

Agreement Between

**CFTO-TV
(a division of Bell Media Inc.)**

and -

CTV SPECIALTY TELEVISION ENTERPRISES INC.

and -

THE SPORTS NETWORK INC. (TSN)

-and-

DISCOVERY CHANNEL

**Hereinafter referred to as the “Company”, except where there are
separate provisions in this Agreement.**

-AND-

UNIFOR

(Hereinafter referred to as the “Union”)



January 1, 2021
To
December 31, 2023

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This Agreement executed

1 _____ CFTO-TV _____ CTV SPECIALTY _____

BETWEEN:

CFTO-TV
(a division of Bell Media Inc.)

-And-

CTV Specialty Television Enterprises Inc

-And-

THE SPORTS NETWORK INC. (TSN)

-And-

DISCOVERY CHANNEL

Hereinafter referred to as the "Company", except where
there are separate provisions in this Agreement.

Party of the First Part

AND: UNIFOR

Hereinafter referred to as the "Union"

Party of the Second Part

ARTICLE 1

Intent

1.1 It is the purpose of this Agreement, in recognizing a common interest between the Company and the Union in promoting the utmost co-operation and friendly spirit between the Company and its employees to set forth conditions covering rates of pay, hours of work and conditions of employment to be observed between the parties and to provide a procedure for prompt and equitable adjustment of grievances. To this end this Agreement is signed in good faith by the two parties.

ARTICLE 2

Definitions

2.1 Employee - The term "employee" as used in this Agreement may be either full-time, part-time, temporary, or freelance and is subject to the definitions, limitations and exclusions as defined in Article 2.3 full-time employees, 2.3.1 (i) Part-Time employees, 2.3.1 (ii) Temporary employees, 2.3.1 (iii) Freelance employees. An employee may be either male or female and is employed in a classification included within the bargaining unit referred to in Article 2.2.

It shall include any person employed in any job classification created in the future unless the parties by

mutual consent decide to exclude such new job or classification, or the Company submits the matter to the CIRB for a decision.

***2.2 Bargaining Unit** - The Company recognizes the Union as the exclusive bargaining agent for all persons employed in the Units defined by the Canada Labour Relations Board in its decisions of October 29, 1981, September 20, 1967, as amended, February 26, 1988, and July 10, 1995 and defined by the Canada Industrial Relations Board in its decision of October 25, 2002, and defined by the Canada Industrial Relations Board in its decision of December 21, 2006 and defined by the Canada Industrial Relations Board in its decision of March 19, 2019. For greater clarity and without limiting the generality of the foregoing bargaining unit description, the Company recognizes the Union as the exclusive bargaining agent for all persons employed in the following classifications:

- a) CFTO-TV
All classifications as set out in Article 17.

Employees of CTV News, Features and Information Programming Departments (News Bureaus in Canada) are not covered by this Agreement.
- (b) CTV Specialty Television Enterprises Inc.
All classifications as set out in Article 17.
- (c) All employees of The Sports Network Inc. (TSN), in its News and Information Group occupying the positions

of archivist, associate producer, story editor, and TSN story associate, at its Agincourt Facility, save and except summer students, assignment editors, senior assignment editor, managers and those above.

- ***(d)** All employees of Bell Media Inc. in its Media Production Operations group working at the company's Agincourt facility occupying the positions of Producer/Event Coordinator, Program Administration Coordinator, Programming Specialist, Broadcast Operations Coordinator and Broadcast Caption Coordinator, excluding Senior Managers, persons above the rank of Senior Manager and persons covered by a subsisting collective agreement. (Hereinafter the "Agincourt Media Production Operation Employees" or the "AMPO Employees")

2.3 Employee Categories - All employees covered by this Agreement shall be considered full-time employees of the Company except as hereinafter provided. They shall be probationary employees for a period of six (6) months from the date of their employment with the Company. The Company may extend the probationary period up to a total of nine (9) months from the date of hiring, and in such event will discuss the matter with the representative of the Local Union prior to the end of the first six (6) month period. The employee and the Union shall be advised of such extension in writing and

the reasons, therefore. During the probationary period the Company may release the employee at any time for reasonable cause.

2.3.1 Categories for Employees of CFTO-TV and CTV Specialty Television Enterprises Inc. Other than Full-Time:

- (i) **Part-time Employees** – A part-time employee is one hired on an ongoing basis in a specific functional group to cover peak work periods, not to exceed twenty-four (24) hours per week.
- (ii) **Temporary Employees** – A temporary employee is one hired for a specific term or task including parental leave replacement, sick leave replacement, summer students, special projects or productions of a pre-determined length of time.
- (iii) **Freelance Employees** – A freelance employee is one hired on a daily or a sporadic basis.
- (iv) Where forty (40) hours of work a week is available on a full-time basis within any classification within a functional group a full-time bargaining unit position shall be made available.

Part-Time employees (except summer students) shall be paid on an hourly basis as computed in Article 17 for the wage classification to which the employee has been assigned. Summer students shall be paid at the flat rate of the Operations Division Group 0 Summer Student

classification. A student is one enrolled in a recognized educational institution and shall be limited to four (4) months of work in a calendar year. Agency personnel may be hired in the Office Division by the Company when regular employees are not available to work overtime, and qualified part-time employees are not available. Agency personnel are not subject to any of the terms and conditions of this Agreement. The Company agrees that it will not engage agency or part-time personnel for the purpose of eliminating full-time employees, avoiding the recall from lay-offs, hiring of full-time employees in the bargaining unit.

2.3.2 Exceptions for Part-Time, Freelance and Temporary Employees - All articles of this Agreement shall apply to part-time, freelance and temporary employees except as hereinafter provided or otherwise stated:

- (a) **Article 8.1 Seniority** - Functional seniority will be applied separately for part-time employees as a group distinct from full-time employees. Part-time employees who are subsequently hired on a permanent basis on staff in the same classification without a break in service of more than ninety (90) calendar days shall be credited for all purposes with the total accumulated hours, and their seniority and probationary period will be calculated accordingly. However, part-time employees who are subsequently hired as full-time staff

shall be probationary employees for a period of one (1) month from the date of full-time employment. The Company may extend the probationary period for a further three (3) months from the date of hiring as a full-time employee and in such event will advise and discuss the extension with the Local Union, prior to the end of the one (1) month period. During the probationary period, the Company may release the employee at any time, for reasonable cause. Freelance and Temporary employees do not qualify for functional seniority.

- (b) Articles 8.5 Layoffs and 8.6 Re-engagement of laid off employees** - However, when part-time persons are laid off, it is agreed that the following shall be applicable:
 - i)** Part-time employees working on a regular weekly basis shall be given two (2) weeks notice, in advance of the proposed layoff, or two (2) weeks pay in lieu of notice.
 - ii)** Temporary employees hired to work on a specific project, production, vacation or parental relief, or for a specific period of time, shall be considered to have received notice at the time of hiring.
 - iii)** Freelance employees hired on a daily basis or on a sporadic basis, will not require notice of lay-off as provided in the Agreement due to the very nature of their assignment.

- (c) **Article 10 Employee Benefits** - except that the provisions of the Parental benefits will be provided in accordance with the prevailing legislation.
- (d) **Article 12.1 Holidays and Annual Vacation** - shall apply except that part-time, freelance and temporary employees shall be entitled to pay for a general holiday on which they do not work calculated on the basis of one-twentieth (1/20) of the wages earned during the thirty (30) calendar days immediately preceding the general holiday. General holidays shall be granted in accordance with the prevailing legislation.
- (e) **Articles 12.3 Vacations and Annual Leave and 12.4 Scheduling of Annual Leave** - shall apply as to vacation credits and scheduling, however, vacation pay will be calculated at the rate of four percent (4%) of gross basic earnings.
- (f) **Article 14.3 Tour of Duty** - shall apply except that part-time, freelance and temporary employees shall receive a minimum credit of four (4) hours per tour of duty.
- (g) **Article 14.4.2. Refusal to Work on Scheduled Days off.**
- (h) **Article 15 Break and Meal Periods** - However, part-time, freelance and temporary employees shall receive a meal period in all tours of duty of more than five (5) hours, and in such event such first meal period shall be

exclusive of hours worked. Meal periods will be assigned in accordance with Article 15.

- (i) **Article 16.3 Progression of Salary Scale** – However, progression up the salary scale for part-time employees will occur based on accumulated hours of work of the part-time employee whereby one-thousand nine-hundred and twenty (1920) hours is equivalent to one year of service in a given wage classification.

Exceptions for Freelance Employees Only

- (j) **Article 14.4 Posting of Schedules** – A freelance shift may be cancelled by 17:00 hours two (2) days previous. If such notice is not given, four (4) hours at straight time shall be paid. Freelance overtime may be cancelled by 17:00 hours one (1) day previous.
- (k) **Article 14.5 Change of Schedule**– A freelance shift may have the start or end time changed by 17:00 hours one (1) day previous.
- (l) **Article 14.7 Work on Scheduled Day Off**- The number of hours in a two-week period should not exceed eighty (80) hours. Overtime will be paid for work over forty (40) hours per week at time and a half (1 ½).
- (m) Subject to Article 2.3.2 (1) a freelancer will be paid straight time for either an eight (8), ten (10) or eleven and one quarter (11.25) hour shift.
- (n) **Article 11.1.2 and 15.7** – There will be no payment for report to site or meal on remote.

- (o) **Four (4) Hour Call** – A freelance will be paid overtime in fifteen (15) minute increments.
- (p) Freelance Employees shall move up the Freelance Wage Scale (located in Scheduling) every one hundred and twenty (120) worked days until they reach column four (4) of the existing Freelance Wage Scale. At that point movement up the Freelance Wage Scale shall be by recommendation or negotiation.

2.3.3 Stringers - The parties recognize and agree to continue the long-established practice whereby the Company accepts and pays for "on spec" news, sports or other specific material submitted by "stringers".

In addition, it is further understood and agreed where unexpected news and sports events occur outside of Zone 1 and where time and/or lack of available full-time staff would prevent such coverage, the Company may assign such work to "stringers" who would cover it on a "freelance" basis.

2.3.4 Co-op Student/Intern - The parties hereto recognize their social obligations to provide an opportunity for students enrolled in a recognized educational institution to gain some practical experience in broadcasting by observing as co-op students or working during summer vacation breaks. A blanket waiver will apply to co-op students/interns based on the guidelines provided in Letter of Intent No. 2.

It is understood and agreed that co-op students/interns may assist members of the bargaining unit under their direct supervision, with no more than one co-op student/intern being assigned to one employee at any time. The co-op student/intern shall be considered as an extra person above the required assignment so as not to displace a bargaining unit employee.

Summer students shall be hired under the provisions of Article 2.3.1 (ii)(iii) – Temporary or Freelance Employees.

ARTICLE 3 Management Rights

- 3.1 Employees** - The Union acknowledges that it is the exclusive function of the Company to hire, promote, demote, transfer, discharge or discipline employees for just cause, provided that a claim by an employee that the employee has been disciplined, demoted or discharged without just cause may be the subject of a grievance and dealt with as hereinafter provided. Provided further that a claim by a probationary employee that the employee has been disciplined without cause or discharged for reasonable cause may be the subject of a grievance and may be processed through the grievance procedure.
- 3.2 Business Operations** - The Union further recognizes the right of the Company to operate and manage its business in all respects. The number and location of plants, the direction of the working forces, the amount

and type of supervision necessary, the methods, procedures and standards of operation, the content of programs, the judgment and final evaluation of personnel qualifications, the right to decide on the number of employees needed by the Company at any time, the right to use improved methods, the right to select and procure machinery and equipment and to design and engineer equipment which may be incorporated into the Company's plant, and control over all operations, building, machinery, equipment and employees are solely and exclusively the responsibility of the Company.

- 3.3 Regulations** - The Union further recognizes that the Company has the right to make, alter and enforce, from time to time, certain Company rules and regulations to be observed by the employees. The Company will discuss any new rules and regulations with the Union prior to implementation.
- 3.4 On Air Talent** - Notwithstanding anything to the contrary in this Agreement, the Company expressly reserves the exclusive right to release from employment any employee who performs "on-air" on the grounds such employee is, in the sole discretion of the Company, unsuitable for programming. Such right to dismiss an employee shall not be used as a disciplinary measure and shall be in addition to and not in substitution of the Company's rights to apply discipline, which may only be exercised for just cause. Employees

terminated pursuant to this Article shall receive severance pay equal to one (1) week's basic pay for each six (6) months of continuous service with the Company.

- 3.5 Proviso** - The rights referred to in Articles 3.1, 3.2, 3.3 and 3.4 shall be exercised in accordance with the provisions of this Agreement.

ARTICLE 4

Union Rights

- 4.1 Union Security and Dues Check-Off** - During the term of this Agreement, the Company agrees to deduct an amount equal to the uniform dues and/or assessments as levied by the Union for each pay period as a condition of employment of every employee in the bargaining unit, beginning with the date of hiring in the bargaining unit. The present rate of deductions is equal to one and two-thirds (1.666%) of regular salary and the same percentage shall be deducted on all additional earnings. The rate of surcharge deductions for temporary and freelance employees will be two percent (2%) of earnings payable to the Restricted Fund. The Company will be notified by registered mail of any changes in the present rate of deductions. The Union shall not require the Company to vary the deductions more than twice a year.

4.2 Procedure - The Company agrees to remit the monies so deducted to the Union as soon as possible after the end of each pay period, the Company will remit to the Union, by wire transfer the amount so deducted. The Company shall provide the Union with the following information:

1. Employee name and address
2. Sex
3. Classification title and salary
4. Amount of dues deducted on base salary
5. Amount of dues deducted on additional earnings
6. The name of any employee who has left or joined the Company since the last payment, including the name of any employee going on or returning from child care leave.

As soon as possible, the Company undertakes to provide this information to the Union.

4.2.1 Annual Dues Statement - Each year the Company will indicate the total amount of Union dues deducted at source and forwarded to UNIFOR for the calendar year in question on the T4-TP4 income tax slips to the employees.

4.3 Notices to Union - The Company shall mail to the National Representative and Unit Chairperson one (1) copy of each of the following:

- (a) Within five (5) calendar days (exclusive of Saturdays, Sundays, or general holidays) notice of hiring, dismissal, promotion or demotion of any employee within the bargaining unit;
- (b) Notice of extension of probationary period, report and reply as contained in Article 7, suspension or any disciplinary action placed on an employee's file within the bargaining unit;
- (c) Any notice pertaining to the application or agreed interpretation of this Agreement;
- (d) The Company will furnish, upon request by the Union, two (2) copies of seniority records and wage information for negotiating purposes.

4.3.1 Information Package for new employees - A new employee shall be provided with a copy the Collective Agreement and a written statement from the Company indicating the employee's rate of pay, classification and any other special commitments agreed to by the Company.

4.4 Union Access to Premises - Representatives of the Union shall have reasonable access to the Company's premises to carry on inspections or investigations pertaining to the terms and conditions of this Agreement. The Union shall provide the Company with reasonable notice of its intention to have access to the Company's premises for the aforesaid purposes. Such

access shall be free from unreasonable interference from the Company provided that it is agreed that the Union's right to access shall be carried out during normal business hours and in such manner as not to interfere in any way with the normal operations of the Company or the work being performed by the Company's employees whether in or out of the bargaining unit.

The Union will advise the Company of its designated representatives who wish to gain access to the premises and the Union agrees to comply with all reasonable Company security precautions as may be in force from time to time.

4.4.1 Union Use of Bulletin Boards - The Company agrees to the posting by the Union on scheduling boards, of announcements regarding elections, meetings, negotiation developments and the internal affairs of the Union, provided such notices are authorized by Management. Such authorization will not be unreasonably withheld.

4.5 Union Office Facility - The Company agrees to provide the Union, at no charge, suitable office space for the purpose of serving the Local membership. The Union will reimburse the Company for any incidental costs associated with running the office.

4.6 Leave For Union Activities - Leave without pay will be granted any employee duly authorized to represent employees in order to:

- (a) Attend executive council meetings, labour conventions, congresses, etc. A request for such leave shall be submitted in writing at least fifteen (15) days in advance, and such leave shall not exceed a maximum aggregate total of thirty (30) working days in any calendar year. The leave provided above will be limited at any one time to three (3) employees from any one job function to a maximum of eight (8) employees. In a year when a UNIFOR National Convention is scheduled, the maximum aggregate total of days may be increased by eight (8) days to be used solely for the purpose of attending the Convention.
- (b) Up to three (3) employees may accept a full-time elective position with the Union or an official labour body for a period not exceeding four (4) years, or a full-time appointive position with the Union for a period not exceeding two (2) years. Any additional yearly periods may be granted by the Company on receipt of a written request from the employee and the President of the Union.
- (c) Upon written request by the Union, the Company agrees to release without loss of pay at the basic rate or leave credits, three (3) employees named by the Union in order to attend grievance meetings with the Company as provided for in Article 6; but any time spent in such

meetings shall not be considered for the purpose of determining overtime pay if the meetings extend beyond a normal tour.

4.6.1 Negotiating Committee - Upon request by the Union, the Company agrees to release, without loss of pay or leave credits, six (6) employees named by the Union, in order to attend negotiation meetings with the Company. Any time spent in such meetings shall not be considered for the purpose of determining overtime pay if the meetings extend beyond the normal tour. It is further understood that the employees will be completely released from duty the entire day or days of such meetings and will not be required to perform any work on such days.

Additionally, the six (6) employees named by the Union to attend negotiation meetings shall be granted one (1) common day off without loss of pay or other benefits in order to attend a pre-negotiation meeting. The Union shall provide the Company with three (3) weeks advance notice of such pre-negotiation day.

4.6.2 Union Leave - Leave provided for in Article 4.6(b) shall not constitute a break in continuity of service in the computation of seniority and, with respect to Article 4.6(a), shall not constitute a break in continuity of service in seniority, severance pay, or other benefits under this Agreement.

4.7 Non-Discrimination - The Union and the Company agree that neither party will interfere with, restrain, or coerce the employees covered by this Agreement because of membership or non-membership in the Union or activity or non-activity on behalf of the Union. The Union agrees that it will not discriminate against or impose any form of sanction against any employee because of non-membership in the Union or as a result of activity or non-activity on behalf of the Union, except as required under the UNIFOR National Constitution.

4.7.1 Equal Rights – Employees shall continue to enjoy equal rights under this Agreement regardless of sex, sexual orientation, colour, racial, ethnic, national origin, marital status, family status, disability, age, religious or political affiliation as defined under the Canadian Human Rights Act. The Union and the employer are committed to employment equity. To this end an ‘Employment Equity Advisory Committee’ will be formed with one union-appointed member. The mandate of the Committee will be to examine Company policies, practices and procedures to identify areas of systemic discrimination and to recommend an action plan for removal of such barriers. The Committee shall meet on a regular basis (i.e. quarterly) with no loss of pay incurred to its members.

ARTICLE 5

No Strike, Lockouts or Strike-breaking

- 5.1** The Union will not cause, nor will any member of the Union take part in a slow-down or a strike, either sit-down or stay-in, of any of the Company's operations during the term of this Agreement. The Company will not cause, engage in or permit a lock-out of any of its operational locations during the term of this Agreement.
- 5.2** **News Coverage of Strikes** - The Company will not assign, transfer, or require employees to go to any broadcast operation, transmitter, studio or property where a lawful strike of employees whose functions are similar to those covered by this Agreement is in progress, or to originate a program or programs not normally fed to such facility, nor will the Company require any employee to perform the duties of any other person who is engaged in a lawful strike, save and except for employees covering news assignments who may be required to perform their normal functions.

ARTICLE 6

Grievance Procedure

- 6.1** **Commitment** - It is mutually agreed that it is the spirit and intent of this Agreement to resolve as quickly as possible, grievances arising from the application, administration, interpretation or alleged violation of this Agreement.

6.2 Right to Grievance – The parties recognize that the “Canadian Labour Code” provides that any employee may present a personal grievance to the employer at any time. Any such grievance may be subject to consideration and adjustment as provided in the following articles on grievance procedure

6.3 Individual Grievance – In the event of a dispute between any member or members of the bargaining unit and the Company, in reference to the application, administration, interpretation or alleged violation of this agreement, the following shall be the procedure for the adjustment and settlement thereof:

STEP 1: The grievance shall be reduced to writing and a copy thereof delivered to the Human Resources Department within twenty (20) working days of the arising of such grievance. A copy shall also be simultaneously delivered to the employee designated by the employees as their Chairperson of the Grievance Committee.

STEP 2: The grievance shall be discussed with the Human Resources representative (or designate) who will convene a meeting or conference call to hear the matter. Such discussions will deal with grievances of which at least two (2) days’ notice shall have been received. Such meetings shall take place within twenty (20) working days of the request for a meeting.

STEP 3: If the grievance is not recorded as settled within twenty (20) working days after the meeting described in step 2, the dispute shall be referred to the Bell Labour Relations consultant responsible for step 3 grievances, or their designee, and the Union office for further discussion and consideration.

STEP 4: In the event that the representatives of the Company and the Union cannot reach an agreement, the dispute may, by written notice of either party to the other, be submitted to final and binding arbitration. The parties shall, within twenty (20) working days of the sending of notice requesting arbitration, select a mutually acceptable arbitrator. If the parties are unable to agree on the selection of an arbitrator within these twenty (20) working days, the Federal Minister of Labour shall be requested to appoint the arbitrator. The cost and/or expenses of such arbitration shall be borne equally by the Company and the Union, except that no party shall be obligated to pay the cost of a stenographic transcript without express consent.

6.4 Arbitrator - The arbitrator shall not have the power to change, modify, extend or amend the provisions of this Agreement. Notwithstanding the foregoing, the arbitrator shall have the power to direct, if the arbitrator deems proper, that any employee who has been wrongfully suspended, discharged, or otherwise disciplined shall be reinstated with pay and with any

other benefit under this Agreement which may have been lost. The arbitrator may direct that some other penalty or disciplinary action be substituted.

