

AGREEMENT

between

**BOMBARDIER TRANSPORTATION
NORTH AMERICA
THUNDER BAY PLANT**

and

**CANADIAN OFFICE AND PROFESSIONAL EMPLOYEES UNION
LOCAL #81**

including

Labour Classifications

September 1, 2008 - August 31, 2011

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THIS AGREEMENT made and entered into

Between:

**BOMBARDIER TRANSPORTATION
NORTH AMERICA
THUNDER BAY PLANT**

hereinafter referred to as **THE COMPANY**

and

**CANADIAN OFFICE AND PROFESSIONAL EMPLOYEES UNION
LOCAL NO. 81**

hereinafter referred to as **THE UNION**

ARTICLE 1

1.0 PURPOSE

- 1.1** The intent and purpose of this Agreement is to promote and improve the relationship between the Union and the Company and to set forth a mutual agreement as to rates of pay, hours of work and conditions of employment to be recognized by the Union and the Company.

ARTICLE 2

2.0 RECOGNITION

- 2.1** The Company recognizes Canadian Office and Professional Employees Union, Local No. 81 as the exclusive Bargaining Agent on behalf of the employees of Bombardier Transportation North America, Thunder Bay Plant, working in the Job Classifications listed in Appendix "A", and subject to such other additions or deletions as may be agreed upon between the parties, but does not include a person who is -

- a)** Excluded by the Ontario Labour Relations Act,

OR

- b)** A Supervisor or in a position above the rank of Supervisor,

OR

- c)** Seven (7) Secretaries reporting to the following positions:

Plant Manager
Director of Supply Management
Director of Quality Assurance and Engineering
Director of Manufacturing
Director of Finance
Director of Program Management
Director of Technical Services

Should any of the foregoing positions be abolished or transferred from Bombardier Transportation, North America, Thunder Bay Plant, the foregoing number of excluded Secretaries shall be reduced accordingly.

OR

- d)** A Sales or Service Representative,

OR

- e)** An employee of the Human Resources Department.

- 2.2 Persons excluded from the Bargaining Unit shall not perform work performed by employees within the Bargaining Unit, except for the purpose of instruction or the training of employees.
- 2.3 Work performed by employees in the Bargaining Unit shall not be removed from the Bargaining Unit without the consent of the Union, except as stipulated elsewhere in this Agreement.
- 2.4 Any operation presently being performed by employees within the Bargaining Unit shall not be changed to an hourly rated function, unless by mutual consent.

ARTICLE 3

3.0 MANAGEMENT RIGHTS

- 3.1 The Union recognizes the Management's authority to manage the affairs of the Company, to direct its working forces, hire, transfer, promote, demote, suspend and discharge for proper cause any employee and to increase or decrease the working force of the Company, to reorganize, close, disband any department or section thereof from time to time as circumstances and necessity may require, provided the Company shall not exercise these rights in a manner inconsistent with the terms of this Agreement.

ARTICLE 4

4.0 DISCRIMINATION AND INTIMIDATION

- 4.1 There shall be no discrimination, interference, restraint or coercion exercised or practiced upon any employee because of his/her participation, or lack of participation, in Union activities.
- 4.2 Notices of Discipline against an employee shall be cancelled after an elapsed period of one (1) year worked from the most recent written notice. Paid illness up to four (4) weeks, paid vacation, paid holidays or paid leave of absence will be counted as time worked for the purpose of this article. Such Notices of Discipline shall be destroyed upon request of the employee.

ARTICLE 5

5.0 UNION SECURITY

- 5.1 All present employees covered by this Agreement shall become members of the Union and shall continue as such as a condition of employment.
- 5.2 All new employees covered by this Agreement shall become and remain members of the Union not later than the completion of their probationary period.

- 5.3 The Company shall not be required, as a Union Shop condition, to discharge any employee for reasons other than non-payment of Union initiation fees, dues and assessment provided for in the Constitution and By-laws of the Union.
- 5.4 The Company shall present all new employees with a copy of this Agreement.
- 5.5 The Company shall supply the Secretary-Treasurer and the Chairperson of the Bargaining Committee of the Union, every two weeks, a list of additions to, deletions from and changes to the Salary Roll of employees eligible for membership in the Union, together with the effective dates.
- 5.6 The Company shall supply the Union with the names and job classifications of new salaried employees upon hire.
- 5.7 The Company shall supply the Union with a seniority list four (4) times a year, within thirty (30) days of January 1st, April 1st, July 1st and October 1st each year.

ARTICLE 6

6.0 CHECK-OFF

- 6.1 The Company shall deduct from the salaries of Union Members, Union initiation fees, dues and assessments, provided for in the Constitution and By-laws of the Union.
- 6.2 At the end of each calendar month and prior to the tenth of the following month, the Company shall remit by cheque to the Secretary-Treasurer of the Union, the total of the deductions made.
- 6.3 Deductions shall be made from the employees commencing thirty (30) days after date of hire.

ARTICLE 7

7.0 UNION REPRESENTATION

- 7.1 The Union Bargaining Committee shall consist of four (4) members of the Bargaining Unit and the Local Union President and Vice-President. The Union may have its Canadian and/or International Staff Representative(s) in attendance at Company-Union meetings.
- 7.2 The Union may elect or otherwise appoint five (5) Stewards to represent employees for the purpose of investigating complaints and/or processing grievances. It is agreed and understood that Stewards will not meet as a group during Company time.

7.3 The Union shall confirm in writing to the Company the names of the Local Union Officers, Stewards and Committeepersons.

7.4 It is agreed that elections of Local Union Officers, Stewards and Committee persons shall be conducted on the Company premises during the following hours:

07:30 to 08:00

11:45 to 13:00

15:15 to 16:15

It is understood that employees shall not vote during their working hours. Approval for polling booth locations and scheduling of elections must be obtained from Human Resources five (5) working days in advance.

ARTICLE 8

8.0 UNION ACTIVITY

8.1 The Union recognizes and agrees that Stewards, Committee persons and Executive Members have regular duties to perform in connection with their employment and that only such time as is reasonably necessary will be consumed by such persons during working hours in order to attend to the business of administering this Agreement. Union officials may leave their department upon securing permission from their supervisor, after stating the general nature of the business. Such permission will not be unreasonably withheld.

8.2 When entering a department other than their own, Stewards or Union Officers must first contact the Supervisor of that department, or his/her designate, and advise him/her as to the general nature of the business.

8.3 New employees shall be introduced to their Steward, by the Supervisor of that department, when hired or transferred.

8.4 The Bargaining Committee of the Union and the Company representatives shall meet on a mutually agreed date each month, providing there is business in connection with the Agreement, which requires joint consideration. An agenda will be submitted by either party, three (3) days in advance of the meeting.

8.5 Negotiations relating to modifications of this agreement shall be carried on during the regular working hours of members of the Bargaining Committee. Members of the Bargaining Committee shall be paid at straight time while engaged in such negotiations.

ARTICLE 9

9.0 NOTICES

- 9.1 The Union shall have the privilege of posting notices of meetings of employees and other approved notices at specified places on the Company premises.
- 9.2 The Company shall be furnished with copies of all such notices prior to their posting and may require the Union to refrain from posting any notice which it considers objectionable.

ARTICLE 10

10.0 SENIORITY

- 10.1 a) Seniority shall be established after successful completion of the probationary period.
- b) Seniority in the Bargaining Unit shall mean length of continuous service with the Company since the date of last hire in the Bargaining Unit and/or subject to the provisions of Articles 12 and 13.
- c) An employee will be considered on probation and will not be placed on a seniority list until after he/she has worked a total of sixty (60) working days for the Company. The discharge, termination or layoff of a probationary employee shall be in the sole discretion of the Company. Such discretion shall not be exercised in a discriminatory, arbitrary, capricious or unreasonable manner and any grievance shall be based solely on evidence of an abuse of such discretion.

New employees, who must undertake formal training programs during their probationary period, will be hired at not less than the starting rate of pay and no Bargaining Unit work will be done during the training period. It is understood that any such formal training will not be counted towards the probationary period.

- d) Former employees who have lost their seniority shall, on rehire, pay Union dues after five (5) working days of employment and shall be subject to a probationary period of thirty (30) working days.

If the employee is separated from Company employment for a period exceeding three (3) years, the normal probationary period shall apply.

- e) Any shop employee who is transferred temporarily into a classification covered by this Agreement shall pay the equivalent of Union dues monthly if the period of employment reaches five (5) working days.

- 10.2**
- a)** The Company shall have the right to employ temporary help who shall not attain seniority. The Company shall advise the Union in writing of temporary employees at the time of hiring, indicating position hired for, and approximate time required to complete the specific assignment involved.
 - b)** Temporary service shall not exceed five (5) months in any one (1) job stream in any department in any twelve (12) month period. In the event it is required to exceed five (5) months, the job shall be posted, unless mutually agreed between the Company and the Union.
 - c)** Temporary employees shall not be obligated to make application for membership in the Union, but after five (5) working days, a work permit fee shall be paid as specified in Article 10.3.

- 10.3**
- a)** The Company shall have the right to lease technical personnel who shall be employed for a required period of time, who shall not attain seniority. The Company shall advise the Union, in writing, of such personnel, indicating positions engaged for, and approximate time required to complete the specific assignment.
 - b)** Leased personnel shall not be eligible for membership in the Union, but a work permit fee shall be paid equivalent to Union dues based on 125% of the highest grade for each complete month of employment or portion thereof.
 - c)** The Company agrees that it will not use leased personnel as a means of eroding the membership of C.O.P.E., Local 81, at its Thunder Bay operations.
 - d)** The Company agrees to an ongoing dialogue with the Union for the purpose of:
 - (1)** Reviewing those areas where lack of specialized technical skills makes it necessary for the Company to use leased personnel.
 - (2)** Making recommendations to the Company which include appropriate training and upgrading programs to assist eligible Company employees to improve their skill levels to meet the Company's requirements, the addition of Bargaining Unit personnel, and such other programs as may be appropriate.

It is intended that such an approach will lessen the Company's dependence on leased personnel, provide improved job opportunities for employees, and lead to a more stable workforce at the Thunder Bay operations.

- 10.4** The Company may hire up to a maximum of five (5) students per calendar year for a work placement not to exceed sixteen (16) weeks ea.

Students shall be classified as temporary employees and a work permit fee shall be paid on their behalf as specified in Article 10.3. However their time shall not be reckoned in computing temporary employees service time under Article 10.2 (b).

- 10.5** In a layoff situation, the Company will lay off students, leased personnel and temporary help before an employee capable of performing the same work and who has attained seniority, is laid off.

ARTICLE 11

11.0 SENIORITY, LAYOFF, RECALL AND TRANSFER

- 11.1** Without prejudice to the right reserved in Article 3 of this Agreement, in all cases of layoff, recall, demotion or transfer, the Company shall apply the principle of seniority, provided the employee is capable of performing the work.

Layoff Procedure

- 11.2** The following procedure shall apply in the layoff of employees who have attained seniority.
- a) Whenever numbers in a classification are being reduced, the Company shall post a notice of layoff.
 - b) Employees who have attained seniority, to be laid off because of no work, shall be given notice (as per Employment Standards Act), such notice, in writing, to be not less than two (2) weeks, or payment in lieu thereof. The Company shall advise the Chairperson of the Bargaining Committee of such notice at the same time.
 - c) The Company and the Union Bargaining Committee shall meet prior to any layoff to establish an orderly procedure for such layoff.
- 11.3**
- a) Any employee who is laid off or displaced shall have the right to exercise seniority in accordance with the procedure set forth in this Article.
 - b) The employee with the least amount of seniority in any classification will be the first laid off from that classification. Such employee may bump an employee with the least seniority in another classification at the same or lower Labour Grade.
 - c) An employee who does not exercise seniority rights at the time of notice of layoff shall be laid off, and lose all recall rights to classifications of a

Labour Grade equal to or lower than the Labour Grade of the classification refused. An employee so laid off will only be recalled to the classification held at the time of layoff or to any classification of a higher Labour Grade in accordance with this layoff procedure.

- d) An employee who exercises seniority rights shall indicate this decision, in writing, within three (3) working days of notification of layoff, on a form provided by the Company. The form will indicate whether the employee is willing to bump and the minimum salary level to which he/she is willing to bump.
- e) An employee displaced as a result of such a bump may in turn move back and replace an employee having the least seniority in any other classification in the same or lower Labour Grade.
- f) An employee who elects to bump to a new classification must be capable of performing the work and shall be given a maximum of thirty (30) working days to prove such effectiveness. However, if it is evident that an employee is not successful in performing the job after a minimum of ten (10) working days following a bump to a given classification, the employee will be required forthwith to bump to another classification in the same or lower Labour Grade.
- g) In the application of this layoff procedure, determination of capability to perform the work in any classification shall be a management function, but management shall not exercise its discretion in an arbitrary or discriminatory manner.
- h) An employee who has been laid off may bid on a classification posted in accordance with Articles 11 and 14.

Super Seniority

- 11.4**
- a) In the event of layoff, four (4) of the seven (7) Union Executive listed below, four (4) Bargaining Committee Members and Chief Steward will be retained in the employ of the Company in the classification held at the time of layoff and shall not be subject to displacement during the term of office. Should such an employee's job be eliminated, he/she shall have the right to displace any other employee in the Bargaining Unit, provided he/she is capable of performing the work.
 - b) It is understood that should a Bargaining Committee Member also be a member of the Union Executive that his/her retention shall be due to the Union Executive position.
 - c) Preference shall be exercised in the following order:

President (Executive)

Vice-President (Executive)
Secretary-Treasurer (Executive)
Four (4) Bargaining Committee
Recording Secretary (Executive)
Senior Trustee (Executive)
Sergeant at Arms (Executive)
Chief Steward

Recall Procedure

11.5 The following procedure shall apply in the recall of employees who have attained seniority.

- a) For the purposes of this Article, “original classification” shall mean the last classification obtained through a job posting, as provided for in Article 14.
- b) Employees who are laid off and have no place to bump shall have the right to be recalled to jobs in a lower classification in the same job stream as the job becomes available (job streams are as set forth in Appendix “A”). However, notwithstanding the above, employees qualified in more than one job stream, shall be allowed to be recalled across job streams.
- c) Job Streams shall only define recall rights and shall not be construed to deny an employee the bumping rights set forth in the Collective Agreement.

11.6 a) Any notice of recall to an employee who has been laid off shall be made by registered mail or telegram (receipt requested) to last known address of such laid-off employee. IT IS THE EMPLOYEE’S RESPONSIBILITY TO INFORM THE HUMAN RESOURCES DEPARTMENT, IN WRITING, OF ANY CHANGE OF ADDRESS.

- b) An employee refusing recall to his/her original classification shall be subject to the terms of Article 12.1 (b). An employee refusing recall to a classification of a lower Labour Grade shall lose recall rights to classifications of this grade or lower until these rights are restored as specified in 11.7 (b).

11.7 a) An employee recalled and reinstated to the former position held shall receive the progressional rate of pay at the time of layoff from the position in addition to any wage increases which were applied to the job classification during the period the employee was on the recall list.

- b) An employee accepting recall (after a refusal on layoff or recall) shall have seniority rights to all classifications reinstated.
- c) An employee who has recall rights or who has accepted a classification in a lower Labour Grade due to a layoff notice or bumping shall be returned

to the classification held at the time of layoff or bump according to seniority as the classification becomes available.

- 11.8** Employees who have bumped to or been recalled to a lower classification and are to be recalled to their original or any previous higher classification and refuse recall, shall be subject to the following:
- a) If the higher classification is in the employee's current job stream, the employee shall lose all rights to recall to the classification refused and any higher classifications in the same stream.
 - b) If the higher classification refused is in a different job stream, the employee shall lose all rights to recall to jobs in that stream. Employees retain all rights set out in Article 14.

Temporary Recalls

- 11.9** Employees who have been laid off shall be given an opportunity to be recalled to a temporary position in a classification they hold or to a lower classification in the same job stream, provided no training beyond orientation is required. Such employee shall not be entitled to hold the classification of such temporary position if they did not previously hold that classification. Said employee will be laid off without further notice on the last day of the temporary assignment. Said employees may refuse such recall with no effect on their permanent recall position.

