

COLLECTIVE AGREEMENT

BETWEEN

MCKESSON CANADA CORPORATION

AND

UNITED FOOD AND COMMERCIAL WORKERS
CANADA UNION, LOCAL NO. 401

Renewal: December 31st, **2021**

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THIS AGREEMENT MADE the _____ day of _____, **2018.**

BETWEEN: McKesson Canada Corporation, a body corporate duly incorporated under the laws of the Province of Alberta (hereinafter called "the Company"),

OF THE FIRST PART,

AND UNITED FOOD AND COMMERCIAL WORKERS CANADA UNION, LOCAL NO. 401 (hereinafter referred to as "the Union"),

OF THE SECOND PART.

WHEREAS: The Company and the Union desire to cooperate in establishing and maintaining conditions which will promote a harmonious relationship between the Company and the employees covered by this Agreement. As such, all parties to this Agreement agree to treat one another with dignity and respect in their efforts to provide methods of fair and amicable adjustment of disputes which may arise between them and to promote efficient operations.

Article 1 – Recognition of the Union

- 1.1 The Company recognizes the Union during the term of this Agreement as the sole collective bargaining agent with respect to matters arising under this Agreement for those employees included in the bargaining unit in the Edmonton area, namely:

All employees employed in the offices and warehouse of the Company in the greater Edmonton area; except **Swampers, Inventory Control Analysts (ICA)**, Alternate Qualified Persons in Charge (AQPIC's), Qualified Persons in Charge (QPIC's), supervisors with the right to hire and fire, and those employees in a confidential capacity in matters relating to labour relations.

- (a) ***Swampers are allowed to work within the receiving area of the dock to sort product to prepare receivers to move into stock. Swampers will be allowed to use a hand jack in the receiving area to perform their duties.***
- (b) ***ICA are allowed to perform their duties throughout the warehouse but will not be moving product from one item location to another item location or perform any work that is normally done by members of the bargaining unit, except in an emergency situation.***

Article 2 – Recognition of Management

- 2.1 The Union agrees that it is the exclusive right of the Company to manage affairs of the business and to direct its working forces for maximum efficiency, except to the extent that these rights have been specifically abrogated by the terms and conditions of this Agreement. Without limiting the generality of the foregoing, such Company rights shall include the right to:

- (a) Maintain order, discipline, and efficiency;

- (b) Determine qualifications of any employee to perform work;
- (c) Determine quality standards;
- (d) Designate the time or times any employee is to work;
- (e) Designate the work to be performed by any member;
- (f) Hire, discharge, transfer, promote, demote, or discipline employees, and require employees to observe Company rules and regulations subject to the terms of this Agreement.

Article 3 – Recognition of Work Location

- 3.1 In August of 2007, McKesson Canada opened a second distribution centre, (Distribution Centre 550), located at 18503 107th Avenue, Edmonton, Alberta. This new facility is managed and operated independent of the original distribution centre (Distribution Centre 540), located at 10931 177 Street, Edmonton, Alberta.
- 3.2 Employees working at 18503 107 Avenue, will have that building designated as their place of work. Employees working at 10931 177 Street, will have that building designated as their place of work.
- 3.3 All terms and conditions of employment as described in the Collective Agreement shall apply to employees within their designated building location only.
- 3.4 Exceptions to Article 3.3 are limited to the following:
 - (a) Employee movement between the two (2) buildings shall only occur through the posting and selection process or through layoffs as described in the Collective Agreement.

Article 4 – Union Security

- 4.1 The Company agrees to deduct from the regular pay cheque of each employee, upon proper written and signed authorization from the employees affected, initiation fees and the Union dues as authorized by the Union. Monies deducted during any month, shall be forwarded by the Company to the President of the Union no later than the tenth (10th) day of the following month, and accompanied by written statement of the names of the employees from whom the deductions were made. It shall be the responsibility of the Union to advise the Company of any change in its initiation fees or dues.
- 4.2 Upon mutual agreement, the Company may submit the dues electronically in a manner acceptable to both parties.
- 4.3 No employee covered by this Agreement shall be discriminated against in any way for being a member of the Union, or for any lawful Union activities providing such activities are not carried out on the Company's premises or during working hours, unless authorized by Management. Such authorization shall not be unreasonably denied.
- 4.4 All employees shall maintain their membership during the life of this Agreement.
- 4.5 The Company agrees to provide each new employee, at the time of employment, with the "Official Dues Check-off Form" of the United Food and Commercial Workers Canada Union, Local No. 401. The Union shall bear the expense of printing the form and the contents of the form to be acceptable to the Company. The Company further agrees to provide the Union, once a month, with a list containing the names of all employees who have terminated their employment during the previous month.
- 4.6 All employees shall pay proper initiation and Union dues and furnish the Company with a signed authorization to deduct the same within a twenty-eight (28) day period from the date of hire.

- 4.7 The Company agrees to list Union dues deducted from the employees on the T-4 Income Tax form of all employees in the bargaining unit.
- 4.8 It is understood that bargaining unit work shall be reserved for members, except for emergencies, instruction, inventory taking, and instances of very short duration.

Article 5 – Joint Labour Management Committee

- 5.1 The Company and the Union agree to establish a Joint Labour Management Committee (JLMC) which will consist of representatives from Management and the bargaining unit. The parties agree to meet bi-monthly unless mutually agreed otherwise. The JLMC will consist of no more than four (4) bargaining unit members as appointed by the Union, within each designated Distribution Centre and no more than four (4) members of Management, one of whom will be the Distribution Centre Manager or their designate. The JLMC will discuss any items of concern to either party arising out of the operation of the Collective Agreement and the facility covered by the Agreement.

Meetings shall be scheduled at the beginning of each year and the Company and the Union will endeavor to have the meetings as scheduled or within one (1) week of the scheduled meeting unless mutually agreed to otherwise. The Union will advise the Distribution Centre Managers of the Union Committee at the beginning of the year, as well as any changes in the course of the year.

- 5.2 Members of the JLMC shall be paid at the straight time hourly rate for all time while attending the meetings.

Article 6 – Strikes and Lockouts

6.1 The Union agrees that it will not, during the term of the Agreement, declare or authorize or encourage any strike, walk-out, slow-down, or cessation of work against the Company, and the Company agrees not to declare a lock-out during the term of this Agreement.

Article 7 – Hours of Work and Overtime

7.1 (a) Full-time Employees

- (i) The normal work week for full-time employees shall be forty (40) hours. The normal work day and days per week for full-time employees shall be eight (8) hours per day, five (5) days per week, or ten (10) hours per day, four (4) days per week.
- (ii) The Company will determine the number of employees on each shift working eight (8) hours per day and ten (10) hours per day.
- (iii) It is understood that in no way can the provision of this article be construed as a guarantee of hours of work per day, or days of work per week.

(b) Part-time Employees

- (i) The normal work week for part-time employees shall be up to thirty-two (32) hours over five (5) days per week. After forty (40) hours worked in a week, or eight (8) hours worked per day, a part-time employee will receive overtime paid at time and one half (1 1/2 X).

- (ii) It is understood that in no way can the provision of this article be construed as a guarantee of hours of work per day, or days of work per week.
- (iii) Part-time employees shall not be employed or scheduled to the extent that their work results in a displacement of, or prevents the hiring or recall of full-time employees.
- (iv) When a part-time employee works the basic full-time work week of forty (40) hours, for eight (8) consecutive weeks (excluding replacement hours for extended absences of W.C.B., Weekly Indemnity, Long Term Disability, vacation, maternity leave, or other approved leave of absence), a full-time position will be deemed to exist.

