

COLLECTIVE AGREEMENT

BETWEEN:



Hereinafter called the "Company"

And



**THE INTERNATIONAL ASSOCIATION OF
MACHINISTS AND AEROSPACE WORKERS
LOCAL LODGE 2413**

Hereinafter called the "Union"

**Effective April 1st, 2016
through March 31st, 2019 inclusive**

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ARTICLE 1 - PURPOSE

- 1.01 The purpose of this Agreement is to define the relations between the Company and the Union, the wages and working conditions of employees of the Company represented by the Union, and the means by which complaints, grievances and disputes shall be disposed of promptly and equitably with a minimum of time lost.

ARTICLE 2 - RECOGNITION

- 2.01 The Company agrees to bargain exclusively with the Union in respect of employees covered by this Agreement
- 2.02 This Agreement covers all employees of Field Aviation Company inc. in Ontario excluding those persons employed in the office, engineering, avionics repair, programs or sales, chief inspectors, supervisors and persons above the rank of supervisor.
- 2.03 No sub-supervisor, or persons above the rank of sub-supervisor, shall carry out work normally falling within the work assignments of employees covered by this Collective Agreement, effective July 15, 1974, except under the following conditions:
- (a) Emergencies - Union to be notified before and/or after
 - (b) Difficult troubleshooting or problems
 - (c) Investigating customer complaints
 - (d) Preparation of quotation/estimates
 - (e) Instruction and training of personnel
 - (f) Developing new methods of procedures
 - (g) Inspecting airworthiness components and assemblies

ARTICLE 3 - THE RIGHTS OF MANAGEMENT

- 3.01 The Union acknowledges that it is the exclusive function of the Company to:
- (a) Maintain order, discipline, efficiency and to set down all Company policies and procedures.
 - (b) Hire, discharge, classify, transfer, promote, demote, lay-off and discipline employees provided that a complaint that an employee with seniority has been so

dealt with without reasonable cause may be the subject of a grievance which shall be settled as hereinafter provided.

- (c) Manage the industrial enterprise in which the Company is engaged and without restricting the generality of the foregoing, to determine the number and location of plants, the products to be manufactured, methods of manufacturing, schedules of production, the kinds and locations of machines and tools to be used, process of manufacturing and assembling, the engineering and designing of its products, the control of materials and parts to be incorporated in the products produced and methods of overhaul and servicing of aircraft, the extension, limitation, curtailment or cessation of operations to study and introduce new products, methods, processes, materials and facilities, and to make rules and regulations covering the operation of its business providing they are not inconsistent with the provisions of this Agreement.

3.02 The Company agrees that its exclusive functions shall be exercised in a manner consistent with the provisions of this Agreement.

3.03 Information on productivity gathered through electronic surveillance shall not be used for disciplinary purposes against any member of the bargaining unit unless substantiated by other evidence.

3.04 Where the Company intends to introduce video display terminals such introduction shall be reviewed with Health and Safety Committee to ensure the "ergonomic" factors are taken into consideration.

ARTICLE 4 - UNION MEMBERSHIP, DUES AND SECURITY

4.01 Subject to the provisions of the Canada Labour Code, it is agreed that all employees covered by this Agreement shall become members and shall remain members of the Union in good standing as a condition of employment. This article may not be used to deprive an employee of his/her employment.

4.02 (a) Membership in the Union shall be available to any employee eligible under the constitution of the Union on payment of initiation or re-instatement fees uniformly required of all other such applicants by the Union local. Membership shall not be denied for reasons of race, national origin, color or religion.

- (b) New employees shall make application for membership in the Union at the time of their hiring and shall become members of the Union in good standing as a condition of employment after they have paid the required initiation fee prescribed in the Unions bylaws. Such completed applications shall be sent to the Secretary-Treasurer of the Local Lodge forthwith.

(c) At the earliest opportunity, the employee's immediate supervisor shall introduce the new employee to his/her Chief Steward or designee. Where more than one employee has been hired in a period of time the meeting will include all new hires. The meeting shall not exceed 30 minutes in length. The Chief Steward or designee will provide him/her with a copy of the Collective Agreement.

4.03 The Company agrees that all employees covered by this agreement shall have monthly dues deducted from their wages as a condition of employment. The deduction of Union dues shall commence from the first day of employment, beginning with the first pay, and each pay thereafter, from all Union employees.

4.04 The Company agrees to deduct Union Dues in the amount prescribed by the Union to the Employer in writing from time to time. Such deductions shall be remitted by cheque or electronic fund transfer to the District Lodge of the Union by the twentieth (20th) day of the month following the month in which the deductions were made. The Union will notify the Company in writing of the name of the Union Official to whom the money so deducted shall be sent. The monies so deducted are deemed to be trust monies belonging to the Union.

4.05 If the wages of an employee payable on the payroll for the last pay period of any month are insufficient to permit the deduction of the full amount of dues, no such deduction shall be made from the wages of such employee by the Employer in such month. Should wages be sufficient in succeeding months the Company, without obligation or financial penalty will make such double deductions as required to recuperate the shortfall, this will include employees that have been on a leave of absence. In addition the company will make additional deductions as requested by the Secretary-Treasurer of the Local Lodge to cover the issuing of Unemployment Stamps.

4.06 Deductions from wages except those required by this Agreement and the Law and repayment of payroll errors shall be made only on written authority of the employee. All deductions will be shown on the pay voucher.

4.07 Payroll deductions required by Law, deductions of money due or owing to the Company including repayment of payroll errors and deductions for Medical and Group Insurance shall take precedence over the deduction of Union Dues when the wages payable are insufficient to permit the deduction of Union Dues.

4.08 The Company will, at the time of making each remittance hereunder to the Secretary-Treasurer of the Union; supply a statement showing the following information from whose pay deductions have been made.

(a) All monthly dues for members to be submitted in alphabetical order by name with hire date, classification, hourly rate, dues deducted and employment status;

(b) The Company further agrees that it will supply all such information by way of electronic mail (e-mail) and a hard copy, if so requested by the Union.

- 4.09 The Employer will show the amount of the dues deducted on T-4 slips issued to employees.
- 4.10 When requested in writing, the Employer will provide to the Union within ten (10) calendar days a list of member's names and wage rates.
- 4.11 The Union shall indemnify and save harmless the Company, its agents and/or employees acting on behalf of the Company from any and all claims, demands, actions, or causes of action, arising out of or in any way connected with the collection of such dues and initiation fees for Union members only.

ARTICLE 5 - STRIKES AND LOCKOUTS

- 5.01 Whereas this Agreement provides for the just settlement of disputes arising from complaints or grievances involving the interpretation, application or violation of this Agreement which may arise between the parties hereto and binds them to accept and abide by the decision of a Board of Arbitration should they fail to settle any dispute by negotiation.
- 5.02 It is therefore solemnly promised and agreed by the parties hereto that during the life of this Agreement, or while negotiations for its amendment or renewal are in progress, there shall be no strike, slowdown, stoppage of work or other interference with production by the employees hereby covered nor any lockouts by the Company.

ARTICLE 6 - UNION REPRESENTATIVES

- 6.01 Shop Committee
The Company acknowledges the right of the Union to appoint or otherwise select a Shop Committee, who shall be employees of the Company covered by this Agreement. The Company will recognize and meet with the said Shop Committee to discuss and adjust matters pertaining to the interpretation, application and alleged violation of the terms of this Agreement, and grievances presented at Step 3 pursuant to Article 8 hereof. Such meetings shall be carried on during working hours. An officer of the International Association of Machinists may be present if either party so requests.
- 6.02 Meetings between the Shop Committee and Management Representatives shall be held monthly or upon request by either party who shall submit a request in writing, accompanied by a copy of the agenda covering all points for discussion, at least three working days prior to the proposed date of meeting, except should a situation arise which the parties hereto mutually consider sufficiently emergent, the procedure would be

waived and a meeting called as soon as possible.

- 6.03 Senior executive officers of the Local Lodge or a shop Committee member shall not be required to work on a shift other than the day-shift except with his consent, provided it does not affect the efficient operation of the Plant. Senior officers shall be President, Vice-President, Recording Secretary and Secretary-Treasurer.
- 6.04 Shop Stewards
The Union may designate representatives who shall be recognized by the Company as Shop Stewards. Shop Stewards shall be permitted the necessary time during working hours to perform the functions in the settlement of complaints and grievances within the scope of this Agreement, provided that such time that is considered necessary is recorded on the appropriate time card. There shall be a maximum of one (1) Chief Steward plus four (4) Shop Stewards at Mississauga. At least one (1) Steward shall be from the afternoon shift. The number of Shop Stewards may be changed by mutual agreement of the parties hereto.
- 6.05 A Shop Steward shall not be permitted to leave his Department or Section thereof in connection with complaints or grievances, or for transaction of other business except:
(a) To call in the Chief Steward in accordance with the Grievance Procedure outlined herein.
(b) When called upon by the representatives of the Shop Committee during the investigation of a Grievance under Article 8.
(c) When called by the Management.
- 6.06 Chief Steward
The Company will recognize as Chief Stewards such representatives as the Union may designate provided that the number of Chief Stewards shall be agreed upon by the parties hereto. Chief Stewards shall be permitted the necessary time during working hours to perform the functions in settlement of complaints and grievances within the scope of this Agreement, provided that such time that is considered necessary is recorded on the appropriate time card.
- 6.07 The Chief Steward shall be permitted access to any Department where work is being performed by employees represented by the Union to deal with complaints and grievances only after having informed the Supervisor of the Section to which he desires access, of the nature of his business. He shall not be permitted to leave his Department during working hours for the transaction of Union business other than the settlement of complaints and grievances. The Company will supply adequate office space with a telephone, desk and chairs for the Chief Steward to perform his duties.
- 6.08 Permission to Leave the Department
Shop Stewards, Chief Stewards, President and members of the Shop Committee must obtain permission of their respective supervisors before leaving their duties in their departments to conduct Union business within the scope of this Agreement. Such

permission may be obtained verbally from the employee's supervisor. In the absence of the Supervisor, such approval may be obtained from the Personnel Manager.

- 6.09 Shop Stewards and Chief Stewards shall exercise the privileges herein provided for them in such a manner as to promote good order and shop discipline and with the least possible interference with the regular duties of their employment.
- 6.10 The Company will continue to pay the normal benefits & straight time salaries plus premiums of the employees' scheduled shift for all designated members of the Union Negotiating Committee while engaged in direct negotiations with the Company.
- 6.11 Any time consumed on union business or activities that has been authorized by the Company or agreed to under this Collective Agreement, excluding Articles 8.00 & 9.00 will be paid by the Company and charged to Local Lodge 2413. The Local Lodge will provide the Company with the respective time clearance request and will reimburse the Company by month end.

ARTICLE 7 - SAFETY COMMITTEE

- 7.01 It is the desire of both parties to this agreement that high standards of safety be maintained, in order to prevent occupational diseases and workplace accidents. The Company will take the appropriate and reasonable precautions to ensure the health, safety and hygiene of union personnel at all times during working hours and on Company premises. In accordance with Part II of the Canada Labour Code, the Union will cooperate with the Company through an established collaborative relationship.
- (a) The Workplace Health & Safety committee shall comprise of an equal number of members to represent the Company and the Union, i.e. two (2) Company representatives, and two (2) Union representatives.
 - (b) The Chairman shall rotate between the Company and the Union as per the Canada Labour Code.
 - (c) The Workplace Health & Safety Committee shall make corrective and preventive recommendations with regard to health and safety matters directly to Field Aviation Management through the chairman.
 - (d) The Workplace Health & Safety Committee shall meet monthly during regular working hours and on an urgent basis as required. At least once every quarter the Committee must inspect the facilities, to identify and record hazards for corrective action. Copies of minutes of all meetings will be distributed to the Union Executive, the Company Human Resources representative and to the Director of Production.

- (e) Whenever there is more than one (1) facility, one (1) member from each facility shall be appointed by the Union who shall report back to the Union member of the Workplace Health & Safety Committee.
- (f) Union representatives who are members of the Workplace Health & Safety Committee shall be permitted reasonable necessary time with pay in accordance with the Canada Labour Code Part II to perform all activities for which the Committee is responsible including workplace investigations or when a union member exercises a right of refusal. Union representative members report to their supervisor and obtain permission before leaving their jobs. This permission shall not be unreasonably withheld.

ARTICLE 8 - GRIEVANCE PROCEDURE

- 8.01 All disputes and grievances arising from complaints, accusations or charges concerning the interpretation, application or violation of this Agreement shall be negotiated between the accredited representatives of the Union who are employees of the Company, and the Company. The parties hereto realize that non-contractual complaints may be made to which an amicable solution be desired and would be of mutual benefit to both parties. Therefore, it is agreed that non-contractual complaints will be processed as they justly deserve, but in no case shall such complaints be processed beyond Step 3, Grievance Procedure.
- 8.02 During the discussion of a grievance, if it is mutually agreed that witnesses would aid in the settling of a grievance, they may be requested to attend.
- 8.03 Except for discipline and discharge cases, any grievances involving wages or other money settlement shall, if settled in favour of the employee(s), be retroactive to the date the grievance form is received and signed by the supervisor excepting when the grievance goes to arbitration, then the decision of the arbitrator shall stipulate the terms of settlement.
- 8.04 Grievance Procedure
Any employee seeking adjustment of a complaint shall confer with his Supervisor/Coordinator either alone or accompanied by the Shop Steward. Should the employee not receive satisfaction from his Supervisor/Coordinator within two working days, or such longer time as may be mutually agreed upon, the matter may be deemed a grievance and dealt with as in Step 1, Grievance Procedure.
- Step 1 An employee who has a complaint shall discuss it with his Supervisor/Coordinator or his designee and with his Shop Steward, with a view to a prompt and fair adjustment. During the discussion of a grievance, witnesses who could aid in the settlement may be required to attend.

Step 2 Should an employee not receive satisfaction from his Supervisor/Coordinator in regard to a complaint made pursuant to Section 8.04 hereof, within five (5) working days, he may state his grievance in writing in triplicate on the appropriate form and the Shop Committee shall present it to the Production Manager or his designee. Within three (3) working days thereafter or within such longer period as may be agreed, the Shop Committee and the Business Representative shall meet the Production Manager/Director of Production or his designee to attempt to adjust the grievance. Within five (5) working days following this meeting, the Production Manager/Director of Production or his designee shall deliver to the Union his answer in writing.

Step 3 Should the Union consider that a just settlement has not been found it may present the grievance to the VP, Operations, or his designee, within five (5) working days thereafter the date of the decision in the Second Step. Within five (5) working days thereafter, the VP Operations or his designee shall present the final Company answer to the Union in writing.

8.05 Time Limits

Any time limit provided by this Article may be extended or curtailed by mutual agreement.