- 6.5 Policy Grievances** - If either of the parties to this Agreement consider that this Agreement is being misinterpreted or violated in any respect by the other party, the matter may be discussed between representatives of the Company and the Union, and if not satisfactorily settled, either party may refer the matter to arbitration as provided in Step 4 of Section 6.3. The provisions of Article 6.5 shall not be used to institute a grievance where any employee could institute a grievance on their own behalf under the individual grievance procedures of Article 6.3. Policy Grievance Article 6.5 shall not be used to obtain individual redress or compensation on behalf of an employee.
- 6.6 Time Limits** - Any time limit mentioned under the grievance procedure shall exclude Saturdays, Sundays, paid holidays, vacation periods and sick days of the employee concerned and may be extended by mutual consent.
- 6.7 No Loss of Pay** - Employees shall suffer no loss of pay or other benefits while attending grievance meetings with the Company.
- 6.8 Coverage of Letters** - The Letters of Agreement attached to this Agreement and signed by the parties shall be subject to the grievance procedure herein.

ARTICLE 7

Reports on Performance

- 7.1** Employees shall be provided with an explanation, in writing, of any expression of dissatisfaction concerning their work performance, within twenty (20) working days, exclusive of Saturdays, Sundays, paid holidays, vacation periods and sick days, of cause for dissatisfaction becoming known to their Supervisor or Management. If this procedure is not followed, such expression of dissatisfaction shall not become part of the employees' record for use against them at any time.
- 7.2 Time Periods** - The employees' reply to such complaint or accusation, if received within ten (10) working days after they have been given the notice referred to in Article 7.1 above, shall become part of their record. If such reply is not so received, it will not become part of their record for use by them at any time.
- 7.3 Written Evaluations** - Employees in the bargaining unit shall not be required to formally submit written evaluation on other members in the bargaining unit, except for those new supervisors who entered the bargaining unit effective with the CLRB's interim decision of May 22, 1981.
- (a)** Expressions of dissatisfaction while an employee is on probation shall not be considered a part of his record for use against him, after his probationary period has been served.

- 7.4 Employee Records** - The record of an employee shall not be used against the employee for any purpose for something that occurred more than twenty-four (24) months prior to the latest incident, provided that the employee does not incur any further disciplinary actions of a similar nature within the twenty-four (24) month period. Following the expiry of such period and upon receipt of a written request by the employee to the Manager of Human Resources, such documents shall be removed from such employee's file in Human Resources.
- 7.4.1** Where an expression of dissatisfaction is found to be unjustified, all references to such expression shall be removed from the employee's record and destroyed.
- 7.4.2** The Company agrees to undertake a review of the performance of the employee at the end of six (6) months for any expression of dissatisfaction, complaint, or suspension. As a result of this review where the Company has established that the employee has taken the necessary measures to improve his/her performance since the incident, the Company shall inform the employee in writing.
- 7.4.3 Disciplinary Representation** - Employees shall have the right to take the Local Union Officer with them to any disciplinary meeting involving their Supervisor or Management personnel.

ARTICLE 8
Seniority Rights

8.1 Seniority - Seniority shall be deemed to have commenced on the date of hiring into the bargaining unit and shall be equal to the length of continuous service in the bargaining unit. It shall relate to the order of layoffs, re-call from layoff, promotions and choice of vacation periods.

8.1.1 Limit - Seniority credit shall continue to accrue while any employee is on leave granted by the Company to a maximum of one year.

***8.2 Functional Groups and Classifications** - Wherever the phrase "functional group(s)" appears in the Agreement, it is agreed the following shall be functional groups and classifications:

***(a) Operations Division**

FUNCTIONAL GROUPS	CLASSIFICATIONS
0	SUMMER STUDENT
1	CAMERA, SR. CAMERA, MASTER CAMERA
1A	EFP CAMERA

FUNCTIONAL GROUPS	CLASSIFICATIONS
2	POST AUDIO OPERATOR, SR. POST AUDIO OPERATOR
2A	PROD AUDIO OPERATOR, SR. PROD AUDIO OPERATOR
2B	POST SOUND SUPERVISOR
2C	SUPERVISING PRODUCTION AUDIO OPERATOR
2D	AUDIO ASSISTANT
3	MASTER CONTROL MEDIA OPERATOR, SR. MASTER CONTROL MEDIA OPERATOR
3A	VIDEO EDITOR (1), SR. VIDEO EDITOR (1)
3B	VIDEO EDITOR (2), SR. VIDEO EDITOR (2)
3C	POST PRODUCTION TECHNICAL SUPERVISOR
3D	MEDIA SERVICES EDITORS, SR. MEDIA SERVICES EDITORS
3E	MEDIA DIGITIZERS
3E1	MEDIA DIGITIZER COORDINATOR
3F	SUPERVISING VIDEO EDITOR (1) SUPERVISOR TECHNICAL SYSTEM INTERGRATION
3G	SUPERVISING VIDEO EDITOR (2)
3H	MASTER CONTROL MEDIA SUPERVISOR
3I	PRODUCTION MEDIA OPERATOR, SR. PRODUCTION MEDIA OPERATOR

FUNCTIONAL GROUPS	CLASSIFICATIONS
4	VIDEO OPERATOR, SR. VIDEO OPERATOR
4A	VIDEO SUPERVISOR
5	DISTRIBUTION SERVICES TECHNICAN, SR. DISTRIBUTION SERVICES TECHNICAN, INTERMEDIATION DISTRIBUTION SERVICES TECHNICAN
5A	DISTRIBUTION SERVICES SUPERVISOR
5B	MCR SUPERVISOR
6	ENGINEERING TECHNICIAN, SR. ENGINEERING TECHNICIAN
6A	AUDIO/VISUAL MAINTENANCE TECHNICIAN
6B	SUPERVISING ENGINEERING TECHNICIAN
6C	MULTI-SKILLED MOBILE PRODUCTION SPECIALIST, SR. MULTI-SKILLED MOBILE PRODUCTION SPECIALIST
7	MASTER CONTROL TECHNICAL DIRECTOR MASTER CONTROL TECHNICAL DIRECTOR, SR
8	LIGHTING DIRECTOR, SR. LIGHTING DIRECTOR
8A	SUPERVISING LIGHTNG DIRECTOR
9	ELECTORONIC GRAPHICS OPERATOR, SR. ELECTORONIC GRAPHICS OPERATOR
9A	SUPERVISING ELECTRONIC GRAPHICS OPERATOR

FUNCTIONAL GROUPS	CLASSIFICATIONS
9B	ELECTRONIC GRAPHIC COORDINATOR
10	PHOTOJOURNALIST, SR. PHOTOJOURNALIST, MULTI-MEDIA JOURNALIST, SR. MULTI-MEDIA JOURNALIST
10A	SUPERVISING PHOTOJOURNALIST, SUPERVISING MULTI-MEDIA-JOURNALIST
11	DRIVER
12	PLANT MAINTENANCE, SR. PLANT MAINTENANCE
12A	PLANT MAINTENANCE SUPERVISOR
12 B	GROUNDSKEEPER,
13	SCENIC PAINTER, PAINTER
14	STAGING CARPENTER, BENCH CARPENTER, SR. BENCH CARPENTER,
15	STAGING ELECTRICIAN, SR. STAGING ELECTRICIAN, ELECTRICIAN, SR. ELECTRICIAN (LICENSED)
16	HAIRDRESSER, SR. HAIRDRESSER
17	MAKEUP, SR. MAKEUP
18	PRODUCTION ASSISTANT, SR. PRODUCTION ASSISTANT, ASSISTANT DIRECTOR
19	FLOOR MANAGER, SR. FLOOR MANAGER
19A	SR. STAGE DIRECTOR
20	GRAPHIC ARTIST, SR. GRAPHIC ARTIST

FUNCTIONAL GROUPS	CLASSIFICATIONS
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21	SHIPPER, SR. SHIPPER
22	
22A	PCR SUPERVISOR
23	PROMPTER OPERATOR
24	NEWS LIBRARIAN, SR. NEWS LIBRARIAN
25	DIGITAL CONTENT EDITOR
26	MEDIA TECHNOLOGY ANALYST, SENIOR MEDIA TECHNOLOGY ANALYST
26A	SUPERVISING MEDIA TECHNOLOGY ANALYST
26B	MTA - VIDEO HOSTING, SR MTA, -VIDEO HOSTING
26C	MTA - WEB HOSTING, SR MTA - WEB HOSTING
27	WIRE INSTALLER, SR WIRE INSTALLER
28	TECHNICAL ASSISTANT
29	SR. STAGING ELECTRICS AND LIGHTING OPERATOR
30	PRODUCTION AUTOMATION DIRECTOR, SR. PRODUCTION AUTOMATION DIRECTOR
31	PRODUCTION AUTOMATION FLOATER
32	SUPERVISING MULTI-SKILLED MOBILE PRODUCTION SPECIALIST
33	MULTIPLATFORM TECHNICAL SUPPORT

***(b) Office Division**

FUNCTIONAL GROUPS	CLASSIFICATIONS
1	INFORMATION OPERATOR, SR. INFORMATION OPERATOR
1A	SUPERVISING INFORMATION OPERATOR
2	MAILROOM CLERK
2A	MAILROOM SUPERVISOR
3	SCHEDULER, SR. SCHEDULER
4	SUPERVISOR SCHEDULING
5	SHIPPING
6	CUSTOMS SUPERVISOR
7	STAGING CO-COORDINATOR
8	BROADCAST OPERATIONS COORDINATOR, SR. BROADCAST OPERATIONS COORDINATOR

***(c) News Division**

FUNCTIONAL GROUPS	CLASSIFICATIONS
1	REPORTER/WRITER
2	SPORTS REPORTER/WRITER
3	ANCHORPERSON
4	ASSOCIATE ASSIGNMENT EDITOR
5	VIDEO-JOURNALIST
6	WEEKDAY ASSIGNMENT EDITOR
7	WRITER
8	DNS COORDINATOR
9	TSN STORY EDITOR
9A	TSN STORY ASSOCIATE
9B	TSN ASSOCIATE PRODUCER
9C	TSN ARCHIVIST, SR. TSN ARCHIVISTS
10	TSN PRESENTATION COORDINATOR, TSN PRESENTATION COORDINATOR, SR
11	MULTI-PLATFORM WRITER
12	TSN PRESENTATION COORDINATOR SUPERVISOR

(d) On-Air Promotions Division

FUNCTIONAL GROUPS	CLASSIFICATIONS
1	PROMOTIONS COORDINATOR
2	ON AIR PRESENTATION PRODUCER
3	WRITER/PRODUCER ON AIR PROMOTION, SR. WRITER/PRODUCER ON AIR PROMOTION

Should any deleted job positions from the previous contract be reintroduced to the bargaining unit, these positions will be returned to their former wage classifications.

8.2.1 Procedure for New Job Functions - Substantial changes in a job function, or the creation of any new job function, shall be discussed with the Union. In the event that a new job classification is created and the parties are unable to reach an agreement as to the placement of such new job classification within an existing Group provided under Article 17.1, the matter

shall proceed to arbitration. The arbitrator shall determine the placement of such new job classification, but shall be restricted to a placement within an existing Group under Article 17.1.

(a) The company will provide the Union with a copy of all bargaining unit postings.

8.2.2 Combined Job Functions - The Company recognizes that the classifications outlined in Article 8.2 are separate job functions. The Company agrees that it will not combine these job functions for the purposes of creating a new job classification without discussion with the Union.

8.2.3 Supervisors in the bargaining unit - This article shall not be interpreted as prohibiting supervisors within the bargaining unit from performing duties under their supervision while engaged in supervising.

8.3 Promotion and Transfers - The employee with the most seniority shall, if the employee meets the qualifications set for the position by the Company, be transferred to fill a vacancy in a different classification. Nothing in this Article precludes the Company from hiring applicants from outside sources where no qualified employees apply and are accepted. A vacancy shall be posted for a minimum of seven (7) days prior to filling such a vacancy from any source. If requested by the employee in writing to the Human Resources Department, the employee shall, within fifteen (15)

days of the request, be advised in writing of the status of the application for the posted position in question.

8.3.1 Assignment to other Job Classification: Without consent, no employee shall be transferred or assigned to another job classification whose job content is substantially different from that of the employee's regular classification except that:

- (a) Employees in the Operations Division may be required to perform any of the job classifications within the Groups contained in the Operations Division, save and except for the following job classifications: Groundskeeper, Shipper, Senior Shipper, Plant Maintenance, and Senior Plant Maintenance.
- (b) In addition, where agreed to by the parties, cross assignments of job functions between divisions not outlined in Article 8.3.1 will be allowed in individual circumstances. This will include cross assignments within a single shift as outlined above.

Notwithstanding the foregoing, it is recognized by the parties that employees may be assigned on a temporary or occasional basis to a job classification that is substantially different from their regular classification in order to avoid the payment for overtime or for work on a first or second day off to other employees in the job classification to which the employees are so assigned. The Company recognizes that employees are hired to perform in a regular job classification and will

make every reasonable effort to assign employees in that classification.

8.3.2 No Penalty re: Promotions - No employee shall in any way be penalized for refusing to accept a promotion.

8.3.3 (a) Trial Period re: Promotions - Employees who are transferred laterally or promoted to another classification where the job content is different from their prior classification shall be on a trial period for three (3) months. The Company may, at any time during this trial period, return the employees to their former classification with no loss of seniority. At the conclusion of a successful trial period the employee will be advised in writing that the promotion or transfer has been made permanent. Nothing in Article 8.3.3 will impair the Company's rights as set out in Article 3 of this Agreement.

(b) Anchorperson Exception - Notwithstanding the foregoing, employees from within the bargaining unit who are promoted to the position of anchorperson shall be on a trial period of six (6) months from the date of their promotion. The Company at its sole discretion, may extend this trial period for an additional six (6) months. If at any time during this trial period should the Company determine in its sole discretion that the employee is unsuitable for programming, the employee

will be returned to their former classification and wage with no loss of seniority.

8.3.4 Merit Promotions - In order for an employee to be considered for a senior classification it is understood that a candidate would be required to meet the criteria, as set out below. Management retains the right to make the final decision on all promotions to senior status. An employee promoted to a senior category on a merit basis shall be confirmed in that position at the actual time of the promotion.

1. Mastery of craft in all relevant aspects of the department
2. Technical knowledge
3. Problem solving skills
4. Good role model
5. Ability to evolve and grow
6. Good work ethic
7. Positive attitude
8. Good motivator
9. Good attendance record
10. Ability and willingness to train
11. Strong interpersonal skills
12. Creativity

8.3.5 No Penalty - Employees required to perform in a job classification different from their regular classification and for which they have not received adequate training will not be penalized for errors committed during such performance.

- 8.3.6 Relocation** - No employee shall be transferred by the Company to another city to work without the consent of the employee. The Company shall pay all transportation and moving costs for the employee and the employee's family.
- 8.4 Dismissals, Demotions and Suspensions** - The discharge, demotion or the discipline of an employee with seniority and the discipline of a probationary employee shall be for just and sufficient cause and the discharge of a probationary employee shall be for reasonable cause. The employee shall be informed of the Company's decision to discharge, demote, suspend or discipline by notice in writing and not otherwise. The decision set forth in such notice may be subject to the grievance procedure as set out in Article 6 of this Agreement.
- 8.4.1** An employee who is discharged for other than gross misconduct, shall be given two (2) weeks pay in lieu of further notice.
- 8.4.2 Access to Files** - Employees shall have access to their personnel files during normal office hours once every six (6) months, or earlier in the event of a grievance.
- 8.5 Layoffs** - In the event of a lay-off within a functional group, all part-time, temporary and freelance employees shall be laid-off prior to any full-time employees. When layoff of employees are to be made,

such layoffs shall proceed in inverse order of seniority within the functional group, provided that no employee is to be displaced by a more senior employee unless the latter possesses the occupational qualifications of the job filled by the employee with less seniority.

Layoffs – The least senior employee within a functional group where reductions are required shall be laid off and will have the following choices:

- (a) Exercise bumping rights according to article 8.5.1
- (b) Accept a severance package according to article 8.5.2
- (c) Be placed on a recall list according to article 8.5.5 and immediately be available for freelance assignment. If the employee is not recalled after a period of one (1) year, the employee will be paid their full severance according to article 8.5.2

The Employee must communicate their decision to the company in writing within forty-eight (48) hours from receiving the layoff notice.

Employees who elect to receive severance pay in accordance with Article 8.5.2 will be deemed to have been laid off and abandoned any recall rights.

At any time within the one (1) year recall period, the employee can abandon their recall rights. The employee must inform the Company in writing and then will be paid severance according to Article 8.5.2

After receiving severance under 8.5.2 the employee will become eligible for freelance assignment following a term equaling the length of severance received plus one month.

8.5.1(a) Bumping - An employee about to be laid off from one functional group who has the occupational qualifications in another functional group, may apply seniority as defined in Article 8.1 (Seniority) of this Agreement, and transfer laterally or revert to such other group. An employee who has transferred laterally or reverted to another group under Article 8.5.1 and whose basic salary is higher than the maximum of this group, shall continue to receive the higher salary (frozen) for a period of twelve (12) months only and thereafter his/her salary will revert to the salary level closest but not exceeding the salary level of the employee at the time of the layoff.

It is understood and agreed that an employee with occupational qualifications may require a certain period of familiarization [i.e., four (4) weeks] in the new classification.

- (b) If the employee has successfully performed the duties in the new classification, the employee will be transferred to the position following the familiarization period. In the event the employee has not demonstrated their ability to satisfactorily perform the duties in the new classification at the end of the familiarization period, the employee will be laid off and shall be either placed on the recall list or accept a severance package.

8.5.2 Notice of Layoffs - The Company shall advise the employee and the Union at least six (6) weeks in advance of the proposed layoff or such length of time as prescribed by legislation or in lieu of such notice shall pay the laid-off employee six (6) weeks' salary.

Severance Pay - Employees laid off pursuant to any statute shall receive a severance pay as follows: Employees shall receive three (3) weeks pay for each year of continuous service up to a maximum of sixty-six (66) weeks' salary. In any event, a minimum of four (4) weeks salary shall be paid. With respect to incomplete years, the severance pay shall be on a pro-rata basis calculated to the nearest month.

The above-noted severance payment shall be deemed to include any severance payment required pursuant to any statute.

Once notice of layoff has been given, the Company, upon receiving sufficient notice from the employee,

will agree to the granting of reasonable time off, without loss of pay or vacation credits, in order for the employee to attend job interviews.

8.5.3 Full-Time Employees Bumping into the Part-Time Pool- A full-time employee affected by layoff may elect to bump laterally or revert to a position of a less senior regular part-time or temporary employee (excluding summer students/interns) provided that he/she has the occupational qualifications for the position and who worked in that job classification prior. The following conditions apply:

- (a) **Bumping of Temporary Employees -** A full-time employee who elects to bump a temporary employee will move to the salary level commensurate with their experience in this group and will continue to be eligible for employee benefits under Article 10 and for Holidays and Annual Vacations under Article 12 as if he/she were a full-time employee. This employee will be considered to have received notice of layoff at the time of bumping into a temporary position. Calculation of severance payments will be based upon the employee's final date of work as a temporary employee at the employee's former full-time salary.
- (b) **Bumping of Part-time Employees -** An employee who elects to bump a part-time employee shall adopt the

wages and working conditions of the regular part-time employee who is bumped.

A familiarization period of up to two (2) weeks will be afforded in the aforementioned situations.

8.5.4 Extension of Benefits - While an employee is laid off or on recall, the Company will provide an extension of existing benefits (Comprehensive Medical Expense Plan, Vision Care Plan and Dental Plan benefit) coverage for a period of six (6) months and will pay 100% of the costs. In the event the employee secures alternative employment within this six (6) month extension period, the aforementioned benefits will cease. It is the responsibility of the employee to advise the Company promptly when he/she secures other employment.

8.5.5 Re-engagement of Laid-off Employees - When full-time vacancies occur, the Company agrees to re-engage in the order of Company seniority former employees who elected to be placed on the recall list and who have been laid off for a period not exceeding one (1) year, provided the employee possesses the occupational qualifications to fill the vacancy. In the event that the Company and the Union do not agree on the occupational qualifications of the employee in question, the matter will be subject to the grievance procedure. The Company further agrees to give preferential consideration to the re-engagement of such former employees who had at least one (1) year of Company

seniority and who have been laid off for a period exceeding one (1) year.

An employee who bumped into a lower rated classification in accordance with Article 8.5.1 shall retain first recall rights to the employee's previous classification when a vacancy occurs therein.

- 8.6.1 Notice of Re-engagement** - The Company's responsibility will be considered to be fulfilled if the Company gives notice in writing by registered mail to the employee's last known address. The employee must notify the Company of the employee's intention within seven (7) days and a further fourteen (14) days to return to work from the date of the recall notice. If an employee fails to respond and report to work as per above to any re-engagement notice, the employee shall lose all re-engagement rights, be paid severance according to article 8.5.2, and be deemed to be laid off.
- 8.6.2 Retain Seniority** - Employees who are unable to return to work for just and sufficient cause within the said seven (7) day period, upon presentation of their case to the Union and the Company, may retain their seniority and will become the next available employee on the re-hiring list.
- 8.7 Computation of Seniority After Interrupted Service**
- In the event an employee with more than one (1)

year's seniority is laid off or transferred to a position within the Company not covered by this Agreement:

- (a) continuity of service for the purpose of seniority shall be considered unbroken if the employee returns to the status of an employee within one (1) year, or,
- (b) if the laid-off employee returns to the status of an employee after one (1) year has elapsed, seniority upon return shall be that which the employee had on the effective date of such layoff or transfer.

8.8 Voluntary Severance Packages – The Company may offer a senior employee within an affected functional group a voluntary separation package as part of a work force reduction program consistent with Article 8.5.2 and Article 8.5.4. The Company agrees to consider a senior employee in the affected functional group who may wish to volunteer to be laid off as it would prevent the layoff of a junior employee.

