

COLLECTIVE BARGAINING AGREEMENT

August 28, 2018 – August 27, 2021

Between

RR DONNELLEY –TRENTON PLANT

And

UNIFOR-LOCAL 887

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ARTICLE – 1

RECOGNITION

- 1.01 The Company recognizes the Union as the exclusive bargaining agent for all employees of Moore Canada Corporation d/b/a/ RR Donnelley in the City of Trenton save and except Supervisors, persons above the rank of Supervisor, office and sales staff, students employed during the school vacation period and persons employed on a cooperative training basis with a recognized college or university.
- 1.02 The terms "part-time employee", whenever used, shall mean those employees regularly scheduled to work twenty (20) hours a week or less.
- 1.03 The term "temporary employee", whenever used, shall mean employees who are hired for a period not exceeding 90 calendar days to replace regular employees for purposes of authorized leave of absence, vacations, or general holidays or other short term purposes in accordance with the provisions of this collective agreement. The Company shall notify the Union Chairperson in writing, of the names, date of hire and rate of pay upon hiring temporaries.
- 1.04 All new employees will have a probationary period of sixty (60) worked shifts.

ARTICLE – 2

COOPERATION

The Union and all employees will cooperate with the Company to assure a full shift of work on the part of each of the members of the bargaining unit. Everyone will support the Company actively in its efforts to eliminate waste in production, to lower cost, to conserve materials and supplies, to maintain and improve the quality of workmanship and housekeeping, to assist in preventing accidents and to strengthen goodwill between the Company, the employees, the customers and the public.

ARTICLE - 3

UNION REPRESENTATION

3.01 The Union may elect four (4) members, provided each member has completed their probationary period, to serve along with Chairperson as the bargaining and grievance committee.

For the purpose of this collective agreement, the zones will be identified as follows:

- Preliminary
- Manufacturing
- Maintenance, Materials and Coater

In addition, a service representative from Unifor, and the President of Local 887, provided he/she is RR Donnelley employee, may attend all bargaining committee or grievance committee meetings with the employer.

In addition, a service representative from the Unifor Union, and the President of Local 887, provided he/she is a Moore Canada employee, may attend all bargaining committee or grievance committee meetings with the employer.

- 3.02 The Union may designate two (2) members plus two (2) alternatives in the bargaining unit who have completed their probationary period in the Plant as safety representatives to the Safety Committee for the Plant.
- 3.03 The Union shall notify the Company in writing from time to time of the names of the Stewards and Committee persons and Chairperson, as each becomes effective. This will also apply to designated alternates. The Company will not be required to recognize any employee as a Steward or as a Committee person or Chairperson or the negotiation committee without notice in writing from the Union.

All meetings with the Company shall be scheduled during normal working hours and the committee may meet by themselves for up to thirty (30) minutes prior to any scheduled meeting, paid for by the Company. The National Representative may be present for all meetings as provided above.

- 3.04 The Company will endeavor to maintain the presence of one steward on the day shift and we will meet with the union to seek a solution whenever keeping at least one steward on day shift is not possible.
- 3.05 The Company will pay Union Committee members for any time spent meeting with the Company during negotiations including time spent in caucus meetings to a maximum of eight (8) hours per day at straight time for a maximum of three (3) days. The Union shall reimburse the Company 50% of the total costs necessitated by the previous paragraphs of Section 3.

ARTICLE – 4

NO STRIKES OR LOCK-OUTS

- 4.01 The Company agrees that there will be no lock-out of employees during the terms of this collective agreement.
- 4.02 During the term of this collective agreement, the Union agrees that there will be no strikes, work stoppages, slowdowns, picketing, interruption or interference with work or the operations of the employer, including picketing or boycotts by, or on behalf of, the employees. No member, officer or representative of the Union shall authorize, instigate, aid or condone any such activities and all Stewards and bargaining committee members shall repudiate such activities and attend work as normal.

ARTICLE - 5

DUES CHECK OFF

- 5.01 Each employee will execute a written authorization form as set out in Appendix "1" and upon receipt of each authorization form, the Company agrees to deduct from the wages of each employee in the bargaining unit, dues in accordance with the Unifor constitution and/or local union bylaws. A fifteen (15) minute orientation will be granted for all new employees. This orientation will not take place during working hours.
- 5.02 Nothing in the agreement requires an employee to become a member of the Union.
- 5.03 The deduction referred to in paragraph 5.01 above shall be made from the wages owing each employee, provided the employee worked 40 or more hours in the month. Initiation fees shall be deducted from all employees who become members of the Union. The Financial Secretary of the Local Union will notify the Company in writing of any changes in the amount of Union dues and/or initiation fees to be deducted in line with constitution requirements of the National Union.
- 5.04 Amounts deducted hereunder shall be paid by cheque payable to the Union, and remitted by mail to the Financial Secretary of the Union on or before the fifteenth day of each month following.
- 5.05 The Union shall indemnify and save the Company harmless from all claims, demands, actions, or liability arising out of or in any way connected with the collection of union dues or the equivalent.

ARTICLE – 6

MANAGEMENT FUNCTIONS

- 6.01 Except as otherwise expressly abridged or modified by this collective agreement, nothing shall be deemed to limit the Company in its function of operating and managing its affairs in all respects. In doing so, it is agreed that it is important for the Company to be as efficient and cost effective as possible.
- 6.02 For greater certainty, but without limiting the generality of the foregoing, the Company shall have the sole and exclusive right:
- (a) to plan, operate and manage its affairs and facility in all aspects including to hire, direct, inspect, control and schedule its work force and operations, assign hours of work and overtime, transfer, classify, promote, demote, lay off, recall, evaluate, retire, and discipline or discharge in accordance with Article 27;
 - (b) to determine job content and assignments, standards or performance, qualifications of and number of employees to perform work, and to select procedures, methods, equipment, supplies, services and facilities to be used;
 - (c) to establish, enforce, change and amend from time to time regulations to be observed by employees.
- 6.03 These management functions shall not be exercised in a manner inconsistent with the specific terms of the collective agreement.
- 6.04 The company may allow non-bargaining unit employees to perform bargaining unit work and/or use the company's equipment or processes, so long as it does not cause a bargaining unit employee to be laid off. Such usage should be incidental and will not be used to avoid the filling of a fulltime position.

ARTICLE - 7

HOURS OF WORK

- 7.01 The regular hours of work shall be apportioned as follows: either Monday to Friday inclusive, eight (8) hours each OR Monday to Sunday inclusive, 12 hours each to provide seven (7) day coverage as business conditions dictate. The Company reserves the right to implement a continuous operation (24 hours per day, seven (7) days per week) based on 12 hour shifts. Employees will receive two (2) weeks notice for implementation or suspension of the 24 X 7 shift schedule. The Company, however, does not guarantee to provide work for either the daily or weekly hours listed below.