8.06 Policy Grievances

In the event of a difference of opinion between the Company and the Union as to the interpretation or violation of any clause or section of this Agreement, the matter may be referred by either party to arbitration in the same way as a grievance of the employee.

Policy Grievances shall be filed at Step 3 and if not resolved may be referred to arbitration.

ARTICLE 9 - ARBITRATION

9.01 Any matter or question, arising from the interpretation, application administration, or an alleged violation of this Agreement, including the question of whether a matter is arbitrable, may be submitted to arbitration by the parties hereto, provided that the matter shall be considered settled or abandoned if no written notice of intent to submit the question to arbitration is received within ten (10) working days after the final decision is given under Step 3 of Grievance Procedure, Article 8.04.

9.02 No matter shall be submitted to arbitration by the parties hereto unless and until they shall have attempted to arrive at a settlement by the means provided by Article 8 hereof.

9.03 Within ten (10) working days after notice of intent to arbitrate has been given, the

Company and Union shall jointly appoint an arbitrator. No person may be named as an arbitrator who has participated in an attempt to settle the grievance or dispute.

- 9.04 In the event of a failure of the parties to agree upon the appointment of an arbitrator the matter shall be referred to the Federal Minister of Labour who shall appoint an arbitrator.
- 9.05 The parties hereto shall jointly in writing stipulate the matter to be arbitrated and the arbitrator's decision shall be confined to deciding the issues therein set out.
- 9.06 The arbitrator shall not make any decision inconsistent with the provisions of this Agreement nor shall he alter, modify or amend any part of this Agreement.
- 9.07 The decision of the arbitrator shall be final and binding on both parties and his expenses shall be borne in equal shares by the Company and the Local Lodge.

ARTICLE 10 - SENIORITY

10.01 Consistent with the provisions of this Agreement, every employee will be credited with seniority within the Mississauga unit as follows:

- (a) Bargaining Unit Seniority - which shall be the latest date the employee commences work with the Bargaining Unit and shall determine vacation entitlement.
- (b) Classification Seniority shall be determined in descending order, within a Trade Group, commencing with the employee with the most accumulated Service Seniority Credits.

Service Seniority Credits (effective the date of ratification) shall be earned as follows:

Hires prior to September 25, 2013:

1. Two (2) credits for each full 12 months of employment, unless the employee has been absent for more than 14 Casual Sick Days in any calendar year;
2. Five (5) credits for obtaining or holding a license in the classification the employee is currently in;
3. Three (3) credits for obtaining or holding an ICA in the classification the employee is currently in.

Hires after September 25, 2013

1. New hires: No points in 1st year.

2. After 1 year: 2 Service Points if he/she hasn't taken more than 7 sick days.
3. After 2 years: 2 points for license.

Note: *All current employees to be grandfathered and keep current system/points*

- (c) An employee holding classification seniority in any Trade or Work Group as set out in Appendix A shall be credited with classification seniority in any lower paying classification in the Trade or Work Group.
- (d) In the event of two (2) or more employees having equal Service Seniority Credits within a Trade Group, the employee with the most Bargaining Unit Seniority would be considered to be the most senior. In the event of two (2) or more employees having both equal Service Seniority Credits and Bargaining Unit Seniority, the Chief Shop Steward will arrange and supervise a random draw between the employees affected to determine their order of seniority. The Personnel Department will be advised immediately, in writing, the results of such draw.
- (e) Consistent with the provisions of this Agreement, classification seniority shall be applicable as follows:
 - (a) Retention as a result of the lay-off due to a reduction in force.
 - (b) Displacement rights.
 - (c) Recall following lay-off.
 - (d) Filling of vacancies.
 - (e) Any other matters agreed to between the parties.

10.02 A new employee shall establish his seniority as defined above upon the completion of a probationary period of sixty (60) days worked in a three (3) month period and said seniority shall be effective from the date of employment.

10.03 Trade Group
The Trade Groups within a seniority unit shall be recognized as listed in Appendix "A" hereunder. Every new Trade, Work Group or classification or new seniority unit shall be added to the existing list as mutually agreed to by the parties hereto.

10.04 Regardless of length of service, an employee will lose all seniority if he:

1. Voluntarily terminates his employment with the Company.
2. Is discharged for just cause.
3. After lay-off, fails to notify the Company of intention to return to work within three (3) working days after notice by registered mail has been sent by the Company, or fails to return to work within ten (10) days after notice has been sent by the Company. A copy of such notice shall be given to the employee's Union Steward.

4. Fails to report absence to his Supervisor or Personnel Officer within four (4) working days without reasonable cause.
5. Has been laid off and not recalled to work for a period of two (2) years.
6. Has been retired in accordance with the terms of the Retirement Plan.
Without prejudice, the Union and the Company agree that the normal retirement date for employees of Field Aviation shall be the last day of the month in which the employee reaches age sixty-five (65).
The Company and Shop Committee, by mutual agreement, may grant extension in undefined special circumstances for an indefinite period beyond the normal retirement age.
7. Fails to return to work following the conclusion of an approved leave of absence except in extenuating circumstances, it being understood that an employee on L.T.D. is on leave of absence and subject to Section 10.06 on return to work.
8. When an employee refuses a re-call for a period greater than fifteen (15) working days, he shall be considered terminated with cause by the Company.

10.05 By agreement of the parties hereto, bargaining unit or classification seniority may be restored in whole or in part if extenuating circumstances should warrant reinstatement. Such circumstance may be brought to the attention of the Company by the employee concerned or by the Shop Committee of the Union.

10.06 At all times the Company shall have available for inspection by the Union a list of employees which includes bargaining unit and classification seniority. Such list shall be posted at three (3) month intervals during the term of this Agreement.

10.07 An employee with seniority who is transferred from a classification covered by this Agreement to salaried employment shall retain his seniority but shall not accrue his seniority while so employed. He shall be excluded from the coverage of this agreement and from any and all of its terms and conditions while so employed. Salaried employees shall not be returned to the bargaining unit after three (3) months of salaried employment.

ARTICLE 11 - LAY-OFF AND RECALL

11.01 Lay off and recall shall be according to classification seniority as defined in Article 10.01.

(a) No employee with seniority shall be laid off without at least seven (7) calendar days or five (5) days pay in lieu thereof. The notice shall be given as follows: "The Company will meet with the shop committee at least seven (7) calendar days prior to any lay off, and the Union shall be notified of the number of employees in each classification to be laid off. Any employee on holidays, leave of absence, casual sick day, short term disability, or absence for any other authorized reason, will be considered to have seven (7) calendar days notice from day of return to work inclusive. The Company will notify the Union within forty-eight (48) hours as follows:

- (a) Personnel laid off by name, classification and grade on the form provided.
- (b) Personnel accepting or taking displacement action, stating classification and grade before and after displacement, on the form provided. Each of the above forms to bear the signatures of the employees being laid off or displaced.
- (c) The Canada Labour Code shall be the governing factor re Article 11.02.

11.02 No employee with seniority shall be laid off until he has been notified by the Company of any replacement option provided that:

- (1) He is willing to accept the responsibilities of the new classifications.
- (2) He shall not be entitled to an increase in pay as a result of the layoff.
- (3) Where he displaces to a lower paying classification in his trade group, he shall be paid at a maximum rate in such classification.
- (4) Where the employee displaces into a classification with the same top rate of pay his new pay rate will be determined by his former pay grade in the new classification.

11.03 Seniority will continue to accrue during the recall period.

11.04 If an employee has been laid off pursuant to 10.04 herein, for a period of two (2) years, his employment will be terminated and seniority cancelled.

11.05 Members of the Shop Committee and the Chief Stewards will be retained in the employ of the Company in their respective classifications during their respective terms of office notwithstanding their position in the seniority lists. However, if work is no longer available in their respective classifications, they will be permitted to transfer or displace into another classification provided they are qualified to perform the duties and willing to accept the appropriate rate for such classification.

11.06 When mutually agreed to by both parties, the seniority employee on lay off may be recalled on a part time basis for specific periods of not less than four (4) hours and not over fifteen (15) working days and released at the completion of the work for which he was recalled without reinstating lay off procedure and provisions as outlined in Article 11.02 and 11.03. Refusal to accept part time recall shall not constitute a breach of contract or invalidate his right to recall to his classification.

11.07 In the event of a difference of opinion on the administration of Article 11, the Committee will have the right to meet with the Company and discuss same.

11.08 When the Company recalls an employee even for a specific period of not less than four (4) hours, the Union shall be supplied with a copy of the Recall Letter immediately, so

they can assure that seniority is being observed.

- 11.10 Employees on lay-off subject to recall will be given consideration when job vacancies occur during their recall period, but like all other applicants for the job would be required to possess the ability and qualifications necessary to perform the job. When vacancies occur laid-off employees will be notified by phone and/or Registered Mail and/or via email.
- 11.11 Each employee who is laid off will keep the company informed of his current address, failing which the Company will not be responsible if notice of recall fails to reach such employee.

ARTICLE 12 - DISCIPLINE AND DISMISSALS

- 12.01 The Company, at its discretion, may discharge or discipline any employee when in the opinion of the Company there exists just and sufficient cause therefore. An employee discharged or disciplined, except in the case of physical violence, shall have the right to an interview with his Union Steward before leaving the Company premises.
- 12.02 The Company shall forthwith advise the Union in writing of the reason for discharge or discipline of any employee.
- 12.03 A claim by an employee with seniority that he has been unjustly discharged or disciplined, if made within five (5) working days after such discharge or discipline, may be deemed a grievance and dealt with as outlined in Article 8, Grievance Procedure commencing with Step 3.
- Such grievance may be settled under the grievance or arbitration procedure by:
- 1.) Confirming the Management's action in dismissing the employee,
 - 2.) Reinstating the employee with full, part, or no compensations from time lost, or
 - 3.) Any other arrangement which may be deemed just and equitable.
- 12.04 Employees shall have the right to see their personal file upon request. In the event an employee sees something in the file he is unaware of, he may respond and such response shall become a part of the file.
- 12.05 Records of disciplinary action within an employees' personnel file shall be removed after one (1) year providing it is one (1) calendar year from the incident; related matters remain on file and providing record is clear for one (1) year from incident and that there are no airworthiness issues related.

ARTICLE 13 - LEAVE OF ABSENCE

The Company may, or may not, at its discretion, grant leave of absence without pay to any employee requesting same. Employees requesting leave of absence, except for reasons as stated in Article 13.01, must do so in writing at least **fourteen (14) days** prior to commencement of such leave and **the Company shall render its decision on such request within five (5) days after receipt of the request.**

13.01 The Company will grant leave of absence for the following:

- (a) Employee marriage - two (2) days.
- (b) Marriage for employee's child - one (1) day.
- (c) Birth of a child, including day of admission to hospital - two (2) days.
- (d) Change of residence - one (1) day.
- (e) Serious illness of wife, husband or children upon receipt of medical evidence - five (5) days.
- (f) Pall-bearer - one (1) day.
- (g) To attend funeral of sister-in-law/brother-in-law - three (3) days.

13.02 The Company shall notify the Union of leave of absence of seven (7) days or more granted; for a period not to exceed thirty days there shall be no loss of seniority incurred. If the leave of absence is in excess of thirty days, the employee concerned may not (a) retain and accrue his seniority unless written approval of the Union is submitted along with the application for leave of absence nor (b) participate in the Company RRSP program (art. 24) or the Company extended healthcare and dental benefits unless said employee prepays the full amount of both the Company and the employee contribution.

13.03 On request from the Local Lodge, the Company may grant leave of absence without pay to officials of the Local Lodge or their delegates for the transactions of Union business and attending Trade Union conventions. The number granted leave of absence, also the number of days granted, is to be mutually agreed upon. Such agreement shall not be unreasonably withheld.

13.04 On request from the Local Lodge the Company shall grant leave of absence without pay to any employee for his/her full term of office for full-time employment by the Local Lodge or the International Association of Machinists, provided that the number of employees who at any one time shall be granted such leave shall be mutually agreed. Seniority shall continue to accrue during such leave of absence. There shall be no adjustments to the length of such employee's vacation set out in clause 27.04 as a result of such leave of absence. Such employee will be rehired providing he is qualifiable and work for which he is qualified is available. If work is not available, he may displace an employee with less seniority.

13.05 (a) Any employee unable to work because of illness or injury and has been approved for short term disability and/or long term disability leave shall be granted a maximum of 2 years without loss of seniority.

- (b) The Company will require evidence of the employee's fitness to resume his previous occupation.

ARTICLE 14 - POSTING NOTICES

- 14.01 The Union shall have the privilege of posting approved notices at specified places on the Company's premises and the Company shall supply lockable bulletin boards of a suitable size for Union Notices only. The Chief Steward shall have a key to such bulletin board(s). The Company shall be furnished copies of all such notices prior to their posting, other than those of a routine nature. Postings shall not contain notices that are illegal, abusive, libellous, of a defamatory nature, or that could be contrary to good customer relations.

ARTICLE 15 - PHYSICALLY HANDICAPPED EMPLOYEES

- 15.01 A physically handicapped employee, as defined by the Union and the Company, shall upon the recommendation of the Company doctor and subject to Management's prior approval, be permitted to clock out five minutes before stopping time in order to ensure safe exit from the premises. When reasonable and possible, special provision shall be made for parking facilities for physically handicapped employees, subject to any Company policies and procedures in this matter.

ARTICLE 16 - TRANSFERS

- 16.01 It is the desire of the Company to advance employees to more highly rated jobs when it is reasonable and practicable to do so. The Company will consider an employee's request to transfer from one classification to another and/or one seniority unit to another, but the Company maintains the right to select and/or hire persons to fill labour vacancies when there is no one with the required qualifications in the bargaining unit.
- 16.02 The Company recognizes that some new employees, following induction into the job for which they were hired, find there is other work available for which they believe they are more suited. Such employees during the first three months of their employment, may make application for such other work directly to the Personnel Office, where their application will be given the same consideration as others applying for said work.
- 16.03 If any employee with more than three months service with the Company wishes to change his occupational classification, he shall make such request to his Supervisor on the form provided stating his reasons for making such request. The request will be given due consideration by the Company.

- 16.04 If any employee feels that he has not been justly dealt with in respect of his request for transfer, he may follow the Grievance Procedure as outlined in Article 8.
- 16.05 The Company shall post a notice of labour vacancies for period of five (5) working days at all seniority units simultaneously, giving job priority to employees at the unit of vacancy, provided there are no employees holding recall rights for the classification in the seniority unit.

ARTICLE 17 - PROMOTIONS

- 17.01 Without prejudice to the right reserved under Article 3 and Appendix "B" of this Agreement, the Company shall take seniority into consideration when making promotions and where qualifications are equal, seniority shall be the determining factor.

ARTICLE 18 - HOURS OF WORK

Note: A shift premium of \$0.75 per hour shall be paid for all hours worked on Saturday and/or Sunday when Saturday and/or Sunday fall within the employee normal work week.

