

# **COLLECTIVE AGREEMENT**

Between

**NORTH FRONTENAC  
TELEPHONE HALIBURTON  
COMPANY**

And

**CONSTRUCTION WORKERS  
UNION, CLAC LOCAL 52**

**DURATION: APRIL 1, 2018 – MARCH 31, 2021**

# **COLLECTIVE AGREEMENT**

**Between**

**NORTH FRONTENAC TELEPHONE HALIBURTON  
COMPANY  
(hereinafter referred to as "the Employer")**

**and**

**CONSTRUCTION WORKERS UNION, CLAC LOCAL 52  
(hereinafter referred to as "the Union")**

**APRIL 1, 2018 – MARCH 31, 2021**

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## **COLLECTIVE AGREEMENT**

### **ARTICLE 1 - PURPOSE**

- 1.01 It is the intent and purpose of the parties to this Collective Agreement (“this Agreement”), which has been negotiated and entered into in good faith:
- a. to recognize mutually the respective rights, responsibilities and functions of the parties hereto;
  - b. to provide and maintain working conditions, hours of work, wage rates and benefits as set forth herein;
  - c. to establish an equitable system for the promotion, transfer, layoff and rehire of employees;
  - d. to establish a just and prompt procedure for the disposition of grievances; and
  - e. through the full and fair administration of all the provisions contained within this Agreement to achieve a relationship among the Union, the Employer, and the employees which will be conducive to their mutual well-being.
- 1.02 The omission of specific mention in this Agreement of existing rights and privileges established or recognized by the Employer shall not be construed to deprive employees or the Union of such rights and privileges.
- 1.03 Wherever the singular or masculine are used in this Agreement, the same shall be construed to mean the

plural or the feminine where the context or the parties hereto so require.

- 1.04 Should any part of this Agreement be declared or held invalid for any reason, that invalidity shall not affect the validity of the remainder, which shall continue in full force and effect and be considered as if this Agreement had been executed without the invalid portion.
- 1.05 The parties recognize that where various legislation overrides the provisions contained herein, such legislation shall prevail. This shall include, but not be limited to such statutes as the *Ontario Human Rights Code*, the *Employment Standards Act*, the *Workplace Safety & Insurance Act* and the *Occupational Health and Safety Act*.

## **ARTICLE 2 - RECOGNITION**

### **2.01 Bargaining Unit Scope**

The Employer recognizes the Union as the exclusive bargaining agent for all construction employees in the employ of the Employer, that is all employees engaged in the operation of cranes, shovels, bulldozers and similar equipment, and those primarily engaged in repairing and maintaining of same; all construction labourers and all communication technicians, in all sectors of the construction industry, in the Province of Ontario, save

and except non-working forepersons and persons above the rank of non-working foreperson.

- 2.02 There shall be no revision, amendment or alteration of the bargaining unit as defined herein, or of any of the terms and provisions of this Agreement, except by mutual agreement, in writing, of the parties. Without limiting the generality of the foregoing, no classification may be removed from or added to the bargaining unit except by mutual agreement, in writing, of the parties.
- 2.03 The parties may, on a project basis, to be competitive, or to address specific concerns not addressed herein, amend the terms of this Agreement for the duration of the project. Such agreement shall be made in writing and signed by the parties.

### **ARTICLE 3 - MANAGEMENT RIGHTS**

- 3.01 Provided such actions are consistent with the terms of this Agreement, the Employer's rights include but are not limited to the following:
- a. the right to maintain order, discipline and efficiency; to make, alter and enforce rules, policies and practices to be adhered to by its employees provided such rules, policies and practices are not inconsistent with any of the provisions of this Agreement;
  - b. the right to select, hire and direct the workforce and employees; to transfer, assign, promote, demote,

classify, layoff, rehire and suspend employees; to select and retain employees for positions excluded from the bargaining unit;

- c. the right to operate and manage the Employer's business in order to satisfy its commitments and responsibilities, the right to determine the kind and location of business to be done by the Employer, the direction of the working forces, the scheduling of work, the number of shifts, the methods, processes and means by which work is to be performed, job content, quality and quantity standards, the right to use improved methods, machinery and equipment, the right to determine the number of employees needed by the Employer at any time and generally, the right to manage the business of the Employer, and to plan, direct and control the operations of the Employer, including the workforce, without interference.

3.02 The sole and exclusive jurisdiction over operations, building, machinery and equipment shall be vested in the Employer.

3.03 **Sub-contracting**

The Employer may, at its sole discretion, subcontract work normally performed by employees covered by this Agreement. In Board Areas 11 and 29 (excepting the Sharbot Lake Phone Exchange), the Employer may, at its sole discretion, subcontract work normally performed by



employees covered by this Agreement, provided that no qualified employee is laid off as a result, or no qualified employee is available for recall or available during the recall period in accordance with the Layoffs, Recalls and Employment Rights provisions (in Article 12), save and except to address urgent situations. Any such subcontracting shall be considered by the Employer and Union to be specifically excluded from and not within the scope of the bargaining unit description set out in the Union recognition clauses (in Article 2), such that the terms and conditions of this Agreement shall have no application to the employees employed by subcontractor.

#### **ARTICLE 4 - UNION REPRESENTATION**

For the purpose of representation with the Employer, the Union shall function and be recognized as follows:

##### **4.01 The Union's Representatives**

- a. Union Representatives are representatives of the employees in all matters pertaining to this Agreement, particularly for the purpose of processing grievances, negotiating amendments to and renewals of this Agreement and enforcing the employees' collective bargaining rights as well as any rights under this Agreement and under the law.
- b. Union Representatives shall have the right to periodically visit job sites without disrupting productivity and without unreasonable intrusion into

the Employer or its clients' premises. The Union Representatives shall report to the site superintendent or foreperson upon arriving at a worksite and shall abide by all necessary protocol determined for the site by the Employer, site management and the client.

