

COLLECTIVE AGREEMENT

BETWEEN

**UNITED STEEL, PAPER AND FORESTRY, RUBBER, MANUFACTURING, ENERGY,
ALLIED INDUSTRIAL AND SERVICE WORKERS INTERNATIONAL UNION**

(UNITED STEELWORKERS)



LOCAL 9705

AND

THE CANADIAN UNION OF PUBLIC EMPLOYEES



LOCAL 2087

January 2, 2014 – May 31, 2017

THIS COLLECTIVE AGREEMENT ENTERED INTO THIS 2nd DAY OF January, 2014.

BETWEEN:

UNITED STEELWORKERS, LOCAL 9705
(hereinafter referred to as the "Employer")

PARTY OF THE FIRST PART

AND:

CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 2087
(hereinafter referred to as the "Union")

PARTY OF THE SECOND PART

ARTICLE 1 – PURPOSE

1.01 The purpose of this Agreement is to maintain a harmonious relationship between the Employer and its employees; to define clearly the hours of work, rates of pay and conditions of employment; to provide for an amicable method of settling differences which may from time to time arise and to promote the mutual interest of the Employer and its employees; to promote and maintain such conditions of employment, and in recognition whereof, the parties hereto covenant and agree as follows:

ARTICLE 2 – BARGAINING UNIT AND RECOGNITION

2.01 The Employer recognizes the Union as the sole bargaining authority for those employees employed by USW, Local 9705 and/or its legal successor, who are employed within the classification of office and clerical workers listed in Appendix "A" or within such new classifications as may from time to time be agreed and established by the parties.

ARTICLE 3 – UNION SECURITY

3.01 The employer agrees that all employees shall maintain Union membership in Canadian Union Of Public Employees (CUPE) as a condition of employment.

3.02 Upon written notice from the Union that an employee fails to maintain membership in the Union by refusing to pay dues or assessments, the Employer agrees to terminate employment of said employee after seven (7) days from the date of notice.

3.03 The Employer agrees to deduct the amount authorized as Union dues, initiation and/or assessments once each month and to transmit the monies so collected to the Secretary-Treasurer of the Union by the fifteenth (15th) of the following month, together with a list of employees from which such deductions were made.

ARTICLE 4 – THE RIGHTS OF THE EMPLOYER

4.01 The Union recognizes the rights of the Employer to hire and promote, and to discipline or discharge any employee for just cause subject to the provisions of this Agreement and the right of the Union or employee to grieve as provided in Articles 19 & 20.

ARTICLE 5 – DEFINITION OF EMPLOYEES

5.01 Probationary Period

All new employees, except temporary and casual employees, will be considered probationary for the first ninety (90) days of employment. After ninety (90) days of employment an employee will become regular. A temporary employee transferred to or attaining regular status will not be required to serve a further probationary period beyond the first ninety (90) days of employment.

During the probationary period the Company may terminate his/her employment for any reason except for union activities.

5.02 Regular

A regular employee is any person employed on a full-time permanent basis whose duties fall within the bargaining unit as defined in Article 2 of this Agreement and who has completed the probationary period.

5.03 Permanent Part-Time

Permanent part-time employees are defined as individuals who are regularly employed to work scheduled periods of time, the monthly total of which is less than 174 hours whose duties fall within the bargaining unit as defined in Article 2 and who has completed the probationary period. The following provisions will apply to Permanent part-time employees;

- a. All provisions of the collective agreement apply to permanent part time positions except that those provisions which relate to service shall be pro-rated proportionately with the service as compared to a full time position, ie; seniority, vacation entitlement, RRSP, sick leave, long term disability and basic sick leave shall be calculated in the same manner as regular employees and pro-rated based on 174hr/month.
- b. After three (3) months' service, permanent part-time employees shall receive statutory holiday pay on a pro rata basis consistent with the number of hours normally worked in weeks not containing a holiday.
- c. Permanent part time employees will be entitled to the provisions of Article 12 as follows;
 - i. The Company will pay the appropriate pro-rated amount towards Medical Plans, Sick Leave Plans, Group Life Insurance, Dental Plan, Group RRSP and Vision Care Plan. If an employee wish coverage under these plans then the balance required for full coverage will be deducted from the employee's pay. Alternatively, an employee not wishing coverage may elect to receive the Company portion of the premium in their pay.

5.04 Temporary

a) A temporary employee is one so informed by the employer at the start of employment. Temporary employment shall be for a specified period not exceeding three (3) months duration except as provided in section 5.04 (b) below, whereupon such employee shall attain regular status. A temporary employee reaching regular status will have rights under this agreement which are based on length of service for seniority dated from the start of employment.

b) Temporary employees hired to replace employees on leave of absence under Article 11.01 and 11.03 shall not attain regular status during the duration of their temporary employment.

5.05 Casual

Casual employees are defined as individuals who are employed for short periods of time to a maximum of fifteen (15) continuous working days.

5.06 Casual and temporary employees will be paid the appropriate salary rate of the job they perform. If their hours of work exceed eight (8) hours in a day or forty (40) hours in any week, they will be paid at overtime rates for any hours worked in excess of these, and their wages calculated as above there will be added an amount equivalent to four percent (4%) of such earnings in lieu of vacation pay.

5.07 Union dues for casual and temporary employees shall be paid in accordance with Article 3 and shall be pro-rated on the basis of the number of actual hours worked in any month to the normal number of working hours in the month.

5.08 No other provision of the collective agreement shall apply to casual and temporary employees

5.09 The Employer or his Representative shall make known to these employees their duties and from whom they shall receive instructions as to the policies and procedures of the establishment.