(v) Part-time Scheduling

The monthly schedule of hours for part-time employees shall be allotted according to seniority and availability.

(vi) Part-time Availability

The parties recognize the need to ensure that the part-time employees are available to meet the needs of the business. The Company may request or the employee may provide a new Declaration of Availability beyond the one provided at time of hire on an as needed basis, based on operational requirements but not more than four (4X) times per year.

- (vii) Other shifts may be established from time to time which will be addressed by ***giving notice to the Union and employees in writing*** not less than fourteen (14) days prior to commencement of the new shift.

- 7.2 (a) Employees working four (4) hours per day or less shall be entitled to one (1), fifteen (15) minute paid break. Employees working greater than four (4) hours per day and up to eight (8) hours per day shall be entitled to two (2), fifteen (15) minute paid breaks per day; one to be held in the first half of the shift and one in the second half of the shift.
- (b) Employees working ten (10) hours per day shall be entitled to three (3), fifteen (15) minute paid breaks per day. In addition, all employees working greater than six (6) hours shall be entitled to one half (1/2) hour unpaid break. The Company reserves the right to set times when breaks will be taken. The one half (1/2) hour break will be scheduled as close to mid-point of the shift as possible.
- (c) When an employee works overtime on their regular day off or Statutory Holidays, normal breaks shall apply. When overtime of two (2) hours in any one (1) day is required, a fifteen (15) minute rest period, with pay at overtime rates, will be scheduled upon the completion of eight (8) hours of work. A further paid break will occur if the overtime is required beyond the two (2) hours and at the end of each two (2) hours thereafter.
- 7.3 When overtime is required in excess of two (2) hours in a day, at the end of an employee's shift, the employee shall receive a **ten (\$10.00) dollar meal allowance, effective on the date of ratification (June 28th, 2018).**
- 7.4 In the event the Company decides to implement a new shift or change an employee's shift, the Company will give at least fourteen (14) calendar days notice prior to the implementation and advise the Union in writing.
- 7.5 A shift premium of **ninety-five (\$0.95) cents per hour** shall be provided for all time worked on a shift commencing on or after 12:00

noon and before 7:00 p.m. effective on the date of ratification (**June 28th, 2018**).

A shift premium of **one dollar twenty-five (\$1.25)** cents per hour shall be provided for all time worked on a shift commencing on or after 7:00 p.m. and before 6:00 a.m. effective on the date of ratification (**June 28th, 2018**).

- 7.6
- (a) All time worked in excess of eight (8) hours in any day will be overtime paid at time and one half (1 1/2 X) the hourly rate, except for an employee with a scheduled work day of ten (10) hours.
 - (b) All time worked in excess of ten (10) hours per day will be overtime paid at double (2X) the hourly rate.
 - (c) All time worked in excess of forty (40) hours per week will be overtime paid at time and one half (1 1/2 X) the hourly rate.
 - (d) All time worked by full-time employees on Statutory Holidays shall be overtime paid at double (2X) the hourly rate.
 - (e) After forty (40) regular hours worked in a week, a part-time employee will receive overtime paid at time and one half (1 1/2 X) the hourly rate.
- 7.7
- (a) The parties acknowledge the necessity to work overtime to meet customer requirements. The parties agree that employees who are capable of performing the required work will perform such work.
 - (b) Employees may be requested to work overtime on short notice. The Company agrees to notify the employee as early as possible but no later than two (2) hours from completion of the employee's shift, unless otherwise mutually agreed by the employee and the Company.

- (c) No notice need be given for overtime work not to exceed one (1) hour.
- (d) Overtime at the end of the shift will be offered in order of seniority to qualified employees on the shift.
- (e) All other overtime will be offered in order of seniority to qualified employees.
- (f) If there are not sufficient volunteers willing to work overtime on that day, then the Company may require overtime to be worked by employees in reverse order of seniority.

An employee may be excused from the requirement to work overtime only in the case of pre-arranged appointments and/or commitments. The employee has the onus to provide evidence of these.

Should a child care issue prevent an employee to work overtime, the Company may excuse the employee from working overtime as long as the employee has made all reasonable efforts to make alternate arrangements.

- (g) An employee will be exempt from being required to work overtime after the employee has been required by the Company to work overtime on ten (10) occasions in the calendar year ***ending December 31st, 2018.***

An employee will be exempt from being required to work overtime after the employee has been required by the Company to work overtime on eight (8) occasions in the calendar year ending December 31st, 2019.

An employee will be exempt from being required to work overtime after the employee has been required by the

Company to work overtime on six (6) occasions in the calendar year ending December 31st, 2020.

An employee will be exempt from being required to work overtime after the employee has been required by the Company to work overtime on five (5) occasions in the calendar year ending December 31st, 2021.

Upon request, the employee will be informed as to how many times they have been required to work in that year.

- (h) The Company agrees the minimum number of employees required to perform the overtime work will be scheduled on a daily basis.
- (i) All full-time employees working on their regularly scheduled day(s) off shall receive the applicable overtime rate for all hours worked so long as they have been paid forty (40) hours in the current week.
- (j) If an employee is called by the Company to report to work and upon reporting finds his or her services are not needed, he or she shall receive four (4) hours pay at the applicable rate.

Article 8 – Credit for Previous Experience

- 8.1 All new employees with previous comparable experience with the Company shall receive credit for the number of months with the Company for the purpose of determining their placement in the wage progression.

Article 9 – Vacations

- 9.1 (a) Vacation pay for all employees for each week of vacation will be two (2%) percent of the total of the previous vacation year's earnings provided by this Collective Agreement. For the purpose of this article, Short Term Disability, Long Term Disability, and Workers' Compensation payments shall not be included in the definition of earnings for the purpose of calculating vacation pay. Notwithstanding the foregoing, vacation pay shall not be less than required by the Employment Standards Code.

Vacation entitlement is based on an employee's continuous service as of May 1st each vacation year, (effective May 1st, 2015):

- One (1) day of vacation per month of service, to a maximum of ten (10) days annual vacation, for employees with less than one (1) year of service;
- Two (2) weeks annual vacation for employees who have completed one (1) year service and have less than three (3) years of service;
- Three (3) weeks annual vacation for employees who have completed three (3) years service and have less than eight (8) years of service;
- Four (4) weeks annual vacation for employees who have completed eight (8) years service and have less than fourteen (14) years of service;
- Five (5) weeks annual vacation for employees who have completed fourteen (14) or more years of service.

- (b) Part-time employees shall have their vacation earnings paid out in addition to their regular earnings, every pay period, as per their entitlement in Article 9.1(a), in lieu of vacation. Part-time employees with less than one (1) years' service shall receive vacation pay at a rate of four (4%) percent of gross earnings.
- (c) A part-time employee who wishes to take vacation time (without pay) will be entitled to do so, and will choose his/**her** vacation time after the full-time employees have made their vacation choices.
- (d) If the employment of any employee is terminated at any time, the Company shall pay to him/her vacation pay to the date of termination calculated in accordance with Article 9.1(a).

9.2 (a) Vacation will be scheduled by **department, classification, and** shift (day, afternoon, **evening**, night) in order of seniority, subject to the ability of the Company to continue normal operation.

