

# **COLLECTIVE BARGAINING AGREEMENT**

BETWEEN:

**DOEPKER INDUSTRIES LTD.**  
MOOSE JAW, ANNAHEIM & SASKATOON  
PLANTS  
*(hereinafter called “the Company”)*



AND:

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

**LOCAL UNION 5917-27 & Local Union 1-184**

*(hereinafter called “the Union”)*



**EFFECTIVE: May 1, 2018 – April 30, 2021**

13265 (06)

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**DOEPKER INDUSTRIES LTD. MISSION STATEMENT**

*(our driving force)*

To be the best value supplier of superior products, services and solutions to our customers in the transportation industry.

**CORE VALUES OF DOEPKER INDUSTRIES LTD.**

*(what we live by)*

Customer Satisfaction  
Innovation  
Teamwork

Continuous Improvement  
Integrity  
Stability

## ARTICLE 1

### 1.01 PURPOSE

It is the intent and purpose of the Parties that this Agreement will promote and improve mutually beneficial Employee relationships between the Company and its Employees and their Union, consistent with the Mission statement of the Company, and also to set forth herein the terms and conditions of employment to be observed between the Parties, and more specifically:

- a. To recognize and respect the rights, responsibilities and functions of each of the Parties hereto;
- b. To set forth the working conditions, hours of work, wage rates and benefits applicable to the Employees covered by the Union certification for the Moose Jaw plant;
- c. To establish a fair and equitable system for the promotion, transfer, layoff and recall of Employees;
- d. To establish a just, fair, equitable and prompt procedure for the disposition of grievances;
- e. And generally, through the full and fair administration of all terms and provisions contained herein, to develop and achieve a relationship between the Company and its Employees and their Union, which will be conducive to their mutual well being.
- f. If any provision of this agreement, or any collective agreement made in pursuance thereof, is found to be contrary to the provision of any law, now or hereafter enacted, this Agreement will not be abrogated, but is subject to such amendments as may be necessary to bring into conformity with the law.

### 1.02 INTERPRETATION

In this Agreement:

- a. ~~%oach+~~means to train, motivate, guide, direct, enable and promote teamwork.
- b. "demotion" means the movement of an Employee from a position in one classification to a position in another classification having a lower wage rate;
- c. "Employee" means an Employee of the Company covered by the Certification Order of the Saskatchewan Labour Relations Board dated April 11, 2000, and "Employees" has a similar meaning;
- d. "lay-off" means a reduction in the work force or a reduction in the regular hours of work of any Employee;
- e. "permanent Employee" means an Employee who has successfully completed the probationary period;
- f. ~~%e~~rm employee+means an employee working on a regular shift with a predetermined start and end date of employment.

- g. "probationary period" means a period of four hundred (400) actual in-scope hours worked.
- h. "promotion" means the movement of an Employee from a position in one classification to a position in another classification having a higher wage rate;
- i. "regular hourly rate" or "regular rate" means an Employee's standard hourly rate for their classification including any applicable shift, Crew Chief and experience premiums. An Employee's standard hourly rate is subject to any adjustments made in accordance with Article 5

### 1.03 GENDER REFERENCES

All articles and clauses referred to in this Agreement apply equally to both male and female Employees.

## **ARTICLE 2**

### MANAGEMENT RIGHTS AND RESPONSIBILITIES

- 2.01 Subject to the express provisions of this Agreement, the Union acknowledges and respects that the Company has and retains the sole and exclusive right and responsibility to manage its business in all respects, including but not limited to the following:
- a. To determine the Purpose and Mission of the Company, as well as establish its Core Values and Management Philosophy;
  - b. To manage performance to assure total customer satisfaction, superior quality, and profitability;
  - c. To plan, direct, and control operations, to schedule work, to determine the standards, methods, processes, and means of work;
  - d. To determine the location and facilities, and the extent to which locations shall operate;
  - e. To hire, train, promote, demote, classify, transfer, assign, reassign and layoff Employees;
  - f. To supervise and coach Employees, and to correct, discipline, suspend and discharge Employees for just and reasonable cause;
  - g. To direct the work force, including the right to decide on the number of Employees needed by the Company, to organize the work, to assign the work, to sub-contract the work subject to Article 3.02, to schedule shifts, to set standards, and to maintain order and discipline;
  - h. To make and to alter from time to time reasonable rules and regulations to be observed by all Employees provided such alteration does not conflict with an express provision of this Agreement. The affected Employees and the Union shall be notified in writing no less than seven (7) days prior to any new or changed rules or regulations taking effect; safety-related rules and regulations which require immediate implementation are excluded.

## ARTICLE 3

### UNION RIGHTS AND RESPONSIBILITIES

- 3.01 The Company recognizes and respects the Union as the sole and exclusive bargaining agent for its Employees, as described in the current Certification issued by the Saskatchewan Labour Relations Board, for the purpose of collective bargaining with respect to rates of pay, hours of employment and other conditions and terms of employment.
- 3.02 (a) The Company agrees not to contract out any work presently performed by Employees covered by the Agreement solely for the purpose of layoff or demotion of bargaining unit Employees or deferring the recall of bargaining unit Employees. However, both Parties recognize the need of the Company to meet changing demands of the market and business.

In case of business slowdown, prior to lay-offs, the Company will agree to bring back sub-contract work based on internal capability.

If the Company does contract out, The Saskatchewan Employment Act will govern regarding the placement of this work.

The Parties also recognize the need to assist the Employees affected by these changes. These changes will be governed by the Saskatchewan Employment Act. The Company agrees to exhaust the following list of possible changes before considering layoff.

- retraining for alternate work
- reassignment to other work
- attrition
- leave of absence
- voluntary layoff
- job share
- work share when available

(b) Retraining shall occur on Company time at the employee's previous rate of pay.

### 3.03

- a. The Company agrees that excluded personnel shall not work on any job which is included in the bargaining unit except for purposes of instructing, experimenting or in emergencies when an Employee in the bargaining unit is not present and available.

In emergency situations, where sufficient manpower is not present and available, a supervisor will inform a shop steward or other Employee of the work to be done by excluded personnel prior to performing the necessary work.

- b. In the event that an excluded person performs work in violation of this Article then the Company shall pay an amount equal to the hourly rate of the Employee who would normally perform such work for the period of the violation, (minimum one (1) hour) and the payment will be made to the Union.

3.04 No Employee shall be required or permitted to make a written or oral agreement with the Company which conflicts with the express terms of this Agreement.

## ARTICLE 4

### UNION SECURITY

4.01 Every Employee who is now or hereafter becomes a member of the Union shall maintain their membership in the Union as a condition of their employment, and every new Employee whose employment commences hereafter shall, within thirty (30) days after the commencement in their employment, apply for and maintain membership in the Union, and maintain membership in the Union as a condition of their employment, provided that any Employee in the appropriate bargaining unit who is not required to maintain their membership or apply for and maintain their membership in the Union shall, as a condition of their employment, tender to the Union the periodic dues uniformly required to be paid by the members of the Union.+

4.02 Union Dues

- a. Within ten (10) days after the end of the month in which they are payable, the Company shall remit the dues deducted pursuant to Article 4.01, and an itemized statement to the Union, payable to:

International Secretary-Treasurer  
United Steelworkers  
Box 9083, Commerce Court Postal Station,  
Toronto, Ontario  
M5L 1K1

with a copy to:

United Steelworkers  
#26-395 Park Street,  
Regina, Saskatchewan  
S4N 5B2

United Steelworkers  
1110-3rd Avenue,  
Prince Albert, Saskatchewan  
S6V 5G3

- b. The itemized statement, referred to in paragraph (a) above, shall include the names of the Employees from whom deductions have been made, the total amount deducted for that month, and the names of any Employees from whom deductions have not been made together with the reason(s) why such deduction was not made, along with a completed R115 Form required by the Union.
- c. The Company agrees to provide the amount of total deductions paid by each Employee for the previous calendar year on the Income Tax T4 Form.

4.03 During the term of this Agreement, or while negotiations for a further Agreement are being held, the Union and its members agree that they will not permit, cause, or encourage or take part in any sit-down, slowdown, or stoppage of work in any department, or any strike of any of the Company's operations or activities, nor authorize or condone any curtailment of work, or restriction, or interference with production at any of the Company's operations.



- 4.04 During the term of this Agreement, or while negotiations for a further Agreement are being held, the Company will not engage in any lockout of its Employees.
- 4.05 a) The Union has the right to appoint or elect up to four (4) members to the Negotiating Committee. The Union will notify the Human Resource Manager or designate of the names of the members of the Committee, in writing, at least two (2) weeks in advance of negotiations.
- b) Hours applied to Union negotiations shall be treated as hours worked for the purposes of attendance bonus, overtime and any other benefit that would normally apply.

## ARTICLE 5

### RATES OF PAY

- 5.01 Employees shall be paid in accordance with the rates of pay for the applicable classification as negotiated by the Company and Union. The applicable rates of pay are found in Schedule A of this Agreement.
- 5.02 Additional classifications may be established by the Company from time to time. The rates for same shall be subject to negotiation between the Company and the Union. If the Parties are unable to agree upon a rate for the new classification, the dispute may be referred to arbitration by either Party.
- 5.03 An Employee on a graduated return to work program or light duty (i.e. modified work/training) will be paid their regular rate of pay plus eligible premium and attendance bonus for up to seventeen (17) weeks.
- After seventeen (17) weeks the Employee will be paid the rate applicable to the work they are medically fit to perform. An employee who has been reassigned or who is working light duties to accommodate a pregnancy shall be paid in accordance with the *Saskatchewan Employment Act*.
- If applicable, the balance of an Employee's rate, up to the amount paid by the WCB or Group Insurance Company rate structure will be paid by Workers Compensation or the Group Insurance Company.
- Upon medical release to full duties, the Employee will return to their previous classification and rate.
- 5.04 An Employee who bids into a new lower paying position will hold their current rate, including Crew Chief premium (except where a Crew Chief moves into their same position, for example a Weld Crew Chief moving into a Weld position), for sixty (60) calendar days. After sixty (60) calendar days, the Employee would be paid the rate corresponding to their skill level in the new position. This arrangement would be offered once per 24-month period per Employee only. (The second time an Employee bids into a new lower paying position within the 24-month period, the Employee would be paid at the higher of either level 2A, or the rate for which they qualify in the new position). To qualify for this provision, the Employee must be with the Company at least twelve (12) months.

## ARTICLE 6

### HOURS OF WORK AND REST PERIODS

#### 6.01 Hours of Work

The standard hours of work and shifts required for the Company's business covered by the Agreement shall be set by the Company and may be modified by the Company from time to time for bona fide operational reasons and in accordance with the demands of the business.