- 18.01 (a) The standard work week shall be forty (40) hours and the standard work day shall be eight (8) hours. The normal work week shall be Monday to Friday inclusive, followed by two (2) consecutive days off. However, the Company and the Union may agree to vary the work week. Such agreement shall not be unreasonably withheld. Only time worked in excess of the standard work day shall be credited as overtime consistent with the provisions of this Agreement. Employees who have taken more than 10 casual sick days per year will only be credited with overtime for time worked in excess of the standard work week. Employees may be required to produce a doctor's note after such 10 casual sick days.
- (b)(i) Time and one half shall be paid for all the hours worked on the first scheduled day off in an employee's work week provided the employee has worked forty (40) regular hours in that week.
This Article only applies to those who have taken more than 10 casual sick days per year and Company may require a doctor's note after 10 casual sick days.
- (b)(ii) Acceptable exceptions for lost hours during the week:
- WSIB
 - Stat Holidays
 - Paid sick time with an approved Doctor's note
 - Annual Vacation
 - Pre-approved floater days
 - Pre-approved union business

- If the 40 hour requirement is not possible due to compliance with Article 23.03(a) 1 & 2
Note: Only applies to those who have taken more than 10 casual sick days per year
and Company may require a doctor's note after 10 casual sick days

- (c) The standard shift shall consist of eight (8) hours of work in a twenty-four (24) hour period, worked on one of the under noted shifts.
 - (a) Day Shift
 - (b) Afternoon Shift
 - (c) Night Shift

Hours of service arrangements that differ from the provisions of 18.01 above may be implemented by mutual agreement between the Union and the Company. Such agreement shall not be unreasonably withheld - only time worked in excess of such different work day/week shall be credited as overtime.

- 18.02 (a) The Company shall, at all times, take reasonable steps to give the employees advance notice of any change or cancellation of regular working hours.

Any employee not so notified who reports for work at his regular starting time and is not required to work on that shift, shall be paid for eight (8) hours time, at his regular rate, unless any such change or cancellation of regular working hours, or lack of work, is due to circumstances beyond the control of the Company (such as fire or power failure).

- (b) In the event the Company makes a change to the published shift schedules, the affected employee shall receive a minimum of seventy-two (72) hours notice except in the event such notice is beyond the Company's control.

- 18.03 All employees shall be allowed five (5) minutes time for personal clean-up immediately prior to the end of each shift.

- 18.04 (a) Where an afternoon or night shift become necessary and it is determined that employees from the day shift may be required on either of these shifts, there will be a bidding process for the preferred shift based on seniority. Shift bidding will be for a six (6) month period. Management reserves the right to make changes to the shift schedule depending upon work load.

- (b) In the event that no qualified employee bids for afternoon or night shift, qualified employees will be assigned to such shifts in reverse order of seniority.

ARTICLE 19 - TIME CARDS

- 19.01 Every employee shall clock in or complete an exemption form immediately on entering and immediately before leaving the plant. Should he fail to do so, without sufficient reason, he shall lose one-quarter hour's pay for each such failure; provided he can

produce a witness of supervisory rank or above to prove he was not more than fifteen minutes late. All employees are required to comply with the Company procedures regarding paper work and records.

- 19.02 Every employee shall clock in or complete an exemption form at the completion of each work assignment. If the work assignment is not completed at the end of each shift, the employee will complete a continuation sheet for the particular assignment for that day prior to leaving the premises.

All exemption forms will be turned in to the work station at the end of each shift or upon completion of each work assignment when so directed. All exemption forms, when reported in the aforementioned manner, shall be shown on the employee's time record.

ARTICLE 20 - LATE STARTING AND PUNCHING OUT EARLY

- 20.01 Weekly Cumulative Lateness
Total cumulative lateness in excess of fifteen minutes or more per week, will be deductible to the next highest fifteen minute period.
- 20.02 Punching Out Early
An employee who leaves before his normal working day has ended without the permission of his Supervisor noted on his time card, except in extenuating circumstances, shall have fifteen minutes deducted for each such offence.
- 20.03 An employee who leaves the premises during working hours without the permission of his Supervisor as indicated on his Time Record shall be required to provide a witness of Supervisory rank or above to verify when he left the job and/or when he returned to the job. For such an offence an employee shall be penalized in accordance with Article 20.02 plus the time he was off the premises, except in extenuating circumstances.
- 20.04 If any employee fails to record his time in or out, he shall automatically complete an exemption form and have it signed by his/her immediate supervisor showing the time not accounted for.

ARTICLE 21 - OVERTIME

- 21.01 Subject to 18.01(a)&(b), employees will be compensated for overtime work as follows:
- (a) Authorized time worked in excess of the agreed work day (Monday to Friday - 8, 10, 12 hours etc.) in any one shift shall be paid for at the rate of time and one-half (1 ½).
 - (b) Note: (i) Authorized overtime worked on the employee's assigned days off

- shall be paid at the rate of time and one half for the first day worked.
- (ii) Authorized overtime worked on the employee's subsequent days off shall be paid at a rate of double time for all hours worked thereafter including a third or fourth consecutive day off if applicable.
 - (c) In the application of Article 21.01, an employee must work on the first assigned day off set out above in order to qualify for double time on the second and subsequent days off if applicable.
 - (d) Authorized overtime worked on statutory holidays, observed by the Company as set forth in Article 26, shall be paid for at the rate of double time in addition to pay for the statutory holiday.
 - (e) Management will attempt, to the best of its ability, to be consistent with the accepted procedures of high quality workmanship when assigning overtime and, where possible, will give preference to the crew previously assigned to the job requiring the overtime.
 - (f) A minimum of four (4) hours of authorized overtime or pay in lieu thereof shall be assigned for Saturdays, Sundays or statutory holidays for scheduled overtime.
 - (g) An employee would not be eligible to work on assigned days off if the employee has worked on the previous two (2) consecutive assigned days off. Employees working on MRP's are exempt from this clause.
 - (h) An employee scheduled for a minimum of two (2) hours overtime after completing the employee's regularly scheduled shift shall be given a ten (10) minute paid break which will commence five (5) minutes prior to the end of the regularly scheduled shift. The employee will be given another ten (10) minute paid break after completing four (4) hours of overtime after the completion of his regularly scheduled shift.
 - (i) Temporary or Contract Workers (Term Employees) referred to in LOU No. 3 will not be used to deny overtime assignments that are normally performed by bargaining unit employees.

21.02 Call-In Pay - Non-Scheduled Overtime

An employee who has punched out and returned to his home and who then answers an emergency call and agrees to return to work shall be paid a minimum of four (4) hours at time and one-half.

21.03 The following procedures are to be used as a mutually agreeable process by which overtime will be offered and awarded.

The Company will publish an "Overtime Availability List" on Monday of each week. Candidates will indicate their willingness to provide overtime throughout the week by stamp on the days available. Indication of availability for overtime does not constitute a commitment by the individual or request by the Company, only an indication of each individual's availability.

The Chief Steward shall be supplied with a stamped overtime list and the approved overtime list by the end of the day shift on Thursday and on Friday, a list of employees approved for overtime. Furthermore, the Company will supply the Chief Steward on each Monday with a list of those employees who worked the overtime as scheduled. This request shall not be unreasonably withheld.

Overtime will be awarded based on the following options:

OPTION "A"

Overtime with a short advance notice, will be awarded to the most senior individual on duty, based on the following priority system:

1. Persons previously assigned to the job, by seniority
2. Other qualified persons, from the overtime list, by seniority
3. Other qualified persons, not on the overtime list, by seniority
4. Should overtime not be filled by items 1-3, off duty individuals will be contacted by phone with preference given to individuals from the overtime list

Note: Short notice overtime applies when there is less than a 24 hour notice period prior to the need for overtime. Should the overtime requirement extend beyond a 24 hour period then Option "B" must be used for the awarding of overtime.

OPTION "B"

Overtime with a long advanced notice, will be awarded to the most senior individual, based on the following priority system:

1. Persons previously assigned to the job, by seniority
2. Qualified persons, from the overtime list, by seniority
3. Should overtime not be filled by items 1-2, other qualified persons from the seniority list, by seniority

CONFIRMATION

Weekend overtime must be confirmed by the Company prior to the end of shift on Thursday. Weekend overtime not confirmed by the end of shift, Thursday will be awarded, on a volunteer basis, to the most senior employee based on the following priority system:

1. The Company may cancel overtime on scheduled work days without penalty. Where possible, the Company will provide a minimum 24 hours advance notice to changes in overtime.
2. Overtime that has been awarded for scheduled days off may be canceled by the Company providing:
 - a) Employees will receive one (1) payment of four (4) hours at straight time, providing advance notice is given and the employee is not required to report for work.
 - b) Employees will receive a minimum four (4) hours pay at time and half (X 1½), should they receive advance notice of a change in the overtime schedule and are required to report for work.
 - c) Employees who do not receive notice of a change in the overtime schedule prior to the commencement of overtime, will receive full payment for the hours of scheduled overtime regardless of the actual hours worked.
 - d) Once accepted, employees are responsible to notify the Company should they be unable to provide the overtime as scheduled. Failure to provide the agreed upon overtime will result in a bypass in overtime the next time overtime is awarded and requested by that individual. Persistent problems regarding failure to provide accepted overtime will be dealt with through joint meeting of the Company, Union and the individual.
 - e) Employees are not eligible for compensation for missed overtime due to sickness as provided in section 25.02 (i) of the Collective Agreement.

ARTICLE 22 - PAYMENT OF WAGES

- 22.01 Wages shall be paid on the Company's time. Payment will be made on Thursdays by direct deposit, every seven (7) days, however, effective January 1, 2017, payment will be made bi-weekly. A statement of total earnings and all deductions for the pay period shall be provided with each cheque/deposit. Any changes made in correction of pays shall be corrected within twenty-four (24) hours of reporting same by the employee and will be accompanied by a written explanation. Corrections to payment errors shall be made by direct deposit or cheque.

ARTICLE 23 - SPECIAL ALLOWANCES

- 23.01 Off-Shift Premium
- (a) Employees working on other than the regular day shift will receive for time worked on such shifts, off-shift premium pay of \$1.30 (one dollar & thirty cents) per hour on afternoon shift and \$1.80 (one dollar & eighty cents) per hour on night shift in addition to their regular pay, providing that the majority of the

allocated working hours fall outside the limits of the regular day shift.

23.02 Premiums for Hourly Paid Employees.

- (a) A Charge Hand shall be paid a premium of ten percent (10%) of his basic wage rate in addition to his regular wage rate.
- (b) The appointment and removal of a Charge Hand shall be at the discretion of Management.
- (c) A Charge Hand shall be appointed on a project by Trade Group when the numbers of such Trade Group assigned to the project exceeds five (5) or more and overall project schedule exceeds 30 days. As project progresses and Trade Group work load is reduced, Charge Hand requirements will be reviewed as required.

Appointment will be in accordance with Appendix B of the Collective Agreement. In the event no qualified personnel are available Trade Group direction will be assigned by the Coordinator.

- (d) If a Charge Hand is absent from work due to illness, holidays, leave of absence, company business or other reason approved by Management, for more than three (3) shifts, the employee who shall be appointed temporary Charge Hand, and in accordance with 23.02 (c), and (d), shall be paid the appropriate premium per hour in addition to his regular wage rate for the duration of the absence.
- (e) Management will post for all future Charge Hand appointments and candidates will be selected as per the Collective Agreement.

23.03 (a) Travel Allowance

- (1) An employee who returns from work related travel inside North America, and who arrives in Toronto less than twelve (12) hours before the start of their next regular scheduled shift (excluding statutory holidays), shall not report for that shift before twelve (12) hours have elapsed from their time of arrival in Toronto. The employee will be paid at their regular rate of pay for the time between the start of the shift and the time when the twelve (12) hours has elapsed, plus the time worked by the employee during the balance of that shift. Hours not worked but paid for under this article will be deemed as work hours for the purpose of calculating overtime.

An employee who returns from work related travel outside of North America, and who arrives in Toronto less than eighteen (18) hours before the start of their next scheduled shift (excluding statutory holidays), shall not report for that next scheduled shift. The employee will be paid at their regular rate of pay for that shift. Hours not worked but paid for under this Article will be deemed as work hours for the purpose of calculating overtime.

- (2) Travel time starts two and one half hours (2 ½ hrs) prior to, and ends one and one half hours (1 ½ hrs) after completion of scheduled travel.

Employees required to travel on Company business shall, while travelling to and from their temporary place of duty, be paid their regular rates of pay at straight time for all time spent while travelling. Such time spent while travelling shall not be taken into consideration when computing overtime. Employees shall be assigned to business class seating for all air travel that is 12 hours in length or greater. Employees may be sent 1 day earlier with regular seating if business class is excessively expensive.

Travelling time starts when actual travelling begins and the subsequent twenty-four (24) hour period is considered until a permanent, intermediate, or temporary destination is reached. When an employee is en route to or from a special job, waiting time due to delay beyond control of the employee concerned will be paid at straight time rates for eight (8) hours per day, but not in excess of fifty-six (56) hours per week, including all other straight time worked in the particular week concerned.

(b) Transportation Allowance

A transportation auto allowance of \$0.42 per kilometre when his car is used for approved Company travel.

(c) Living Allowance

The Company agrees to prepay hotel and car rentals as long as the hotel and car rental companies allow use of the company's credit card.

- (i) Employees on Special Assignment within Canada, where hotel accommodations would normally be required, shall be paid the actual and reasonable travelling and accommodation expenses plus a per diem allowance for living and incidental expenses of:
April 1, 2016 to March 31, 2019: CDN \$90.00/day
- (ii) Employees on Special Assignment within the continental USA, where hotel accommodations would normally be required, shall be paid the actual and reasonable travelling and accommodation expenses plus a per diem allowance for living and incidental expenses of:
April 1, 2016 to March 31, 2019: US \$90.00/day
- (iii) Employees on Special Assignment not in Canada or the continental USA, shall be paid actual and reasonable travelling and accommodation expenses plus actual and reasonable travel and accommodation expenses plus a per diem of:
April 1, 2016 to March 31, 2019: US \$135.00/day

- (iv) An employee who, in the performance of their work, is required to be away from base, where hotel accommodations would not normally be required, will receive the following meal allowance during any part of the following periods.
 - Breakfast: 05:30 - 07:30 : CDN \$18.00
 - Lunch: 11:30 - 13:30 : CDN \$25.00
 - Dinner: 17:30 - 20:00 : CDN \$30.00
- (v) Travel time will not be taken into account for consideration of per diem. Only the days from arrival at a permanent, intermediate or temporary destination to departure from same will be used.
- (d) (i) Employees away from their home base on a Special Assignment shall be entitled to be compensated for one (1) long distance telephone call home for every two (2) consecutive days completed away from home base, provided, however, such calls shall not exceed five (5) minutes.