ARTICLE 6 – UNION REPRESENTATION

6.01 The Employer shall recognize the Representatives(s) selected by the Union for purposes of collective bargaining, agreement administration and general Union business, as the sole and exclusive Representative(s) of all employees within the bargaining unit as defined in Article 2 of this Agreement.

6.02 The Representatives(s) of the Union shall have the right to contact the employees at their place of employment on matters respecting the Agreement or its administration. The Union will obtain authorization from the Employer as to an appropriate time for such contact before meeting the employees.

6.03 The Employer shall recognize the Office Steward(s) elected or appointed by the Union and shall not discharge, discipline or otherwise discriminate against such Office Steward(s) for carrying out the duties proper to that position.

6.04 The Office Steward may, within reason investigate and process grievances or confer with Representative(s) of the Union during regular working hours, without loss of pay.

6.05 The employer shall not discharge, discipline or otherwise discriminate against any member of the union for participation in or for action on behalf of the Union, or for the exercise of rights provided by this Agreement.

6.06 Leave of absences may be requested by the Union for an employee to attend to Union business. Where possible, such leave will be granted by the Employer.

ARTICLE 7 – HOURS OF WORK AND OVERTIME

7.01 Regular Work Day

A regular work day shall consist of eight (8) hours between the hours of 8:00am and 5:00pm.

Note: The employer agrees that any change to existing start and finish time within those hours will be implemented only by mutual agreement between the Employer and the Union. Permission will not be unreasonably withheld.

7.02 Regular Work Week

A regular work week shall consist of forty (40) hours worked between 8:00am Monday and 5:00pm Friday.

- a) As a result of the employees agreeing to work a forty (40) hour week, all employees shall receive an additional forty (40) hours paid leave annually. Such leave will be taken during the calendar year at times which are suitable to both the Company and the employee. The provisions of Marginal Paragraphs 9.07 and 9.12 will apply. If the paid leave is not used by year end, it will be paid out at the appropriate base salary.
- b) This paid leave shall be calculated on a pro-rated basis for permanent part-time employees. This leave does not apply to temporary, or casual employees.

7.03 Hours of work as provided in Sections 1 & 2 may be varied subject to mutual agreement between the Employer and the Union.

7.04 A one-half hour unpaid lunch period will be provided and taken with the two (2) hours in the middle of the regular working day, precise time to be arranged between the employer and employee.

7.05 Regular full-time employees are entitled to two (2) relief periods per day of fifteen (15) minutes each; one (1) in the morning and one (1) in the afternoon, shall be taken without loss of pay.

7.06 Overtime Premiums

All time worked by regular full-time employees, before or after the regularly established working day or as varied by mutual agreement as per Article 7.03, shall be considered as overtime and paid at the rate of two hundred percent (200%) of the employee's prorate hourly rate. All other classifications of employment shall be paid overtime rates when they have worked in excess of 8hr per work day or 40hr per week

7.07 All time worked on Saturday, Sunday or on a statutory holiday, (excluding floaters) as provided in Article 8 or on a day granted in lieu thereof, shall be considered as overtime and paid at the rate of two hundred percent (200%) of the employee's prorated hourly rate.

7.08 All employees requested to work overtime beyond the regular work day shall be allowed a one-hour paid meal period at the regular prorated hourly rate of pay, provided such overtime is in excess of two (2) hours work. The meal period may be taken before, during or after the overtime work as may be appropriate and mutually agreed.

7.09 Employees who are called in during regularly scheduled days off or vacations, or who are called back to work outside the regular working day, other than for regularly scheduled overtime, shall receive a minimum of four (4) hours pay at the overtime rates, provided the employee reports for such work.

7.10 Regularly scheduled overtime shall mean overtime for which at least twenty-four (24) hours notice has been given. Emergency overtime shall mean overtime for which less than one (1) day's notice is given. Employees requested to work beyond their regular shift with less than twenty-four (24) hours notice, that is emergency overtime, shall work up to two (2) hours under regular overtime provisions. Work beyond the two (2) hour allowable period shall entitle the employee to not less than two (2) hours additional pay at overtime rates. The meal hour allowance in the foregoing Article 7.08, shall be separate and apart from the above premium provisions.

7.11 Overtime shall be on a voluntary basis and all things being equal, will be distributed between all members of the office staff.

7.12 Employees who work overtime may elect to take time off in lieu of overtime pay but such time off must be taken at a time mutually agreed upon with the Employer. The length of time off with pay shall be equal to the straight time equivalent to the overtime earnings.

7.13 Paid sick leave or extended sick leave shall not reduce overtime pay earned during a regular work day or work week during which such sick leave occurred.

ARTICLE 8 – STATUTORY HOLIDAYS

8.01 The Employer agrees to provide all full-time employees with the following statutory holidays, without loss of pay:

New Years Day, BC Family Day, Victoria Day, Dominion Day, British Columbia Day, Good Friday, Thanksgiving Day, Labour Day, Remembrance Day, Boxing Day, Christmas Day.

Plus two floating statutory holidays which may be taken at any time mutually agreeable.

Any other day that may be stated a legal holiday by the Provincial, Federal, or Municipal Government when declared shall be provided to the employees. The Employer further agrees that should one of the above statutory holidays fall on either a Saturday or a Sunday, and no other day is proclaimed in lieu thereof, the employee shall receive an additional day or days off with pay to be taken the working day preceding the holiday or the working day succeeding the holiday or at a time mutually agreed by the Employer and the employee.

8.02 In the event any of the holidays enumerated in the foregoing Article 8.01, occur during the period of an employees' vacation, an additional days' vacation with pay shall be allowed for each holiday so occurring.