ARTICLE 12

12.0 SENIORITY, LOSS OF

- 12.1** An employee shall lose seniority rights and be deemed terminated:

- a) If the employee voluntarily quits employment with the Company, or is discharged and is not subsequently reinstated pursuant to the provisions of the Grievance Procedure,

OR

- b) If the employee fails to return to work within five (5) working days after receipt of notice of recall by registered mail, to the last address shown on the Company records after a layoff. This clause shall not apply if within the five (5) working days after the receipt of the notice of recall, the employee furnishes satisfactory reasons for such failure.
- c) If the employee overstays a leave of absence granted by Management, in writing, without securing an extension of such leave;

OR

- d) If the employee absents himself/herself from work for more than three (3) consecutive days without securing leave of absence, or without producing evidence to the effect that the absence was justified.

12.2 A copy of the Company's written request, referred to in (b) above shall be forwarded to the Bargaining Committee Chairperson when issued.

ARTICLE 13

13.0 SENIORITY, RETENTION OF

13.1 Employees laid off shall retain recall rights and accumulate seniority as follows:

- Three (3) months seniority - one (1) year recall rights
- One (1) year to six (6) years seniority - three (3) years recall rights
- Six (6) years and over - one-half seniority

This language shall apply to all employees on layoff and in seniority as of September 1, 2006.

13.2 Any employee covered by this Agreement shall not be transferred to a position excluded from this Agreement unless the employee agrees to such transfer. The Company shall notify the Union, in writing, no later than ten (10) days after the transfer.

13.3 a) Employees transferred to a position out of the Bargaining Unit and later returned to a position in the Bargaining Unit shall be credited with seniority on the following basis:

1. An employee who returns within two (2) years or the length of seniority when transferred (whichever is the lesser), shall not suffer any loss of seniority.
2. An employee who returns at any time after two (2) years or the length of seniority when transferred (whichever is the lesser), shall be credited with half of his/her previous seniority or three (3) years, whichever is the lesser.
3. In the application of 13.3 (a) 1 and 13.3 (a) 2, seniority of all employees transferred out of the Bargaining Unit shall cease to accumulate six (6) months following such transfer.

An employee so transferred shall pay the equivalent of Union dues monthly throughout the period of exclusion, up to a maximum of three (3) years. An employee shall, in writing, indicate his/her desire to pay such dues or lose seniority as of the date of transfer.

- b) 1. Employees returned to the Bargaining Unit within forty-five (45) working days shall be returned to their former position and salary standing.
- 2. Employees returned to the Bargaining Unit after forty-five (45) working days, shall be returned to a position to which they are entitled, as provided in Article 14.4 or Article 11.2.
- c) Employees transferred to a position out of the Bargaining Unit shall lose seniority rights in the Bargaining Unit after three (3) years. In the application of 13.3 (a) 1, 2, 3, time spent out of the Bargaining Unit shall be on a cumulative basis.

ARTICLE 14

14.0 JOB POSTING

- 14.1** All job vacancies coming within the Bargaining Unit, other than those in salary Level 1 in Appendix "A", which become available, shall be posted for a period of three (3) working days. There shall be no job posting during plant shutdown periods.

If the Company elects not to fill a vacated position, the Union shall be so notified in writing.

- 14.2** The Company shall not be required to post jobs vacated due to illness, vacation, leave of absence, or injury, or jobs designated as temporary and defined in Article 10. The Company will advise the Union, in writing, of positions to be so filled and length of term required, such time not to exceed four (4) months in any one (1) job stream in any twelve (12) month period. The four (4) month limit shall not apply to employees hired to temporarily replace employees who have applied for Family Medical Leave as defined in the Ontario Employment Standards Act, or anyone hired to temporarily replace a Salary Level 1 employee.

In the event the vacancy is expected to exceed four (4) months as per above, it shall be posted as a temporary vacancy and filled in accordance with the Collective Agreement. The successful applicant shall be returned to his/her former position at the completion of the temporary position.

- 14.3** A job vacancy shall be defined as resulting from:

- a) Death, retirement, resignation, discharge or permanent promotion or demotion of an employee.
- b) Newly created or re-created jobs.

14.4 Applicants for a posted job will complete a form provided in their department, have the application countersigned by their supervisor and submit it in person to the Human Resources Department on or before the expiry date of the posted job. All applicants will be interviewed by the supervisor of the Department in which the vacancy exists, within ten (10) working days after the closing date of the posting. The interview requirement may be waived when the candidate was interviewed for the same position within six (6) months of the job posting. If so waived, the Union and the applicant shall be so notified in writing. The successful applicant will be given a written statement, within fifteen (15) working days of the completion of the interview period, signed by the Human Resources Director or his Representative, as to job title and salary to be paid for the job.

14.5 Promotions:

All promotions shall be made on the basis of ability to perform the vacant job and seniority. When an employee who is junior in seniority is selected, his/her ability to perform the vacant job shall be significantly higher than other candidates, who have greater seniority.

If determination of ability to perform a job includes a test set by the Company, the Company shall consider only whether candidates have achieved a minimum proficiency level for the position tested. Grades in excess of minimum proficiency levels shall not be taken into account.

14.6 Employees who have bid into a new job stream may not bid to a different job stream for six (6) months, unless they are competing for a promotion or bidding back to their previous job stream.

14.7 If applicants are not qualified in accordance with the provisions of this Article, or if no one applies for a posted job, the job may be filled from other sources at Management's discretion.

14.8 The Company shall post the names and seniority of successful applicants within three (3) working days of the appointment.

14.9 If an employee who has been promoted in accordance with the above provisions fails to perform the work satisfactorily, or if the employee so desires, within forty-five (45) working days, such employee shall be returned to his/her former position and rate, and any employee who has been promoted because of the promotion of such employee shall return to the position and rate from which he/she was promoted.

14.10 Posted vacancies may be filled by present Union employees on a temporary basis not to exceed forty (40) working days in order that the work schedule will not be interrupted until selection has been made.

- 14.11** The successful applicant will be transferred to the new position within forty (40) working days and shall in any event, be paid the rate of the new position no later than five (5) working days following promotion.
- 14.12** All applicants shall be advised, in writing, within fifteen (15) working days of the completion of the interview period, of their acceptance or rejection and the reasons thereto on their job bid.
- 14.13 a)** If still required, posted vacancies that have not been filled shall be reposted four months from the date of the initial posting and shall be posted for three (3) working days to allow employees who have not previously bid, or employees who have upgraded themselves since their initial bid, the opportunity to bid on these positions. If not still required, the Union shall be so informed in writing.
- b)** In the event a posted position is not filled internally or externally, within six (6) months, from the date of the initial posting, then the position may become a training one. The following procedure shall be followed:
- 1.** The Union and Company shall meet to establish a classification for training purposes with the inclusion of a job description, salary range and length of training period.
 - 2.** A notice of the training classification shall be posted.
 - 3.** The individual's performance and progress shall be monitored by the Department Supervisor and the reports provided to the individual and the Union.

ARTICLE 15

15.0 SALARIES & CLASSIFICATIONS OF EMPLOYEES

- 15.1** All employees shall be classified and paid in accordance with Appendix "A", which is attached to and forms part of this Agreement.

New or changed positions shall be evaluated to conform with positions in Appendix "A" and such determination shall be subject to the provisions of Article 16.

15.2 Application of Rates:

- a)** The starting rate shall apply commencing on the date an employee is assigned to such grade and continue for a period of six (6) months.
- b)** Six (6) months following the hiring date, the first progressional rate shall apply for a further six (6) months.

- c) At the beginning of the pay period following completion of the first progression, the second progressional rate shall apply for a further six (6) months.
- d) At the beginning of the pay period following completion of the second progression, the employee shall move to the standard rate.
- e) Provided, however, that in each case above the progressional increase may be deferred by the length of absence if the employee is absent for reasons other than:
 - 1. Paid illness or accident of up to four (4) weeks;
 - 2. Paid vacations;
 - 3. Paid holidays, or;
 - 4. Paid leave of absence, as provided elsewhere in this Agreement.
 - 5. Maternal/Parental Leave.
- f) Provided, however, that in each case above the progressional increase may be deferred if the employee is proven to be unsatisfactory at the time such progression period has been completed.

15.3 New Employees

A new employee may be paid at the Starting Rate, 1st Progression Rate, 2nd Progression Rate or the Standard Weekly Rate, as determined by the Company, having due regard for experience and qualifications.

15.4 Promotions - Transfers - Demotions

a) Promotions

An employee promoted to a position in a higher salary grade shall be placed in the salary progression of the new position that is immediately greater than his/her current salary; thereafter, the respective arrangements regarding progression, as defined in 15.2 above, will apply.

b) Transfers

An employee transferred from one position to another position of equal grade shall receive his/her current rate, and thereafter, the respective arrangements regarding progression as defined in 15.2 above shall apply.

c) Demotions

An employee demoted from one position to another position of a lower salary grade, shall receive salary at the standard rate for the position

demoted to, or his/her previous salary whichever is the least, and thereafter, the respective arrangements regarding progression, as defined in 15.2 above shall apply. The foregoing shall not apply to an employee in the probationary period.

15.5 Pay Provisions

- a)** Payment of salary shall be made every two (2) weeks by direct deposit. Deductions from salary except those required by law, order-in-council, or Government regulations, shall be made only upon authorization signed by the employee.
- b)** The application of salary ranges agreed upon by the parties to this Agreement shall not result in a reduction in salary for any employee whose current salary may be higher than the range provided for in the applicable Salary Schedule.

15.6 No employee will be transferred into an occupational classification which he/she does not presently hold except as provided for in Article 14.10. However, an employee may be required to perform the duties of another job classification on an emergency basis for a period not to exceed three (3) working days. Employees shall receive their present pay rate or the pay rate for the duties performed, whichever is higher.

ARTICLE 16

16.0 NEW AND CHANGED CLASSIFICATIONS

16.1 In the event that new classifications are created or former classifications are recreated, the Company will prepare a Job Description and based on its content, the Human Resources Department will assign a temporary salary class to that position. The position shall then be posted as per Article 14 and within six (6) months of the position being filled, the Company will meet with the Bargaining Committee, and with job incumbents where required, with the goal of evaluating the new classification. For the purpose of this Article, the forty-five (45) working day provision in Article 14.9 shall be extended until the salary grade for the position is agreed to.

16.2 In the event that changes occur in existing jobs, the Union may request the preparation of a new Job Description in a format consistent with that used in the Collective Agreement. On either party's request, the Bargaining Committee and the Company will meet with the goal of evaluating the changed classification.

16.3 If agreement cannot be reached on the evaluation of the new or changed position, either party may refer the matter to arbitration as provided in Article 20.

- 16.4** As a result of a newly created job, any rate adjustment will be retroactive to the date the job was implemented. Any rate adjustment as a result of a change within an existing position will be retroactive to the date the initial request for a review was made in writing to the Human Resources Department.
- 16.5** If changes to an existing classification result in a class maximum for a job lower than that previously in effect, the rate of the incumbent at that date will be considered a "Red Circle" rate. Employees hired, transferred or posted to another position after ratification date will receive the class rate of the occupation they are hired for, transferred to, or accept through job posting. "Red Circle" rates will disappear with attrition and promotion.

Incumbents not prepared to accept a "Red Circle" rate shall have the option of exercising seniority rights under the layoff provisions of the Collective Agreement.

The following general principles will apply to "Red Circle" rates:

- i) If an employee becomes "Red Circled" on the job he/she is holding, on a temporary basis, at the date of implementation, the employee's salary will not be reduced until the temporary assignment is completed.
- ii) An employee holding a job due to promotion at the date of implementation will be entitled to "Red Circle" rate if he/she returns to his/her former job within the period specified in the Collective Agreement and that former job has become "Red Circled". Similarly, an employee in a "Red Circled" rate who accepts a promotion will retain the right to the former "Red Circle" rate should he/she return to his/her former job within the period specified in the Collective Agreement; otherwise the employee will receive the evaluated salary for the new job.
- iii) An employee on authorized leave of absence (deemed to include, for the purpose of this article, sickness, accident, vacation, maternal/parental leave, paid or unpaid leave of absence) at the date of implementation, and who returns to work within the specified period, will be entitled to a "Red Circled" rate if his/her former job has become "Red Circled".
- iv) An employee on layoff at the date of implementation who returns to his/her regular job within the period of time set out in the Collective Agreement will be entitled to a "Red Circled" rate should that regular job have become "Red Circled".
- v) Employees in "Red Circled" jobs will be entitled to the normal promotional salary increases and annual salary reviews if their current rate is below the maximum for the existing salary grade. They will be allowed to proceed to the maximum of the existing salary grade for the "Red Circled" job for as long as they remain the incumbent.

16.6 If changes to an existing classification result in a class maximum for a job higher than that previously in effect, the incumbent's rate will move step to step to the appropriate level in the new salary range (i.e. the incumbent at standard in the existing salary range will move to standard in the new salary range).

16.7 Red Circle for the purpose of this Agreement shall mean:

- i) The employee will receive one-half of any negotiated salary increase, including COLA each year until the employee is no longer paid in excess of the appropriate rate for the job.
- ii) Employees that are Red Circled and are within five (5) years of Retirement at date of ratification shall continue to receive the full negotiated salary increase including COLA up to and including their retirement date.

ARTICLE 17

17.0 TECHNOLOGICAL CHANGE

17.1 In order to provide maximum opportunities for continuing employment, the Union and the Company agree to cooperate in the introduction or operation of new equipment or changes in operating methods.

If as a result of such change, a classification will be discontinued, and/or members of the Bargaining Unit will be displaced, the Company will inform the Union Bargaining Committee in advance of such changes and will discuss with the Union Bargaining Committee prior to the inception of such changes, means by which existing employees of the Bargaining Unit may qualify for positions created by such changes.

17.2 In the event of the installation of new equipment that may affect the job status of employee(s) in the Bargaining Unit, the Company will, as far in advance as possible, before the installation of such equipment, meet with the Union Bargaining Committee, provide them with information regarding the new equipment and advise them of the number and classification of employees likely to be affected by such installation. The parties will discuss the feasibility of providing training on such new equipment to employees affected by such changes with the intent that the Company will give first consideration to present employees for such newly created positions.

IF training is required, such training shall be extended first to affected employees with the greatest seniority.

17.3 In the event that a job stream is eliminated by new equipment or other changes in operating methods, the Company will provide training to affected employees in order to upgrade their skills to meet current technical and operational requirements if such training is required for said upgrade. The Union and the Company shall meet to discuss and arrive at a fair and equitable training plan.

17.4 In the implementation of World Class Manufacturing where the Collective Agreement is impacted, the two (2) parties shall discuss problems which arise and if any changes are deemed necessary they will be subject to ratification.

17.5 Video Display Terminals and Computers

Consistent with the manufacturer's statements and available medical data, this equipment does not constitute a hazard. However, because of the concerns expressed by the employees regarding the unsubstantiated long term effects, the Company agrees to the following:

- a)** Adjustable chairs shall be available to afford optimum comfort and the least possible stressful position for each operator. When setting up work centers, ergonomic principles will be taken into consideration.
- b)** The employer shall provide optimal lighting conditions adapted to accommodate the types of tubes in use in the worksite.
- c)** The Company shall have any V.D.T. inspected which is physically damaged or appears to be damaged. Requests for inspection in the event of such damage may be directed to the Safety Supervisor of the Company.

17.6 The Company agrees to meet with the Union to discuss the subject of video display terminals when requested.

ARTICLE 18

18.0 GRIEVANCE PROCEDURE

18.1 a) A Grievance is defined as a dispute between the Company and one or more of its employees with reference to the interpretation or application of the terms of this Agreement; or a dispute between the Company and the Union regarding Company policy in respect to interpretation, application, administration or alleged violation of the Agreement.

b) The Company agrees to discuss with the Union any matters which the Union wishes to bring up, but only those matters which are specifically covered by this Agreement shall be subject to Arbitration.

18.2 The Grievance Procedure (except as provided for in Article 19) shall be as follows:

STEP 1: A grievance must be discussed verbally with the department supervisor by the aggrieved employee either alone or, at the request of an employee, in the presence of a Steward.

STEP 2: Should the grievance not be satisfactorily settled in Step 1, the grievance shall then be presented to and discussed with the Department Head concerned or designate by the Union Committee person. Failing satisfactory settlement, the grievance shall then be reduced to writing (being specific as to the persons involved, date grievance occurred and all facts pertaining to the grievance) and including the signature of the employee and a Union Committee person. The Department Head shall write the Management decision thereon and sign the same within three (3) working days.

Within three (3) working days after the Union or employee has received an answer from the Department Head, a copy of the grievance shall be returned to the Department Head by the employee or the Union Committee person appropriately marked as satisfactory or unsatisfactory.

