMBLERS (AIR SEEDER, SCRAPER, DOZER BLADES, ROCK PICKERS, & PAINT LINE ASSEMBLY), BLASTERS	\$19.84	\$21.61	\$24.01	\$25.29	\$27.18

GRADE	CLASSIFICATION	START UP TO 100 DAYS' SERVICE	AFTER 100 DAYS' SERVICE	AFTER 12 MONTHS' SERVICE	AFTER 18 MONTHS' SERVICE	AFTER 24 MONTHS' SERVICE
3	DRILLS, SAWS, PAINTERS, PIPE FITTERS, STEEL SHED WORKERS, IRON WORKERS, VERSATILITY MEN, ASSEMBLY SET-UP MEN	1 st Class	N/A	\$22.62	\$24.34	\$25.89
		2 nd Class	\$20.80	\$21.65	\$23.32	\$25.03

GRADE	CLASSIFICATION		START UP TO 100 DAYS' SERVICE	AFTER 100 DAYS' SERVICE	AFTER 12 MONTHS' SERVICE	AFTER 18 MONTHS' SERVICE	AFTER 24 MONTHS' SERVICE
4	BRAKE, SHEAR, PRESS, HAND TORCH, & AUTO TORCH OPERATORS	1 ST Class	N/A	\$22.75	\$25.13	\$26.73	\$28.75
		2 nd Class	\$20.90	\$21.81	\$23.52	\$25.87	\$28.01

GRADE	CLASSIFICATION		START UP TO 100 DAYS' SERVICE	AFTER 100 DAYS' SERVICE	AFTER 12 MONTHS' SERVICE	AFTER 18 MONTHS' SERVICE	AFTER 24 MONTHS' SERVICE
5	PRODUCTION WELDERS, MACHINISTS, INSPECTORS, CNC PLASMA TORCH OPERATORS, PLASMA AND LASER TORCH OPERATORS	1 ST Class	N/A	\$23.63	\$26.25	\$27.94	\$29.72
		2 nd Class	\$21.28	\$22.65	\$25.88	\$27.18	\$28.49

GRADE	CLASSIFICATION		START UP TO 100 DAYS' SERVICE	AFTER 100 DAYS' SERVICE	AFTER 12 MONTHS' SERVICE	AFTER 18 MONTHS' SERVICE	AFTER 24 MONTHS' SERVICE
6	MAINTENANCE & DEVELOPMENT CARPENTERS, ELECTRICIANS, JIG MAKERS, MACHINISTS, MECHANICS, REPAIRMEN, TESTERS, TOOL & DIE MACHINISTS & WELDERS (ALL WITHOUT JOURNEYMAN STATUS), SKID-STEER PRODUCTION MECHANIC	1 ST Class	N/A	\$23.96	\$26.61	\$28.31	\$30.12
		2 nd Class	\$21.56	\$23.03	\$25.78	\$27.49	\$29.40

GRADE	CLASSIFICATION		START UP TO 100 DAYS' SERVICE	AFTER 100 DAYS' SERVICE	AFTER 12 MONTHS' SERVICE	AFTER 18 MONTHS' SERVICE	AFTER 24 MONTHS' SERVICE
7	MAINTENANCE & DEVELOPMENT CARPENTERS, ELECTRICIANS, JIG MAKERS, MACHINISTS, MECHANICS, REPAIRMEN, TESTERS, TOOL & DIE MACHINISTS & WELDERS (ALL WITH JOURNYMAN STATUS)	1 ST Class	N/A	\$25.29	\$28.08	\$29.88	\$31.79
		2 ND Class	\$22.76	\$24.30	\$26.94	\$28.60	\$30.39

8 WORKING LEAD HANDS

(A) Wage rate will be one (\$1.00) dollar per hour above the top rate of the classification(s) the working lead hand is working in.

(B) Hours of work to be as per Article 8 of this Collective Agreement.

(C) General Job Description includes:

Maintain document control;
 Monitor quality & workmanship of the area;
 Help production people with floor issues & problems;
 Monitor activities in areas to help achieve 100 plus percent efficiency;
 Present needed information on a timely basis to production control department;
 Maintain orderly flow of parts;
 Co-ordinate activities of personnel to ensure timely completion of work in priority order;
 Start up or shut down shift as appropriate;
 Set up jigs or tooling to ensure workstation is ready for production before labour is assigned to the task;
 Identify, solve or report on standard jobs on the shop floor;
 Recommend improvements to jigs & fixtures and process flows to increase productivity;
 Monitor all supplies in respective areas;
 Join in actual production work;
 Maintain housekeeping activities;
 Develop a team concept within respective departments.