ARTICLE 9

Jurisdiction, New Equipment and Methods

9.1 Only employees under this Agreement as provided hereinafter shall perform all the duties related to: the maintenance of the Company's property; the preparation, administration, audition and the broadcast, rehearsal and preparation of the Company's originated television programs, the operation, installation, set up, assembly, modification and maintenance of all

equipment used, owned, rented, leased or obtained by the Company; or any equipment obtained in the future to replace or supplement such equipment.

- (a) Notwithstanding anything to the contrary contained in this Agreement, it is agreed that the provisions of this Article 9 shall not be applicable to Agincourt Productions Inc. or its subsidiaries or to any subsidiary company of the Company, except as specifically set forth in Letters of Agreement Nos. 1 and 2 annexed hereto.

The Union acknowledges and agrees that it does not represent any employees of Dome Productions Inc. and Exploration Production Inc., or any of their subsidiaries, which companies are separated and apart from the Company. The Union further acknowledges that it has no claim to any work or undertakings of Dome Productions Inc. and Exploration Production Inc., or to any of its subsidiaries.

- (b) For the purposes of this Article, programs produced by the Company and Company originated television programs shall mean those productions and/or programs that are subject to the exclusive creative, financial, and production control of the Company.
- (c) UNIFOR acknowledges that the Company shall have the right to assign, but shall be under no obligation to assign, employees to productions produced by any other

company, including independent third party producers, Agincourt Productions Inc., or any subsidiaries of either Agincourt Productions Inc. or CFTO-TV (a division of CTV Television Inc.). In the event of an assignment by the Company, the terms of the Collective Agreement shall be binding on the Company, UNIFOR and the employees so assigned. However UNIFOR acknowledges that the Company shall have the right to grant leaves of absences to employees to allow employees to work on productions other than those of the Company, and in such cases, a leave of absence shall not constitute an assignment by the Company and the terms of the Collective Agreement shall not apply.

- 9.2 Assigning Work** - The Company agrees that it will not transfer or assign any work or functions covered by this Agreement to any other person, except it is agreed that the Company shall not be required to alter existing methods or practices where certain personnel occasionally perform some duties performed by employees in the bargaining unit. It is agreed that the provisions of this section shall not be used to avoid filling a vacancy or recalling an employee on layoff, or to cause a layoff of an employee in the bargaining unit, or to avoid the payment of overtime or penalties as stipulated in this Agreement.
- (a) Notwithstanding Article 9.2 certain non-union employees employed in the TSN Programming Department, as part of their daily job duties, regularly use the equipment located within the TSN newsroom.

The Company shall not be required to alter existing methods and practices where certain personnel perform duties performed by employees in the bargaining unit provided such personnel shall not be used to displace or replace bargaining unit personnel nor to avoid filling a vacancy or to avoid the payment of overtime or penalties as stipulated in the collective agreement.

- 9.3 Four Divisions** - For purposes of jurisdiction the bargaining unit shall consist of four (4) separate Divisions:
1. Operations
 2. Office
 3. News
 4. On-Air Promotions

9.3.1 Operations Division Jurisdiction - The following duties relating to the broadcast, rehearsal and preparation of the Company's originated television programs and maintenance of the Company's property shall be performed by employees in the Operations Division of this Agreement if performed on premises owned and/or operated by the Company and on location in Canada [except as provided for in Article 9.3.1 (e)] and when so assigned on foreign location.

- (a) Only employees under this Agreement in the Operations Division, except as outlined in (b), shall operate, install, set-up, assemble, modify and maintain all equipment used, owned, rented, leased and obtained

by the Company; or any equipment obtained in the future to replace or supplement such equipment.

- (b)** Operations and Engineering Management may use technical equipment in the execution of their normal job function insofar as they do not displace an employee, avoid filling a vacancy or avoid payment of overtime or penalties in the bargaining unit.
- (c)** For the purposes of this Agreement, equipment shall mean that used in transmitting control and/or conducting audio and video signals (in the analog or digital domain), and/or radio frequencies and signals for use in broadcast, closed circuit broadcast, rebroadcast, pickup relay, audition, rehearsal, recording, and/or on-air playback. The aforesaid jurisdiction shall include the following:

 - i)** The optical equipment physically associated with the above and used in TV live, film or recorded programs, slides, opaque pictures or other forms of pictures.
 - ii)** The equipment used to project through the TV system, and the equipment used for technical inspection and evaluation of film, slides, opaque pictures or other forms of pictures.
 - iii)** The sound effects equipment and facilities used to create aural illusions.

- iv)** Electronic video and audio recording equipment used in connection with live broadcast, recording, re-recording, editing and playback.
- v)** The equipment referred to in Article 9.3.1 (iv) shall include ENG Camera packages operated by Photojournalists.
- vi)** The devices used to convey information or direction to performers in a television production, when such device is mounted on a TV camera.
- vii)** The video tape equipment utilized in connection with any process using electronic methods, wholly or partly for the storage and reproduction of video information and other signals pertaining thereto. This shall be expressly applicable to videotape or any substitute thereof but not including motion picture film.
- viii)** The Sr. Stage Electrics and Lighting Operator(s) shall be the only person(s) who may direct personnel in connection with the handling and placement of lighting equipment on any production. On all productions which require changes or adjustments in lighting, at least one (1) SR. Stage Electrics and Lighting Operator shall be assigned to direct the lighting. Notwithstanding this Article, it is recognized that an EFP or Photojournalist may set up and operate a portable lighting package.

The aforesaid jurisdiction shall apply in the following circumstances:

- 1) Programs produced by the Company which are recorded or pre-recorded.
 - 2) The Company agrees that it will not assign programs to be pre-recorded or recorded to an affiliate for the sole purpose of depriving the employees under this Agreement of the jurisdiction set forth herein.
- (d) In Toronto, the feeding, recording, editing and shooting of all news material may be carried out by qualified members of Local 79M or 720M. This will not result in a reduction of work or in a reduction in the number of employees within the operations division working as Video Editor (I) or Photojournalist. Distribution of all other material to the network (other than news material contained within this sub-clause d.) will remain the responsibility of the operations and engineering departments.
- (e) Install, set-up, operate and maintain Company owned or rented equipment used in the performance of the duties outlined in this Agreement or any equipment obtained in the future to replace such equipment when used on the Company premises or Company locations, except at locations where other unions have an effective collective bargaining agreement in written form covering the job functions of the bargaining unit. For the purpose of this Article, Company origination shall mean – live or pre-recorded broadcasting, live or pre-recorded studio production, on-the-air playback,

rehearsal, Studio audition and closed circuit transmission as related to the bargaining unit.

- (f) Lighting equipment including dimmer boards, lighting effects, reflector boards, portable power generator equipment and related equipment for use in studio or on location shall be handled by a member of local 79M. Power hookups on remote assignments shall be made only by licensed electricians, or by Supervising Engineering Technicians as per Article 14.11.2. Except that, the "Utility" classification may handle lighting equipment provided that at least one (1) Staging Electrician or Electrician is working in the studio on the same assignment.
- (g) Design, build, make, decorate and repair, as assigned and prepare sketches, drawings and mock-ups of; sets, scenery, set properties, special effects, costumes, graphic material and erect scaffolding.
- (h) Arrange, set-up, operate, handle, transport and keep up; wardrobe, costumes, make-up, set scenery, set properties, set dressings, drapes, projection screens on set, titling drums, titling machines and graphic cards. Set-up equipment for the accommodation of musicians, performers and audience, for example; musical instruments, music stands, prompting and cueing devices, chairs, tables and risers. Arrange, set up, operate, handle, transport and keep up visual effects equipment; devices seen on camera which are used to

notify performers and audiences of information about the program, such as time or result, including lights integral to such devices; and lights appearing on camera including their wiring and maintenance. Arrange prefabricated wiring in staging and design elements.

- (i) Arrange for and participate in the audition of talent, obtain and make scripts, time programs, co-ordinate program flow and generally assist program and commercial Producers and Directors in pre-production, production and post-production.
- (j) Maintain and handle records, tapes, sheet music, files, etc., for Music Library purposes. Dub, record or tape where necessary when related to or used in conjunction with film or tape, except when used in the Newsroom operation.
- (k) Carry on building maintenance, including minor air conditioning and electrical maintenance, boiler room duties and maintenance of the structure itself but not janitorial duties except in the studios and shop areas.
- (l) Maintenance of grounds and operation of equipment for above duties.
- (m) Receive, check and record incoming and outgoing goods. Pickup and delivery of goods in Company trucks where the equipment or goods transported fall within the jurisdiction of the bargaining unit.

9.3.2 Office Division Jurisdiction - The Company agrees to continue the present practice of assigning duties relating to the preparation, administration and supervision of the Company's television programs and productions to employees as classified in the Office Division, under this Agreement.

9.3.3 News Division Jurisdiction - The Company agrees to continue the present practice of assigning duties relating to the editorial operations directed towards the production of news broadcasts only to employees in the News Division. However, it is agreed that the News Directors, Producers and Managers shall continue to perform their duties to the extent such work was performed on the date of signing this Agreement, and provided further such excluded personnel shall not be used to displace or replace bargaining unit personnel nor to avoid filling a vacancy in the bargaining unit.

(a) Exception to Operations Jurisdiction - Reporters/Writers, Writers, Videojournalists and Associate Assignment Editors may operate the source machine for the purpose of cueing tape in preparation of editing, provided they do not interfere with the work performed by the editor/operator and provided they do not displace a bargaining unit employee or avoid filling a vacancy in the bargaining unit.

9.4 New Equipment and Methods - In the event that the Company introduces or permits to be used, any process,

machinery or equipment which substitutes for, supplements or replaces any present process, machinery or equipment being operated as of the date of this Agreement by employees within the bargaining unit, such process, machinery or equipment shall be operated and maintained only by employees within the bargaining unit herein set forth.

9.4.1 Notice of New Equipment and Methods - It is agreed that the Company has the right to introduce and use new or modified equipment, machinery, apparatus, processes, methods and/or types of equipment. The Company shall, at least sixty (60) days prior to such introduction, advise the Union of the proposed changes. Notwithstanding anything to the contrary in this Agreement, any employee who has received notice under Article 8.5.2 of a proposed layoff because of the introduction and use of such new or modified equipment, machinery, apparatus, processes, methods, and/or types of equipment may, prior to the effective date of the proposed layoff, elect to resign and receive severance pay equal to one (1) week's basic pay for each four (4) months of continuous service with the Company, pro-rated to the nearest full month of employment. The above severance payment shall be deemed to include any severance payment required pursuant to any statute.

(a) It is agreed that an employee who is to be laid off due to technological change has the right to invoke his

seniority and bumping rights as contained within the Collective Agreement.

- (b) An employee laid off due to technological change shall receive Benefits in accordance with Article 8.5.4.

9.5 United States Assignments - The Union hereby grants a standing waiver of Article 9 on assignments in the United States of America when the Company has made every reasonable effort to obtain labour and immigration clearance for its employees covered by this Agreement and has been refused such clearance. The parties hereto undertake to attempt to obtain an agreement with the unions concerned and the Canadian and American Immigration Authorities which will allow the interchange of crews between the U.S. and Canada.

9.6 Notwithstanding any provision set out in Article 9, the Union agrees that the Company shall not be limited in any way in assigning work to employees so that they may be required to work in either of or both CFTO-TV or CTV Specialty Television Enterprises Inc. And where the existing shift pattern and practices of the assigned work area shall be adhered to.

ARTICLE 10

Employee Benefits

10.1 Sick Leave - A full-time employee who is incapacitated for duty through illness shall be paid for the time off

from work for such illness or accident for up to one hundred and eighty-two (182) days at 100% of their base salary for the first eight (8) weeks and 80% of their base salary for the remaining eighteen (18) weeks should their illness continue. Should such illness or accident exceed this one hundred and eighty-two (182) day period, the employee must apply before the expiry period for Long Term Disability Benefits. Sick leave with pay may not apply to an employee during the first three (3) months of employment.

Sick leave will not be paid in excess of a total of one hundred and eighty-two (182) days for the same illness where the occurrence is separated by less than thirty (30)days.

- (a)** The Company may require a doctor's certificate or may require medical consultation with the Company's doctors. The employee's doctor shall be required to complete the Confidential Medical Form. It is understood that the Company will pay for the Confidential Medical Form if requested by the Company and for any other reports or certifications required by the Company.
- (b)** At its time and expense it is agreed that the Company may require an employee to undergo a medical examination by a qualified practitioner acceptable to the employee and Company. This may be required when it is necessary to establish the state of health of a particular employee in order to determine the

employee's eligibility for sick leave benefits. Once all of the medical documentation has been reviewed, the employee will be advised whether he/she is well enough to work. If the employee so requests in writing, the results of any such examination will be conveyed to the employee's personal physician. It is understood that without the express written approval of the employee, confidential medical information may not be provided to others. In the event that the employee and the Company cannot come to an agreement regarding the choice of a medical practitioner, the Company will supply the employee with a list of three (3) medical practitioners from which the employee must choose. Notwithstanding the foregoing, it is understood that the Company shall be entitled to receipt of information as to whether an employee is well enough to return to work.

- 10.1.1 Calling in Sick** - Employees shall give as much notice as possible when calling in sick to those persons responsible for their scheduling. Where possible the employees will make best efforts to give a minimum of two (2) hours prior to the start of their scheduled tour of duty, except those employees covered under the Office Division; they shall call in no later than the start of their tour of duty.
- 10.1.2 Impact on Vacation** - Absence because of illness or incapacity shall not interrupt an employee's vacation

credits for a period of up to one hundred and eighty-two (182) days only.

10.1.3 L.T.D. Time Schedules - Except for those incapacitated by a work related illness or injury, employees who are absent due to illness or incapacity for a period of one hundred and eighty-two (182) days and, who do not qualify for the Long Term Disability payment in the Company Plan, shall be deemed to have voluntarily quit their employment with the Company.

It is the responsibility of employees to make application to the Insurance Company prior to the expiry of the Company's one hundred and eighty-two (182) days full pay under the Sick Leave policy provisions. The Company will advise the employee one (1) month in advance of the expiry of the Company's paid sick leave benefit.

Employees who are deemed medically able to return and perform the duties of their former job classification or who are able to return to perform suitable modified employment that may become available and be offered by the Company as part of a Rehabilitation program, must accept such assignment. Except for those incapacitated by a work related illness or injury, employees who are unable to return and perform the duties of their former job classification or who are unable to return to perform suitable employment that may become available and be offered by the Company, after having been on

Long Term Disability for a period of twenty-four (24) months will have voluntarily resigned their position with the Company.

- 10.1.4 Occupational Accident Program** - It is understood that the Company has withdrawn its participation in the Ontario Workers' Compensation program and on January 1, 1993, introduced a new Occupational Accident Insurance Program which supplements the existing Company benefit coverage for all employees in the Bargaining Unit.

The supplemental Occupational Accident Program Insurance Plan which is fully funded by the Company covers the employee for injury or death which is sustained while performing the normal and regular duties which pertain to their Occupation (that one is engaged in for wage or profit on the date of the accident) as assigned by Bell Media Inc. This includes while on duty, travelling on business for the Company or commuting to or from the employee's place of employment. This coverage is not valid in a designated war zone. Coverage includes the following:

- (a) **A.D.&D. Benefits** - A separate Occupational Accident Death and Dismemberment benefit with a three hundred thousand dollar (\$300,000) lump sum payment that would be payable, in addition to any other insurance benefit to a maximum as set out in the

AD&D policies. Coverage terminates upon the earlier of termination/retirement or attainment of age 70.

Death benefits will be payable to the employee's life insurance beneficiary designation, unless a signed beneficiary designation stating otherwise is on file with the insurer. The employee has the right to change the beneficiary designation at any time, by submitting a written request to the insurance company, subject to any applicable laws.

- (b) **Wheelchair Benefits** - If an employee claims a loss described under the Table of Losses, and the employee requires the use of a wheelchair to be ambulatory, the insurance company will pay up to fifteen thousand dollars (\$15,000) for the following expenses incurred within three hundred and sixty-five (365) days from the accident:
- the one time cost of alterations to the employee's home to make it wheelchair accessible and habitable; and,
 - the one time cost of modifications necessary to a motor vehicle utilized by the employee to make the vehicle accessible or drivable for the employee.
- (c) **Part-time/Freelance Employees-** Part-time and freelance employees will be eligible to receive short-term disability benefits equal to seventy percent (70%) of the regular weekly earnings (as defined by the insurer) up to a maximum of five hundred dollars (\$500) per week, for a maximum of twenty-six (26)

weeks. The plan will also pay for reasonable and customary medical expenses incurred which are in excess of the provincial plan up to a maximum of fifty thousand dollars (\$50,000).

Employees injured while working for an outside organization (other than for or assigned by the Company) will not be entitled to sick leave benefits under Article 10.1.

10.1.5 (a) Business Travel Accidental Insurance – Pays a lump-sum benefit to you in the event of your accidental injury, or to your beneficiary(ies) in the event of your accidental death while travelling on company business (including daily commuting to and from work). Benefit paid in the event of your accidental death while travelling on company business equals 2x your annual salary. Benefit paid in the event of your accidental injury depends on the extent of the loss. The Company pays the premium.

(b) War Risk Accidental Death and Dismemberment Insurance (AD&D)- The Company will provide replacement coverage for injury or death which is sustained while traveling to and working in (as assigned by the Company) a designated War Zone.

Benefit is up to \$400,000 and is based on Schedule of Losses. Coverage terminates upon the earlier of termination/retirement or attainment of age 70.

War Risk AD&D coverage *replaces* the above noted coverages which are not valid in a designated war zone.

10.1.6 Disability Coverage as a Result of Travel-

- (a) A full-time employee who is injured while on duty, travelling on business for the Company or commuting to and from the employee's place of employment is disabled beyond one hundred and eighty-two (182) days, will apply for the Long Term Disability Benefit Plan. Subject to Article 19.4, employees who are unable to return to perform the duties of their pre-injury employment within a period of two (2) years after the date of injury, and are not medically fit to perform any other work and do not qualify per Article 10.1.6 (b), will have deemed to have voluntarily resigned their position with the Company. While on Long Term Disability resulting from an occupational injury, a disabled employee will continue to be covered by the Company's Extended Health, Life Insurance and AD&D Plans at no cost to the employee.
- (b) For full-time employees who are unable to perform the essential duties of their pre-injury employment, but who are medically able to perform suitable work, the Employer shall offer such employee the first opportunity to accept suitable employment that may become available. While it is understood the Employer will accommodate the work or workplace

where practical to the needs of the employee who is impaired as a result of the injury, it is agreed that this accommodation is only to the extent that it would not cause the Company undue hardship. It is the responsibility of the employee to advise the Department Head immediately and Human Resources within forty-eight (48) hours of the occurrence of a work related accident and to complete the necessary accident claim forms.

- (c) The Company also undertakes that any additional medical costs ordered by a doctor and substantiated by a Company doctor necessary for the rehabilitation of an employee injured at work and not covered by any of the Plans will be paid for by the Company within reasonable limits.

10.1.7 Lawsuits - An employee who elects to sue a third party as a result of a personal injury received during the course of the employee's employment will, upon being awarded compensation for loss of wages, return to the Company an amount equivalent to such loss of wages which were received from the Company during time off from work as a result of such injury.

10.1.8 Workers Compensation - In the event that, in the future, the Company is required or elects to re-enter the Workers' Safety and Insurance Board program, the Company has the option of terminating the provisions

relating to the said supplemental Occupational Accident Program.

- 10.1.9 Children** - Pays a lump-sum benefit to you in the event of your child's accidental injury or accidental death. Benefit paid in the event of your child's accidental death equals 100% of the coverage you select. Benefit paid in the event of your child's accidental injury depends on the extent of the loss. You pay a flat premium. This premium covers all your dependant children, regardless of the number of children you have. Evidence of insurability is not required.
- 10.2 Maternity & Parental Leave** - Illness directly attributed to pregnancy shall entitle an employee to sick leave provided for in Article 10.1.
- 10.2.1 Maternity Leave** - An employee is entitled to and shall be granted a leave of absence from employment as follows:
- (a) When an employee provides the Company with a certificate of a qualified medical practitioner certifying that she is pregnant, that employee is entitled to and shall be granted, upon written request, a leave of absence of up to seventeen (17) weeks.
 - (b) Employees may be eligible for income replacement from the Supplemental Allowance Plan (SAP), in

addition to the Employment Insurance (EI) benefits. SAP plus EI payments will replace approximately 67% of the average basic rate of pay for the previous 26 weeks prior to the leave starting (based on the EI rate in effect). Employees must have at least six months of continuous employment prior to the commencement of their leave and be in receipt of Employment Insurance maternity benefits. Eligibility and plan details as defined in the Income Replacement – Supplemental Allowance Plan.

10.2.2 Parental Leave- Every employee who has accrued six (6) months or more of Company seniority is entitled to and shall be granted a leave of absence from employment of up to thirty-seven (37) weeks to care for a new born child of the employee or a child who is in the care of the employees for the purpose of adoption under the laws governing adoption in the Province in which the employee resides.

Employees may be eligible for income replacement from the Supplemental Allowance Plan (SAP), in addition to the Employment Insurance (EI) benefits of approximately. SAP plus EI payments will replace approximately 67% of the average basic rate of pay for the previous 26 weeks prior to the leave starting (based on the EI rate in effect). Employee must have at least six months of continuous employment prior to

the commencement of their leave and be in receipt of Employment Insurance parental benefits.

Employees who receive the 17 weeks SAP benefits under the maternity leave are **not** entitled to the 12 weeks of SAP benefits under the parental leave. Eligibility and plan details as defined in the Income Replacement – Supplemental Allowance Plan.

This leave of absence shall start:

- i) On the expiration of any leave of absence from employment taken under Article 10.2.1;
- ii) In the case of a new born child of the employee, at the option of the employee, on the day the child is born or comes into the actual care of the employee;
- iii) In the case of adoption, on the day the child comes into the actual care of the employee.