STEP 3: If the decision of the Department Head or designate is not satisfactory to the employee and/or the Union, the decision shall be appealed within three (3) working days to the Human Resources Department. A meeting between the Human Resources Director or designated representative and the Union Committee will be held not later than five (5) working days after the request. The Union reserves the right to call the aggrieved employee to the meeting only for the purpose of giving evidence. The Company will confirm, in writing, within five (5) working days, the results of decisions arrived at during the meeting, unless by mutual agreement specific investigation requires a longer period. If no response to the decision is made by the Union within ten (10) working days, the grievance shall be considered as settled.

18.3 Grievance forms shall be provided by the Union and the original copy shall be forwarded to the Human Resources Department at step three (3) of the grievance procedure.

18.4 Any grievance not filed within five (5) working days after the employee or the Union ought reasonably to have become aware of the circumstances giving rise to the grievance shall be deemed to have been waived and shall not be considered.

The foregoing time limits are mandatory and cannot be changed except pursuant to Article 18.6.

18.5 In the event that the Grievor misses a time limit, the grievance will be waived, but in the event that the recipient of the grievance fails to give a decision within the time limits under Article 18, Steps 1 and 2, the Grievance may then be referred by the Grievor to the next step of the Grievance Procedure.

- 18.6** Time limits may be extended by mutual agreement, in writing, by the Union and the Company. Such agreement will not be unreasonably withheld.
- 18.7** In the event of a salary adjustment granted as a result of a Grievance, an employee shall not have the right to claim retroactivity beyond the starting date of the pay period during which the grievance was presented.
- 18.8** Grievances which involve Company policy in respect to interpretation, application, administration, or alleged violation of the Agreement, may be processed commencing at Stage 3 of this Grievance Procedure.

Failing settlement within ten (10) working days, the Union may, within the following ten (10) working days, refer the matter to Arbitration.

ARTICLE 19

19.0 DISCHARGE

- 19.1** An employee who has been dismissed shall have the opportunity of interviewing a Union Representative in private for a reasonable period of time before leaving the plant premises.
- 19.2** A claim by an employee that he/she has been unjustly suspended or discharged shall be treated as a Grievance and processed commencing at Step 3 of the Grievance Procedure.
- 19.3** The term "employee" under this section shall refer only to employees who have completed their probationary period as per Article 10.

ARTICLE 20

20.0 ARBITRATION

- 20.1** When a difference arises between the parties relating to the interpretation, application or administration of this Agreement, including any question as to whether a matter is arbitrable, either of the parties may, after exhausting the applicable grievance procedure established by this Agreement, notify the other party, in writing, of its intent to submit the difference to an Arbitrator. Such notification is to be received by the other party within ten (10) regular working days from the date of the final decision at Step 3, failing which the grievance shall be deemed to be settled or abandoned.
- 20.2** At the request of the Union or the Company, the parties agree to use the services of an Independent Grievance Settlement Officer prior to going to arbitration. Costs to be shared equally.

- 20.3** The decision of the Arbitrator shall be final and binding upon the parties.
- 20.4** The decision of the Arbitrator shall not alter, add to, subtract from, modify or amend any part of this Agreement.
- 20.5** Both parties shall contribute equally to the expense and remuneration of the Arbitrator.
- 20.6** No preliminary objection shall be raised by either party at an arbitration hearing without so advising the other party in writing at least thirty (30) days prior to the hearing.
- 20.7** A Grievor appearing during his/her working hours before an Arbitrator on the hearing of his/her appeal on a grievance shall be paid by the Company at the regular hourly rate for such time spent. The Bargaining Committee Chairperson, or in his/her absence, the Vice-Chairperson, or a Bargaining Committee Member will also be paid. It is understood that the Company will not be required to pay a discharged grievor for the working hours of the arbitration appeal, if grievance does not succeed. A maximum of five (5) Union witnesses who appear during working hours before an Arbitrator shall be paid by the Company at their regular hourly rate for such time spent.

ARTICLE 21

21.0 HOURS OF WORK

- 21.1** The working day shall be one of seven and one-quarter (7-1/4) hours and the working week shall consist of five (5) days, Monday to Friday inclusive.
- 21.2** Daily hours of work shall be 8:00 a.m. to 3:45 p.m. Normal afternoon shifts shall be 3:45 p.m. to 11:30 p.m.
- 21.3** The lunch period shall be one-half (1/2) hour and may be staggered as between departments.
- 21.4** By mutual agreement between the Union and the Company, the times of work referred to in Article 21.2 may be adjusted. Such agreement shall not be unreasonably withheld.

ARTICLE 22

22.0 OVERTIME

- 22.1 a)** The daily hours of work (Article 21) shall be paid for at straight time.

b) An employee who is required to work overtime, shall be paid at the rate of time and one-half for the first three (3) hours of work, thereafter pay shall be double time.

c) Employees shall receive time and one-half for hours worked up to eight (8) hours on Saturday.

Employees shall receive double time for all hours worked in excess of eight (8) hours on Saturday.

d) All hours worked on Sunday shall be paid for at double time.

22.2 Overtime pay will not be deducted due to lost time, if the lost time is due to illness or authorized leave of absence with pay.

22.3 As far as is practical and reasonable, overtime shall be distributed equally among employees who normally perform the work in their respective departments. It is understood that employees who refuse to work overtime will not be penalized. The Company will endeavour to give notice of any overtime to be scheduled as far in advance as possible. An employee shall be excluded from working the scheduled overtime hours for personal reasons.

22.4 If an employee is required to work more than two hours' overtime, a 15 minute lunch period shall be allowed and be paid for by the Company.

22.5 a) Employees called in to work, while on standby, shall receive a minimum of three (3) hours at applicable overtime rate where there has been a break in shift.

b) Employees called in to work, while not on standby, shall receive a minimum of four (4) hours at applicable overtime rate where there has been a break in shift.

c) Employees on standby shall receive twenty-five dollars (\$25.00) per day on weekdays and sixty dollars (\$60.00) on Saturday, Sunday and statutory holidays.

ARTICLE 23

23.0 SHIFT PREMIUM

23.1 Employees required to work other than the daily hours of work shall be paid a shift premium of \$6.00 per shift.

ARTICLE 24

24.0 GROUP LEADER

24.1 A "Group Leader" job is one in which the employee has the combined responsibility of directing the work of a group of employees and performing some of the same work as the group directed.

24.2 The direction referred to in 24.1 generally consists of activities such as required to:

- a)** Plan work to be performed by the group
- b)** Receive, assign and instruct members of the group
- c)** See that members of the group are steadily engaged in work duties of their classifications
- d)** Inspect and coordinate the work performed by the group. The Group Leader checks employees in the group and reports job progress to the supervisor, but is not authorized to penalize or promote employees in the group.

24.3 A Group Leader premium of \$45.00 per week shall be paid to employees while they have been assigned the responsibility of directing the work of a group of not less than four (4) employees.

The Group Leader premium shall be paid when an employee is assigned to direct a crew of less than four (4) persons if the employee is placed in charge of a special project, distinct from his/her normal duties. In such case, the nature and maximum duration of the assignment must be specified in advance.

24.4 Employees will be selected for the Group Leader designation on the basis of leadership ability as determined by Management with due consideration given for length of service.

24.5 Employees assigned to 'Group Leader' will not be entitled to the Group Leader premium for time missed from work in excess of one (1) week except in the event that said employee is using their entitled vacation time.

ARTICLE 25

25.0 HOLIDAYS

25.1 The following holidays will be paid, to employees who have attained seniority, at straight time if not worked; at the employee's regular rate; and in accordance with the conditions hereinafter set forth:

Assigned Days

	2009	2010	2011
New Years Day	Jan 01	Jan 01	Jan 03
February 24	Feb 23	Feb 22	Feb 21
Good Friday	Apr 10	Apr 2	Apr 22
Victoria Day	May 18	May 24	May 23
Canada Day	Jun 29	Jul 2	Jul 1
Civic Holiday	Aug 3	Aug 2	Aug 1
Labour Day	Sep 7	Sep 6	
Thanksgiving Day	Oct 12	Oct 11	
Christmas Day	Dec 25	Dec 27	
Boxing Day	Dec 28	Dec 28	
Floating Day	Dec 24	Dec 24	
Floating Day	Dec 29	Dec 29	
Floating Day	Dec 30	Dec 30	
Floating Day	Dec 31	Dec 31	

Time worked on the aforementioned paid holidays shall be paid for at the rate of double time in addition to Holiday Pay.

Christmas Shutdown Floating Holidays

All conditions concerned with paid holidays will apply to floating holidays, with the exception that any employee called in to handle emergencies only, will be given one day in lieu of each day worked and paid at his/her regular straight time rate for that day worked. Employees may elect to receive holiday pay instead of accepting a day in lieu.

It is agreed that Christmas, Boxing Day and the four (4) floating holidays shall be scheduled as per the dates above.

- 25.2** Any paid holiday covered by this Agreement which falls on a Saturday will be observed on either the preceding Friday, or the following Monday.
- 25.3** Any paid holiday covered by this Agreement which falls on a Sunday will be observed on the following Monday.
- 25.4** Any employee who is laid off within five (5) working days prior to a paid holiday, shall be paid for the holiday. An employee, who is laid off within fifteen (15) working days prior to the Christmas shutdown, shall be paid for the shutdown.
- 25.5** An employee who is absent without permission on the last scheduled shift before and the first scheduled shift after a Holiday, shall not be entitled to

holiday pay, unless the employee qualifies for salary continuation under Article 27. If, due to curtailment of operations by the Company, the Plant or Department should close for a period not exceeding five (5) working days before and five (5) working days after a Holiday, (except in the instance of the Christmas shutdown period when fifteen (15) working days shall apply), this shall not invalidate an employee's right to payment for the Holiday.

- 25.6** If an employee believes that an unauthorized absence before or after a holiday was for legitimate and justifiable reason, the employee may make application for consideration by the Human Resources Department within one (1) week after the Holiday.

ARTICLE 26

26.0 VACATIONS

- 26.1** The vacation year shall date from May 1st to April 30th of the following year. However, employees shall have until May 31st of the following year to take vacation.
- 26.2**
- a)** All employees must take their vacation by the last full or partial week of May of each year, and such vacation shall not be accumulated from year to year. However, requests for deferred or advanced vacation shall be subject to approval of the Company and the Union.
 - b)** Employees will normally take vacations in periods of not less than one (1) week. However, employees with entitlement in excess of the three (3) weeks required for the summer shutdown shall have the option to take excess time in periods of less than one (1) week, subject to supervisory approval.
- 26.3** Employees with twenty-three (23) years of service and over, without having lost seniority, shall be entitled to six (6) weeks' vacation with pay.
- 26.4** Employees with seventeen (17) years of service, but less than twenty-three (23) years, without having lost seniority, shall be entitled to five (5) weeks' vacation with pay.
- 26.5** Employees with ten (10) years of service, but less than seventeen (17) years, without having lost seniority, shall be entitled to four (4) weeks' vacation with pay.
- 26.6** Employees with five (5) years of service, but less than ten (10) years, without having lost seniority, shall be entitled to three (3) weeks' vacation with pay.

- 26.7** Employees with one (1) year's service, but less than five (5) years, without having lost seniority, shall be entitled to two (2) weeks vacation with pay, or four percent (4%) of previous years earnings whichever is greater.
- 26.8** Employees with less than one (1) year's service shall be entitled to four percent (4%) of previous year's earnings.
- 26.9** Entitlement:
- a) Vacation entitlement will be as above, and vacation pay for employees with one (1) year's seniority or more, will be calculated on weeks pay, plus the prevailing COLA bonus, as at the time the vacation is taken. A week will be considered as 36.25 hours for Labour Groups 1 to 13, as forty (40) hours for Labour Groups 14 to 16. However, employees in Labour Group 1 to 13 who have less than 1232.5 hours worked in a previous year and employees in groups 14 to 16 who have less than 1360 hours worked in a previous year will receive vacation pay at the rate of 2% of earnings for each week of entitlement.
 - b) Money received from Worker's Safety Insurance Board, Salary Continuation, previous Vacation Pay, paid Plant and Statutory Holidays and overtime, will be calculated as earnings. Money received from Human Resources Canada while on Maternity or Parental Leave, will be calculated as earnings.
 - c) Time off work while receiving Worker's Safety Insurance Board payments and Salary Continuation payments, previous year's vacation, paid Plant and Statutory Holidays, authorized Leave of Absence will be counted as hours worked.
 - d) An employee who has been on sick leave for fifty-two (52) weeks will be paid for any accrued vacation time to his/her credit prior to starting on Long Term Disability.
 - e) Hours worked and earnings from Worker's Safety Insurance Board and Salary Continuation, as set out in (b) and (c) above, will be credited for fifty-two (52) weeks from the onset of disability.
 - f) Employees returning to work from Salary Continuation that were off during the summer shutdown will be required to take vacation equal to the summer shutdown prior to returning to work.
- 26.10** Unless otherwise advised, employees covered by this Agreement shall be required to take the full shutdown period as vacation at the time annually prescribed by the Company regardless of whether or not they are entitled to vacation and shall be paid in accordance with this Article.

- 26.11** Absence as a result of illness shall not affect the vacation period to which the individual is entitled.
- 26.12** No indemnity may be paid in lieu of vacation.
- 26.13** An employee discharged for cause will receive the minimum indemnity to which he is entitled under law.
- 26.14** An employee -
- a)** who resigns OR
 - b)** who is laid off;
- will be entitled to the vacation pay which remains due to him/her.
- 26.15** Vacation credits in accordance with the above will accrue to the estate of employees who die.
- 26.16** All employees are to take their vacation entitlement during the plant shutdown. Vacation entitlements not taken during the shutdown period will be scheduled prior to and including the week of May 31st. Employees with more than three (3) weeks entitlement may apply in writing, for additional scheduled vacation, no later than March 31st, prior to the start of the vacation year. The Company will respond in writing by April 10th. Vacations will be scheduled giving due regard to departmental production requirements and seniority.
- 26.17** Where any remaining vacation has not been scheduled by March 31st, employees must apply in writing at least two (2) weeks in advance of the date they wish to start their vacation and the Company will respond in writing to their request within five (5) working days.
- 26.18** When an employee's vacation has been approved in writing and scheduled, such scheduling shall not be changed without the consent of the employee.
- 26.19** The Union shall receive a statement, monthly, of vacation taken and vacation outstanding.

ARTICLE 27

27.0 SALARY CONTINUATION

- 27.1** In the event an employee is disabled by a non-occupational sickness or accident while in the employ of the Company, and such disability causes the employee to be absent from work, such employee shall continue to receive normal rate of pay in accordance with subsection 27.4. Entitlements shown

are per calendar year and may not be accumulated from one calendar year to the next.

27.2 Nothing contained in this Salary Continuation Article shall be construed in any way as grounds for the employee to take time off with pay, except for a bona fide sickness or injury. Any abuse of this article shall be considered as grounds for discipline up to and including discharge.

27.3(a) The Company may require an employee to produce a certificate from a registered physician verifying that a sickness or injury was cause for absence, and it shall be mandatory for an employee to produce such a certificate after an absence of five (5) consecutive working days.

(b) Employees who are charged a fee for letters or reports required by the Company or by its insurance carrier shall be paid for by the Company upon proof of payment by the employee.

27.4 Entitlement by Calendar Year:

SERVICE	BENEFIT
Less than two (2) months service	Nil
Over two (2) months' to ten (10) years' service	1/2 day per month's service
Over ten (10) years' service to twenty (20)	75 days, plus 1/2 day per month for every month over ten (10) years' service
Twenty (20) years' service and over	180 days

- 1)** Sick leave benefits listed above shall be based on length of unbroken service and shall accumulate from original date of last unbroken service. Sick leave benefits shall accumulate in accordance with the above schedule.
- 2)** If an employee uses sick leave in any calendar year, the number of day's entitlement shall be established as at first date of illness.
- 3)** During an illness, sick leave benefits shall continue to accumulate for as long as the employee is on salary continuation; however, any such additional credited days will not be utilized to extend the entitlement established as at first day of illness.