Shifts may be amended by the Company provided that the Employees affected will be given a minimum of seven (7) calendar days notice of any amendments taking place. Employees will have the option to waive the notice period in writing. A copy of the waiver will be provided to the Union. The principle of a forty (40) hour workweek will remain.

#### 6.02

##### a. Standard Work Day

The standard workday shall commence at the start of the Employees' regularly scheduled shift and end twenty-four (24) hours later.

##### b. Standard Work Week

**Day Shift:** The day shift will normally be eight (8) hours per day, (excluding lunch breaks) five (5) days per week, Monday through Friday.

The normal hours of work shall be from:

- a. Annaheim: 6:00 A.M. to 2:30 P.M.
- b. Moose Jaw: 6:00 A.M. to 2:30 P.M.
- c. Saskatoon: 6:00 A.M. to 2:30 P.M.

**Afternoon Shift:** The afternoon shift will normally be ten (10) hours per day, (excluding lunch breaks) four (4) days per week, Monday through Thursday.

The normal hours of work shall be from:

- a. Annaheim: 2:30 P.M. to 1:00 A.M.
- b. Moose Jaw: 3:00 P.M. to 1:30 A.M.
- c. Saskatoon: 3:00 P.M. to 1:30 A.M.

Based on mutual agreement between the Union and the Company, the Day Shift may be ten (10) hours per day, (excluding lunch breaks) four (4) days per week, Monday through Thursday and Tuesday through Friday.

##### c. Coffee Breaks

There shall be one (1) scheduled fifteen (15) minute paid coffee break in the eight (8) hour day shift approximately mid-morning of the day shift. There will be two (2) scheduled fifteen (15) minute paid coffee breaks approximately midway between each half of the ten (10) hour afternoon shift.

##### d. Lunch Breaks

All eight (8) hour and ten (10) hour shift Employees shall be entitled to an unpaid thirty (30) minute lunch break. The lunch break will normally be around the fifth (5th) hour of the shift.

6.03 Shift schedules shall be posted by the Company. The Company will provide an Employee with a minimum of seven (7) calendar days notice of a change of shifts. Where less than seven (7) calendar days notice is given, the Employee shall report for work and the Company shall pay, by way of compensation, time and one-half (1 1/2x) the Employee's hourly rate for the first shift worked following such change. No Employees' regular schedule shall be reduced or interrupted to avoid payment of this compensation. Employees will have the option to waive the notice

period in writing in which case this compensation will not be paid. A copy of the waiver will be provided to the Union.

6.04 Reporting-for-work pay

- a. When an Employee reports for their regularly scheduled shift and there is no work available, they shall receive a minimum of three (3) hours pay at their regular rate, providing that, if three (3) hours work is not available at their regular job, they shall perform such other work as may be assigned to them to qualify for such pay.

6.05 Call-in Pay

If an Employee is requested to work outside their scheduled shift, they shall be paid in accordance with the overtime provisions in this Agreement.

If an Employee is called in to work where the hours are not consecutive to their regularly scheduled shift, a minimum of three (3) hours at the Employee's regular rate will be paid.

6.06 Overtime Compensation

Eight (8) Hour Day Shift: One and one-half times (1 1/2x) the Employee's regular hourly rate shall be paid for time worked in excess of eight (8) hours in any twenty four (24) hour period or time worked in excess of forty (40) hours in any work week.

Ten (10) Hour Afternoon Shift: One and one-half times (1 1/2x) the Employee's regular hourly rate shall be paid for time worked in excess of ten (10) hours in any twenty four (24) hour period or time worked in excess of forty (40) hours in any work week.

Employees shall be paid two times (2x) the Employee's regular hourly rate for time worked in excess of forty eight (48) hours in any work week.

The workweek hours shall be shortened by eight (8) hours for Employees working the eight (8) hour shifts and shortened by ten (10) hours for Employees working ten (10) hour shifts for each statutory holiday falling in the week.

All overtime must first be authorized by the Supervisor. For the purposes of calculating overtime, the standard payroll week will be between midnight Saturday and midnight on the Saturday immediately following.

There will be no pyramiding in the compensation of overtime.

- 6.07 The Parties agree that available overtime will be distributed in an equitable manner to those Employees interested and qualified to do the work.

6.08 Overtime Breaks

If the Company requests an Employee to work more than two (2) hours after their current shift the Employee is entitled to an twelve (\$12.00) dollar meal allowance and a thirty (30) minute unpaid break. If this request is made the day prior to an Employees scheduled shift, the twelve (\$12.00) dollar meal allowance would not apply.

Employees shall be entitled to a ten (10) minute paid break prior to working overtime on a day shift, provided that the overtime is one and one-half (1.5) hours or more. Employees working one and one-half (1.5) hours or more before an afternoon shift will be entitled to a ten (10) minute paid break prior to the start of the regularly scheduled shift. All other coffee breaks remain as the regularly scheduled shift.

6.09 Overtime Compensation for Training

- a. Voluntary Training . Employees will not be paid for travel time to attend an external training course on a voluntary basis, if the travel time extends beyond the Employee's regular shift duration.
- b. Required Training . Employees will be paid regular rates for travel time to attend an external training course that is a requirement of their job, if the travel time is on a weekend. If travel time extends beyond the Employee's regular shift duration between Monday and Friday, they will be paid overtime rates.
- c. For an extended out-of-town training course that is a requirement of the job, the Employee will be paid for the duration of their scheduled shift for each training day and will be paid overtime rates for any training time that extends beyond the scheduled hours of work.

Illustration for extended out-of-town training for Employee who is scheduled for dayshift:

<u>Day</u>		<u>Pay</u>
Sunday	5 hours travel time	5 hours at regular rate
Monday	9 hours training	8 hours + 1 overtime hour
Tuesday	8 hours training	8 hours
Wednesday	8 hours training	8 hours
Thursday	6 hours training	8 hours
Friday	4 hours training, 5 hours travel	8 hours + 1 overtime hour
	Total	45 regular + 2 OT hours

- 6.10 When an Employee is requested to work at another plant within Saskatchewan, travel time will be considered as time worked and overtime provisions will apply.

When an Employee is requested to work outside of the province, travel time will be paid at straight time rates.

Work requests requiring travel will be offered to the most senior Employee with the greatest skills and abilities based on business requirements.

- 6.11 When an employee is required to attend any out of town training they will do so without loss of pay for that shift.
- 6.12 The Company will provide a meal allowance for employees who travel for work purposes. The allowance is paid at the rate of thirty-five (\$35.00) dollars per full day or eight (\$8.00) dollars for breakfast, twelve (\$12.00) dollars for lunch and fifteen (\$15.00) dollars for supper for meals missed during partial days.

**ARTICLE 7**

STATUTORY HOLIDAYS

- 7.01 All Employees who qualify for payment of the Statutory Holidays listed below shall receive their regular rate for the scheduled hours of their shift for each of the Statutory Holidays for which they qualify.
- 7.02 Statutory Holidays to be observed by this Agreement are: New Years Day, Good Friday, Victoria Day, Canada Day, 1<sup>st</sup> Monday in August, Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day, Family Day and any other day that may be declared a legal holiday by the

Provincial government. Should any of the above holidays fall on an Employee's day(s) off, the Employee shall receive an additional day with the applicable pay in accordance with Article 7.01, to be taken adjacent to the Employee's normal days off or at a time mutually agreed between the Employee and the Supervisor.

7.03 Employees will not be scheduled to work on a Statutory Holiday.

7.04 Eligibility for Statutory Holiday Pay

- a. To be eligible to receive pay for a Statutory Holiday, an Employee must work their last regularly scheduled shift immediately prior to the holiday and their first regularly scheduled shift following the holiday.
- b. The eligibility requirements in (a) above will be waived when the Employee's absence from an eligible shift has been because of:
  - a Company approved leave of absence that is not longer than one (1) week, or
  - when an Employee fails to meet the eligibility requirements because of a bona fide sickness or accident that is not covered under a Workers Compensation or Disability Insurance Program.
- c. If an employee is laid off within fourteen (14) days of a statutory holiday, the statutory holiday will be paid provided the employee worked their last regularly scheduled shift prior to the statutory holiday.

An Employee who is on a Workers Compensation or Disability Insurance Program will have their Statutory Holiday pay covered by these agencies.

7.05 Normal Schedule

In a week where a Statutory Holiday occurs the normally scheduled workweek must prevail.

7.06 Statutory Holiday During Employee's Vacation

Should a Statutory Holiday occur during an Employee's vacation period, the Employee will receive the applicable statutory pay, in accordance with Article 7.01, for that day. The time for the Statutory Holiday will not be deducted from the Employee's vacation entitlement.

## **ARTICLE 8**

### VACATIONS

8.01 Vacation entitlement (time only)

Employees shall be entitled to annual vacation time as follows:

- a. After the completion of one year of service with the Company up to the end of the Employee's tenth year, three weeks of vacation.

Employees who have completed their probation period and have less than one (1) year of service have the option to, within their first year of employment, use up to one (1) week of vacation time from the second (2<sup>nd</sup>) year's entitlement.

- b. After the completion of year ten (10) and up, four (4) weeks of vacation
- c. After completion of year Twenty (20), five (5) weeks of vacation

8.02 Vacation Pay

During the first nine (9) years of employment, vacation pay is calculated at the rate of six (6%) per cent of total earnings in the same year.

After nine (9) years of employment, vacation pay is calculated at the rate of eight (8%) per cent of total earnings in the same year.

After nineteen (19) years of employment, vacation pay is calculated at the rate of ten (10%) per cent of total earnings in the same year.

Vacation pay will be paid out as entitled vacation time is taken. Vacation pay can be carried forward no more than one (1) year beyond the year it was earned. At this time, such pay will be paid out to all applicable Employees regardless of vacation time being scheduled.

Twice in any given year, an Employee may request to have some or all of their outstanding earned vacation paid out.

- 8.03 The Employee's anniversary date for vacation pay and entitlement calculations will be based on the Employee's date of hire.

8.04 Vacation Pay Upon Termination

In the event that an Employee is terminated during the course of a working year in respect of which they have not received an annual vacation, they shall receive the appropriate percentage of their total pay earned during the portion of the year that they have worked in accordance with the provisions of Article 8.02 above.

8.05 Vacation Scheduling

Employees shall have preference in respect to annual vacations within their Vacation Group (see below) according to the seniority list provided they file applications before April 1 of each year for vacations to be taken in that year. The Company will schedule vacations prior to May 1 of each year.

For other vacations outside of the above window, the following applies:

- a. Multiple vacation days must be requested a minimum of seven (7) calendar days in advance;
- b. Single vacation days must be requested a minimum of one (1) working day in advance subject to the following timelines:
  - Day shift: no later than 6 a.m. on the last scheduled shift worked
  - Afternoon shift: no later than 2:30 p.m. on the last scheduled shift workedThese requests will be responded to, at a minimum, on the last scheduled shift prior to the vacation.