NOTE: Service Means Time At Work

APPENDIX "A"
EFFECTIVE JUNE 1, 2021 (2.25% INCREASE)

GRADE	CLASSIFICATION	START UP TO 100 DAYS' SERVICE	AFTER 100 DAYS' SERVICE	AFTER 12 MONTHS' SERVICE	AFTER 18 MONTHS' SERVICE	AFTER 24 MONTHS' SERVICE
1	JANITORS, GENERAL LABOURERS AND ASSEMBLERS OTHER THAN GRADE 2 ASSEMBLER, STUD TACKERS, HELPERS, HANGERS, JIG AND FIXTURE LOADER/UNLOADER	\$19.07	\$19.66	\$20.27	\$20.88	\$21.52

NOTE: An employee who is normally assigned to the Grade 1 Classification who during a shift performs a significant amount of work contemplated by a higher Grade Classification shall be paid at the higher Grade Classification for the entire shift.

GRADE	CLASSIFICATION	START UP TO 100 DAYS' SERVICE	AFTER 100 DAYS' SERVICE	AFTER 12 MONTHS' SERVICE	AFTER 18 MONTHS' SERVICE	AFTER 24 MONTHS' SERVICE
2	WASHERS, CHIPPERS, PACKERS, YARDMEN, FORKLIFT OPERATORS, TOOL CRIB, SHIPPERS, RECEIVERS, ASSEMBLERS (AIR SEEDER, SCRAPER, DOZER BLADES, ROCK PICKERS, & PAINT LINE ASSEMBLY), BLASTERS	\$20.29	\$22.10	\$24.55	\$25.86	\$27.79

GRADE	CLASSIFICATION	START UP TO 100 DAYS' SERVICE	AFTER 100 DAYS' SERVICE	AFTER 12 MONTHS' SERVICE	AFTER 18 MONTHS' SERVICE	AFTER 24 MONTHS' SERVICE
3	DRILLS, SAWS, PAINTERS, PIPE FITTERS, STEEL SHED WORKERS, IRON WORKERS, VERSATILITY MEN, ASSEMBLY SET-UP MEN	1 st Class	N/A	\$23.13	\$24.89	\$26.47
		2 nd Class	\$21.27	\$22.14	\$23.84	\$25.59

GRADE	CLASSIFICATION		START UP TO 100 DAYS' SERVICE	AFTER 100 DAYS' SERVICE	AFTER 12 MONTHS' SERVICE	AFTER 18 MONTHS' SERVICE	AFTER 24 MONTHS' SERVICE
4	BRAKE, SHEAR, PRESS, HAND TORCH, & AUTO TORCH OPERATORS	1 ST Class	N/A	\$23.26	\$25.70	\$27.33	\$29.40
		2 nd Class	\$21.37	\$22.30	\$24.05	\$26.45	\$28.64

GRADE	CLASSIFICATION		START UP TO 100 DAYS' SERVICE	AFTER 100 DAYS' SERVICE	AFTER 12 MONTHS' SERVICE	AFTER 18 MONTHS' SERVICE	AFTER 24 MONTHS' SERVICE
5	PRODUCTION WELDERS, MACHINISTS, INSPECTORS, CNC PLASMA TORCH OPERATORS, PLASMA AND LASER TORCH OPERATORS	1 ST Class	N/A	\$24.16	\$26.84	\$28.57	\$30.39
		2 nd Class	\$21.76	\$23.16	\$26.46	\$27.79	\$29.13

GRADE	CLASSIFICATION		START UP TO 100 DAYS' SERVICE	AFTER 100 DAYS' SERVICE	AFTER 12 MONTHS' SERVICE	AFTER 18 MONTHS' SERVICE	AFTER 24 MONTHS' SERVICE
6	MAINTENANCE & DEVELOPMENT CARPENTERS, ELECTRICIANS, JIG MAKERS, MACHINISTS, MECHANICS, REPAIRMEN, TESTERS, TOOL & DIE MACHINISTS & WELDERS (ALL WITHOUT JOURNEYMAN STATUS), SKID-STEER PRODUCTION MECHANIC	1 ST Class	N/A	\$24.50	\$27.21	\$28.95	\$30.80
		2 nd Class	\$22.05	\$23.55	\$26.36	\$28.11	\$30.06