Shifts for 24 X 5 Work Week (applies to all Shifts starting at the indicated times)

First Shift	7:00 AM - 3:00 PM
Second Shift	3:00 PM – 11:00 PM
Night Shift	11:00 PM - 7:00 AM

24 X 5 Lunch and Breaks – Non-Continuous. The Company agrees to provide employees on the 24 X 5 schedule one (1) 10-minute paid break and a 20-minute unpaid lunch within the first five (5) hours of the employee's shift.

24 X 5 Lunch and Breaks – Continuous. The Company agrees to provide employees on the 24 X 5 schedule 30 minutes of paid break/lunch time within the first five (5) hours of the employee's shift

Shifts for 24 x 7 Work Week

Day Shift	7 AM to 7 PM
Night Shift	7 PM to 7 AM

24 X 7 Lunch and Breaks. The Company agrees to provide employees on the 24 X 7 schedule 30 minutes of paid break/lunch time within the first five (5) hours of the employee's shift and an additional 30 minutes of paid break/lunch time to be taken during the second five (5) hours of the shift as operations permit.

It is understood that all employees will place priority on keeping the equipment running and maximizing efficiencies. This will require that

employees take break time in intervals that allow for the continuous

operation of the plant's equipment and, at times, may require the temporary interruption of an employee's break/lunch, or the taking of breaks/lunchtime in smaller intervals, e.g. three (3) 10 – minute breaks.

The Union and the Company agree that handling break/lunch time in this flexible manner provides a greater right of benefit than that provided by the Ontario Employment Standards Act

- 7.02 No overtime will be worked without prior authorization of the employer. Authorized time worked by an employee in excess of his/her regular hours will be paid in accordance with Article 8 - Overtime. There will be no pyramiding of shift premiums. Overtime will be paid on the basis of completed units of six (6) minutes.
- 7.03 Shift Premium - 24 x 5 Work Week: In the event of the Plant working more than one shift, the shifts other than the day shift shall be considered off shifts for which a premium will be paid. The premium for the second shift will be \$1.00 per hour and the premium for the night shift will be \$1.10 per hour. Shift Premium -24 x 7 Work Week: Employees who work the night shift shall receive a premium of \$1.30 per hour.
- 7.04 The Company agrees to maintain a designated outside smoking area so long as applicable laws permit and the expense of maintaining such area does not significantly increase.

ARTICLE - 8

OVERTIME

- 8.01 It is agreed that the Company may require employees to perform work in excess of their regularly scheduled hours up to the weekly maximum provided under Employment Standards, and such work shall be performed. The Company will endeavour to provide reasonable notice of overtime.
- 8.02 Overtime shall be calculated on a weekly basis and shall be paid at the rate of time and one-half for all hours worked over the employee's standard workweek. The regularly scheduled hours at straight time must be completed before overtime rates will apply. All paid, excused absences will be considered hours worked for overtime purposes.
- 8.03 **24 X 5 Work Week**

For authorized work done by an employee on Saturday, Sunday and Holidays, the overtime rate shall be time and one-half.

24 X 7 Work Week

For authorized work done by an employee on the first, second and/or third day of overtime within a rest period, the overtime rate shall be time and one-half.

- 8.04 If an employee has completed his or her regular shift and has left the plant, or is on his or her regularly scheduled days off and is called back to work for emergency reasons, applicable overtime rates will be paid for the actual hours worked. The minimum will be four (4) hours pay at straight time.

If the call-in time is pre-arranged, payment for the time worked will be at the applicable overtime rates and not on the basis of the emergency call-in pay procedure.

ARTICLE - 9

SENIORITY

- 9.01 All employees' names shall appear on the full-time seniority list after they have successfully completed their probationary period. The list will show the last date of hire with the Plant.
Seniority for all full-time employees in the bargaining unit on the effective date of this collective agreement shall be based on their last date of hire into a full-time position with the Plant.
In the case of all new employees hired after the signing date of this collective agreement, a master seniority numbering system will determine highest seniority.
- 9.02 Each person who is newly hired into the bargaining unit shall be on probation for sixty (60) worked shifts, during which time the probationer shall not have seniority and may be terminated for cause or on a basis which the Company may determine. Any such termination shall not be disputed through the complaint or grievance and arbitration procedure.
- 9.03 The Company will provide the Union with a copy of the seniority list every four months. A copy of the list may be posted on the Union bulletin board. Only additions to, deletions from, or typographical errors in the seniority list may be challenged under this clause. If the union does not object to the accuracy of the seniority list within ten (10) business days of receipt, the

seniority list will be deemed accurate and the union thereby waives any right to grieve assignment of overtime errors which may result from the use of the incorrect seniority list.

- 9.04 Employment out of the Bargaining Unit – if returned to Bargaining Unit, the employee returns with zero seniority.
- 9.05 Temporary Job Assignments out of the bargaining unit may last for a maximum period of six (6) months. This six (6)-month period may be extended an additional 30 calendar days upon mutual agreement between the Company and the Union.

ARTICLE – 10

LOSS OF SENIORITY

- 10.01 Seniority and employment shall terminate immediately for any of the following reasons:
- (a) if the employee quits;
 - (b) if the employee is discharged, and such discharge is not reversed through the grievance or arbitration procedure.
 - (c) if an employee is absent without reasonable cause for three (3) working days without properly notifying the Company of the absence;
 - (d) if an employee fails to report within three (3) working days when recalled by the Company and after delivery of the recall notice by registered mail to the address on record with the Company. The three day period will start upon the date of the delivery of the recall notice;

This clause will not apply to recalls of five (5) days or less.
 - (e) if an employee overstays a leave of absence without permission of the Company or utilizes the leave of absence for other than the reasons for which it was granted;
 - (f) if an employee refused to continue to work or to return to work in violation of the no strikes and lock-out article;
 - (g) if an employee retires;
 - (h) if an employee with six (6) months or less service is absent due to

sickness or injury for a period of more than six (6) months. Employees who have more than six (6) months service will be retained for a period equal to their length of service, but not to exceed 18 months, except in the case of an employee on Workers' Compensation or Long Term Disability for as long as he/she remains unemployed.

- (i) Employees who have been laid off will retain their seniority and recall rights for a period of eighteen (18) months. For an employee to be recalled within eighteen (18) months they must ensure the company has their updated contact information and respond to the company within three (3) business days of being contacted.