(b) Vacation will be scheduled in one (1) week increments. When an employee has less than one (1) week of vacation to be scheduled, vacation will be scheduled in full day increments.

(c) All employees must indicate their choice of vacation in writing. The scheduling procedure will be as follows:

(i) **Round One**

Seven (7) calendar days prior to February 1st, the Company will **hand out to** all full-time employees **the vacation request form, for them to submit** their choices of **the** two (2) weeks' vacation during "prime time" for the upcoming vacation year. "Prime time" is defined as the weeks containing May 1st to September 30th,

Spring Break (as set by the Edmonton school boards), Christmas Day, and New Year's Day. All full-time employees will be entitled to two (2) consecutive weeks in prime time if requested. After February 1st, those employees who **have** not responded will lose their seniority for the purposes of scheduling prime time vacation, **in Round One**.

(ii) **Round Two**

Upon completion of **Round One above**, the Company will **post the vacation calendar. The Company will hand out to all** full-time employees **the vacation request form, for them to submit** their choices of the balance of their vacation throughout the upcoming vacation year, including remaining available weeks **in prime time**. Employees who do not respond within **seven (7) calendar days** will lose their seniority for the purposes of scheduling vacation.

(iii) Vacation requests received by the Company after **Round One and Round Two** have been completed will be considered in the order of date received. The Company will endeavor to have the vacation planner finalized and posted by April 1st of each year but no later than April 15th.

(iv) **Once an employee has submitted their vacation request forms, as per Round One and Round Two, their choices can under no circumstances be changed.**

(v) **Employees absent on LTD, WCB, or STD will choose their vacation by seniority upon their return to work, from the available vacation weeks.**

(vi) Employees that will be absent from work during the vacation selection process as defined by Round One and Two above, are responsible for providing their immediate Supervisor with their vacation choices by the appropriate dates.

- 9.3 (a) Once the vacation planner has been finalized and posted, employees may **cancel** their vacation to an available opening **on the vacation calendar, to a maximum of two (2) times per vacation year. An employee cancelling his vacation is required to provide the Company with at least one (1) week notice, unless the cancellation is due to an emergency for which the employee must provide adequate justification.** The week that becomes open **because of the cancellation will be posted for a period of twenty four (24) hours and awarded by seniority in the same department, classification, and shift.**
- (b) Any vacation entitlement not scheduled by a full-time employee by February 1st of the current vacation year may be scheduled at the discretion of the Company.
- (c) The Company agrees to allow all full-time employees the opportunity to set aside one (1) full week of vacation entitlement to be scheduled as full days in less than one (1) week increment. **The employee must request these days with at least one (1) week notice and** will be scheduled by mutual agreement outside of prime time. No requests will be unreasonably denied. **The Company will reply in writing within forty eight (48) hours of the request being made.**
- (d) If a Statutory Holiday, as defined in Article 10.1, falls within the period of a full-time employee's vacation, **the statutory holiday will be honored and the employee will be credited with an additional vacation day to be taken as per Article 9.3 (c).**

- (e) Vacation days are not cumulative and cannot be carried over from year to year. The **Company** shall pay the employee who has been unable of taking his/**her** vacation by April 30th, the vacation allowance to which he/**she** was entitled at April 30th.

Article 10 – Statutory Holidays

- 10.1 (a) The following days shall be considered holidays with pay for all employees:

New Year's Day	Family Day
Good Friday	Victoria Day
Canada Day	Civic Holiday
Labour Day	Thanksgiving Day
Remembrance Day	Christmas Day
Boxing Day	

- (b) Statutory Holidays shall be observed on days other than their calendar date when so proclaimed by the Federal, Provincial, Civic authorities, or where mutually agreed by the Company and the Union.
- (c) In the event of a Statutory Holiday, the work week shall be reduced by the length of the normal work day for each holiday. The length of the normal work day will not change as a result of a Statutory Holiday.
- (d) If a Statutory Holiday falls on an employee's regular day off, the employee will be granted a day off with pay. The day/days off will be scheduled on the working day or days immediately preceding the Statutory Holiday or immediately following the Statutory Holiday.
- (e) In order to qualify for payment of any Statutory Holiday, full-time and part-time employees must have worked his/her

regularly scheduled working day prior to and immediately following such Statutory Holiday, unless on sick leave. If on sick leave, the employee must supply a doctor's certificate if requested by the Company.

- (f) Part-time employees, who have been employed thirty (30) days or more, will be entitled to Statutory Holiday pay if they meet the criteria set in 10.1(e) and as set out below.

Part-time Employees Statutory Holidays

All part-time employees who have been employed thirty (30) calendar days or more and have worked an average of a least thirty (30) hours or more per week in the four (4) weeks preceding the week in which a Statutory Holiday occurs, shall receive eight (8) hours pay at his/her regular hourly rate for each holiday.

All part-time employees who have been employed thirty (30) calendar days or more and have worked an average of at least twenty (20) hours a week, but less than thirty (30) hours per week in the four (4) weeks preceding the week in which a Statutory Holiday occurs, shall receive six (6) hours pay at his/**her** regular hourly rate for each holiday.

All part-time employees who have been employed thirty (30) calendar days or more and have worked less than twenty (20) hours per week in the four (4) weeks preceding the week in which a Statutory Holiday occurs, shall receive four (4) hours pay at his/her regular hourly rate for each holiday.

- (g) Except where Article 10.2 is in effect, all time worked by part-time employees on Statutory Holidays shall be paid at double (2X) time.

- 10.2 (a) For all employees assigned to work the afternoon or night shifts, Statutory Holidays shall be observed in accordance with the following schedule:
- (i) Where the Statutory Holiday is proclaimed by Federal, Provincial, or Civic authorities to fall on any day Monday through Saturday, the holiday shall be observed on the employee's regular work day immediately preceding or immediately following the proclaimed day subject to operational requirements.
 - (ii) Where a Statutory Holiday is observed on a day other than that proclaimed by Federal, Provincial, or Civic authorities, the employee will be granted the observed day off with regular straight time pay and work performed on the proclaimed day will be paid at straight time.
 - (iii) Where the Statutory Holiday is proclaimed by Federal, Provincial, or Civic authorities to fall on a Sunday, the holiday shall be observed on the proclaimed day.
- 10.3 The Company shall not be obliged to make payment for a Statutory Holiday which falls within an employee's authorized leave of absence as defined in Article 11 of this Collective Agreement.

Article 11 – Leaves

11.1 Court Leave

The Company shall pay any employee who may be required to serve as a juror, or subpoenaed as a material witness, in any court of Law, in the Province of Alberta, the difference, if any, between the amount he/she would have received for service normally rendered to the Company during the same period. If Court ends two

(2) or more hours before quitting time, the employee must return to work.

Night shift employees will be granted the shift off immediately preceding the court appearance.

11.2 Election

All employees will be allowed time off work to vote in elections in accordance with the appropriate Municipal, Provincial, or Federal Election Acts.

11.3 Union Business

(a) Subject to operational requirements, the Company agrees to grant time off without pay for a maximum of four (4) employees (in total between the two building locations) selected to attend negotiations.

Subject to operational requirements, the Company agrees to grant time off without pay for employees selected for Union business. The Union will provide the Company with a minimum of two (2) weeks' notice. No request will be unreasonably withheld.

(b) The time spent on Union business by employees will be considered as time worked for all purposes under the Collective Agreement. The Union will reimburse the Company for **benefits and** wages paid to the employees at the request of the Union.