GRADE	CLASSIFICATION		START UP TO 100 DAYS' SERVICE	AFTER 100 DAYS' SERVICE	AFTER 12 MONTHS' SERVICE	AFTER 18 MONTHS' SERVICE	AFTER 24 MONTHS' SERVICE
7	MAINTENANCE & DEVELOPMENT CARPENTERS, ELECTRICIANS, JIG MAKERS, MACHINISTS, MECHANICS, REPAIRMEN, TESTERS, TOOL & DIE MACHINISTS & WELDERS (ALL WITH JOURNYMAN STATUS)	1 ST Class	N/A	\$25.86	\$28.71	\$30.55	\$32.51
		2 ND Class	\$23.27	\$24.85	\$27.55	\$29.24	\$31.07

8 WORKING LEAD HANDS

(A) Wage rate will be one (\$1.00) dollar per hour above the top rate of the classification(s) the working lead hand is working in.

(B) Hours of work to be as per Article 8 of this Collective Agreement.

(C) General Job Description includes:

Maintain document control;
 Monitor quality & workmanship of the area;
 Help production people with floor issues & problems;
 Monitor activities in areas to help achieve 100 plus percent efficiency;
 Present needed information on a timely basis to production control department;
 Maintain orderly flow of parts;
 Co-ordinate activities of personnel to ensure timely completion of work in priority order;
 Start up or shut down shift as appropriate;
 Set up jigs or tooling to ensure workstation is ready for production before labour is assigned to the task;
 Identify, solve or report on standard jobs on the shop floor;
 Recommend improvements to jigs & fixtures and process flows to increase productivity;
 Monitor all supplies in respective areas;
 Join in actual production work;
 Maintain housekeeping activities;
 Develop a team concept within respective departments.

NOTE: Service Means Time At Work

APPENDIX "A"
EFFECTIVE JUNE 1, 2022 (2.50% INCREASE)

GRADE	CLASSIFICATION	START UP TO 100 DAYS' SERVICE	AFTER 100 DAYS' SERVICE	AFTER 12 MONTHS' SERVICE	AFTER 18 MONTHS' SERVICE	AFTER 24 MONTHS' SERVICE
1	JANITORS, GENERAL LABOURERS AND ASSEMBLERS OTHER THAN GRADE 2 ASSEMBLER, STUD TACKERS, HELPERS, HANGERS, JIG AND FIXTURE LOADER/UNLOADER	\$19.55	\$20.15	\$20.78	\$21.40	\$22.06

NOTE: An employee who is normally assigned to the Grade 1 Classification who during a shift performs a significant amount of work contemplated by a higher Grade Classification shall be paid at the higher Grade Classification for the entire shift.

GRADE	CLASSIFICATION	START UP TO 100 DAYS' SERVICE	AFTER 100 DAYS' SERVICE	AFTER 12 MONTHS' SERVICE	AFTER 18 MONTHS' SERVICE	AFTER 24 MONTHS' SERVICE
2	WASHERS, CHIPPERS, PACKERS, YARDMEN, FORKLIFT OPERATORS, TOOL CRIB, SHIPPERS, RECEIVERS, ASSEMBLERS (AIR SEEDER, SCRAPER, DOZER BLADES, ROCK PICKERS, & PAINT LINE ASSEMBLY), BLASTERS	\$20.80	\$22.65	\$25.16	\$26.51	\$28.48

GRADE	CLASSIFICATION	START UP TO 100 DAYS' SERVICE	AFTER 100 DAYS' SERVICE	AFTER 12 MONTHS' SERVICE	AFTER 18 MONTHS' SERVICE	AFTER 24 MONTHS' SERVICE	
3	DRILLS, SAWS, PAINTERS, PIPE FITTERS, STEEL SHED WORKERS, IRON WORKERS, VERSATILITY MEN, ASSEMBLY SET-UP MEN	1 st Class	N/A	\$23.71	\$25.51	\$27.13	\$29.18
		2 nd Class	\$21.80	\$22.70	\$24.44	\$26.23	\$28.29