ARTICLE 9 – ANNUAL VACATIONS

9.01 An employee who has been in the service of the Employer less than one year prior to the first day of January in any year shall be entitled to vacation and leave with pay as follows;

a) If hired between January 1st and August 31st inclusive of the previous year, ten (10) working days off with pay

b) If hired between September 1st and December 31st inclusive of the previous year, five working days off with pay plus five unpaid work days off if requested.

Employees who have been rehired with more than one year previous service shall be entitled as a minimum to the stated provisions in (a) or (b) above, provided they did not work previously with the Employer in the same calendar year in which they were rehired.

9.02 An employee with one (1) or more and less than two (2) years service with the Employer prior to the first day of January in any year shall be entitled to a vacation with pay of two (2) weeks if taken before the succeeding first day of January

9.03 An employee with two (2) or more and less than eight (8) years of service with the Employer prior to the first day of January in any year shall be entitled to a vacation with pay of three (3) weeks if taken before the succeeding first day of January.

9.04 An employee with eight (8) or more and less than eighteen (18) years of service with the Employer prior to the first day of January in any year shall be entitled to a vacation with pay of four (4) weeks if taken before the succeeding first day of January.

9.05 An employee with eighteen (18) or more and less than twenty-eight (28) years of service with the Employer prior to the 1st day of January in any year shall be entitled to a vacation with pay of five (5) weeks, if taken before the succeeding 1st day in January.

9.06 An employee with twenty-eight (28) years of service with the employer prior to the 1st day of January in any year shall be entitled to a vacation with pay of six (6) weeks if taken before the succeeding 1st day of January.

9.07 If an employee has been absent from work without pay during the preceding calendar year for any reason other than the employees' sickness or accident, the period of vacation with pay, as specified in the above paragraphs, shall be reduced by 1/24th for each full pay period by which the absence exceeds thirty (30) consecutive days; provided, however, that in the case of sickness the employee will not be entitled to any vacation with pay after the absence exceeds a full calendar year.

9.08 Employees entitled to ten (10) or more working days paid vacation may split their vacation subject to the approval of their supervisor.

9.09 Employees will not be permitted to take cash in lieu of earned vacations or any portion thereof. An exception to this rule will occur only in the case of severance from the Employer's rolls, or retirement to pension

9.10 Vacations will be scheduled by mutual agreement. Vacations which have been scheduled by mutual agreement. Vacations which have been scheduled and approved and are subsequently cancelled at the convenience of the Employer may be rescheduled within a twelve (12) month period.

9.11 In the event the office is shut down for vacation purposes, employees will normally be required to take their vacation during the shutdown. Employees who do not have sufficient vacation to cover the shutdown period will receive first consideration for available work if they have the necessary qualifications. In exceptional circumstances this privilege will be extended to other employees who are qualified to perform the available work.

9.12 An employee who has scheduled a vacation period and is unable to take it because of sickness or accident may, upon notification to his supervisor postpone such vacation provided that such vacation can be rescheduled within the same calendar year. Similarly, an employee who becomes sick or has an accident during a scheduled vacation period may, upon notification to his supervisor, be removed from vacation and placed on sick leave as eligible under Appendix "C", Section 2 (a) provided that his remaining vacation credits can be rescheduled within the same calendar year. In either case, sickness or accident must be proved by a doctor's certificate.

9.13 Casual/Temporary

Shall be entitled to a combined Statutory and Annual Holiday pay at the rate of four percent (4%) of gross earning on termination.

9.14 Past Service Credits

All employees re-entering employment with the Employer will receive credit for past service in determining their vacation entitlement.

ARTICLE 10 - SPECIAL VACATIONS

10.01 Employees who have completed five (5) years of service on January 1, 1983 shall be entitled to Special Vacations in accordance with this Article. No employee shall receive more than three weeks Special Vacation during any five (5) year period following the date of qualification.

10.02 The three (3) weeks Special Vacation must be taken within the five year period following the January 1st of the year they accrue to the employee. Special Vacations may be taken in any manner which is convenient to the function concerned provided they are taken within the designated five year period.

10.03 Absences from work during a qualifying period for reasons of sickness or accident in excess of twelve (12) months or for any reason other than sickness or accident in excess of three (3) months will result in proportional reduction of benefits. In the case of absence at the commencement of a Special Vacation qualifying period no allotment will be made until the employee returns to work at which time the allotment will be proportionately reduced.

10.04 If an employee leaves the service of the Employer or his employment is terminated during any five-year qualifying period, he shall be paid a sum proportionate to the service he has completed in the qualifying period. Should such an employee be rehired, upon completion of this qualifying period he will be eligible to receive three weeks Special Vacation. However, his vacation pay shall be computed on the basis of the balance of the qualifying period for which he has already received a proportionate payment.

10.05 Except as provided in Section 10.04 above, employees will not be permitted to take cash in lieu of Special Vacation. Special Vacation not taken within the designated five (5) years period will be forfeited. In the event that a previously scheduled and agreed to Special Vacation period is cancelled by the employer during the final year of the five (5) year period, the employee may have a one year extension from the date of cancellation.

10.06 On retirement an employee shall receive pay for any unused Special Vacation plus payment for the full allotment for which he is currently qualifying.