- 4) An employee who returns to work in the same calendar year, shall, upon return to work, be credited with all remaining sick days not utilized plus any further credited days accumulated during the period of sick leave; entitlement shall then continue to accumulate at the rate of 1/2 day per month.
- 5) If all sick leave benefits are exhausted during a sick leave, further accumulation of sick days shall cease until such time as the employee returns to work.
- 6) When an employee whose sick leave benefits are exhausted returns to work, sick days accumulation shall resume as of the date of Return to Work. However, such employee may not claim salary continuation for the same disability unless ten (10) working days have elapsed since his/her return to work.
- 7) Nothing in this article shall be construed to entitle an employee to earn more than a total of one hundred and eighty (180) days sick leave credits in a single calendar year.
- 8) For employees not on sick leave, the full sick leave benefits to which they are entitled by service shall be re-established on January 1st of each year.
- 9) An employee who returns to work in another calendar year following the first date of illness, shall, upon return to work, be reinstated the full sick leave benefits to which he/she is entitled by unbroken service as at the date of Return to Work.

27.5 Where the salary continuation of an employee with one (1) or more years of service runs out within five (5) working days of a paid holiday or the Christmas Shutdown, the employee shall be paid the holiday or Christmas Shutdown.

27.6 Long Term Disability

For employees who become disabled by a non-occupational sickness or accident more than fifty-two (52) weeks in duration following the ratification of this Agreement, the Company will provide a Long-Term Disability Plan. Employees must meet the eligibility requirements of the Benefit Carrier. Benefits shall be \$300 per week and will commence no sooner than fifty-two (52) weeks from the onset of disability. Benefits are payable for five (5) years, until recovery, age 65, or death, whichever occurs first. During this period, the Company maintains Health Care benefits; however, neither paid holiday nor vacation provisions shall apply.

ARTICLE 28

28.0 EXIGENCY ALLOWANCE

- 28.1** Employees with seniority shall be allowed a maximum of six (6) days off with pay during each calendar year, where absence is necessary for the following reasons; medical/dental appointments, illness in the immediate family or emergencies in the home.
- 28.2** Continuous absence from work of more than one (1) day shall be supported by proof of exigency, if requested by the Human Resources Department.
- 28.3** Unused exigency allowance cannot be carried over to subsequent years.
- 28.4** A new employee shall build up the six (6) day exigency allowance at a rate of one (1) day per month, following completion of the probationary period.

ARTICLE 29

29.0 BEREAVEMENT PAY

- 29.1** If an employee with seniority has a bereavement with the loss of spouse, or child, such employee shall be given a leave of absence with pay for up to five (5) days consecutive working days. Up to three (3) consecutive working days with pay shall be given in the case of a parent, brother, sister, father-in-law, mother-in-law, brother-in-law, sister-in-law, grandparents, spouse's grandparents, grandchildren, step parents of the employee or spouse, step child, step brother, or step sister to make arrangements and to attend the funeral, and shall in no event go beyond the day after the funeral. One half (½) day, with pay, shall be allowed to pall bearers. One half (½) day, with pay, shall be allowed one (1) Member of the C.O.P.E. Executive to represent the Union at the funeral of an active or retired Bombardier Transportation North America Division (Thunder Bay Plant) C.O.P.E. Member. The employee shall advise the Human Resources Department of the bereavement.

ARTICLE 30

30.0 MEDICAL/INSURANCE PLAN

- 30.1** All employees covered by this Agreement shall, upon completion of their probationary period, participate in a Medical/Insurance Plan with benefits as outlined in the booklet issued by Great-West Life entitled "Schedule of Benefits for Group Policy Number 51344. "
- 30.2** The Company will endeavour to provide an updated benefit booklet within six (6) months of ratification of the Agreement.

- 30.3** The Company may substitute another carrier for the foregoing plans provided that the level of benefits conferred thereby is not decreased.
- 30.4** Effective ratification date, upon presentation of a receipt from a retail outlet, the Company will pay an allowance of \$125.00 per employee per year for the purchase of one (1) pair of safety shoes.
- 30.5** During the term of the agreement, the Company will continue to apply its Prescription Safety Eye Glass Policy to employees requiring safety eye glasses in the performance of their work.

ARTICLE 31

31.0 RETIREMENT PENSION PLAN

- 31.1 a)** The Pension Plan forms part of the Labour Agreement, a summary of the terms of which are contained in Appendix "C".
- b)** During the life of this Agreement there shall be no changes, amendments, suspension or discontinuance of the Pension Plan, except through mutual agreement by the parties signatory of this Agreement.
- c)** Upon retirement an employee will receive one (1) month's salary at his current rate of pay.

ARTICLE 32

32.0 LEAVE OF ABSENCE

- 32.1** Employees shall be entitled to Family Medical Leave of up to eight (8) weeks as set forth in the Employment Standards Act.
- 32.2** The Company may at its discretion permit absence, with pay, to any employee requesting same for good and sufficient reason.
- 32.3** The Company may at its discretion grant a leave of absence, without pay, to any employee requesting same for good and sufficient reason.
- 32.4** Upon two (2) days' written notice from the Union, the Company will grant leave of absence, without pay, for Local Union Officials to do Local Union business, providing that such leave will not exceed three (3) consecutive days in any calendar month for such employee. In the event that additional time is required, the Company will not unreasonably withhold permission.
- 32.5** The Company will grant leave of absence, without pay, to elected delegates for legitimate Union business, such as, conventions or conferences.

- 32.6** The Company will grant leave of absence, without pay, to delegates attending education seminars. The Company will not unreasonably withhold permission.
- 32.7** Employees appointed to the Canadian and/or International Staff shall be granted leave of absence, without pay, and they shall accumulate seniority during their absence.
- 32.8** The Company will allow two (2) members of the Union so delegated, leave of absence with pay, to attend the semi-annual Convention of the Mid Canada Council of Canadian Office and Professional Employees Union and/or Canadian National Convention of the Canadian Office and Professional Employees Union, through the office of the Human Resources Department.
- 32.9** The Company will reinstate such employee at the end of agreed period of leave of absence, or sooner, without loss of seniority, provided there is work available to which the employee is entitled by ability and seniority standing.
- 32.10** An employee who is required for jury service or subpoenaed as a witness shall be paid the difference between his/her normal straight time pay and the payment received for such jury service or subpoena. The employee will present proof of service or subpoena and of the amount of pay received.
- Payment for the above jury service or subpoena shall cover the period of the day reporting for jury service or subpoena to the day of dismissal from jury service or subpoena inclusive, and the employee shall not be required to report to work during this period.
- 32.11** The Company agrees to pay Union Officials for time spent on the following - arbitration, local union business, conventions, conferences, educational seminars. The Union shall reimburse the Company for all wages, plus C.O.L.A., except as specified in Article 32.7.

ARTICLE 33

33.0 TESTING

- 33.1** Bargaining Unit employees shall only be required to take tests when such tests are designed exclusively for assessing candidates for promotion.
- 33.2** Tests may not be used to support either a demotion or disciplinary action against an employee.
- 33.3** All testing of Bargaining Unit employees shall be administered by the Human Resources Department.

- 33.4 a)** Tests shall be relevant to the requirements of a given classification. Information on such requirements and on test protocols shall be provided to employees and the Union at least one (1) week in advance.
- b)** Tests shall be pre-tested to determine reliability of grading and comprised of questions for which answers have been validated in advance.
- c)** Tests shall be administered on a uniform basis to all applicants. The Company shall not be required to test a bidder who has written a test for the same position or group of positions within the last six (6) months.
- d)** Tests shall be designed so as to enhance objectivity, e.g. by setting multiple-choice questions in order to limit subjective judgments in marking.
- e)** The President of the Union, or a designate of the President, shall be present when Bargaining Unit members are being tested to ensure that tests are designed and administered fairly.
- 33.5** All tests shall be marked in the presence of the President of the Union, or a designate of the President.
- 33.6** Bargaining Unit members shall be given an opportunity to review their test papers in conjunction with the expected answers, the marks and the marking scheme.

ARTICLE 34

34.0 SUB-CONTRACTING

- 34.1** It is not the intent of the Company to sub-contract Bargaining Unit work for the purpose of eroding the Bargaining Unit.

The Union will be promptly informed in the event the Company sub-contracts work normally performed by employees in the Bargaining Unit. Prior to such sub-contracting, a meeting between the Human Resources Department and the Bargaining Committee shall be arranged for the purpose of obtaining solutions to the impact of such contracting out, and promoting communications between the Union and the Company; maintaining the ability of the Company to be competitive and to achieve a stable workforce at this division.

ARTICLE 35

35.0 STRIKES AND LOCKOUTS

- 35.1** During the life of this Agreement or while negotiations for a further Agreement are in progress, there shall be no strike on the part of the members of the Union, nor any lockout on the part of the Company.

ARTICLE 36

36.0 RENEWAL AND TERMINATION OF AGREEMENT

- 36.1** This Agreement shall remain in effect until August 31, 2011, and unless either party gives to the other party written notice of termination, or of a desire to amend the Agreement, it shall continue in effect for a further one (1) year period without change, and so on from year to year thereafter. It is understood that if notice of termination or amendment of the Agreement has been given by either party and negotiations for the new Agreement have not been completed by the termination date, then the Labour Relations Act of Ontario shall govern both parties to the Agreement.
- 36.2** Where any changes have been made in the terms of the previous Agreement, such changes will be effective as of the date of signing, with the exception of wages and classification changes granted under Article 15.
- 36.3** Notice that amendments are required or that either party intends to terminate the Agreement shall only be given during the period of not more than ninety (90) days and not less than thirty (30) days prior to the termination date.
- 36.4** It is understood that during any negotiations following upon notice of termination or notice of amendment, either party may bring forward counter proposals arising out of, or related to the original proposals.
- 36.5** The Company will provide a Collective Agreement booklet within six (6) months of ratification of the Agreement.

SIGNING DATE:

THIS AGREEMENT is hereby duly executed by the said parties this _____ day of _____, 2009.

FOR:

CANADIAN OFFICE AND PROFESSIONAL EMPLOYEES UNION (C.O.P.E.),
LOCAL 81

D. Talarico, National Representative, COPE, Local 81
D. Rogers, President
C. Wakewich, Bargaining Chair
K. Negley
R. Jarvis
P. Harasymew
R. Greshuk, Vice President

FOR:

BOMBARDIER TRANSPORTATION, NORTH AMERICA, THUNDER BAY
PLANT

R. G. Halstead, Director, Human Resources
C. Lilley, Manager, Human Resources
B. G. Krampp, Advisor, Human Resources
G. Purdy, Director, Technical Services
F. Bauer, Director, Finance
P. Bagshaw, Secretary

Signed this _____ day of _____, 2009, to officially implement this document as the Collective Agreement between the following parties.

Bombardier Transportation, North America, Thunder Bay Plant

R. G. Halstead
Director, Human Resources

C. Lilley
Manager, Human Resources

B.G. Krampp
Advisor, Human Resources

G. Purdy
Director, Technical Services

F. Bauer
Director, Finance

Canadian Office and Professional Employees Union, Local 81

D. Talarico

C. Wakewich

D. Rogers

R. Greshuk

K. Negley

R. Jarvis

P. Harasymew

LETTER OF UNDERSTANDING

Temporary Off-Site

Where a Bargaining Unit employee is requested to perform duties away from the Thunder Bay operations, on a temporary basis, the Company shall first meet with the Bargaining Committee on a case by case basis, to resolve the terms and conditions of the temporary assignment.

Refusal to accept the temporary assignment will not affect an employee's status in the Bargaining Unit.

LETTER OF UNDERSTANDING

Plant Engineer

The Company and the Union hereby agree that the responsibilities of Plant Engineer shall be those agreed to in the Memorandum dated December 21, 1987 signed in Thunder Bay by both parties with the exception of Item 8 which shall read "Certified PEO". Said employees shall not perform duties performed by employees in the Bargaining Unit.

The Company also agrees that it will not use Plant Engineers as a means of eroding the membership of the Bargaining Unit.

LETTER OF UNDERSTANDING

Design Engineers

It is agreed that the following provisions shall apply to the new position of Design Engineer:

1. The work week shall be eight (8) hours per day, forty (40) hours per week. An eight (8) hour work day shall apply in reckoning exigency pay, sick leave, overtime and any other provisions of the Collective Agreement tied to the length of the work day or work week.
2. Design Engineers shall perform overtime assignments when these are deemed necessary.
3. Except as otherwise provided for in this Memorandum of Agreement, conditions governing overtime shall be in accordance with the provisions of Article 22 of the Collective Agreement.

APPENDIX "A"
SALARIES AND CLASSIFICATIONS OF EMPLOYEES

Salary Level	Job Code Numbers	Occupation Title
1	640	Junior Control Clerk
	835	Switchboard Operator
2	635	Junior Clerk-Typist
3	565	Intermediate Control Clerk
4	525	Data Entry Clerk
	560	Intermediate Clerk-Typist
5	620	Inventory Control Clerk
	658	Junior Inventory Analyst
	669	Junior Planner
6	755	Senior Control Clerk
	625	Junior Accounting Clerk
	725	Secretary
7	530	Drafter
	573	Intermediate Inventory Analyst
	584	Intermediate Planner
	630	Junior Buyer
	666	Junior Materials and Procedures Technician
	668	Junior Nomenclature Technician
	670	Junior Plant Facilities Technician
	695	Quality Assurance Technician I
	705	Junior Traffic and Customs Clerk
	660	Methods Analyst - 1
8	827	Shipping/Receiving Tracer
	839	Technical Documentation Coordinator
	645	Engineer-in-Training(1st Year)
	550	Intermediate Accounting Clerk
	847	Plant Engineer-in-Training (1st Year)
9	555	Intermediate Buyer
	581	Intermediate Materials & Procedures Technician
	583	Intermediate Nomenclature Technician
	585	Intermediate Plant Facilities Technician
	610	Quality Assurance Technician II
	643	Junior Cost Technician
	675	Junior Product Design Drafter

APPENDIX "A"
SALARIES AND CLASSIFICATIONS OF EMPLOYEES

Salary Level	Job Code Numbers	Occupation Title
	575	Methods Analyst - 2
	773	Senior Inventory Analyst
	784	Senior Planner
	845	Traffic Clerk
10	515	Cost Control Clerk
	520	Customs Clerk
	650	Engineer-in-Training (2nd Year)
	848	Plant Engineer-in-Training (2nd Year)
	730	Senior Accounting Clerk
11	758	Cost Technician
	535	Drafting Checker
	651	Engineer-in-Training (3rd Year)
	590	Intermediate Product Design Drafter
	775	Methods Analyst - 3
	849	Plant Engineer-in-Training (3rd Year)
	735	Senior Buyer
	781	Senior Materials and Procedures Technician
	783	Senior Nomenclature Technician
	785	Senior Plant Facilities Technician
	810	Quality Assurance Technician III
12	503	CAD Analyst
	652	Engineer-in-Training (4th Year)
	850	Plant Engineer-in-Training (4th Year)
	745	Senior Checker
13	880	Methods Analyst - 4
	790	Senior Product Design Drafter
	881	Quality Assurance Technician IV
14	846	Design Engineer 1
15	872	Design Engineer 2
16	873	Design Engineer 3

APPENDIX "A"
SALARIES AND CLASSIFICATIONS OF EMPLOYEES

EFFECTIVE SEPTEMBER 1ST, 2008

GROUP LEVEL	STARTING RATE	1ST PROGRESSION	2ND PROGRESSION	STANDARD RATE
1	757.20	762.57	767.90	773.23
2	770.13	776.78	783.47	790.14
3	785.47	792.14	798.83	805.50
4	801.45	809.47	817.46	825.48
5	819.87	826.54	835.90	843.90
6	840.68	850.04	859.36	870.05
7	862.76	874.77	885.53	896.14
8	895.47	906.14	920.83	931.50
9	924.87	936.88	948.92	962.26
10	956.20	969.57	982.92	997.61
11	987.13	1001.81	1015.18	1029.89
12	1021.44	1036.10	1049.48	1064.19
13	1055.71	1070.38	1083.76	1098.45
14	1166.98	1183.25	1198.08	1214.39
15	1217.52	1241.33	1276.82	1314.13
16	1309.54	1341.65	1380.65	1426.86