11.4 Bereavement

(a) In the event of death of a spouse (including common law and same sex partner), father, mother, child, step child, **brother**,

sister, or legal dependent, and step parent, the employee will be granted time off with pay of five (5) working days.

- (b) In the event of death of a mother-in-law, father-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law, grandfather, grandmother, grandmother-in-law, grandfather-in-law, or grandchild, the employee will be granted time off with pay of three (3) working days.

In the event of death of an aunt, uncle, the full-time employee will be granted time off with pay of one (1) day for bereavement.

In the event of death of an aunt, uncle, the part-time employee will be granted time off with pay of one (1) day for bereavement, if scheduled to work that day.

- (c) It is understood that in the case of a part-time employee, the compensation shall be at the average hours worked during the preceding four (4) weeks worked. In order to ascertain this benefit, the Company shall not be required to go back further than a preceding eight (8) week period.
- (d) Employees may request additional unpaid leave to use in conjunction with the foregoing. All requests shall be dealt with on an individual basis and will be subject to operational requirements. The length of absence shall be at the discretion of the Company.

11.5 Maternity Leave

- (a) The maternity leave to which a pregnant employee is entitled is a period of not more than **sixteen (16)** weeks starting at any time during the twelve (12) weeks immediately before the estimated date of delivery.

- (b) A pregnant employee must give the Company at least two (2) weeks' written notice of the date she will start her maternity leave, and if so requested, the pregnant employee must provide the Company with a medical certificate certifying that she is pregnant and giving the estimated date of delivery. A pregnant employee is entitled to start maternity leave on the date specified in the written notice given to the Company.
- (c) An employee who does not give the Company prior notice of maternity leave before starting it is still entitled to maternity leave if, within two (2) weeks after she ceases to work, she provides the Company with a medical certificate:
 - (i) Indicating that she is not able to work because of a medical condition arising from her pregnancy, and
 - (ii) Giving the estimated or actual date of delivery.
- (d) If during the twelve (12) weeks immediately before the estimated date of delivery the pregnancy of an employee interferes with the performance of her duties, the Company may give the employee written notice requiring her to start maternity leave.

11.6 Parental Leave

- (a) Subject to Article 11.6 (b), an employee is entitled to parental leave as follows:
 - (i) In the case of an employee entitled to maternity leave under Article 11.5, a period of not more than thirty-seven (37) consecutive weeks immediately following the last day of maternity leave;

- (ii) In the case of a parent, a period of not more than thirty-seven (37) consecutive weeks within fifty-two (52) weeks after the child's birth;
 - (iii) In the case of an adoptive parent, a period of not more than thirty-seven (37) consecutive weeks within fifty-two (52) weeks after the child is placed with the adoptive parent for the purpose of adoption.
- (b) If two (2) employees are parents of the same child, the parental leave granted under Article 11.6 may:
 - (i) Be taken wholly by one of the employees, or
 - (ii) Be shared by the employees.
- (c) If two (2) employees are parents of the same child, the Company is not required to grant parental leave to more than one (1) employee at a time. Employees who intend to share parental leave must advise the Company of their intention to share parental leave.
- (d) An employee must give the Company at least two (2) weeks' written notice of the date the employee will start parental leave unless:
 - (i) The medical condition of the birth mother or child makes it impossible to comply with this requirement;
 - (ii) The date of the child's placement with the adoptive parent was not foreseeable.

If the employee cannot comply with the written notice requirement for any of the reasons stated in (i) or (ii), the employee must give the Company written notice at the earliest possible time of the date the employee will start parental leave.

An employee is entitled to start parental leave on the date specified in the written notice given to the Company.

11.7 Maternity and Parental Leave

- (a) An employee must give the Company at least two (2) weeks' written notice of the date on which the employee intends to resume work after maternity or parental leave.
- (b) An employee who takes maternity leave must take a period of leave of at least six (6) weeks immediately following the date of delivery, unless the employee and the Company agree to shorten the period by the employee giving the Company a medical certificate indicating that resumption of work will not endanger her health.
- (c) The employee who has complied with the requirements above shall be returned to their former position or a comparable position without loss of seniority.
- (d) An employee who does not wish to resume employment after maternity or parental leave must give the Company at least two (2) weeks' written notice of intention to terminate employment.
- (e) Employees have the option of maintaining their benefit coverage by pre-paying their portion of premiums prior to commencing the leave of absence. Employees who choose not to maintain their benefit coverage during the leave of absence will have their coverage reinstated upon their return to work.

11.8 Extended Personal Leave of Absence

- (a) A request by an employee for an extended personal leave of absence without pay and for good reason will receive full consideration by the Company, providing the employee has

completed ***ninety (90) days*** full-time service. The period of leave is not to exceed three (3) months. Application for such leave shall be made in writing at least four (4) weeks prior to the date the leave is desired to commence. Copies of said application shall be given to the appropriate Manager and Human Resources. All requests shall be dealt with on an individual basis and will be subject to operational requirements. If the request is denied, the employee and the Union shall be so advised in writing as to the reasons for the denial.

An employee may be granted a maximum of one (1) extended personal leave of absence per calendar year.

The ***Company*** agrees it will act reasonably in this matter.

- (b) Employees must use up all outstanding vacation prior to any extended personal leave of absence request being considered; however, an approved extended personal leave of absence may be used in conjunction with and in addition to vacation.

11.9 Compassionate ***Care*** Leave

In accordance with the Employment Standards Code, an employee, who has completed ninety (90) days services with the Company, is entitled to compassionate leave of up to twenty-seven (27) weeks, to provide care and support to a seriously ill family member if the employee is the primary caregiver.

An employee who wishes to take such a leave, must give the Company notice of at least two (2) weeks.

11.10 Military Leave

An employee who is a member of the Canadian Armed Forces and who is called to active duty will be granted a leave of absence without pay.

Article 12 – Probationary Period and Seniority

12.1 Seniority rights for full-time employees prevail after ninety (90) days service with the Company.

Seniority rights for part-time employees prevail after one hundred eighty (180) days service with the Company.

Following the probationary period, the Company may apply to the Union for a sixty (60) day extension.

12.2 Seniority shall be the start date with the Company. Seniority lists shall be maintained for employees covered under this Agreement, as follows:

- (a) Master – one (1) seniority list for all full-time employees and one (1) seniority list for all part-time employees in ascending order; and
- (b) Warehouse – one (1) seniority list for warehouse full-time employees and one (1) seniority list for warehouse part-time employees in ascending order; and
- (c) Office – one (1) seniority list for office full-time employees and one (1) seniority list for office part-time employees in ascending order.

12.3 Seniority shall be lost if an employee accepts alternate employment during a leave of absence.

- 12.4 Part-time employees who are hired full-time shall be given credit for seniority rights based on all hours worked divided by the basic full-time work week for seniority purposes.
- 12.5 All part-time positions shall be considered entry level positions and shall be at a Level 1 classification only.

Article 13 – Job Postings

- 13.1 (a) When job vacancies occur and the Company requires replacements and when the Company creates new job classifications, they shall be posted on the bulletin board for a period of seven (7) calendar days, during which time applications must be made by the employees interested in these positions. Each subsequent vacancy which originates following the seven (7) calendar days will be posted for three (3) calendar days.
- (b) The posting will specify:
- The classification
 - Primary job function
 - Anticipated hours of work
 - Days of work
 - Requirements for the classification
 - Movement between building location restriction
 - Job duties and hours of work are subject to change
- (c) All job postings will be filled without unreasonable delay and a copy will be forwarded to the Union.