However, requests given with less notice will be considered at the Company's discretion. Employees shall have preference in respect to these vacation days based on a first-come, first-serve basis.

The Company reserves the right to limit the number of Employees permitted to be on vacation from any job position and department at one time for operational efficiency.

The limit shall not be less than 25% (rounded to the nearest number and minimum of one) of the Employees in a vacation group who will be granted vacation at any one time for applications filed prior to April 1 of each year. After that time, the limit shall not be less than 20% (rounded to the nearest number and minimum of one) of the Employees in a vacation group who will be granted vacation at any one time.

If an Employee is absent due to sickness or a family emergency the Company will allow them, upon written request, to use vacation time and vacation pay for that time loss.

#### Vacation Groups

#### JOB POSITIONS

The following positions will be grouped by shift for vacation purposes:

Finisher  
Metal Fabricator  
Sandblaster  
Prepper  
Parts Coordinator  
Painter  
Welder  
Riveter  
Repair Bay Technician  
Suspension Technician

#### Note:

- Welder: Minimum of 1 qualified aluminum welder is required to work per shift.

The following positions will NOT be grouped BY SHIFT for vacation purposes:

Maintenance Technician	Equipment Operator
Paint Trainer	Manufacturing Technician
Paint Kitchen	Janitors
CNC Plasma Cutter	Transport Operator
Aftermarket Parts Assistant	Special Projects Assistant
Shipper/Receiver	

- 8.06 Employees may request vacation pay on the payday prior to their scheduled vacation. This is provided that a minimum of one (1) week's vacation is booked at that time and a minimum of two (2) weeks notice in writing is given to the Human Resources Department. If an Employee requests a vacation during the week of a Statutory Holiday, this will be counted as one (1) week's vacation for the purposes of Article 8.06.

If less than one (1) week's vacation is booked, the appropriate vacation pay will be paid on the corresponding payday to their vacation time.

On or before the Employees anniversary they may request in writing to carry over one (1) week of vacation which must be subsequently used in the following twelve (12) month period.

#### 8.07 **Maintenance Periods**

The Company will schedule at least one (1) maintenance period per year. This will be referred to as the Winter maintenance period and will occur between the Christmas and New Year Statutory holidays. Maintenance periods will be considered vacation time for all Employees not scheduled to work, except maintenance staff and cleaning volunteers. In order to meet maintenance

requirements, the company may, at its sole discretion, schedule additional maintenance periods at any or all of its plants. Additional maintenance periods will be scheduled on a plant by plant basis and not necessary occur simultaneously company wide.

Employees may opt to take the maintenance periods as general leave except maintenance staff and cleaning volunteers.

Winter Maintenance Period:

**Winter 2018** . The December 25, 2018 holiday will be scheduled for December 25, 2018. The January 1, 2019 holiday will be scheduled for January 1, 2019. The maintenance period will commence at 2:30 PM December 21, 2018 and will re-open on Wednesday, January 2, 2019.

**Winter 2019** . The December 25, 2019 holiday will be scheduled for December 25, 2019. The January 1, 2020 holiday will be scheduled for January 1, 2020. The maintenance period will commence at 2:30 PM December 24, 2019 and will re-open on Tuesday, January 2, 2020

**Winter 2020** . The December 25, 2020 holiday will be scheduled for December 24, 2020 (for afternoon shift) and December 25, 2020 (for day shift). The January 1, 2021 holiday will be scheduled for December 31, 2020 (for afternoon shift) and January 1, 2021 (for day shift) . The maintenance period will commence at 2:30 PM December 24, 2020 and will re-open on Monday, January 4, 2021.

## ARTICLE 9

### Seniority, Job Postings, Transfers, Lay-off and Recall

- 9.01 The Parties recognize that job opportunities and security increase in proportion to seniority, skills, abilities, and, in the case of Crew Chief positions, performance and discipline.
- 9.02 The Parties also recognize the importance of maintaining superior levels of skills, ability and performance in the work force, for the benefit of the customers, the Employees and their Union, and the Company. They will work together to promote an environment that fosters superior skills, ability and performance.
- 9.03 Job profile
- a. The Company will use job descriptions and profiles to describe the skills, abilities, work experience, and performance standards and behaviors required to perform each job. Existing positions and existing Employees whose original date of hire precedes January 1, 2001 are exempt from any entrance requirement adjustments.
  - b. When an Employee is being considered as a candidate to fill a vacancy, new position, or transfer, or when the Company is deciding who will be retained in the event of a lay-off, or whether they will be entitled to recall from lay-off, the Employee will be assessed against the requirements of the job, as described in the job descriptions and profiles.
  - c. The Company will consult with the Union prior to adding new qualifications to a job description and profile.
- 9.04 Performance evaluation
- a. The Parties believe that an Employee performs and develops best when they know exactly what is expected of them, and how they are doing relative to these requirements. The Company conducts regular performance evaluations with each Employee, to help the Employee maintain



performance, and to identify areas for additional training or development. Required training will be provided by the Company.

- b. The performance review is conducted in a meeting between the Employee and their Supervisor, and the participants will use the job description and profile as the basis for assessing performance. Wherever performance improvement is required, specific examples will be provided by the Supervisor. In addition, the Employee's disciplinary record - should they have one - will be reviewed.
- c. Each performance review will be documented and signed by both the Employee and the Supervisor. Then, a copy will be provided for the Employee. The Employee signs the performance review acknowledging that he is aware of the document. The Employee will have a section for their comments on all performance reviews.
- d. Performance reviews will be conducted once a year, and may be done as often as once a month in the case of an Employee on probation or in a trial period.

9.05 Accrual, maintenance and loss of seniority

- a. Seniority of an Employee will be calculated as the individual's length of service with the Company since the most recent date of hire, provided the Employee has completed their probation period, subject to the provisions in this Article. In the event of the same date of hire, the Employee's seniority will be determined alphabetically by surname.
- b. Seniority shall continue to accumulate during:
  - i. Lay-off;
  - ii. Sickness or disability;
  - iii. Training and Development Leaves requested by the Company;
  - iv. Leaves in accordance with maternity and parental provisions, for periods as established in applicable legislation and regulations;
  - v. Bereavement and Compassionate Leave;
  - vi. Jury Duty;
  - vii. Union Leaves as authorized by the Company;
  - viii. Other authorized leaves up to ninety (90) days that are not for the purpose of personal commercial business.
  - ix. An Employee accepting a Union assignment, or running for an elected Office in the Union.
- c. Seniority will be maintained during:
  - i. An Employee's temporary transfer to a non-scope position, for a maximum of six (6) months in any four (4) year period;
  - ii. An Employee's permanent transfer to a non-scope position, for a maximum of three (3) months
  - iii. Other authorized leaves up to ninety (90) days that are not for the purpose of personal commercial business.
  - iv. For authorized leaves for the purpose of commercial business of not more than ninety (90) days;
  - v. Upon termination of the above mentioned leaves, the employee shall return to their previously held position. For (i) above, the employee can exercise this option once and thereafter must bid into a vacant position.

In each of these instances, the Employee's seniority will be maintained at the amount accumulated up to the day the Employee leaves their job in the bargaining unit.

- d. Seniority will be lost when an Employee:
  - i. Resigns or retires;
  - ii. Have expired their recall rights;
  - iii. Is discharged for just and reasonable cause, and is not reinstated pursuant to the Grievance and Arbitration process;
  - iv. Does not return to work on the date specified following a leave of absence, unless the Employee has valid proof of a satisfactory reason why they could not do so;
  - v. Fails to return from a lay-off within the time specified by this Agreement;
  - vi. Accepts a non-scope or Union position for a period exceeding those prescribed in 9.05 above.

9.06 Seniority Lists

- a. Seniority lists shall be posted on January 1, April 1, July 1 and October 1 of each calendar year. For each Employee, the seniority list will include the following information:
  - i. Name;
  - ii. Length of service from the most recent date of hire; and
  - iii. Classification.
- b. The seniority list shall be posted by the Company on the plant bulletin board.
- c. At the time of posting, a copy of the seniority list shall be forwarded to the Union.
- d. New Employees shall have their seniority calculated and maintained by the Company separately, until it can be added to the existing list as provided for in this Article.

9.07 Job postings

When filling a vacancy or new position, or offering a transfer, the Company shall award the job to the applicant with the greatest seniority, provided that they possess the minimum skills and ability to perform the work. When filling Crew Chief positions consideration will also be given to performance and discipline. Applicants for a Crew Chief position must not have received a disciplinary written warning or suspension within the past nine (9) months to be considered for that position. A disciplinary written warning does not include a written verbal warning.

- a. All vacancies and new positions will be posted on the bulletin boards in each department for at least seven (7) calendar days. A copy of all postings will be given to the unit president.
- b. The standard form to be used for a posting on the bulletin board shall specify the name of the job and the classified rate, and the closing date for the posting. A copy of the Job Description and the Job Profile will be available.
- c. The Company shall post the name of the successful applicant on all bulletin boards within seven (7) calendar days of a selection being made. It is the intent that the successful applicant will commence work on the vacant or new position within two (2) weeks of the expiration of the posting period. If business conditions require an extension, the Company will notify the union stating the reason for the delay and expected duration of the delay.
- d. The Company may fill the vacancy pending the completion of the job posting procedure. Where practical, this will be done in accordance with seniority provided the Employee possesses the skills and ability. If the senior Employees decline to fill the vacancy the Company will fill the vacancy with the least junior person who possesses the skills and abilities.

- e. A position which is expected to be vacant for a temporary period exceeding thirty (30) calendar days in duration and where business conditions warrant shall be posted. Where applicable, the position shall be posted no less than seven (7) days prior to the vacancy.

#### 9.08 Trial Period

- a. Any Employee who fills a vacancy or new position through the job posting procedure will be on a trial period for up to thirty (30) calendar days, with a minimum of one hundred thirty (130) hours, actually worked.

For a Crew Chief position this trial period will be for a minimum of up to three hundred twenty (320) hours actually worked, unless you have held that position within the last two (2) years. In this situation the thirty (30) calendar days, with a minimum of one hundred thirty (130) hours, actually worked would apply.

During this trial period, the Employee must demonstrate that they can satisfy the requirements of the job.

- b. Should the Employee be unable to satisfy the requirements of the job during the trial period, or should he decide during the trial period that he does not want to continue in the job, then the Employee will be returned to their former job.
  - i. In such cases, the Company shall have the right to require all Employees who previously changed job positions to accommodate the Employee's trial period, to move back into the jobs they occupied prior to the trial period.
  - ii. The Company will then be allowed to offer the position to the next most senior Employee who applied in the original posting, providing that they meet the criteria in Article 9.07.