APPENDIX "A"
SALARIES AND CLASSIFICATIONS OF EMPLOYEES

EFFECTIVE SEPTEMBER 1ST, 2009

GROUP LEVEL	STARTING RATE	1ST PROGRESSION	2ND PROGRESSION	STANDARD RATE
1	761.20	766.57	771.90	777.23
2	774.13	780.78	787.47	794.14
3	789.47	796.14	802.83	809.50
4	805.45	813.47	821.46	829.48
5	823.87	830.54	839.90	847.90
6	844.68	854.04	863.36	874.05
7	866.76	878.77	889.53	900.14
8	899.47	910.14	924.83	935.50
9	928.87	940.88	952.92	966.26
10	960.20	973.57	986.92	1001.61
11	991.13	1005.81	1019.18	1033.89
12	1025.44	1040.10	1053.48	1068.19
13	1059.71	1074.38	1087.76	1102.45
14	1170.98	1187.25	1202.08	1218.39
15	1221.52	1245.33	1280.82	1318.13
16	1313.54	1345.65	1384.65	1430.86

APPENDIX "A"
SALARIES AND CLASSIFICATIONS OF EMPLOYEES

EFFECTIVE SEPTEMBER 1ST, 2010

GROUP LEVEL	STARTING RATE	1ST PROGRESSION	2ND PROGRESSION	STANDARD RATE
1	765.20	770.57	775.90	781.23
2	778.13	784.78	791.47	798.14
3	793.47	800.14	806.83	813.50
4	809.45	817.47	825.46	833.48
5	827.87	834.54	843.90	851.90
6	848.68	858.04	867.36	878.05
7	870.76	882.77	893.53	904.14
8	903.47	914.14	928.83	939.50
9	932.87	944.88	956.92	970.26
10	964.20	977.57	990.92	1005.61
11	995.13	1009.81	1023.18	1037.89
12	1029.44	1044.10	1057.48	1072.19
13	1063.71	1078.38	1091.76	1106.45
14	1174.98	1191.25	1206.08	1222.39
15	1225.52	1249.33	1284.82	1322.13
16	1317.54	1349.65	1388.65	1434.86

APPENDIX "A" - JOB STREAMS

These Job Streams are for purposes of recall as set forth in Article 11.0 and 11.5:

4	Data Entry Clerk	Intermediate Control Clerk
4	Intermediate Clerk-Typist	Intermediate Control Clerk Junior Clerk-Typist
5	Inventory Control Clerk	Intermediate Control Clerk Junior Clerk-Typist
5	Senior Control Clerk	Intermediate Control Clerk
6	Secretary	Intermediate Clerk-Typist Intermediate Control Clerk Junior Clerk-Typist
7	Intermediate Inventory Analyst	Junior Inventory Analyst
7	Intermediate Planner	Junior Planner
7	Junior Traffic and Customs Clerk	Intermediate Control Clerk Junior Clerk-Typist
8	Intermediate Accounting Clerk	Junior Accounting Clerk
9	Intermediate Buyer	Junior Buyer
9	Methods Analyst 2	Methods Analyst 1
9	Intermediate Materials and Procedures Technician	Junior Materials and Procedures Technician
9	Intermediate Nomenclature Technician	Junior Nomenclature Technician
9	Intermediate Plant Facilities Technician	Junior Plant Facilities Technician
9	Intermediate Quality Control Technician	Junior Quality Control Technician
9	Junior Product Design Drafter	Drafter
9	Senior Inventory Analyst	Intermediate Inventory Analyst Junior Inventory Analyst

9	Senior Planner	Intermediate Planner Junior Planner
9	Traffic Clerk	Junior Traffic and Customs Clerk Intermediate Control Clerk Junior Clerk-Typist
10	Cost Control Clerk	Intermediate Accounting Clerk Junior Accounting Clerk
10	Customs Clerk	Junior Traffic and Customs Clerk Intermediate Control Clerk Junior Clerk-Typist
10	Engineer-in-Training (2nd Year)	Engineer-in-Training (1st Year)
10	Plant Engineer-in-Training (2nd Year)	Plant Engineer-in-Training (1st Year)
10	Senior Accounting Clerk	Intermediate Accounting Clerk Junior Accounting Clerk
11	Cost Technician	Junior Cost Technician
11	Drafting Checker	Intermediate Product Design Drafter Drafter
11	Engineer-in-Training (3rd Year)	Engineer-in-Training (2nd Year) Engineer-in-Training (1st Year)
11	Intermediate Product Design Drafter	Junior Product Design Drafter Drafter
11	Plant Engineer-in-Training (3rd Year)	Plant Engineer-in-Training (2nd Year) Plant Engineer-in-Training (1st Year)
11	Senior Buyer	Intermediate Buyer Junior Buyer
11	Methods Analyst 3	Methods Analyst 2 Methods Analyst 1
11	Senior Materials and Procedures Technician	Intermediate Materials & Procedures Tech. Junior Materials & Procedures Techn.
11	Senior Nomenclature Technician	Intermediate Nomenclature Technician Junior Nomenclature Technician

11	Senior Plant Facilities Technician	Intermediate Plant Facilities Technician Junior Plant Facilities Technician
12	CAD Analyst	Drafter
12	Engineer-in-Training (4th Year)	Engineer-in-Training (3rd Year) Engineer-in-Training (2nd Year) Engineer-in-Training (1st Year)
12	Plant Engineer-in-Training (4th Year)	Plant Engineer-in-Training (3rd Year) Plant Engineer-in-Training(2nd Year) Plant Engineer-in-Training(1st Year)
12	Senior Checker	Drafting Checker Intermediate Product Design Drafter Junior Product Design Drafter Drafter
13	Senior Product Design Drafter	Senior Checker Drafting Checker Intermediate Product Design Drafter Junior Product Design Drafter Drafter
13	Methods Analyst 4	Methods Analyst 3 Methods Analyst 2 Methods Analyst 1
13	Quality Assurance Technician IV	Quality Assurance Technician III Quality Assurance Technician II Quality Assurance Technician I
14	Design Engineer 1	Senior Product Design Drafter Senior Checker Drafting Checker Intermediate Product Design Drafter Junior Product Design Drafter Drafter
15	Design Engineer 2	Design Engineer 1 Senior Product Design Drafter Senior Checker Drafting Checker Intermediate Product Design Drafter Junior Product Design Drafter Drafter

16 Design Engineer 3

Design Engineer 2
Design Engineer 1
Senior Product Design Drafter
Senior Checker
Drafting Checker
Intermediate Product Design Drafter
Junior Product Design Drafter
Drafter

All classifications are deemed to have a job stream which includes the following positions:

Junior Control Clerk
Switchboard Operator

Classifications not listed above have only these two (2) positions in their Job Streams.

Job Streams shall only define recall rights and shall not be construed to deny an employee the bumping rights set forth in the Collective Agreement.

COST OF LIVING:

- (a) Effective September 1, 2008, \$46.40 per week Cost of Living Adjustment (C.O.L.A.) accumulated during last Collective Agreement to be folded into wages as a percentage of the average wage. C.O.L.A. float accumulated since September 1, 2008 to continue to float.
- (b) With effect on the pay period following publication of the Consumer Price Index for Canada by Statistics Canada in the month of September 2008 and Quarterly thereafter (i.e. December, March, June, September of each year) every employee shall be paid a cost of living bonus in the amount of forty (40) cents per week for each full .33 points, by which the said Index exceeds the Consumer Price Index of 552.30 (adjusted from the Index of August 2008 published in the month of September 2008).

The bonus shall be paid as a percentage of the average wage within the Bargaining Unit on the adjustment date.

Based on 1971 = 100 C.P.I. Index

- (c) The amount of any bonus which may be paid as cost of living shall not be incorporated in basic salary rates, but shall be paid by separate cheque on the pay period following publication of the C.P.I.
- (d) The length of time covered by cost of living adjustments shall be twelve (12) weeks and fourteen (14) weeks in alternation.

APPENDIX "B"

MEDICAL/INSURANCE PLAN

1. This summary has been prepared to outline the medical insurance benefits available to eligible employees. The information contained herein, which is summarized in the booklet issued by Great-West Life entitled "Schedule of Benefits for Group Policy Numbers 133007 and 44336", is subject to the contract of insurance between the Company and the Insurance Company providing the policy of insurance covering the listed benefits. All employees covered by this Agreement shall, upon completion of their probationary period, participate in a Medical/Insurance Plan, consisting of the following:
 - a) Standard Ward Hospital coverage as provided for in the Employer Health Tax Act.
 - b) Semi-Private Ward Hospital coverage provided by the Industrial Alliance Supplementary Plan.
 - c) Medical coverage as provided in the Employer Health Tax Act.
 - d) Group Life Insurance of \$40,000 and A.D. & D. of \$40,000, subject to the contract of issuance between Bombardier Inc. and its insurance carrier, as summarized in the booklet issued by Great-West Life entitled "Schedule of Benefits for Group Policy Numbers 133007 and 44336".
 - e) Preventative Dental Care Insurance Plan - current ODA rates.
 - f) Drug Insurance Plan - 10/20 Plan. Effective May 1, 2000, a drug card co-insurance system shall be introduced.
 - g) Vision Care: \$150/2 calendar years for adults; \$150/calendar year for dependents under eighteen (18) years of age. The Company will pay a maximum of sixty-five dollars (\$65.00) every two (2) years for eye exams.
 - h) Convalescent Care: \$20.00 per day to a maximum of one hundred twenty (120) days.
2. The Company will pay 100% of the monthly premium cost of the foregoing health and insurance plans.
3. Participation in the Plan shall be compulsory to all employees covered by this Agreement as a condition of employment.
4. The provisions of this Plan shall not apply to an employee who quits or is discharged and is not reinstated subject to the proviso in Article 19 - Discharge.

An employee, with less than one (1) years service, who is laid off or is on an authorized unpaid leave of absence, and maintains seniority, and does not accept employment elsewhere, except as provided in Article 32 - Leave of Absence, paragraph 32.6 or does not become self employed, may continue the coverage by pre-paying the full share of the plan subject to the regulations of the various insuring agencies to a maximum of three (3) months. Vacation pay credits may be used for this purpose.

Employees who are laid off and have one (1) year or more of service, will be allowed to purchase life insurance, dental and major medical coverage for a period to a maximum of twelve (12) months.

5. Employees who retire prior to their sixty-fifth (65th) birthday shall be able to participate in the major medical insurance plan until age sixty-five (65) at no cost to the employee.

APPENDIX "C"

SUMMARY OF PENSION BENEFITS

The Plan became effective on June 1, 1954.

Eligibility to join the plan:

- a) An employee shall be eligible to join the plan on completion of his or her probationary period.

Contributions by the participant:

Each participant in the Plan was required to contribute 5% of earnings from the date of joining the Plan up to December 31, 1965.

Effective January 1, 1966, the participant ceased making the required contribution. For the purpose of increasing the amount of pension to which he or she will be entitled upon retirement, a participant may make additional contributions to the Plan. The additional contributions of each participant will be used annually to purchase a paid up deferred annuity which will be payable on the participant's Normal Retirement Date.

Such paid up deferred annuity will provide for a cash benefit if the participant dies before Normal Retirement Date, and shall also provide for a cash benefit if the employment of the participant is terminated otherwise than by reason of death or retirement.

Contributions by the Company:

The Company bears the entire cost of the Pension Plan.

Retirement Dates:

- a) Normal Retirement Date

A participant's Normal Retirement Date is the first day of the month coincident with or next following his or her 65th birthday.

- b) Early Retirement

1. Employees between the age 56 and 64 inclusive, may retire without actuarial reduction provided they have the following combination of age and service which adds up to 91:

<u>AGE</u>	<u>SERVICE</u>
56	35
57	34
58	33
59	32
60	31
61	30
62	29
63	28
64	27

The employee will receive a supplement to age 65, for the period involved that will yield a level of income equal to pension and C.P.P.

2. Between age 55 and 64, other employees may retire at their own request and with the consent of the Company and the pension will be actuarially reduced.
3. Employees attaining forty (40) years' continuous service in the Bargaining Unit may retire without scheduled reductions. The employee will receive a supplement to age 65, for the period involved that will yield a level of income equal to pension and C.P.P.

c) Disability Retirement

A participant, who has attained age 40 and has completed not less than fifteen (15) years' continuous service with the Company and is totally and permanently disabled, will be entitled to receive a disability pension. In this event, the pension will be an amount equal to the pension accrued to the date of disability retirement without reduction.

Retirement Benefit

A participant will receive at Normal Retirement Date an annual pension equal to the sum of his or her Past Service Pension, if any and Future Service Pension where such amounts are determined as follows:

a) Contributory Pension

Pension benefit will be in accordance with Appendix "A" of the Pension Plan Text.

b) Non-contributory Pension

Pensions will be calculated at 1.01% of the best five (5) years of average annual earnings, multiplied by the years of credited service in the Bargaining Unit since January 1, 1966.

Note:

"Earnings" means the full amount of compensation paid to the Participant, including salary, overtime and other similar compensation paid to the participant by the Company, but excluding bonuses and commissions.

Special Pension Adjustment

There shall be a one time improvement, in the annual pension, to active employees for credited service prior to January 1, 2000 based on the following formula:

$.09 \times \text{*current rate} \times \text{credited service to December 31, 1999.}$

* rate including COLA as of August 31, 1999.

Retirees:

Effective September 1, 2008, pensions to members who retired between January 3, 1984 and August 31, 2008 will be increased by .125 of 1% per month since retirement or their last increase, whichever is later.

In Addition, the Company will pay current retirees a lump sum payment of \$50.00 in each year of the current Collective Agreement.

Death Benefits

a) Death Before Retirement Contributory Plan

The Participant's contributions with interest will be paid to the named beneficiary or the beneficiary (if surviving spouse) may elect an option of accepting a pension under the rules and regulations prescribed by the Pension Plan.

Non-Contributory Plan

The surviving spouse will be offered an option of accepting a pension under the rules and regulations prescribed by the Pension Plan.

b) Death After Retirement

Providing the Participant did not elect an optional form of pension (b) (1) or (b) (2) as set out under "Retirement Dates" above, and providing he or she shall not have received sixty (60) monthly pension payments, then monthly pension payments shall be paid to the Participant's beneficiary until a total of sixty (60) monthly pension payments shall have been paid to the Participant and the beneficiary together.

Forms of Retirement

a) The normal form of pension will be payable monthly for the lifetime of the Participant, with the provision that if he/she dies after retirement but before having received sixty (60) monthly payments, the payments will be continued to the named beneficiary until all sixty (60) monthly payments have been made.

b) Optional Forms

A Participant may elect not later than two (2) months prior to retirement any one of the following optional forms of pension.

- 1.** A monthly pension commencing on retirement date and payable during his/her lifetime, with one-half of the monthly pension payable to the beneficiary during the lifetime after the death of the participant. The amount of pension will depend upon the age and sex of both the beneficiary and the Participant, but in any event, will be smaller than the normal form of pension.
- 2.** A monthly pension commencing on retirement date and payable during the lifetime of the participant with the same amount of pension payable to the beneficiary during his/her lifetime after the death of the participant. The amount of this monthly pension will depend upon the age and sex of both the beneficiary and the participant, but in any event, will be smaller than the normal form of pension.
- 3.** A special survivor pension, payable for life equal to 90% increased or decreased by 1/2% for each full year by which the spouse is more than ten (10) years older or younger than the participant respectively.

After the death of the participant, an amount payable to the spouse if and while alive, equal to 60% of the amount applicable to the retiree, before his/her death.

Termination of Employment

If the employment of the participant with the Company is terminated before retirement, he/she shall be entitled to a refund of contributions with interest (see NOTE hereunder).

If employment of the participant with the Company is terminated before retirement, but after completing at least one (1) full year of continuous service with the Company and provided he/she does not withdraw the required contributions to the Plan, he/she shall be entitled to a pension beginning on Normal Retirement Date equal to the sum of:

1. The pension provided by his/her own contribution (Contributory Pension), including interest.
2. Pension provided by the Company's contribution (Non-Contributory Pension), where vested.

Vesting:

Effective December 1, 1977, the Plan became a ten (10) year vested program. All benefits accrued to December 31, 1986 will be governed by this provision.

Effective January 1, 1987, the Plan became a two (2) year vested program. All benefits accrued thereafter will be governed by this provision.

NOTE: If the employment of the Participant is terminated other than by reason of death or retirement, and if at the date of termination the participant has attained age 45 and either has completed a continuous period of at least ten (10) years in the service of the Company (without regard to periods of temporary suspension), or has been a participant for at least ten (10) years, he/she shall not be entitled to a refund of contributions, or interest thereon, made after December 1, 1964, to a pension beginning on Normal Retirement Date; equal to the portion of the Future Service Pension accrued in respect of service after December 31, 1964.

Interest on Participant's Contributory Pension:

The interest rate used will be as set out in the Ontario Pension Act and is subject to change from time to time. Interest on required contributions is calculated annually from the end of the year in which contributions were made at the rate of 2-1/2% per annum compound interest up to December 31, 1963 and at 3% thereafter.