ARTICLE 11 - LEAVE OF ABSENCE

11.01 Bereavement Leave

On application by a regular full time Employee, Bereavement Leave with pay shall be granted in the event of death in the Employee's immediate family. The maximum period of such leave shall be five (5) working days commencing with the day following the death, however if the funeral does not occur within these five (5) days, then one (1) day Bereavement Leave with pay shall be granted to the employee in order to attend the funeral. "Employee's immediate family" shall mean a husband, wife, daughters, sons, mother, father, step-mother, step-father, brothers, sisters, grandparents or grandchildren of an Employee. Also, Bereavement Leave for five (5) days shall be granted where an Employee attends the funeral of the mother-in-law, father-in-law, brother-in-law, or sister-in-law of the Employee where the funeral occurs on an Employee's regular work day. While on such leave, an Employee will be paid his standard hourly rate for each regularly scheduled working day occurring during the period of such leave. Paid leave under the terms of this Section will not disqualify an Employee for statutory holidays, but will not be regarded as time worked for the purpose of computing overtime on a work day.

Common-law husband/wife shall be recognized as married.

11.02 Maternity Leave/Parental Leave

The period of Maternity Leave/Parental leave shall be considered as Company service for seniority, pension purposes and vacation entitlement (but not vacation pay) only.

If the Employee so elects, the Employer will continue to provide medical, extended health, dental and group insurance benefits during the period of leave. The appropriate premiums for such benefits shall be paid by the employee prior to the start of the leave. Weekly Indemnity and Long Term Disability benefits will not be available during the leave.

A) Pregnancy Leave

- 1) A pregnant employee who requests leave under this article is entitled to up to twenty (20) weeks of unpaid leave
 - a. beginning
 - i. No earlier than fourteen (14) weeks before the expected birth date, and
 - ii. No later than the actual birth date, and
 - b. ending
 - i. no earlier than six (6) weeks after the actual birth date, unless the employee requests a shorter period, and
 - ii. no later than seventeen (17) weeks after the actual birth date.
- 2) An employee who request leave under this article after the birth of a child or the termination of a pregnancy is entitled to up to six (6) consecutive weeks of unpaid leave beginning on the date of birth or of the termination of pregnancy.
- 3) An employee is entitled to up to six (6) additional consecutive weeks of unpaid leave if, for reasons related to the birth or the termination of the pregnancy, she is unable to work when her leave ends under Article (A) (1) (a) or (b).

- 4) A request for leave must
 - a. Be given in writing to the employer
 - b. If the request is made during the pregnancy, be given to the employer at least four (4) weeks before the day the employee proposes to begin leave, and
 - c. If required by the employer, be accompanied by a medical practitioner's certificate stating the expected or actual birth date or the date the pregnancy terminated or stating the reasons for requesting additional leave under article 11.03 (a) (3)
- 5) A request for a shorter period under article 11.03 (A) (b) (i) must
 - a. Be given in writing to the employer at least one week before the date the employee proposes to return to work, and
 - b. If required by the employer, be accompanied by a medical practitioner's certificate stating the employee is able to resume work.

B) Parental Leave

- 1) An employee who requests parental leave under this section is entitled to,
 - a. For a birth mother who takes leave under 11.02 (A) in relation to the birth of a child or children with respect to whom the parental leave is to be taken, up to thirty-seven (37) consecutive weeks of unpaid leave beginning immediately after the end of the leave taken under 11.02 (A) unless the employer and employee agree otherwise,
 - b. For a birth mother who does not take leave under 11.02 (A) in relation to the birth of the child or children with respect to who the parental leave is to be taken, up to thirty-seven (37) consecutive weeks of unpaid leave beginning after the child's birth and within fifty-two (52) weeks after that event,
 - c. For a birth father, up to thirty-seven (37) consecutive weeks of unpaid leave beginning within fifty-two (52) weeks after that event, and
 - d. For an adopting parent, up to thirty-seven (37) consecutive weeks beginning after the child's birth and within fifty-two (52) weeks after the child is placed with the parent.
- 2) If the child has a physical, psychological or emotional condition requiring an additional period or parental care, the employee entitled to up to five (5) additional weeks of unpaid leave, beginning immediately after the end of the leave taken under article 11.02 (b) (1) (a).
- 3) A request for leave must
 - a. Be given in writing to the employer,
 - b. If the request is for leave under article (a) (1) (a) or (b), be given to the employer at least four (4) weeks before the employee proposes to begin leave, and
 - c. If required by the employer, be accompanied by a medical practitioner's certificate or other evidence of the employee's entitlement leave.
- 4) An employee's combined entitlement to leave under article 11.02 (A) and this section is limited to fifty-two (52) weeks plus any additional leave the employee is entitled to under article (A) (3) or (2).

11.04 Union Leave

Employer agrees to grant a leave of absence to any employee without pay, for the business purposes of the local Union, or the Canadian Union of Public Employees, but such leave of absence granted to any employee shall not exceed a maximum period of two (2) years at any one time. Applications for extension of such leave may, however, be granted by the Employer upon application from the Union.

Bargaining representatives in the employ of Local 9705, USW, shall have the privilege of attending collective bargaining meetings, if held during regular working hours, without loss of remuneration. Collective bargaining, where used in this Sections, means the negotiation of a new agreement, if any, to supersede this Agreement.

The Employer agrees to grant a leave of absence to Union Officers or members, without pay, for the business purposes of the Union or to attend labour seminars or labour conventions up to a maximum of seventy-five (75) days per year provided that reasonable time, in writing is given to the Employer.

11.05 Family Responsibility Leave

(A) An employee is entitled to up to 5 days of unpaid leave during each employment year to meet responsibilities related to,

- i) the care, health or education of a child in the employee's care, or
- ii) the care or health of any other member of the employee's immediate family as

described below.