ARTICLE – 11

JOB POSTING

- 11.01 Where the Company creates a new position or wishes to fill a vacancy, it will post the position for information purposes for five (5) working days. The employee who is qualified and who has the qualifications, ability, efficiency, and skill to fill the vacancy immediately, shall be selected. When two (2) or more employees who are qualified are equal, seniority will be the determining factor. The Human Resources Department will post notice of the successful applicant within three (3) working days of awarding the job.
- 11.02 If no employee is qualified to fill the vacancy immediately, the Company may choose to place another person from outside the bargaining unit into the position or may choose an employee from the bargaining unit for training.
- 11.03 It is agreed that internal promotions will be notified of selection within 30 days of the date the posting closes. It is also agreed that external postings will be settled within 90 days from the date the posting closes. The Company will endeavour to adhere to these guidelines. In the event that an opening has not been filled within these time frames, the Company will approach the Union for an extension (if the situation warrants) or the position is to be re-posted.

11.04 An employee in Categories 1-4 will have been in his/her current position for a minimum of (six) 6 months before being eligible to apply for a transfer. An employee in Categories 5-7 will have been in his/her current position for a minimum of twelve (12) months before being eligible to apply for a transfer. Exceptions may be made to this at the sole discretion of management.

ARTICLE – 12

LAYOFFS

12.01 It is understood and agreed that no training is to take effect during the bumping period.

In the case of a layoff from the bargaining unit or a recall of an employee with seniority to a position in the bargaining unit, seniority shall govern as between all individual employees so long as the senior employee is qualified and able to perform satisfactorily the work which is available at the rate of pay applicable to the job.

In the event of layoff, the Press Operators or Collator Operators will be given the opportunity to bump into Offline Applications Operator, Nipson and Diecutter, provided they are able to perform satisfactorily the key responsibilities and duties of the job within a (2) two calendar week orientation and familiarization period from the start date of the job.

If a laid off employee is unable to perform satisfactorily the key responsibilities and duties of the job of a displaced employee within the above (2) two calendar week period, then that employee will be laid off without the opportunity to exercise his/her seniority rights.

12.02 The employee whose job is being eliminated, and who has the seniority and qualifications to replace another employee, must replace the lowest seniority employee in the department (Preliminary, Manufacturing, Maintenance, Materials, Coater). That employee who has been bumped will then replace the lowest seniority employee in the department (Preliminary, Manufacturing, Maintenance, Materials, Coater). That employee will then replace the lowest seniority employee in the plant for which the more senior employee is qualified. That employee will then replace the lowest seniority employee in the plant in a job for which the more senior employee is qualified. Those employees working in the "Hub" may not bump employees in the manufacturing departments noted above, except when layoff is for a period of greater than 14 days.

12.03 In the event of layoffs, Union Committee members will be retained in their respective Zones, regardless of their seniority, as long as they can perform the work that remains in the Zone. The Union Chairperson will be the last employee in the bargaining unit to be laid off, as long as he/she can perform the available work.

12.04 All temporary employees and students will be laid off first, in the event of layoff.

ARTICLE – 13

INCAPACITATED EMPLOYEE

13.01 Where an employee has become incapable of performing the essential duties of his or her job on a regular basis, the Company may, in its discretion, unilaterally reassign the employee to another vacant position, and in compliance with Human Rights Code, in the bargaining unit without regard to the layoff, recall and promotion provisions of this agreement, provided the employee is capable, in the opinion of the Company, of satisfactorily performing the duties of the new position. If no such position becomes available within the time as prescribed in Article 10.01 (h), then the employee shall lose all seniority and be deemed to have been terminated in accordance with Article 10.01(h).

13.02 In order to form the opinions required, the Company Doctor must receive access from the employee involved to all relevant medical records and opinions respecting the employee. The information will be deemed as confidential and shall not be shared with the employer.

13.03 If a dispute arises between the employee's Doctor and the Company's Doctor, a specialist will be chosen by mutual agreement to render an independent assessment.

ARTICLE – 14

VACATIONS

14.01 Vacation time will be chosen within the department the employee has worked with for the previous (90) ninety days.

- (a) Employees with less than one year of service as of June 30th will receive one week of vacation with pay equal to 4% of their gross earnings.

- (b) Employees with one or more years of service as of June 30th will receive two weeks of vacation with pay equal to 4% of their gross earnings or 80 hours pay, whichever is greater, for the year ending June 30th.
- (c) Employees with five (5) or more years of service as of June 30th will receive three weeks vacation with pay.
- (d) Employees with ten (10) or more years of service as of June 30th will receive four weeks of vacation with pay.
- (e) Employees with twenty (20) or more years of service as of June 30th will receive five weeks of vacation with pay.
- (f) Should a holiday provided for in this agreement to which the employee would obviously be entitled occur during an employee's vacation, the employee will be allowed an extra day of vacation or an extra day of pay in lieu of the holiday, by mutual agreement.
- (g) If an employee celebrates their 5th, 10th or 20th year of service between July 1 and December 31 of a vacation year, then that employee is eligible for a 3rd, 4th or 5th week of vacation (respectively) in that year. This entitlement is available to the employee only after the anniversary of their date of hire.
- (h) Employees will cease to be eligible for vacation pay when they have been absent from work on Worker's Compensation for a period of 12 months.

14.02 The Company will schedule (2) weeks of vacation for eligible employees between the beginning of the last week of June and the end of the first week in September (the 10 week summer period) so long as no more than 20% (will be rounded up with standard rounding rules beginning January 1/06) of all employees in your vacation group are scheduled off.

14.03 The third (3rd), fourth (4th) and fifth (5th) weeks, when applicable, may or may not be taken with the other two (2) weeks at the discretion of the Company. Subject to the demands of the business and the requirement that no more than (10) ten percent of all employees in your vacation group may be scheduled off at any one time, the third (3rd), fourth (4th) and fifth (5th) weeks of vacation will be taken at a time mutually agreed upon between the employee and the Company with every effort being made to accommodate employee requests.

Employees may take up to ten (10) days of their vacation, one day at a time, provided they are entitled to at least three (3) weeks of vacation in accordance with Article 14.01 of the agreement. Employees may take five (5) days of their vacation, one day at a time, provided they are entitled to at least two (2) weeks of vacation in accordance with Article 14.01 of the agreement. The scheduling of this type of vacation will be by mutual agreement between management and the employee.