The aggregate amount of leave that may be taken by two employees under Article 10.2.2 with respect to the same birth or adoption shall not exceed thirty-seven (37) weeks.

10.2.3 Adoption Exception- Article 10.2.2 shall not apply in the case of a legal adoption of a spouse's child.

10.2.4 Aggregate Leave - The aggregate amount of leave that may be taken by one or two employees under Article 10.2.1 and 10.2.2 in respect to the same birth shall not exceed fifty-two (52) weeks.

- 10.2.5 Notice of Leave** - Every employee who intends to take a leave of absence from employment under Articles 10.2.1 and 10.2.2 shall give at least four (4) weeks notice in writing to the Company, unless there is a valid reason why such notice cannot be given, and shall inform the Company in writing of the length of leave intended to be taken. Every employee who intends to take or is on leave of absence from employment under Articles 10.2.1 and 10.2.2 shall give the Company at least four (4) weeks notice in writing of any change in the length of leave intended to be taken by the employee, unless there is a valid reason why such notice cannot be given.
- 10.2.6 Reinstatement** - Every employee who takes or is required to take pursuant to the Canada Labour Code a leave of absence under Articles 10.2.1 and 10.2.2 is entitled to be reinstated in the position that the employee occupied when the leave of absence began and, on the expiration of such leave, the Company shall reinstate the employee in that position. Where for any valid reason the Company cannot reinstate the employee in the same position, the Company shall reinstate the employee in a comparable position with the same wages and benefits and in the same location.
- 10.2.7 Benefits** - The pension, health and disability benefits and the seniority of an employee who takes a leave of absence under Articles 10.2.1 and 10.2.2 shall

accumulate during the entire period of the leave and during such period the Company shall pay 100% of the cost of the benefits as contained in Article 10.3. Except as herein provided with respect to pension, health, disability and seniority benefits, for the purpose of calculating all other benefits of an employee who takes or is required to take pursuant to the Canada Labour Code leave of absence under Articles 10.2.1 or 10.2.2 employment on such employee's return to work shall be deemed to be continuous with employment before the employee's absence.

10.2.8 Illness During Child Care Leave - If employees become ill during the leave taken pursuant to Article 10.2.1, Maternity Leave or 10.2.2, Parental Leave, they will be covered under the provision of the Company's Sick Leave Policy, provided a certificate from a qualified medical practitioner is supplied. Such payments will be limited to the amounts necessary to maintain the employees' basic weekly rate of pay on an after-tax basis, taking into account any E.I. payments received by the employees.

10.2.9 Legislation- If the prevailing federal legislation changes in regards to Articles 10.2.1, 10.2.2, 10.2.3, 10.2.4, 10.2.5, 10.2.6 and 10.2.7 the employee shall be entitled to the benefit offered in these Articles as well as any other improvements offered in any new government legislation.

10.3 Medical and Group Insurance – The benefit plan shall provide each employee with a choice of options available for medical, dental and insurance coverage as well as STD and LTD Disability plans as described on the Company’s web site. The company also agrees that in the event there are changes to the benefit plan, the Company will meet with the Union to review and discuss such changes. The above group plans or replacements will provide benefits no less favourable than those provided at the date of signing the agreement.

10.4 Pension Plan – All employees will be required to join the Company’s Defined Contribution Pension plan. The Company agrees to review with the Union, prior to its implementation, any change to the level of benefits provided to employees covered by this Agreement under the Pension Plan.

***10.5 Special Leave** - A bereavement leave shall be granted when an employee is required to be absent due to a death in the employee's immediate family on the following basis:

- **5 days** – spouse, children, father and mother.
- **3 days** - legal guardians, brother, sister, mother-in-law or father-in-law, grandparent, grandchild.
- **1 day** - brother-in-law or sister-in-law, grandparent-in-law.

Immediate family shall include common-law relationships of one (1) year or more. Pay for such leave will be limited to the period that begins on the day on which the death occurs and ends six weeks after the latest of the days on which any funeral, burial or memorial service of that immediate family member occurs.

- 10.5.1 Emergency Leave** - The employer will consider requests for specified leave for emergencies, e.g., birth of a child, critical illness in the immediate family. Such requests will not be unreasonably denied. However, the payment for such leave will be at the sole discretion of the employer.
- 10.5.2** Employees will endeavor to schedule medical, dental and eye appointments on their own time (eg. days off). Where this is not possible and reasonable notice is given, the Company will re-schedule the employee to accommodate the appointment.
- 10.5.3** In the event that an employee desires leave without pay, they shall apply in writing to the Company stating the reason for such leave. Permission to grant an employee's request for such leave will be at the sole discretion of the Company. An employee on leave without pay may be subject to dismissal if he accepts employment from any source except as provided in Articles 4.6 and 13.2. An employee who has been granted a leave of absence without pay shall

continue to accrue seniority to a maximum of one year.

- 10.6 Women's Advocate** – The Company agrees to recognize that women sometimes face situations of violence or abuse in their personal life that may affect their attendance or performance at work. For that reason, the Company and the Union agree, when there is adequate verification from a recognized professional (i.e. medical doctor, registered counselor), a woman who is in an abusive or violent situation will not be subject to discipline if work performance or absence can be linked to the abusive or violent situation.
- 10.7 Jury Duty** - Employees called to serve on juries or to obey a subpoena, shall receive their regular salaries during such periods. Employees will not be scheduled to work evenings or weekends while serving on a jury or obeying a subpoena. If released for the day prior to 12:00 noon on a day while serving on a jury or obeying a subpoena, the employee shall call the company to see if there is a requirement to report to work on that day. Employees shall have the responsibility of notifying the Company upon the discharge of jury duty of their availability to return to work.

ARTICLE 11
Transportation and Travel Expenses

Zone 1

Zone 1 has an eastern boundary starting at Lake Ontario and Hwy 12, continuing north to Town Line Rd. (at Myrtle Station), then west to Durham Reg. Rd. 5, then north to Stouffville Rd., then west to Hwy 11, then north to King Rd., west to Hwy 50, south to Mayfield Rd., west to Hwy 10, then south to Lake Ontario.

11.1 Travelling Expenses - The Company agrees to reimburse each employee for all authorized and/or approved expenses when travel is authorized by the Company.

11.1.1 Mileage Rate - When employees are authorized to use their own automobile for transportation in connection with their duties, they shall be reimbursed based on the cents per kilometer rate, for Ontario, as published by the Treasury Board of Canada, January 1st of each year. Fifty-Four and a half (54.5) cents per kilometer is the 2012 rate.

(a) When an employee on authorized Company business is involved in an accident resulting in damage to their car and the amount of damage cannot be recovered from other person or persons, the Company agrees to reimburse the employee for the deductible amount under the employee's car insurance plan to a

maximum of three hundred and seventy-five dollars (\$375.00).

(b) It is expressly agreed that the use of an employee's car in executing the business of the Company is not compulsory, and he/she may at their discretion decline to do so.

*** (c) CFTO Car Insurance-** Should a CFTO Videojournalist choose to use their own vehicle for business the employee shall provide Business Insurance Coverage on the vehicle and the Company shall reimburse the employee for the cost differential up to a maximum of three-hundred and fifty dollars (\$350.00) in a calendar year.

(d) When employees are required to end a tour of duty due to unscheduled overtime at a time when public transportation is not available, taxi fare will be provided when required by the employee.

***11.1.2 Miscellaneous Expenses** - On each tour of duty in Zone 1 the designated starting place set by the Company to report to work within the area defined on the map above as Zone 1 will be considered the normal place of employment for that tour of duty. Employees shall receive twelve dollars (\$12) to cover miscellaneous expenses for each tour when assigned to a studio or location outside the premises of CFTO-TV (a division of Bell Media Inc.) in Zone 1. This payment will not be paid to Reporters/Writers,

Videojournalists and Photojournalists and Multi-Media Journalists.

11.1.3 Travel Time Outside Zone 1 - When employees are required to work at a studio or location outside of Zone 1, they shall be credited with all time consumed in transit between CFTO and such studio or location, except as provided in Article 11.4.

The Company shall supply transportation from CFTO and return, and employees shall be advised of the departure time from CFTO.

11.1.4 Parking Costs - The Company, with the agreement of the employee, may authorize the employee to use the employee's car on Company business. For employees authorized to use their cars in the service of the Company, the Company agrees to pay parking costs.

11.2 Definition of Location and Location Expenses -For the purposes of this Agreement, the following definition of "location" shall apply. "Local" location is considered to be any point within Zone 1 as defined in Article 11.1.2.

11.2.1 "Out-of-Town" location shall be any point beyond the limits defined as "Local" location.

11.2.2 Out of Town Meal Allowance - Employees on "out-of-town" assignments who do not receive a per diem allowance (Article 11.2.3) shall receive a meal allowance for each meal to which the employees are

entitled under the provisions of Article 15 on the following basis:

- Breakfast \$ 9.00
- Lunch 14.00
- Dinner 25.00
- Subsequent 12.00

Provided however that no such compensation shall be paid when such employee is furnished with a suitable hot meal.

11.2.3 Per Diems - Employees on "out-of-town" assignments which require overnight accommodation shall receive a per diem allowance of seventy five dollars (\$75) to cover the cost of meals and incidental expenses for each completed twenty-four (24) hour period. Where meals are supplied, the cost of the per diem allowance shall be reduced by the cost of each adequate meal so supplied at the following rates to a maximum of seventy-five (\$75) dollars.

- Breakfast \$ 14.00
- Lunch \$19.00
- Dinner \$30.00
- Subsequent \$12.00

Where exceptional conditions require higher per diems than those contained herein, the Company will provide an additional amount based on conditions and will deduct accordingly for any meals supplied.

11.2.4 Accommodations - Employees requiring overnight accommodation shall receive single occupancy first class accommodation equivalent to AAA or CAA Standards at the Company's expense.

11.2.5 Allowable Travel Expenses - Per diem allowances shall be in addition to the following allowable expenses:

- (a) The cost of economy or charter air transportation, rail transportation (chair or parlour car seat) or mid range cost of rental automobile transportation.
- (b) The cost of taxis and airport limousine service between CFTO and the airport, bus station or train station when departing or arriving back from the assignment. The cost of transportation when not supplied from the hotel to the work site and back. All travel arrangements will be made by the Company unless employees are expressly instructed to make their own arrangements;
- (c) The cost of vehicles for the transport of equipment;
- (d) The cost of extra assistance in handling equipment;
- (e) The cost of telegrams and long distance telephone calls required for Company business;
- (f) The cost of laundry on assignments of more than five (5) days;

- (g) The cost of the first five (5) minutes of a telephone call to home base on the first day and ten (10) minutes every third (3rd) day thereafter;

11.2.6 Travel Advance – Full-time employees on “out-of-town” assignments will be provided with a company credit card to expense authorized travel expenses. Each employee must give an accounting of expenses together with receipts within thirty (30) days after completion of the assignment. Claims will be disallowed for non-compliance to the time limits.

***11.2.7 Multi-Media Journalist and Photojournalist Expenses-** An employee shall be reimbursed for approved expenses within four (4) working days after an expense voucher has been submitted.

11.2.8 Expense Claims- Expense claims for meal, parking, travel claims, and all general expense payments must be submitted within thirty (30) days of incurring the cost. Claims will be disallowed for non-compliance to the time limits.

11.3 Travelling Conditions - For pay purposes, employees engaged only in travelling shall be credited with all time consumed when travelling on an assignment of the Company, except as provided in Article 11.4. Such time will be computed:

- (a) from the scheduled time of the carrier's departure, when the employee leaves from the employee's home for travel by common carrier;
- (b) from the assigned hour of departure from the employee's home when the employee travels by automobile direct to the assignment;
- (c) from the time the employee leaves the normal place of employment when the employee reports there before proceeding to travel;
- (d) from the assigned hour of departure from the lodging used by the employee.

11.3.1 Return Time - Time credited for the return journey under the above conditions will be computed in the same manner.

11.3.2 Vehicle Insurance – The Company agrees to maintain adequate liability insurance on all vehicles owned or leased by the Company when it requests an employee to drive such vehicle.

- (a) The Company maintains the right to purchase and review all driver abstracts.
- (b) Employees required to drive Company vehicles agree to report all incidents of suspended licenses to Management.
- (c) The Company reserves the exclusive right to request driver training.

- (d) Employees must provide proof of a valid driver's license annually.
- (e) Employees who have accumulated nine (9) demerit points or more will be subject to disciplinary action consisting of one of the following:
 - Driver training
 - Reassignment to an available position if qualified as determined by the Company.
- (f) Driving Company vehicles while under the influence of alcohol will result in disciplinary action up to and including termination of employment.
- (g) Non-employees are not covered by Company Insurance and therefore may not ride in Company vehicles without prior written approval.
- (h) When requested by the Company to provide transportation for specific individuals for Company purposes Corporate Insurance coverage will apply.

11.3.3 Scheduled Days Off - Employees returning from out-of-town assignments which extended over a period of more than ten (10) calendar days shall, at their request, have their scheduled day(s) off assigned immediately upon their return.

11.3.4 Time Limit on Days Away - Employees shall not be required to be on out-of-town assignments in excess of fourteen (14) consecutive calendar days.

- 11.3.5 Condition of Vehicles** - When travel to an assignment in a Company vehicle is required, the employees shall be transported in a safe and comfortable manner.
- 11.4 Travelling - Waiver of Time Credits** - When travelling is on a common carrier between 0800 hours and 2400 hours, local time, a maximum of eight (8) hours of travel time will be credited for that tour of duty. When an employee is scheduled on international travel, and is assigned the responsibility for customs clearance of Company equipment between the point of departure and destination, the employee shall receive credit for any additional hours should these duties exceed the above eight (8) hours of travel time.
- 11.4.1 Travelling- Turnaround** - The turnaround provisions of Article 14.8 will apply based on local time from the time the employee completes the employee's travel.
- 11.4.2 Sleeping Facilities** - When travel is on a common carrier between 0001 hours and 0800 hours, local time, and suitable sleeping facilities are available, no credit shall be allowed. For the purposes of this section, a single occupancy berth or a business class, executive class or equivalent seat on a plane is construed to be suitable sleeping facilities. When travel is designated by the Company on conveyances which do not have suitable sleeping facilities, full-time credit shall be allowed.

ARTICLE 12
Holidays and Annual Vacation

12.1 Holiday and Holiday Pay - The following shall be paid holidays:

New Years Day	Civic Holiday
Good Friday	Labour Day
Victoria Day	Thanksgiving Day
Canada Day	Christmas Day
Boxing Day	2 Floating Holidays

Plus any day duly proclaimed by the Federal Government as a public holiday.

12.1.2 Holiday Compensation - Employees shall be compensated for the holidays listed in Article 12.1 in the following manner:

- (a) If the holiday falls on a regular working day and employees are not required to work, the employees shall be paid for the standard work day as scheduled for that week at their basic hourly rate of pay;
- (b) If a holiday falls during a vacation period, it shall be scheduled as a holiday and the employees shall be paid for the standard work day at their basic hourly rate of pay, or receive a day in lieu thereof;

- (c) If the holiday falls on a regular working day and the employees are scheduled to work, they shall receive three (3) times their basic hourly rate (which includes the employee's basic hourly rate of pay) with a minimum credit of the standard work day as scheduled for that week. Any time worked in excess of the standard work day shall be paid for at three and one-half (3½) times their basic hourly rate of pay;
- (d) When a holiday displaces a regular day off, an employee has the right to choose to work one of the following regular days off, provided the Company requires worked to be performed. Overtime will be paid in accordance to Article 14.7, or the employee may receive lieu time in accordance to Article 14.6.4 and 14.6.5. For any of the holidays received in this manner or in accordance with (b) or (c) above, employees at their option may receive a day off at a mutually agreed time and this option shall be indicated on the time sheet for the week in which the holiday occurred. The payment received for each holiday as provided in (c) above shall be reduced by the standard work day's basic pay only for each day taken in lieu as provided herein. When an employee's schedule is based on the alternate work week as per article 14.1.6, the rate of 1.25 days shall be used for the purposes of scheduling earned lieu time. When an employee's schedule is based on the alternate work week as per article 14.1.6 (b), the rate of 1.40625 days shall be used for the purposes of scheduling earned

lieu time. An employee leaving the employment of the Company shall receive unused credits provided herein by direct deposit.

- (e) A tour of duty beginning on the eve of a holiday and continuing into the holiday shall not be considered as work performed on the holiday and a tour of duty beginning on the holiday and continuing into the day following shall be considered as work performed on the holiday. EXCEPTION-All overtime hours accrued after 12am on a holiday shall be compensated at the holiday rate in accordance with Article 12.1.2 (c).
- (f) When one of the nine (9) holidays listed above falls on a Saturday or Sunday and the day following is proclaimed a holiday by the Federal and Provincial authorities, the corresponding weekday(s) proclaimed shall be deemed to be the holiday(s) for the purposes of this agreement.
- (g) When December 25th falls on a Saturday or Sunday where December 26th and 27th are proclaimed as public holidays, the entitlement to holidays for the purposes of this agreement shall be on December 25th and 26th.
- (h) When January 1st or July 1st falls on a Saturday or Sunday and where the preceding Friday or following Monday is proclaimed as a public holiday, then the entitlement to the holiday for the purposes of this Agreement shall be on January 1st and July 1st.

12.1.3 Definition of Floating Holiday – Two (2) additional holiday days within the calendar year shall be available to the employee having at least six (6) months of continuous service and shall be scheduled at the mutual discretion of the employee and the Company. Full-time employees on payroll at the date of ratification of this agreement (April 30, 2012) will be eligible for three (3) personal floater days per calendar year. These floating holidays must be used within the calendar year in which they have been earned and cannot be converted into a cash value and cannot be carried over to a subsequent calendar year.

12.2 Scheduling of Christmas and New Year's Holidays- Before December 1st of each year, the employees will advise the Company in writing of their preference of days off to be scheduled over the Christmas and New Year's holidays. The employees' choice of days off shall be granted on the basis of seniority within the functional group and each employee, if the employee so requests, shall be scheduled off on either Christmas Day or New Year's Day. An employee scheduled off on one of these days shall not be required to work beyond 20:00 hours on the eve of that holiday.

***12.3 Vacations and Annual Leave** - Employees shall be entitled to and shall receive an annual vacation with pay, or separation pay in lieu thereof, in accordance with the following table:

Probationary employees shall only be eligible to receive earned vacation.

SERVICE DURATION OF VACATION

Seniority as defined in Article 8 at January 1st of each year.
The vacation reference year shall be from January 1 to December 31. Employees shall be entitled to an annual vacation with pay in accordance to the following table:

- 0 – 1 year 1.5 days/month to a maximum of 15 days
- 1 – 6 years 15 days (e.g. 3 weeks per year)
- 7 – 11 years 20 days (e.g. 4 weeks per year)
- 12 – 17 years 23 days (e.g. 4 weeks per year and 3 days)
- 18 – 24 years 25 days (e.g. 5 weeks per year)
- 25 + years 30 days (e.g. 6 weeks per year)

Employees who have already reached a vacation entitlement that is greater than the above table, shall retain this higher level as a legacy arrangement until they reach the next higher vacation entitlement.

- (e) When an employee’s schedule is based on the alternate work week per article 14.1.6, the rate of 1.25 days (10 hrs) shall be used for the purposes of scheduling vacation time.
- (f) When an employee’s schedule is based on the alternate work week per article 14.1.6 (a), the rate of

1.40625 days (11.25 hrs) shall be used for the purposes of scheduling vacation time.

12.4 Scheduling of Annual Leave - All portions of an employee's vacation period up to and including two (2) weeks shall be scheduled consecutively, unless requested otherwise by an employee and approved by the Company.

12.4.1 Scheduling Preference - Vacation applications should be limited to two weeks for the peak summer months (between June 1st and September 30th) and shall be submitted prior to April 1st each year and preference shall be given employees on the basis of bargaining unit seniority, as per Article 8.1, within the functional group. Approved Vacation forms will be returned by April 30th.

Christmas/New Years vacations shall be submitted prior to September 1st each year and preference shall be given employees on the basis of seniority within the functional group. Approved Vacation forms will be returned by September 30th. Any vacations received outside of these dates will be approved on a first come first serve basis.

12.4.2 It is the intent of this Article that the Company may only assign the third, fourth, fifth, and/or sixth week of an employee's vacation outside of the vacation period at a time which is mutually convenient to the Company and the employee.

- 12.4.3 Vacation Carry Over** – Vacation must be taken between January 1 of the calendar year in which they are earned and April 30 of the following year. In extenuating circumstances only, which will include employees returning to work following certain leaves, and with the permission of company Vice-President, or their designee, vacation credits may be carried beyond April 30.
- 12.5 Vacation Pay on Termination** – If employment is terminated involuntarily or if the employee quits, it is understood vacation credits not taken prior to leaving the Company will be paid at the employee's current rate of pay. In both circumstances, the employee's vacation payment is prorated according to the portion of the year worked and the vacation taken before the date of termination.

ARTICLE 13

General Matters

- 13.1 Air Credits** - The Company shall give air credits to employees where, in its opinion, credits are merited by their contribution to the performance in accordance with its current policy.
- 13.1.1 Union Seal** - Every video tape recording produced by the Company shall bear the seal of the Union on the tape container.

13.1.2 Anonymity - Employees' credits shall not be used over their protest.

13.2 Outside Activities - The first professional obligation of employees shall be to the employer. Employees shall be free to engage in any activities outside working hours provided such activities do not conflict with the Company's legitimate business interests and provided these services do not interfere with their services to the employer. This would include but not be limited to service performed for other broadcasting operations, production companies and competing media. Employees have the duty to disclose these activities to their Manager and Human Resources in advance, and in written form if requested. If the company determines that the employee is engaged in activities that are of a conflict of interest, the employee will be required to choose which relationship he/she wants to continue or will be terminated for cause.