(B) Immediate family means the spouse, child, parent, guardian, sibling, grandchild or grandparent of any employee and any person who lives with an employee as a member of the employee's family.

(C) An employee will give notice of a request for a family leave day.

(D) Such unpaid leave will be considered as Company service.

11.06 Leave for Medical/Dental Appointments

Permanent full-time employees will be allowed up to two (2) hours with pay from her accumulated sick leave bank for medical or dental appointments that cannot be taken on a regularly scheduled day off. The up to two (2) hours will be utilized at the beginning or end of the workday where possible. Leave for medical/dental appointments shall not exceed twelve (12) hours in any calendar year.

ARTICLE 12 – SICK LEAVE, WELFARE PLANS AND PENSION PLANS

12.01 Sick Leave

a) The employer will allow one (1) working day per month sick leave with full pay. Such sick leave may be accumulated from month to month and from year to year up to a maximum of ninety (90) actual working days.

b) During periods of lengthy illness or disability, the last working days that occur within any waiting period as prescribed by a Wage Indemnity Plan shall be paid by the Employer from the employees' accumulative 'sick leave'. A claim for benefits must be made under the Wage indemnity Plan for any disability that results in time loss in excess of the prescribed waiting period. The balance of an employee's accumulated sick leave shall be paid for lost working days where the disability causes time loss beyond the normal benefit period as prescribed by a Wage Indemnity Plan. 'Sick leave' shall not accumulate while an employee is absent because of a disability.

12.02 Medical Plan

Basic medical coverage will be provided under the overall Medical Services Plan of British Columbia and coverage equivalent to the Extended Health Benefit Plan of the Medical Services Association will also be maintained. The full cost of these plans will be borne by the Company.

12.03 L.T.D. Plan

The Company will arrange a Long Term Disability plan (LTD) with a commercial insurer. Employees will be eligible for coverage under the plan after three (3) months of continuous service.

The plan will provide eligible employees with benefits during periods of disability after an elimination period of twenty-six (26) weeks, provided that an employees' disability meets the terms of the insurance policy. The maximum benefit period for the combined Sick Leave Plan and this Long Term Disability Plan will be equal to length of service or, if the employee has ten (10) or more years of service, until age 65. In any event, all benefits shall cease at the earliest recovery from disability, return to work, retirement or death.

During the first thirty-six (36) months of LTD benefits, the disability must prevent the employee from performing the duties of his/her normal job. After that time, the disability benefit will continue only if the disability prevents the employee from performing any job for which he/she is reasonably qualified as a result of education, training or experience.

In instances where there is a disagreement with respect to eligibility for LTD benefits, the Employer will refer the employee to an Independent Medical Examination (IME) with a medical specialist prior to a final assessment of that employee's eligibility for LTD payments. The specialist contracted to assess the employee will be mutually agreed to by one designated representative from each of the Union and Employer. Should mutual agreement not be reached, the Parties rights will revert to the applicable provisions of the Collective Agreement. The cost of the IME will be borne by the Employer. Findings of the IME will be binding and accepted by the Employer and Union as to the final determination of the employee's eligibility for benefits.

Employees shall receive a LTD benefit as set out below. Length of service for benefit levels will be determined as of the employee's commencement of LTD benefits.

June 1, 2013

(a)	less than 5 years of service:	\$2019.19 per month
(b)	from 5 to 10 years of service:	\$2137.97 per month
(c)	greater than 10 years of service:	\$2256.74 per month

June 1, 2014

(a)	less than 5 years of service:	\$2099.87 per month
(b)	from 5 to 10 years of service:	\$2223.39 per month
(c)	greater than 10 years of service:	\$2346.91 per month

June 1, 2015

(a)	less than 5 years of service:	\$2183.77 per month
(b)	from 5 to 10 years of service:	\$2312.23 per month
(c)	greater than 10 years of service:	\$2440.68 per month

June 1, 2016

(a)	Less than 5 years of service:	\$2271.23 per month
(b)	From 5 to 10 years of service:	\$2404.48 per month
(c)	Greater than 10 years of service:	\$2538.44 per month

LTD rates will be adjusted as of June 1st of each year by the same percentage that is applied to the current hourly wage rate, if any.

Any disability benefits received by the employee from Workers' Compensation, the Canada Pension Plan or other Government plans with respect to such disability will be deductible from the benefits payable under this Plan.

The full cost of the plan will be borne by the Employer. The Employer will make arrangements with the insurance carrier for the withholding of Income Tax from the benefits payments.

1. The Parties agree that after an employee whose date of hire is on or after January 1, 2007 has been on LTD for a single period of longer than thirty-six (36) month, the Employer may terminate that employee's employment if an independent medical specialist selected by the Employer and the Union determines that it is unlikely that the employee will be able to return to active service with the Employer in the foreseeable future. The cost of the Independent Medical Examination will be borne by the Employer.
2. The Parties agree that when an employee is terminated pursuant to paragraph 2, the only issue that is subject to the grievance and arbitration procedures prescribed in the Collective Agreement is whether the Employer has discharged its duties to accommodate the employee.

3. When an employee is terminated pursuant to paragraph 2, the termination of the employee's employment will not disqualify that individual from continued receipt of LTD benefits in effect or as amended from time to time in accordance with the Collective Agreement. Pursuant to the Collective Agreement, individuals continue to be eligible to receive LTD benefits until the earliest of recovery from disability, retirement, death or until the age of sixty-five (65) regardless of employment status.

12.04 Dental Plan

The Company will provide, at Company expense, a Dental Plan which will provide for the payment of one hundred percent (100%) of the basic services, commonly referred to as Plan 'A', and for the payment of eighty-five percent (85%) of the dental services commonly referred to as Plan 'B'.