Miscellaneous:

It is understood that the foregoing is set down for the purpose of information and should not be construed as indicating all of the terms, conditions and limitations of the Plan. Where there is any variance between the information contained in this Summary and the actual Plan text, the latter will prevail.

DESCRIPTIONS OF OCCUPATIONAL CLASSIFICATIONS
(ATTACHED TO AND FORMING PART OF APPENDIX "A")

The duties outlined in the following Job Descriptions are representative and are not to be construed as all inclusive.

In the following Job Descriptions the senior positions (e.g. 9, 10, 11, 12, 13, 14, 15 and 16) may also include duties of combined responsibility of directing the work of a group of junior employees and other employees who may hold the same classification and carry out the same work. Such activities may consist of:

- a) Plan work to be performed by other employees.
- b) Receive, assign and instruct other employees.
- c) Inspect and coordinate the work.
- d) Have knowledge of the work carried out by juniors and participate in that work or part of the job description when required.

640 JUNIOR CONTROL CLERK LEVEL 1

Primary Function:

Perform clerical duties as assigned within well defined procedures.

Working Procedure:

Maintain records as necessary.
Perform data entry.

Qualifications:

Grade 12; no experience.

835 SWITCHBOARD OPERATOR LEVEL 1

Primary Function:

Operate an automatic switchboard and public communication system.
Distribute mail as required.

Working Procedure:

Record incoming calls and route them to the proper local.
Sort internal and external mail; deliver if required.
Maintain In-Plant telephone directory.
May act as receptionist for Main Office area, directing visitors, salesmen and other callers to the correct department.
May perform simple filing and recording duties as directed.

Qualifications:

Grade 12; no experience necessary.

635 JUNIOR CLERK-TYPIST

LEVEL 2

Primary Function:

Perform clerical duties as assigned within well defined procedures.

Working Procedure:

Maintain records, perform typing and data entry as required.

Qualifications:

Grade 12; 45 w.p.m. typing or equivalent.

565 INTERMEDIATE CONTROL CLERK

LEVEL 3

Primary Function:

Perform clerical duties of moderate complexity.

Working Procedure:

Assist Senior Control Clerk or other senior personnel or work independently on clerical duties.

Maintain records, prepare reports, enter data and perform analytical work.

Handle some inter-office correspondence to obtain or supply routine information.

Perform other related duties as required.

Qualifications:

Grade 12; one (1) year experience as a Junior Control Clerk or equivalent.

525 DATA ENTRY CLERK

LEVEL 4

Primary Function:

Operate data entry terminal equipment. Receive computer output for distribution, monitoring it for completeness, accuracy and quality.

Working Procedure:

Operate data entry equipment to input data for computer processing.

Maintain and register, file input and output control information where applicable.

Check output reports to input control totals where applicable.

May decollate and/or distribute output reports where applicable.

Perform other related duties as required.

Qualifications:

Grade 12; one (1) year typing experience and/or Data Entry skills or equivalent.

560 INTERMEDIATE CLERK-TYPIST**LEVEL 4****Primary Function:**

Perform clerical duties as assigned.

Working Procedure:

Type reports, forms, correspondence and lists etc. from copy or dictaphone.

Maintain records and files.

Perform other related duties as required.

Qualifications:

Grade 12; 55 w.p.m. typing and one (1) year experience as a Junior Clerk-Typist or equivalent. Company will train qualified candidates.

620 INVENTORY CONTROL CLERK**LEVEL 5****Primary Function:**

Monitor and maintain inventory records within the Manufacturing System.

Working Procedure:

Control inventory records through the use of specific applications within the Manufacturing System.

Perform other related duties as required.

Qualifications:

Grade 12; 55 w.p.m. typing or equivalent.

658 JUNIOR INVENTORY ANALYST**LEVEL 5****Primary Function:**

Under close supervision, responsible for maintaining accurate inventory coverage according to established schedule requirements and/or minimum-maximum levels.

Working Procedure:

Analyze requirements to maintain coverage with regards to delivery dates, new specifications, established consumption rates, etc.

Prepare inventory requests for controlled parts as per delivery schedule.

Monitor back order and priority lists and initiate corrective action as required.

React to variations in the theoretical versus actual coverage due to NCR's, material returns, over consumption, etc.

Liaise with other departments to investigate and correct coverage discrepancies.

Analyze all reports pertaining to the area of responsibility.

Advise management of potential inventory problems.

Perform other related duties as required.

Qualifications:

Grade 12; two (2) years related experience or equivalent.

669 JUNIOR PLANNER**LEVEL 5****Primary Function:**

Under close supervision, investigate and control timely delivery of materials to various work centers and destinations by scheduling and controlling all phases of detail, assembly and installation.

Working Procedure:

Schedule latest revision of manufactured parts to meet the master schedule.
Monitor and follow through on backlog parts and revised parts.
Monitor and report on production progress.
Create and monitor planning charts.
Responsible for scheduling all production activities of a station or group of stations.
Verify work order status advising production of priorities on a daily basis.
Expedite work orders to maintain timely completion of manufacturing.
Provide input to the creation of mini-schedules for major assemblies.
Liaise with other departments.
Advise management of potential production schedule problems.
Prepare status reports as required.
Perform other related duties as required.

Qualifications:

Grade 12; must show ability to read blueprints. Two (2) years related experience or equivalent.

755 SENIOR CONTROL CLERK**LEVEL 5****Primary Function:**

Perform complex clerical functions within a controlled environment with limited supervision.

Working Procedure:

Set up and maintain records and reports.
Perform analytical work.
Investigate discrepancies and correct as required.
Perform other related duties as required.

Qualifications:

Grade 12; two (2) years experience as an Intermediate Control Clerk or equivalent.

625 JUNIOR ACCOUNTING CLERK**LEVEL 6****Primary Function:**

Maintain accounting records and perform accounting routines within well defined control procedures.

Working Procedure:

Perform routine accounting duties applying control procedures for the processing of source documents to accounting records.

Apply accounting control principles such as matching, recalculation, reconciliation, etc. to internally and externally generated source information and documentation.

Detect and correct errors found through processing.

Perform other related duties as required.

Qualifications:

Grade 12; one (1) year accounting experience or equivalent.

725 SECRETARY**LEVEL 6**

Primary Function:

Take and transcribe dictation, maintain records and files and assist in office administration.

Working Procedure:

Type reports, forms, correspondence, lists, records from shorthand, dictaphone or copy.

Proof read material for typing errors.

Compile reports from records or other information.

Check source data for clerical accuracy.

Make contacts to obtain and supply information.

Perform other related duties as required.

Qualifications:

Grade 12; 80 w.p.m. typing, 100 w.p.m. shorthand. Two (2) years experience as an Intermediate Clerk-Typist or equivalent.

630 JUNIOR BUYER**LEVEL 7**

Primary Function:

Source and procure materials, parts and supplies under close supervision.

Working Procedure:

Receive requisitions and contact suppliers to obtain quotations.

Analyze quotations, recommend supplier and prepare purchase order submissions for approval.

Recommend economic order quantities when applicable.

Liaise with suppliers and other departments to obtain information or clarification pertinent to a procurement.

Reconcile discrepancies between invoices and purchase orders.

Help to ensure delivery of purchase items on a timely basis.

Furnish information concerning backorders with action plan.

Process Receiving Discrepancy Reports and Non-Conformance Reports, with follow-up action.

Liaise with other departments and co-ordinate supplier interface as require.

Perform other related duties as required.

Qualifications:

Graduate of a two (2) year, four (4) semester Community College Business, Commercial or Technology program or equivalent.

530 DRAFTER

LEVEL 7

Primary Function:

Under direct supervision carry out drafting assignments of moderate difficulty.

Working Procedure:

Prepare and revise drawings as required.

Perform simple design calculations as required.

Gather information pertinent to drafting assignments.

Perform other related duties as required.

Qualifications:

Graduate of a two (2) year, four (4) semester Community College Technology program, with proficiency in computer assisted design.

573 INTERMEDIATE INVENTORY ANALYST

LEVEL 7

Primary Function:

Under minimum supervision establish raw material and purchased part delivery matrix in accordance with Master Production Schedule and miscellaneous requirements. Responsible for maintaining accurate inventory coverage according to established schedule requirements and/or minimum-maximum levels.

Working Procedure:

Analyze requirements to maintain coverage with regards to delivery dates, new specifications, established consumption rates, etc.

Prepare inventory requests for controlled parts as per delivery schedule.

Monitor back order and priority lists and initiate corrective action as required.

React to variations in the theoretical versus actual coverage due to NCR's, material returns, over consumption, etc.

Liaise with other departments to investigate and correct coverage discrepancies.

Analyze all reports pertaining to the area of responsibility.

Monitor surplus or obsolete inventory, recommending disposition.

Advise management of potential inventory problems.

Perform other related duties as required.

Qualifications:

Grade 12; two (2) years as a Junior Inventory Analyst or equivalent.

Primary Function:

Under minimum supervision, investigate and control timely delivery of materials to various work centers and destinations by scheduling and controlling all phases of detail, assembly and installation.

Working Procedure:

Schedule latest revision of manufactured parts to meet the master schedule.
Monitor and follow through on backlog parts and revised parts.
Monitor and report on production progress.
Create and monitor planning charts.
Responsible for scheduling all production activities of a station or group of stations.
Verify work order status advising production of priorities on a daily basis.
Expedite work orders to maintain timely completion of manufacturing.
Provide input for the creation of mini-schedules for major assemblies as required.
Liaise with other departments.
Perform basic machine loading function.
Advise management of potential production schedule problems.
Prepare status reports as required.
Perform other related duties as required.

Qualifications:

Grade 12; must show ability to read blueprints. Two (2) years as a Junior Planner or equivalent.

Primary Function:

Assist Methods Analyst 2,3,4.

Working Procedure:

Under detailed supervision and direction:
Prepare or alter operations sheets, using current methods and standards.
Prepare CNC Nesting programs and complete basic flat developments for pre-determined fabricating processes.
Prepare or alter Tool Design drawings or sketches, using current methods and standards.
Request specific product design improvements to primary parts and basic sub-assemblies.
Carry out liaison with other departments.
Perform work measurement.
Assist in layout of electrical wire harnesses and assemblies.
Assist in electrical database entry.
Perform other related duties as required.

Qualifications:

Graduate of a two (2) year, four (4) semester Community College program in Manufacturing Engineering, Mechanical Engineering, or Electrical Engineering Technology.

666 JUNIOR MATERIALS & PROCEDURES TECHNICIAN LEVEL 7

Primary Function:

Assist Intermediate and/or Senior Materials & Procedures Technician.

Working Procedure:

Track materials and procedures from order to fabrication.

Procure and assemble information and standards for information bank.

Maintain up to date technical information regarding materials and procedures employed in shop.

Assist in determining which products are to be employed to comply with customer specification.

Assist in preparation of documents and reports on materials for approval by customer.

Assist in developing technical support documents for materials and procedures.

Perform other related duties as required.

Qualifications:

Graduate of a two (2) year, four (4) semester Community College Technology program or equivalent.

668 JUNIOR NOMENCLATURE TECHNICIAN LEVEL 7

Primary Function:

Assist Intermediate and/or Senior Nomenclature Technician.

Working Procedure:

Check and enter data into Manufacturing Computer System.

Using calculations as required, analyze and resolve problems related to nomenclature for simpler Company and Vendor drawings and/or technical descriptions and standards.

Resolve minor incoherences between product nomenclature and product structure.

Integrate minor engineering changes and no-parent specifications into completion of structure.

Check revisions or entries to nomenclature.

Perform other related duties as required.

Qualifications:

Graduate of a two (2) year, four (4) semester Community College Technology program or equivalent.

670 JUNIOR PLANT FACILITIES TECHNICIAN**LEVEL 7****Primary Function:**

Assist Intermediate and/or Senior Plant Facilities Technician.

Working Procedure:

Collect data required for plant, line or work station layouts.

Carry out shop liaison as required.

Monitor implementations and report progress.

Prepare workstand and storage rack drawings or sketches as required and maintain records.

Draft work station layouts.

Perform other related duties as required.

Qualifications:

Graduate of a two (2) year, four (4) semester Community College Technology program or equivalent.

695 QUALITY ASSURANCE TECHNICIAN I**LEVEL 7****Primary Function:**

Assist Quality Assurance Technician II and III to carry out Testing and Investigations under close supervision.

Working Procedure:

Assist in the performing of Routine and Experimental Testing.

Calibrate gauging and measurement equipment, record the results and issue calibration certification.

Perform other related duties as required.

Qualifications:

Graduate of a two (2) year, four (4) semester Community College Technology program or equivalent.

705 JUNIOR TRAFFIC AND CUSTOMS CLERK**LEVEL 7****Primary Function:**

Assist in obtaining the most favourable Customs duties and the most advantageous freight rates on all incoming and outgoing shipments.

Working Procedure:

Prepare and type documentation necessary for Customs clearance of imports and/or exports.

Select the most advantageous carrier routings on shipments and advise Buyers.

Compare conditions of sale on purchase order with Carrier and Customs invoices to ensure correct rate, routing, FOB point, and duty is applied.

Assist in the preparation and submission of applications for duty refunds, drawbacks and remissions.

Maintain Transportation and Customs tariff libraries and files.

Trace inbound and outgoing shipments as required.

Perform other related duties as required.

Qualifications:

Grade 12; 45 w.p.m. typing; two (2) years related experience or equivalent.

827 SHIPPING/RECEIVING TRACER

LEVEL 7

Primary Function:

Responsible for reacting to problems that could restrict the efficient parts / material flow through Shipping and Receiving to Production.

Working Procedure:

Investigate and correct discrepancies in packing slips, bills of lading, acknowledgments of receipt, etc.

With direction from Intermediate and Senior Inventory Analysts, monitor and expedite all back order and priority lists through the receiving cycle.

Perform clerical duties, monitor database entries and Records System within the Shipping/Receiving Department.

Liaise with other departments to obtain information to facilitate an on time flow of parts and material.

Perform other related duties as required.

Qualifications:

Grade 12; 55 w.p.m. typing, five (5) years experience in related fields, such as Shipping/Receiving, Purchasing and Material Control, or equivalent.

839 TECHNICAL DOCUMENTATION COORDINATOR

LEVEL 7

Primary Function:

Responsible for availability, distribution and control of internal documents and maintenance systems

Working Procedure:

Ensures proper identification, circulation, distribution and classification of Bombardier assembly and primary part drawings, as well as all vendor drawings at the proper revision

Controls the availability and distribution of all controlled Bombardier documents at the proper revision and Bombardier standard

Generates reports including contract status documents, change requests, engineering counts and released document reports using vehicle configuration databases and other sources

Maintains contract vehicle configuration databases

Maintain electronic versions of documents on the servers including updating of procedures and other technical documents

Controls distribution lists for controlled documents

Maintain availability of statutory and regulatory standards for the engineering group

Aid in preparing and updating contractual schedules

Respond to requests for documents from other divisions

Prepare transmittals for documents when required

Other related duties as required

Qualifications:

Grade 12

3 years experience in clerical position handling technical documentation or equivalent

550 INTERMEDIATE ACCOUNTING CLERK

LEVEL 8

Primary Function:

Maintain accounting records and perform advanced accounting routines within defined control procedures.

Working Procedure:

Perform accounting procedures applying specialized calculations and accounting techniques.

Maintain control records and files for balancing and reconciling financial and accounting reports to source documents working with less than complete records.

Perform analysis and investigation into processing problems and inconsistencies, with focus on detection and correction of formal and informal system errors.

Perform other related duties as required.

Qualifications:

Grade 12; two (2) years as a Junior Accounting Clerk or equivalent.

645 ENGINEER-IN-TRAINING (1ST YEAR)

LEVEL 8

Primary Function:

Assist in the design of vehicle electrical and mechanical systems as part of an exposure to all facets of Engineering and manufacturing techniques.

Working Procedure:

Assist in the definition and analysis of vehicle system requirements.
Prepare technical specification sheets.
Evaluate vendor proposals to ensure the specifications are met.
Assist in the generation and checking of test reports.

May conduct and witness factory acceptance tests, dynamic performance tests and may provide support for commissioning of vehicles at customers' premises.
Perform other related duties as required.

Qualifications:

Eligibility for PEO mandatory.