GRADE	CLASSIFICATION		START UP TO 100 DAYS' SERVICE	AFTER 100 DAYS' SERVICE	AFTER 12 MONTHS' SERVICE	AFTER 18 MONTHS' SERVICE	AFTER 24 MONTHS' SERVICE
4	BRAKE, SHEAR, PRESS, HAND TORCH, & AUTO TORCH OPERATORS	1 ST Class	N/A	\$23.84	\$26.34	\$28.01	\$30.14
		2 nd Class	\$21.90	\$22.86	\$24.65	\$27.11	\$29.36

GRADE	CLASSIFICATION		START UP TO 100 DAYS' SERVICE	AFTER 100 DAYS' SERVICE	AFTER 12 MONTHS' SERVICE	AFTER 18 MONTHS' SERVICE	AFTER 24 MONTHS' SERVICE
5	PRODUCTION WELDERS, MACHINISTS, INSPECTORS, CNC PLASMA TORCH OPERATORS, PLASMA AND LASER TORCH OPERATORS	1 ST Class	N/A	\$24.76	\$27.51	\$29.28	\$31.15
		2 nd Class	\$22.30	\$23.74	\$27.12	\$28.48	\$29.86

GRADE	CLASSIFICATION		START UP TO 100 DAYS' SERVICE	AFTER 100 DAYS' SERVICE	AFTER 12 MONTHS' SERVICE	AFTER 18 MONTHS' SERVICE	AFTER 24 MONTHS' SERVICE
6	MAINTENANCE & DEVELOPMENT CARPENTERS, ELECTRICIANS, JIG MAKERS, MACHINISTS, MECHANICS, REPAIRMEN, TESTERS, TOOL & DIE MACHINISTS & WELDERS (ALL WITHOUT JOURNEYMAN STATUS), SKID-STEER PRODUCTION MECHANIC	1 ST Class	N/A	\$25.11	\$27.89	\$29.67	\$31.57
		2 nd Class	\$22.60	\$24.14	\$27.02	\$28.81	\$30.81

GRADE	CLASSIFICATION		START UP TO 100 DAYS' SERVICE	AFTER 100 DAYS' SERVICE	AFTER 12 MONTHS' SERVICE	AFTER 18 MONTHS' SERVICE	AFTER 24 MONTHS' SERVICE
7	MAINTENANCE & DEVELOPMENT CARPENTERS, ELECTRICIANS, JIG MAKERS, MACHINISTS, MECHANICS, REPAIRMEN, TESTERS, TOOL & DIE MACHINISTS & WELDERS (ALL WITH JOURNYMAN STATUS)	1 ST Class	N/A	\$26.51	\$29.43	\$31.31	\$33.32
		2 ND Class	\$23.85	\$25.47	\$28.24	\$29.97	\$31.85

8 WORKING LEAD HANDS

(A) Wage rate will be one (\$1.00) dollar per hour above the top rate of the classification(s) the working lead hand is working in.

(B) Hours of work to be as per Article 8 of this Collective Agreement.

(C) General Job Description includes:

Maintain document control;
 Monitor quality & workmanship of the area;
 Help production people with floor issues & problems;
 Monitor activities in areas to help achieve 100 plus percent efficiency;
 Present needed information on a timely basis to production control department;
 Maintain orderly flow of parts;
 Co-ordinate activities of personnel to ensure timely completion of work in priority order;
 Start up or shut down shift as appropriate;
 Set up jigs or tooling to ensure workstation is ready for production before labour is assigned to the task;
 Identify, solve or report on standard jobs on the shop floor;
 Recommend improvements to jigs & fixtures and process flows to increase productivity;
 Monitor all supplies in respective areas;
 Join in actual production work;
 Maintain housekeeping activities;
 Develop a team concept within respective departments.

NOTE: Service Means Time At Work

LETTER OF UNDERSTANDING #1

BETWEEN:

LEON’S MFG. COMPANY INC., hereinafter referred to as
“the Company”

AND:

**RETAIL, WHOLESALE AND DEPARTMENT STORE UNION
LOCAL 955**, hereinafter referred to as
“the Union”

Re: Shipper/Receiver Position – David Malinowski

1. The Company’s letter to the Union dated February 18, 2002 shall continue to apply to the position held by David Malinowski.
2. The parties agree that the position of Receiver which is currently held by David Malinowski will continue during the life of this Agreement. Mr. Malinowski will continue to be treated as a Rand Formula Employee and Union Dues will be remitted to the Union on his behalf during the term of this Agreement.