**4.02 Stewards**

- a. The Union has the right to select or appoint stewards to assist employees in presenting any complaints or grievances they have to representatives of the Employer and to administer the Agreement.
- b. The Union acknowledges that stewards have regular duties to perform as employees of the Employer and that such employees will not leave their regular duties for the purpose of conducting business in connection with the administration of this Agreement or the investigation or presentation of grievances without first obtaining the permission of their immediate supervisor. Such permission will not be unreasonably withheld. A steward will attend at all disciplinary meetings involving members of the bargaining unit. The Employer will pay Stewards at their regular hourly rate for time spent attending union business such as presenting grievances and attending meetings at the request of the Employer.

**4.03** The Employer may meet periodically with the employees for the purpose of discussing any matters of mutual

interest or concern to the Employer, the Union and the employees. A Union representative may attend such meetings.

## **ARTICLE 5 - STRIKES OR LOCKOUTS**

- 5.01 During the term of this Agreement, or while negotiations for a further agreement are being held the Union will not permit or encourage any strike, slowdown, or any stoppage of work or otherwise restrict or interfere with the Employer's operation through its members.
- 5.02 During the term of this Agreement, or while negotiations for a further agreement are being held, the Employer will not engage in any lockout of its employees or deliberately restrict or reduce the hours of work.

## **ARTICLE 6 - EMPLOYMENT POLICY**

- 6.01 The Union and the Employer will cooperate in maintaining a desirable and competent labour force. The Employer will notify the Union of labour requirements giving as much prior notice as possible. The Union will provide a list of manpower available. The Employer at its discretion may hire employees listed or from other sources.
- 6.02 To assist in the efficient placement of appropriately skilled members the Employer will inform the Union

when employees are laid off and when new employees are hired, upon such lay off or hire.

- 6.03 The Employer shall, as a matter of policy, promote from within the existing workforce whenever possible, at the Employer's discretion. Employees who are interested in transferring to another position shall advise the Employer of such interest by filing a request for transfer with the Employer.
- 6.04 New employees will be hired on a ninety (90) days worked probationary period and thereafter shall attain regular employment status. During the probationary period, the following shall apply;
- a. Regular Union dues, fees and remittances are to be deducted and remitted, as the case maybe, from the first day of employment.
  - b. Probationary employees are covered by this Agreement, excepting those provisions, which specifically exclude such employees.
  - c. Employees laid off during probation and rehired by the Employer within three (3) months shall not serve a new probationary period but continue with credit for probation already served.
  - d. The discharge of probationary employees shall not become the subject of a grievance, unless the Union alleges such discharge is discriminatory, arbitrary or in bad faith.

## **6.05 Students**

- a. The term “student” shall be applied to an employee hired to work in the bargaining unit during a school study break. A student is enrolled in secondary or post-secondary education or intends to begin or return to secondary or post-secondary education. A student who performs work incidental to that of employees in the bargaining unit while on placement with the Employer in conjunction with a secondary school or college co-operative education program is excluded from the bargaining unit.
- b. A student is not eligible for contributions or payments pursuant to the health fund and pension provisions contained herein and specifically found in Articles 14 and 15 of this Agreement.
- c. A student does not accrue or retain recall rights pursuant to the layoff, recall and employment rights provisions contained herein and specifically found in Articles 6 and 12 of this Agreement.
- d. When the conditions described in (a) above no longer apply, the Employer may terminate the former student’s employment or offer the former student regular employment subject to all of the conditions of the Agreement. Where a student does become a regular employee the probation period and any other waiting periods pursuant to this Agreement shall be waived. Such an employee’s employment date pursuant the layoff, recall and employment rights

provisions (Articles 6 and 12) shall thereafter be the date on which he becomes a regular employee.

## **ARTICLE 7 - REMITTANCES TO THE UNION**

7.01 The Employer shall remit employee deductions and Employer contributions, as the case may be, for union dues, fees, fund contributions and the like, to the Union, in a format prescribed by the Union. On such remittance the Employer will furnish the following information for each employee:

- a. First name & last name;
- b. rate of pay;
- c. gross earnings;
- d. total regular and overtime hours worked in the period for which such deductions are made;
- e. dues and fees deducted on behalf of the employee as prescribed by the Union; and,
- f. contributions to Union funds on behalf of the employee and deductions from an employee toward Union funds as prescribed by this Agreement.

7.02 When the Employer hires a new employee, the Employer shall also include on the next remittance in addition to the information required in Articles 6 and 7, above, the following information employee information:

- a. contact information, including home phone, cellphone, email and mailing address;

- b. Social Insurance Number;
- c. date of birth;
- d. date of hire;
- e. employment classification.

7.03 The total amount(s) deducted and contributed will be remitted by the Employer to the Union by the fifteenth (15th) day of each month following the month for which the monies were deducted and are owed. The Union and the employees agree that the Employer will be saved harmless for all deductions and payments so made.

## **ARTICLE 8 - UNION DUES AND UNION MEMBERSHIP**

### **8.01 Dues Deduction**

- a. The Employer shall deduct from each employee, from the commencement of employment, an amount equal to Union dues as set by the National Convention of the Union and as continued within the Employer Dues Directive issued by the Union office.
- b. The Employer is authorized to deduct any administration fees owing by employees to the Union when hired.

The total amount(s) deducted on behalf of the Union will be remitted by the Employer to the Union in accordance with Article 7, above. The Union and the employees agree that the Employer will be saved harmless for all deductions and payments so made.

8.02 Neither the Employer nor the Union will compel employees to become members of the Union. The Employer will not discriminate against employees because of Union membership or lack thereof, and it will inform all new employees of the contractual relationship with the Union. All new employees shall be referred by the Employer to a union steward or a union representative in order to give the Union an opportunity to describe the Union, its purpose, representation policies, and any other information relevant to such new employees.

8.03 Employees who cannot support the Union with their dues for reasons of conscience, as determined by the Union's internal guidelines of what constitutes a conscientious objection, may apply to the Union, in writing, to have their dues redirected. Such application shall outline the nature of the conscientious objection.

## **ARTICLE 9 - WAGES AND RATES OF PAY**

9.01 Wage rate schedules applicable to various job classifications are as set forth in Schedule "A" attached hereto and made part hereof. The wages shall apply to all work performed by the employees.