The Company shall endeavor to fill all job postings two (2) weeks after the position has been awarded. In the event the posting is not filled within that period, the employee shall

receive the new pay rate if applicable after two (2) weeks from being confirmed in the position.

- 13.2 If a temporary job is likely to continue for ten (10) days or more, it will be posted; however, when the assignment ends, the incumbent will automatically return to his/her previous job with or without notice. No subsequent positions arising from this temporary assignment need to be posted.

Article 14 – Hiring, Promotions, and Demotions

14.1 New Hires

- (a) Full-time jobs shall be offered to part-time employees on the basis of seniority, before going outside the Company to recruit. This shall be subject to qualifications and the Company's ability to balance and operate shifts with adequate skills.
- (b) ***The Company will fill vacant job openings to newly hired employees after any available job openings have been offered to current employees.***
- (c) All new employees with previous comparable experience with the Company shall receive credit for the number of months with the Company for the purpose of determining their placement in the wage progression.

14.2 Temporary Employees

- (a) Temporary employees will be utilized for a maximum of six (6) months to relieve for leave of absence, sick leave, and vacation coverage. A maximum of six (6) temporary employees will be utilized per shift.

- (b) All current temporary employees shall be maintained at their current wage and benefits level for the term of their current employment. Temporary employees shall not be used to the extent that existing employees suffer reduction in hours or prevent the creation of a permanent position.

14.3 Permanent Promotions

- (a) Seniority shall determine promotion providing that, in the opinion of the Company, the qualifications of two (2) or more individuals for the position are equal.
- (b) In the event that any employee to whom the Wage Schedule applies is promoted from one group classification, and if the employee successfully completes a **thirty (30) worked** day's trial period, the employee shall be placed at that level in the new group classification based on their seniority with the Company.

14.4 Temporary Promotions

- (a) In the event that an employee is designated to work in a higher classification on a temporary basis, and the period extends beyond three (3) hours, that employee shall receive such higher rate of pay indicated in the Wage Schedule from the first hour of such work.
- (b) When the Company determines that work in a higher classification is required, the work will be offered in order of seniority, to qualified employees on the shift, then to qualified employees on other shifts.

14.5 Demotions

- (a) Demotion due to change in operations - The employee's job classification will be adjusted downward, however, the salary

will be frozen until such time as the salary for the lower classification meets or exceeds the rates in place for the previously held classification.

- (b) Voluntary Demotion - The employee's job classification and salary will be adjusted downward to reflect the rates as specified in the Collective Agreement.

14.6 Movement Between Building Locations

- (a) The master seniority list shall determine movement between building locations, providing that, in the opinion of the Company, the qualifications of two (2) or more individuals for the position are equal.

To be awarded a position outside their designated building, all employees must have completed their probationary period.

- (b) Once an employee is awarded a position outside their designated building location, the employee must remain in the new building location for a period of six (6) months.
- (c) Exceptions to the minimum stay requirement are:
 - (i) Moving to a higher classification;
 - (ii) Moving from night shift to afternoon or day shift;
 - (iii) Moving from afternoon shift to day shift.
- (d) Previously approved vacation and/or other forms of time off is subject to review and approval by the new building location.

Employees will be notified prior to accepting the position if there are any such issues.

14.7 Lead Person

Where the Company deems it necessary to employ a Lead Hand, the Company shall award the position through the job posting procedure.

The employee who is selected as the Lead Hand may direct the work of other employees while performing the work themselves. They shall not discipline employees, any discipline will be referred to the appropriate Supervisor.

The Lead Hand will be considered to be bargaining unit member for all purposes of the Collective Agreement.

Article 15 – Discipline, Dismissal, and Resignation

15.1 The Company may dismiss an employee for the following reasons:

- (a) Theft or attempted theft of Company property;
- (b) Drinking or intoxication on Company premises;
- (c) Flagrant disregard of safety rules, and
- (d) Possession or use of unlawful drugs.

15.2 The Company may dismiss an employee, subject to the right of such employee to the Grievance Procedure set out in Article 16 for the following reasons:

- (a) Dismissal with just cause;
- (b) Absence from work without just cause;
- (c) ***Voluntarily leaves the Company;***

- (d) Fails to return to work following the expiration of an approved leave of absence, unless for circumstances beyond the control of the employee;**
- (e) Is absent without leave for a period of two (2) consecutive shifts, unless for circumstances beyond the control of the employee;**
- (f)** Any reason which constitutes justification for severance. In such cases, the employee shall be warned, in writing, of any matter of complaint against him/her to the intent that he/she may be given an opportunity of meeting the Company's requirements with respect to his/her services. A copy of this letter shall be given to the Shop Steward; subject, thereto, the Company may terminate an employee's services upon:
 - (i) One (1) week notice or wages for employees who have been in the Company's service for three (3) months or more;
 - (ii) Two (2) weeks' notice or wages for employees who have been in the Company's service for two (2) years or more but less than four (4) years;
 - (iii) Four (4) weeks' notice or wages for employees who have been in the Company's service for four (4) years or more but less than six (6) years;
 - (iv) Five (5) weeks' notice or wages for employees who have been in the Company's service for six (6) years or more but less than eight (8) years;
 - (v) Six (6) weeks' notice or wages for employees who have been in the Company's service for eight (8) years or more but less than ten (10) years;

- (vi) Eight (8) weeks' notice or wages for employees who have been in the Company's service for ten (10) years or more.
- 15.3 The Company may pay the equivalent amount in wages rather than give notice, or may provide a combination of wages and notice.
- 15.4 (a) A Shop Steward shall be present in any discussion regarding an employee's work performance or behavior when the discussion may lead to discipline or dismissal.
- (b) ***Should the Company require a Shop Steward to be present for any discipline, they will allow the Shop Steward a reasonable amount of time prior to and after the meeting to counsel the employee.***
- (c) All letters of discipline will be removed from the employee's file not later than twelve (12) months after they are entered, providing the reason for discipline is not continuing.
- 15.5 All employees are expected to give at least two (2) weeks written notice of their intention when terminating employment with the Company; but this provision will not penalize the employee.

Article 16 – Grievance Procedure

- 16.1 Any complaint, disagreement, or difference of opinion between the parties covered by this Agreement which concern interpretation, application, or alleged violation of the terms and provisions of this Agreement, including any questions as to whether the differences are subject to arbitration, shall be a grievance and settled without work stoppage or refusal to perform work in the manner hereinafter outlined.
- 16.2 Any employee, the Union, or the Company may present a grievance.

Any grievance not presented within twenty-one (21) calendar days following the event giving rise to such grievance, shall be forfeited and waived by the aggrieved party. A grievance is considered presented on the date of the discussion in the First Step of the grievance procedure. When the First Step does not occur, the grievance is considered presented on the date of the discussion in the Second Step of the grievance procedure.

16.3 The procedure for adjustment of grievances shall be:

(a) First Step

The employee shall have the right to discuss the matter, in the presence of a Shop Steward, with their immediate Supervisor and/or the Supervisor's Manager. The employee may request a Shop Steward act on their behalf in the discussion to seek a resolution.