847 PLANT ENGINEER-IN-TRAINING (1ST YEAR)

LEVEL 8

Primary Function:

Assist with the design, improvement and installation of integrated systems of labour, materials and equipment.

Working Procedure:

Assist in the design and analysis of plant facilities.
Prepare technical specification sheets and procedures.
Assist in selection of tools and equipment.
Assist in work performance measurement and standards development.
Perform other related duties as required.

Qualifications:

Eligibility for PEO.

555 INTERMEDIATE BUYER

LEVEL 9

Primary Function:

To source and procure materials, parts and supplies under minimum supervision.

Working Procedure:

Receive requisitions and contact suppliers to obtain quotations.
Analyze quotations, negotiate with and recommend suppliers and prepare purchase order submissions for approval.
May place orders on suppliers in accordance with departmental procedure.
Ensure proper follow-up of purchase orders by Junior Buyer.
Process defective material reports.
Liaise with other departments and coordinate supplier interface as required.
Responsible for the maintenance of supplier listings, product listings, catalogue files and supplier rating system.
Assist in product research and locate and recommend sources of supply.
Furnish information concerning backorders with action plan.
Process Receiving Discrepancy Reports and Non-Conformance Reports, with follow-up action.

Perform other related duties as required.

Qualifications:

Graduate of a two (2) year, four (4) semester Community College Business, Commercial or Technology program; two (2) years as a Junior Buyer or equivalent.

575 METHODS ANALYST - 2

LEVEL 9

Primary Function:

To determine basic manufacturing concepts, plans and methods for new or revised Methods work.

Working Procedure:

Under close supervision and direction, perform all duties of an Analyst – 1 and the following:

Research and obtain all pertinent information for assigned projects.

Analyze items to be produced, determine methods of manufacture, including tooling requirements, sequence of operations, and production equipment requirements.

Request specific product design improvements to sub-assemblies and basic installations.

Prepare complete complex flat developments and basic CNC routing, milling and turning programs.

Investigate production delays or difficulties and recommend corrective action.

Suggest specific product design improvements.

Design tools, fixtures and equipment installations.

Perform work measurement and standards development.

Layout of electrical wire harnesses and assemblies.

Responsible for electrical database entry.

Perform other related duties as required.

Qualifications:

Graduate of a two (2) year, four (4) semester Community College Technology program in Manufacturing Engineering, Mechanical Engineering or Electrical Engineering Technology. Two (2) years as a Methods Analyst - 1 or equivalent.

**581 INTERMEDIATE MATERIALS &
PROCEDURES TECHNICIAN**

LEVEL 9

Primary Function:

Assist in the development of appropriate procedures and the selection of materials, consistent with contract specifications.

Working Procedure:

With assistance of Senior Materials & Procedures Technician, study utilization of standards, commercial availability and applicable norms, execute regrouping of data; issue standardized documents, execute implementation of standard items in Engineering System.

Track materials and procedures from order to fabrication, assess functionality of materials and procedures in assemblies.
Prepare documents and reports and materials for approval by customer, determine which product to use to comply with specification.
Generate and issue technical support documents for materials and procedures.
Take part in laboratory performance test on materials; analyze results, consult specialists and prepare solutions.
Liaise with other departments regarding material problems.
Liaise with suppliers, analyze new products and their availability.
Advise and train Junior Materials & Procedures Technician.
Perform other related duties as required.

Qualifications:

Graduate of a two (2) year, four (4) semester Community College Technology program or equivalent. Two (2) years experience as a Junior Materials & Procedures Technician or equivalent.

583 INTERMEDIATE NOMENCLATURE TECHNICIAN

LEVEL 9

Primary Function:

Assist in definition and implementation of completion of structure and Nomenclature Grid; resolve problems in the course of such implementation.

Working Procedure:

Develop completion of structure and universal grids for a given contract.
Using calculations as required, analyze and resolve problems related to nomenclature, for Company and Vendor drawings and whole drawing packages, and/or technical descriptions and standards. Enter results into Manufacturing Computer System.
Resolve incoherences between product nomenclature and product structure.
Provide technical guidance to Junior Nomenclature Technician.
Integrate engineering changes and no-parent specifications into completion of structure.
Liaise with associated departments.
Recommend improvements in technical and administrative departmental procedures.
Perform other related duties as required.

Qualifications:

Graduate of a two (2) year, four (4) semester Community College Technology program or equivalent, two (2) years experience as Junior Nomenclature Technician or equivalent.

585 INTERMEDIATE PLANT FACILITIES TECHNICIAN

LEVEL 9

Primary Function:

To assist in the planning and definition of manufacturing facilities including plant, line or work station layout and space requirements.

Working Procedure:

Obtain necessary information for assigned projects.
Investigate new manufacturing methods and equipment, following implementation, to verify cost savings.
Analyze minor capital equipment proposals, prepare acquisition recommendations and requisitions to purchase.
Conduct field checks to study existing equipment as requested.
Carry out shop and inter-departmental liaison as required.
Produce detailed drawings for construction of material handling equipment.
Perform other related duties as required.

Qualifications:

Graduate of a two (2) year, four (4) semester Community College Technology program and two (2) years as a Junior Plant Facilities Technician or equivalent.

610 QUALITY ASSURANCE TECHNICIAN II**LEVEL 9****Primary Function:**

To conduct laboratory destructive and non-destructive testing investigations and analysis and perform calibration.

Working Procedure:

Perform routine and experimental testing procedures.
Submit reports after checking the validity and accuracy of the test results.
Calibrate and record at assigned frequencies, all gauging and measuring equipment and issue calibration certification.
Keep records pertaining to tests performed.
Perform other related duties as required.

Qualifications:

Certified Non-Destructive Testing Technician to CGSB 48-GP-4M Level I with one (1) year as a Quality Assurance Technician I or equivalent.

643 JUNIOR COST TECHNICIAN**LEVEL 9****Primary Function:**

Under the direction of the Contract Analyst Supervisor, prepare cost analysis requiring minimum supervision using established data and costing systems.

Working Procedure:

Prepare cost analysis in well established format within defined procedures.
Conduct shop investigations to verify cost estimates.
Obtain and correlate cost data as required.
Assist Cost Technicians in the preparation of various cost reports and analysis for Management review.
Perform other related duties as required.

Qualifications:

Graduate of a two (2) year, four (4) semester course in business or commerce from an accredited college or university, two (2) years experience in a cost accounting/estimating environment or equivalent.

675 JUNIOR PRODUCT DESIGN DRAFTER**LEVEL 9****Primary Function:**

Under supervision carry out drafting assignments of medium difficulty or produce required work orders and change requests of low complexity.

Working Procedure:

Prepare layouts, installations and detail drawings.

Prepare work orders and change requests for drafting, for definition of the initial design or design changes of low complexity subject but not limited to the samples in the letter of intent, under the guidance of a Senior Product Design Drafter, or the Engineer.

Perform design calculations as required.

Select appropriate materials and hardware in accordance with sound engineering practices.

Gather information pertinent to drafting assignments.

Carry out shop liaison as required.

Perform other related duties as required.

Qualifications:

Graduate of a two (2) year, four (4) semester Community College Technology program with proficiency in computer assisted design; two (2) years as a Drafter or equivalent.

773 SENIOR INVENTORY ANALYST**LEVEL 9****Primary Function:**

Establish raw material and purchased part delivery matrix in accordance with Master Production Schedule and miscellaneous requirements. Responsible for maintaining accurate inventory coverage according to established schedule requirements and/or minimum-maximum levels.

Working Procedure:

Analyze requirements to maintain coverage with regards to delivery dates, new specifications, established consumption rates, etc.

Prepare inventory requests for controlled parts to meet delivery schedule.

Monitor back order and priority lists and initiate corrective action as required.

React to variations in the theoretical versus actual coverage due to NCR's, material returns, order consumption, etc.

Liaise with other departments to investigate and correct coverage discrepancies.

Analyze all reports pertaining to the area of responsibility and periodically review reports controlled by Junior and Intermediate Inventory Analysts.

Monitor surplus or obsolete inventory, recommending disposition.

Advise management of potential inventory problems.

Perform other related duties as required.

Qualifications:

Grade 12; three (3) years as an Intermediate Inventory Analyst or equivalent.

784 SENIOR PLANNER

LEVEL 9

Primary Function:

Ensure all work centers are loaded to capacity with the correct priority production orders. Investigate and control timely delivery of materials to various work centers and destinations by scheduling and controlling all phases of detail, assembly and installation.

Working Procedure:

Schedule latest revision of manufactured parts to meet the master schedule.
Forecast and analyze future production loads, recommending staffing changes.
Monitor and follow through on backlog parts and revised parts.
Monitor and report on production progress.
Create and monitor planning charts.
Responsible for scheduling all production activities of a station or group of stations.
Verify work order status advising production of priorities on a daily basis.
Expedite work orders to maintain timely completion of manufacturing.
Provide input for the creation of mini-schedules for major assemblies as required.
Liaise with other departments.
Advise management of potential production schedule problems.
Prepare status reports as required.
Perform machine loading function.
Perform other related duties as required.

Qualifications:

Grade 12, must show ability to read blueprints. Three (3) years as an Intermediate Planner or equivalent.

845 TRAFFIC CLERK

LEVEL 9

Primary Function:

To ensure and maintain effective control of transportation and associated costs.

Working Procedure:

Advise departments on shipping regulations for incoming and outgoing shipments.
Advise departments on most advantageous routings.
Negotiate transportation costs with carriers and forwarding agents and prepare transportation contracts for Management approval.
Maintain transportation tariffs and rate information files.
Prepare and submit carrier claims for lost or damaged goods.
Prepare and process chargebacks to carriers for overcharges and incorrect routings.
Prepare and present transportation studies and statistics as required.

May trace and expedite shipments as required.
May audit and approve carrier invoices.
Perform other related duties as required.

Qualifications:

Grade 12; minimum of three (3) years as a Junior Traffic and Customs Clerk or equivalent.

515 COST CONTROL CLERK

LEVEL 10

Primary Function:

Work independently in order to prepare analysis of historical and estimated costs employing the most efficient accounting, statistical and analytical techniques.

Working Procedure:

Aid management in the preparation of contract cost estimates, analysis and forecast reports.

Investigate cost variances and assist in the preparation of reports indicating cost control weaknesses and cost trends.

Work independently on special projects with minimum supervision.

Perform other related duties as required.

Qualifications:

Graduate of a three (3) year, six (6) semester accounting course from an accredited college or university or completion of third (3rd) level CMA or at least five (5) years of experience in Cost Accounting or equivalent.

520 CUSTOMS CLERK

LEVEL 10

Primary Function:

To ensure and maintain control of all import and export activities and associated cost and good working relations with outside contacts.

Working Procedure:

Maintain current files of pertinent customs tariffs and duty rates.

Audit U.S. and Canadian Customs tariffs and rates of duty applied.

Prepare and submit applications for refunds, drawbacks, remissions and exports.

Maintain and control time limits on refunds and temporary imports.

Prepare export papers.

Advise other departments regarding customs duties and other related matters.

Maintain inward processing data file.

Perform other related duties as required.

Qualifications:

Grade 12; minimum of three (3) years as a Junior Traffic and Customs Clerk or equivalent.

650 ENGINEER-IN-TRAINING (2ND YEAR)**LEVEL 10****Primary Function:**

Assist in the design of vehicle electrical and mechanical systems as part of an exposure to all facets of Engineering and manufacturing techniques.

Working Procedure:

Assist in the definition and analysis of vehicle system requirements.

Prepare technical specification sheets.

Evaluate vendor proposals to ensure the specifications are met.

Assist in the generation and checking of test reports.

May conduct and witness factory acceptance tests, dynamic performance tests and may provide support for commissioning of vehicles at customers' premises.

Perform other related duties as required.

Qualifications:

Eligibility for PEO mandatory. One (1) year experience.

848 PLANT ENGINEER-IN-TRAINING (2ND YEAR)**LEVEL 10****Primary Function:**

Assist with the design, improvement and installation of integrated systems of labour, material and equipment.

Working Procedure:

Assist in the design and analysis of plant facilities.

Prepare technical specification sheets and procedures.

Assist in the selection of tools and equipment.

Assist in work performance measurement and standards development.

Perform other related duties as required.

Qualifications:

Eligibility for PEO. One (1) year experience.

730 SENIOR ACCOUNTING CLERK**LEVEL 10****Primary Function:**

Perform financial accounting functions within a controlled accounting environment with limited supervision through the application of accounting principles and control procedures.

Working Procedure:

Prepare, analyze, adjust and maintain accounting records.

Reconcile accounting records to source documents and sub-ledgers having full understanding of financial information systems.

Prepare financial statements and analysis reports for management use.

Aid management in the preparation of budgets and forecasts.

Will be assigned special projects on which to work independently or with a minimum amount of supervision.

Perform analysis and investigation into problems encountered with information systems with a focus on the detection and correction of formal and informal system errors.

Perform other related duties as required.

Qualifications:

Graduate of a three (3) year, six (6) semester accounting course from an accredited college or university or at least five (5) years experience in Financial Accounting or equivalent. If incumbent possesses CMA qualification, will be paid equivalent to Level 13.

758 COST TECHNICIAN

LEVEL 11

Primary Function:

Reporting to the Contract Analyst Supervisor, generate and compile reports comparing actual and budgeted costs; conduct studies and suggest explanations for cost variances. Compile data required to verify accuracy.

Working Procedure:

Monitor actual contract performance to the budgeted allowances for all cost elements using a range of established costing systems.

Prepare and maintain variance analysis in a timely manner for review by the Contract Analyst.

Conduct studies and suggest explanations for cost variances to the Contract Analyst.

Liaise with other departments to ensure accuracy of reports.

Compile historical data and track actual contract costs for use in bids for contracts.

Complete special assignments and solve problems as assigned.

Prepare analysis of major purchase orders.

Assist in development of budgets and projections.

Perform other related duties as required.

Qualifications:

Graduate of a two (2) year, four (4) semester course in business or commerce from an accredited College or University; five (5) years experience in a cost accounting/estimating environment or equivalent.

535 DRAFTING CHECKER

LEVEL 11

Primary Function:

Independent detailed examination of engineering drawings and related documents prior to release from the Engineering Department to ensure accuracy and conformity with regulatory authorities and contractual requirements.

Working Procedure:

Check and approve all aspects of drafting as defined.

Review all aspects of design and recommend changes or actions.

Maintain a list of drawings in Checking and monitor status.
Perform other related duties as required.

Qualifications:

Graduate of a two (2) year, four (4) semester Community College Technology program;
two (2) years as an Intermediate Product Design Drafter or equivalent.

651 ENGINEER-IN-TRAINING (3RD YEAR)

LEVEL 11

Primary Function:

Assist in the design of vehicle electrical and mechanical systems as part of an exposure
to all facets of Engineering and manufacturing techniques.

Working Procedure:

Assist in the definition and analysis of vehicle system requirements.

Prepare technical specification sheets.

Evaluate vendor proposals to ensure the specifications are met.

Assist in the generation and checking of test reports.

May conduct and witness factory acceptance tests, dynamic performance tests and
may provide support for commissioning of vehicles at customers' premises.

Perform other related duties as required.

Qualifications:

Eligibility for PEO mandatory. Two (2) years experience.

590 INTERMEDIATE PRODUCT DESIGN DRAFTER

LEVEL 11

Primary Function:

Work independently as directed to carry out complex drafting assignments or produce
required work orders and change requests of moderate complexity.

May be specialized in a particular field and may be assigned the responsibility for a total
project or part of a project within a given product line.

Working Procedure:

Prepare initial design and propose changes to existing designs.

Prepare work orders and change requests for drafting, for definition of the initial design
or design changes of moderate complexity subject but not limited to the samples in the
letter of intent, under the guidance of a Senior Product Design Drafter, or the Engineer.

Perform design calculations.

Gather information pertinent to drafting assignments.

Carry out shop liaison as directed.

May make field checks to study existing equipment and may be called upon to visit
other plants and installations.

Perform other related duties as required.

Qualifications:

Graduate of a two (2) year, four (4) semester Community College Technology program, with proficiency in computer assisted design; three (3) years as a Junior Product Design Drafter or equivalent.

775 METHODS ANALYST - 3**LEVEL 11****Primary Function:**

To determine basic manufacturing concepts, plans and methods for new or revised work. Is assigned the responsibility for a total project or part of a project within a given product line in one of the following areas:

- a) Mechanical Planning
- b) Electrical Planning
- c) Numerical Control Programming
- d) Tool Design

Working Procedure:

Under moderate supervision and direction, perform all duties of an Analyst – 2 and the following:

Develop and write Manufacturing Processes for all major components, assemblies and installations, including tooling and production equipment requirements, methods and sequence of manufacture.