#### 9.09 Temporary Transfers

a) The Company may transfer a qualified Employee on a temporary basis to any job for a period of up to, and including, thirty (30) days with no wage loss resulting from the transfer. Where practical, this will be done in accordance with seniority provided the Employee possesses the skills and ability. If the senior Employees decline to fill the vacancy the Company will fill the vacancy with the least junior person who possesses the skills and abilities.

The Company retains the right to assign an Employee to a job for up to seven (7) days.

b) When an Employee from a higher classification is requested to work temporarily, or until permanently reclassified, at a lower-rated classification, they shall continue to be paid at the rate for the higher-rated classification.

When an Employee from a lower classification is requested to work temporarily at a higher-rated classification, they shall be paid for the higher-rated classification. The Supervisor and Employee must complete the Employee Change of Status form before the change of work begins.

#### 9.10 Lay-offs

When laying off Employees, the Company shall retain the Employees who have the greatest seniority, provided they possess the minimum skills and ability to perform the job.

When a lay-off occurs, the affected Employee may bump to another position provided they are senior and competent in that position.

The Company will inform the union 5 working days prior to providing lay-off notices.

#### 9.11 Lay-off Notice

Employees who are to be laid off will be entitled to lay-off notice in writing, or pay in lieu of notice, as follows:

- a. One (1) Standard Work Weeks notice if it is less than one (1) year from the Employees most recent date of hire with Doepker Industries Ltd.;
- b. Two (2) Standard Work Weeks notice if it is one (1) year, but less than three (3) years from the Employees most recent date of hire with Doepker Industries Ltd.;
- c. Four (4) Standard Work Weeks notice if it is three (3) years, but less than five (5) years from the Employees most recent date of hire with Doepker Industries Ltd.;
- d. Six (6) Standard Work Weeks notice if it is five (5) years, but less than ten (10) years from the Employees most recent date of hire with Doepker Industries Ltd.;
- e. Eight (8) Standard Work Weeks notice if it is greater than ten (10) years from the Employees most recent date of hire with Doepker Industries Ltd.

Failing such notice, or the inability of the Company to provide work for the full period of the Employee's required notice, the Company shall pay the Employee an amount equal to the balance of the number of regularly scheduled hours the Employee should have worked during the required notice period. The payment will be based on the Employee's regular rate.

#### 9.12 Recall from Lay-off

- a. Employees shall be recalled in order of seniority, provided that those to be recalled possess the necessary skills and ability to perform the work available.
- b. An Employee who has been laid off must ensure that the Company has a current telephone number and address for the purpose of recall.
- c. Recall notification will be initially by phone. The Company will attempt to make no less than two (2) calls per day, for two (2) consecutive calendar days, and leave voice messages if the Employee has such a service. The Company shall keep a record of these calls, including the date and time, and what transpired in the communications.

Failing contact by phone, the Company will send notice by registered mail. Any Employee failing to report for duty within fourteen (14) calendar days from the date the letter was sent, shall be considered to have resigned their employment with the Company.

- d. An Employee who fails to contact the Company having received the registered letter shall be considered to have resigned their employment with the Company. Employees who have responded pursuant to Article 9.12 (c), the Company, upon request, shall grant the Employee an additional fourteen (14) calendar days to report to work for their first shift.
- e. An Employee who fails to report for work on the agreed upon date shall be considered to have resigned their employment with the Company.
- f. If an Employee refuses a temporary recall they will remain on the recall list for the remainder of their recall rights.

- g. If an Employee refuses a permanent recall to a position other than the position they were laid off from they can remain on the recall list for the remainder of their recall rights.

#### 9.13 Recall Rights

An Employee who has successfully completed their probation period shall have recall rights for twenty-four (24) months. An Employee with more than three (3) years seniority shall have recall rights for thirty-six (36) months.

#### 9.14 Job Abolishment

If an Employee's job is abolished and, as a result, the Employee is required to take a lower paying position the Employee will be red-circled at their current rate for one year.

For a period of one year after the new position begins the Employee will receive their red-circled rate or the rate corresponding to their skill level in their current position, whichever is greater.

Abolishment is defined as the permanent removal of a position from the bargaining unit. If the position is reinstated within one (1) year, the Employee would have the right of first refusal to that position. If this is declined, the Employee would immediately be paid the rate corresponding to their skill level in their current position.

## **ARTICLE 10**

### SAFETY AND HEALTH

10.01 The Company and the Union agree that it is in the interest of all concerned to maintain high standards of safety and health in order to prevent occupational injury and disease.

#### 10.02 Roles and Responsibilities

The Parties agree to accept all responsibilities and carry out all duties required by the Saskatchewan Employment Act.

#### 10.03 Occupational Health and Safety Committee

- a. The Company will establish an Occupational Health and Safety Committee (hereinafter called the OH&S Committee) consisting of four (4) members designated by the Union and four (4) members designated by the Company. The OH&S Committee shall meet not less frequently than once every two (2) months. All time spent by OH&S Committee members shall be considered as time worked. Committee members will be granted time to prepare for meetings as per 48(1) of the Occupational Health and Safety Regulations. Each Party shall select a co-chairperson.
- b. The Company will cooperate with the OH&S Committee and will provide them with reasonable access for carrying out their investigations and will furnish relevant reports, plans and records.
- c. The Company agrees to consult with the OH&S Committee in developing and updating its Occupational Health and Safety Programs that includes the following:
  - i. A written policy statement;
  - ii. General safety rules;
  - iii. Safe working procedures for each process;
  - iv. A list of hazardous materials, safe handling procedures, and antidotes; (WHMIS)
  - v. Provisions for regular bi-monthly OH&S meetings for each Supervisor's department;
  - vi. Procedures for serious accident and incident investigation; and

- vii. Procedures for safety tour inspections.
- d. Co-chairs of the OH&S Committee will accompany all government inspectors relevant to OH&S committee work during inspections and investigations.
- e. Minutes of all OH&S Committee meetings posted on the bulletin boards.
- f. OH&S Education Leaves

The Company will provide up to five (5) days of paid educational leaves in each year for members of the OH&S Committee to attend approved OH&S courses.

#### 10.04 Notification of Injury or Illness

- a. Any Employee suffering an injury or illness must immediately seek First Aid and report to their Supervisor as soon as possible.
- b. In the case of an on-site injury, or a case of occupational illness, two (2) trained members of the OH&S Committee, one Union member and the other a Management member, will investigate the incident within twenty-four (24) hours of the incident.
- c. Effective May 1, 2011 - Doctor's notes requested by the Company (if the Doctor charges the Employee) will be reimbursed to the Employee based on a receipt for that note. This does not include any medical forms required for group insurance benefits.

#### 10.05 Injured Employee

- a. Where an Employee is injured on the job to the extent that they are required to obtain treatment at a medical facility or doctor's office, the Company will maintain the Employee's normal daily earnings for the day of injury.
- b. The Company shall provide transportation at no cost to the Employees if medical treatment is required at the time of injury.

#### 10.06 Employees Working Alone

Where an Employee is employed under conditions where they might be injured and not be able to secure assistance, the Company shall devise some method of checking on the well being of the worker at intervals of not less than once per thirty (30) minutes.

- 10.07 a. The Company understands the importance of having qualified First Aide Attendants and, therefore, agrees to train as many attendants as required by the Saskatchewan Employment Act, at the Company's expense.
- b. An employee who holds or achieves a First Aide certificate and is signed up as a First Aide Attendant shall be compensated at an accumulated rate of ten (\$10.00) dollars per month, to be paid out during the North American Occupational Safety and Health (NAOSH) week, upon termination of employment, or withdrawal from the list.

#### 10.08 Safety Equipment

- a. Employees must wear the approved personal protective equipment designated for their work assignments.
- b. The Company shall provide an adequate supply of personal protective equipment, as required for specific jobs or tasks that shall include:

- i. leather faced work gloves
- ii. mono goggles (prep and blast)
- iii. face shields
- iv. ear protection
- v. welding gloves
- vi. non-prescription safety glasses
- vii. welding helmets
- viii. respirators
- ix. knee pads
- x. Safety head protection

This equipment is Company property and must be used for Company business only unless otherwise approved.

The OH&S Committee shall review the quality of the personal protective equipment for effectiveness. Any other personal protective equipment required that is not listed above shall be recommended by the OH&S Committee.

- c. The Company recognizes that Employees who work in the yard must do so in severe weather, therefore, the Company agrees to comply with Saskatchewan Employment Act in this regard.

#### 10.09 Right to Refuse Unsafe Work (Section 3.31 of the Saskatchewan Employment Act)

A worker may refuse to perform any particular act or series of acts at a place of employment where the worker has reasonable grounds to believe that the act or series of acts is unusually dangerous to the worker's health or safety or the health or safety of any other person at the place of employment until:

- i. sufficient steps have been taken to satisfy the worker otherwise; or
  - ii. the OH&S Committee has investigated the matter and advised the worker otherwise.
- a. A worker who refuses to perform unsafe work shall promptly report the circumstances of their refusal to their Supervisor who shall immediately investigate the refusal with a Union member of the OH&S Committee;
  - b. In the event that there was no resolve following the investigation and any steps taken to deal with the circumstances that caused the Employee to refuse to perform the unsafe work, then the refusal shall remain in effect until an Occupational Health and Safety Officer has investigated the matter;
  - c. The Employee will be found alternative work while the work refusal is in effect.
  - d. Where a worker has refused to perform an act or series of acts pursuant to Saskatchewan Employment Act, the Employer shall not request or assign another worker to perform that act or series of acts unless that other worker has been advised by the employer, in writing, of:
    - i. the refusal and the reasons for the refusal;
    - ii. the reason or reasons the worker being assigned or requested to do the act or series of acts can, in the Employer's opinion, carry out the act or series of acts in a healthy and safe manner; and
    - iii. the right of the worker to refuse to do the act or series of acts pursuant to Saskatchewan Employment Act

10.10 Return to Work and Accommodation Committee

The Company will establish a Return to Work and Accommodation Committee consisting of equal representation from the Company and the Union with no less than two (2) members from each. The purpose of the Committee is to ensure the return to work plans follow the restrictions of the employee.

## ARTICLE 11

### GENERAL PROVISIONS

11.01

- a. The Company agrees to provide one (1) Bulletin Board in each building, to be located near the time clock, for the exclusive use of the Union.
- b. The Bulletin Board(s) shall be used for posting of Union notices and information. Notices and information will be posted only by officers of the Union and shall be consistent with the spirit and intent of this Agreement and good labour/management practices.