(b) Second Step

A representative of the Company and the Union shall discuss in good faith in an earnest endeavor to settle the dispute. If the dispute is not resolved satisfactorily, the aggrieved party submits the grievance in writing to the other party.

(c) Third Step

A representative of the Company and the Union shall discuss the dispute within twenty-one (21) calendar days of receipt of the written grievance. The parties will discuss in good faith in an earnest endeavor to settle the grievance submitted. If the dispute is not resolved satisfactorily, either party may serve written notice of the submission of the grievance to arbitration in accordance with Article 16.4.

Timelines in the grievance procedure may be altered by mutual agreement.

- 16.4 (a) The Arbitration Board shall consist of one (1) member who, shall be mutually agreed upon by the Union and the Company. In the event that an arbitrator cannot be agreed upon, then application for appointment of an arbitrator shall be made to the Director of Mediation Services for the Province of Alberta.
- (b) The parties may mutually agree to a three (3) member Arbitration Board in lieu of a one (1) member Arbitration Board.
- (c) The Board shall not be vested with the power to change, alter, or modify any of the terms of this Agreement. All grievances submitted shall present an arbitrable provision under this Agreement and shall not depend on or involve an issue or contention by either party which is contrary to any provision of this Agreement or which involved the determination of a subject matter not covered or arising during the term of this Agreement.
- (d) The Union and Company agree to share, equally, the expense of an arbitrator.

Article 17 – Health, Welfare, and Sick Leave

- 17.1 (a) After three (3) months of service, the Company agrees to pay for each new permanent employee seventy (70%) percent of the premium for Alberta Health Care.
- (b) After six (6) months of service, the Company agrees to pay for each new employee eighty (80%) percent of the premium for:
- Life Insurance
 - Accidental Death and Dismemberment
 - Weekly Indemnity

- Long Term Disability
 - Extended Health Coverage
 - Dependent Life Insurance
 - Vision Care
- (c) Reimbursement for prescription drugs shall be one hundred (100%) percent. The deductible for extended health coverage shall be twenty (\$20.00) dollars per calendar year for family coverage and ten (\$10.00) dollars for single coverage.
- (d) The Company shall remit to the United Food and Commercial Workers' Union Dental Care Plan, Group #13901, an amount of **forty-three (\$0.43)** cents per hour for straight-time hours worked by employees within the bargaining unit.

The Company's contributions to the plan shall not exceed the normally scheduled shift hours of any employee (i.e. forty (40) hours per week).

- (e) All eligible employees will have the opportunity to join the Company Pension Plan in accordance with the terms and conditions of the plan. The Company and the Union agree that the terms and conditions of the Company Pension Plan do not form part of the Collective Agreement.
- (f) The Company agrees that during the term of this Agreement, no changes will be made that would negatively impact the eligibility for participation and the benefits provided in Article 17.1. The policies and plans governing Article 17.1 shall not be considered incorporated into the Agreement, nor shall the Company be considered an insurer. The Company retains the right to change insurance carriers. The Company and the Union acknowledge that the insurer will adjust the premiums for the benefits provided. The Company will provide the Union and the employees with a minimum of two (2) weeks notice of any change in the employee paid portion of premiums.

- 17.2 Necessary time off with pay will be allowed for doctor or dental appointments that are scheduled during employee's scheduled working hours. Employees must provide proof of the appointments, date and time of the appointment, and length of the appointment. (Example: signed appointment cards, etc.) Employees must provide the Company with a minimum of twenty-four (24) hours notice of an appointment. Paid appointments shall not exceed twelve (12) hours in a calendar year pro-rated based on the employee's start date. During pregnancies, such paid appointments shall not exceed sixteen (16) hours in a calendar year. Visits to a specialist will be given additional consideration.
- 17.3 Part-time employees are to receive Company benefits provided that they have worked more than an average of twenty (20) hours per week.
- 17.4 On January 1st each year, full-time employees will be entitled, on completion of the probationary employment period, to forty (40) hours paid sick leave each year. Full-time employees with less than one (1) year of service as of January 1st will receive three (3) hours per month worked in the previous year. Full-time employees will not be required to submit doctor's notes for sick time; however, Management will have the right to take appropriate disciplinary action against any employee suspected of abusing the above privileges.

Should the Company request a Medical Assessment – Modified Work, to assess the possibility of a return to work on modified duties, the Company will reimburse the cost of such assessment, upon reception of receipt.

The Short-Term Disability eligibility requirements will start after seven (7) days and will provide that the Long-Term Disability eligibility continues automatically upon the end of the Short-Term Disability plan. Provided, however, that in both cases the appropriate medical certificates are submitted.

17.5 Upon completion of the calendar year, full-time employees with unused sick hours will have their sick hours paid out up to a maximum pay out of forty (40) hours.

17.6 ***Where an employee is unable to report for work due to illness or injury it shall be the employee's responsibility to notify*** their Supervisor or designate no later than one (1) hour prior to the commencement of the employee's normal starting time.

The employee shall report the absence directly to their Supervisor by calling the Company designated telephone number. Where circumstances prevent direct communication between the parties, the employee shall leave a message advising of the reason for the absence and a telephone number where the employee can be contacted.

Article 18 – Union Video

18.1 The Company agrees to present the Union video as part of all new employee orientations. The purpose of the video is to help new employees understand the rights afforded them as members of the Union and to introduce the Union officials representing them.

The content of the Union video viewed by the Company in bargaining on December 16th, 2004, is acceptable. If the content of the video is altered, the Company reserves the right to preview the revised version to ensure it is acceptable.

Article 19 – Respect in the Workplace

19.1 The Company and the Union agree that employees covered by this Collective Agreement shall not be subject to harassment as outlined in the Company policy on Respect in the Workplace. The Company and the Union agree to cooperate with each other in preventing and

eliminating harassment. All parties to this agreement agree to treat each other with dignity and respect.

19.2 The Company shall post its policy on Respect in the Workplace in all facilities covered by the Collective Agreement. The Company agrees to provide the Union with a copy of the Company policy upon request.

19.3 The parties agree to abide by the Alberta Human Rights Act.

Article 20 – Business Agents

20.1 A representative shall be admitted to the Company's premises to attend meetings related to employees, to observe working conditions, to access the coffee room and bulletin boards at such a time and place as mutually agreed with the Manager.

The Union Representative agrees to comply with the Company rules and policies and the Company agrees that such visitation rights shall not be unreasonably denied.

Article 21 – Bulletin Board

21.1 The Union will provide a lockable bulletin board which will be installed by the Company. This bulletin board is for Union information only. The Union will be responsible for all maintenance and repair of the bulletin board.

The bulletin board will not be used for posting of information that is derogatory to the Company or its customers.

Article 22 – Pay Days

- 22.1 Where the end of a pay period falls on a holiday, pay day shall be the preceding day.
- 22.2 The Company will provide a pay statement to all employees on a bi-weekly basis.

The Company agrees to provide reasonable measures to provide for the protection of employee's personal information when they are accessing their electronic pay statement **via web/mobile application, or** on Company computers that have been provided for this purpose.

In addition, upon request, the Company will provide instruction to an employee who would like to have an electronic pay statement printed off.

Article 23 – Health and Safety

- 23.1 The Company will provide adequate heating and lighting.
- 23.2 The Company agrees to set up a Joint Health and Safety Committee which will consist of an even number of representatives from Management and the bargaining unit. The chairing of meetings will be rotated among the parties on an alternate basis.