14.04

- (a) A vacation request list will be circulated by the department Supervisor starting no later than February 1st for employees to indicate their preference for scheduling their first two (2) weeks of vacation. The scheduling of the first two (2) weeks is to be completed by the last day of February. The third (3rd), fourth (4th), and fifth (5th) weeks of vacation will be scheduled respectively during the month of March. Seniority will prevail until April 1, thereafter, further selection shall be on a first-come, first-serve basis.
- (b) The final list will be posted on May 1st and an individual's scheduled vacation will not be subject to change unless by mutual consent. The vacation scheduling period will be October 1st through December 15th following the procedures outlined above. The final list will be posted on January 15th and an individual's scheduled vacation will not be subject to change unless by mutual consent. Seniority will prevail until December 31st, thereafter, further selection shall be on a first-come, first-serve basis.

14.05 Ten percent of an operation within a department may be away at any one time with the following exceptions:

- (a) The 10 week summer period - 20% away;
- (b) March School Break - 15% away.
- (c) Month of December - 10% away, or more as mutually agreed upon by the Company and the Union.
- (d) First week of November - 10% away

14.06 The vacation scheduling period will be twelve (12) months, from January 1st to December 31st.

14.07 An employee who terminates employment before full entitlement has been earned for a year and who has taken more than the actual earned vacation entitlement during the period will, at the date of termination, reimburse the employer for any unearned vacation pay received.

ARTICLE – 15

PAID HOLIDAYS

- 15.01 (a) Employees will be paid their regular daily rate for their normal (eight (8) hour) work day for New Year's Day, Good Friday, Victoria Day, Dominion Day, Civic Holiday, Labour Day, Thanksgiving, Christmas, Boxing Day, and two (2) Personal Holidays. This is providing that the employee puts in a full day's work on the working day preceding and the working day following the paid holiday (this includes previously approved scheduled time off) and the employee has worked 12 days in the 28 preceding the holiday. The qualifier of working 12 days in the 28 preceding the holiday will not apply if failure to do so was a result of the employee being on Worker's Compensation.
- (b) The working hours revolving around the Christmas and the New Year's holidays will be pre-set by mutual agreement. All other holidays will be observed on shifts that start between 12:00a.m. and 11:59p.m. on the date the holiday is observed. When it is necessary to schedule work on New Year's Day, Christmas Day and/or Boxing Day the Company will utilize volunteers.
- (c) If any of the above holidays falls on a Saturday, it will be observed on the previous Friday and paid for. If any of the above holidays falls on a Sunday, it will be observed on the following Monday and paid for. It is further agreed that neither Christmas Eve nor New Year's Eve will be considered as a working shift, for the afternoon shift.
- 15.02 Any employee required to work on the Holidays listed in 15.01 (a) will be paid as follows: 24x5 week: If the employee works a Holiday, they will receive their regular daily rate (eight (8) hour basis) for the Holiday. Additionally, they will be paid time and one-half for the hours actually worked on the Holiday. 24x7 week: If the employee works a Holiday as part of their regularly scheduled shift, they will receive their regular daily rate (eight (8) hour basis) for the Holiday. Additionally, they will be paid time and one-half for the hours actually worked on the Holiday. Holiday pay rules apply to probationary employees, as well.

ARTICLE - 16

HEALTH AND SAFETY

- 16.01 The Company agrees to abide by the current legislation governing the Health & Safety Act and Regulations and Workers' Right to Refuse Unsafe Work.
- 16.02 The Company agrees to recognize a safety committee composed of two (2) employees appointed by the Union and two (2) members appointed by the Company.
- 16.03 The National Union Health and Safety Representative shall have access to the workplace upon obtaining approval from the Plant Manager with reasonable advance notice.
- 16.04 The Company will pay 100% to a maximum of \$150 towards the cost of one pair of Safety Shoes and/or Boots per calendar year.

ARTICLE – 17

WAGES

New single wage scale will now cover all employees and will not change over the course of the agreement. Employees at the top of their respective wage scale at the time of ratification will receive either a 1% lump sum based on earnings from the previous 12 months or a 1% lump sum based on 2080 X their base hourly wage, whichever is greater. All pay changes will be retroactively paid with an effective date of Aug 28, 2018. As of the beginning of each new contract year, August 28, 2019 and August 28, 2020, employees at the top of their respective wage scale will receive either a 1% lump sum based on earnings from the previous 12 months or a 1% lump sum based on 2080 X their base hourly wage, whichever is greater.

ARTICLE - 18

BENEFITS

- 18.01 Employees shall be covered by the RR Donnelley-Canada, also known as Moore Wallace-Canada, Comprehensive Medical, Dental, Life, STD and LTD Benefit Plans, subject to the terms and conditions set forth therein and all changes from year to year. Employees who elect to participate in any Benefit Plan will pay the full employee premium portion as designated by the Company.
- 18.02

ARTICLE - 19

LEAVE OF ABSENCE

19.01 Notice of Absence

Employees are required to attend work regularly. When unable to attend, the employee must contact his/her supervisor as far in advance as possible or the scheduled start time giving the reason the employee is unable to attend work, the date of expected return, if known, and the details as to where the employee can be contacted during the absence. If the employee cannot contact his/her supervisor/leadhand or another member of management must be contacted by the employee. An employee may be required by the employer to substantiate the reasons for any absence.

19.02 Leave of Absence Without Pay

The Company, in its sole discretion, may grant a leave of absence without pay for personal emergencies or for important family reasons. An employee requesting such a leave of absence must provide as much notice as possible to the immediate Supervisor, clearly stating in writing the reasons for the request and the proposed duration.

19.03 Return to Work

An employee who fails to return to work from an authorized leave of absence for reasons which are unsatisfactory to the employer or who utilizes the leave of absence for other than the reasons for which it was granted, shall lose all rights under the collective agreement and the employee's employment shall be deemed to be terminated forthwith.

ARTICLE – 20

MATERNITY, PATERNITY AND PARENTAL LEAVE

The employees covered by this section of the agreement will receive all coverage they are entitled to under the Employment Standards Act of Ontario.

You are also required to give your employer at least two weeks' notice before beginning a parental leave.

If you change the date that you will begin pregnancy or parental leave, you can begin the leave earlier than the original date if you give your employer a new written notice at least two weeks before the new earlier date. If you fail to give the required notice, it is the ministry's view that you don't lose your right to a pregnancy or parental leave. If you want to resign before the end of your pregnancy or parental leave, or at the end of the leave, you must give your employer at least four weeks' written notice of your

resignation.

Generally, an employee who takes a pregnancy or parental leave is entitled to:

- the same job he or she had before the leave began

OR

- a comparable job, if his or her old job no longer exists.

In either case the employee must be paid at least as much as he or she was earning before the leave. However, if his or her wages would have gone up had he or she not gone on leave then he or she is entitled to the higher rate. Note that an employer does not have to give an employee his or her job back or a comparable job if its reasons for ending the employment are totally unrelated to the leave.