11.02

- a. Any notice required to be given to the Company under the terms of this Agreement shall be given in writing by registered mail, facsimile, email, or in person, addressed to the Coordinator, Administration or designate at the Company's registered address in Anaheim, SK.
- b. Any notice to be given to the Union under the terms of this Agreement will be given to the Unit President, unless otherwise specified. Notice to bargain will be forwarded to the USW Regina office listed in 4.02 (a) and the USW Prince Albert office.

11.03 On the request of either Party, the Parties shall meet at least once every four (4) months or as requested by either Party until this Agreement is terminated for the purpose of discussing fundamental business issues that affect the Company and its Employees and their Union.

11.04 Prior to accessing the plant or the operations of the Company, a Union Representative shall first obtain permission from the Company by contacting the Coordinator, Administration or designate. Permission shall not be unreasonably withheld. The Union agrees that there will be no disruption of normal operations.

11.05 The Company will make the Agreement available to all Employees electronically or in printed booklet form upon their request. Upon being hired, each new Employee will be given a copy.

11.06 New Employee Orientation

Within the first week of employment, new Employees will be provided with ten (10) minutes of paid time for orientation purposes with a Union Representative as a part of the Companies Orientation program.



### 11.07 Casual Employees

A casual Employee is a student enrolled in sixty (60) percent of a full course load at an educational facility who does not work a regular fixed schedule for a period greater than four (4) months.

The casual Employee does not accumulate seniority. Casual Employees will not work where a full or part time Employee is laid off provided that the work is first offered to those Employees who are on the recall list.

## ARTICLE 12

### LEAVES OF ABSENCE

#### 12.01 Paid Leave . Compassionate Leave

In the event of the death of an immediate family member an Employee shall be permitted time off work up to a maximum of five (5) days. The term ~~immediate family~~ means a spouse (including common-law spouse), parent, grandparent, grandchild, child, brother or sister of an Employee or of a spouse.

If the death was a child, grandchild or spouse, they shall be paid a bereavement allowance equivalent to five (5) scheduled shifts at their regular hourly rate, not to exceed forty (40) hours.

If the death was a parent, parent in-law, brother or sister, son in-law or daughter in-law of the Employee they shall be paid a bereavement allowance equivalent to two (2) scheduled shifts at their regular hourly rate.

If the death was a brother in-law, sister in-law, or grandparent of the Employee he shall be paid a bereavement allowance equivalent to one (1) scheduled shift at their regular hourly rate.

The Employee may be requested to provide proof of the death.

The Company may grant additional unpaid bereavement leave if requested by the Employee.

The Employee will notify the Company of the death and what the bereavement leave requirements will be.

#### 12.02 Jury Duty

- a. The Company shall pay an Employee who is required for jury service, or who is subpoenaed as a Crown witness in a criminal case, the difference between the amount of regular earnings for the scheduled shift for that day that they would have received from the Company and the amount of pay (excluding expenses) received from the Court.

In order to qualify for any compensation by the Company under this Article, the Employee shall first present proof of service and the amount of pay received from the court. However, the Company shall not be required to pay for time lapsed during postponement or recess if the Employee could have returned to work at the Court's consent. This paragraph shall not apply to probationary Employees.

- b. An Employee discharged from such duty before the end of their regularly scheduled shift shall contact the Company and advise the Company of their discharge from duty. The Employee may be required to report to their shift upon their discharge from duty.

12.03 Union Leave

The Company may grant a leave of absence without pay to Employees who have been elected or appointed by the Union to attend Union conventions, conferences or schools. The Company will make every reasonable effort to accommodate the Union's request. This leave will be granted provided such absence does not interfere unduly with operations and the duration of the leave does not exceed two (2) weeks. Only four (4) Employees will be granted leave at any one time. The Union must give the Company fourteen (14) days' notice in writing. The Company will make every reasonable effort to accommodate the Union's request in case of short notice.

12.04 The Company shall grant an unpaid leave of absence to an Employee who is appointed or elected to work for the Union.

Notice must be given to the Company in writing and signed by a representative of the International Union. This written notice must be given to the Company at least fourteen (14) days prior to leave date. An Employee who obtains such leave of absence shall return to their former job after their leave.

Not more than one Employee may be on leave under this section at any one time. The Employee must give the Company a minimum of fourteen (14) days' notice in writing of their return to work date. For short-term leaves, the return to work date may be put in the original request to the Company.

12.05 The Company may grant an unpaid leave of absence not to exceed five (5) working days to an Employee to attend to Union business. The Company will make every reasonable effort to accommodate the Union's request provided that five (5) working days' notice will be given to the Company.

12.06 Maternity and Parental Leave

The Employer shall provide Maternity and Parental Leave in accordance with the provisions of the *Saskatchewan Employment Act* in Saskatchewan provided the Employee meets all requirements and obligations for the granting of such leave pursuant to the Act.

12.07 General Leave

Employees may be granted leaves of absence without pay at the discretion of the Company. All requests must be given to the Company in writing. The Company shall not unreasonably deny a leave of absence and shall respond to the Employee in writing within seven (7) days.

Employees are encouraged to use paid leave (i.e. Vacation time and Floater Days) prior to requesting General Leave.

Employees can accumulate a maximum of fifty two (52) weeks (2,080 hours) of approved General Leave within the lifetime of their employment.

12.08 In the case of an unforeseen emergency involving an Employee and/or an Employee's immediate family, the Company will make every reasonable effort to accommodate a request for a leave of absence without pay.

## ARTICLE 13

### SHOP STEWARDS

- 13.01 The Union is entitled to appoint or elect from among the Employees six (6) Shop Stewards and six (6) alternates.
- 13.02 The Company agrees to recognize the appointed or elected Shop Stewards, provided that the Union has first advised the Company by notifying the Manager of Human Resources in writing, of the names of the Employees so appointed or elected. The Union agrees to advise the Company in writing of any changes made from time to time, within one (1) week of the change.
- 13.03
- a. The Shop Stewards' first obligation is the fulfillment of their responsibilities as an Employee of the Company. During working hours, the Shop Steward is not entitled to engage in Union activity, other than as is necessary to deal with grievances or with disciplinary meetings at which the Shop Steward's presence is required.
  - b. If a Shop Steward is required to leave the Shop Steward's job or department in connection with a grievance or a disciplinary meeting, the Shop Steward shall first secure permission from the Shop Steward's Supervisor before leaving the job or department. Such permission shall be granted as promptly as possible.
  - c. The necessary time spent by Shop Stewards during their regular working hours in dealing with grievances and disciplinary meetings shall be considered to be time worked.
- 13.04 The Shop Steward shall not be discriminated against or disciplined solely for the proper performance of their duties on behalf of the Union.
- 13.05 Grievance Chairperson
- a. The Grievance Chair shall be recognized by the Company as the official spokesperson on behalf of the Union.
  - b. The Grievance Chair shall be involved in the adjustment or resolution of grievances which progress beyond the first step of the grievance procedure.
- 13.06 All grievance meetings shall be held on Company paid time

## ARTICLE 14

### DISCIPLINE AND DISCHARGE OF EMPLOYEES

- 14.01 If an Employee is disciplined the following standards shall be applied:
- a. During the probation period specified in this Agreement, an Employee may be terminated if the Company has concluded that the Employee is unsuitable for status as a permanent Employee.
  - b. Employees who have successfully completed their probation period can only be disciplined or discharged for just and reasonable cause.

- c. In the event that an Employee is disciplined or discharged for any reason, a Shop Steward, or representative of their choice, will be notified and will be present at any meeting the Company has with the Employee, provided that the Shop Steward or representative is on that shift.

14.02 An Employee disciplined or discharged for any cause will be notified in writing of the reasons for the discipline or discharge at the time of the discipline or, at the earliest possible date thereafter. It is the intent that notification will occur no longer than fifteen (15) working days after the alleged offence. If business conditions require an extension, the Company will notify the Union stating the reason for the delay.

In the case of discipline, the notice will state what is required to correct the behavior and what will be the consequences of repeating the same behavior. A copy of the reasons for discipline will be given to the Shop Steward.

14.03 With the exception of discipline related to an official complaint of harassment, all documented warnings or records of discipline shall be deemed void twelve (12) months from the last recorded discipline incident of a similar nature.

Having a harassment discipline on an employee's record will not be used for the purpose of progressive discipline in non-related disciplines.

## **ARTICLE 15**

### GRIEVANCE PROCEDURE

#### 15.01 Definition and Recognition of a Grievance

- a. Any complaint, disagreement or difference of opinion between the Parties respecting the interpretation, application, operation or alleged violation of the Collective Agreement, including any dispute with regard to discipline or discharge, shall be considered to be a grievance.
- b. Any such complaint, disagreement or difference of opinion will be recognized as a grievance by following the grievance procedure.

#### 15.02 Grievance Procedure

##### a. Informal Step:

As an informal step, the Employee is encouraged to make an earnest and constructive effort to resolve the grievance directly with the Supervisor to whom they report. If the Employee so chooses, he can be accompanied by a Shop Steward of their choice.

##### b. Step One:

At this step, notice in writing of the grievance must be filed with the Employee's Supervisor, within fifteen (15) calendar days after the occurrence of the alleged grievance, or of the date on which the Employee first has knowledge of it.

The notice in writing shall briefly but clearly describe the nature of the incident or occurrence which gave rise to the grievance and it shall clearly state the provision of the Agreement which has been violated. To assist the Employee and the process, the Employee shall use the standard form provided for this purpose.

Any meeting between the Parties at this step must involve the Employee, Shop Steward and Supervisor.

The Supervisor will make an earnest and constructive effort to answer the grievance in writing within ten (10) calendar days.

c. Step Two:

In the event that a resolution of the grievance, satisfactory to the Union and the Company, does not result at Step One, the Shop Steward and the Union Staff Representative or their designate shall agree to meet with Management to discuss the grievance within ten (10) calendar days from the date the grievance was referred to Step Two.

All answers to Step Two of the grievance procedure shall be in writing, and given within ten (10) calendar days of the Step Two meeting. If the grievance is not resolved, then, at the request of either Party, the grievance may be referred to arbitration within thirty (30) working days of the Step Two meeting .

d. Step Three . Mediation

Within fifteen (15) calendar days following the Step Two answer, by mutual agreement, the Parties may choose Grievance Mediation as the next step to resolve the dispute. The Mediator will be arranged through the Department of Labour.

e. Step Four - Arbitration:

Within fifteen (15) calendar days following the Step Two answer, or within seven (7) calendar days following an unsatisfactory result in Step Three, the Parties will jointly notify one Arbitrator selected from the following list:

1. Ken Norman
2. Bill Campbell
3. Anne Wallace

Selection of an Arbitrator for the first arbitration shall be in alphabetical order until an Arbitrator is found. Subsequent arbitration will be done on a rotating basis. If none of the Arbitrators listed above are available, the Company and Union may mutually agree on an Arbitrator. If an agreement is not reached between the Parties then an appointment shall be made by the Minister of Labour in the Province of SK.