9.02 Wages shall be paid biweekly, within five (5) calendar days following the end of the pay period, by direct deposit and shall be accompanied by a separate statement



identifying both the Employer and employee, outlining regular hours worked, the hourly rate, overtime hours worked, the total earnings, amounts of deductions, net earnings, and contributions to the Unions Funds.

9.03 In the event that a new classification is established by the Employer the wage rate applicable for such a newly established classification shall be subject to negotiation between the Employer and the Union. Should the Employer and the Union fail to agree on such wage rate, the sole issue of the establishment of such wage rate may be submitted to arbitration in accordance with the arbitration provisions of this Agreement.

9.04 When there is a temporary shortage of work within a given work day in a specific classification, the Employer may assign employees to another classification at their usual rate of pay provided the employee is qualified to do that work.

9.05 **Minimum Hours of Work**

An employee who is not provided forty-eight (48) hours notice that a regularly scheduled work day has been cancelled shall receive a minimum of three (3) hours pay at his regular rate of pay for such day.

Similarly, an employee who is sent home from work before he has worked three (3) hours, shall receive a minimum of three (3) hours pay at the rate of pay he would have earned if the work had been performed.

In the case that a storm causes work to stop or prevents work from starting, employees who report for work shall receive a minimum pay of three (3) hours pay at their regular rate of pay. In such cases, employees shall make reasonable efforts to determine from their supervisor whether their shift is cancelled due to weather prior to the beginning of the work day. If they do not, they may not be eligible for the minimum hours.

Employees must inform the Employer of a means of being contacted on short notice. If the Employer so attempts to inform the employee of a lack of work due to weather but is unable to do so, the employee will not be entitled to show up time.

No employee will be required to report for a shift of less than three (3) hours.

**9.06 Call Back/Emergency Service Call**

Employees who are called back to work in the same day or receive an emergency service call outside of regular hours will receive a minimum of three (3) hours pay at one and one-half (1½) times their regular rate. Such hours are paid at two (2) times the regular rate where they occur on Sundays, public holidays and any other time the parties have outlined such rate.

## **ARTICLE 10 - HOURS OF WORK AND OVERTIME**

10.01 A regular work week shall consist of forty-four (44) hours, comprised of five (5) regular work days, Monday to Friday inclusive. The regular work day begins at 7:00 a.m. and ends at 5:00 p.m.

The definition of a regular work week and the definition of a regular work day does not create a guarantee or limit to the number of hours of work scheduled or worked per day or the number of days of work scheduled or worked per week and does not create entitlement for overtime.

The Employer may amend the regular work day, subject to the requirements of each work site, based on operational or seasonal needs.

10.02 There shall be two (2) paid coffee breaks of fifteen (15) minutes on each shift. Employees shall take an unpaid meal period of one-half (½) hour at the midpoint of their shift, or at such time during their work day which is convenient.

Ten and one-half (10 ½) hours after the start time of the shift there will be a paid meal break of one-half (1/2) hour. A paid coffee break will follow each additional two (2) hours.

10.03 Hours of work and overtime as set out in this Agreement may be modified by mutual agreement between the Employer and the Union for selected projects.

Further, the Employer shall give the Union and employees as much notice as possible regarding modification to the regular work schedule including implementation of non-day shifts on a project. The effective date of the modified work schedule shall be communicated to the Union when known by the Employer and the effective date of the modified work schedule shall be no sooner than one week from the day such notice is given. Such modified work schedule shall include daily and weekly overtime thresholds.

**10.04 Overtime**

- a. Work performed in excess of forty-four (44) hours per week shall be paid at the rate of one and one half times (1.5) times the employee's regular hourly rate.
- b. Work shall not normally be performed on Sunday. However, if extraordinary circumstances necessitate work on Sunday, time worked shall be paid at the rate of two times (2) times the regular rate of pay regardless of weekly hours of work.

10.05 For the purposes of calculating hours of work and overtime hours in a week in which a public holiday falls, the holiday shall be considered to have been worked the regular scheduled work hours for the project.

10.06 The Employer will attempt to distribute overtime work to employees with, in the discretion of the Employer, the most skill, qualification and ability to perform the work.

10.07 Daily premium pay is based on the calendar day (i.e. begins and ends at midnight).

The calculation for weekly overtime and weekly premium pay begins with the first shift in the pay period and ends seven (7) calendar days later.

10.08 The Employer and the Union agree that employees may take a winter layoff if granted at the Employers discretion. Such layoff will be in effect until a date determined by both parties and without loss of employment status. Recalls shall be based on the procedure outlined in Article 12. During the layoff the Employer shall maintain its obligation to provide health benefits insurance as outlined in Article 14.

## **ARTICLE 11 - VACATION & VACATION PAY/PUBLIC HOLIDAYS & HOLIDAY PAY**

11.01 The Employer agrees to pay each employee vacation pay and holiday pay which shall be calculated by adding the percent of wages identified below by each employee's gross hourly earnings;

Years of service	Vacation Time	Vacation Pay
0 – 5	2 weeks	8%
5 – 10	3 weeks	10%
10+	4 weeks	12%

- 11.02 The Employer agrees to remit the vacation pay of each employee to the Union's Employee Trust Fund as described in Article 7.
- 11.03 The parties agree that vacation pay shall be deemed to include payment for Public Holidays as defined in the *Employment Standards Act, 2000* (ESA) as amended from time to time, and that such manner of payment is equivalent to, or greater than any like benefit required by the *ESA*.
- 11.04 Vacation periods shall be arranged by mutual agreement between the Employer and the employees. Employees shall submit requests for vacation with as much advance notice as possible, and normally with at least two (2) weeks notice. The Employer will grant such requests unless operational requirements are known to interfere with such vacation request, including requests made with less notice than two (2) weeks. The Employer will reply to vacation requests as soon as possible and within one (1) week. The Employer shall grant vacation requests insofar as is practicable, having regard to the operational requirements. Vacation requests and approvals shall be written, including by text or email.
- 11.05 The following days shall be recognized as Public Holidays:  
  
New Year's Day, Family Day, Good Friday, Victoria Day, Canada Day, Civic Holiday, Labour Day, Thanksgiving Day, Christmas Day and Boxing Day.