23.04

Bereavement Leave

- (a) When bereavement occurs in the immediate family of an employee, the employee shall be allowed three working days off with pay at the time of the bereavement. An employee's immediate family shall mean the employee's spouse or common-law partner; the employee's father and mother and the spouse or common-law partner of the father or mother; the employee's child(ren) and the child(ren) of the employee's spouse or common-law partner; the employee's grandchild(ren); the employee's brothers and sisters; the grandfather and grandmother of the employee; the father and mother of the spouse or common-law partner of the employee and the spouse or common-law partner of the father or mother; and any relative of the employee who resides permanently with the employee or with whom the employee permanently resides. In the case of a niece/nephew or Brother-in-law and sister-in-law the day of funeral only will be allowed off with pay.
- (b) In the instance where an employee is on temporary duty assignment away from home base, the Company shall provide return air transportation to home base for any employee coming within the scope of 23.04 (a) herein except for niece/nephew and grandparents.

23.05

Jury Duty

Employees required to serve on Jury Duty or as a Crown Witness, shall be paid the difference between the amount they receive for such service and their normal daily earnings.

23.06

The Company will make available a stock of rain wear and parkas for all employees required to perform work outside from time to time.

- 23.07 Cleaning Allowance
The company, at its discretion, may arrange for the cleaning of Company supplied uniforms at no cost to the employee.
- 23.08 Provided the employee wears the approved (C.S.A.) safety shoes/boots while on the job, the Company agrees to provide each employee an advance of \$150.00 (one hundred & fifty) per year (can accumulate two (2) years to \$250.00 (two hundred & fifty) toward the purchase of safety shoes/boots. (Receipt required)
- 23.09 The Company agrees to supply each seniority employee an allowance of \$150.00 (one hundred & fifty) per year for each year of the collective agreement towards the purchase of work pants. (Note: Cleaning of work pants will be the responsibility of the employee and is not covered under the provision of Article 23.07)
- 23.10 The Company agrees to provide availability of six (6) winter parkas for use by any employee requiring it, which shall be regularly cleaned and kept in the facility Stores department at all times. Furthermore, the Company agrees to provide the option to each employee of reimbursing 50% of the amount paid for a personal parka (up to a maximum reimbursement amount of \$200 CND) at a rate of one parka for every three years worked; a receipt is required.

ARTICLE 24 - REGISTERED RETIREMENT SAVINGS PLAN

- 24.01 Effective January 01, 2009, the Company will remit to an individual Registered Retirement Savings Plan (R.R.S.P.) on behalf of all employees covered under this agreement. Membership in the R.R.S.P. is mandatory for all seniority employees. Contribution will be submitted to the plan during the week following each pay period.
- 24.02 (a) From April 1st, 2013 the Company will remit deductions in the amount of 6% (six percent) of an employee's regular earnings (excluding overtime and non-taxable earnings) with a 6% (six percent) employer match.
- (b) The Company will remit R.R.S.P. deductions from employees to each employee's individual R.R.S.P. account based on regular hours worked only.
- Regular hours shall include hours paid, but not worked for annual vacation entitlement, statutory holidays, paid leave of absence such as jury duty or bereavement leave.
- (c) In no event shall such hours exceed eight (8) hours per day or forty (40) hours per week.
- 24.03 The Company may refuse to permit more than one (1) change per calendar year in the amount of deduction selected by the employee.

The employee authorization shall indicate the total annual percentage of funds to be deducted during the calendar year.

- 24.04 In forwarding this money to the R.R.S.P. the Company agrees to indicate the employee's name, social insurance number, account number and the amount of money being forwarded.

ARTICLE 25 - GROUP LIFE, WEEKLY INDEMNITY, HOSPITALIZATION, MEDICAL, DENTAL AND L.T.D.

- 25.01 (a) The Company will pay 100% of the cost of the Group Life Insurance as provided to \$100,000.00. Compulsory membership after three month's employment.
- (b) The Company will automatically pay 100% of the cost of life insurance coverage to the amount of \$200,000.00 for employees required to fly for the Company on aircraft test flights or maintenance related flights.
- (c) The Company will pay 100% of the cost of Basic Life Coverage for dependants (\$5,000. for spouse, \$2500 per child).
- 25.02 (a) If any employee is off work due to a non-work related illness or injury for four (4) consecutive working days or more and qualifies, he will be eligible for short term disability benefits for a maximum of thirty weeks, from the fourth (4th) day of illness or injury at 75% of current rates of pay, the first three days being considered casual sick days at 75% of current rates of pay. Once per calendar year, employees who are absent due to illness and who qualify for and receive 30 consecutive days of disability, shall receive a like amount from the Company pro-rated for the three-day waiting period for any scheduled work days lost due to illness. Such 3 days shall not be deducted from the employee's yearly casual sick day allowance.
- (b) It is agreed that in the event a statutory holiday falls within the first three (3) days of illness, it will be considered as a qualifying day.
- (c) Weekly indemnity shall be 75% of current rates of pay, with no maximum excluding overtime, for each qualified work day of short term disability. Employees are eligible for such short term disability benefits the day following three full calendar months of continuous employment.
- (d) To qualify for the above, the employee shall submit to the Company a short term disability form referenced within the Company short term disability policy and in accordance with the mutually agreed version FA-HR-005 dated May 30, 2016.
- (e) An employee shall receive a full day's pay for the day during which he is disabled due to an accident on the job. The company will pay for an employee disabled while on the job for a maximum of two (2) months while the WSIB claim is being processed.

- (f) The Company will also provide coverage at 75% of current rates of pay for up to seven (7) single casual sick day occurrences per year (“casual sick days”). A Sick Certificate (Appendix “C”) may be requested by the Company at its discretion for any three (3) consecutive casual sick day occurrence. However, Sick Certificates may no longer be requested by the Company once the employee has returned to work.
Note: Any employee who, at June 30th has been in the employ of the Company in any capacity for less than one (1) year but not less than three (3) months shall be entitled, for each month of employment, one (1) casual sick day at 75% of pay but not exceeding seven (7) days.

25.03 The Major Medical, Vision, Surgical and Hospital coverage for employees and dependents will remain as is and include the Extended Health Benefits Plan, i.e., the Company contributions shall be eighty (80%) percent of premiums. There will be no deductible as at April 1, 1997. The Vision plan will provide for \$300.00 coverage every two (2) years. The Company will include the cost of one eye exam every twenty-four (24) months as part of the approved vision care allowance.

The Major Medical Expense Insurance for employees and dependents will remain as is, i.e., the company contributions shall be eighty (80%) percent of premiums.

The Company shall bear the cost of the present Welfare Plan for thirty-one (31) days following lay-off.

25.04 Dental Plan

The Company shall provide a non-deductible major restorative Dental Plan of with a maximum of \$1500 per person per year for major dental procedures and shall be based on the most current ODA Schedule of Fees of which 60% shall be paid by the Company and 40% shall be paid by the employee through payroll. Claim for treatment up to the date of ratification of this agreement will not be retroactively adjusted.

All cost references are subject to change from time to time based on experience, inflation, etc., however, any changes will be shared on the same proportionate basis.

25.05 Long Term Disability

- (a) Effective April 1, 1987 a long term disability program will be introduced, the full cost of which shall be paid by the employees through payroll deduction.

Coverage

- (b) Long Term Disability Insurance takes over after thirty (30) week short term disability. It makes sure that your income during disability (including amounts received from other disability plans) is at least 60% of your normal earnings. Benefits are, however, subject to a maximum monthly payment of \$2,500. Benefits are paid as you are totally disabled, to the age of sixty-five (65) if necessary.

What "Disability" Means

- (c) In this plan disability means "total disability", defined as the inability to go to work and do your regular job because of illness or injury. After twenty-four (24) months of disability, this definition changes and you continue to receive benefits only if you are unable to work at any job which you are "reasonably" suited by your education, training, and experience.
- (d) During disability, you must be under the regular care of a physician although not necessarily in hospital. The insurance company has the right to receive regular reports on your condition and to request examination by other doctors.

Conditions

1. If you qualify for benefits from other sources - such as disability or retirement benefits from Canada Pension Plan or Quebec Pension Plan, no-fault automobile insurance, Workers' Compensation, or employment earnings - these amounts are deducted from your Long-Term Disability benefits. (However, the annual cost-of-living increase in CPP/QPP pensions and Military Pensions will NOT reduce your insurance benefits)
2. Benefits are not paid for intentionally self-inflicted injuries, and disabilities resulting from war, service in the armed forces, and participation in a riot.
3. If you work in a new job at a reduced income as part of a rehabilitation program approved by the insurance company, your disability benefits will be reduced only 50% of your earnings from rehabilitative employment.
4. If you are able to return to work and suffer a recurrence of your disability, benefit payments can resume at once without the usual three (3) month waiting period.
5. If disability is the result of an emotional disorder, you must be under the regular care of a psychiatrist.
6. Disability benefits are not paid during a period when you are on maternity/parental leave or entitled to maternity/parental leave.
7. Disability benefits are not paid if your disability results directly or indirectly from a condition which existed on or before your date of coverage began with the following limitations:
 - (a) you have been covered for LTD with your employer for at least thirteen (13) weeks during which you have been actively working continuously (up to three (3) days of absence does not count) and you have been treated by a doctor, or any medical personnel under direction of a doctor, for the condition, OR

- (b) you became totally disabled more than twelve (12) months after your coverage began.

25.06 There will be no changes to the group insurance plans for the life of this agreement without agreement by the Union. The Union shall receive a copy of all coverage to ensure there has been no reduction in benefits of the plans. Once Agreement is signed/ratified, booklets on Coverage to be made available as soon as possible to all employees.

25.07 Duty to accommodate

- (a) The Company and the Union agree to make every reasonable effort to provide suitable modified or alternate employment to employees who are temporarily unable to return to their regular duties as a consequence of an occupational or non-occupational disability, accident or illness.
- (b) The Company will discuss with the union and the employee the necessary arrangements to accommodate the return to work of said employee who is off as a result of an illness or injury. An employee may be offered duties that are suitable with the employee's medical condition, within or outside the scope of their certification. During the assignment process of the employee's return to work, the Company will make a reasonable effort to take the employee's training and experience into consideration. All light duty, modified duties or accommodation arrangements will be documented and available to the employee, the union and the employee supervisor.
- (c) The employee concerned has a duty to cooperate with the accommodation process work schedule of the assigned job including if the assigned job is outside the scope of certification unless the medical restrictions require alternate accommodation in accordance with the employee's provided medical certificate.
- (d) The employee's seniority shall not be affected by any accommodation provided herein.

ARTICLE 26 - STATUTORY HOLIDAYS

26.01 Except as otherwise provided in Article 26.02 hereof, every seniority employee shall be paid for one (1) standard shift at straight time for each of the following holidays:

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

also for four (4) hours at straight time for the half working day before Christmas Day and for four (4) hours at straight time for the half working day before New Year's Day which shall be referred to as Statutory Holidays, providing that the employee is not absent from work on the work periods immediately preceding or following the holidays unless the employee has previously requested and has been excused from work for good reason, except that this provision does not penalize an employee off work due to illness or injury. Should any of the above noted Statutory Holidays fall on a Saturday or Sunday it will be celebrated on the Friday preceding or the Monday following the said holiday or at some other mutually agreeable time.

26.02 Except as otherwise provided in Article 26.03 hereof: Every seniority employee shall be paid for two (2) standard shifts at straight time for two (2) additional days to be known as "floater" holidays. Employees during their first calendar year of employment who work less than six (6) months shall only be entitled to one (1) such holiday. The scheduling of the "floater" holidays shall be subject to company approval but insofar as it is possible and in keeping with the work commitments of the Company, the employee's request will be granted. Floaters will not be carried over beyond the calendar year of entitlement.

26.03 A no-seniority employee shall not be paid for Statutory Holidays except as provided in Article 26.04.

26.04 A non-seniority employee, shall receive pay for all Statutory Holidays in accordance with the Canada Labour Code, after thirty days of employment, at the rate of pay he was earning at the time of the Statutory Holiday.

26.05 By agreement of the parties hereto, another day may be substituted for any of the Statutory Holidays mentioned.

26.06 Holidays for the night shift shall be declared either the eve of a Statutory Holiday or on the holiday, whichever is the more suitable to the occasion.

26.07 An employee who has been laid off who works any time during a pay period containing a Statutory Holiday will be paid for such Statutory Holiday. An employee on short term disability will receive full pay for Statutory Holidays inclusive of any short term disability

benefits.

- 26.08 Notwithstanding the above, when an employee's scheduled hours for an "agreed day" are greater than the "standard day", as per Article 18, then the calculations for holiday pay will be based on the corresponding greater amount.

ARTICLE 27 - ANNUAL VACATION

- 27.01 (a) Vacation entitlement (accrual) year
To be considered as the twelve (12) month period immediately preceding the vacation year, i.e. July 1st through June 30th.

Vacation entitlements as calculated to June 30th in any year (accrual year) must be taken by June 30th of the following year (vacation year).

- (b) Vacation Year
To be considered as the period when employees take their vacation as earned in the preceding twelve (12) month period (entitlement accrual year).

The vacation year shall commence on July 1st in any calendar year and continue through to June 30th of the following calendar year.

- 27.02 Vacation Schedule
Each year on or before April 1st a vacation schedule will be posted for each section, shop or department, with the employees listed in order of decreasing seniority. The employees will be asked to state their preferred vacation period and record their request with the Supervisor by April 30th. The Company will post the resultant final schedule by May 14th. Failure to comply with this procedure will eliminate the right to exercise seniority when requesting a vacation period. Vacation requests not scheduled by April 30th must be submitted at least ten (10) days in advance. The Company will respond to the employee within five (5) days after submission. A minimum of one (1) week of available vacation time must be taken in a single block of time.

- 27.03 The vacation schedule shall be subject to Company approval but insofar as it is possible and in keeping with the work commitments of the Company, the employee's request will be honoured. In cases where it is necessary to allocate the vacation period of any employee in order to maintain work schedule, seniority will be the governing factor.

- 27.04 Length of Vacation
During this contract period, any employee who, at 30th June, has been in the employ of the Company, in any capacity, for one (1) year or more, shall be given the greater of either two (2) weeks vacation with pay at his current rate of pay, or 4% of the pay for all work done by the employee in the year ending 30th June in the vacation entitlement (accrual) year, including statutory holidays.