The Arbitrators referred to in this Article do not have the authority to amend, modify, alter or in any way change this Collective Agreement.

Once an Arbitrator has been selected or appointed, the Arbitrator shall convene a hearing, consider the submission of the Parties, and render their decision which shall be final and binding upon the Parties.

Each Party shall bear the costs of their representatives, and half the cost of the Arbitrator and any off-site facilities, if required.

f. Time Limits:

Saturdays, Sundays and Statutory Holidays shall be excluded in determining the time within which any step is to be taken under the foregoing provisions of this Article.

Any and all time limits fixed by this Article may be extended by mutual agreement between the Company and Union.

If a grievance is not advanced through the Steps of the Grievance Procedure within the specified time limits, the grievance shall be deemed to be abandoned and all rights of recourse to the Grievance Procedure shall be at an end. The abandonment of a grievance under this Article shall not prejudice future cases of a similar nature.

15.03 Union and Company Policy or Group Grievance

The Union or the Company may file a policy or group grievance.

## ARTICLE 16

### HEALTH AND WELFARE

16.01 The Company agrees to continue providing the group benefits, and the cost sharing of those benefits, which were in effect on the date of signing of this Agreement. Group Benefits available to Employees and eligibility for coverage shall be as set forth in the respective contracts between the Company and the carrier.

16.02 Employees are eligible to participate in the Company pension program after 3 months, provided the Employee has completed the probationary period. Effective May 1, 2018 if the Employee contributes 2.75% of their earnings, the Company will contribute a matching 2.75%. After completing five (5) years of employment, if the Employee contributes 3.75% of their earnings, the Company will contribute a matching 3.75%.

After completing ten (10) years of employment, if the Employee contributes ~~4.5%~~ 4.75% of their earnings, the Company will contribute a matching 4.75%.

For the purposes of this article, earnings includes regular straight time pay, all applicable premiums, floater pay, statutory and vacation pay.

16.03 Safety Allowance

\$400.00 will be available annually (on a calendar year basis), toward the purchase of safety wear (CSA approved safety boots, welding sleeves or jackets, coveralls, prescription safety glasses, etc.) to Employees who are required to wear the equipment (Janitors and courier driver exempt). To qualify, an Employee must have been with the Company for at least six (6) months. Receipts required.

16.04 Welding Allowance

\$150.00 will be available annually (on a calendar year basis), towards the purchase of protective clothing. To qualify, an Employee must have been with the Company for at least six (6) months. Positions that qualify: Welders, Repair Bay Technicians, Special Projects Assistants and Manufacturing Technician. Receipts required.

16.05 Yard Clothing Allowance

\$200 will be available annually (on a calendar year basis), toward the purchase of protective clothing. To qualify, an Employee must have been with the Company for at least six (6) months. Positions that qualify: Equipment Operators, Inventory, Yard Personnel, Shipper/Receiver, Transport Operator, and Maintenance. For the Parts Coordinators, Manufacturing Technicians, should the working conditions require this qualification will be reassessed on an individual basis. Receipts required.

#### 16.06 Prescription Safety Glasses

The Company will cover up to \$200 for single vision lenses and up to \$300 every two (2) calendar years for bifocal and progressives for prescription safety glasses.

- o Employees are responsible for all purchases and/or repairs.
- o The program will cover eligible frames, lenses, coatings and side shields.
- o Tinted lenses will not be permitted.
- o Employees must have either prescription safety glasses or wear the Company supplied safety goggles upon the start of employment if they require prescription lenses.
- o To qualify, an Employee must have been with the Company for at least six (6) months. Receipts required from an approved optician or optometrist.

16.07 The purpose of the allowances in Article 16.03, 16.04, 16.05 and 16.06 above is for the purchase of safety wear / protective clothing to use while working at Doepker Industries.

In the event an Employee is terminated or has given notice of resignation, no further allowance receipts will be accepted and the allowance eligibility will be pro-rated. Any amount paid above this eligible amount will be deducted from the Employee's final pay.

Example:

An Employee eligible for a \$200 allowance in a calendar year and resigns at the end of June would be eligible for \$100. If they had already claimed the full \$200, they would be deducted \$100 on their final pay.

#### 16.08 Floater Days

Employees who have successfully completed their probation period will have one paid floating day to be used at the Employee's discretion to minimize wages lost for missing one shift (either eight (8) or ten (10) hours). The employee shall provide the Company with as much notice as possible. Further, one (1) working days notice is required when using single floater days as vacation and seven (7) calendar days notice is required when using multiple floaters as vacation.

Part-time Employee's floater pay will be pro-rated based on their regularly scheduled hours.

Eligibility is based on an Employee's anniversary date.

When an Employee reaches their second anniversary up to and including the year of their seventh year of employment, the Employee will have one additional floater day (maximum of two each year). When an Employee reaches their eighth anniversary up to and including the year of his thirteenth year of employment, the Employee will have one additional floater day (maximum of three each year). When an Employee reaches their fourteenth anniversary of employment and in each year up to and including the year of his nineteenth year of employment, the Employee will have one additional floater day (maximum of four each calendar year). When an Employee reaches their twentieth anniversary of employment and in each year thereafter, the Employee will have one additional floater day (maximum of five each year).

If not used by the end of the year, the Company will pay the Employee eight (8) hours pay at year-end for each unused floater. If an Employee gives their resignation they will no longer be eligible to use their floaters. If an Employee leaves for any reason before using the floater(s), the Company will pro-rate the money to be paid the Employee based on a maximum of eight (8) hours. At the start of a layoff, an Employee may request the floater(s) to be paid out on their final pay.

## ARTICLE 17

### 17.01 HUMANITY FUND

For the purpose of international aid and development, the Company agrees to deduct on a bi-weekly basis the amount of (not less than \$0.02) per hour from the wages of all Employees in the bargaining unit for all hours worked to a maximum of forty (40) straight time hours per week, and on a bi-weekly basis, to pay the amount so deducted to the ~~%Humanity Fund+~~ and to forward such payment to:

United Steelworkers  
National Office  
234 Eglinton Avenue E., 7<sup>th</sup> Floor  
Toronto, Ontario  
M4P 1K7

and to advise in writing both the Humanity Fund at the aforementioned address and the Local Union that such payment has been made, the amount of such payment and the names of all Employees in the bargaining unit on whose behalf such payment has been made.

The first Humanity Fund deduction as aforesaid shall be the fifth (5th) week following the ratification of this Agreement.

It is understood and agreed that participation by any Employee in the bargaining unit in the program of deductions set forth above may be discontinued by any Employee in the bargaining unit after the receipt by the Company and the Local Union of that Employee's written statement of their desire to discontinue such deductions from their pay which may be received during the four (4) weeks following ratification of the Agreement or at any time thereafter.

It is agreed that the total for each Employee's yearly deduction will be entered in Box 46 (Charitable Contribution) of the Revenue Canada T4 slip for the year it has been deducted. For this purpose, the payroll department will note the following Charitable Donation number for the ~~%Humanity Fund+~~: R119172278RR0001.

### 17.02 Education Fund

- a. The Company will contribute to an Education Fund to be established by the Union. The contribution will be one cent (\$.01) per hour per Employee per hour worked effective the first day of the month following the signing of the contract.
- b. The Company will remit the contribution directly to the Local Union.
- c. The Company will remit such accumulated contributions for each 4-week period (two pay periods) within fourteen (14) days of the end of each 4-week period with a written statement of the number of Employees employed by the Company and the total hours worked by all Employees.
- d. The Union, in its sole discretion, will determine the uses of the Fund. The Fund will be used to develop and deliver programs and to pay for administration costs, time lost from work to attend education and training, travel and accommodation and such other reasonable costs as are deemed appropriate regarding the operation and administration of the Fund.



## ARTICLE 18

### HUMAN RIGHTS PROVISIONS

The Company, the Employees, and the Union will promote a work environment that is free from discrimination and harassment, and where all Employees are treated with respect and dignity. The Company will identify and allocate resources for communicating this policy to all of our employees and implementing the policy at all levels of corporate activity.

### HUMAN RIGHTS PROVISIONS

#### 18.01 Discrimination under the Saskatchewan Human Rights Code

Discrimination refers to any of the prohibited grounds contained in *The Saskatchewan Human Rights Code*. Employees have the right to employment without discrimination because of race, creed, religion, color, sex, sexual orientation, gender identity, family status, marital status, disability, physical size or weight, age, nationality, ancestry or place of origin, receipt of public assistance, political beliefs, or membership or activity in the Union.

#### 18.02 Harassment

In accordance with *The Saskatchewan Employment Act (2014)* and *The Occupational Health and Safety Regulations (1996)*, harassment is strictly prohibited.

Harassment is defined as any inappropriate conduct, comment, display, action or gesture by a person that either:

- (i) Is based on a prohibited ground; or
  - (ii) adversely affects the worker's psychological or physical well-being and that the person knows or ought reasonably to know would cause a worker to be humiliated or intimidated; and
  - (iii) that constitutes a threat to the health or safety of the Prohibited conduct may be verbal, non-verbal, physical, deliberate or unintended, unsolicited or unwelcome, as determined by a reasonable person. It may be one incident or a series of incidents depending on the context.
- a. All allegations of harassment will be taken seriously and investigated. No person can or will be subject to any type of retaliation for reporting harassment. However, spurious or obviously unfounded allegations of harassment will also be investigated and may be subject to discipline.
  - b. Protection against harassment extends to incidents occurring at or away from the workplace, and during or outside working hours, provided the acts are committed within the course of the employment relationship.
  - c. Harassment does not include actions occasioned through exercising in good faith the Company's Managerial/Supervisory rights and responsibilities.
  - d. This harassment policy shall be communicated to all employees through orientations, toolbox/safety meetings and training events.

The provisions for seeking just remedy and restitution in an alleged case of harassment, as described below in this Article, do not preclude an Employee from filing a complaint with an outside agency such as the Saskatchewan Human Rights Commission or Occupational Health

and Safety in the Ministry of Labour Relations and Workplace Safety; however, an Employee shall not be entitled to duplication of process. If a complaint is filed under the *Code*, then that Employee shall not be entitled to the complaint process in Clauses 18.04 and 18.05 of this Article. In either event, a complaint of harassment or sexual harassment shall not form the basis of a grievance.

This provision is not intended to discourage or prevent the complainant from exercising any other legal rights pursuant to any other law.

### 18.03 Sexual Harassment

Sexual harassment is a form of prohibited discrimination, as described above in Article 18.01. It is defined as engaging in a course of vexatious comment or conduct of a sexual nature that may detrimentally affect the work environment or lead to adverse job related consequences for the harassee, and is known or ought reasonably to be known to be unwelcome.