The Company will provide at Company expense, a Dental Plan which will provide dental services commonly referred to as Plan 'C'; to a lifetime maximum of twenty-five hundred dollars (\$2500.00) per family member. This maximum level shall only apply for dental work carried out on or after the effective date. Employees and their dependents will be eligible for coverage on the first of the month following six (6) months of continuous service. Dependents to be covered are the employees' spouse and unmarried dependent children under age twenty-one (21) residing in British Columbia or unmarried dependent children under the age of twenty-five (25), provided they are enrolled in an educational institution on a full-time basis.

Participation in the Plan is compulsory for all employees with the exception of an employee already covered as a dependent under a group dental plan providing at least equal benefit through the employee's spouse or parent. In such cases participation shall be waived provided that satisfactory evidence of the other plan is provided to the Company.

12.05 Vision Care Plan

The Company will establish a Vision Care Plan which will reimburse each employee and each eligible dependant for his or her expenditure for prescription eye glasses and contact lenses to a maximum reimbursement of three hundred dollars (\$300) every two calendar years.

When no benefit claim is made during the two (2) calendar years, the unused three hundred dollars (\$300) can be carried over. The maximum benefit that can be accumulated at any time shall be six hundred dollars (\$600).

Employees and their dependants will be eligible for coverage on the first of the month following six months of continuous service. Dependants to be covered are employee's spouse and unmarried dependent children under the age of twenty-one (21) residing in British Columbia.

12.06 Pension Plan

Employees shall receive twelve percent (12.0%) of the employee's salary, excluding overtime, contributed to a Registered Retirement Savings Plan (RRSP).

12.07 Life Insurance

a. Eligibility

All full time employees are eligible on employment. Coverage for new employees becomes effective on the first day of the month coincident with or next following the date of hire. Beneficiaries are as recorded with the Carrier.

b. Basic Coverage

A regular full-time employee's basic coverage for Life Insurance shall start at fifty thousand dollars (\$50,000.00) and increase as per the agreed upon Manulife Insurance Policy. The entire premiums will be paid annually by the United Steelworkers up to the end of requirement (20 year period, beginning January 2012) or until termination of employment or death.

c. Coverage for Retired Employees

The Manulife Insurance Policy will stay with the employee after retirement as a life Insurance Policy.

d. Termination of Employment

Termination of employment within the period of premium payments, the policy will remain the same, except, the employee will incur the cost of the premiums at the date of termination

12.10 Benefit Plan Coverage

Benefit plans shall include coverage for dependents based on Medical Services Plan eligibility rules, if required by the employee.

ARTICLE 13 – WAGES

13.01 Employees will be classified in accordance with the skills used and shall be paid not less than the minimum monthly or hourly wage rate for such classifications as set forth in Appendix 'A', which is attached hereto and made part of this Agreement.

13.02 The job description of 'office administrator' will be agreed to by the employee and the employer and will form a part of this Collective Agreement. The job duties will be reviewed upon request of either party and, upon mutual agreement, revised accordingly. It is understood, however, that any change to the wage rate will be subject to negotiations.

13.03 It is expressly understood and agreed that the wage scales, herein provided for, are minimum scales. No clause in this Agreement shall at any time be so construed as to reduce the pay or increase the hours of any employee now on the payroll of the Employer. Nor can it be so construed that any employee may not be given a salary above minimum, be granted an increase in pay before period specified or be advanced or promoted in the service of the Employer.

13.04 Where an employee has the necessary qualifications and has proven his or her ability to handle the work, there shall be no discrimination between men and women in the matter of appointment to vacant positions or in salaries for such positions. The Employer recognizes equal pay for equal work.

13.05 Any employee hired, who reports for work and is not put to work, shall be guaranteed a minimum of four (4) hours pay.

13.06 See attached Schedule 'A' for rates of pay.

ARTICLE 14 – SENIORITY

14.01 Seniority shall mean length of total service with the Employer and its predecessors, as a Union member, except that credit shall be given for service prior to certification of the bargaining unit, provided such service was in a bargaining unit position.

14.02 No seniority shall accrue for short terms of temporary work except that temporary employees who attain regular status shall have seniority credited from the last date of entry as an employee of the Employer.

14.03 Permanent part-time employees will be considered a regular employees and credited with seniority on a prorated basis consistent with the period employed.

14.04 When on approved leave of absence on Union business under Article 6.06, sick leave and extended sick leave under Articles 12.01 and 12.03, and employee will continue to accrue seniority.

14.05 Seniority lists will be made available by the Employer at such times as may be required for the administration of this Agreement.

ARTICLE 15 – PROMOTION. LAYOFF AND RECALL

15.01 The Employer shall fill job vacancies from within the office before hiring new employees, providing employees are available with the necessary qualifications to fill the vacant positions.

15.02 Promotions shall be made on the basis of seniority, ability and experience. In the event two (2) or more employees have the same relative ability and experience, the employee with the greatest seniority shall be selected. Minimum salaries paid on promotion shall be at the employee's length of service step with the Employer.

15.03 Layoff

If a reduction of office staff is necessary, the Employer shall meet with the Union Representatives and the following procedure shall be adopted.

The employee with the least amount of seniority in any classification will be the first laid off from that job, but they may displace an employee in the same or lower labour grade with the least seniority in such classification, providing they have the qualifications to satisfactorily perform the job and have greater seniority. Employees who are displaced from their jobs as a result of such bump-back procedure, may themselves move back and displace employees having less seniority in the same or lower classification, providing such employees have necessary qualifications and seniority.