13.3 Protective Clothing - The Company shall supply adequate protective clothing and/or safety devices for employees on assignment (e.g., remotes, towers, etc.) where conditions require their use and to supply other special attire when required. The Company shall pay one hundred percent (100%) of the cost of no more than one (1) pair of CSA approved safety footwear to a maximum of one hundred and fifty dollars (\$150) each calendar year, unless proof of special fitting requirements is provided to the Company, for

employees in the bargaining unit. The Safety Committee may designate specific areas within the Company where the wearing of safety footwear shall be mandatory.

- 13.4 Hazardous Voltage** - In all operations where hazardous voltage is involved, there shall be in each case another employee present.
- 13.5 First aid kits** under the supervision of the Security Department will be maintained in strategic areas of the building. First aid kits will also be maintained in all Company vehicles.
- 13.6 All ladders** used on electrical outlets must be in compliance with the Canada Labour Code, Part 11.
- 13.7 Motorized Battens** - No employee shall ride on motorized battens.
- 13.8 Portable toilet** facilities will be provided on remote assignments where permanent facilities are not available.
- 13.9 The power machinery** in the carpentry shop will not be operated by any employee unless another person is in the carpentry shop building. The onus is placed on the employee to see that another person is present.
- 13.10 VDT's & CRT's** - The Company shall provide inspections and necessary repairs to VDT's and CRT's to ensure that equipment meet pertinent federal,

provincial or Workers Compensation Boards standards. The Company will provide for employees who are pregnant and who operate VDT's or CRT's protective screens for the duration of the pregnancy.

13.11 Health & Safety Committee - A Joint Health and Safety Committee shall be constituted consisting of an equal number of representatives of management and the Union, which shall identify potential dangers and health hazards and obtain information from the Company or other persons respecting the identification of hazards and health and safety experience and work practices and standards elsewhere. The committee shall meet at least once a month. Notes shall be taken of all meetings and copies shall be sent to the Company and the Union. Time spent on the Health and Safety Committee to attend meetings or inspections will be considered as time worked.

13.11.1 Representation - Two representatives of the Joint Health and Safety Committee, one from management and one from the Union, shall make periodic inspections, as determined by the Joint Health and Safety Committee, of the work place and equipment and shall report to the Health and Safety Committee the results of their inspections. Time spent on such inspections shall be considered as time worked.

13.11.2 Copies of Reports - Copies of all accident and incident reports will be provided to four (4) unit

chairpersons of the Joint Health and Safety Committee.

ARTICLE 14

Hours and Scheduling of Work

- 14.1 Standard Work Week** - The standard work week for all employees (other than freelance or part-time employees) shall be forty (40) hours. The standard work week shall commence at 00:01 hours Sunday. The hours of work shall be exclusive of the first meal period, but inclusive of all other meal periods and break periods, except as provided in Article 14.1.4.
- 14.1.2 Standard Work Day** - The standard work day for all employees (other than freelance or part-time employees) shall be eight (8) hours.
- 14.1.3 A tour of duty** whereby 50% or more, is scheduled after 12:00 midnight or before 0600 hours, shall be considered an overnight assignment.
- 14.1.4 Inclusion of Meals & Break Periods** - The hours of work for the Office Division employees, News Division employees, Transmitter and Master Control personnel, Photojournalists, News Librarians, TSN Story Editors, TSN Story Associates, TSN Archivists, TSN Associate Producers and Media Technology Analysts shall be inclusive of all meal and break periods.

- 14.1.5 Summer Schedule** - The Company may, subject to Departmental requirements, schedule employees in the Office Division on a summer hours schedule from June 15 until Labour Day consisting of Monday to Thursday 8:30 a.m to 5:00 p.m and from 8:30 a.m to 1:15 p.m on Fridays exclusive of a meal period.
- 14.1.6 Alternate Work Week and Work Day** - Notwithstanding Article 14.1 and Article 14.2, an employee may be scheduled on a four (4) day work week consisting of a ten (10) hour tour of duty for each day in that work week. The standard work day provided in Article 14.1.2 shall be ten (10) hours in such cases, exclusive of the first meal period but inclusive of all other meal periods and break periods. The third day off in the work week resulting from this Article shall be scheduled consecutive to the two (2) consecutive days off provided in Article 14.2.
- (a) Notwithstanding Article 14.1 and 14.2, an employee may be scheduled on 11.25 hour shifts, subject to Article 14.1.7, exclusive of the first meal period, but inclusive of all other meal periods. Employees shall not be scheduled more than four (4) 11.25 shifts in one week and no more than seven (7) 11.25 hour shifts in any two week period.
- 14.1.7 Agreed Schedules** - The Company and the Union recognize that there are different work schedules or shift patterns possible within the framework of the Company's operation other than the standard

workweek or standard workday. To this end, the Company will plan with such employees work schedules which are mutually agreeable and in such cases it is agreed that the overtime provisions of Article 14 will be modified as required. Any such agreements will be put in writing and signed by all affected employees, the Company and the Union. However, such agreed upon schedules may be reverted to the normal workweek by either the Company or the Union giving reasonable notice prior to the week in question. This return to the normal workweek will be made at the earliest possible date.

14.1.8 Cross Over Schedules – When an employee is required to crossover into a different work area the existing shift patterns and practices of the assigned work area shall be adhered to.

14.2 Days Off - There shall be two (2) consecutive days off. These two (2) days off may be in separate work weeks, i.e., Saturday and Sunday, the Company shall make every effort to schedule the two (2) consecutive days off on weekends as frequently as possible. In any event, days off shall include both Saturday and Sunday at least three (3) times in each calendar quarter, excluding the weekends scheduled off during vacation periods. Employees at their option may agree to waive the scheduling of the minimum number of weekends off. Employees who have a modified work schedule, which is

medically supported by the insurance company, could be an exception to the minimum 3 weekends off per calendar quarter. Alternative work schedule or work arrangements explored between the parties will not be unreasonably denied.

- 14.2.1 Scheduling of Four Days** - The extra day off in a scheduled four (4) day, forty (40) hour week is defined as twenty-four (24) hours only and is to be scheduled consecutive to the two (2) scheduled days off provided in Article 14.2. Should an employee work on this third day off in the work week, such employee will be paid in accordance with Article 14.7(c).
- 14.2.2 Non Consecutive Work Days** - The scheduled days in a work week need not necessarily be consecutive, they may be separated by the consecutive days off.
- 14.2.3 Length of Day Off or Day in Lieu** - A scheduled day off, or a day in lieu, shall be defined as twenty-four (24) hours for each such day, plus a turnaround period of twelve (12) hours in accordance with the provisions of Article 14.8. The turnaround period for 11.25 hour shifts is ten (10) hours.
- 14.2.4 Holiday on Day Off** - Two (2) scheduled days off may be separated by a holiday only when no work is scheduled on that holiday.

- 14.2.5 Eight Day Limit** – The Company agrees to work with employees to strike the optimum balance between maximizing the number of weekends off and reducing the number of consecutive days worked. However, regularly posted work schedules for employees shall not require them to work more than eight (8) consecutive days, following which they shall be scheduled for at least two (2) consecutive days off. When an employee recognizes that they have been scheduled for more than eight (8) days in a row they will make an effort to notify scheduling to give the Company an opportunity to change the employee's schedule; however it is ultimately the responsibility of the scheduling department to ensure that employees are scheduled correctly.
- 14.3 Tour of Duty** - A tour of duty or tour shall mean the authorized and/or approved time worked by an employee during a day and not including any time worked as a result of a call-back as per Article 14.9, with a minimum credit of the standard work day calculated to the end of the last quarter (1/4) hour in which work was performed; provided if the tour extends past midnight it shall be considered as falling wholly within the day in which it starts.
- 14.4 Posting of Schedules** - It is agreed that each employee's weekly schedule shall be posted online via Media Pulse as early as possible but in no event no later than 13:00 hours Wednesday, two weeks prior to

the week in question. Each weekly schedule will clearly show daily starting times, finishing times, meal period(s) times and days off. Following 13:00 hours Wednesday of the week prior to the week in question, there shall be no changes in days off without the employee's consent.

Scheduling shall be done by the scheduling department. All scheduling changes shall also occur through the scheduling department.

The Office Division shall not require a weekly-posted schedule if it is a regular work schedule. Any variations in the work schedules or scheduled overtime and changes thereto shall be done in accordance with the scheduling provisions of this Agreement.

- 14.4.1 No Reduction** - After this posting, there shall be no reduction in the number of hours scheduled for any day in that week without notice being given by 1300 hours of the employee's last working day prior to the day in question. If such notice is not posted, the employee shall be credited with all hours originally scheduled plus any additional hours, and the employee shall be compensated at the basic hourly rate for each such hour not worked.
- 14.4.2 Refusal to Work on Day Off** - Following 13:00 hours Wednesday of the prior week, an employee may refuse to work on a scheduled day off once the

schedules have been posted; however, if all qualified employees in that classification who could be reached refuse to work, the Company may assign the work to any qualified employee in the inverse order of seniority.

14.4.3 Starting and Finishing Times - The provisions of Articles 14.4 and 14.5 with respect to scheduling of starting and finishing time (but excluding days off), will not be applicable to employees scheduled on location or major studio productions. On those occasions starting and finishing times shall be assigned as early as possible but not later than the end of the tour of duty the day before for continuing work on the location or major studio production. If such notice is not given, the employee's tour of duty for the next day shall be deemed to commence at 0900 hours. In the event that the employee is subsequently required to report for duty prior to or later than 0900 hours, the employee shall be credited with the standard work day beginning at 0900 hours plus any additional hours worked.

14.4.4 Union Access to Schedule - A designated Union Representative shall be given access to the work schedule, which shall be kept on file by the Company, and if any issue arises, shall have access to the time record, upon reasonable notice to the Company.

- 14.5 Change of Schedule** - Notice of change of starting and finishing times shall be given no later than 1300 hours of the day prior to the day in question. When an employee is on duty, the Company will be deemed to have given notice when such notice is posted and the Company has made every reasonable effort to reach the employee. If the employee is off duty, the Company will notify the employee directly. If such notice is not given the employee shall be credited with all hours originally scheduled plus any additional hours, and the employee shall be compensated at the basic hourly rate for each such hour not worked.
- 14.5.1 Notice of Start Time** - Prior to going on leave of five (5) days or more, an employee shall be advised in writing of his time to report back to work. The starting time, may however, be rescheduled provided that the Company is able to reach the employee directly by 1700 hours of the day prior to the employee's return to work.
- 14.5.2 Return To Work After Sick Leave** - It is the responsibility of employees to report to those persons responsible for their scheduling or their Supervisor when they will be able to return to work due to being absent on sick leave and to ascertain their schedule for their return.
- 14.5.3** It is the intent of the foregoing to ensure that employees shall be apprised of their daily work schedule at the earliest possible time.

14.5.4 Scheduling Provisions Out-of-Town Bureau Reporter/Writers - It is recognized by the Company and the Union that the out-of-town Bureau Reporter/Writers located outside of Toronto, (e.g., Montreal and Ottawa) are on a self-assigning basis and it is not the intention of the parties to alter the present practice in this respect. Therefore the provisions of Article 14 - Hours and Scheduling of Work shall not apply, with the exception of the following Articles: **14.1, 14.2, 14.2.1, 14.2.2, 14.5.1, 14.5.2, 14.7, 14.7.1, 14.7.2**, which shall apply to these employees. Furthermore, Article 15 - Break Periods and Meal Periods, shall not apply to these employees as it is understood that they will take their meal periods and break periods at a convenient time that will not interfere with the efficient operation of the News Department. In lieu thereof, these employees shall receive one and one-half (1½) times their basic rate of hourly pay for all hours in excess of forty (40) hours in a work week as defined in Article 14.1. Should the hours of work exceed sixty (60) hours in a work week the employees shall receive two (2) times their basic hourly rate of pay for these additional hours of work.

14.6 Overtime Computation - It is the intent of the Company to have overtime evenly distributed within a department. To this end employees wishing to be

available for overtime should notify the scheduling department accordingly. All time worked in excess of the standard work day shall be paid at the rate of one and one-half ($1\frac{1}{2}$) times the hourly rate of the employee. Should the hours worked exceed twelve (12) hours in a day, time worked in excess of twelve (12) hours will be paid at two (2) times the hourly rate of the employee. Should the hours worked exceed sixteen (16) hours in a day, time worked in excess of sixteen (16) hours will be paid at two and one-half ($2\frac{1}{2}$) times the hourly rate of the employee.

RECAP
Article 14 - Overtime Rates

<u>Hours Worked</u>	<u>Rate</u>
8 hour Standard Work Day	
0 - 8	Basic
8 - 12	1½ Basic
12 - 16	2 Basic
Over 16	2½ Basic
10 hour Standard Work Day	
0 - 10	Basic
10 - 12	1½ Basic
12 - 16	2 Basic
Over 16	2½ Basic
11.25 hour Standard Workday	
0 - 11.25	Basic
11.25 - 14	1 ½ Basic
14 - 16	2 Basic
Over 16	2 ½ Basic

14.6.1 Minimum overtime shall be computed in fifteen (15) minute segments.

14.6.2 Authorization - All overtime shall be authorized only by a representative of Management.

14.6.3 Payment for overtime work shall be made not later than four (4) calendar weeks following the end of the week in which such overtime work occurred.

14.6.4 Employees who work overtime may, at their option, bank that time in lieu, to be taken at a mutually agreed time, at the appropriate overtime rate. This option shall be indicated on their time sheet in the week in which the overtime occurred. An employee leaving the employment of the Company shall receive unused credits provided herein by direct deposit.

14.6.5 Employees who bank overtime or Statutory holidays in accordance to Articles 12.1.2 (d), 14.6.4 or any other Article shall not accumulate more than one hundred and sixty (160) banked hours. Employees who currently have more than one hundred and sixty (160) banked hours will have until the end of this agreement to use the excess time or be paid out.

14.7 Work on Scheduled Day Off (WODO) - When an employee works on a scheduled day off, work performed on that day shall be compensated as follows:

- (a) If work is performed on one (1) day off in a week, time and one-half (1½) the basic hourly rate of pay computed separately from the work week, for all hours worked, with a minimum of eight (8) hours being credited. For work performed between eight (8)

hours and twelve (12) hours, two (2) times the basic hourly rate of pay shall be paid and for work in excess of twelve (12) hours, two and one-half (2½) times the basic hourly rate of pay will be paid. For a standard ten (10) hour work day the schedule in 14.7 (f) shall apply. For a standard 11.25 hour work day the schedule in 14.7 (g) shall apply.

- (b)** With the consent of the employee, the Company may assign an employee to a four (4) hour shift for work performed on a day off. On the first day off, the employee will be compensated at time and one-half (1½) for the first four (4) hours. Any additional hours assigned shall be paid at two (2) times the basic hourly rate calculated to the end of the last hour in which work was performed up to a total of eight (8) hours, increasing by one (1) times the basic rate every four (4) hours thereafter. On the second day off, the employee will be compensated at two (2) times the basic hourly rate for the first four (4) hours. Any additional hours assigned shall be paid at two and a half (2 1/2) times the basic hourly rate calculated to the end of the last hour in which work was performed up to a total of eight (8) hours, increasing by one (1) times the basic rate every four (4) hours thereafter. Turnaround will not apply where an employee is assigned to a four (4) hour shift.

In the event the Company has a scheduled preplanned four (4) hour assignment, time shall be compensated at straight time for Freelance Employees. However, in the event of a four (4) hour assignment that is scheduled within a 48 hour window of the anticipated shift start time, the Company will give preference to employees on their scheduled day off over freelance employees, provided that the employees advise the Company in advance of their availability in writing and the employee is available for the assignment. The preference shall not be given in cases of serious time constraints or where news coverage may be jeopardized. In the event that neither an employee nor a freelance employee is available to work a four (4) hour shift and the Company wishes to fill this assignment, the provisions of Article 14.7 (a) shall apply.

- (c) If work is performed on either of the second or third day off in the week, having worked the first day off, then double time (2) of the basic hourly rate of pay shall be paid for all hours worked on either or both days, with a minimum of eight (8) hours being credited. For work performed between eight (8) and twelve (12) hours, two and one-half (2½) times the basic hourly rate of pay to the employee shall be credited. All hours in excess of twelve (12) hours in that day shall be paid for at three (3) times the basic hourly rate of pay. For a standard ten (10) hour work day the schedule in 14.7 (f) shall apply. For a

standard 11.25 hour work day the schedule in 14.7 (g) shall apply.

- (d) When the days off are in two consecutive work weeks and work was performed on an adjacent day off in the previous week, then the work performed on contiguous days off shall be paid for as in (c) above.
- (e) Should employees be required to work on their first and second day off in a scheduled workweek and are asked and agree to work on their first day off (3rd day off) in the following week, then the rate of pay in (c) shall apply. The same would apply for a second day off (4th day off) in the following week. Employees have the right to refuse as per article 14.4.2.

**Recap - Work On Days Off
8 HOUR STANDARD WORK DAY**

	1st DAY OFF	2nd DAY OFF	3rd or SUBSEQUENT DAYS OFF
		Having worked one day off	Having worked one day off
0-8 HOURS	1 1/2 Basic	2 Basic	2 Basic
8-12 HOURS	2 Basic	2 1/2 Basic	2 1/2 Basic
OVER 12 HOURS	2 1/2 Basic	3 Basic	3 Basic

(f) 10 HOUR STANDARD WORK DAY

	1st DAY OFF	2nd DAY OFF	3rd or SUBSEQUENT DAYS OFF
		Having worked one day off	Having worked one day off
0-10 HOURS	1 1/2 Basic	2 Basic	2 Basic
10-12 HOURS	2 Basic	2 1/2 Basic	2 1/2 Basic
OVER 12 HOURS	2 1/2 Basic	3 Basic	3 Basic

(g) 11.25 HOUR STANDARD WORK DAY

	1st DAY OFF	2nd DAY OFF	3rd or SUBSEQUENT DAYS OFF
		Having worked one day off	Having worked one day off
0-11.25 HOURS	1 1/2 Basic	2 Basic	2 Basic
11.25-14 HOURS	2 Basic	2 1/2 Basic	2 1/2 Basic
OVER 14 HOURS	2 1/2 Basic	3 Basic	3 Basic

14.7.1 Encroachment On Day Off - Where a tour of duty commences on a regularly scheduled work day and extends into a scheduled calendar day off, the employee shall be paid an additional one-half (1/2) of

the employee's basic hourly rate of pay for work performed into the scheduled calendar day off. In this case the turnaround shall be reduced by the hours of work performed on the scheduled calendar day off and the provisions of Article 14.7 (a) and (c) regarding minimum work day shall not apply.

- 14.7.2 Notice of cancellation** of assigned work on a scheduled day off or on a holiday shall be given no later than 1300 hours of the previous day. If such notice is not given, the employee shall receive four (4) hours' pay at one (1) times his basic hourly rate of pay, computed separately from the work week.
- 14.8 Turnaround Period** - A turnaround period is the period of at least twelve (12) hours between the end of one tour of duty and the commencement of the next tour of duty. When an employee is working an 11.25 hour shift pattern the turnaround period shall be ten (10) hours.
- 14.8.1 Encroachment on Turnaround Period** - All time worked which encroaches on the turnaround period shall be paid for at an additional one-half ($\frac{1}{2}$) the employee's basic hourly rate computed separately from the work week except as provided in Article 14.8.4.
- 14.8.2 Turnaround Penalty** - In the event that a turnaround period is less than eight (8) hours in duration, an

additional compensation of fifteen dollars (\$15) shall be paid to the employee.

14.8.3 Continuous shift - In the event a turnaround period is less than four (4) hours, the shift shall be considered continuous. Should this occur, the Company agrees that:

- ***(a)** A hotel room will be provided to a maximum of two hundred dollars (\$200) or the Bell Corporate negotiated rate per night, upon submission of receipts. Employees shall prioritize preferred hotels listed on the Company's website whenever possible; OR
- (b)** Return cab fare to the employee's home and back to CTV Agincourt where the return trip does not exceed one hundred and fifteen dollars (\$115).

14.8.4 Exceptions - No payment shall be made for the following encroachments:

- (a)** In cases where employees are released prior to their scheduled start, or finish time of their tour of duty, encroachment on the turnaround period will be computed from the time of their release and/or the time of their resumption of work;
- (b)** When employees are on a regular rotating shift pattern, which occurs in conjunction with their days off, or when employees have sixty (60) hours or more off (48 hours plus 12 hours turnaround) between tours of duty;

- (c) On a shift where employees are released from duty to attend negotiation or grievance or arbitration meetings with the Company;
 - (d) On a call back as per Article 14.9.
- 14.9 Call-Back** - When employees are called back to work after a completed tour of duty and prior to the starting time of their next tour of duty, the employees, excluding Photojournalists, shall be paid at the rate of two (2) times their basic hourly rate of pay for actual time worked with a minimum credit of four (4) hours. Photojournalists shall be paid at a rate of one and one-half (1½) of their basic hourly rate for their first four (4) hours of call-back and at the rate of two (2) times their basic hourly rate of pay for each additional hour worked or part thereof after the first four (4) hours.
- 14.9.1 Call-back is applicable** when at the time of the call-back it is not expected the work will extend into the next tour of duty and only applies when the work being performed is required between tours of duty on consecutive calendar days or on the calendar day prior to days off, holidays and annual leave.
- 14.9.2 Right to Refuse** - An employee may refuse to work on a call-back. However, in the event all available employees who normally perform the duties required refuse, the Company may assign the work to anyone of the employees in the group who normally perform these duties.

14.10 Night Differential - Employees shall be paid a night differential of twenty-five percent (25%) of their basic hourly rate, computed separately from the work week for work performed between the hours of 0001 hours and 0700 hours. Night differential shall not be deemed overtime or part of the basic pay.