The Company, its Employees, and the Union recognize and respect the right of Employees to work in an environment free from sexual harassment. The Company, its Employees, and the Union shall take such actions as are necessary respecting an Employee engaging in sexual harassment in the workplace.

Sexual harassment includes, but is not limited to:

- A person in authority asking an Employee for sexual favors in return for being hired or receiving promotions or other employment benefits;
- Sexual advances with actual or implied work related consequences;
- Unwelcome remarks, questions, jokes or innuendo of a sexual nature, including sexist comments or sexual invitations;
- Verbal abuse, intimidation, or threats of a sexual nature;
- Leering, staring or making sexual gestures;
- Display of pornographic or other sexual materials;
- Offensive pictures, graffiti, cartoons or sayings;
- Unwanted physical contact such as touching, patting, pinching, hugging; and
- Physical assault of a sexual nature.

This definition of sexual harassment is not meant to inhibit interactions or relationships based on mutual consent or normal social contact between Employees.

### 18.04 Complaint Procedures

The employee may approach Management as an informal option of resolving a complaint of harassment or sexual harassment, and shall be accompanied by a Shop Steward if they so requests.

In the event that informal options are inappropriate or unsuccessful in addressing a complaint, the following shall apply:

- a. An Employee who wishes to pursue a concern arising from an alleged harassment may submit a complaint in writing within thirty (30) days of the latest alleged occurrence, through the designated Union Representative, directly to the Human Resource Manager. Complaints of this nature shall be treated in strict confidence by both the Union and the Company;
- b. An Alleged Offender shall be given notice of the substance of such a complaint under this Article and shall be entitled to attend, participate in, and be represented at any hearing under this Article;
- c. The Human Resource Manager or designate and the Union Representative shall investigate the complaint and shall submit a joint report to the Plant Manager, in writing, within fifteen (15) days

of receipt of the complaint. The Plant Manager shall, within ten (10) days of receipt of the report, give such directives as may be necessary to resolve the issue;

- d. The Company will not disclose the name of a complainant or an alleged harasser or the circumstances related to the complaint to any person except where disclosure is:
  - (i) necessary for the purposes of investigating the complaint or taking corrective action with respect to the complaint; or
  - (ii) required by law.
- e. The Plant Manager may take interim measures to separate the Employees concerned if deemed necessary, pending determination and resolution of the complaint;
- f. In cases where harassment may result in the transfer of an Employee, every effort will be made to relocate the Alleged Offender; except that the Harassee may be transferred with their written consent;
- g. Where the Complainant, the Alleged Offender, and the Union are satisfied with the Plant Manager's decision, the procedure shall be at an end and not subject to further proceedings or the grievance procedure.

18.05 Mediation/Arbitration process

Where either the Complainant, the Alleged Offender, or the Union are not satisfied with the Plant Manager's response, the complaint will, within thirty (30) days, be put before a mutually agreed upon Mediator/Arbitrator who specializes in cases of harassment or sexual harassment.

The Mediator/Arbitrator shall have the right to:

- (i) dismiss the complaint;
- (ii) determine the appropriate level of corrective action or discipline to be applied to the Offender; and,
- (iii) make further recommendations as are necessary to provide a final and conclusive settlement of the complaint.

18.06 An Alleged Offender under this Article shall not be entitled to grieve disciplinary action taken by the Company which is consistent with the decision of the Arbitrator.

## ARTICLE 19

### DUTY TO ACCOMMODATE

The Company and the Union recognize that there exists a duty to accommodate Employees with disabilities. Therefore, the Parties agree to meet and discuss the situation of any Employee with a disability to explore what steps may reasonably be taken in the workplace to accommodate the Employee's disability. These steps will be implemented provided it does not cause undue hardship to the Company.

**ARTICLE 20**

DURATION OF AGREEMENT

This Agreement shall become effective on **May 1, 2018** and shall remain in full force and effect up to and including **April 30, 2021**.

Either Party may request the negotiation of a new Agreement by giving written notice to the other Party during the four (4) months preceding its expiration. The provisions of this Agreement shall remain in effect during such negotiations.

Dated at \_\_\_\_\_, Sk. this \_\_\_\_ day of \_\_\_\_\_, 2018

**SIGNED ON BEHALF OF THE COMPANY**

**SIGNED ON BEHALF OF THE UNION**

\_\_\_\_\_  
Aaron Johnson

\_\_\_\_\_  
Patrick Veinot

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Marcel Doepker

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Paul Hallen

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Howard Zentner

\_\_\_\_\_  
Shayne Boucher

\_\_\_\_\_  
Sanny DeTorres

## **TRANSFERS BETWEEN (ANNAHEIM, MOOSE JAW AND SASKATOON) BRANCHES**

Any Employee requesting a transfer between branches must submit their request in writing to the Human Resource Department. All transfer requests will remain valid for two (2) months time. After the two (2) months time the Employee is required to submit another request if they are still interested in a transfer.

The transfer request will be considered provided the Employee has the minimum skills and ability for the opening.

If the Employee accepts the transfer, all benefits and vacation entitlements will continue uninterrupted. However, in this situation, seniority would be lost for the purposes of layoff, recall, bumping rights, and promotions as per Article 9. The date the Employee begins the position, once the transfer is complete, will be the new date of seniority.

If the Employee transfers into a different classification, they will be on a trial period for thirty (30) calendar days, with a minimum of one hundred thirty (130) hours actually worked. During this trial period, the Employee must demonstrate that they can satisfy the requirements of the job. Should the Employee be unable to satisfy the requirements of the job during the trial period, or should he decide during the trial period that they do not want to continue in the job, then the Employee will be returned to their former job. In such cases, the Company shall have the right to require all Employees who previously changed job positions to accommodate the Employee's trial period, to move back into the jobs they occupied prior to the trial period.

All personal transfer costs (i.e. relocation, travel, real estate fees) are the responsibility of the Employee.

**JOB CLASSIFICATIONS, POSITIONS and WAGE SCALES**

Classification	Top Rate for Positions:	May 1,2018	May 1, 2019	May 1, 2020
		<b>3.25% Increase</b>	<b>2.5% Increase</b>	<b>2.75% Increase</b>
Trainee/Casual	Janitor 1	\$13.52	\$13.86	\$14.24
Production Level 1	Janitor 2, Courier Driver,	15.29	15.67	16.10
Production 2A	Senior Janitor	17.98	18.43	18.93
Production Level 2B	Prepper, Parts Coordinator, Shipper/Receiver, Aftermarket Parts Assistant	20.08	20.58	21.15
Production Level 3	Finisher, Riveter, Sandblaster, Equipment Operator, Tool Crib Clerk, Inventory Assistant/Shipper & Receiver, Transport Operator	22.48	23.04	23.67
Production Level 4	Metal Fabricator, CNC Plasma Operator, Finisher (limited # required)	23.44	24.02	24.68
Weld, Paint, Susp Level 1		16.49	16.90	17.37
Weld, Paint, Susp Level 2A		18.89	19.37	19.90
Weld, Paint, Susp Level 2B	Repair Bay Technician 1	21.62	22.16	22.77
Weld, Paint, Susp Level 3	Welder, Painter, Suspension Technician, Paint Kitchen	23.44	24.02	24.68
Maintenance Level 1	Maintenance Technician 1	18.94	19.41	19.94
Maintenance Level 2	Maintenance Technician 2	22.75	23.31	23.96
Maintenance Level 3	Maintenance Technician 3 Paint Trainer, Special Projects Assistant,	25.43	26.07	26.78
Maintenance Level 4	Maintenance Technician 4	27.95	28.65	29.44
Repair Bay Level 2	Repair Bay Technician 2	23.79	24.38	25.05
Repair Bay Level 3	Repair Bay Technician 3	25.74	26.38	27.11
Manufacturing Technician Level 1	Manufacturing Technician 1	24.07	24.67	25.35
Manufacturing Technician Level 2	Manufacturing Technician 2	26.02	26.67	27.40
Manufacturing Technician Level 3	Manufacturing Technician 3	28.14	28.84	29.63

**SCHEDULE "A"**  
**JOB CLASSIFICATIONS, POSITIONS and WAGE SCALES**

1. Experience Premiums: effective May 1, **2018**

- a. After 1 year - \$0.30 per hour
- b. After 2 years - \$0.75 per hour
- c. After 4 years - \$1.00 per our
- d. After 5 years . \$1.25 per hour
- e. After 8 years . \$1.50 per hour
- f. After 10 years . \$2.00 per hour
- g. After 15 years . \$2.50 per hour
- h. After 20 years . \$3.00 per hour

2. On May 1, 2018 the Crew Chief premium will be \$2.50 per hour for all Crew Chiefs.

3. On May 1, 2014 the Afternoon Shift premium will be \$1.25 per hour.

4. On July 14, 2014 the Night Shift Premium will be \$2.00 per hour.

5. Qualified Level 2 Production and Level 2 Weld Employees will be paid at Production Level 2A and Welding Level 2A rates for the first nine (9) months of employment with the Company. After nine (9) months, the Employee will be paid at the Level 2B rate.

At the time of hiring a new Employee, the Company will review and verify all relevant training and work experience and will reduce this eligibility period by using one of the following:

- a. Formal training and work experience in the same line of work . the Company will reduce the Level 2B waiting period by one month for each month of formal training and experience.
- b. New Employees who lack relevant experience will be hired at a Level 2A rate if they have two (2) or more years of work experience with exposure to production-related issues such as safe work procedures, small tool use, equipment assembly and safe equipment operation. In this case, they will be credited with 10% of their work experience toward Level 2B wage rates, up to a maximum reduction of nine (9) months.

## Letter of Understanding

Between:

Doepker Industries Ltd. (the Company)

and

The United Steel, Paper and Forestry, Rubber, Manufacturing, Energy, Allied Industrial and Service

Workers International Union (United Steelworkers)

Local Union #1-184 & Local Union 5917-27 (The Union)

### **RE: Attendance Bonus**

- a. The Company recognizes the value and commitment of perfect attendance in achieving customer expectations and Company goals. To recognize and reward Employee dedication the Company will pay a bonus as follows:
  - \$0.75 per hour for a pay period with perfect attendance
  - \$1.00 per hour for a second, consecutive, pay period with perfect attendance
  - \$2.00 per hour for a third, consecutive, pay period with perfect attendance
  - \$2.25 per hour for a fourth, consecutive, pay period with perfect attendance and all subsequent consecutive pay periods with perfect attendance
- b. Perfect Attendance shall be defined as working a complete pay period. Vacation time will count as time worked, subject to Vacation Scheduling Articles 8.05 a. and b. Floater Days will count as time worked.
- c. Any pay period without perfect attendance will not qualify for this bonus and will cause the bonus to reset to \$0.75 per hour for the next pay period with perfect attendance.
- d. Approved Leaves of Absence, as per Articles 12.01-12.07 and Workers Compensation leave will not reset the bonus and will not count as time worked toward the next level of bonus.
- e. Absences resulting from unique and unusual circumstances may be brought to the Plant Manager for consideration. The Plant Manager, at their discretion, will approve or reject the absence for the purpose of the Attendance Bonus. Approved situations will not affect the Attendance Bonus.
- f. Casual employees, and part time employees other than janitors, are excluded from the Attendance Bonus.
- g. New hires will start at the \$0.75 rate, subject to the above conditions.