11.06 An employee required to work on a day listed in article 11.05 shall receive holiday premium pay which shall be calculated as one and one-half (1.5) times the employee's regular hourly rate for all time worked. Such hours shall not be included when determining the total number of regular hours worked in a week.

## **ARTICLE 12 - LAYOFFS, RECALLS AND SERVICE CREDIT**

12.01 Service credit is the measure of an employee's duration of employment with the Employer from the most recent date of hire and, where applicable, within his job classification. Service credit helps determine employment rights, layoffs and recalls, as indicated below. Upon completion of probation, service credit is dated from the most recent date of hire.

The employer shall maintain a list of its employees within each employment classification identified in Schedule "A" and the amount of service credit each has earned. This list shall be made available to the Union upon request.

12.02 Employment rights shall terminate and an employee shall cease to be employed by the Employer in the bargaining unit when he:

- a. voluntarily quits his employment with the Employer;
- b. is discharged and is not reinstated through the grievance procedure or arbitration;

- c. fails to report for work as scheduled for more than three (3) consecutive work days without having a justifiable reason for such failure to report;
- d. is laid off for six (6) consecutive months;
- e. fails to report on the first day following the expiration of a leave of absence without just cause;
- f. is absent from work for a period of more than twenty-four (24) months due to a bona fide injury, or illness;
- g. fails to report to work following a recall within four (4) workdays if unemployed, or eight (8) workdays if employed elsewhere.
- h. takes a position with the Employer but outside the bargaining unit and that position is expected to last or has lasted for longer than the time outlined in d., above.

12.03 When, in the opinion of the Employer, a reduction of the workforce is necessary, the Employer shall maintain the employees with, in its discretion, the most skill, qualification, and ability to perform the work in question.

12.04 When laying off an employee, the Employer shall give notice of at least four (4) hour's or pay equivalent to and in lieu of such notice.

12.05 The Employer shall notify the Union office and the stewards on the date of a layoff. Notice will include, for each employee laid off, name, effective date of layoff, expected recall date unless the layoff is indefinite,



amount of service credit, employment classification and most recent contact information.

12.06 The recall of employees shall follow the same procedure and considerations used for the layoff of employees as set out above. That is, generally the employee with the greatest service credit within his/her classification or scope of trade shall be recalled first, provided the employee is available and is able to perform the work available.

### **ARTICLE 13 - TRANSPORTATION, TRAVEL TIME AND ROOM AND BOARD**

13.01 Transportation, travel and mileage are as follows:

- a. Employees shall be paid their regular hourly rate for travel time to a project/worksites and return from a project/worksites. Employees may be required to meet at the Employer's shop or a mutually agreed marshalling area, in which case the travel time shall commence from that location.
- b. Where the Employer requests employees to transport the Employer's tools, equipment, materials or personnel with their own vehicle and the employee agrees, the Employer shall pay mileage at a rate of fifty-five cents (\$0.55) per kilometre and travel time for all distance and time traveled.

### **13.02 Out of Town Allowances**

All travel provisions listed in Article 13.01 shall apply for Out of Town work. Out of Town work is defined as more than sixty (60) miles from the Employer's Shop. The Employer shall arrange, assign and pay for out of town living accommodations that meet a suitable and reasonable standard. Single occupancy at an economy hotel or a multi-bedroom house with private rooms normally meets the standard.

In addition, the Employer shall pay each employee a forty dollar (\$40.00) food allowance for each day that the employee is scheduled to work at a project that requires overnight accommodation. The allowance is paid for each day worked by the employee and for each day that work was scheduled but not performed due to circumstances outside the employee's control, but excluding days not worked due to the illness or absence of the employee. The Employer shall cover the cost of any household items required for out of town accommodations. If accommodations are not available and the employee is required to travel to the worksite each day, travel time will be paid in accordance with Article 13.01.

### **13.03 Employer Transportation**

The Employer shall provide transportation where:

- site access requires travel off of maintained or paved roads and
- when the employees travel for out of town projects and
- when employees are required to travel between projects during the day.

13.04 Employees who are required to drive the Employer's vehicle shall be provided with pre-paid fuel card(s) that shall be refilled upon return with receipts. Expenses incurred over and above shall be reimbursed seven (7) calendar days.

13.05 Where travel to a project involves commercial transportation, such transportation shall be arranged by the Employer and such costs shall be borne by the Employer.

## **ARTICLE 14 - CLAC HEALTH AND WELFARE TRUST FUND**

14.01 The Union warrants and represents that the Union's Health & Welfare Trust Fund (the "Trust Fund") is established to provide insurance and related benefit programmes for the Plan Members. The Trust Fund is supervised by a board of trustees including employer and union trustees.

The Employer agrees to remit an amount equal to the monthly premium for each employee as directed by the Union and as amended from time to time, usually

annually. Such remittance shall be made in accordance with the Remittances to the Union article (Article 7) and the Union's dues and remittance policy and directive.

14.02 The Employer will cooperate in providing information as necessary for the proper administration of the Trust Fund, including the information outlined in the Remittance to the Union provisions in article 7 and the Union's dues and remittance policy and directive. The Employer further agrees to inform the Union of any changes in the above employee information.

14.03 The Trust Fund, will be responsible for the timely reporting of taxable benefit amounts attributable to participation in the Trust Fund. Such communication will be in the form of T4A information slips issued by the Trust Fund or any other documentation that may be required for reporting to Canadian provincial or federal tax authorities.

14.04 The Union covenants and agrees to indemnify and hold harmless the Employer against any and all claims made against, and liability of any nature incurred by, the Employer by reason of any amounts deducted from any employee's pay and remitted to the Union as provided herein. In the event that the Employer fails to remit according to these articles, this indemnification is inoperable. The Employer's sole obligation pursuant to this article shall be limited to making the payment more particularized herein.

**14.05 Ineligibility Due to Age**

Whereas coverage under the Benefit Plan ceases for the plan participant because of age, an amount equivalent to the contributions to the Trust Fund, will be paid to that employee and treated as wages. This is the monthly Employer premium contribution amount communicated to the Employer in Article 14.01.