- (a) Any seniority employee who at 31st August has been in the employ of the Company, in any capacity, for four (4) consecutive years, will be given the greater of either three (3) weeks vacation at his current rate of pay, or 6% of the pay for all work done by the employee in the year ending 30th June in the vacation entitlement (accrual) year, including statutory holidays.
- (b) Any seniority employee who at 31st August has been in the employ of the Company, in any capacity for ten (10) consecutive years, will be given the greater of either four (4) weeks' vacation at his current rate of pay, or 8% of the pay for all work done by the employee in the year ending 30th June in the vacation entitlement (accrual) year, including statutory holidays.
- (c) Any seniority employee who at 31st August has been in the employ of the Company, in any capacity for nineteen (19) consecutive years, will be given the greater of either five (5) weeks vacation at his current rate of pay, or 10% of the pay for all work done by the employee in the year ending 30th June in the vacation entitlement (accrual) year, including statutory holidays.
- (d) Effective April 1, 1982, any seniority employee who at August 31st has been in the employ of the Company in any capacity for twenty-four (24) consecutive years will be given the greater of either six (6) weeks vacation at his current rate of pay or 12% of the pay for all work done by the employee in the year ending 30th June in the vacation entitlement (accrual) year, including statutory holidays.
- (e) Vacation will be capped at a maximum of six (6) weeks as per 27.04 (d). Employees hired prior to December 31, 1990 will be grandfathered regarding earning one additional day for each year of service over twenty-four (24) years, i.e. 26 years – 32 days; 27 years – 33 days; etc.
- (f) There shall be no vacation pay accrual during such time that an employee is either on layoff, long term disability or unpaid leave of absence. However, upon said employee's return to work, vacation time may be taken under the following conditions:
 - (i) it shall be unpaid (ii) it shall be taken at the employee's option (iii) its duration shall be consistent with the seniority entitlement set out above and (iv) it must be requested in accordance with art. 27.02 herein.

27.05 Any employee who, at June 30th has been in the employ of the Company in any capacity for less than one (1) year but not less than three (3) months shall be given, for each month of employment, one (1) full day vacation, but not exceeding two(2) work weeks.

27.06 If a paid statutory holiday falls within the approved vacation period of an employee, he shall be granted one (1) extra day vacation with pay either at the beginning or the end of his vacation period providing that he has obtained the prior approval of the Company.

- 27.07 An employee on either short term or long term disability shall accrue seniority and shall be paid vacation pay in accordance with such accrual, inclusive of any other sickness and accident insurance payments to a maximum of fifty-two (52) weeks in any vacation year. Employees on leave of absence for any other reasons will not accrue vacation pay credits.
- 27.08 Pay in lieu of vacation will not be granted.
- 27.09 The final pay for an employee who voluntarily leaves this Company or who is dismissed will include pay for all accrued annual vacation credit due at the date of termination.
- 27.10 Reservations
The Company reserves the right to:
- (a) Give special consideration to particular circumstances applying to an employee.
 - (b) Schedule and arrange holidays in as fair a manner as possible consistent with meeting work requirements.

ARTICLE 28 - TRAINING

- 28.01 Employees, while on a training course will be paid for the applicable regular hours of lost time at straight time rates.
- (a) Where technological change may require additional knowledge and skill on the part of permanent employees, such employees shall be given the appropriate training where practical, to qualify employees to retain their employment. A reasonable time will be afforded to employees in which to qualify. Any instruction or training shall be done at the employee's regular rate.
 - (b) If an employee attends a local training course and the combined work hours exceed forty (40) per week, the employee will be given time off at a mutually agreeable time for any hours in excess of forty (40).
- 28.02 Employees, while on a training course, will not be paid overtime while on course or for travelling to or from a course.
- 28.03 Employees who attend a training course offered by the company will do so on the following basis:
- The course fee and required materials will be paid by the Company. All travel, hotel and other actual and reasonable costs will be paid by the Company. Meals will be paid on a per diem basis unless other arrangements are made prior to the trip. Receipts must be attached to the expense report.

28.04 The company will endeavour to make training available to Trade Group employees on a seniority basis. However, the Company shall retain the right to decide who will attend training courses.

Prior to the Company making the final decision on such assignments, it shall give the Union Committee an opportunity to present its view on such assignments.

ARTICLE 29 - TRADE GROUP AND CLASSIFICATIONS

29.01 Every employee covered by this Agreement shall be allocated a job title and job description appropriate to the work normally and regularly assigned to him. The Trade Groups and classifications are those listed by job title and wage rates in Appendix "A" attached hereto.

29.02 Application for Reclassification

(a) An employee who claims that he is normally and regularly assigned work that is not appropriate to the job description for his classification shall make application in writing to his Supervisor for a change of classification on the form provided. Such application shall be made in duplicate and the Supervisor shall record the date of receipt and sign it.

(b) If the supervisor fails to comply with the time limit as stated in Section 29.02(c) hereof, any change of classification arising from the application shall be retroactive to the start of the pay period following the third day after the Supervisor received the application.

(c) Within three (3) working days, the Supervisor shall interview the employee, record his disposition on the application, sign both copies and dispose of them as follows:

(i) If the request is granted, one copy shall be returned to the employee and one copy submitted to payroll immediately. The immediate change of classification shall be effective on the start of the pay period following the day of granting the change of classification by the Supervisor.

(ii) If the request is not granted one copy will be returned to the employee and one copy passed to the Personnel Department.

(d) If the request is not granted the employee may, within five (5) working days of receipt of the Supervisor's disposition, file a grievance in writing and proceed with the Grievance Procedure beginning at Step 2.

29.03 (a) A request by an employee for an upgrading in his occupation to an available vacancy, or to a future vacancy, shall be made in writing in duplicate on a form provided and presented to his Supervisor, who shall record the date and acknowledge receipt of same.

Within three (3) working days the Supervisor shall interview the employee, record his disposition, sign both copies and return one (1) copy to the employee.

- (b) If the Supervisor grants the request the change of classification shall become effective on the start of the pay period following the date the employee fills the vacancy.
- (c) If the Supervisor feels the employee is not qualified for the upgrading, the employee or the Supervisor may request a trade test which shall consist of a written and/or practical examination. Such examination shall be based only on the normal requirements of the grade of the classification the employee is requesting, and shall be checked by a Committee consisting of one (1) representative appointed by the Company and one appointed by the Union, who are familiar with the work in question.
- (d) If the Committee unanimously agrees that the results of the examination show that the employee is qualified, he shall be eligible for the vacancy in the higher grade in his classification on the basis of seniority. If the Committee unanimously agrees that the results of the examination show that the employee is not qualified, his request for upgrading will be denied.
- (e) If the Committee disagrees on the appropriateness and/or results of the examination, the employee may, within five (5) working days of receipt of the Committee's report, state his grievance in writing and proceed with the Grievance Procedure beginning at Step 2.

ARTICLE 30 - REVISIONS AND NEW TRADE GROUP CLASSIFICATIONS

30.01 To provide appropriately for new work or for substantial change in work normally and regularly assigned, the Company may revise any Trade Group or classification or prepare any new Trade Group or classification. Such revised or new Trade Groups or classification and rates of pay thereof shall be subject to Union agreement which shall not be unreasonably withheld. If there is still a dispute over the job or pay rate, either party may request an Arbitration Hearing subject to Section 8.06 herein.

ARTICLE 31 - RATES OF PAY

31.01 Rates of pay shall be as set down in Appendix "A" attached hereto. In cases where it is mutually agreed between the parties the Company may pay higher rates than those established in this Agreement.

31.02.1 The application of the terms of this Agreement and the introduction of the new wage plan as per Appendix "A" shall not have the effect of reducing any employee's wage rate at the time of its execution.

ARTICLE 32 - RENEWAL, AMENDMENT AND TERMINATION

- 32.01 (a) The Agreement shall be in effect for three (3) years from April 1, **2013** to March 31, **2016**. The Agreement shall continue from year to year unless either party gives notice in writing of its intention to terminate the Agreement or to enter into negotiations for the purpose of amending the Agreement. Such notice shall be given not earlier than four (4) months prior to the termination date.
- (b) If notice of intention to amend is given either party in writing pursuant to the provisions of the preceding paragraph, negotiations shall commence not later than twenty (20) days after the date of such written notice.

ARTICLE 33 - EFFECTIVE DATES AND WAGE INCREASES

- 33.01 Effective April 1, 2016, it shall remain in force until March 31, 2019 pursuant to Article 32 hereof and it shall supersede all previous agreements.
- 33.02 (a) (i) On the completion of eighteen (18) months in the "Learner" category, an employee automatically will be given a trade test as provided Article 29 subsection 29.03 (c) (written and practical) every three (3) months until he qualifies for the higher classification grade. It is the responsibility of the employee to provide confirmation of previous experience from former employers in the form of a letter.
- (ii) To advance within the Storekeeper Trade Group, it is necessary to complete three (3) years of apprenticeship in the classification and to have recommendation and approval from management, providing a requirement exists for a Storekeeper.
- (b) (i) Progression from the minimum to the maximum rate in any grade of a classification shall be by automatic progression. An employee will then advance to the higher grades provided a requirement exists in this classification and the employee obtains the necessary licence to qualify and once again resumes automatic progression to the maximum rate (i.e. Mechanic I) provided he obtains the required licences. If no requirement exists for Mechanic III, he becomes No. 1 on the list to fill any new requirement regardless of the seniority of any one who subsequently qualifies and may be in No. 2 or No. 3 positions. No one will be hired from outside the Company whilst qualified employees exist at the Mechanic IV level.
- (ii) Provided a requirement exists for any High Tech classification employees possessing the necessary licences from the Aircraft Mechanic, Sheet Metal, Composite, Avionics Install and Instrument and Electrical Mechanic classifications will be given preference over new employees.

A trade test may be required to assess the qualifications and capabilities of any employee (including new hires) desiring a High Tech position. Such testing shall be at the discretion of the Company.

- (c) Pay progression from a Learner classification to the classification of Aircraft, Sheet Metal, Composite, Avionics Install, Machinist or Instrument and Electrical Mechanic shall require a certificate from a recognized college or institution outlining courses taken, marks attained and hours of trade credits, and/or confirmation of practical trade credits and experience from other sources.
- (d) Aircraft Mechanic Learners, Sheet Metal Mechanic Learners, Composite Mechanic Learners, Avionics Install Learner, Machinist Learner and Instrument and Electrical Mechanical Learners shall progress automatically at a fifty cent (\$0.50) increment each six (6) months excepting that the last increment upon reaching the maximum rate may be less than the fifty cents (\$0.50).
- (e) For all other classifications herein, automatic progression shall be at seventy five cent (\$.75) increments at six (6) month intervals to the maximum of the category.
- (f) Attached and forming a part of this Agreement is Appendix A dated April 1, 2016 to March 31, 2019 detailing the maintenance rates of pay for the Collective Agreement and the automatic progression effective with the ratification of this Agreement and for the period this Agreement is in operation. Also contained herein are the job descriptions agreed to by the parties which shall also be incorporated into the Agreement as signed therein.
- (g) The job descriptions annexed hereto as Appendix B shall form an integral part of this Agreement.

ARTICLE 34 - LETTERS OF UNDERSTANDING AND AGREEMENT

Letter of Understanding No. 1 - 1973-74

Letter of Understanding No. 1 - 1974-75

Letter of Understanding No. 1 - 1995

Letter of Understanding No. 3 - 1995

Letter of Understanding No. 1 - 2000

Letter of Understanding No. 1 – 2001

Letter of Understanding No. 1 – 2007

Letter of Understanding No. 1 - 2016

Signatures below cover ALL “Letters of Understanding” listed above.

International Association of Machinists and
Aerospace Workers,
Local Lodge 2413

Field Aviation Company Inc.

Witness to all signatures this _____ day of _____, **2016**

at the City of Mississauga, Province of Ontario.

LETTER OF UNDERSTANDING NO. 1 - 1973-74

Terms of employment with Field Aviation Company Inc. are such that employees and/or members of the bargaining unit shall not carry on a business or do other work which in the judgement of the Company is similar to, or of a competitive nature.

The Union agrees to furnish the Company with the term of office, and the names of its duly elected officers and/or representatives who are required to perform any act in connection with the carrying out of this Agreement and undertakes to promptly notify the Company of any changes therein.

LETTER OF UNDERSTANDING No. 1 - 1974-75

The Company and the Union agree that for the purpose of Christmas Day, work scheduling, the Company will not ask the same man two years in a row to work Christmas Day, and the Christmas holiday scheduling shall be posted no later than December 1st.

For Christmas Day scheduling the people scheduled will be from the bottom of the seniority list up. Once the employee has been on bottom he will roll over to the top and the list will proceed one up.

In the event casual labour is hired to work Christmas Day, those who were to have worked will work in the following year.

LETTER OF UNDERSTANDING No. 1 - 1995

This letter will reflect the agreement between the Company and Union regarding the introduction of the new Trade Groups and classifications for Aircraft Structures and Composite Mechanics.

The following terms and conditions will apply:

- I) Employees who are on the active payroll and hold the classification of Sheet Metal Mechanic as at March 31, 1995 shall either:
 - (a) Elect to transfer into the Structures Mechanic classification in which case they will be credited with and continue to accrue Sheet Metal classification seniority equal to their Structures Mechanic classification seniority for as long as they remain Structures Mechanics; or
 - (b) Elect to remain in the revised Sheet Metal Mechanic classification; or
 - (c) Elect to transfer all of his Sheet Metal Mechanic classification seniority to the Composite Mechanic classification seniority.
- II) Where the employee opts for I (a) above the following will apply:
 - (a) The Company shall arrange to provide such employee with Composite Mechanic training

and the employee may be required to pass a Composite Mechanic trade test.

In the event the employee is unsuccessful in passing such trade test, he shall remain in the revised Sheet Metal Mechanic classification and he will not accrue or retain classification seniority in either the Structures or Composite classifications.

- (b) The Company shall not be required to provide any Sheet Metal training pursuant to this option and an employee opting to be a Structures Mechanic may be required to successfully complete a Sheet Metal Mechanic Trade test.

In the event the employee does not successfully complete such Sheet Metal trade test he shall be classified as a Composite Mechanic and his former Sheet Metal classification seniority shall be transferred to the Composite Mechanic classification.

III) Where the employee opts for I (b) above the following will apply;

- (a) The employee may be required to successfully complete a Sheet Metal Mechanic Trade test and if unsuccessful, his former Sheet Metal Mechanic classification seniority will be transferred to the Composite Mechanic classification.
- (b) The Company shall not be required to provide Sheet Metal training to such employee;

IV) Where the employee opts for I (c) above the following will apply:

- (a) The employee may be required to successfully complete a Composite Mechanic Trade test and if unsuccessful he shall remain in the Sheet Metal classification.
- (b) The employee's former Sheet Metal classification seniority shall be transferred to the Composite classification and he will not retain or accrue classification seniority in Structures or Sheet Metal classifications in the event he successfully completes the trade test.

V) Employees in the Sheet Metal classification shall select their option and be assigned to their classifications within thirty (30) days from the date of ratification of the new Agreement.

VI) The parties agree that the options outlined in paragraph I above shall only apply to the one time transition reflecting the introduction of the new classifications. Thereafter the provisions of the Agreement will apply to the filling of vacancies.