Request specific product design improvements to complex installations.

Plan and recommend manufacturing processes for new products.

Request specific product design improvements.

Prepare complex CNC programs for all types of CNC machining equipment.

Investigate complex production problems, perform analyses and recommend corrective solutions or improvements.

Perform make – versus – buy analyses.

Occasionally make field checks to study existing equipment.

Occasionally may be called upon to visit other plants and installations.

Layout complex electrical wire harnesses and assemblies.

Design major tools, fixtures and equipment installations.

Perform other related duties as required.

Qualifications:

Graduate of a two (2) year, four (4) semester Community College program in Manufacturing Engineering, Mechanical Engineering or Electrical Engineering Technology. Three (3) years as a Methods Analyst-2 or equivalent.

849 PLANT ENGINEER-IN-TRAINING (3RD YEAR)**LEVEL 11****Primary Function:**

Assist with the design, improvement and installation of integrated systems of labour, material and equipment.

Working Procedure:

Assist in the design and analysis of plant facilities.
Prepare technical specification sheets and procedures.
Assist in the selection of tools and equipment.
Assist in work performance measurement and standards development.
Perform other related duties as required.

Qualifications:

Eligibility for PEO. Two (2) years experience.

735 SENIOR BUYER**LEVEL 11****Primary Function:**

To source and procure materials and services and participate in the negotiation of major vendor contracts.

Working Procedure:

Place purchase orders on suppliers in accordance with departmental procedures.
Review major purchase orders prior to approval by Management.
Negotiate and administer terms and conditions with suppliers.
Provide expertise in matters of currency exchange, escalation formula and contract language.
Monitor shortage reports.
As required, visit supplier plants to analyze productive capability.
Coordinate first article inspections.
Perform product research and locate and select new sources of supply.
Furnish information concerning backorders with action plan.
Process Receiving Discrepancy Reports and Non-Conformance Reports, with follow-up action.
Liaise with other departments and co-ordinate supplier interface as require.
Perform other related duties as required.

Qualifications:

Graduate of a two (2) year, four (4) semester Community College Business, Commercial or Technology program; three (3) years as an Intermediate Buyer or equivalent.

781 SENIOR MATERIALS & PROCEDURES TECHNICIAN**LEVEL 11****Primary Function:**

Select materials and develop appropriate procedures, consistent with contract specification; responsible for materials and procedures developed for an assigned customer order.

Working Procedure:

Study utilization of standards, commercial availability and applicable norms; execute regrouping of data; issue standardized documents; execute implementation of standard items in Engineering System.

Study Contract Specification Book, examine contract requirements and shop standards for materials and procedures, in order to assess impact and/or advisability of substitutions or design changes.

Participate in decisions on new section objectives, document information on new materials and procedures.

Prepare action list for supervisor of department; participate in meetings of Standardization Committee; and track actions taken as a result of Standardization Committee decisions.

Liaise with other departments regarding material problems.

Liaise with suppliers; analyze new products and their availability.

Take part in laboratory performance tests on materials; analyze results; consult specialists and prepare solutions.

Advise Intermediate and Junior Materials & Procedures Technicians; train Junior Materials & Procedures Technicians.

Perform other related duties as required.

Qualifications:

Graduate of a two (2) year, four (4) semester Community College Technology program or equivalent; three (3) years experience as an Intermediate Materials & Procedures Technician or equivalent.

783 SENIOR NOMENCLATURE TECHNICIAN**LEVEL 11****Primary Function:**

To define and implement completion of structure and Nomenclature Grid for a given contract, and resolve complex problems in the course of such implementation.

Working Procedure:

Coordinate and develop completion of structure and universal grid for a given contract.

Using calculations as required, analyze and resolve complex problems related to nomenclature, for Company and Vendor drawings or whole drawing packages and/or technical descriptions and standards. Enter results into Manufacturing Computer System.

Resolve major and/or complex incoherences between product nomenclature and product structure.

Provide technical guidance and training and expertise to Intermediate and Junior Nomenclature Technicians.

Integrate major and/or complex engineering changes and no-parent specifications into completion of structure.

Liaise with associated departments.

Recommend improvements in departmental procedures or in coordination of technical and administrative tasks.

Perform other related duties as required.

Qualifications:

Graduate of a two (2) year, four (4) semester Community College Technology program or equivalent, three (3) years experience as an Intermediate Nomenclature Technician or equivalent.

785 SENIOR PLANT FACILITIES TECHNICIAN**LEVEL 11****Primary Function:**

To plan, analyze and define manufacturing facilities including plant, line or work station layouts, space requirements and to evaluate and justify capital equipment acquisitions.

Working Procedure:

Obtain necessary information required for assigned projects.

Draft plant, line and work station layouts.

Analyze new capital equipment proposals, prepare acquisition recommendations and requisitions to purchase.

Maintain data and records of plant facilities and capital equipment.

Conduct field checks to study existing equipment as requested.

Carry out liaison with other departments or with equipment suppliers as required.

Prepare or assist in the preparation of proposals and cost estimates for changes to or re-arrangement of facilities.

Perform other related duties as required.

Qualifications:

Graduate of a two (2) year, four (4) semester Community College Technology program plus three (3) years experience as an Intermediate Plant Facilities Technician or equivalent.

810 QUALITY ASSURANCE TECHNICIAN III**LEVEL 11****Primary Function:**

To initiate investigation by means of Laboratory experiments, testing and analysis. Prepare procedures for use in product evaluation and production failure investigations.

Working Procedure:

Interpret Company and Manufacturer's specification to assist Methods and Engineering.

Prepare comprehensive reports and recommend corrective action.

Conduct Radiographic examinations and/or other destructive and non-destructive testing (NDT); interpret and report the results.

Perform other related duties as required.

Qualifications:

Certified Level II Radiographer to CGSB 48-GP-4M; two (2) years as a Quality Assurance Technician II or equivalent.

Primary Function:

Work with and train the drafting group to support a production drafting office environment and, with the Engineering staff, identify future software requirements.

Working Procedure:

Train personnel (both management and union) in the use of various CAD computer functions and program (Latest Release).

Assist Engineering Staff in the resolution of technical problems associated with computerized systems; assist in improving user efficiency.

Present recommendations for improvements to CAD Systems.

Maintain the data bases on various servers by maintaining hard drive storage, software, backups and schedule, and maintain records (downtime, repairs, maintenance log and usage).

Write CAD procedures.

Coordinate between end users and Information Services the proper use and maintenance of equipment.

Share knowledge gained with other plants through user meetings.

Maintain or update system.

Qualifications:

Graduate of a three (3) year, six (6) semester Community College Technology program; three (3) years MIS and CAD experience or equivalent.

Primary Function:

Assist in the design of vehicle electrical and mechanical systems as part of an exposure to all facets of Engineering and manufacturing techniques.

Working Procedure:

Assist in the definition and analysis of vehicle system requirements.

Prepare technical specification sheets.

Evaluate vendor proposals to ensure the specifications are met.

Assist in the generation and checking of test reports.

May conduct and witness factory acceptance tests, dynamic performance tests and may provide support for commissioning of vehicles at customers' premises.

Perform other related duties as required.

Qualifications:

Eligibility for PEO mandatory. Three (3) years experience.

850 PLANT ENGINEER-IN-TRAINING (4th YEAR)**LEVEL 12****Primary Function:**

Assist with the design, improvement and installation of integrated systems of labour, material and equipment.

Working Procedure:

Assist in the design and analysis of plant facilities.

Prepare technical specification sheets and procedures.

Assist in the selection of tools and equipment.

Assist in work performance measurement and standards development.

Perform other related duties as required.

Qualifications:

Eligibility for PEO. Three (3) years experience.

745 SENIOR CHECKER**LEVEL 12****Primary Function:**

Independent detailed examination of engineering drawings and documents prior to release from the Engineering Department to ensure accuracy and conformity with regulatory authorities, contractual requirements and applicable Company procedures.

Working Procedure:

Check technical documents for adherence to Company procedures.

Check and approve all aspects of drafting as defined.

Review all aspects of design and recommend changes or actions.

Maintain a list of technical documents and drawings in Checking and monitor status.

Perform other related duties as required.

Qualifications:

Graduate of a two (2) year, four (4) semester Community College Technology program and three (3) years as a Drafting Checker or five (5) years as an Intermediate Product Design Drafter or equivalent.

880 METHODS ANALYST - 4**LEVEL 13****Primary Function:**

To provide specialized manufacturing expertise in one or more areas of the vehicle build. Is assigned the manufacturing responsibility from initial design to completion of a product line in one of the following areas:

- a) Mechanical Planning
- b) Electrical Planning
- c) Numerical Control Planning
- d) Tool Design

Working Procedure:

Under minimum supervision and direction, perform all duties of an Analyst-3 and the following;

Propose and prepare specific changes to existing designs with relation to design improvements and Manufacturing/CNC Fabricating/Tooling capabilities considering the overall vehicle.

Evaluate, define and coordinate the implementation of manufacturing workstations, equipment and/or processes.

Responsible for all technical Manufacturing/CNC Fabricating/Tooling aspects relating to the complete vehicle during 1st car build and planning out design from conception to completion.

Resolve major and/or complex incoherences between manufacturing and other departments.

Perform other related duties as required.

Qualifications:

Graduate of a two (2) year, four (4) semester Community College program in Manufacturing Engineering, Mechanical Engineering, or Electrical Engineering Technology. Five (5) years as a Methods Analyst-3 or equivalent.

Successful applicants will be required to complete Business Leadership Development 1 and 11 within 3 years of accepting position.

790 SENIOR PRODUCT DESIGN DRAFTER**LEVEL 13****Primary Function:**

Provide Engineering design expertise in specialized areas or as a senior member of a drafting team, coordinate the complete design documentation activities related to the Engineering release of a product or produce required work orders and change requests of high complexity. May be assigned the responsibility for a total project or part of a project within a given product line.

Working Procedure:

Prepare initial design and propose changes to existing design.

Prepare work orders and change requests for drafting, for definition of the initial design or design changes of high complexity, subject but not limited to the samples in the letter of intent, under the guidance of the Engineer.

Perform design calculations.

Liaise with vendors and other departments.

Liaise with other design groups with regard to common design or similar parts.

Gather information pertinent to drafting assignments.

May make field checks to study existing equipment.

May visit other plants and installations.

Ensure that all Corporate design standards are met.

Perform other related duties as required.

Qualifications:

Graduate of a two (2) year, four (4) semester Community College Technology program, with proficiency in computer assisted design; five (5) years as an Intermediate Product Design Drafter or equivalent.

881 QUALITY ASSURANCE TECHNICIAN IV LEVEL 13

Primary Function:

To initiate job investigations by means of Laboratory experiments, testing and analysis. Prepare procedures for use in product evaluation and product failure investigations.

Working Procedure:

Interpret Company and manufacturers specifications to assist methods, Engineering and other parties as required.

Prepare comprehensive reports and recommend corrective actions.

Conduct radiographic examinations and/or other destructive and non-destructive testing as required and interpret, record and report the results.

Assist the inspectors with any interpretation or questions about the testing being performed in (NDT) within the limits of the certifications held.

May be required to sign off re-certification applications of plant personnel at a lower certification.

Perform other related duties as required.

Qualifications:

Certified level II Radiographer to CGSB 48-GP-4M and/or Certified Level II inspector in other NDT methods as outlined in CAN/CGSB-48.9712-2000.

The candidate will also require five (5) years as Quality Assurance Technician III or equivalent.

846 DESIGN ENGINEER 1 LEVEL 14

Primary Function:

In either applicable discipline, Electrical or Mechanical, provide Engineering design and testing expertise. Responsible for timely delivery of design documentation related to the Engineering release of a product.

Working Procedure:

For lower complexity designs/systems, prepare new designs/systems and/or propose changes to existing designs/systems.

Train, give technical guidance to, and review work of engineers/designers of less standing.

Prepare technical documentation for designs/systems, including, but not limited to BRA, TRD/BTD, TPP, TPR, ECR, ECO, PCR, Work Orders and Specs.

Ensure that all component design standards are met.

Prepare, revise and review internal test procedures/reports.

Perform support qualification and investigation tests.
Review and approve external test procedures/reports.
Liaise with others involved in the design process, including, but not limited to clients, vendors, other design groups, testing groups and design specialists.
Provide production line support.
Provide bid support.
Provide cost estimates/support.
Conduct field checks to study existing equipment.
May be required to visit other plants and installations.
Perform other related duties.

Supervision Received:

Duties are assigned with written or oral instructions, as to the methods and procedures to be followed.
Receives specific project and technical guidelines, working within defined standards and specifications.
Technical guidance is available from a more senior Design Engineer or Project Engineer.
Work is reviewed for accuracy and adequacy and conformance with prescribed procedures by a more senior Design Engineer or Project Engineer.

Qualifications:

Certified as a Professional Engineer by P.E.O.

872 DESIGN ENGINEER 2

LEVEL 15

Primary Function:

In either applicable discipline, Electrical or Mechanical, provide Engineering design and testing expertise. Responsible for timely delivery of design documentation related to the Engineering release of a product.

Working Procedure:

For moderate complexity designs/systems, prepare new designs/systems and/or propose changes to existing designs/systems.
Train, give technical guidance to, and review work of engineers/designers of less standing.
Prepare technical documentation for designs/systems, including, but not limited to BRA, TRD/BTD, TPP, TPR, ECR, ECO, PCR, Work Orders and Specs.
Ensure that all component design standards are met.
Prepare, revise and review internal test procedures/reports.
Perform support qualification and investigation tests.
Review and approve external test procedures/reports.
Liaise with others involved in the design process, including, but not limited to clients, vendors, other design groups, testing groups and design specialists.
Provide production line support.
Provide bid support.
Provide cost estimates/support.
Conduct field checks to study existing equipment.

May be required to visit other plants and installations.
Perform other related duties.

Supervision Received:

Duties are assigned generally by oral instructions, as to the methods and procedures to be followed.

Receives general project and technical guidelines, working within defined standards and specifications.

Technical guidance usually is available from a more senior Design Engineer or Project Engineer.

Work may be reviewed for accuracy and adequacy and conformance with prescribed procedures by a more senior Design Engineer or Project Engineer.

Qualifications:

Certified as a Professional Engineer by P.E.O.

Three (3) years as Design Engineer 1, Level 14, or equivalent.

873 DESIGN ENGINEER 3

LEVEL 16

Primary Function:

In either applicable discipline, Electrical or Mechanical, provide Engineering design and testing expertise. Responsible for timely delivery of design documentation related to the Engineering release of a product.

Working Procedure:

For higher complexity designs/systems, prepare new designs/systems and/or propose changes to existing designs/systems.

Train, give technical guidance to, and review work of engineers/designers of less standing.

Make independent studies, analyses, interpretations and conclusions.

Prepare technical documentation for designs/systems, including, but not limited to BRA, TRD/BTD, TPP, TPR, ECR, ECO, PCR, Work Orders and Specifications.

Ensure that all component design standards are met.

Prepare, revise and review internal test procedures/reports.

Perform support qualification and investigation tests.

Review and approve external test procedures/reports.

Liaise with others involved in the design process, including, but not limited to clients, vendors, other design groups, testing groups and design specialists.

Provide production line support.

Provide bid support.

Provide cost estimates/support.

Conduct field checks to study existing equipment.

May be required to visit other plants and installations.

Perform other related duties.

Supervision Received:

Duties are assigned generally by oral instructions, as to the methods and procedures to be followed.

Receives an overview of the project and technical guidelines, working within defined standards and specifications.

Technical guidance may be available from a more senior Design Engineer or Project Engineer.

Work is not generally supervised, and the amount of supervision by the Project Engineer varies depending upon the assignment.

Qualifications:

Certified as a Professional Engineer by P.E.O.

Three (3) years as Design Engineer 2, Level 15, or equivalent.

"ADDENDUM"

The Company recognizes that employees on staff as of September 1, 1988, may not have the requisite qualification as listed in the Job Descriptions. In such cases, promotions, demotions, layoffs, recalls and transfers shall be based on the employee's ability to successfully perform the job and not on the qualifications listed.

NOTES

NOTES

This book belongs to:

Name:

Employee Number:

Please advise the Human Resources Department of any change of address, telephone number, marital status, etc.

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