**ARTICLE 15 - PENSION PLAN**

15.01 The CLAC Pension Plan (“the Plan”), a defined contribution pension plan, is registered with the Canada Revenue Agency. The Plan applies to all employees covered by this Agreement.

15.02 New employees will join the Plan beginning from the first day of employment.

15.03 The Employer shall remit to the Union, for each eligible employee, an Employer contribution as indicated in Schedule “A”. Employer contributions will vest in accordance with the rules of the Plan.

15.04 The Employer’s contributions to the Plan will be non-refundable to the Employer once received by the Union and will vest immediately in the employee on whose behalf the deposit was made.

15.05 The Employer agrees to deduct, by way of payroll deduction, and remit to the Union, additional voluntary

employee pension contributions which are above and beyond those contributions outlined above. Employees must request such deductions by submitting a form provided by the Union to the Employer. The Employer will send a copy of the completed form to the Union along with the next remittance which includes such voluntary contributions.

- 15.06 The total amount of pension contributions remitted by the Employer, on an employee's behalf, cannot exceed the annual maximum money purchase outlined by the Canada Revenue Agency. The Employer has no obligation to monitor the employee's contribution made outside the employment relationship. For greater clarity, if employees exceed the annual maximum money purchase limit as a result of contributions made outside the employment relationship, the Employer shall not be liable for any tax consequence imposed on the employee by the Canadian Revenue Agency.
- 15.07 The Employer shall continue pension contributions during a period of injury insured under provincial workplace safety insurance legislation, to the extent required by such legislation.
- 15.08 The Employer will remit pension contributions to the Union as outlined in the Remittances to the Union article. Employer, and voluntary contributions, as the case may be, will be recorded separately on the remittance.

15.09 In the event that a remittance has not been received by the Union by the date set out in the Remittances to the Union article, the Employer is responsible to compensate the Plan for any investment returns lost by the employees as a result of the late remittance. This compensation amount shall be calculated on all applicable contributions which are part of the remittance.

**15.10 Ineligibility Due to Age**

Where legislation prohibits an employee from contributing because of age, an amount equivalent to the contributions will be paid to that employee as wages on each paycheque and treated as wages. This payment in-lieu of pension contributions will not be less than the amount that employee would have received if they were still contributing to the Plan.

15.11 The Union acknowledges and agrees that, other than remitting contributions to the Plan as set out in this Article, the Employer shall not be obligated to contribute toward the cost of pension benefits provided by the Plan or be responsible for providing such benefits.

15.12 The Employer and the Union will cooperate in providing the information required to administer the Plan on the employees' behalf. The Plan staff shall be responsible for informing the employees about the Plan, which includes providing updated account statements of all contributions received, investment returns allocated, and the current account balance.

## **ARTICLE 16 - HEALTH AND SAFETY**

16.01 The Employer, Union and the employees shall comply with the provisions of the *Occupational Health and Safety Act* where and when applicable. The Employer shall provide working conditions at all times which are not prejudicial to the health or efficiency of the employees.

Employees are required to report to their Employer any unsafe work conditions, any violation of safe work policies or procedures established by the Employer, and any violation of relevant safe work legislation.

16.02 Employees who are injured in the course of performing their duties and are unable to continue work shall be paid for their regular hours for the day of the injury.

An employee who is injured on the job and requires transportation from the work site to a local physician or hospital will receive such transportation provided by the employer at the employer's cost. Where an employee requires hospitalization for a period of more than seven (7) days, the employer will provide transportation, at the employer's cost, to an available treatment facility near the employee's home.

16.03 When the Employer requires that an employee attend training, including health and safety courses, first aid/CPR training or orientation for new employees, such attendance is time worked. The Employer will pay



employees their regular wages, and remit to the Union for health benefit, pension and other fund contributions. Training time is time worked for the purposes of determining overtime rates and premiums as outlined in the Hours of Work and Overtime provisions of this Agreement (Article 10).

Travel time and mileage for training time are paid in accordance with the Transportation and Travel Time provisions (Article 13) of this Agreement.

16.04 Employees have the right to refuse to work in inclement weather where such inclemency makes the work too dangerous to begin or continue working, subject to the *Occupational Health and Safety Act*, and the construction regulations pertaining thereto.

**16.05 Health and Safety Committee**

Where required, a committee will be formed and will meet where required by the Employer's safety policies and by statute.

**16.06 Hazardous Substances**

a. If an employee is required to work in an environment that requires protective clothing and breathing apparatus for the removal of asbestos then the employee shall receive as danger pay a premium of one dollar and fifty cents (\$1.50) for each hour worked.

- b. Where the employee must work in a confined space (as defined by, and in accordance with the OHSA and its regulations) then the employee shall receive as danger pay a premium of one dollar (\$1.00) to his hourly rate.
- c. Where the employee must work off from a Suspended Scaffold (as defined by, and in accordance with the OHSA and its regulations) then the employee shall receive as danger pay a premium of one dollar (\$1.00) to his hourly rate.
- d. If an employee is required to work in an environment that requires a Full Face Piece Air Purifying System while using a power tool to jackhammer, drill, cut, grind, or polish concrete, then the employee shall receive as danger pay premium of fifty cents (50¢) to his hourly rate.
- e. Each danger pay premium is paid when precautions addressing more than one of the above hazards is necessary.

## **ARTICLE 17 - PERSONAL PROTECTIVE EQUIPMENT, TOOLS AND APPAREL**

17.01 Employees are required to bring their own safety boots. The Employer will furnish employees with all necessary personal protective equipment, including but not limited to an approved hard hat, high visibility vests, gloves, fall protection harness suitable for each employee, eye protection and hearing protection as needed, a respirator

and filters suitable to the work being done, rubber boots and/or rain gear when required in the normal course of their duties, fire retardant coveralls as needed and other personal protective equipment as required. Said equipment shall remain the property of the Employer. Worn out safety equipment will be replaced by the Employer upon presentation of the worn equipment. The employees shall be held responsible for loss or improper maintenance of personal protective equipment, rain gear and safety equipment provided by the Employer and may be subject to disciplinary action if found at fault.

17.02 The Employer shall supply necessary tools for employees to perform their work. Employees shall be held responsible for the tools and equipment issued to them providing the Employer furnishes the necessary lockers, tool boxes or other safe place for storage.