DATED at Yorkton, Saskatchewan, this _____ day of _____, **2019.**

FOR THE UNION:

FOR THE COMPANY:

Gordon Kolebaba

Teresa Polegi

Dustin Shingoose

Rocky Luchsinger
Representative

LETTER OF UNDERSTANDING #2

BETWEEN:

LEON'S MFG. COMPANY INC., hereinafter referred to as
"the Company"

AND:

**RETAIL, WHOLESALE AND DEPARTMENT STORE UNION
LOCAL 955**, hereinafter referred to as
"the Union"

Re: Charity Fund Trust

1. The employees agree to consider voluntary participation in a "Charity Fund Trust" by contributing up to six (\$.06) cents per hour worked or up to a maximum of two dollars and forty cents (\$2.40) per week to be deducted from the employees' pay and matched by the Company. This fund is to be referred to as "Pennies For The Needy Fund".
2. The Charity Fund Management will include one (1) representative from the hourly paid (unionized) employees, one (1) representative from the salary paid (non-unionized) employees and the Chief Executive Officer of the Company or his/her designate. All donations given will be designated as from "The Employees of Leon's Mfg. Company Inc." with a condition that this must be publicly acknowledged as such.
3. Donations will be earmarked to non-profit type charities primarily involved in providing "food, clothing and other services for the needy" in the Yorkton and surrounding area. Salvation Army, United Way, etc. and similar accredited non-profit, non-political type charitable organizations would be eligible to receive funds as per a criteria showing that funds are earmarked to provide food, clothing and/or other services for the needy and less fortunate in the community. Suggestions for donations will be welcomed from anyone, however, only those meeting the criteria as earlier mentioned and only those the Company and employees feel comfortable in supporting will be eligible for donations. Any reserves in the fund should not exceed the aggregate of an additional one (1) year of contributions by the Company and employees.

4. The Company will bear the cost of managing the funds and paperwork involved and will undertake that a financial accounting and list of activities will be published annually as a report to all contributors to the “Pennies For The Needy Fund”.

DATED at Yorkton, Saskatchewan, this _____ day of _____, **2019**.

FOR THE UNION:

Gordon Kolebaba

Dustin Shingoose

Rocky Luchsinger
Representative

FOR THE COMPANY:

Teresa Polegi

LETTER OF UNDERSTANDING #3

BETWEEN:

LEON'S MFG. COMPANY INC., hereinafter referred to as
"the Company"

AND:

**RETAIL, WHOLESALE AND DEPARTMENT STORE UNION
LOCAL 955**, hereinafter referred to as
"the Union"

Re: Productivity

1. First class rates of pay shall be obtained and maintained on the basis of employees performing at ninety-five (95%) percent plus productivity efficiencies.
2. When a formal assessment of an employee's productivity efficiencies is to be made, it will be made against reasonable standards of performance with clearly defined objectives identified to the employee. The Company will discuss with the employee, in the presence of the Union, areas of improvement if the productivity efficiencies are not being met, and provide an opportunity to improve the efficiency within a reasonable specified time period.
3. The performance appraisal interview is a two-way dialogue that will include an opportunity for the employee and/or the Union to provide feedback to his/her supervisor.
4. The Union agrees that the Company has the right to set Company Policy for minimum productivity standards.
5. Where the employee feels that the actions of the Company are without just cause, the employee shall have the right to grieve.

DATED at Yorkton, Saskatchewan, this _____ day of _____, **2019**.

FOR THE UNION:

FOR THE COMPANY:

Gordon Kolebaba

Teresa Polegi

Dustin Shingoose

Rocky Luchsinger
Representative

LETTER OF UNDERSTANDING #4

BETWEEN:

LEON’S MFG. COMPANY INC., hereinafter referred to as

“the Company”

AND:

**RETAIL, WHOLESALE AND DEPARTMENT STORE UNION
LOCAL 955**, hereinafter referred to as

“the Union”

Re: Pension Plan

The Pension Plan Agreement as presented in the booklet provided by Sunlife Canada shall be deemed to form part of this Agreement.

DATED at Yorkton, Saskatchewan, this _____ day of _____, **2019.**

FOR THE UNION:

FOR THE COMPANY:

Gordon Kolebaba

Teresa Polegi

Dustin Shingoose

Rocky Luchsinger
Representative