15.04 Notice of Layoff

All regular (ie permanent) employees shall be given in writing the following notice;

- a) Two (2) week's notice where the employee has been employed less than three (3) years.
- b) After the completion of a period of employment of three (3) consecutive years, one (1) additional week's notice, and for each subsequent completed year of employment, an additional week's notice, up to a maximum of eight (8) weeks' notice.
- c) In the event of office closure, Article 15.04 (b) will apply wherever possible.

The period of notice shall not coincide with an employee's annual vacation.

15.05 If an employee is laid off as part of a general reduction of crew, she shall have preferential rights (hereinafter called 'recall rights') for rehiring for jobs in the bargaining unit.

Recall shall, whenever possible, be in the order of seniority.

- a) For those employees with less than eighteen months service with the Company, the recall period shall be equal to the length of that service, but not less than 6 months, from the date of last layoff; and
- b) For those employees with eighteen (18) months or more service with the Company the recall period shall be eighteen months from the date of last layoff.

15.06 Employees on the recall list shall have first rights to any vacancy in their former job classification or to a similar classification for which the employee is qualified, and the Employer will not hire for or promote to such a classification while an eligible employee is on the recall list.

15.07 Recalled employees shall receive their former salary and any salary increments to which the employee would have become entitled during the period on the recall list. All rights due to seniority under this Agreement shall be unaffected by such a lay-off period.

ARTICLE 16 – GENERAL

16.01 Employees shall not be asked to make any written statement or verbal contract which may conflict with this Agreement.

16.02 Working conditions, wages, and benefits at present in force which are not specifically mentioned in this Agreement and are not contrary to its intention, shall continue in full force and effect.

16.03 The Employer agrees to keep all office machinery, furniture, and fixtures in a normal state of repair and working condition.

16.04 The Union Label shall be made available to the Employer. The privilege of using the Union Label shall be extended to the Employer as long as this Agreement remains in full force and effect and the Employer is fulfilling all of its terms and conditions. The Union Label shall be the official Union Label of the Canadian Union of Public Employees Union with the designation of Local 2087 and shall remain the sole property of the Union.

16.05 Jury Duty

An employee summoned to jury duty or subpoenaed as a witness shall be paid wages amounting to the difference between the amount paid them for jury service or acting as a subpoenaed witness and the amount they would have earned, had they worked on such days. Employees on jury duty shall furnish the Employer with such statements of earnings as the Court may supply. Employees shall return to work within a reasonable period of time. They shall not be required to report if less than two (2) hours of their normal shift remains to be worked. Total hours on jury duty or as a subpoenaed witness and actual work on the job in the office in one (1) day shall not exceed eight (8) hours for purposes of establishing the basic work day. Any time worked in the office in excess of the combined total of eight (8) hours, shall be considered overtime and paid as such.

Time paid for Court Service will be counted as hours worked for the purpose of qualifying for vacation and statutory holidays but will not be counted as hours worked in a work day or work week for the purpose of computing overtime.

16.06 The Employer will be responsible for all expenses for employees who are requested to attend functions on behalf of the Employer. (Receipts for expenses shall be provided at the request of the Employer).

16.07 Picket Lines

It shall not be a violation of this Agreement or cause for discharge for any employee, in the performance of his duties, to refuse to cross a legal picket line recognized by the Union. The Union shall notify the Employer as soon as possible of the existence of such recognized picket lines.

16.08 During the life of this Agreement, there shall be no lockout by the Employer or any strike, sit-down, slow-down, work stoppage or suspension of work either complete or partial for any reason by the Union.

16.09 Tuition Fees

The Employer agrees to pay tuition fees for continuing education courses as follows:

- a) Employer initiated – 100% of course fees upon successful completion of course
- b) Employee initiated – 50% of course fees upon successful completion.

Courses must be job related and approved in writing by the Employer in advance.

ARTICLE 17 – DISCHARGE AND TERMINATION

17.01 It is hereby agreed that the Employer has the right to discharge for just cause and notice or pay in lieu of notice may be forfeited in the event of such discharge, at the Employer's option. The Employer will provide the employee with a statement, in writing, if requested clearly establishing the reasons for such discharge, with a copy to the Union, at the time of discharge.

17.02 If a regular (ie permanent) employee is terminated, except as provided in Section 1 above, said employee shall receive two (2) weeks' written notice immediately prior to the date of termination, or the equivalent in wages. If notice is given prior to the vacation period of any employee, such employee shall receive two (2) weeks wages, at the employee's current salary, in addition to vacation pay to which the employee is entitled, plus all other benefits.

17.03 If upon joint investigation by the Union and the Employer, or by decision of the Board of Arbitration appointed pursuant to the terms of this Agreement, it shall be found that an employee has been unjustly discharged, such employee shall be, subject to the award of the said Board or pursuant to the mutual findings of the Union and the Employer, reinstated to his former position without any loss of seniority or rank or benefits, and shall be compensated by the Employer for all time lost retroactive to the date of discharge.

17.04 An employee whose employment is terminated by the Employer, as set forth in Article 17.01, shall be paid all vacation credits and salary due upon such termination of employment.

ARTICLE 18 – TECHNOLOGICAL OR PROCEDURAL CHANGES AND SEVERANCE PAY

18.01 Definition, Notice, Disclosure and Consultation

- a) Whenever possible, the Employer shall provide the Union with up to six (6) months written notice of intention to introduce automated equipment and/or procedural change.
- b) The Employer agrees to disclose full details of the planned technological and/or procedural changes.
- c) The Employer and the Union shall enter into meaningful consultation regarding such technological and/or procedural changes prior to implementation.