**17.03 Boot and Clothing Allowance**

The Employer will pay an annual allowance of two-hundred dollars (\$200.00) on the first pay of the year. The allowance is intended as reimbursement for the purchase of personal work clothing and safety boots, as necessary to perform work for the Employer.

**ARTICLE 18 - EDUCATION AND ASSISTANCE FUND**

18.01 The Employer shall contribute to the Union's Education and Assistance Fund the amount identified at Schedule

“A” for each hour worked by each employee covered by this Agreement, and shall remit such contributions to the Union together with union dues, and in the manner described in the Remittances to the Union article and in the Union’s remittance directive.

18.02 The Education and Assistance Fund shall be used by the Union to educate and instruct members in the competent practice of their trade, in matters relating to Health and Safety, and to instruct specific members in effective labour relations practices.

18.03 Having regard to the demands of the Employer’s work and operations, the Employer will cooperate with the Union when safety and related courses are made available to the members employed with the Employer.

## **ARTICLE 19 - CONSTRUCTION INDUSTRY DEVELOPMENT & PROMOTION FUND**

19.01 The Employer shall contribute to the Union’s Construction Industry Development and Promotion Fund (the “Industry Fund”) the amount identified at Schedule “A” for each hour worked by each employee covered by this Agreement, and it shall remit such contributions to the Union together with union dues, and in the manner described in the Remittances to the Union article and in the Union’s remittance directives.

19.02 The Industry Fund is used to promote CLAC's model of open shop unionized construction representation. This is achieved by industry development among stakeholders such as owners and purchasers of construction services, by advocating at municipal and provincial government, by representing open shop union principles at industry conferences and events, and by advising the Union's leaders, including staff and stewards, of opportunities and means to promote the CLAC model. The Industry Fund is used as determined by the Union to strengthen the position of the Union, its members and contractors.

19.03 The Industry Fund shall not be used to fund a grievance or other legal proceedings against any contactor signatory to CLAC or its affiliated local unions.

## **ARTICLE 20 - LEAVES OF ABSENCE, SICK LEAVE, BEREAVEMENT LEAVE AND JURY DUTY**

20.01 The Employer shall grant leaves of absence for the following reasons:

- a. marriage of the employee;
- b. sickness of the employee or employee's immediate family;
- c. death in the family;
- d. participation in union sponsored training or other educational events;
- e. birth or adoption of the employee's child.

Employees shall give advance notice of planned absences, indicating dates of absence and return.

- 20.02 In the event an employee is absent from work for more than one (1) week due to illness or injury the Employer may request, at its own expense, that the employee provide written verification by a practicing physician, that the employee is fit to return to their full duties. Such verification shall assess the extent to which the employee is able to perform the functions, duties and work of the job classification to which such employee is normally assigned.
- 20.03 An employee shall be granted one (1) month leave of absence to make arrangements for and to attend the funeral of the employee's spouse. The first five (5) days of such leave is paid by the Employer.
- 20.04 An employee shall be granted one (1) week leave of absence to make arrangements for and to attend the funeral (memorial service, interment or inurnment) of immediate family members. The first three (3) days of such leave is paid by the Employer. Such leave is to be taken from the date of the death and until the day after the funeral (or memorial service, interment or inurnment). An employee may split the days of the leave in the event that a winter funeral is followed by a spring interment. Immediate family members shall include:

- a. The employee's parent, step-parent, foster parent or parent of their spouse,
- b. Children, step-children, foster children or grandchildren or step grandchildren of the employee and the employee's spouse,
- c. The spouse, of the employee's children, step-children and foster children;
- d. The employee's brothers or sisters.

20.05 Employees shall be granted two (2) days leave of absence to attend the funeral (memorial service, interment or inurnment) of extended family members. The first day of such leave is paid by the Employer. Such leave is to be taken from the date of the death and until the day after the funeral (or memorial service, interment or inurnment). An employee may split the days of the leave in the event that a winter funeral is followed by a spring interment. Extended family members shall include: sisters in law, brothers in law, aunts, uncles, nieces, nephews, cousins of the employee, grandparents, step-grandparents of the employee or the employee's spouse.

20.06 Further to the above, paid time for bereavement leaves is limited to:

- a. days for which the employee can provide acceptable verification of the death of a family member including the date of the funeral, if requested by the employer;
- b. the amount of time and wages that the employee lost as a result of such paid leave; and

c. the employee's regular straight time rate of pay.

20.07 Unpaid time in addition to the above may be granted, upon request, as unpaid personal leave time. Such requests for additional leave shall not be unreasonably denied.

**20.08 Personal Emergency Leave**

An employee is entitled to ten (10) days of emergency leave. Of these days, two (2) are paid by the employer as wages. The two (2) paid leave days are taken before any of the unpaid PEL days. All leave and pay for same according to the PEL provisions of the ESA are in addition to the leave provisions in articles 20.01 to 20.07.

Such leave may be taken in the event of:

- a. personal illness, injury or medical emergency,
- b. the death, illness, injury or medical emergency of an individual described below,
- c. an urgent matter that concerns an individual described below.

The individuals for which an employee may claim a PEL are:

1. The employee's spouse.
2. A parent, step-parent or foster parent of the employee or the employee's spouse.
3. A child, step-child or foster child of the employee or the employee's spouse.



4. A grandparent, step-grandparent, grandchild or step-grandchild of the employee or of the employee's spouse.
5. The spouse of a child of the employee.
6. The employee's brother or sister.
7. A relative of the employee who is dependent on the employee for care or assistance.

#### **20.09 Jury Duty and Selection**

The Employer shall pay the regular daily wages of an employee while attending jury selection and while serving as a juror, less any daily stipend or reimbursement from the court, the employee:

- a. notifies the Employer immediately that he is required to attend court for jury selection; and,
- b. presents proof of service requiring the employee's attendance.

### **ARTICLE 21 - DISCIPLINE AND DISCHARGE**

21.01 The Employer may warn, suspend, demote or discharge employees for just cause. If the conduct or performance of an employee warrants disciplinary action, such action shall be confirmed in writing. A copy of all such documentation shall be provided to the employee(s) involved and forwarded to the office of the Union at the time they are issued.