Meetings are to be scheduled bi-monthly, unless otherwise mutually agreed. No more than four (4) bargaining unit members as appointed by the Union shall take part in attendance at the meetings.

Meetings shall be scheduled at the beginning of each year and the Company and the Union will endeavor to have the meetings as scheduled or within one (1) week of the scheduled meeting unless

mutually agreed to otherwise. The Union will advise the Distribution Centre Managers of the Union Committee at the beginning of the year, as well as any changes in the course of the year.

Members of the Joint Health and Safety Committee shall be paid straight time hourly rate for all hours attending to matters relating to health and safety.

- 23.3 The Company will allow all employees to carry and access water.
- 23.4 The Company agrees to ensure the health and safety of its employees.
- 23.5 The Company will comply with the provisions of the Alberta Occupational Health and Safety Act.
- 23.6 The Company shall adopt a “Positive Obligation” approach to health and safety, seeking out and solving health and safety issues as a day to day priority.
- 23.7 ***Effective January 1st, 2019, the Company agrees to reimburse employees whom the Company requires to wear safety shoes up to two hundred thirty-five (\$235.00) dollars every second (2nd) calendar year. Employees must provide a copy of the receipt associated with their expenditure in order to receive reimbursement.***

Effective January 1st, 2020, the reimbursement will be of two hundred forty (\$240.00) dollars.

Article 24 – Wearing Apparel

- 24.1 The Company will supply, without cost to the employee, new aprons and smocks when they are required. Winter coats will be available for persons actively working in shipping and receiving, machine operators, narcotics, and fridge and freezer. The winter apparel remains the property of the Company.

Article 25 – Education and Training Fund

- 25.1 Effective July 1st, 1993, the Company agrees to make contributions to the United Food and Commercial Workers Canada Union, Local No. 401, Education and Training Fund, of three (\$0.03) cents per hour for each straight time hour worked during a normal work day by members of the bargaining unit; and effective July 1st, 1994, the Company's contributions will become four (\$0.04) cents per hour.
- 25.2 The Union will provide documentation, upon request, indicating monies spent on employees of the Company during the term of this Agreement.
- 25.3 The Union agrees, whenever applicable, to invite members of Management to participate in programs such as Stewards Training, and/or programs where Management's input would be beneficial to do so.

Article 26 – Reduction of Hours, Layoffs, and Building Closures

- 26.1 For purposes of this article, employment status is defined as being temporary, probationary, part-time, or full-time.
- 26.2 Reduction of Hours

When hours of work are to be reduced on a daily and/or weekly basis, such reduction of hours shall be done by employment status and reverse order of seniority, when seniority is applicable, as follows:

- (a) First, temporary employee hours to be reduced (sent home);
- (b) Second, probationary employee hours to be reduced (sent home);

- (c) Third, part-time regular employee hours to be reduced (sent home);
- (d) Fourth, full-time employee hours to be reduced (sent home), provided the qualifications of the full-time senior employee are equal to the full-time junior employee.

26.3 Layoffs and Building Closures

- (a) Layoffs shall be based upon employment status and reverse order of seniority as determined by the master seniority list provided the Company is of the opinion that the qualifications of the senior employee are equal to those of the more junior employee. However, due consideration will be given by the Union to the operational requirements of the Company, any such requests shall not be unreasonably denied.
- (b) It is understood that employees in one building location may be affected by layoffs in another building location. Therefore, employees may be required to transfer to another building location in response to the application of Article 26.3 (a).

- 26.4 (a) If the Company, in the exercise of its right to direct its working forces and in light of its operational requirements, determines it is necessary to lay off employees, then notice shall be given, or paid in lieu, for layoffs in the following terms:

- One (1) week for three (3) months of service or more
- Two (2) weeks for two (2) years of service or more
- Four (4) weeks for four (4) years of service or more
- Five (5) weeks for six (6) years of service or more
- Six (6) weeks for eight (8) years of service or more
- Eight (8) weeks for ten (10) years of service or more

- (b) Notice, or pay in lieu, will be given up to a maximum of eight (8) weeks.

(c) Part-time employees shall receive the same amount of weeks' severance pro-rated on the basis of the average of weekly hours worked over the past twenty-six (26) weeks prior to the layoff becoming effective.

26.5 If an employee is displaced from his/her job because of a lay off or the exercise by another employee of rights possessed under this Collective Agreement, then the Company agrees it will, if necessary, provide up to two (2) weeks of training to the displaced employee on such other job as he/she is suitably qualified to perform and to which his/her seniority entitles him/her to assert a claim.

26.6 When employees are to be recalled to work, seniority shall apply in reverse to layoffs.

26.7 An employee shall lose all seniority rights if he/she fails to return to work within five (5) days, unless due to reasonable excuse, after notice of available work has been sent by registered mail to his/her last known address. It is the obligation of the employee to notify the Company of any and all address changes.

26.8 An employee shall lose all seniority rights if he or she is laid off by the Company for a period exceeding twelve (12) consecutive calendar months.

Article 27 – Terms of Agreement

27.1 This Agreement shall commence **June 28th, 2018** and shall continue to December 31st, **2021**, and shall continue from year to year thereafter, unless, not less than (60) days and not more than one hundred twenty (120) days before the expiration date, either party hereto shall give written notice, by registered mail, to the other that it desires various modifications or termination of the Agreement. The terms and conditions of this Agreement shall remain in full force

and effect during any period of negotiation until a new Agreement has been signed.

27.2 *The Company hereby advises the Union that it is putting an end to all past practices in effect prior to the expiry of the current Collective Agreement (December 31st, 2017). The Company will, in the future, adhere to the strict letter of the Collective Agreement.*

IN WITNESS WHEREOF the Company and the Union have caused these present to be signed by their duly authorized Officers.

SIGNED this _____ day of _____, **2018.**

For The Company:

For The Union:

Company Committee:

Union Committee:

Sharon King
Craig Smith
Nicole Leclerc
Khoi Nguyen

Michael Longul
Debbie Chester
Shirley Staples
Cathy Scherf
Parminder (Pam) Grewal
Cheryl Watamaniuk
Al Olinek

This Agreement was ratified on **June 28th, 2018**

Wage Schedules

The following wage schedules *apply to employees hired before the date of ratification (June 28th, 2018)*:

Warehouse Person 1, Office Clerk, Customer Service Representative

	January 1 st , 2017	January 1 st , 2018	January 1 st , 2019	January 1 st , 2020	January 1 st , 2021
Start	17.32	17.32	17.32	17.32	17.32
6 months	17.61	17.61	17.61	17.61	17.61
12 months	18.61	18.61	18.61	18.61	18.61
18 months	19.11	19.11	19.11	19.11	19.11
24 months	19.61	19.61	19.61	19.61	19.61
30 months	20.20	20.20	20.20	20.20	20.20
36 months	22.07	22.62	23.19	23.77	24.36

Warehouse Person 2

	January 1 st , 2017	January 1 st , 2018	January 1 st , 2019	January 1 st , 2020	January 1 st , 2021
Start	18.37	18.37	18.37	18.37	18.37
6 months	19.66	19.66	19.66	19.66	19.66
12 months	20.66	20.66	20.66	20.66	20.66
18 months	21.11	21.11	21.11	21.11	21.11
24 months	21.66	21.66	21.66	21.66	21.66
30 months	22.31	22.31	22.31	22.31	22.31
36 months	24.38	24.99	25.61	26.25	26.91