ARTICLE - 21

JURY OR WITNESS LEAVE

21.01 An employee who has completed his or her probationary period and who is summoned for jury duty or who is subpoenaed to appear as a witness at Court proceedings at a time during which he or she would normally have worked, will be granted a leave of absence without loss of pay for the time required to attend Court providing he or she:

- (a) Advises his or her Supervisor immediately after being notified of the requirement to attend court;
- (b) Renders an accounting of amounts received together with proof of attendance;
- (c) Returns to work if he or she is released from court at 12 noon or before.

21.02 Compensation for such leave shall be based on the number of working hours missed on an employee's regular work schedule. Employees who are interested parties (plaintiff/defendant) in the court proceeding are not eligible for compensation under this section.

ARTICLE – 22

BEREAVEMENT

In the event of death in an employee's immediate family, up to three (3) or five (5) days leave of absence will be granted with pay.

Up to five (5) days for Immediate family: Parents (including step-parents, in-laws, and parents of domestic partner), Siblings (including step), Spouse* (as defined below), Children (including step and foster), Son/Daughter in-law,

For purposes of this policy, the Company shall define "spouse" to include registered domestic partners or domestic partners who satisfy the following criteria:

A. Neither partner is legally married to or is the domestic partner of anyone else;

B. The domestic partners intend to remain each other's sole domestic partner indefinitely;

C. The domestic partners live together in the same principal residence and intend to do so indefinitely;

D. The domestic partners are committed to each other and share joint responsibilities for their common welfare and financial obligations.

Up to three (3) days for other close relatives: Grandparents, Grandchildren, Great Grandparents, Grandparents in-law, Step-Grandparents, Brothers/Sisters in-law, Aunts and Uncles, Children of Siblings (including step sibling).

Relatives of domestic partners are treated the same as relatives of spouses for purposes of determining the appropriate amount of bereavement leave.

This leave of absence shall not be construed as applying to instances where an employee does not attend a funeral due to distance requirements. Up to one day compassionate leave may be granted to employees who for a valid reason cannot attend the funeral of their spouse, child or parent. Further, only the actual number of working days lost, up to and including the day of the funeral, will be paid for.

A statement of verification may be required.

Compensation:

Compensation during absence due to a death in an employee's immediate family will be made at the shift pay rate for each of the days lost during the regular work week as follows:

- If the employee attends the funeral, excused absence with pay will be granted for a maximum of three (3) working days or five (5) working days.
- In certain circumstances, additional time off without pay, for travel, settling of estate, etc. may be granted at the discretion of the Manager/Supervisor. This additional time off will be considered as a leave of absence.
- In certain circumstances, additional time off without pay may be granted at the discretion of the Manager/Supervisor. This time off must not be charged to sick leave but to leave of absence.

- If death occurs while an employee is on vacation, when he/she would have otherwise been entitled to bereavement leave, an additional one (1) days vacation shall be granted at a date mutually agreed upon by the employee and their immediate Manager/Supervisor.

Pallbearers:

The time off to attend funerals as a pallbearer will not be paid for; Exception to this rule may be made by the Senior Manager at each location concerned in unusual cases.

Company representation at funerals:

It is felt that the Company should be represented at the funeral of an employee, or members of his/her immediate family. The representatives should be from the two levels of direct supervision above the employee.

ARTICLE – 23

UNION LEAVES

The Company will grant leave of absence without pay or loss of seniority to up to four (4) employees at any one time, who have completed one year of service in the plant, for the purposes of attending official union functions provided the leave is requested at least two weeks prior to the leave and that such leave does not impair the Company's ability to run the business. The Company will make every effort to grant such requests on the understanding that the Union will make every attempt to avoid the month of July. Such leave shall be no longer than one (2) weeks per employee in any one twelve (12) month period. This clause does not apply to leave associated with the negotiation of a replacement collective agreement.

ARTICLE – 24

NO DISCRIMINATION

The purpose of this policy is to allow employees to work in an environment free from any form of unlawful harassment, including sexual harassment.

Applicability:

This policy applies to all domestic RR Donnelley locations, departments, divisions and wholly owned, majority owned, or controlled subsidiaries.

Policy:

It is and has been the policy of RR Donnelley to maintain a work environment free of unlawful discrimination for all employees. The Company will not tolerate or condone any verbal or physical conduct by any employee that harasses, disrupts, or interferes with

another's work performance or that creates an intimidating, offensive or hostile environment. Any such conduct directed at an individual because of his/her race, sex, national origin, color, age, religion, genetic information, perceived or actual disability, perceived or actual sexual orientation, gender identity or expression, pregnancy, age or military status is strictly prohibited.

Procedures:

1. Any employee who believes that he/she has been subjected to harassment in any form should promptly report the situation to his/her immediate supervisor, manager, Human Resources Manager, or any level of management. If the offending party is the employee's immediate supervisor, the employee should contact the local Human Resources Manager, Corporate Employee Relations, or the Ethics Hotline toll free at 800-348-1233.
2. An immediate investigation of the complaint will be conducted. To the extent allowed by law, complaints will be kept confidential and will be disclosed only as necessary to investigate and act on information. The individual against whom a charge of harassment is made will be informed of the complaint and given an opportunity to respond. It will be required that all parties maintain strict confidentiality and fully cooperate with the investigation. After the investigation is completed, the appropriate employees will be advised of the overall results. If it is determined that harassment has occurred, the Company will take the appropriate necessary action that may include counseling, reprimand, demotion, or separation of the offender.
3. For purposes of this policy, sexual harassment will be defined as follows: unwelcome or unwanted conduct of a sexual nature (verbal or physical) that is used as a factor in decisions affecting hiring, evaluation, promotion, or other aspects of employment. The Please note: The policies online are the most up to date. If you have a printed copy, the HR Policy is not guaranteed to be current. Please refer to the intranet "insideRRD" or HR Xpress or contact your HR department for current policy information. Page 2 of 2 (CID # 3264) definition also includes harassing behavior that interferes with an individual's' employment by creating an intimidating, hostile or offensive work environment.
4. Sexually harassing behavior may include physical, verbal and nonverbal behavior. Examples of inappropriate sexual behavior include, but are not limited to:
 - A. Sexual advances
 - B. Inappropriate touching or other physical contact
 - C. Demands for sexual favors in exchange for promotion, retention, or tangible employment actions.
 - D. An employment decision made because of an individual's compliance with or failure to comply with sexual demands.
 - E. Repeated sexual jokes, flirtations, advances, or propositions, or discussions of sexual activity (Whether in conversation or through electronic or other means).