14.10.1 No night differential will be paid on a call-back as per Article 14.9.

14.11 Temporary Upgrading - In the event that an employee is temporarily assigned to perform work of a higher classification than that to which the employee is permanently assigned, the employee shall be paid twenty dollars (\$20) per tour of duty providing that the work was performed. Except however, in the event that an employee is temporarily assigned to perform work of a supervisory classification, the employee shall be paid forty dollars (\$40) per tour of duty providing that the work was performed. This clause shall not be used for the purpose of reducing or preventing the increase in the number of employees in the job function to which such employee is being upgraded. At the time of the assignment to a higher classification, an employee shall be verbally advised of the temporary upgrading. In addition, Temporary Upgrading at the rate of twenty dollars (\$20) per tour of duty shall apply when, within a single shift, an employee is temporarily assigned to perform work of a higher classification in addition to the work the

employee regularly performs providing that the work was performed.

- (a) Camera operators at the Wage Group 4a level who are assigned to operate the Steadi-Cam shall receive twenty dollars (\$20) per tour of duty.
- (b) **Temporary Upgrades** - It is understood that any employee assigned as per Article 8.3.1 (a) may be required to perform more than one function within a single shift. In the event that, within a single shift, an employee is temporarily assigned to perform work of a lower classification or a lateral classification in addition to the work the employee regularly performs, the employee shall be paid ten dollars (\$10) per tour of duty. This clause shall not apply and no additional payments will be made where the work performed is classified in Wage Groups 1 or 2 of the Operations Division, Wage Group 1 of the News Division, when a Photojournalist performs editing functions in the field, conducting interviews or when a Supervising Video Editor (I) performs camera duties in the newsroom.
- *(c) Exception for TSN Story Editors: TSN Story Editors temporarily assigned to perform work of a TSN Associate Producer shall be paid thirty dollars (30\$) per tour of duty providing that the work was performed. In this instance, this temporary upgrade

shall replace any other temporary upgrades provided under this article.

14.11.1 Meal Period Exception- When an employee temporarily relieves another employee in a higher classification for a meal period not exceeding one (1) hour in any tour, they shall receive five (\$5) dollars for each meal period relieved.

14.11.2 Power Hook-ups - It is understood that power hook-ups shall only be performed by licensed electricians on remote assignments, or by Supervising Maintenance Technicians.

14.12 Excessive Hours - The Company shall not repeatedly assign excessive hours of work to employees. It is recognized, however, that certain projects may require the continuity of union personnel. Should such a project arise, the Company agrees that when an employee works for eighteen (18) hours or more the Company shall reimburse the employee as follows:

- *(a)** A hotel room to a maximum rate of two hundred dollars (\$200) or the Bell corporate negotiated rate per night upon submission of receipts. Employees shall prioritize preferred hotels listed on the Company's website whenever possible; OR
- (b)** Return cab fare to the employee's home and back to CTV Agincourt where the return trip total does not exceed one hundred and fifteen dollars (\$115).

- 14.12.1 Safety** - No employee shall be required to work under hazardous conditions. Where dangerous or hazardous work is involved, all reasonable safety and precautionary measures shall be taken by the Company. An employee's refusal to undertake such dangerous or hazardous work will in no way be held against the employee or prejudice the employee's employment with the Company.
- 14.13 Travel Time Payment for Educational Functions** - Employees assigned to attend educational seminars and training courses out of town shall be paid for travel time at the straight time hourly rate up to a maximum of eight (8) hours per tour of duty. No penalties under the Agreement shall accrue in respect to the hours spent on course, or travelling to and from the out-of-town location. An employee's scheduled days off shall be assigned on at least one end of a course that runs for five (5) days or more. Should an employee travel on the same day as the course, the combination of travel time and course time for salary purposes shall be limited to a maximum eight (8) hours basic pay per tour of duty.
- 14.14** Employees shall not be required to work more than forty-eight (48) hours in any given work week.

ARTICLE 15
Break and Meal Periods

- 15.1 Break Periods** - Except where craft services are supplied at no cost to the employee, employees covered by this Agreement shall receive two (2) break periods of up to fifteen (15) minutes per tour of duty. It is understood that a fifteen minute break period may be assigned in not more than two (2) sections. Employees shall be assigned or advised that a break period is being called. Break periods shall not be assigned during the first hour of work and in a regular tour of duty the last hour of work. Break periods not received in accordance with this Article shall be added to the end of the tour of duty and paid for at the appropriate rate and will not be used for the purpose of extending the tour of duty as it relates to the computation of meal penalty or turnaround or night differential.
- 15.1.1 Facilities** to dispense beverages and snacks will be made available in the cafeteria during the hours when the cafeteria is not open.
- 15.2 First Meal Period – Office Division-** To all tours of duty, a first meal period of not less than one (1) hour's duration shall be assigned not earlier than the start of the fourth hour of the tour and ending not later than the end of the sixth hour of such tour. With the consent of the employee, which consent shall not be unreasonably withheld, the meal period may be less

than one (1) hour, provided that overtime rates will be paid for the period of time not taken, or the tour of duty may be reduced by an equal amount of time.

15.2.1 First Meal Period - Operations and News Division-

To all tours of duty, a first meal period of not less than thirty (30) minutes nor more than sixty (60) minutes duration shall be assigned, beginning not earlier than the start of the third hour of the tour and ending not later than the end of the sixth hour of such tour. Employees working 10 or 11.25 hour shifts, in accordance with Article 14.1.6 (a), shall have their first meal period assigned, beginning not earlier than the start of the fourth hour of the tour and ending not later than the end of the seventh hour of such tour.

- *(a)** In the event that a thirty (30) minute meal is assigned, it shall be noted on the employee's schedule at least seven (7) days in advance of the date the thirty minute meal is assigned. This will only occur when special production circumstances exist.
- (b)** If it is determined on the day of production that there is a need to reduce a previously assigned one (1) hour meal then, with the consent of over 50% of the production crew, the meal period may be less than one (1) hour, provided that overtime rates will be paid for the period of time not taken, or the tour of duty may be reduced by an equal amount of time.

***15.2.2** Photojournalists, Multi-Media Journalists Transmitter Technicians, Master Control personnel, News and Sports Reporters, Videojournalists, News Librarian, TSN Story Editors, TSN Story Associates, TSN Archivists, TSN Associate Producers, News Division Wage Group 1 and Media Technology Analysts shall be excluded from Article 15.2 and in lieu thereof, shall receive in all tours of duty an inclusive first meal period of not less than thirty (30) minutes, nor more than sixty (60) minutes duration which shall be assigned, or taken not earlier than the start of the third hour of the tour. If such a meal period is not taken during the tour, and approval received for not having taken the meal, then one-half (1/2) hour will be added to the end of the tour and be paid at one and one-half (1½) times the basic hourly rate. This added one-half hour will not be taken into account in computing turnaround or night differential.

15.3 Second Meal Period - All Divisions -

- (a) A second meal period of not less than thirty (30) minutes duration shall be scheduled or assigned in tours of duty of more than ten (10) working hours during which a first meal period was scheduled or assigned. This second meal period shall be scheduled or assigned within the fourth (4th), fifth (5th) or sixth (6th) hour after the scheduled completion of the first meal period. In the event that the second meal is not received during such tour, one-half (½) hour will be added to the end of the tour, and shall be paid for at

the prevailing rate. The one-half ($\frac{1}{2}$) hour added to the end of the tour under this Article shall not be used in the computation of turnaround or night differential.

- (b) When on a 10 hour shift per Article 14.1.6, a second meal period of not less than thirty (30) minutes shall be scheduled or assigned in tours of duty of more than twelve (12) working hours during which a first meal period was scheduled or assigned. This second meal period shall be scheduled or assigned within the fourth (4th), fifth (5th), or sixth (6th) hour after the completion of the scheduled first meal. In the event that the second meal is not received during such tour, one half ($\frac{1}{2}$) hour will be added to the end of the tour and shall be paid at the prevailing rate. The one half ($\frac{1}{2}$) hour added to the end of the tour under this article shall not be used in the computation of turnaround or night differential.
- (c) When on an 11.25 hour shift per Article 14.1.6 (b), a second meal period of not less than thirty (30) minutes shall be scheduled or assigned in tours of duty of more than thirteen and a quarter (13.25) working hours during which a first meal period was scheduled or assigned. In the event that the second meal is not received during such tour, one half ($\frac{1}{2}$) hour will be added to the end of the tour and shall be paid at the prevailing rate. The one half ($\frac{1}{2}$) hour added to the end of the tour under this article shall not be used in the computation of turnaround or night differential.

- *15.3.1 Exception for Second Meal Period** - Photojournalists, Multi-Media Journalists, Transmitter Technicians, Master Control personnel, News and Sports Reporters, VideoJournalists TSN Story Editors, TSN Story Associates, TSN Archivists, TSN Associate Producers and Media Technology Analysts shall be excluded from the provisions of Article 15.3 and in lieu thereof, shall receive a second meal of not less than thirty (30) minutes in tours of duty of more than ten (10) hours. This second meal shall be assigned, beginning not earlier than the start of the ninth hour of the tour. If such meal is not assigned or not taken with management approval during the tour, one-half (½) hour will be added to the tour and be paid for at one and one-half (1½) times the basic hourly rate of pay and shall not be used in the computation of turnaround or night differential. Employees who work an 11.25 hour shift are exempt from this exception.
- 15.4 Subsequent Meal Periods - All Divisions** - A subsequent meal period of not less than thirty (30) minutes shall be assigned in tours of duty of more than sixteen (16) working hours during which a second meal period was scheduled or assigned or when four (4) hours or more have been worked following the completion of a second meal period, and such subsequent meal period shall be assigned within the fourth or fifth hour after the scheduled or assigned completion of the second meal period. In the event

that the subsequent meal period is not received, one-half (½) hour shall be added to the tour of duty and be paid for at the prevailing rate. The one-half (½) hour added to the end of the tour under this Article shall not be used in the computation of turnaround or night differential.

***15.5 Meal Payments** - Fifteen dollars (\$15) shall be paid to compensate for the cost of the second and each subsequent meal period provided the meal period was taken, excepting Master Control and Transmitter Technicians who shall be compensated regardless. However, no such compensation shall be paid when the employee is furnished with an appropriate meal. This clause does not apply to Photojournalists, News and Sports Reporters and Videojournalists and Multi-Media Journalists.

15.5.1 Meals After 10 Hour Day - In the event that one of the Company's major productions requires the crew to work beyond ten (10) hours in one day, the Company will:

- (a) cause the cafeteria to be open during second or subsequent meal breaks, or,
- (b) provide the crew with a suitable hot meal (in which case the meal allowance will be waived) or,
- (c) allow the crew sufficient time to travel to a place where adequate meals may be obtained.

15.5.2 Overnight Assignment Meal Payment - In the event that employees are required to work on overnight assignments, the first meal period in addition to second and subsequent meals will be paid for at the rate of nine dollars (\$9) except where the Company supplies a suitable hot meal. Where an employee's first meal period is assigned between the hours of 5am and 9am on Saturdays, Sundays, and Holidays the employee shall be paid nine dollars (\$9) except where the Company provides a suitable hot meal.

15.6 Meal Displacement Penalty - When employees are not given a meal period within the time limits required by this Article, the employees shall receive, in addition to their regular salary, compensation in an amount equal to one-half ($\frac{1}{2}$) their basic hourly rate for each hour worked with a minimum of one (1) hour until a meal period is actually received or should have been assigned. This compensation is to be computed from the beginning of the last half ($\frac{1}{2}$) hour in which the meal period should have been assigned and extend to the start of the meal period given; or from the end of the meal period given and extend to the end of the first half ($\frac{1}{2}$) hour in which the meal period should have been assigned. Meal displacement penalties shall not compound.

***15.6.1 Exceptions** - Article 15.6 does not apply to Photojournalists, Transmitter Technicians, Master Control Personnel, Videojournalists, Multi-Media Journalists, News and Sports Reporters, TSN Story

Editors, TSN Story Associates, TSN Archivists, TSN Associate Producers and Media Technology Analysts. All employees who work an 11.25 hour shift shall receive the meal displacement penalty.

15.6.2 Six Hour Limit - In no event shall an employee be required to work more than six (6) hours without a meal break, except in the case of a broadcast "on-air" emergency. The six hour limit does not apply to employees working an 11.25 hour shift.

15.6.3 Assigned Meal Periods - Employees shall take the meal periods as scheduled and/or assigned, unless authorization is received from the Supervisor in charge to work through the meal periods. If such authorization is not received, the compensation provided in Article 15.6 will not be paid.

15.7 Meals on Remotes - Each meal on remote assignments shall be compensated as follows:

- Breakfast \$ 9.00
- Lunch 14.00
- Dinner 25.00
- Subsequent 12.00

This provision shall only apply to those full-time employees who were on the active payroll of the Company as at the date of ratification – April 25, 1995 of this Collective Agreement and to former CTV employees on the active payroll as at June 26, 1998,

the date of amalgamation. It is clearly understood that this provision shall not apply to any employees who are newly hired by the Company after April 25, 1995.

- (a) **Definition** - A breakfast payment shall be paid for any meal period assigned between 0600 hours and 1100 hours. A lunch payment shall be paid for any meal period assigned between 1100 hours and 1630 hours. A dinner payment shall be paid for any meal period assigned between 1630 hours and 2200 hours. Any meal period assigned outside of the hours referred to above, or, if it is a second meal period assigned within a single time block referred to above, the employee shall be paid a subsequent meal allowance. If a meal period is so assigned that 50% or more of it straddles any of the time periods referred to above, the meal shall be paid at the higher rate of the two periods involved.

***15.7.1 Meals on Location (for Photojournalists, Videojournalists, Multi-Media Journalists, and News and Sports Reporters within Zone 1)**

Each meal on location assignment shall be compensated as follows:

- Breakfast \$9.00
- Lunch \$14.00
- Dinner \$25.00
- Subsequent \$12.00

Definition: - A breakfast payment shall be paid for any meal period assigned between 0600 hours and 1100 hours. A lunch payment shall be paid for any meal assigned between 1100 hours and 1630 hours. A dinner payment shall be paid for any meal assigned between 1630 hours and 2200 hours. For work over 10 hours and less than 12 hours, a second meal payment of twelve dollars (\$12.00) shall be paid. For work of 12 hours or more, a second meal payment shall be paid at the prevailing rates from the above scale (\$9.00/\$14.00/\$25.00/\$12.00). Any meal period that falls outside the time blocks referred to above shall be paid as a subsequent meal (\$12.00).

This provision shall only apply to those full time employees who were on the active payroll of the Company as at the date of ratification – April 25, 1995 of this Collective Agreement and to former CTV Network employees on the active payroll as at June 26, 1998, the date of amalgamation. It is clearly understood that this provision shall not apply to any employees who are newly hired by the Company after April 25, 1995. These employees who miss their first meal shall be entitled to a penalty of \$14.00. Also, when these employees work over 10 hours, and 4 hours have elapsed since the last scheduled meal, or when an employee works over 16 hours, they can claim a subsequent meal.

Outside Zone 1, Article 11.2.2 shall apply and when overnight accommodations are required, Article 11.2.3 shall apply.

15.7.2 No Meal Facilities - In the event a remote location is so situated that no facilities to obtain food are readily available for the crew during their assigned meal period, the Company shall:

- (a) allow the crew sufficient added time and supply them with adequate transportation to travel to a place where food can be obtained, or
- (b) at no cost to the crew, furnish the crew with a suitable hot meal.

15.7.3 Exceptions to Meals On Remote - When an employee on remote assignment is entitled to compensation for meals through travelling expenses or is furnished with an appropriate meal of equal value, the meal allowances in Article 15.7 shall not be paid.

15.8 Travel During Meal - Employees shall not be required to travel from their assigned place of employment to other studios or remote locations during their meal period, or any part thereof.

ARTICLE 16

General Wage Provisions

(Article 16 does not apply to Freelance Employees)

- 16.1 Placement on Wage Scales** - Employees shall be paid according to the wage schedule of the classification for which they are hired and/or assigned, with credit for years of service within the classification and any credit for industry experience recognized by the Company at the time of hiring.
- 16.2 Part-time** employees shall receive credit for accumulated hours of work in the classifications to which they are assigned in the bargaining unit, calculated to the last completed month.
- 16.3 Progression** up the salary schedule within each classification shall automatically occur on the first complete pay period following nearest the employee's annual anniversary date of hire, transfer or promotion to the wage classification.
- 16.4 Promotions** - When an employee is promoted into a higher rated job classification, the employee shall immediately move into the higher salary group and receive a salary increase which is at least the equivalent of one full increment in the former group, plus the amount necessary to place the employee on step in the new group, and the employee shall

automatically progress upward on the annual anniversary date of the promotion. Employees who are promoted from the top of a wage scale of one group to the top of a wage scale in a higher group may only receive the amount of difference between those two salary rates as an increase in conjunction with their promotion.

- 16.5 Payment Method** – The employee’s bi-weekly pay shall be deposit directly to their own personal bank account. Pay stubs will be available on-line.
- 16.6 Reduction in Pay When Late** - An employee who reports late for an assignment may be subject to a reduction in pay when such lateness is not due to a circumstance beyond the control of the employee (e.g., Act of God). For purposes of determining the amount of reduction, the employee's total tour of duty may be reduced by the period of lateness calculated to the end of the quarter ($\frac{1}{4}$) hour in which the employee reported for duty.
- 16.7 Flat Rate** - For productions of five (5) days or more, the Company may negotiate a flat rate of payment with the employee. The Company will supply the Union with a copy of the deal memo on such occasions, for the Union's approval when an employee has agreed to the flat rate.
- 16.8 Time sheets** shall not be altered so as to reduce the employee’s pay claim without the Company

informing the employee of the reason and alterations shall be subject to grievance.

ARTICLE 17
Wages

***17.1** Groups for the purpose of job and wage classifications shall be as follows:

Wage Groups, Classifications and Wages

Jan. 1	Jan. 1	Jan. 1
2021	2022	2023
1.50 %	1.75	1.75 %

Operations

Group 0: Summer Students

Flat	\$631.00	\$642.04	\$653.27
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Group 1: Audio Assistant, Shipper, Groundskeeper

Start	\$841.30	\$856.03	\$871.01
Year 1	\$909.37	\$925.28	\$941.48
Year 2	\$944.07	\$960.59	\$977.40
Year 3	\$1,026.30	\$1,044.26	\$1,062.53
Year 4	\$1,109.23	\$1,128.64	\$1,148.40

Group 2: Prompter Operator, Driver, Senior Shipper, Technical Assistant

Start	\$893.76	\$909.40	\$925.31
Year 1	\$958.24	\$975.01	\$992.07
Year 2	\$1,058.90	\$1,077.43	\$1,096.28
Year 3	\$1,123.40	\$1,143.06	\$1,163.07
Year 4	\$1,214.11	\$1,235.36	\$1,256.98

Group 3: Hairdresser, Makeup, Staging Electrician, Plant Maintenance, Staging Carpenter

Start	\$893.76	\$909.40	\$925.31
Year 1	\$958.24	\$975.01	\$992.07
Year 2	\$1,058.90	\$1,077.43	\$1,096.28
Year 3	\$1,126.03	\$1,145.74	\$1,165.79
Year 4	\$1,238.94	\$1,260.62	\$1,282.68
Year 5	\$1,304.48	\$1,327.31	\$1,350.53
Year 6	\$1,371.46	\$1,395.46	\$1,419.88
Year 7	\$1,470.69	\$1,496.43	\$1,522.62

Group 4: Electronic Graphics Operator, Floor Manager, Bench Carpenter, Graphic Artist, Scenic Painter, Electrician, Production Assistant, Media Digitizer,

Start	\$943.38	\$959.89	\$976.69
Year 1	\$1,015.66	\$1,033.43	\$1,051.52
Year 2	\$1,108.17	\$1,127.56	\$1,147.29
Year 3	\$1,207.38	\$1,228.51	\$1,250.01
Year 4	\$1,289.61	\$1,312.18	\$1,335.14
Year 5	\$1,362.62	\$1,386.46	\$1,410.73
Year 6	\$1,469.97	\$1,495.70	\$1,521.87
Year 7	\$1,569.21	\$1,596.67	\$1,624.61

Group 4(a): Master Control Media Operator, Production Media Operator, Camera, Media Digitizer Coordinator

Start	\$943.38	\$959.89	\$976.69
Year 1	\$1,015.66	\$1,033.43	\$1,051.52
Year 2	\$1,108.17	\$1,127.56	\$1,147.29
Year 3	\$1,207.38	\$1,228.51	\$1,250.01
Year 4	\$1,289.61	\$1,312.18	\$1,335.14
Year 5	\$1,362.62	\$1,386.46	\$1,410.73
Year 6	\$1,469.97	\$1,495.70	\$1,521.87
Year 7	\$1,569.21	\$1,596.67	\$1,624.61
Year 8	\$1,600.58	\$1,628.59	\$1,657.09

Group 5: Audio Operator, EFP Camera, Lighting Director, Engineering Technician, Master Control Technical Director, Video Operator, Distribution Services Technician, News Librarian, Audio/Visual Maintenance Technician, Wire Installer, Multi-Platform Technical Support

Start	\$958.24	\$975.01	\$992.07
Year 1	\$1,026.30	\$1,044.26	\$1,062.53
Year 2	\$1,122.70	\$1,142.35	\$1,162.34
Year 3	\$1,226.17	\$1,247.63	\$1,269.46
Year 4	\$1,322.58	\$1,345.72	\$1,369.27
Year 5	\$1,405.48	\$1,430.08	\$1,455.10
Year 6	\$1,501.88	\$1,528.16	\$1,554.90
Year 7	\$1,605.35	\$1,633.45	\$1,662.03

Group 5(a): Video Editor (I), Media Services Editor, Digital Content Editor, Sr. Wire Installer

Start	\$958.24	\$975.01	\$992.07
Year 1	\$1,026.30	\$1,044.26	\$1,062.53
Year 2	\$1,122.70	\$1,142.35	\$1,162.34
Year 3	\$1,226.17	\$1,247.63	\$1,269.46
Year 4	\$1,322.58	\$1,345.72	\$1,369.27
Year 5	\$1,405.48	\$1,430.08	\$1,455.10
Year 6	\$1,501.88	\$1,528.16	\$1,554.90
Year 7	\$1,605.35	\$1,633.45	\$1,662.03
Year 8	\$1,668.07	\$1,697.26	\$1,726.96
Year 9	\$1,765.54	\$1,796.44	\$1,827.88