VII) Only employees who become Structures Mechanic pursuant to this Letter of Understanding shall retain and accrue Sheet Metal and Composite Mechanic classification seniority.

Employees who obtain a position in the Structures trade group subsequent to May 1, 1995 shall only accrue Structures classification seniority.

LETTER OF UNDERSTANDING No. 3 – 1995

The issues of temporary employees and contract personnel were discussed between the parties at the 1995 negotiations. To resolve these matters for the term of this agreement, the parties agree to apply the following:

01. It is agreed the Company may on a temporary basis employ "Term" employees to perform work normally performed by employees covered by this Agreement provided there are no qualified employees on lay-off and such Term Employment does not result in a lay-off, displacement, reduction or demotion of regular employees in the classification affected by the Term Employees.
02. The Company will notify Union Chairman in writing of its intention to hire Term Employees outlining the numbers of employees, their Classifications and the estimated duration of their employment.
03. The parties hereto agree that the following shall apply when utilizing such Term Employees.
04. Prior to the acquisition of Term Employees, the Company will offer the assignment to qualified employees holding laid off status. In the event such qualified employees are not readily available or where the laid off employee declines to accept a voluntary assignment pursuant to Article 11.07, the Company requirements may be filled by Term Personnel.
05. Such employees shall perform any task assigned to their classification.
06. Term Employees will be limited to working one hundred and twenty (120) days for any one Term Employee in any two consecutive six (6) month periods (Contract Period) with a mandatory two week break between the two periods, during which the Term Employee may not provide any services to the Company. In the event any such Term Employee(s) reaches the expiration of the Contract Period, the Term Employee will be added to the seniority list and their seniority date will be the date they commenced the Contract Period. Should the Term Employee decline seniority, he may nonetheless provide further services to the Company in accordance with the terms set out herein, but only after a further six (6) month period has expired since the last day worked of the previous Contract Period.
07. The total number of Term Employees shall not exceed thirty (30) per cent of the total number of employees in the bargaining unit except by mutual agreement between the Company and the Shop Committee.

In situations where full time employees have accepted assignments outside the seniority unit, the company may fill such vacancies with term employees without regard to the provision set out in 6 and 7 above.

08. The Company shall pay to the Union four dollars (\$4.00) per day for each day worked by each

Term Employee in lieu of union dues during the contract period. This payment shall be remitted to the Secretary-Treasurer of the Union in the same manner and time pursuant to Article 4 of this Agreement.

09. When Term Employees are hired who have specific skills and a second person is required to share the task, the Company will place a full-time person in that role if a learning opportunity exists.
10. The Company shall forward to the Union, on a monthly basis, a summary of Term Employees including the number of employees utilized and their classification for the previous month.
11. The Company will pay Term Employees the current contract rates as a minimum.
12. Other than as set out above, no other provisions of the agreement shall apply to Term Employees.

LETTER OF UNDERSTANDING No. 1 - 2000

It is understood that, for a majority of occupational classifications, Special Assignment Projects are a regular and integral part of the Company's business. This letter reflects the Agreement between the Company and the Union regarding the terms and conditions for Special Assignments to be conducted outside of Ontario, Canada.

- (a) Prior to the commencement of a Special Assignment, a Job Posting will be issued requesting volunteers to participate on the Special Assignment. The Job Posting will identify the terms and conditions of the Special Assignment, which may differ from those specified in the Collective Agreement.
- (b) Should an inadequate number of Company personnel volunteer to participate on the Special Assignment, the Company may use Contractors without interference or reprisal from the Union. Contractors used for the purpose of a Special Assignment will not be subject to the terms and conditions of Letter of Understanding #3 – 1995.
- (c) Prior to the commencement of a Special Assignment each participant and the Company will sign a Special Assignment Agreement outlining the agreed upon terms and conditions of the Special Assignment.
- (d) For the purpose of seniority, persons participating on an existing Special Assignment will be exempt from lay-off in accordance with the Collective Agreement, section 11, for the duration of the Special Assignment.

LETTER OF UNDERSTANDING No. 1 - 2001

Shift Schedule (7day/week coverage)

The following shall comprise the shift(s):

1. Monday - Thursday 10 hours day 6:00am - 4:30pm
Includes ½ hour lunch break
2. Monday – Thursday 10 hours pm 4:00pm - 2:30am
Includes ½ hour lunch break
3. Friday, Saturday & Sunday 12 hours day 6:00am - 6:00pm
@ 40 hours pay, plus .75/hour shift
premium for all three days
4. If scheduled to work on Statutory Holiday employees shall be paid as per Collective Agreement 3x's (triple time).

If Statutory Holiday closure occurs, employees shall be paid for regular shift of 8, 10 or 12 hours.
5. Sick Days paid as per Collective Agreement, either 8, 10 or 12 hours.
6. Vacation deemed to be approved or taken while on above shifts, shall be taken as per Collective Agreement, i.e. Monday to Friday including weekends. (3 days @ 40 hours pay = 40 hours vacation). Employees will apply for vacation including all days desired (Saturday to Sunday)
7. All Premiums as per Collective Agreement.
8. Overtime on Scheduled days off shall be paid as per Article 21.00 of Collective Bargaining Agreement.

LETTER OF UNDERSTANDING No. 1 - 2007

In order to facilitate and assist operations in the Mod Center Install area, it is deemed necessary to have support from an individual in the Stores department on a shift from 1200noon until 8:30pm.

It will not apply to any other Trade Group or Classification within the Collective Agreement.

LETTER OF UNDERSTANDING No. 1 -2016

The Company and Union agree to implement a “time bank”.

The “time bank” consists of the choice for each employee to once a year opt into a time bank which shall allow the employee to convert a maximum of sixteen hours of overtime worked into a maximum of twenty four hours of banked time.

Time banked must be used within the calendar year and cannot be carried over, however it can be paid out. Once the time bank is depleted, the employee may no longer accumulate further banked time until the following calendar year. Time banked may be used in the same manner as “floater days” as referenced in article 26.02.

APPENDIX "A"

Effective: April 1, 2016 to March 31, 2017		
TRADE GROUP	CLASSIFICATION	MIN-MAX
Aircraft Mechanic	High Tech Aircraft Mechanic	\$41.04
	Aircraft Mechanic I (Licensed with ICA)	\$38.09
	Aircraft Mechanic II (Licensed without ICA or non-licensed with limited ICA)	\$36.60
	Aircraft Mechanic III (General)	\$27.73-\$35.83
	Aircraft Mechanic Learner	\$21.01-\$25.72
Structures Mechanic	High Tech Structures Mechanic	\$41.04
	Structures Mechanic I (Licensed with ICA)	\$38.09
	Structures Mechanic II (Licensed without ICA or non-licensed with limited ICA)	\$36.60
	Structures Mechanic III (General)	\$27.73-\$35.83
Sheet Metal Mechanic	Sheet Metal Mechanic I (Licensed with ICA or non-licensed with limited ICA)	\$39.09
	Sheet Metal Mechanic II (Licensed without ICA or non-licensed with limited ICA)	\$36.60
	Sheet Metal Mechanic III (General)	\$27.73-\$35.83
	Sheet Metal Mechanic Learner	\$21.01-\$25.72
Composite Mechanic	Composite Mechanic I (Licensed with ICA)	\$38.09
	Composite Mechanic II (Licensed without ICA or non-licensed with limited ICA)	\$36.60
	Composite Mechanic III (General)	\$27.73-\$35.83
	Composite Mechanic Learner	\$21.01-\$25.72
Avionics Installation Technician	High Tech Avionics Installation Technician	\$41.04
	Avionics Installation Technician I (Licensed with ICA)	\$38.09
	Avionics Installation Technician II (Licensed without ICA or non-licensed with limited ICA)	\$36.60
	Avionics Installation Technician III (General)	\$27.73-\$35.83
	Avionics Installation Technician Learner	\$21.01-\$25.72
Painter	Painter II (Non-Licensed with ICA)	\$36.60
	Painter	\$27.73-\$35.83
	Painter Learner	\$21.01-\$25.72
Storekeeper	Storekeeper Level I	\$21.01-\$29.56
	Storekeeper Level II	\$16.62-\$21.71
Machinist	Machinist I	\$38.09
	Machinist II	\$36.60
	Machinist III	\$27.73-\$35.83
	Machinist Learner	\$21.01-\$25.72
Inspector	M License	\$41.04
	S License	\$38.09
	E License	\$38.09
Janitor	Janitor	21.15

APPENDIX "A"

Effective: April 1, 2017 to March 31, 2018		
TRADE GROUP	CLASSIFICATION	MIN-MAX
Aircraft Mechanic	High Tech Aircraft Mechanic	\$42.27
	Aircraft Mechanic I (Licensed with ICA)	\$39.23
	Aircraft Mechanic II (Licensed without ICA or non-licensed with limited ICA)	\$37.69
	Aircraft Mechanic III (General)	\$28.56-\$36.91
	Aircraft Mechanic Learner	\$21.64-\$26.49
Structures Mechanic	High Tech Structures Mechanic	\$42.27
	Structures Mechanic I (Licensed with ICA)	\$39.23
	Structures Mechanic II (Licensed without ICA or non-licensed with limited ICA)	\$37.69
	Structures Mechanic III (General)	\$28.56-36.91
Sheet Metal Mechanic	Sheet Metal Mechanic I (Licensed with ICA or non-licensed with limited ICA)	\$39.23
	Sheet Metal Mechanic II (Licensed without ICA or non-licensed with limited ICA)	\$37.69
	Sheet Metal Mechanic III (General)	\$28.56-\$36.91
	Sheet Metal Mechanic Learner	\$21.64-\$26.49
Composite Mechanic	Composite Mechanic I (Licensed with ICA)	\$39.23
	Composite Mechanic II (Licensed without ICA or non-licensed with limited ICA)	\$37.69
	Composite Mechanic III (General)	\$28.56-\$36.91
	Composite Mechanic Learner	\$21.64-\$26.49
Avionics Installation Technician	High Tech Avionics Installation Technician	\$42.27
	Avionics Installation Technician I (Licensed with ICA)	\$39.23
	Avionics Installation Technician II (Licensed without ICA or non-licensed with limited ICA)	\$37.69
	Avionics Installation Technician III (General)	\$28.56-\$36.91
	Avionics Installation Technician Learner	\$21.64-\$26.49
Painter	Painter II (Non-Licensed with ICA)	\$37.69
	Painter	\$28.56-\$36.91
	Painter Learner	\$21.64-\$26.49
Storekeeper	Storekeeper Level I	\$21.64-\$30.45
	Storekeeper Level II	\$17.12-\$22.36
Machinist	Machinist I	\$39.23
	Machinist II	\$37.69
	Machinist III	\$28.56-\$36.91
	Machinist Learner	\$21.64-\$26.49
Inspector	M License	\$42.27
	S License	\$39.23
	E License	\$39.23
Janitor	Janitor	21.78

APPENDIX "A"

Effective: April 1, 2018 to March 31, 2019		
TRADE GROUP	CLASSIFICATION	MIN-MAX
Aircraft Mechanic	High Tech Aircraft Mechanic	\$43.53
	Aircraft Mechanic I (Licensed with ICA)	\$40.41
	Aircraft Mechanic II (Licensed without ICA or non-licensed with limited ICA)	\$38.82
	Aircraft Mechanic III (General)	\$29.42-\$38.02
	Aircraft Mechanic Learner	\$22.29-\$27.29
Structures Mechanic	High Tech Structures Mechanic	\$43.53
	Structures Mechanic I (Licensed with ICA)	\$40.41
	Structures Mechanic II (Licensed without ICA or non-licensed with limited ICA)	\$38.82
	Structures Mechanic III (General)	\$29.42-\$38.02
Sheet Metal Mechanic	Sheet Metal Mechanic I (Licensed with ICA or non-licensed with limited ICA)	\$40.41
	Sheet Metal Mechanic II (Licensed without ICA or non-licensed with limited ICA)	\$38.82
	Sheet Metal Mechanic III (General)	\$29.42-\$38.02
	Sheet Metal Mechanic Learner	\$22.29-\$27.29
Composite Mechanic	Composite Mechanic I (Licensed with ICA)	\$40.41
	Composite Mechanic II (Licensed without ICA or non-licensed with limited ICA)	\$38.82
	Composite Mechanic III (General)	\$29.42-\$38.02
	Composite Mechanic Learner	\$22.29-\$27.29
Avionics Installation Technician	High Tech Avionics Installation Technician	\$43.53
	Avionics Installation Technician I (Licensed with ICA)	\$40.41
	Avionics Installation Technician II (Licensed without ICA or non-licensed with limited ICA)	\$38.82
	Avionics Installation Technician III (General)	\$29.42-\$38.02
	Avionics Installation Technician Learner	\$22.29-\$27.29
Painter	Painter II (Non-Licensed with ICA)	\$38.82
	Painter	\$29.42-\$38.02
	Painter Learner	\$22.29-\$27.29
Storekeeper	Storekeeper Level I	\$22.29-\$31.36
	Storekeeper Level II	\$17.64-\$23.03
Machinist	Machinist I	\$40.41
	Machinist II	\$38.82
	Machinist III	\$29.42-\$38.02
	Machinist Learner	\$22.29-\$27.29
Inspector	M License	\$43.53
	S License	\$40.41
	E License	\$40.41
Janitor	Janitor	22.43

APPENDIX "B"

JOB DESCRIPTIONS

Effective for this agreement dated April 1, **2016** to March 31, **2019**, all parties agree to form a sub-committee to adjust and/or modify job descriptions to more accurately reflect current job functions for each discipline. Revisions to this Appendix 'B' will be distributed as a memorandum to all union employees and will be incorporated into the next printing of the Collective Agreement.

QUALIFICATIONS OF EMPLOYEES

In determining qualifications for classification purposes, the Company will, at its discretion, credit a new or transferred employee with previous experience and training acquired outside the company or in another department, provided that such experience and training is equivalent in value to the Company for the experience called for in the subject classification. An employee shall be expected to carry out the duties of his trade, but this shall not be interpreted to mean that an employee shall refuse to render assistance of a temporary nature as required or in the event of an emergency or shortage of work.

In all trades which are graded I, II and III or any portion thereof, progression to the next higher grade is dependent upon:

- (a) In cases of question or doubt, passing a qualification level or trade test which may be comprised of one, or a combination of, written, oral or practical examinations. Such tests shall be based only on the requirements of the occupational classification the employee is claiming.
- (b) Availability of work for additional personnel in the higher occupational classification.
- (c) The time required by an employee to complete a given job and the quality of such work is of major consideration when applying for reclassification to a higher group.