Lead Hand, Senior Office Clerk

	January 1 st , 2017	January 1 st , 2018	January 1 st , 2019	January 1 st , 2020	January 1 st , 2021
Start	22.52	22.52	22.52	22.52	22.52
12 Months	25.35	25.98	26.63	27.30	27.98

The following new wage schedules apply to employees hired after the date of ratification (June 28th, 2018):

Warehouse Person 1, Office Clerk, Customer Service Representative

	January 1 st , 2017	January 1 st , 2018	January 1 st , 2019	January 1 st , 2020	January 1 st , 2021
Start	17.32	17.32	17.32	17.32	17.32
6 months	17.61	17.61	17.61	17.61	17.61
12 months	18.61	18.61	18.61	18.61	18.61
18 months	19.11	19.11	19.11	19.11	19.11
24 months	19.61	19.61	19.61	19.61	19.61
30 months	20.20	20.20	20.20	20.20	20.20
36 months	22.07	22.07	22.07	22.07	22.07
42 months		22.62	22.62	22.62	22.62
48 months			23.19	23.77	24.36

Warehouse Person 2

	January 1 st , 2017	January 1 st , 2018	January 1 st , 2019	January 1 st , 2020	January 1 st , 2021
Start	18.37	18.37	18.37	18.37	18.37
6 months	19.66	19.66	19.66	19.66	19.66
12 months	20.66	20.66	20.66	20.66	20.66
18 months	21.11	21.11	21.11	21.11	21.11
24 months	21.66	21.66	21.66	21.66	21.66
30 months	22.31	22.31	22.31	22.31	22.31
36 months	24.38	24.38	24.38	24.38	24.38
42 months		24.99	24.99	24.99	24.99
48 months			25.61	26.25	26.91

Lead Hand, Senior Office Clerk

	January 1 st , 2017	January 1 st , 2018	January 1 st , 2019	January 1 st , 2020	January 1 st , 2021
Start	22.52	22.52	22.52	22.52	22.52
12 months	25.35	25.35	25.35	25.35	25.35
18 months		25.98	26.63	27.30	27.98

Wage Increases

Effective the first Sunday following **June 28th, 2018**, those full-time employees who are active on payroll and at the end rate of the wage scale will receive a wage increase of **two and one half (2.5%)** percent;

Effective the first Sunday following January 1st, **2019**, those full-time employees who are active on payroll and at the end rate of the wage scale will receive a wage increase of **two and one half (2.5%)** percent;

Effective the first Sunday following January 1st, **2020**, those full-time employees who are active on payroll and at the end rate of the wage scale will receive a wage increase of **two and one half (2.5%)** percent;

Effective the first Sunday following January 1st, **2021**, those full-time employees who are active on payroll and at the end rate of the wage scale will receive a wage increase of **two and one half (2.5%)** percent.

Retroactive Pay

The Company agrees to pay a lump sum payment to all employees on the payroll of the Company on the date of ratification (**June 28th, 2018**) as follows:

Employees **who are at the end rate of the wage progression** shall receive a one (1) time lump sum payment of **two and one half (2.5%)** percent of their hourly rate of all hours paid **from** December 31st, **2017** until the new wage is implemented.

Employees who are below the end rate of the wage progression shall receive two and one half (2.5%) percent of their hourly rate on all hours paid from December 31st, 2017.

The words “on the payroll of the Company” shall include all employees who are currently on vacation, authorized leave of absence, sick leave, injury

leave, Short Term Disability, Long Term Disability, Workers' Compensation, maternity leave, or parental leave.

Classifications

Office Clerk includes, but is not limited to: Communications Clerk, Filing Clerk, and General Office Clerk.

Customer Service Representative includes, but is not limited to: Hospital Service CSR and Receptionist.

Senior Office Clerk includes, but is not limited to: Promotions Coordinator and Administrative Assistant.

Warehouseperson 1 includes, but it not limited to: Auditor, Returns Clerk, Picker, Replenisher, and Packer.

Warehouseperson 2 includes, but it not limited to: Shipper, Receiver, Forklift Operator, OPR Operator, Inventory Control Clerk, Vault Personnel, Facilities Support, Assistant Lead Hand, and *Fridge Personnel.

*NB. Any employees currently in this position on June 13th, 2014 will be grandfathered into the position without posting.

Letters of Understanding

1. Staff Purchases

All products carried by the Company that employees can legally buy will be sold at supplier invoice cost.

It is the intent of this Agreement that purchases will be for the personal consumption of the employee. Abuse of buying privileges will result in individual rights being revoked.

Should the Company policy cease on staff purchases then this letter will become null and void upon thirty (30) days' notice to the employees and the Union.

2. Saturday Shift

In the event that the Company establishes and implements a shift that encompasses a Saturday, the Company agrees it will first attempt to fill the shift through the selection of volunteers. Where an insufficient number of volunteers are available, the remaining vacancies will be filled by reverse seniority or new hires. The Company agrees that only those employees hired after January 1st, 2012 will be forced to move to the shift.

3. **Cross Training**

In the event the Company determines that cross training is required, the following process will be followed. The Company will post a notice and solicit interested employees. The interested employees will be offered training in order of seniority. Training will be provided to available employees as operational needs require.

4. **Policies**

The Company will provide the Union with all new policies that apply to the bargaining unit.

5. **Reduced Work Week**

A full-time employee who is fifty nine (59) years of age or more and who has completed ten (10) years of continued service with the Company may be eligible, with the Company's approval, for a Retirement Transition Reduced Work Week in accordance with the following schedule and parameters:

Option 1 – Work week reduced to one (1) day

Option 2 – Work week reduced to two (2) days

Option 3 – Work week reduced to three (3) days per week

Salary and Premium: Based on hours worked

Overtime: Paid in accordance with Article 7.1 (b) (i) as it pertains to part-time employees

Vacation: Paid as per the reduced work week, i.e. prorated

Statutory Holidays: Paid in accordance with Article 10 as it pertains to part-time employees

Sick Days: Paid as per the reduced work week, i.e. prorated

Medical, Dental, Other Benefits, and Pension: Paid as a full-time employee (Article 17)

Life Insurance, AD&D, STD, & LTD: Paid as a full-time employee (Article 17)

The requests for a reduced work week are granted at the discretion of the Company, and will be awarded on a first come first serve basis. Any employee awarded the reduced work week will meet with the Company to confirm the conditions herein and scheduling practices.

An employee who is awarded a reduced work week by the Company cannot revert to their full-time position and will not be available for work on the days not scheduled. An employee will only be able to revert to regular full-time status as a result of a life-changing event (i.e. divorce, separation, death/illness of a partner).

An employee will be entitled to a reduced work week for a maximum period of three (3) years, after which time he/she must retire from the Company. An employee interested in a reduced work week must make his/her request to the Company in writing by completing the appropriate form.

IN WITNESS WHEREOF the Company and the Union have caused these present to be signed by their duly authorized Officers.

SIGNED this _____ day of _____, **2018.**

For The Company:

For The Union:

Company Committee:

Union Committee:

Sharon King
Craig Smith
Nicole Leclerc
Khoi Nguyen

Michael Longul
Debbie Chester
Shirley Staples
Cathy Scherf
Parminder (Pam) Grewal
Cheryl Watamaniuk
Al Olinek

This Agreement was ratified on June **28th, 2018**