Dated at \_\_\_\_\_, SK this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

**SIGNED ON BEHALF OF THE COMPANY**

**SIGNED ON BEHALF OF THE UNION**

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Aaron Johnson

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Sanny DeTorres

Letter of Understanding

Between:

Doepker Industries Ltd. (the Company)  
Moose Jaw Plant

and

The United Steel, Paper and Forestry, Rubber, Manufacturing, Energy, Allied Industrial and Service  
Workers International Union (United Steelworkers)  
Local Union #5917-27 & Local Union 1-184 (The Union)

**RE: Term Employees**

The Company and the Union agree that the Company may hire no more than twenty (20) Employees on a term basis for periods of up to six (6) months in any one (1) year period per individual. During this term, the Employee will not qualify for any of the group insurance benefits, the pension plan (nor will they pay premiums or make contributions) or the floater day.

All new Employees will be offered permanent employment first. If this is declined and a term position accepted, the Union will be advised in writing.

Term Employees will serve the standard probation period. Former Employees who previously completed probation and who have been re-hired on a term basis will not be required to pass another probation period if re-hired within 12 months of their last shift worked.

Term Employees will not accumulate seniority and will not be retained in the event permanent Employees are laid off.

All other terms of the Collective Bargaining Agreement will apply.

Either party can terminate this Letter of Understanding by providing at least sixty (60) calendar days written notice.

**SIGNED ON BEHALF OF THE COMPANY**

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Doepker Industries Ltd. (the Company)  
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Workers International Union (United Steelworkers)  
Local Union #5917-27 & Local Union 1-184 (The Union)

### **RE: Shift Preference Based on Seniority**

The Company and the Union agree to the following:

An Employee who works in a position requiring rotating shift work may formally request a shift preference. The Company will give due consideration to each Employee's request by attempting to match all written requests within each job classification and Crew Chief positions based on seniority.

This letter excludes Levels 1 and 2A employees

For the purposes of this letter only, within the welding classification a level 3 welder and level 2B welder would be considered a match.

Level 2B and 3 finishers and level 3 and 4 metal fabricators will be considered a match for the purposes of this letter only.

Matches from other departments will be considered at the time of request. The Company will not unreasonably deny such a request.

In the event a request cannot be accommodated, the Company will respond to the Employee in writing specifying the reason the request will not be accommodated. An Employee will be considered for a shift preference once they've completed nine months of full-time employment. The nine-month timeframe may be shortened based on the past experience, training, and skills and abilities of the Employee making the request.

Requests may be submitted at any time. Employees approved for a preferred shift will remain on the shift for a minimum of 4 months. At any time during the shift preference period, if the matching Employee were to be terminated or leave their classification, or a more senior Employee changes their shift preference, the most-junior Employee in the same classification would continue on the preferred shift for 30 days prior to being required to move back to the standard rotation, unless a new match can be found within that period.

Shift preferences in effect at this time will remain in effect. New requests will be considered at any time throughout the term of the agreement and will be considered with the first suitable matching request.

As business requirements change, the Company reserves the right to review these accommodations and the Employee may be required to resume the standard shift rotation, in-which case the Employee will be given thirty days notice.

In the event of an unforeseen circumstance, and prior to the removal of an Employee from their shift preference, the Company will first ask for volunteers. Failing that the junior Employee shall fill the vacant position until the situation is resolved. If necessary the position will be posted and filled and at which time the affected Employee will return to their shift preference. The affected Employee shall be entitled to time and one half for the first day worked. Any premiums to which the Employee would normally be entitled shall apply. The union will be consulted prior to any changes in these situations.

For the purposes of this letter, Annaheim and Moose Jaw are considered separately. This letter of understanding is effective until the end of the term of the Agreement.

**SIGNED ON BEHALF OF THE COMPANY**

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Local Union #5917-27& Local Union 1-184 (The Union)

**RE: Manufacturing Technician**

Purpose: To provide skills and service in all areas of production in a timely fashion to ensure minimal disruption to the production process at all levels.

Trainee Level: INTIAL OUTLINE OF QUALIFICATIONS  
REQUIRED

Selection will be based on seniority providing the Employee  
possesses at least one (1) of the required qualifications at Level 1.

An Employee who successfully bids into a Manufacturing  
Technician Trainee position will be paid at the highest rate position  
held.

Upon successful completion of the requirements for Level 1, the Employee will be paid the Level 1  
Manufacturing Technician rate.

Level 1: INITIAL OUTLINE OF QUALIFICATIONS REQUIRED

B. Work experience and job skills:

Must have 1 of Weld Level 3, Paint Level 3, CNC-Production Level 4 or Finishing Level 3.

Must have Level 2B status in one (1) other position. This does not apply to riveting for finishing, metal  
fabrication for CNC or prepping/paint kitchen for painting.

Must be willing to train and must gain competency in all other positions.

Level 2: INITIAL OUTLINE OF QUALIFICATIONS REQUIRED

B. Work experience and job skills:

Must have 1 of Weld Level 3, Paint Level 3, CNC-Production Level 4 or Finishing Level 3.

Must have Level 2B status in two (2) other applicable positions.

Level 3: INITIAL OUTLINE OF QUALIFICATIONS REQUIRED

1. Minimum Grade 10

B. Work experience and job skills:

**Applicable Positions**

Welder  
Painter  
CNC  
Finisher

Must have 2 of Weld Level 3, Paint Level 3, CNC-Production Level 4 or Finishing Level 3.

Must have Level 2B status in two (2) other applicable positions.

The intent of this position is to move to any position at any time for any period of time, notwithstanding Article 9.07.

1. 6.01 ó ðamending shiftö notice period does not apply
2. 9.08 - There will be a 160 hour trial period in each of the applicable skills.
3. 9.07/9 - Temporary transfers and their applicable notice period provisions in the CBA do not apply to Employees in this position.
4. 9.07 ó The Company shall award the job to the applicant with the greatest seniority, provided that he possesses the necessary skills and ability to perform the work. When filling this position, considerations will also be given to performance and discipline. Applicants for these positions must not have received a disciplinary written warning or suspension within the past twelve (12) months to be considered for that position. A disciplinary written warning does not include a written verbal warning.
5. No other position is eligible, as per article 5.03, for the Manufacturing Technician

**SIGNED ON BEHALF OF THE COMPANY**

**SIGNED ON BEHALF OF THE UNION**

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Jason Edwards

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Howard Zentner

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Shayne Boucher

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Sanny DeTorres

## Letter of Understanding

Between:

Doepker Industries Ltd. (the Company)  
Moose Jaw Plant

and

The United Steel, Paper and Forestry, Rubber, Manufacturing, Energy, Allied Industrial and Service  
Workers International Union (United Steelworkers)  
Local Union #5917-27 & Local Union 1-184 (The Union)

### **RE: Part Time Workers**

The Company and the Union are in agreement that it is the intent of the Company, and fully supported by the Union, to have regular full time Employees in all of its plants. The Company and the Union agree to the following:

1. To fulfill its labour needs using a combination of full time and part time Employees. The company will limit the work-force to a ratio of not less than 95% full time and not more than 5% part-time workers.
2. When filling a position, existing employees, seeking a graduated retirement, would be considered prior to external applicants for part time positions and could accumulate to as much as an additional 5% of the work force as calculated in line 1.
3. Part time workers will not be eligible for additional hours outside of their regular scheduled hours, unless all full-time employees are not available.
4. A Part time Employee is any Employee who regularly works less than full time hours; janitors are excluded from this Letter of Understanding.
5. No part time Employees will remain during layoff situations.
6. Employees hired as part time Employees will accrue seniority based on hours worked.
7. Existing Employees transferring to part time positions would hold accumulated existing seniority upon status change and accumulate seniority based upon hours worked thereafter.
8. Overtime available to part time Employees will be distributed based on hire date, to those with the earliest hire date first.
9. Part time Employees will not qualify for benefits unless the employee has been employed for 26 consecutive weeks and has worked 390 hours in those 26 weeks. To maintain eligibility, an employee must work at least 780 hours in a calendar year.

Either Party can terminate this Letter of Understanding by providing at least ninety (90) calendar days written notice. Should the letter be terminated by either party there will be a hiring freeze of part time workers until such time as a new letter is negotiated. All existing part time workers will be red-circled under this letter until such time as it is replaced.

**SIGNED ON BEHALF OF THE COMPANY**

\_\_\_\_\_  
Aaron Johnson

\_\_\_\_\_  
Marcel Doepker

\_\_\_\_\_  
Kelvin Fisher

**SIGNED ON BEHALF OF THE UNION**

\_\_\_\_\_  
Patrick Veinot

\_\_\_\_\_  
Paul Hallen

\_\_\_\_\_  
Barry Herman

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Mike Bold

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Stephen Gray

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Jason Edwards

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Howard Zentner

\_\_\_\_\_  
Shayne Boucher

\_\_\_\_\_  
Sanny DeTorres



Letter of Understanding

Between:

Doepker Industries Ltd. (the Company)

and

The United Steel, Paper and Forestry, Rubber, Manufacturing, Energy, Allied Industrial and Service  
Workers International Union (United Steelworkers)

Local Union #1-184 & Local Union 5917-27 (The Union)

**RE: Transport Operator Wages**

The Company and the Union agree to the following in regards to the Transport Operator:

1. One and one-half times (1 1/2x) the Employee's regular hourly rate shall be paid for time worked in excess of ten hours (10) hours in any scheduled shift or in excess of forty (40) hours in any work week.

Two times (2x) the Employee's regular hourly rate shall be paid for time worked in excess of thirteen (13) hours in a scheduled shift or in excess of forty (48) hours in any work week.

2. A shift premium will be paid for all hours worked after 2:30 PM each day.

This letter of understanding is effective until the end of the term of the Agreement.

**SIGNED ON BEHALF OF THE COMPANY**

**SIGNED ON BEHALF OF THE UNION**

\_\_\_\_\_  
Aaron Johnson

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Patrick Veinot

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Marcel Doepker

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Paul Hallen

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Kelvin Fisher

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Sanny DeTorres