Group 6: Photojournalist, Multi-Media Journalist

Start	\$1,011.40	\$1,029.10	\$1,047.11
Year 1	\$1,079.46	\$1,098.35	\$1,117.57
Year 2	\$1,175.84	\$1,196.41	\$1,217.35
Year 3	\$1,279.34	\$1,301.72	\$1,324.51
Year 4	\$1,375.71	\$1,399.79	\$1,424.28
Year 5	\$1,458.64	\$1,484.16	\$1,510.14
Year 6	\$1,555.04	\$1,582.25	\$1,609.94
Year 7	\$1,658.50	\$1,687.52	\$1,717.05

Group 6A: Multi-Skilled Mobile Production Specialist

Start	\$1,072.08	\$1,090.85	\$1,109.93
Year 1	\$1,144.22	\$1,164.24	\$1,184.62
Year 2	\$1,246.41	\$1,268.22	\$1,290.42
Year 3	\$1,356.07	\$1,379.80	\$1,403.95
Year 4	\$1,458.26	\$1,483.78	\$1,509.75
Year 5	\$1,546.16	\$1,573.22	\$1,600.75

Year 6	\$1,648.34	\$1,677.19	\$1,706.54
Year 7	\$1,758.03	\$1,788.80	\$1,820.10

Group 7: Sr. Staging Electrician, Sr. Makeup, Sr. Hairdresser, Sr. Plant Maintenance, Intermediate Distribution Services Technician, Media Technology Analyst (MTA), MTA Video Hosting, MTA Web Hosting

Start	\$1,558.95	\$1,586.23	\$1,613.99
Year 1	\$1,668.07	\$1,697.26	\$1,726.96
Year 2	\$1,765.54	\$1,796.44	\$1,827.88

Group 8: Sr. Audio Technician, Sr. Camera, Sr. Video Editor (I), Sr. Electronic Graphics Operator, Sr. Master Control Media Operator, Sr. Production Media Operator, Sr. Video Operator, Sr. Production Assistant, Sr. Media Services Editor, Sr. News Librarian

Start	\$1,693.25	\$1,722.89	\$1,753.04
Year 1	\$1,840.67	\$1,872.88	\$1,905.66

Group 8(a): Sr. Staging Electrics, Lighting Operator, Electronic Graphics Coordinator

Start	\$1,636.89	\$1,665.54	\$1,694.68
Year 1	\$1,751.48	\$1,782.13	\$1,813.32
Year 1	\$1,853.82	\$1,886.26	\$1,919.27

Group 9: Sr. Graphic Artist, Assistant Director, Sr. Floor Manager, Sr. Bench Carpenter, Sr. Lighting Director, Master Camera, Sr. Technical Director, Sr. Master Control Technical Director, Sr. Distribution Services Technician, Sr. Media Technology Analyst

Start	\$1,686.16	\$1,715.67	\$1,745.69
Year 1	\$1,787.53	\$1,818.81	\$1,850.64
Year 2	\$1,910.85	\$1,944.29	\$1,978.32

Group 9 (a) Sr. Photojournalist, Sr. Multi-Media Journalist

Start	\$1,527.39	\$1,554.12	\$1,581.32
Year 1	\$1,611.75	\$1,639.95	\$1,668.65
Year 2	\$1,758.45	\$1,789.22	\$1,820.53
Year 3	\$1,932.82	\$1,966.65	\$2,001.06

Group 9 (b) Production Automation Director, Production Automation Floater

Start	\$1,686.16	\$1,715.67	\$1,745.69
Year 1	\$1,787.53	\$1,818.81	\$1,850.64
Year 2	\$1,910.85	\$1,944.29	\$1,978.31
Year 3	\$1,939.50	\$1,973.44	\$2,007.98
Year 4	\$1,968.59	\$2,003.04	\$2,038.09

Group 10: Supervising Photojournalist, Supervising Lighting Director, MCR Supervisor, Video Supervisor, Master Control Media Supervisor, Post Sound Supervisor, Distribution Services Supervisor, Supervising Video Editor (I), Supervising Audio Operator, Supervising Electronic Graphics Operator, Supervising Multi-Media Journalist

Flat	\$2,007.93	\$2,043.07	\$2,078.82
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Group 10 (a): Sr. Production Automation Director

Start	\$2,007.93	\$2,043.07	\$2,078.82
Year 1	\$2,040.75	\$2,076.46	\$2,112.80
Year 2	\$2,071.20	\$2,107.45	\$2,144.33

Group 11: Sr. Engineering Technician, Plant Maintenance Supervisor, Supervising Media Technology Analyst, PCR Supervisor, Supervisor Technical System Integration, Sr. Multi-Skilled Mobile Production Specialist

Start	\$1,734.36	\$1,764.71	\$1,795.59
Year 1	\$1,873.28	\$1,906.07	\$1,939.42
Year 2	\$2,029.92	\$2,065.44	\$2,101.59
Year 3	\$2,172.02	\$2,210.03	\$2,248.71

Group 12: Video Editor (II)

Start	\$1,656.47	\$1,685.46	\$1,714.95
Year 1	\$1,775.42	\$1,806.49	\$1,838.10
Year 2	\$1,893.13	\$1,926.26	\$1,959.97
Year 3	\$2,020.69	\$2,056.05	\$2,092.04
Year 4	\$2,148.98	\$2,186.59	\$2,224.86

Group 13: Supervising Engineering Technician, Supervising Multi-Skilled Mobile Production Specialist

Flat	\$2,316.11	\$2,356.64	\$2,397.88
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Group 14: Sr. Video Editor (II), Post-Production Technical Supervisor

Flat	\$2,284.37	\$2,324.35	\$2,365.03
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Group 15: Supervising Video Editor (II)

Flat	\$2,401.32	\$2,443.34	\$2,486.10
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Office Division**Group 1: Mailroom Clerk**

Start	\$703.81	\$716.13	\$728.66
Year 1	\$791.71	\$805.57	\$819.66
Year 2	\$880.29	\$895.69	\$911.37

Group 1(a): Information Operator

Start	\$703.81	\$716.13	\$728.66
Year 1	\$791.71	\$805.57	\$819.66
Year 2	\$880.29	\$895.69	\$911.37
Year 3	\$909.32	\$925.23	\$941.42
Year 4	\$935.56	\$951.93	\$968.59

Group 2:

Start	\$785.33	\$799.07	\$813.05
Year 1	\$900.83	\$916.60	\$932.64
Year 2	\$1,002.90	\$1,020.45	\$1,038.31

Group 2 (a): Sr. Information Operator

Start	\$785.25	\$799.00	\$812.98
Year 1	\$900.83	\$916.60	\$932.64
Year 2	\$1,002.90	\$1,020.45	\$1,038.31
Year 3	\$1,027.98	\$1,045.97	\$1,064.28
Year 4	\$1,053.67	\$1,072.11	\$1,090.87

Group 3:

Start	\$790.27	\$804.10	\$818.17
Year 1	\$900.83	\$916.60	\$932.64
Year 2	\$1,068.10	\$1,086.80	\$1,105.81

Group 3 (a): Supervising Information Operator

Start	\$790.27	\$804.10	\$818.17
Year 1	\$900.83	\$916.60	\$932.64
Year 2	\$1,068.10	\$1,086.80	\$1,105.82
Year 3	\$1,103.35	\$1,122.65	\$1,142.30
Year 4	\$1,130.91	\$1,150.70	\$1,170.84

Group 4:

Start	\$854.07	\$869.02	\$884.23
Year 1	\$946.21	\$962.77	\$979.62
Year 2	\$1,097.88	\$1,117.10	\$1,136.64

Group 4A: Broadcast Operations Coordinator

Start	\$1,137.24	\$1,157.14	\$1,177.39
Year 1	\$1,159.98	\$1,180.28	\$1,200.93
Year 2	\$1,183.19	\$1,203.90	\$1,224.97
Year 3	\$1,200.93	\$1,221.95	\$1,243.33
Year 4	\$1,218.94	\$1,240.27	\$1,261.97
Year 5	\$1,237.22	\$1,258.87	\$1,280.90
Year 6	\$1,286.24	\$1,308.75	\$1,331.65

Group 5: Mailroom Supervisor, Staging Services Assistant, Scheduler

Start	\$924.22	\$940.39	\$956.85
Year 1	\$1,066.70	\$1,085.37	\$1,104.37
Year 2	\$1,292.79	\$1,315.41	\$1,338.43

Group 5A: Sr. Broadcast Operations Coordinator

Start	\$1,304.85	\$1,327.68	\$1,350.91
Year 1	\$1,330.95	\$1,354.24	\$1,377.94
Year 2	\$1,357.57	\$1,381.33	\$1,405.50
Year 3	\$1,377.93	\$1,402.04	\$1,426.58
Year 4	\$1,398.60	\$1,423.08	\$1,447.98
Year 5	\$1,450.03	\$1,475.41	\$1,501.23

Group 6: Coordinator Props Storage, Sr. Scheduler

Start	\$1,183.64	\$1,204.36	\$1,225.43
Year 1	\$1,311.94	\$1,334.90	\$1,358.26
Year 2	\$1,487.71	\$1,513.74	\$1,540.23

Group 7: Shipping/Customs Supervisor

Start	\$1,409.03	\$1,433.69	\$1,458.78
Year 1	\$1,510.39	\$1,536.82	\$1,563.72
Year 2	\$1,681.20	\$1,710.62	\$1,740.56

Group 8: Supervisor Scheduling

Start	\$1,731.64	\$1,761.94	\$1,792.78
Year 1	\$1,783.59	\$1,814.80	\$1,846.56
Year 2	\$1,837.11	\$1,869.26	\$1,901.97

Group 9: Staging Co-ordinator, Staging Supervisor,

Flat	\$2,184.42	\$2,222.65	\$2,261.55
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News Division

Group 1: TSN Story Editors, TSN Archivists

Start	\$876.64	\$891.98	\$907.59
Year 1	\$916.22	\$932.25	\$948.57
Year 2	\$957.46	\$974.22	\$991.26
Year 3	\$987.06	\$1,004.33	\$1,021.91
Year 4	\$1,032.08	\$1,050.14	\$1,068.52
Year 5	\$1,092.63	\$1,111.75	\$1,131.20
Year 6	\$1,149.27	\$1,169.39	\$1,189.85
Year 7	\$1,184.38	\$1,205.11	\$1,226.20

Group 2: TSN Story Associates, Sr. TSN Archivist

Start	\$1,092.61	\$1,111.73	\$1,131.18
Year 1	\$1,154.65	\$1,174.86	\$1,195.42
Year 2	\$1,235.47	\$1,257.09	\$1,279.09
Year 3	\$1,286.86	\$1,309.38	\$1,332.29
Year 4	\$1,321.96	\$1,345.09	\$1,368.63
Year 5	\$1,368.64	\$1,392.59	\$1,416.96

Group 3: Associate Assignment Editor, DNS Coordinator, Writer, TSN Associate Producer, TSN Presentation Coordinator, Multi-Platform Writer

Start	\$1,088.68	\$1,107.73	\$1,127.12
Year 1	\$1,181.52	\$1,202.20	\$1,223.24
Year 2	\$1,282.16	\$1,304.60	\$1,327.43
Year 3	\$1,392.02	\$1,416.38	\$1,441.17
Year 4	\$1,510.41	\$1,536.84	\$1,563.74
Year 5	\$1,631.20	\$1,659.74	\$1,688.80

Group 3(a): Sr. Presentation Coordinator

Start	\$1,693.25	\$1,722.89	\$1,753.04
Year 1	\$1,840.67	\$1,872.88	\$1,905.66

Group 4: Anchorperson, Reporter/Writer, Sports Reporter/ Writer, Weekday Assignment Editor, Videojournalist, TSN Presentation Coordinator Supervisor

Start	\$1,226.17	\$1,247.63	\$1,269.46
Year 1	\$1,362.26	\$1,386.10	\$1,410.36
Year 2	\$1,527.39	\$1,554.12	\$1,581.32
Year 3	\$1,611.75	\$1,639.95	\$1,668.65
Year 4	\$1,758.45	\$1,789.22	\$1,820.53
Year 5	\$1,932.82	\$1,966.65	\$2,001.06

On Air Promotions Division**Group 1:** Production Coordinator

Start	\$861.56	\$876.64	\$891.98
Year 1	\$900.47	\$916.23	\$932.26
Year 2	\$940.99	\$957.45	\$974.21

Year 3	\$970.09	\$987.06	\$1,004.34
Year 4	\$1,014.33	\$1,032.08	\$1,050.14
Year 5	\$1,073.83	\$1,092.62	\$1,111.74
Year 6	\$1,129.50	\$1,149.27	\$1,169.38
Year 7	\$1,164.02	\$1,184.39	\$1,205.12

Group 2: On Air Presentation Producers

Start	\$1,073.82	\$1,092.16	\$1,111.73
Year 1	\$1,134.80	\$1,154.66	\$1,174.87
Year 2	\$1,214.22	\$1,235.47	\$1,257.09
Year 3	\$1,264.73	\$1,286.86	\$1,309.38
Year 4	\$1,299.22	\$1,321.96	\$1,345.09
Year 5	\$1,345.10	\$1,368.64	\$1,392.59

Group 3: Writer/Producer On-Air Promotions

Start	\$1,178.84	\$1,199.47	\$1,220.46
Year 1	\$1,287.48	\$1,310.01	\$1,332.93
Year 2	\$1,388.71	\$1,413.02	\$1,437.74
Year 3	\$1,475.75	\$1,501.57	\$1,527.85
Year 4	\$1,576.96	\$1,604.56	\$1,632.64
Year 5	\$1,685.62	\$1,715.12	\$1,745.13
Year 6	\$1,751.48	\$1,782.13	\$1,813.32
Year 7	\$1,853.82	\$1,886.26	\$1,919.27

Group 4: SR Writer/Producer On-Air Promotions

Start	\$1,777.91	\$1,809.03	\$1,840.69
Year 1	\$1,855.31	\$1,887.78	\$1,920.81
Year 2	\$1,932.70	\$1,966.52	\$2,000.94
Year 3	\$2,010.10	\$2,045.27	\$2,081.07

17.2.1 The rates in the above schedules are minimum.

17.2.2 One Fortieth Rule - For purposes of computation and this Agreement, the basic hourly rate of the employee shall be one-fortieth (1/40) of the weekly salary set forth above.

17.3 Placement of Utility On Wage Scale –

- (a) The classification "Utility" contained herein may be required to perform any or all of the job functions covered by classifications in Groups 1 and 2, and may assist those classifications in Group 3 or above without any additional payment, e.g., Article 14.11 - Upgrading.
- (b) The Company agrees that it will not hire more than four (4) employees in the classification of "Utility" in the general area of the studio and backshop classification.
- (c) Employees classified as "Utility" will be given full and prior consideration for any vacancies in higher classifications before the Company seeks outside candidates for such vacancies.

ARTICLE 18
Talent Fees and Other Payments

- 18.1 Talent Appearances** - In the event that an employee is asked to appear "on camera" under direction, the employer shall arrange prior permission from the appropriate union and shall pay the prevailing talent rate for such appearances. No employee shall be required to appear or perform on camera as a condition of employment except those in the News Department.
- 18.2 News Division Talent Fee** - Article 18.1 is not applicable to "on-air" newsroom employees. "On-air" newsroom employees shall be compensated in addition to their salaries based on the following fee schedule:
- (a) Replacement Anchorperson for the Noon News, 6:00pm News and the 11:30 pm News – \$100.00 per show.
 - (b) Recording of daily program tape - \$20.00 per day
- 18.3 News Department Clothing Allowance** – Effective January 1, 2013 the Company shall provide an annual payroll payment to employees in the News Division who's duties require them to appear suitably attired on-air and on assignments. Two-Thousand and Five Hundred (\$2500) dollars per calendar year will be

paid to the employee or in lieu thereof, an equivalent amount of clothing provided by CTV Toronto under a contra arrangement. According to Revenue Canada the clothing allowance is deemed to be a taxable benefit. Upon presentation of detailed receipts, the Company will pay up to sixty dollars (\$60) per month for the dry cleaning of the articles of clothing provided. The Company shall pay one hundred percent (100%) up to a maximum of one hundred and fifty dollars (\$150.00) each calendar year for the cost of one pair of winter boots.

18.3.1 ENG Clothing - The Company will provide suitable clothing for Photojournalists to be properly attired when on assignment. This allowance shall include a winter or spring coat every two (2) years. New Photojournalist employees will be supplied with the same upon hiring.

The employees will be consulted as to style and colour before changes are made.

Upon presentation of detailed receipts, the Company will pay up to sixty dollars (\$60) per month for the dry cleaning of the articles of clothing provided.

18.4 Audio Recording Device - The Company will provide an audio recording device to those News and Sports Reporters who require one for the purpose of their job assignment. The recorder will remain the property of the Company and will be returned to the Company by the employee upon request and/or termination.

- 18.5 Driving Trucks** – Employees, excluding those classifications where driving a company vehicle is part of their required job function, (ie. Photojournalists, Mobile Engineering Technicians, and Drivers) who agree to drive trucks (larger than the Econoline Van) including the tractor trailer, to and from a production site, shall be paid ten dollars (\$10) per tour of duty.
- 18.6 Tool Allowance** - The vehicle Maintenance Mechanic and Bench Carpenter shall be paid a tool allowance of sixty dollars (\$60) and Staging Carpenters and Property persons shall be paid a tool allowance of thirty dollars (\$30) on January 1st and July 1st of each year. Painters shall be provided with a clothing allowance of thirty dollars (\$30) on January 1st and July 1st of each year.
- *18.7 Scheduling** - Scheduling department employees, or Supervisors, assigned to standby during their off hours to handle scheduling problems shall be compensated at the following rates:
- Weeknights – one-hundred twenty-five dollars (\$125) per night
 - Weekends – two hundred twenty-five dollars (\$225) per full day
 - Legal Holidays – two hundred and seventy-five dollars (\$275) per full day

Standby payment shall be subject to regular legislated deductions.

18.8 Standby – When employees are assigned to stand-by during their off hours, they shall be compensated at a rate of forty-five dollars (\$45) per day. Stand-by pay shall be computed separately from the work week, and shall be paid in addition to any payments required under the Agreement for time worked. Standby payments shall be subject to regular legislated deductions.

ARTICLE 19

Duration

***19.1** This Agreement shall commence on January 1, 2021 and remain in force until December 31, 2023, with no retroactivity (unless otherwise agreed to by the parties), and from year to year thereafter, unless either party notifies the other by registered mail, not more than ninety (90) days and not less than thirty (30) days prior to the date of expiry, or anniversary of such date, of its intention to modify this Agreement. In the event such notice is given, this Agreement shall continue in full force, until the earlier of the date a new Agreement is concluded or the date upon which a lawful strike or lockout is permitted pursuant to the provisions of the Canada Labour Code.

19.2 Notice of Negotiations - Upon receipt of notice from one of the parties (the applicant party) of a desire to negotiate a new Agreement, as provided in Article

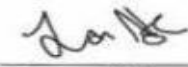
19.1, the other party (the respondent party) shall arrange for a meeting to be held between the parties within twenty (20) days for the purpose of negotiations, and further meetings shall be held as frequently as possible until settlement is reached or until either party makes application for conciliation.

19.3 Automatic Renewal - If neither party gives notice of a desire to negotiate a new Agreement as provided for in Article 19.1, this Agreement shall be automatically renewed for a further period of one year and from year to year thereafter.

19.4 Binding Agreement - The parties to this Agreement declare that it contains responsibilities and obligations for each such party and that in signing the Agreement it binds the parties during the Agreement to do everything they are required to do by the Agreement and to refrain from doing anything they are not permitted to do by the Agreement. The parties further understand and declare that in case any provisions of this Agreement are now or hereafter inconsistent with any statute of Canada or any Order-in-Council or Regulations passed thereunder, such provisions shall be to that extent deemed null and void or shall be applied in such manner as will conform with law.

In witness whereof the parties hereto have caused this Agreement to be executed by their duly authorized representatives this 22nd day of July, 2021.

For the Union



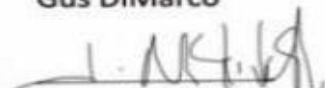
Tracy Nolan



Pat Darrah



Gus DiMarco



Jacqueline McIntosh



Troy Hacock

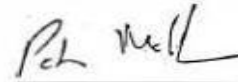


Troy Anisko



Randy Kitt

For The Company



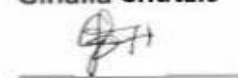
Peter McCallum



Ken Volden



Ginalia Chatzis



Catherine Foti



Belinda Roulston



Emma M. Fotis



Miguel Dupaul

CFTO-TV (a division of Bell Media Inc.)

-And-

CTV Specialty Television Enterprises Inc.

-And-

TSN

-And-

Discovery Channel

Letter of Agreement No. 1

Agincourt Productions Inc.

TO: UNIFOR

We hereby give our undertaking that all Television Productions under the control of Agincourt Productions Inc., or any subsidiary of Agincourt Productions Inc. that are produced at the premises and that utilize the facilities of the Company will be subject to the jurisdictional Article (9) of the Agreement between the Company and UNIFOR mutatis, mutandis as if the production was a CFTO company originated television program. For the purpose of this undertaking television productions under the control of Agincourt Productions Inc., or any subsidiary of Agincourt Productions Inc., shall mean those programs that are subject to the exclusive creative, financial and production control of Agincourt Productions Inc. UNIFOR acknowledges and agrees that it does not represent any employees of Agincourt Productions Inc., or its subsidiaries, which companies are separate and apart from the Company. Except as specifically set forth in this Letter of Agreement, UNIFOR acknowledges that it has no claim to any work or undertakings of Agincourt Productions Inc. or its subsidiaries.