For trade classifications with inspect and/or certify duties, it is understood that:

- (a) Final approval of ICA (Inspection Certification Authority) shall be the responsibility of the Manager of Quality Assurance and will be indicated by formal written authorization and issuance of inspection stamp(s) to the individual.
- (b) He/she shall ensure that a high standard of quality is maintained and co-ordinate these requirements with the applicable charge hand or supervisor on a continuous basis.
- (c) He/she will, upon satisfactory physical inspection of workmanship, stamp off the applicable documentation/forms, indicating acceptance of standards and compliance with Company Procedures.

- (d) When carrying out specific hands on work/repairs may not inspect/certify and stamp off his/her own work.
- (e) He/she shall certify aeronautical products (within the scope of his/her inspection authority) and/or release for return to service (Maintenance release) in accordance with company procedures and Transport Canada regulatory requirements.
- (f) He/she will report directly to his/her applicable trade supervisor and will also be responsible to the Inspection Department for quality matters.

PURPOSE OF JOB DESCRIPTIONS

Job Descriptions govern the classification of employees and their work assignment.

JOB TITLES

Each occupational classification into which an employee may be classified is referred to by a Job Title. The Job Title, though indicating as clearly as possible the general nature of the work performed serves only as a distinguishing reference and is not to be taken as a statement of job content.

JOB DESCRIPTIONS

- (a) The Job Description describes typical and normal requirements. These requirements are characteristic of the job and illustrate a level of difficulty of work, and are not intended to list or described all work operations, or tasks done within the classification.
- (b) The Job Description distinguishes the job from all other jobs.

CLASSIFICATION OF EMPLOYEES AND WORK ASSIGNMENT

- (a) An employee will be classified on the basis of the work he normally and regularly performs; he is correctly classified if the distinguishing elements in the Job Description for his classification are recognizable in the work normally and regularly assigned to him.
- (b) An employee is not necessarily required to perform all the work contained in the Job Description for his classification, provided he is doing the work that distinguishes the classification.
- (c) As part of promotional procedure an employee to perform some of the work of the higher grade for a reasonable period under close guidance and instruction, in order to qualify for advancement.

- (d) An employee should be qualified to, and may be required to, perform the work of the lower grades of his occupation.

DEFINITION OF TERMS

Degree of supervision indicates the extent to which the employee has independence of action in performing the job. The following terms when used in Job Descriptions shall have the meaning as defined herein:

- (a) General Supervision - Work is within general instruction and procedure, or is controlled by general methods of procedure. Unusual problems are referred to seniors.
- (b) Normal Supervision - Employee is required to plan and perform a sequence of operations where standard or established methods of procedure are available, and make decisions as to quality, tolerances, operation and set-up sequence. Employee has access to instruction on questionable problems.
- (c) Close Supervision - Work is covered by complete instructions, either written or oral, or work performed under direct guidance of seniors to whom doubtful problems are referred. (Repetitive work requires a decreasing degree of instruction.)

SELECTION OF CHARGE HANDS

The selection of Charge Hands will be governed by the following major points in order of merit as listed:

- (a) Initiative, personality and ability to supervise.
- (b) Technical qualifications and experience.
- (c) All other items being equal, seniority will govern the choice.

CHARGE HAND

A Charge Hand's primary requirements will include responsibility for planning, directing and coordinating the work of others and to be capable of maintaining a conscientious attitude among his crew by setting the pace and technical standards above the required level. The jobs will be allocated to the Charge Hand by a Supervisor, whereupon the Charge Hand assumes the responsibility of meeting delivery requirements, and all technical standards applicable. In addition, the Charge Hand must arrange for the requisitioning of all materials required.

The Charge Hand is responsible to make certain that all members of his crew sign the appropriate forms during and immediately upon completion of a job.

The Charge Hand should meet the highest qualifications for his trade. He should be able to check, inspect and ground test all work turned out by his crew. He is required to receive and schedule all work allocated. This implies that the Charge Hand keep abreast of aircraft and other job schedules.

He must be capable of applying instructions received on new systems, installations or methods. He should be able to develop and recommend routine maintenance schedules.

He must be aware of the current stock level, sources and relative costs of items which are required for his specific work. He must prepare progress reports when required. He must be capable of estimating labour and materials required for any job.

INSPECTOR

(i) **Work Performed**

The Inspector is required to inspect the work of tradesmen during and after any phase of the servicing, repair, modification, manufacturing, and overhaul of aircraft systems within the scope of his or her Company issued Inspection Authority (ICA), CARS 566.03 Par.(8) and to recommend solutions to discrepancies, if any; and;

The Inspector is required to carry out inspection on portions of the manufacturers maintenance checks, review Service Bulletins and airworthiness directives, make log book entries and complete airworthiness documentation. Inspectors are also required to carry out receiving, in process, final and shipping inspections and complete inspection reports and documents related to manufacturing and distribution.

(ii) **Knowledge and Ability**

The Inspector must possess a thorough knowledge of aircraft systems, shop methods and practices, aircraft standards, use of manuals, theory of flight, operation of engines, airframe and airframe accessory overhaul, applicable regulations related to assembly, repair, overhaul, and operation of aircraft within his or her scope of approval.

(iii) **Qualifications**

The Inspector must possess a minimum of six (6) years' experience in the Aerospace Industry to the classification, and hold an AME License for the classification listed within the Inspectors Trade Group:

M1 and M2 – M classification

S – S classification

E – E classification

(iv) **Supervision**

The Inspector works under normal supervision to base or in the field.

HIGH TECH AIRCRAFT MECHANIC

- (i) **Work Performed**
Required to understand, and carry out a complete inspection cycle, repair, modify, troubleshoot and function test engines, airframes, components and system at base or in the field on aircraft. Oversee, guide and train other workers on the aircraft. Certify work within the scope of his/her issued inspection authority.
- (ii) **Knowledge and Ability**
Must possess and maintain a current Department of Transport Aircraft Maintenance Engineer's Licence, Category M2, with recognized type training on at least two (2) aircraft over 12,500 lbs. approved under the company AMO capability list. Must understand fully, the operation and control of and have proven experience in troubleshooting, engines, fuel control systems, pressurization and associated systems. Fully understand the operation and control of a computer controlled maintenance system. Must be a self-starter and self-sufficient and be fully conversant with Transport Canada regulations.
- (iii) **Supervision**
Works under general supervision at base or in the field.

AIRCRAFT MECHANIC I (Licensed with ICA)

- (i) **Work Performed**
Inspect, service, repair, modify, troubleshoot and functional test aircraft engines, airframes, components and systems, at base or in the field. Certify work within the scope of his/her issued inspection authority.
- (ii) **Knowledge and Ability**
Must possess and maintain a current Department of Transport Aircraft Maintenance Engineer's Licence, Category M1 or M2, with recognized type training on at least one (1) M2 aircraft.
- (iii) **Supervision**
Works under general supervision at base or in the field.

AIRCRAFT MECHANIC II (Licensed without ICA or non-licensed with limited ICA)

- (i) **Work Performed**
Service, repair, modify, troubleshoot and functional test aircraft engines, airframes, components and systems, at base or in the field. Certify work within the scope of his/her issued inspection authority (ICA holder only).
- (ii) **Knowledge and Ability**
Must possess and maintain a current Department of Transport Aircraft Maintenance Engineer's Licence, Category M1 or M2, with recognized type training on at least one (1) M2 aircraft or must possess and maintain valid ICA in accordance with Company AMO approval.
- (iii) **Supervision**
Works under general supervision at base or in the field.

AIRCRAFT MECHANIC III (General)

- (i) Worked Performed
Service, repair, modify, trouble shoot and functional test aircraft engines, airframes, components, systems and interiors. Required to assist in aircraft modifications and repairs.
- (ii) Knowledge and Ability
Requires a thorough knowledge of aircraft materials, shop methods and practices, aircraft standards, use of manuals, theory of flight, operation of engines, airframe and airframe accessory overhaul, applicable regulations concerning the assembly, repair, overhaul and operation of all types of aircraft services by the Company. Requires a working knowledge of engine accessories, overhaul procedures and practices. Requires a certificate from a recognized college or institution outlining courses taken, marks attained and hours of trade credits, and/or confirmation of practical trade credits and experience obtained from other sources.
- (iii) Supervision
Works under normal supervision at base or in the field.

AIRCRAFT MECHANIC LEARNER

- (i) Worked Performed
Required to work under direction and guidance in all applicable departments of the Company. To acquire the necessary mechanical skills and knowledge in the profession or trade of Aircraft Mechanic and to achieve the levels of licensing as set out in the Transport Canada Personnel Licensing Handbook, Volume #2, Catalogue #TP-194E.
- (ii) Knowledge and Ability
Requires a basic knowledge of aircraft engines, airframes, systems and interiors.
- (iii) Supervision
Works under close supervision at base or in the field.

HIGH TECH STRUCTURES MECHANIC

- (i) Work Performed
Required to understand, take charge and carry out complete airframe structures and airframe structural component repairs and modifications. Required to understand, take charge and carry out complete composite component repairs and modifications. Oversee, carry-out the manufacture of Sheet Metal or Composite related components. Oversee, guide and train other workers in Structures, Sheet Metal and Composite classification. Review drawings and/or project packages and assist in providing realistic man hour estimates to completion, tooling requirements, material requirements and any other special needs which may affect successful completion of a project. Use his trade expertise to assist in the sourcing of materials, components or tooling required for Sheet Metal/Composite shops or projects. Certify work

within the scope of his/her issued inspection authority.

(ii) Knowledge and Ability

Must possess and maintain current Department of Transport Aircraft Maintenance Engineer's Licence, Category S, with recognized training in the repair of both Sheet-metal and Composite structures. Must fully understand the operation and control of tooling and equipment associated with Sheet Metal and Composite trades. Must fully understand the policies and procedures of the Company and be conversant with current Transport Canada regulations. Must be a self-starter and self-sufficient.

(iii) Supervision

Works under general supervision at base or in the field.

STRUCTURES MECHANIC I (Licensed with ICA)

(i) Work Performed

Required to manufacture, modify, or repair any type of Sheet Metal, Composite component or structure, use all types of sheet metal and composite fabricating equipment, lay-out and develop parts of irregular shape and curvature, tooling, such as drill jigs, form blocks, etc., as well as the manufacture of such tooling. Required to assist in the development of modifications and repairs and prepare preliminary sketches of such work. Certify work within the scope of his/her issued inspection authority.

(ii) Knowledge and Ability

Requires a working knowledge of lofting and thorough knowledge and lay-out and development, as well as methods and procedure of fabrication, weldability, heat treatment, and bonding processes, etc. Must possess an Aircraft Maintenance Engineers Licence, Category S, with recognized training in the repair of either Sheet-metal or Composite structures.

(iii) Supervision

Works under general supervision at base or in the field.

STRUCTURES MECHANIC II (Licensed without ICA or non-licensed with limited ICA)

(i) Work Performed

Required to assist in the manufacture, modification or repair of any type of Sheet Metal, Composite component or structure within the scope of company approval. Be familiar with and able to use all types of Sheet Metal and Composite fabricating equipment. Required to assist in the development of modifications and repairs. Certify work within the scope of his/her issued inspection authority (ICA holder only).

- (ii) Knowledge and Ability
Requires a working knowledge of Sheet Metal and Composite repair and fabrication techniques. Requires a certificate from a recognized college or institution outlining courses taken, marks attained and hours of trade credits, and/or confirmation of practical trade credits and experience obtained from other sources. Must possess an Aircraft Maintenance Engineer's Licence, Category S, with recognized training in the repair of either Sheet-metal or composite structures or must possess and maintain valid ICA in accordance with Company AMO approval.
- (iii) Supervision
Works under general supervision at base or in the field.

STRUCTURES MECHANIC III (General)

- (i) Work Performed
Required to assist in the manufacture, modification or repair of any type of Sheet Metal, Composite component or structure within the scope of company approval. Be familiar with and able to use all types of Sheet Metal and Composite fabricating equipment. Required to assist in modifications and repairs.
- (ii) Knowledge and Ability
Requires a working knowledge of Sheet Metal and Composite repair and fabrication techniques. Requires a certificate from a recognized college or institution outlining courses taken, marks attained and hours of trade credits, and/or confirmation of practical trade credits and experience obtained from other sources.
- (iii) Supervision
Works under normal supervision at base or in the field.

SHEET METAL MECHANIC I (Licensed with ICA)

- (i) Work Performed
Required to manufacture, modify, or repair any type of Sheet Metal or component, structure, use all types of Sheet Metal fabricating equipment, lay-out and develop parts of irregular shape and curvature, tooling, such as drill jigs, form blocks, etc., as well as the manufacture of such tooling. Required to assist in the development of modifications and repairs and prepare preliminary sketches of such work. Certify work within the scope of his/her issued inspection authority.
- (ii) Knowledge and Ability
Requires a working knowledge of lofting and thorough knowledge of lay-out and development, as well as methods and procedure of fabrication, weldability, heat treatment, etc. Must possess an Aircraft Maintenance Engineers Licence, Category S, with recognized training in the repair of Sheet-metal structures.
- (iii) Supervision
Works under general supervision at base or in the field.

SHEET METAL MECHANIC II (Licensed without ICA or non-licensed with ICA)

- (i) Work Performed
Required to manufacture, modify, or repair any type of Sheet Metal or component, structure, use all types of Sheet Metal fabricating equipment, lay-out and develop parts of irregular shape and curvature, tooling, such as drill jigs, form blocks, etc., as well as the manufacture of such tooling. Required to assist in the development of modifications and repairs and prepare preliminary sketches of such work. Certify work within the scope of his/her issued inspection authority (ICA holder only).
- (ii) Knowledge and Ability
Requires a working knowledge of lofting and thorough knowledge of lay-out and development, as well as methods and procedure of fabrication, weldability, heat treatment, etc. Must possess an Aircraft Maintenance Engineers Licence, Category S, with recognized training in the repair of Sheet-metal structures or must possess and maintain valid ICA in accordance with Company AMO approval.
- (iii) Supervision
Works under general supervision at base or in the field.

SHEET METAL MECHANIC III (General)

- (i) Work Performed
Required to manufacture, modify, or repair any type of sheet metal structure, use all types of sheet metal fabricating equipment, lay-out and develop parts of irregular shape and curvature and tooling. Required to assist in modifications and repairs.
- (ii) Knowledge and Ability
Requires a working knowledge of lofting and lay-out and development as well as standard shop methods and procedures for fabrication, weldability, heat treatment, etc. Requires a certificate from a recognized college or institution outlining courses taken, marks attained and hours of trade credits, and/or confirmation of practical trade credits and experience obtained from other sources
- (iii) Supervision
Works under normal supervision at base or in the field.

SHEET METAL MECHANIC LEARNER

- (i) Work Performed
Required to work under direction and guidance in all applicable departments of the Company. To acquire the necessary skills and knowledge in the profession or trade.
- (ii) Knowledge and Ability
Requires a basic knowledge of airframe and airframe component repairs and modifications.
- (iii) Supervision
Works under close supervision at base or in the field.