21.02 Any disciplinary notice shall be issued only after or during the meeting with the employee being disciplined. An employee shall be advised of the nature of the meeting prior to attending. The employee shall be accompanied by a steward in accordance with Article 4.02.

21.03 Disciplinary meetings shall normally take place during the affected employee's scheduled shift. If the employee is not at work and the incident giving rise to the meeting is so serious that immediate action is warranted, employees may be called in at a time when they are not scheduled to work. Such time to attend a discipline meeting is paid time per this Agreement.

21.04 Any letters of warning older than twenty-four (24) months shall be removed from an employee's file, provided that there is no repeat offence of the incident giving cause to the discipline during such twenty-four (24) month period. Any record of suspension will be removed after twenty-four (24) months, provided there is no repeat offence of the incident giving cause to the suspension during such twenty-four (24) month period.

## **ARTICLE 22 - GRIEVANCE PROCEDURE**

22.01 The parties to this Agreement recognize the Stewards and the CLAC Representatives specified in Article 4 as the agents through which employees shall process their grievances and receive settlement thereof.

22.02 "Grievance" shall mean a complaint or claim concerning improper discipline or discharge, or a dispute with reference to the interpretation, application, administration or alleged violation of this Agreement.

A "Group Grievance" is defined as a single grievance, signed by a steward or a Union representative on behalf of a group of employees who have the same complaint. Such grievance must be dealt with at successive stages of the grievance procedure commencing with Step 1. The group of grievors shall be listed on the grievance form.

A "Policy Grievance" is defined as one which involves a question relating to the interpretation, application, or administration of this Agreement. A "Policy Grievance" shall be signed by a steward or a Union representative or, in the case of an Employer's policy grievance, by the Employer or its representative.

22.03 All the time limits referred to in the grievance procedure herein contained shall be deemed to mean "**business days**" and exclude Saturdays, Sundays and public holidays as listed herein.

22.04 The Employer or the Union shall not be required to consider or process any grievance which arose out of any action or condition more than five (5) days after the subject of such grievance occurred. If the action or condition is of a continuing or recurring nature, this limitation period shall not begin to run until the action or

condition has ceased. If the Employer does consider or process a grievance which has been presented late, the Employer shall not be stopped or precluded at any stage from taking the position that the grievance is late and not arbitrable.

22.05 The Unions will not file a grievance until after the effected employee brings the complaint to the attention of his immediate supervisor. If the supervisor does not promptly settle the matter to the employee's satisfaction, an employee's proper grievance may be processed as follows:

**Step 1**

A grievance is to be filed within the five (5) days referred to in Article 23.04 above, in writing and shall be filed with the Employer by a steward or a Union representative. The Employer shall notify the Union of its decision in writing within five (5) workdays following the day upon which the grievance was filed.

A grievance shall identify:

- the facts giving rise to the grievance,
- the section or sections of this Agreement claimed violated and
- the relief requested.

The grievance will be signed by the employee involved unless it is a policy grievance. The Union may sign for an employee with the employee's instruction.

### **Step 2**

If the Union is dissatisfied with the outcome at step 1, a Union representative shall within five (5) days of the decision under step 1, or within five (5) days of the day this decision should have been made, notify the Employer that a grievance meeting is required between the steward or Union representative together with the grievor and the Employer. This meeting will be held within five (5) days of the step 2 meeting notice to the Employer. The Employer shall notify the steward or Union representative of its decision in writing within five (5) days of such meeting.

### **22.06 Union Policy Grievance or Employer Grievance**

A Union policy grievance or an Employer grievance may be submitted to the Employer or the Union, as the case may be, in writing, within ten (10) days of the time circumstances upon which the grievance is based were known or should have been known by the grievor. A meeting between the Employer and the Union shall be held within five (5) days of the presentation of the written grievance and shall take place within the framework of Step 2. The Employer or the Union, as the case may be, shall give its written decision within five (5) days after such meeting has been held.

If the decision is unsatisfactory to the grieving party, the grievance may be submitted to arbitration within fifteen (15) days of the delivery of such written decision or within fifteen (15) days of when such written decision ought to have been delivered.

The Union will not institute a grievance directly affecting an employee which such employee could themselves institute, by passing the provisions of steps 1 and 2 above.

## **ARTICLE 23 - ARBITRATION**

23.01 If the parties fail to settle a grievance, the grievance may be referred to arbitration under the procedure contained herein. Notwithstanding the arbitration procedure contained herein, a grievance may be, at any time, referred to the Ontario Labour Relations Board for arbitration under the provisions of the Labour Relations Act, 1995.

23.02 The party requiring arbitration must serve the other party with written notice of desire to arbitrate within fourteen (14) days after receiving the final decision given in the grievance procedure. If no decision is given, notice must be given within fourteen (14) days of when that decision was due.

23.03 If a notice of desire to arbitrate is served, the two parties shall each nominate an arbitrator within seven (7) days of service and notify the other party of the name and address

of its nominee. The two arbitrators so appointed shall attempt to select, by agreement, a chairperson. If they are unable to agree upon a chairperson within seven (7) days of their appointment, either party may request the Minister of Labour to appoint an impartial chairperson.

23.04 No person may be appointed as chairperson who has been involved in an attempt to negotiate or settle the grievance.

23.05 The decision of a majority is the decision of the arbitration board, but if there is no majority, the decision of the chairperson of the arbitration board governs.

23.06 Notices of desire to arbitrate and of nominations of an arbitrator shall be served in writing including by email or delivered in person.

23.07 If a party refuses or neglects to answer a grievance at any stage of the grievance procedure, the other party may commence arbitration proceedings and if the party in default refuses or neglects to appoint an arbitrator in accordance with Article 22.03, the party not in default may, upon notice to the party in default, appoint a single arbitrator to hear the grievance and their decision shall be final and binding upon both parties.

23.08 It is agreed that the arbitration board shall have the jurisdiction, power and authority to give relief for default in complying with the time limits set out in articles 22 and

23 where it appears that the default was owing to a reliance upon the words or conduct of the other party.