- F. Abuse of a sexual nature or suggestive, insulting obscene comments or gestures.
- G. Display of sexually suggestive objects or pictures.

These and similar behaviors are unacceptable in the workplace itself and in other work related settings such as business trips and business-related social events, whether or not Company sponsored. The procedure for the complaint process is the same as described above.

5. It is a violation of this policy to retaliate against anyone that complains about inappropriate behavior or participates in an investigation, even if sufficient evidence is not found to substantiate the complaint. Complaints of retaliation should be directed to the local Human Resources Department, Corporate Employee Relations, or the Ethics Hotline toll free at 800- 348-1233.

In addition to adhering to the policies stated above, the parties recognize that female employees may sometimes need to discuss with another woman matters such as violence or abuse at home or workplace harassment. They may also need to find out about specialized resources in the community such as counselors or women's shelters to assist them in dealing with these and other issues.

For this Reason the parties agree to recognize the role of a Women's Advocate in the workplace. The Women's Advocate will be determined by the Union from amongst the female bargaining unit employees. The Advocate will meet with female members as required, discuss problems with them and refer them to the appropriate agency when necessary.

The Company agrees to provide access to a confidential phone line and voice mail that can be maintained by the Women's Advocate and that is accessible for female employees to contact the Women's Advocate. As well, the Company will provide access to a private office so that confidentiality can be maintained when a female employee is meeting with the Women's Advocate.

The Company and the Union will develop appropriate communications to inform female employees about the advocacy role of the Women's Advocate providing contact numbers to reach the Women's Advocate. The Company will also assign a management support person to assist the advocate in her role.

The Women's Advocate will participate in an initial 40 hour basic training program and an annual three (3) day update training program delivered by the Unifor National Women's Department.

The Company agrees to pay for lost time, including travel time, registration costs, lodging, transportation, meals and other reasonable expenses where necessary.

ARTICLE - 25

GRIEVANCES

GRIEVANCE PROCEDURE

- 25.01 The purpose of this article is to establish a procedure for the settlement of all grievances. A grievance under this collective agreement is a complaint in writing by an employee or a group of employees, the Union or the Company, as provided herein regarding the interpretation, application, administration or an alleged violation of the collective agreement.
- 25.02 **STEP ONE:** It is understood that there is no grievance until the member of management of the aggrieved employee has first been given an opportunity to deal with the complaint. Such complaints must be discussed in the presence of a Committee person, if so requested, with the supervisor to whom the employee directly reports within five (5) working days after the circumstances that gave rise to the grievance first occurred or became known to the griever. The employee's immediate member of management will reply within five (5) working days. If the complainant is not satisfied with the oral reply of the supervisor, a written grievance may be filed in the following manner and sequence.
- 25.03 **STEP TWO:** The employee must, with the assistance of his department Steward if the employee requested, present his grievance in writing to the Director of Operations within five (5) working days of the receipt of the oral reply referred to in 25.02 above. The Director of Operations shall respond within five (5) working days of receipt of the grievance. If it is not referred to Step 2, as provided below, the grievance will be considered to be satisfactorily resolved on the basis of such decision. The grievance must state the name of the griever and classification, the name of the Steward for the department involved in processing the written grievance, the date upon which the grievance was prepared, the details of the grievance, the date upon which it is alleged to have first occurred, the department Manager's name and title, the articles and sections of the agreement alleged to be violated, the remedy sought and the signature of the griever and the Steward. Within five (5) working days of receipt of the grievance, the Director of Operations or his designate, shall arrange a meeting to discuss the grievance with the employee and the responsible steward. Within five working days of the meeting, the Director of Operations shall respond in writing to the grievance.
- 25.04 **STEP THREE:** If the Director of Operations' response is not satisfactory, the Plant Chairperson must inform the Director of Operations in writing within five (5) working days of receipt of the Director of Operations' response that the grievance will be presented to the Senior Vice President

of Human Resources, or his/her designee. Within five (5) working days of receipt of the grievance, the SVP of HR or his/her designee, shall arrange a meeting to discuss the grievance with the employee and the grievance committee. Within five (5) working days of the meeting, the SVP of HR/Designee shall respond in writing to the grievance. If the response is not satisfactory, the Plant Chairperson must inform the SVP of HR/Designee in writing within five (5) working days of receipt of the Director of Operations' response that the grievance will be presented to an Arbitration Board established in accordance with the Labour Relations Act of Ontario. If no written request for arbitration is received within the time specified by the Company or Union, as the case may be, the grievance shall be deemed to have been settled and not eligible for arbitration.

25.05 Any difference arising directly between the Company and the Union concerning the interpretation, application, administration or alleged violation of this collective agreement may be originated as a grievance in Step 2 by either party. The information identified in Step 2 must be included in the grievance. This must be done within five (5) working days after the circumstances giving rise to the grievance first occurred. The grievance shall be answered in writing by the Company or the Union, as the case may be, within fifteen (15) working days following the receipt of the grievance. Failing receipt of a satisfactory answer, the grievance may be submitted to arbitration as in Article 25.05 above. It is understood that a grievance dealt with under this paragraph shall not include any matter upon which an employee would be personally entitled to grieve and the regular grievance procedure for personal grievance shall not be bypassed except where the Union establishes that the employee has not grieved an unreasonable standard that is patently in violation of this agreement and that adversely affects the right of persons in the bargaining unit.

25.06 A grievance by a group of employees regarding the interpretation, application, administration or an alleged violation of this collective agreement may be filed in accordance with the provisions of this article beginning at Step 2 providing the facts of each employee's case are the same and any legal issue is also the same.

25.07 Time Limits

All time limits referred to in the grievance procedure shall be deemed to be mandatory unless extended by mutual written agreement of the Company and the union. If the grievance is not responded to by the Company within the agreed time limit, the Union may refer the grievance to the next step of the grievance procedure. If the grievance is not presented by the Union at any step in accordance with the prescribed time limits, the grievance is deemed to be withdrawn.

- 25.08 No monetary adjustment effected under the grievance procedure or arbitration procedure shall be made retroactive to a date prior to the date of occurrence of the circumstances giving rise to the grievance which shall in no case be longer than ten (10) days prior to the date of the filing of the written grievance in Step 1. In addition, any compensation or wages lost will be less any monies earned elsewhere or received from Employment Insurance.
- 25.09 The grievance or the reply will be delivered by hand, if possible, and will be deemed to be presented and received on the date so delivered.
- 25.10 The parties agree that efficiency of plant operations is of primary concern. The processing of a grievance to management will be done during working hours at a mutually agreed upon time so as not to interfere with efficiency of operations. The normal daily pay of bargaining unit employees involved will not be reduced.
- 25.11 The term "working days" when used in the article shall exclude Saturdays, Sundays, and the holidays enumerated in Article 15 respecting holidays.