CFTO-TV (a division of Bell Media Inc.) -**And**-
CTV Specialty Television Enterprises Inc. -**And**- TSN -**And**-
Discovery Channel

Miguel Dupaul
Director, Labour Relations

UNIFOR
Randy Kitt, National Representative

Letter of Agreement No. 2

CFTO-TV (a division of Bell Media Inc.)

TO: UNIFOR

We hereby give our undertaking that all television productions under the control of any subsidiary of the Company that are produced at the premises and that utilize the facilities of the Company will be subject to the Jurisdictional Article (9) of the Agreement between the Company and UNIFOR as if the production was a CFTO company originated television program. For the purpose of this undertaking television productions under the control of a subsidiary of the Company shall mean those programs that are subject to the exclusive creative, financial and production control of a subsidiary of the Company. UNIFOR acknowledges and agrees that it does not represent any employees or any subsidiary of the Company (except those for which it holds separate bargaining rights), which companies are separate and apart from the Company. Except as specifically set forth in this Letter of Agreement, UNIFOR acknowledges that it has no claim to any work or undertakings of any subsidiary of the Company (except those subsidiaries where it does hold separate bargaining rights, which subsidiaries are not in any way affected by this Letter of Agreement).

Miguel Dupaul
Director, Labour Relations

UNIFOR
Randy Kitt, National Representative

Letter of Agreement No. 3

For the term of this Agreement the Local Union President shall work a regular scheduled shift rotation, inclusive of weekends and holidays for the purposes of the Company having greater access to the individual in office.

CFTO-TV (a division of Bell Media Inc.) -**And**-
CTV Specialty Television Enterprises Inc. -**And**- TSN -**And**-
Discovery Channel

Miguel Dupaul
Director, Labour Relations

UNIFOR
Randy Kitt, National Representative

***LETTER OF AGREEMENT No. 4**

RE: ENG CARS

WHEREAS the MULTI-MEDIA JOURNALISTS, VIDEO JOURNALISTS & PHOTOJOURNALISTS wish to drive the News Cruisers (hereinafter referred to as “vehicles”) owned by Bell Media Inc. – (CFTO-TV TSN & DISCOVERY) to their residence after assignments and/or tours of duty.

AND WHEREAS the Company has agreed that it is to the Company’s benefit for the MULTI-MEDIA JOURNALISTS, VIDEO JOURNALISTS & PHOTOJOURNALISTS to drive the vehicles to their residences after assignments and/or tours of duty, to facilitate the increased and better coverage of news events for CFTO-TV, TSN & DISCOVERY and to allow the Company to assign the MULTI-MEDIA JOURNALISTS, VIDEO JOURNALISTS & PHOTOJOURNALISTS directly from their respective residences.

AND WHEREAS CFTO-TV, TSN & DISCOVERY agrees that the MULTI-MEDIA JOURNALISTS, VIDEO JOURNALISTS & PHOTOJOURNALISTS shall be permitted to drive the aforementioned vehicles to their residences after assignments and/or tours of duty in the sole discretion of CFTO-TV, TSN & DISCOVERY and if granted such permission by CFTO-TV, TSN, DISCOVERY, and the MULTI-MEDIA JOURNALISTS, VIDEO

JOURNALISTS & PHOTOJOURNALISTS shall abide by the terms and conditions of this Agreement.

NOW THEREFORE this agreement witnessed that in consideration of the mutual covenants and agreements herein contained, the parties hereby covenant and agree as follows:

1. CFTO-TV, TSN & DISCOVERY will be responsible for installing a security lock and alarm on each vehicle provided to the MULTI-MEDIA JOURNALISTS, VIDEO JOURNALISTS & PHOTOJOURNALISTS
2. CFTO-TV, TSN & DISCOVERY will be responsible for maintaining full insurance coverage on said vehicles when the vehicles are used on assignment in the ordinary course of business. However, in the event that a claim is made against CFTO-TV, TSN & DISCOVERY'S insurance policies, as a result of the MULTI-MEDIA JOURNALISTS, VIDEO JOURNALISTS & PHOTOJOURNALISTS acts or omissions while not in the ordinary course of business, or while in breach of this Agreement, the MULTI-MEDIA JOURNALISTS, VIDEO JOURNALISTS & PHOTOJOURNALISTS agree to be personally responsible for the deductible in the amount of FIVE HUNDRED DOLLARS (\$500.00). If not so paid, it is agreed that said sum may be deducted by CFTO-TV. TSN & DISCOVERY from

- the wages of the MULTI-MEDIA JOURNALISTS, VIDEO JOURNALISTS & PHOTOJOURNALISTS
3. CFTO-TV shall not attribute any taxable benefits to the income of the MULTI-MEDIA JOURNALISTS, VIDEO JOURNALISTS & PHOTOJOURNALISTS as a result of the herein agreement subject to any contrary ruling or decision of Revenue Canada.
 4. MULTI-MEDIA JOURNALISTS, VIDEO JOURNALISTS & PHOTOJOURNALISTS will be responsible for ensuring that the vehicles are maintained in good condition and repair as per the standards set by the Company.
 5. MULTI-MEDIA JOURNALISTS, VIDEO JOURNALISTS & PHOTOJOURNALISTS agree to make the vehicles available at reasonably convenient times for regular maintenance and examination and for the performance of repairs as directed by CFTO-TV, TSN & DISCOVERY on their own time or while on duty at the discretion of management only.
 6. MULTI-MEDIA JOURNALISTS, VIDEO JOURNALISTS & PHOTOJOURNALISTS agree to park the vehicles in a safe location at all times.
 7. MULTI-MEDIA JOURNALISTS, VIDEO JOURNALISTS & PHOTOJOURNALISTS agree to remove any and all equipment that is the property of CFTO-TV, TSN & DISCOVERY from the vehicles while the vehicles are parked overnight and shall

assume responsibility for any damage or loss to said equipment or vehicles in the event that they have failed to remove the equipment.

- 8.** MULTI-MEDIA JOURNALISTS, VIDEO JOURNALISTS & PHOTOJOURNALISTS agree to pay for all costs and expenses incurred in relation to parking said vehicles while off duty at the MULTI-MEDIA JOURNALISTS, VIDEO JOURNALISTS & PHOTOJOURNALISTS residence and will be reimbursed by CFTO-TV, TSN & DISCOVERY for the first FORTY DOLLARS (\$40.00) expended per month by the MULTI-MEDIA JOURNALISTS, VIDEO JOURNALISTS & PHOTOJOURNALISTS upon presentation of receipts.
- 9.** MULTI-MEDIA JOURNALISTS, VIDEO JOURNALISTS & PHOTOJOURNALISTS agree to return the vehicles to the premises of CFTO-TV, TSN & DISCOVERY at 9 Channel Nine Court, Scarborough, Ontario, during any extended absence from work exceeding four (4) consecutive days.
- 10.** MULTI-MEDIA JOURNALISTS, VIDEO JOURNALISTS & PHOTOJOURNALISTS agree that they shall not take the vehicles on personal out of town trips without the prior consent of CFTO-TV, TSN & DISCOVERY
- 11.** MULTI-MEDIA JOURNALISTS, VIDEO JOURNALISTS & PHOTOJOURNALISTS agree

that they shall not permit any other persons to drive the vehicles under any circumstances without the written consent of CFTO-TV, TSN & DISCOVERY

12. MULTI-MEDIA JOURNALISTS, VIDEO JOURNALISTS & PHOTOJOURNALISTS agree to operate the vehicles in a safe and cautious fashion and agree to be responsible for all parking and moving violations and fines incurred in connection with the use of the vehicles.
13. MULTI-MEDIA JOURNALISTS, VIDEO JOURNALISTS & PHOTOJOURNALISTS agree that they shall immediately advise CFTO-TV, TSN & DISCOVERY of any accidents involving the said vehicles and will complete a CFTO-TV, TSN & DISCOVERY incident report. In the event that any claim be made or any action commenced arising out of the use of the said vehicles, MULTI-MEDIA JOURNALISTS, VIDEO JOURNALISTS & PHOTOJOURNALISTS shall provide CFTO-TV, TSN & DISCOVERY at its request with further particulars in writing of any accident.
14. MULTI-MEDIA JOURNALISTS, VIDEO JOURNALISTS & PHOTOJOURNALISTS agree to use the Company gas card for purchasing all gas used by the vehicles in the ordinary course of business. Other business expenses will be submitted on a miscellaneous expense voucher with corresponding

receipts to the News Production Manager or any other individual designated by CFTO-TV, TSN & DISCOVERY for approval or reimbursement.

15. MULTI-MEDIA JOURNALISTS, VIDEO JOURNALISTS & PHOTOJOURNALISTS agree not to drive on toll highways for personal use unless prior approval is provided by Management.
16. The MULTI-MEDIA JOURNALISTS, VIDEO JOURNALISTS & PHOTOJOURNALISTS agree to waive Articles 14.9.1 and 14.9.2 of the current Unifor Collective Agreement, being the call-back provisions. The MULTI-MEDIA JOURNALISTS, VIDEO JOURNALISTS & PHOTOJOURNALISTS agree to be governed by Article 14.9 and to accept compensation at a minimum rate of four (4) hours at one and one half (1½) of their basic hourly rate for their first four (4) hours and to accept compensation at the rate of two (2) times their basic hourly rate of pay for each additional hour worked or part thereof after the first (4) hours. In the event that the assignment continues into the regular scheduled tour of duty, the conditions of the current UNIFOR 79M Collective Agreement shall apply in regards to the scheduled tour of duty.
17. This agreement shall apply to each MULTI-MEDIA JOURNALISTS, VIDEO JOURNALISTS & PHOTOJOURNALISTS individually as well as to all of the MULTI-MEDIA JOURNALISTS, VIDEO

JOURNALISTS & PHOTOJOURNALISTS collectively. Nothing herein shall obligate CFTO-TV, TSN & DISCOVERY to allow all MULTI-MEDIA JOURNALISTS, VIDEO JOURNALISTS & PHOTOJOURNALISTS the right to drive the vehicles to and from their residence and CFTO-TV, TSN & DISCOVERY shall have the right at any time to request the vehicles at its sole discretion, whether for cause or otherwise, and in such event, the MULTI-MEDIA JOURNALISTS, VIDEO JOURNALISTS & PHOTOJOURNALISTS shall forthwith deliver the vehicles or make the vehicle available for pickup as requested to CFTO-TV, TSN & DISCOVERY at 9 Channel Nine Court, Scarborough.

- 18.** This agreement shall be construed according to the terms of the province of Ontario.

CFTO-TV (a division of Bell Media Inc.) -**And-**
CTV Specialty Television Enterprises Inc. -**And-** TSN -**And-**
Discovery Channel

Miguel Dupaul
Director, Labour Relations

UNIFOR
Randy Kitt, National Representative

Letter of Agreement No. 5

Re: Training

During the process of collective bargaining, the Parties agreed that technological advancement with the television broadcasting industry is ever increasing. CTV and UNIFOR therefore recognize the ongoing need for training, re-training and professional development in order to meet these new technological advances.

CFTO-TV (a division of Bell Media Inc.) -**And**-
CTV Specialty Television Enterprises Inc. -**And**- TSN -**And**-
Discovery Channel
Miguel Dupaul
Director, Labour Relations

UNIFOR
Randy Kitt, National Representative

***Letter of Agreement No. 6**

Re: Legacy of certain terms for former CTV Television Network Ltd. Staff

During the spring of 1998, the parties hereto successfully negotiated a merger of the BBS Incorporated (CFTO-TV Division) and CTV Television Network Ltd. (Local 79M) collective agreements. The parties agree that Local 79M employees on staff as of (date of ratification) (“former CTV employees”) will continue to be covered by the following provisions contained within the August 13, 1994 - August 12, 1998 CTV Television Network Ltd collective agreement (“the CTV Agreement”) with CEP, as follows:

Holidays and Annual Leave

New holiday and annual leave schedules are agreed, as per Article 12 of this agreement. Certain annual leave benefits are maintained as legacy arrangements for former CTV employees, as set out below:

- i) Former CTV employees whose rate of accrual was higher than the vacation schedule specified in this collective agreement will be ‘red-circled’ at that rate, unless a new accrual rate surpasses the employee’s red-circled rate. In such event, the employee will accrue vacation benefits in accordance with the collective agreement.
- ii) The payment of ‘percentages’ on overtime and other penalties pursuant to the former Article 12.3 of the

CTV Agreement shall be frozen for former CTV employees.

- iii) Former CTV employees with three floating holidays will be red-circled at that rate.

A chart detailing these provisions relating to former CTV employees has been agreed to and copies retained by the UNIFOR Local Unit Chair and by the Company.

Pension

During the course of collective bargaining, the CTV Television Network Ltd. and UNIFOR have agreed to amend the existing Pension Plan as follows:

- (a) Retirement at age 60 with a bridge benefit; such benefit to be \$32.17 per month for each of up to 30 years of service and to continue until age 65;

Upgrade bridge benefit to \$35.10 per month effective July 1, 1996;

Upgrade bridge benefit to \$36.10 per month effective July 1, 1997;

Upgrade bridge benefit to \$42.09 per month effective July 1, 2004.

Upgrade bridge benefit to \$44.00 per month effective January 1, 2009.

- (b) Employees will no longer pay the additional 1% contribution (as negotiated in 1982) for the early retirement provision;
- (c) Upgrade career earnings benefits from 1989 earnings to 1992 earnings, effective as of July 1, 1996;
Upgrade career earnings benefits from 1992 earnings to 1993 earnings, effective as of July 1, 1997;
- (d) Interest rate refunds on the Plan shall be the same as the interest rates paid by the Canadian Imperial Bank of Commerce on its five-year term Guaranteed Investment Certificates.
Such interest rates will fluctuate with the average annual rate paid by the Canadian Imperial Bank of Commerce for its above-named certificates;
- (e) During any Long Term Disability claim, CTV will pay any and all premiums that the employee would have otherwise paid;
- (f) During negotiations the Parties discussed a further upgrading to the career earnings benefits with a view to improve upon the "1993 earnings". This may be done if CTV feels that is in a financial position to so do.

- (g) Upgrade career earnings benefits from 1993 earnings to 1997 earnings, effective as of January 1, 2008

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Letter of Agreement No. 7

The Company agrees that freelance personnel required to provide services for unionized positions within CTV Specialty Television Enterprises Inc. will be subject to a surcharge of 2% of earnings payable to the Restricted Fund.

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Letter of Agreement No. 8

A Story Editor working on features and items that follow the following criteria shall receive a temporary upgrade in accordance to Article 14.11:

1. Chyron (Stats)
2. The Ultimate
3. Late Bumpers for Sportscentre
4. Plays of the Week
5. Top Ten
6. Headlines (Night Editor)
7. In house feature that is written and produced.

Also, it is agreed the “Dayside” shift and the “Montage” or Early Bumper shift would, as is current practice, be part of the regular schedule of the TSN Story Associates. It is further agreed that a Story Editor who is assigned to a “Dayside” shift would only be paid the temporary upgrade if that employee works on an item that meets the above criteria.

Also, it is understood that at any time the Company may alter their regular stories, items or schedules. At that time any changes that may alter or affect this agreement shall be discussed and agreed to with the Union.

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Letter of Agreement No. 9

The Company agrees that when the CTV Toronto News Assignment Desk instructs a Microwave Mobile Technician to stay out in the field over their scheduled meal break, that employee will be compensated \$25.

Every effort will be made to try to ensure the employees do get their proper meal break.

In the instance where a meal is actually missed, the employee will be entitled to one hour of overtime for the meal they worked through and meal displacement, but will not receive the \$25 payment.

This agreement supersedes any references to dates per Article 15.7 and is meant to stay in effect until such time as the Mobile division invokes a new schedule.

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Letter of Agreement No. 10

By mutual agreement between UNIFOR local 79M and the Company (CFTO-TV), the daily noon broadcast of CTV Toronto News will air footage for the sports segment produced and anchored by TSN (The Sports Network). The Company agrees to pay Union dues on behalf of the non-union TSN anchor. CTV Toronto Sports Anchor positions will be considered occupational positions as per Article 8.5 and 8.5.1.

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Letter of Agreement No. 11

Members of UNIFOR Local 79M may be eligible to receive a Special Retirement Allowance (SRA) upon involuntary termination, death or retirement. The Company confirms that it will secure the SRA through a retirement compensation arrangement (RCA), as defined under the Income Tax Act (ITA). Therefore Bell would fund on an annual basis the SRA through a RCA via a separate trust.

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Letter of Agreement No. 12

Whereas both parties agree that good performance management can increase morale and productivity, and
Whereas regular annual performance reviews are an important tool to gauge employees strengths and weaknesses, and
Whereas the Employer already has language in the Collective Agreement to deal with discipline, and
Whereas the Employer has no intention to use annual performance reviews in a disciplinary way, now
Therefore the Employer agrees that performance reviews shall not be used against them in any disciplinary action.

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Letter of Agreement No. 13

The Company agrees that all Local 79M employees shall receive the Bell Employees' Savings Plan, The Bell Employee Discount Plan and any other Bell discounts and benefits offered to other employees from time to time.

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Letter of agreement No. 14

Drones

It is the responsibility of the Employer to provide the appropriate certification and training of employees operating airborne drone equipment. In the event of a third party legal action against an employee in the bargaining unit pertaining to the operation of airborne drone equipment, the Employer shall assume all liability for damages awarded by a civil court of law for an employee in the bargaining unit that is authorized to operate drone equipment during the course of a business day, provided that the Employee was operating the equipment in a lawful and good faith manner and in compliance with the mandated restrictions. In the event that an Employee is convicted of a criminal offence, the Employer shall not assume any liability.

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Letter of Agreement No. 15

Whereas there is no mechanism in the Collective Agreement for administering overtime with Media Technology Analysts (the "employees") with regard to work performed by the employees while on standby and while outside of the workplace;

Whereas the employees have to perform work, from time to time, when on stand-by outside of the workplace;

Whereas the parties agree and understand that this MOA is without prejudice, precedent or admission of liability;

Therefore, the Union and Company agree as follows:

(a) Article 18.8 shall apply to the employees assigned to stand-by.

(b) When an employee logs in to the company network and answers work-related email and/or work-related phone calls to perform work, as defined in paragraph 3 below, while on stand-by outside of the workplace, a minimum of one (1) hour of overtime shall be applied.

(c) To clarify the definition of "work" for the purposes this MOA, simply answering the phone or checking work email is not sufficient to constitute work. To be considered to be performing "work", the employees must be actively participating in the solution of a critical and/or time sensitive business issue over the phone or email.

The parties agree that this MOA shall only apply and be enforceable from the date it is executed by the parties until the end of the term of the current Collective Agreement at which time this MOA shall immediately expire.

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Letter of Agreement 16

Editing

The union agrees that the brand name of the editing software is not necessarily tied to a wage classification.

However, the current practice for submission of temporary upgrades by editors in a Video Editor (I) Group Classification shall continue. The scope of work currently performed by the Video Editor (II) Group Classification generally sets the benchmark or standard to that of which a temporary upgrade may be applied by a Video Editor (I).

Except that, as of the signing of this Letter of Agreement, the use of software for basic template usage, spot/shadow follows, masking, colour enhancements such as 'glows', and freehand draws necessary to execute the aforementioned, shall not be considered a Temporary Upgrade. It is also noted that from time to time, technology will make certain aspects of editing easier or more complex and the line for which a temporary upgrade can be claimed may change.

The Company shall set up a training committee for editors.

Dispute Resolution

A committee of 2 management and 2 union members shall be created for dispute resolution.

Any changes to current practices that may affect a temporary upgrade will be agreed to by the committee.

Any member may present a disputed product to the committee to see if it is worthy of a temporary upgrade. If the committee fails to reach an agreement on any of these matters, they shall be subject to the grievance procedure.

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Letter of Agreement 17
Women Union Support Advocate

The parties agree as follows:

1. Women in the bargaining unit that face situations of domestic violence or abuse may confer with a Women Union Support Advocate who can direct the employee towards the appropriate support mechanisms including those provided by the Company.
2. The number of Women Union Support advocates shall not exceed one (1).
3. The Company will ensure that Women's advocates will be afforded the time off required for training which will be paid by the Union. The Union shall also be responsible for all training costs and associated expenses.

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Letter of Agreement 18
Anti-Racism Advocate

The parties agree as follows:

1. In recognition of societal racism, the parties agree that the Union will identify an Anti-Racism Advocate at its Agincourt facility.
2. The Anti-Racism Advocate is an individual who identifies as a member of the Black, Indigenous, or racialized community.
3. The Anti-Racism Advocate is a workplace representative who will assist and provide support for Black, Indigenous, and racialized workers whose role in the workplace will include:
 - Listening.
 - Providing support to Black, Indigenous, and racialized members including concerns related to racial discrimination and racial violence.
 - Promoting access to services provided by the employer and community and culturally appropriate services.
 - Collaborate with the Company on its Diversity and Inclusion initiatives.
 - Networking with allied organizations and local community partners.
 - Collaborate with the Company to eliminate racial discrimination and violence in the workplace and direct

the employees to the Company's appropriate support resources, processes, and policies.

4. All time off request for the Anti-Racism Advocate will be paid by the Union. The Union shall also be responsible for all training costs and associated expenses for the Anti-Racism Advocate.

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Letter of Intent No. 1

The Company and Union agree that no provision of the collective agreement is intended to be an obstacle to Employment Equity and the parties agree to support the legislation pertaining to Employment Equity, and to recognize that special efforts will be necessary to improve opportunities for members of the designated groups, in accordance with the applicable legislation.

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Letter of Intent No. 2

This Letter of Intent pertains to Co-op Students/Interns The Company agrees to the following:

- 1** Students will not operate any equipment without the direct and constant supervision of Operations staff.
- 2** Students will never be left alone in any CTV or CTV Specialty facility nor will they be used to cover meals or breaks of any kind.
- 3** A student will “shadow” one employee’s shift whenever possible.
- 4** When supervising a student, the employee alone will assign tasks, monitor and report the student’s progress.
- 5** Employees and students will be notified of the student’s schedule as far in advance as possible.

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