23.09 Each of the parties hereto will bear the expenses of the arbitrator appointed by it, and the parties will jointly bear the expense of the chairperson of the arbitration board.

23.10 The arbitrator or arbitration board shall not be authorized to make any decision inconsistent with the provisions of this Agreement, nor to alter, modify or amend any part of this Agreement nor adjudicate any matter not specifically assigned to it by the notice to arbitrate outlined in the grievance procedure.

23.11 Employees found to be wrongfully discharged or suspended will be reinstated with back pay calculated at an hourly rate or average earnings, as applicable, times normal hours, less any monies earned, or by any other arrangement which is just and equitable in the opinion of the arbitration board.

23.12 Where the arbitration board is of the opinion that there is proper cause for disciplining an employee, but considers the penalty imposed too severe in view of the employee's employment record and the circumstance surrounding the discharge or suspension, the arbitration board may substitute a penalty which, in its opinion, is just and equitable. This clause shall not apply to the discharge of a probationary employee.



### **23.13 Sole Arbitrator**

Where the parties agree that a sole arbitrator is preferred to a panel, the party requiring arbitration will submit to the other party with the notice of arbitration, a list of three (3) suggested arbitrators. The other party shall either agree to one (1) of the three (3) or submit three (3) different arbitrators. In the event the party submitting the matter to arbitration is unwilling to agree to these three (3), the parties shall arrange a lottery from amongst the six (6) arbitrators, drawing all six (6), in turn, and then requesting the arbitrators in the same order to hear the case. If the first arbitrator drawn is unable to convene a hearing within one month, the matter is sent to the second arbitrator drawn. The process will continue in that fashion until an available arbitrator has been found from amongst the six (6) or all of the six (6) arbitrators have been contacted in turn. If none of the six (6) arbitrators is able to convene a hearing within one (1) month the parties will remit the matter to the arbitrator that is available soonest.

## **ARTICLE 24 - DURATION**

24.01 This Agreement shall be and shall remain in effect from April 1, 2018 to March 31, 2021 and for further periods of one (1) year unless notice shall be given by either party of the desire to delete, change, or amend any of the provisions contained herein, within sixty (60) days prior to the expiry date. Should neither of the parties give such

notice, this Agreement shall renew for a period of one (1) year.

24.02 Should negotiations not be completed prior to the expiration date of this Agreement all negotiated items shall be retroactive from the date of signing to the expiration date of the expired Agreement.

24.03 Until a new Agreement has been concluded all provisions in this Agreement shall remain in full force and effect.

**NORTH FRONTENAC TELEPHONE HALIBURTON COMPANY  
COLLECTIVE AGREEMENT APRIL 1, 2018 – MARCH 31, 2021**

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**SCHEDULE “A”  
CLASSIFICATIONS AND HOURLY RATES**

<b>April 1, 2018</b>	Student	Entry	Intermediate	Advanced	Senior	Lead Hand	Working Foreman
Operator	\$14.00	\$15.00	\$18.00	\$19.00	\$21.00	\$23.00	\$27.00
Labourer	\$14.00	\$15.00	\$17.00	\$17.50	\$18.00	\$20.00	\$21.00
Landscaper	\$14.00	\$15.00	\$16.00	\$17.00	\$18.00	\$19.00	\$20.00
Network Technician	\$14.00	\$15.00	\$18.00	\$19.50	\$21.00	\$23.00	\$25.00
Service Technician	\$14.00	\$15.00	\$16.00	\$17.00	\$18.00	\$20.00	\$22.00

<b>April 1, 2019</b>	Student	Entry	Intermediate	Advanced	Senior	Lead Hand	Working Foreman
Operator	\$14.21	\$15.23	\$18.27	\$19.29	\$21.32	\$23.35	\$27.41
Labourer	\$14.21	\$15.23	\$17.26	\$17.76	\$18.27	\$20.30	\$21.32
Landscaper	\$14.21	\$15.23	\$16.24	\$17.26	\$18.27	\$19.29	\$20.30
Network Technician	\$14.21	\$15.23	\$18.27	\$19.79	\$21.32	\$23.35	\$25.36
Service Technician	\$14.21	\$15.23	\$16.24	\$17.26	\$18.27	\$20.30	\$22.33

<b>April 1, 2020</b>	Student	Entry	Intermediate	Advanced	Senior	Lead Hand	Working Foreman
Operator	\$14.42	\$15.46	\$18.54	\$19.56	\$21.64	\$23.70	\$27.82
Labourer	\$14.42	\$15.46	\$17.52	\$18.03	\$18.54	\$20.60	\$21.64
Landscaper	\$14.42	\$15.46	\$16.48	\$17.52	\$18.54	\$19.56	\$20.60
Network Technician	\$14.42	\$15.46	\$18.54	\$20.09	\$21.64	\$23.70	\$25.74
Service Technician	\$14.42	\$15.46	\$16.48	\$17.52	\$18.54	\$20.60	\$22.66

**Pension**

The Employer shall contribute an amount to pension as follows:

**NORTH FRONTENAC TELEPHONE HALIBURTON COMPANY  
COLLECTIVE AGREEMENT APRIL 1, 2018 – MARCH 31, 2021**

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0-5 years of employment	3%
5-10 years of employment	3.5%
10+ years of employment	4%

**Education and Assistance Fund**

The Employer shall contribute \$0.20 per hour

**Industry Fund**

The Employer shall contribute \$0.20 per hour

## **Definitions for Schedule “A”**

### **Entry Level**

Minimal work experience in discipline i.e. less than 2 years in similar role

### **Progression**

Progression to next job category level will be discretionary, but based on:

1. Accumulated work experience
2. Sufficient increase in subject area knowledge
3. Increased productivity in current role above standard level of output for applicable job level category

Job progression shall be reviewed immediately upon ratification and at the discretion of the employer but at intervals no greater than every one year.

### **Lead Hand Level**

Extensive work experience and subject area knowledge of skills required for the role, demonstrated ability to lead, supervise and train workers while continuing to perform job duties

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**CLAC RETIREMENT**

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**CLAC BENEFITS**

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**CLAC TRAINING**

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