ARTICLE – 26

ARBITRATION

ARBITRATOR

- 26.01 (a) If either party so wishes, grievances shall be heard by a single arbitrator. If a single arbitrator is requested, the party shall in its notice of intent to proceed to arbitration; suggest a person to serve as arbitrator. The other party shall respond within five (5) working days, agreeing either to the proposed single arbitrator or suggesting alternate arbitrators. If the parties cannot agree on an arbitrator within five (5) days, either party may request the Minister of Labour for the Province of Ontario to appoint a single arbitrator.
- (b) By mutual agreement, the parties may agree to proceed to arbitration of a particular grievance by the procedure of exchanging lists of three (3) proposed single arbitrators. In the event that a name is proposed common to both lists, such person shall be invited to serve as arbitrator of the grievance. When no name is common to both lists, the party requesting that the matter be submitted to arbitration may, within ten (10) working days after the lists have been exchanged, request the Minister of Labour to appoint an impartial arbitrator and the requesting party shall provide the other party with a copy of the request.

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

26.03 The following provisions shall govern Arbitrators:

- (a) in any arbitration, the written record of the grievance at Step 2 shall be presented to the Arbitrator and the award of the Arbitrator shall be confined in determining issues therein set out;
- (b) no matter shall be submitted to arbitration which has not been properly carried through all the requisite steps of the grievance procedure;
- (c) the Arbitrator shall not be authorized to make any decision inconsistent with the provisions of this collective agreement nor to modify, alter, add to, subtract from or amend any part of this collective agreement.
- (d) the written findings of the Arbitrator as to the interpretation, application, administration or alleged violation of this collective agreement, will be final and binding upon the parties concerned; in the event that a grievance is referred to an Arbitrator on which it has no power to rule, the case shall be dismissed without decision or recommendation on its merits.

26.04 The term "working days" when used in this article shall exclude Saturdays, Sundays and the holidays enumerated in Article 15 respecting holidays.

ARTICLE – 27

DISCIPLINE AND DISCHARGE

27.01 The termination of a probationer may be for cause on a basis which the Company may determine.

27.02 Without restricting the Company's right to discharge for cause generally, the following offenses shall be considered just cause for discharge:

- (a) the possession or use of or being under the influence of alcohol, or non-prescription drugs on the employer's premises;
- (b) theft, deliberate destruction, or sabotage of property or equipment;

- (c) conviction of a criminal offence under the Criminal Code reasonably related to the Company's duties.

It is understood that each case will be reviewed on its own merits.

27.03 The question of whether, in fact, an employee committed an offence referred to in 27.02 may be submitted to the grievance and arbitration procedure.

27.04 A claim of discharge without cause by an employee who has completed the probationary period shall be treated as a grievance if a written statement of such grievance in the form set out in Step 2 of the grievance procedure is lodged with the Company within five (5) working days of the discharge, commencing at the third step of the grievance procedure. Subject to 27.02 above, a grievance arising because of discharge may be settled under the grievance procedure by:

- (a) confirming the employee's dismissal; or
- (b) reinstating the employee with or without compensation for the time lost; or
- (c) any other arrangement mutually agreed to between the parties or by any other arrangement decided by a Board of Arbitration.

27.05 If an employee is to be summoned to a meeting of the Company for the purpose of being disciplined, the employee shall be so advised and may request the attendance of the Steward for the department in which the grievor works after having been advised of his/her right to do so. If the Steward is unavailable, another Steward or the Plant Chairperson may be designated. The unavailability of Stewards shall not stop the meeting or affect the quality of the discipline meted out in extreme cases only. The Company shall provide the employee and the Union with a copy of any written discipline.

27.06 Letters of Discipline shall be removed from an employee's file after a period of 24 months. An exception shall be made for Letters of Discipline that involve acts of violence and issues involving human rights.

ARTICLE – 28

BULLETIN BOARD

28.01 The Company will provide one enclosed and locked bulletin board in the Plant for the use of the Chairperson of the negotiating committee for posting notices of the following types:

- (a) notices of recreational and social events;
- (b) notices of elections;
- (c) notices of results of elections;
- (d) notices of meetings;
- (e) notices of general health and safety matters;
- (f) notices and/or brochures provided by Unifor.

28.02 The union bulletin board shall not be used for posting or distributing political matters or union matters not directly related to the bargaining unit and the administration of this collective agreement, including any postings related union organizing at other RR Donnelley or subsidiary locations.

28.03 Each notice which is to be posted shall be provided to the Plant Manager, or in his/her absence the Operations Manager, in advance for information and approval, which shall not be unreasonably denied. Notices so approved shall be signed by the Chairperson and the Plant Manager, or in his absence the Operations Manager. Posted notices which are not so approved shall be removed.

ARTICLE 29

PLANT CLOSURE

29.01 The Company agrees to provide plant closure provisions as contained in the current Employment Standards Act as a minimum upon closure for the duration of this agreement.

The Company further agrees to discuss with the Union the effects of such closure on the RR Donnelley Pension Plan – Canada as it relates to the bargaining unit. Any input provided by the Union shall be given appropriate consideration, but the length of discussions and any determinations made with regard to the Plan remain the sole and

exclusive decision and right of the Company.

ARTICLE 30

TECHNOLOGICAL CHANGE

- 30.01 The parties recognize that technological changes may be necessary in order to further the continued growth and success of the Company. It is agreed that in the event of technological changes, both parties will meet at the earliest practical time to discuss the matter and discuss the effect of the decision on employees concerned. Should this discussion result in disagreement, the issue may be subject to the grievance procedure. However, the filing of any grievance shall not delay the implementation of the planned change.
- 30.02 If new equipment or material is introduced into the Trenton Plant which could adversely affect the employment of a significant number of employees in the bargaining unit, then the following procedure will be followed:
1. A displaced employee will be offered re-training on available jobs of equal or higher rates of pay.
 2. If jobs are unavailable as in 1. above, a displaced employee will be offered re-training, where necessary, on available jobs at a lower rate of pay.
 3. If no jobs are available as in 1 or 2 above, or are unacceptable to the employee, or the employee is unable to perform the job after the retraining period, then the employee will exercise his/her rights under the bumping clause of the collective agreement.

ARTICLE - 31

DURATION OF AGREEMENT

- 31.01 This collective agreement shall become effective on August 27, 2018 and shall remain in full force and effect until 11:59:59 PM on August 27, 2021.
- 31.02 Either party may notify the other in writing, at least ninety (90) calendar days prior to the expiration date, that it desires to negotiate amendments to the collective agreement or to terminate it. In the event that no notice has been given as required above, the agreement shall continue in full force and effect until twelve (12) months thereafter.