18.02 Employees becoming redundant due to new equipment or procedures, shall be eligible for retraining to equip them for the operation of such new equipment or procedure, or to qualify for new positions. Such retraining will be provided by the Employer without loss of pay, to the affected employees.

18.03 In cases where the retraining of employees is not practical, or where other positions with the Employer are not available, the employee(s) shall elect for termination of employment or shall elect to be placed on the recall list. An employee on recall under this Section, shall receive all the benefits he had accrued during employment at the end of the recall period or at such earlier time as he may elect to terminate.

18.04 A specified extension of the recall period, where recall is applied un Article 18.03, may be mutually agreed by the employee and the Employer, subject to written approval by the Union.

18.05 Severance Pay

Employees whose services are terminated because of automation, changes in procedures, mergers or suspension of business, shall receive severance pay. The amount of such severance pay shall be one (1) week for each year of service to a maximum of twenty (20) weeks. Severance pay shall be payable to an employee immediately upon termination.

ARTICLE 19 -- GRIEVANCES

19.01 All grievances or disputes resulting from the operation of the Agreement or arising under specific clauses thereof, or in any way affecting relations between the Employer and the employees covered thereby shall be handled in the following manner. A grievance filed by an employee shall commence with Step 1. A grievance filed by the Union will be call a dispute and commence with Step 3.

Step 1

The grievance shall be submitted in writing, signed by aggrieved employee, to the Office Steward, who will present such grievance or complaint to the Employer, who will give it prompt attention. In offices where there is no Office Steward, the grievance shall be presented, in writing, signed by the aggrieved employee, to the Business Representative of the union, who will then take up the grievance as set forth in this Section. The employee may or may not be present as she or he may elect.

Step 2

Any grievance must be filed within five (5) working days after the grievance occurs, unless circumstances beyond the control of the aggrieved employee or in the nature of the grievance prevents such filing.

Step 3

If no agreement can be reached on the grievance or dispute within ten (10) days from the date it was first presented by the Office Steward or Business Representative of the Union, the matter may then be referred to the Arbitration procedure outlined in Article 20 of this Agreement. The time limits herein set for the may be extended upon mutual agreement between the Union and the Employer.

ARTICLE 20 – SINGLE ARBITRATOR

20.01 The party desiring arbitration under this Article will notify the other party, in writing, in accordance with the provisions of Article 19, Step 3.

20.02 The parties to the dispute will thereupon meet to decide upon an arbitrator. Failing agreement on this within ten (10) days of such notice or in the event one of the parties declines the procedure, either of the parties may apply to the Minister of Labour for the Province of British Columbia to appoint an arbitrator.

20.03 Upon agreed appointment of an Arbitrator, the Arbitrator shall hear the parties, settle the terms of question to be arbitrated. The Arbitrator shall deliver his award, in writing, to each of the parties and this award shall be final and binding upon each of the parties and shall be carried out forthwith.

20.04 Each party shall pay their own costs and expenses of the Arbitration and one half (1/2) the remuneration and disbursements or expenses of the Arbitrator.

ARTICLE 21 – HEALTH AND SAFETY

21.01 Eye Examinations

Employees who are required to work with Video Display Terminals on a regular basis shall be entitled to the following:

- a) Eye examinations by an Ophthalmologist/Optomtrist of the employee's choice once per year.
- b) The Employer shall grant leave of absence with pay not exceeding two (2) hours for regular full-time employees to have such tests and the Employer shall assume the costs of such test where such costs are not covered in Insurance.

21.03 New Office Equipment

The Employer will attempt to supply reasonable but adequate new equipment for operating work stations (eg. Adjustable work stations, detachable keyboards, etc).

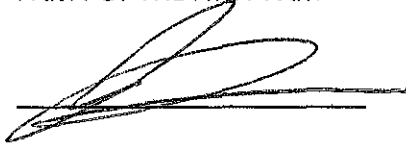
ARTICLE 22 – DURATION

22.01 This Agreement will be in full force and effect on and after the second day of January, 2014, up to and including May 31st, 2017 and shall automatically be renewed from year to year thereafter unless their party serves written notice of termination upon the other party hereto at least sixty (60) days prior to the 31st day of December in any year subsequent thereto.

22.02 It is mutually agreed by the parties specifically to exclude from this Agreement the operation of section 50 (2) & (3) of the BC Labour Relations Code.

SIGNED BY THE EMPLOYER

PARTY OF THE FIRST PART



SIGNED BY THE UNION

PARTY OF THE SECOND PART





SCHEDULE A – SALARY RATES (MONTHLY \$)

	June 1, 2013			June 1, 2014			June 1, 2015		
Administrator	Step 1	Step 2	Step 3	Step 1	Step 2	Step 3	Step 1	Step 2	Step 3
Monthly	\$5231	\$5372	\$5656	\$5451	\$5587	\$5882	\$5658	\$5811	\$6117
Hourly	\$30.06	\$30.87	\$32.51	\$31.33	\$32.11	\$33.80	\$32.52	\$33.40	\$35.16

	June 1, 2016		
	Step 1	Step 2	Step 3
Monthly	\$5884	\$6043	\$6362
Hourly	\$33.82	\$34.73	\$36.56

Progression through the range of steps requires six (6) months on Step 1 and one (1) year on Step 2.

Step 1 is approximately 92.5% of Step 3 and Step 2 is 95% of Step 3

Note:

For the purpose of this negotiation, the Administrators rate of pay is based on job group 27, Local 9705 Teck agreement. The position was rated on October 25, 2013 by the Teck job evaluation committee.