COMPOSITE MECHANIC I (Licensed with ICA)

- (i) Work Performed
Required to manufacture, modify, or repair any type of composite component or structure, use all types of composite fabricating equipment, lay-out and develop parts of irregular shape and curvature, tooling, as well as the manufacture of such tooling. Required to assist in the development of modifications and repairs and prepare preliminary sketches of such work. Certify work within the scope of his/her issued inspection authority.
- (ii) Knowledge and Ability
Requires a working knowledge of lofting and thorough knowledge of lay-out and development, as well as methods and procedure of fabrication, and repair of composite components. Must possess an Aircraft Maintenance Engineer's Licence, Category S, with recognized training in the repair of Composite structures
- (iii) Supervision
Works under general supervision at base or in the field.

COMPOSITE MECHANIC II (Licensed without ICA or non-licensed with limited ICA)

- (i) Work Performed
Required to manufacture, modify, or repair any type of composite component or structure, use all types of composite fabricating equipment, lay-out and develop parts of irregular shape and curvature, tooling, as well as the manufacture of such tooling. Required to assist in the development of modifications and repairs and prepare preliminary sketches of such work. Certify work within the scope of his/her issued inspection authority (ICA holder only).
- (ii) Knowledge and Ability
Requires a working knowledge of lofting and thorough knowledge of lay-out and development, as well as methods and procedure of fabrication, and repair of composite components. Must possess an Aircraft Maintenance Engineer's Licence, Category S, with recognized training in the repair of Composite structures or must possess and maintain valid ICA in accordance with Company AMO approval.
- (iii) Supervision
Works under general supervision at base or in the field.

COMPOSITE MECHANIC III (General)

- (i) Work Performed
Required to manufacture, modify, or repair any type of composite structure, use all types of composite fabricating equipment, lay-out and develop parts of irregular shape and curvature and tooling. Required to assist in modifications and repairs. Required to assist with painting.
- (ii) Knowledge and Ability
Requires a working knowledge of lofting and lay-out and development as well as standard shop methods and procedures for fabrication, and bonding of composite components. Requires a

certificate from a recognized college or institution outlining courses taken, marks attained and hours of trade credits, and/or confirmation of practical trade credits and experience obtained from other sources.

- (iii) Supervision
Works under normal supervision at base or in the field.

COMPOSITE MECHANIC LEARNER

- (i) Work Performed
Required to work under direction and guidance in all applicable departments of the Company. To acquire the necessary skills and knowledge in the profession or trade. Required to assist with painting.
- (ii) Knowledge and Ability
Requires a basic knowledge of airframe and airframe component repairs and modifications.
- (iii) Supervision
Works under close supervision at base or in the field.

HIGH TECH AVIONICS INSTALLATION TECHNICIAN

- (i) Work Performed
Required to understand, and carry out the troubleshooting and rectification of any avionics instrument & electrical snag encountered in aircraft components and systems. Develop, design and/or modify aircraft avionics systems including the preparation of preliminary schematic diagrams and routing charts. Oversee, guide and train other workers on the aircraft. Certify work within the scope of his/her issued inspection authority.
- (ii) Knowledge and Ability
Must fully understand any and all avionics instrument and electrical related systems and have proven troubleshooting experience. Must be able to interpret, apply and prepare avionics instrument and electrical diagrams and routing charts. Must fully understand the policies and procedures of the Company. Must be a self-starter and self-sufficient and be fully conversant with Transport Canada regulations. Must possess and maintain a current Department of Transport Aircraft Maintenance Engineer's License, Category E, with recognized type training on at least two aircraft types over 12,500 lbs. approved under the company AMO capability list.
- (iii) Supervision
Works under general supervision at base or in the field.

AVIONICS INSTALLATION TECHNICIAN I (Licensed with ICA)

- (i) Worked Performed
Required to troubleshoot any avionics snag encountered in aircraft components and systems, develop, design and/or modify aircraft avionics systems, including the preparation of preliminary schematic diagrams and routing charts. Certify work within the scope of his/her issued inspection authority.
- (ii) Knowledge and Ability
Requires a thorough knowledge of the theory and operation and testing of all aircraft avionics components and wiring systems and their application to aircraft avionics systems and components. Must have the ability to interpret, apply and prepare avionics diagrams and routing charts. Must possess and maintain a current Transport Canada Aircraft Maintenance Engineer's Licence, Category E.
- (iii) Supervision
Works under general supervision at base or in the field.

AVIONICS INSTALLATION TECHNICIAN II (Licensed without ICA or non-licensed with limited ICA)

- (i) Worked Performed
Required to troubleshoot any avionics snag encountered in aircraft components and systems, develop, design and/or modify aircraft avionics systems, including the preparation of preliminary schematic diagrams and routing charts. Certify work within the scope of his/her issued inspection authority (ICA holder only).
- (ii) Knowledge and Ability
Requires a thorough knowledge of the theory and operation and testing of all aircraft avionics components and wiring systems and their application to aircraft avionics systems and components. Must have the ability to interpret, apply and prepare avionics diagrams and routing charts. Must possess and maintain a current Transport Canada Aircraft Maintenance Engineer's Licence, Category E or must possess and maintain valid ICA in accordance with Company AMO approval.
- (iii) Supervision
Works under general supervision at base or in the field.

AVIONICS INSTALLATION TECHNICIAN III (General)

- (i) Work Performed
Service, repair, modify, troubleshoot and functional test aircraft avionics components and systems. Required to assist in modifications and repairs.
- (ii) Knowledge and Ability
Requires a thorough knowledge of avionics materials, shop methods and practices, aircraft standards, use of manuals, instrumentation mechanics and plumbing, avionics theory and their

application to aircraft electrical systems. Requires a certificate from a recognized college or institution outlining courses taken, marks attained and hours of trade credits, and/or confirmation of practical trade credits and experience obtained from other sources.

- (iii) Supervision
Works under normal supervision at base or in the field.

AVIONICS INSTALLATION LEARNER

- (i) Work Performed
Required to work under direction and guidance in all applicable departments of the Company. To acquire the necessary skills and knowledge in the profession or trade.
- (ii) Knowledge and Ability
Requires a basic knowledge of airframe and airframe component repairs and modifications.
- (iii) Supervision
Works under close supervision at base or in the field.

PAINTER II (Non-Licensed with ICA)

- (i) Worked Performed
Required to paint and to refinish aircraft and components; use and service all types of paint shop equipment; layout paint schemes, mix paint and match colours. Required to assist in the development, modification and repair of composite components. Certify work within the scope on his/her issued inspection authority.
- (ii) Knowledge and Ability
Requires a thorough knowledge of spray painting and stripping; must know all types of paint and mixing of colours, also the preparation and protection of materials. Required to assist in the development of new paint schemes and prepare preliminary sketches for such work. Requires a working knowledge of lofting and through knowledge of lay-out and development as well as methods and procedure of fabrication and repair of composite structures and maintain a valid ICA in accordance with Company AMO approval.
- (iii) Supervision
Works under general supervision at base or in the field.

PAINTER

- (i) Worked Performed
Required to prepare to paint and to refinish aircraft and components; use and service all types of paint shop equipment; layout paint schemes, mix paint and match colours. Assist in fabrication and repair of composite structures.

- (ii) Knowledge and Ability
Requires a thorough knowledge of spray painting and stripping; must know all types of paint and mixing of colours, also the preparation and protection of materials. Required to assist in the development of new paint schemes and prepare preliminary sketches for such work.
- (iii) Supervision
Works under general supervision at base or in the field.

PAINTER LEARNER

- (i) Worked Performed
Required to work under direction and guidance in all applicable departments of the company to acquire necessary skills and knowledge in the profession or trade.
- (ii) Knowledge and Ability
Requires a basic knowledge of painting and stripping and preparation and protection of materials.
- (iii) Supervision
Works under close supervision at base or in the field.

STOREKEEPER

- (i) Work Required
Required to pack, ship and receive all materials, pertaining to the Company. May be responsible for the receipt, pick-up and/or delivery and custody of all materials in his charge. Arrange for shipping of customers' parts and materials. To follow up on late or missing shipments, pickup and delivery of packages. Any other duties required by Supervisor.
- (ii) Knowledge and Ability
Be familiar with aircraft parts, be familiar with receiving/shipping procedures and have a good knowledge of packaging, shipping, protecting and storing of materials. Must hold a valid driver's licence.
- (iii) Supervision
Works under general supervision at base or in the field.

STOREKEEPER LEVEL II

- (i) Work Required
Required to pack, ship and receive all materials, pertaining to the Company. May be responsible for the receipt, pick-up and/or delivery of packages and custody of all materials in his charge. Any other duties required by Supervisor.
- (ii) Knowledge and Ability
Be familiar with receiving/shipping procedures and have a basic knowledge of packaging,

shipping, protecting and storing of materials. Must hold a valid driver's licence.

(iii) Supervision

Works under close supervision at base or in the field.

MACHINIST LEVEL I

(i) Work Performed

Required to manufacture, modify, or repair various components and structures, use all types of machine shop equipment, lay-out and develop parts of various shapes and dimensions, tooling such as drill jigs etc., as well as the manufacturing of such tooling. Required to assist in the development of modifications and repairs and prepare preliminary sketches of such work.

(ii) Knowledge and Ability

Must possess and maintain a certificate of qualification. Require in depth knowledge of lay-out and drawing interpretation, as well as methods and procedures of fabrication. Must have a good working knowledge of all basic machine shop equipment such as lathes, milling machines, drill press etc.

(iii) Supervision

Work under general supervision at base or in the field.

MACHINIST LEVEL II

(i) Work Performed

Required to manufacture, modify, or repair machined parts, lay-out and develop parts of irregular shapes and dimensions and tooling.

(ii) Knowledge and Ability

Require working knowledge of drawing and lay-out, design techniques, tools and principles in production of precision technical plan and models as well as standard machine shop practices. Must be able to use all the basic machine shop equipment. Lathes, milling machines, drill press etc. Must have completed 4 years as a General Machinist.

(iii) Supervision

Work under supervision at base or in the field.

MACHINIST LEVEL III

(i) Work Performed

Required to assist in the manufacture, modification and repair of machined components within scope of company approval. Be familiar with and able to use all types of machine shop equipment. Required to assist in fabrication and modification of machined components.

- (ii) Knowledge and Ability
Must have completed 4 years of apprenticeship in the classification. Require working knowledge of drawing and lay-out, as well as standard machine shop practices. Must be able to use all the basic machine shop equipment, lathes, milling machines, drill press etc.
Current employees in the Collective Agreement will be grandfathered as of September 24, 2010.
- (iii) Supervision
Work under normal supervision at base or in the field.

MACHINIST LEARNER

- (i) Work Performed
Required to work under direction and guidance in all applicable departments of company to acquire necessary skills and knowledge in the profession or trade.
- (ii) Knowledge and Ability
Require a basic knowledge of machine shop practices and methods.
- (iii) Supervision
Work under close supervision at base or in the field.

JANITOR

- (i) Work Performed
Job responsibilities/functions to include, but not limited to:
Vacuuming, sweeping, and mopping of flooring, stairs and hallways.
Clean and sanitize bathrooms.
Clean sinks, countertops, microwaves, and refrigerators in break rooms and kitchenette, cupboards and drawers
Restock supplies in bathrooms, break rooms and common areas.
Empty all trash cans and replace liners, clean receptacles as necessary.
Dusting and cleaning office desks and furniture.
Cleaning of window sills and windows.
Maintain janitor closets in a clean, organized and safe manner.
Maintain janitorial equipment in a clean, safe and operable condition.
Proper labeling, dilution and use of all chemicals.
Notify management concerning the need for repairs to building operating systems and to order materials or supplies.
Other routine maintenance duties as assigned
- (ii) Knowledge and Ability
Good communication and interpersonal skills.
Good client/customer service skills.
Ability to prioritize multiple tasks to complete task on-time
Ability to work effectively with a team.

Ability to work independently.

Routine walking, standing, bending and lifting.

Basic knowledge of cleaning products.

(iii) Qualifications

High School Diploma

Six months or more related experience.

(iv) Supervision

Works under general supervision at base or in the field

APPENDIX "C"

SICK CERTIFICATE

This is to certify that Mr/Mrs/Miss _____ has been ill under our care from _____ to _____ and was unable to perform his/her normal duties as he/she was medically unfit for work.

The above noted individual is able to return to work on _____.

Physician's Name (Print)

Address

Telephone

Physician's Signature

Date

The Company agrees to reimburse to the employee the Doctor's charges for the issue of a Certificate of Sickness to a maximum of \$20.00 per Certificate.

APPENDIX "D"

The parties agree that within 120 days of ratification to establish a sub-committee for the purpose of identifying shifts to provide seven (7) days coverage with shift schedules of five (5) days on and two (2) consecutive days off. Implementation of such coverage shall be subject to mutual agreement in accordance with Article 18.

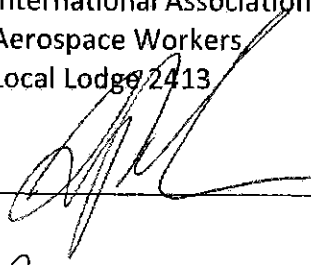
APPENDIX "E"

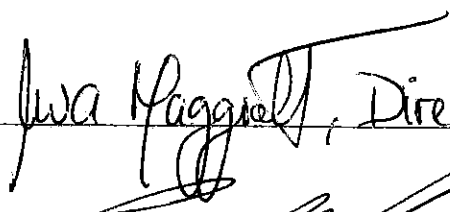
The parties agree that within 120 days of ratification to establish a sub-committee for the purpose of identifying a more equalized distribution of overtime available to all union members. Implantation of such coverage shall be subject to mutual agreement in accordance with Article 21.

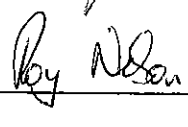
Agreement RATIFIED this 15th, day of June, 2016.

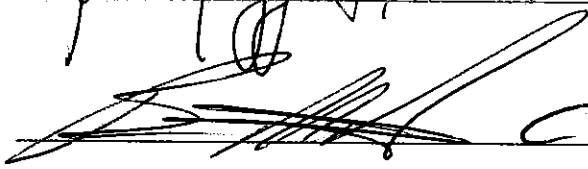
International Association of Machinists and
Aerospace Workers
Local Lodge 2413


Field Aviation Company Inc.

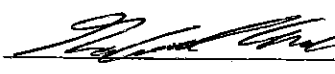
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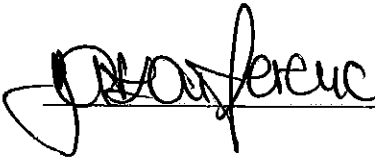
 Jwa Maggall, Director HR

 Roy NELSON

 ca

 IGOR KOSHENKOV

 Gabriel Andino

 FRANK JARAMA

 Mark Mischke

Witness

Witness

Agreement SIGNED this 29th, day of June, 2016.