31.03 If, pursuant to such negotiations, an agreement is not reached prior to the current expiry date, this agreement shall remain in full force and effect until the date on which a new agreement is made effective between the parties or until the date on which either of the parties may lawfully alter the terms or conditions of employment in accordance with the Labour Relations Act, whichever date shall first occur.

31.04 This agreement supersedes any previous agreements between the Company, its employees and the Union. It is the intent and purpose of the parties that this agreement between the Company and the Union constitutes the entire agreement between the parties and supersedes all previous contracts, verbal or written between the parties. Changes may be made at any time by mutual consent. Any such changes shall be reduced to writing, signed by the parties hereto, and approved in the same manner as provided for in this agreement.

31.05 If any provision of this agreement is found to be unlawful or in conflict with any governmental restrictions, said provision(s) will be considered void or adjusted to comply with the minimum standards set by the ESA (Employment Standards Act) but all other provisions of the agreement will continue in full force and effect.


ARTICLE - 32


PRINTING COLLECTIVE AGREEMENT BOOKLETS

The Employer will pay the costs of printing a booklet of the Collective Agreement to be provided to all seniority employees. As well, the Employer will provide the union a PDF format (with signatures) and MS Word format (with typed names of signatures) of the final Agreement. The Collective Agreement will be finalized and printed within three (3) months following ratification. In addition, the Employer will make a benefits booklet available online. Upon request, a copy of the benefits booklet can be printed for an employee by Human Resources.

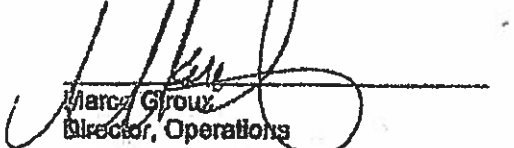
Agreed to this 22nd day of October 2018:


For the Company:


Mark Brothers
SVP, Human Resources
Deputy Compliance Officer


Richard Castisberry
Senior Director, Human Resources



Rael Fisher
President, RRD Canada



Marc Groux
Director, Operations


Kelly Boyd
Manager, Human Resources


Kathy Ambrust
Manager, Human Resources

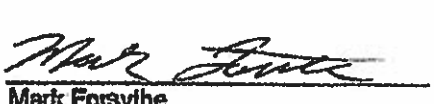
For the Union:



Kim Power
National Representative, Unifor


Barry Woodcock
Bary Woodcock
Union Chairperson, Unifor Local 887


Timothy Snyder
Timothy Snyder
Trenton Steward, Unifor Local 887


Jackie O'Brien
Jacqueline O'Brien
Trenton Steward, Unifor Local 887


Mark Forsythe
Mark Forsythe
Steward, Unifor Local 887


Brad Rose
Brad Rose
Steward, Unifor Local 887

CLASSIFICATION AND WAGE SCHEDULE

Job Titles	Grade	Step Progressions																	
		Start	6mos	12mos	18mos	24mos	30mos	36mos	42mos	48mos	54mos	60mos	66mos	72mos	78mos	84mos	90mos	96mos	102mos
B8 Electrician/Electronics Technician	8	\$30.94	\$32.49	\$34.12	\$35.84	\$37.65													
A10 & B7 Aquaflex/Imaging Press Operator/Aquaflex/Imaging Press Operator, Label Technician/Label Technician	7	\$20.87	\$21.43	\$21.99	\$22.55	\$23.10	\$23.66	\$24.89											
A9 & B6 Press Operator, Maintenance Mechanic	6	\$20.53	\$20.93	\$21.32	\$21.70	\$22.24	\$22.62	\$23.00	\$23.38	\$23.76	\$24.25								
A8 & B5 Label Coater Operator/Coater Operator, Speedmailer Collator Operator and Speedflex-Speediflo Collator Operator/Collator Operator	5	\$18.08	\$18.44	\$18.81	\$19.19	\$19.57	\$19.96	\$20.36	\$20.67	\$21.08	\$21.51	\$21.94	\$22.37	\$22.82	\$23.28	\$23.61			
A6 & B4 Imaging Equipment Operator/Imaging, Rotoflex/Diecutter Operator / Die Cage, Stock Handler / Ink Technician/Stock Handler, Wall Unit/Tamarack, Label Die Facilitator/Diecage	4	\$16.27	\$16.68	\$17.09	\$17.59	\$17.94	\$18.27	\$18.64	\$19.01	\$19.39	\$19.78	\$20.17	\$20.57	\$20.99	\$21.41	\$21.83	\$22.35		
A5 & B3 Moore Comp Systems Operator/Moore Comp, CWN Slitter Operator / Layout/Slitter/Waste Person, Offline Applications	3	\$15.74	\$16.05	\$16.48	\$16.80	\$17.12	\$17.46	\$17.81	\$18.17	\$18.53	\$18.90	\$19.28	\$19.67	\$20.06	\$20.46	\$20.87	\$21.29	\$21.68	
A4 & B3 & B2 Shipper/Receiver / Shipper/Receiver, Plate Maker	2	\$15.36	\$15.62	\$15.89	\$16.16	\$16.48	\$16.81	\$17.15	\$17.49	\$17.84	\$18.20	\$18.56	\$18.93	\$19.31	\$19.70	\$20.09	\$20.49	\$21.13	
A3 & B2 & B1 General Finishing Person/General Finishing, Collator Service Person/Service Layout, Press & Collator Utility/Utility Person, Waste Labour/Waste Labour	1	\$14.00	\$14.28	\$14.57	\$14.83	\$15.13	\$15.36	\$15.51	\$15.67	\$15.83	\$15.98	\$16.14	\$16.30	\$16.50	Steps will then increase by 0.5% every six months until \$20.19 is reached.		\$20.19		

Upon hire, at the Company's discretion, it may recognize service with other employers for the purposes of progression on the wage grid.

Lead Hands to receive a premium of \$.80 cents/hour maximum over top rate.

APPENDIX "1"

DUES CHECK OFF AUTHORIZATION

I _____ hereby authorize the Company
(employee's name)

to deduct Union Dues directly from the wages owing me. I understand that union dues will be the first two hours wages earned by me in any month that I have worked 40 or more hours.

Employee's Signature Date

Date

APPENDIX "1"

DUES CHECK OFF AUTHORIZATION

I _____ hereby authorize the Company
(employee's name)

to deduct Union Dues directly from the wages owing me. I understand that union dues will be the first two hours wages earned by me in any month that I have worked 40 or more hours.

Employee's Signature Date

Date