

PRODUCTION - 2016 - 2019

UNIFOR, Local 87-M

COLLECTIVE AGREEMENT  
WITH

HAMILTON WEB PRINTING, HAMILTON COMMUNITY NEWS  
A Division of Metroland Media Group Ltd.

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**PREAMBLE**

This collective agreement is made and entered into this 6<sup>th</sup> day of April 2017, by and between Hamilton Web Printing; and Hamilton Community News; parties of the first part hereinafter referred to as the Employer, and Unifor Local 87-M, by its representatives, party of the second part hereinafter referred to as the Union.

The purpose of this agreement is to establish mutually satisfactory relations between the Employer and its employees, to provide machinery for the prompt and amicable settling of any differences or grievances which may arise, and to establish and maintain working conditions, hours of work, wages, and benefits for all employees who are subject to the provisions of this agreement.

Use in this agreement of the feminine or masculine gender shall be construed as including both male and female employees, and not as specific gender designations.

## **ARTICLE 1 - MANAGEMENT RIGHTS & RECOGNITION**

- 1.01 The Employer recognizes the Union as the exclusive bargaining agent for a bargaining unit consisting of all employees of the Employer in the City of Hamilton (formerly the Regional Municipality of Hamilton-Wentworth), save and except, forepersons, persons above the rank of foreperson, office, clerical, advertising and sales staff, persons regularly employed for not more than (24) twenty-four hours per week, students employed during the school vacation period, and employees in bargaining units for which any trade union held bargaining rights as of November 15, 1989.
- 1.02 The right to hire, assign duties, retire (subject to applicable legislation), promote, classify, layoff, recall, demote, transfer, discharge, or discipline for just cause employees who have completed their probationary period, to maintain order, discipline and efficiency, and to establish and enforce rules and regulations governing the conduct of the employees, is the exclusive function and responsibility of the Employer, subject to the terms and conditions of this Agreement. All matters concerning the operations of the Employer not specifically dealt with herein shall be reserved to the Employer and be its exclusive responsibility. The employer agrees they shall exercise these rights in a manner that is consistent with this Collective Agreement.
- Clarity note:  
The Employer has the exclusive right to, at any time and from time to time, introduce any form of incentive based pay plan, which, if implemented by the Employer, is not incorporated into nor does it form any part of the collective agreement. In the event the Employer introduces an incentive based pay plan, such plan cannot be the subject of a grievance by the Union. It is understood that any such incentive plan will not reduce or eliminate any entitlements under this collective agreement.
- 1.03 The Employer can employ 1 shift leader per shift to perform the shift leader duties. The parties agree that the shift leader can perform bargaining unit work on the understanding that a shift leader will not, however, be scheduled to perform bargaining unit work. The parties also agree that a shift leader can fill in on vacations, for sick leave and statutory holidays.

## **ARTICLE 2 - RELATIONSHIP AND UNION REPRESENTATION**

- 2.01 It is a condition of employment of any employee, as of the date of the signing of this agreement, who is a member of the Union or who after becomes a member of the Union, that he or she remains a member for the duration of the agreement.

Each new employee (within three (3) months after his or her date of employment) shall become a member of the Union.

The Union agrees that it will retain in membership any employee subject to the constitution of Unifor and the bylaws of Local 87-M.

- 2.02 The Employer shall deduct from the earnings of each employee any Union dues or assessments, as specified by the Union. Deductions shall be made from each pay and remitted to the Union by the fifteenth day of the following month. When remitting dues, the Employer shall include the names of the employees from whose pay deductions have been made and the amount of the deduction. The Union will give the Employer one month's notice of any changes in the amount of Union dues to be deducted.
- 2.03 The Employer shall supply the Union once within 30 days of the signing of this agreement and within one month of hiring new employees with the following information in writing for each new employee:
- a) Name, address, telephone number, sex, date of birth and social insurance number.
  - b) Date of hiring.
  - c) Anticipated regular hours of work, if a part time employee.
  - d) Classification.
  - e) Experience rating and experience anniversary date.
  - f) Remuneration arrangements (excluding any information regarding any incentive based pay plan).
- 2.04 The Employer shall notify the Union monthly in writing of:
- a) Changes in any employee's rate of pay, and effective date.
  - b) Changes in the regular hours of work of a part time employee (excluding week to week fluctuations), and effective date.
  - c) Changes in classification, and effective date.
  - d) Resignations, retirements, deaths, leaves of absences and other revisions in the data listed in Section 2.03.

- 2.05 The Employer agrees to provide a bulletin board in an appropriate location at each of its facilities for the exclusive use of the Union. No item shall be posted if it constitutes a violation of article 6.01, the Ontario Human Rights Code, the Criminal Code, or is otherwise unlawful.
- 2.06 Employees who are on the Union's bargaining committee shall not have their pay interrupted for any work day on which the Employer and the Union agree to meet for the purpose of bargaining a renewal to this agreement, or days spent in preparation for bargaining, if such preparation days are granted by the Employer. The Union shall reimburse the Employer for any wages which such an employee is entitled to for such day(s).
- 2.07 The Employer shall advise new employees that a collective agreement is in effect and of the conditions of employment with regard to Union membership and deduction of Union dues.

A Union steward shall be allowed 30 minutes during a new employee's first week of work, without loss of pay, to acquaint the new employee with the collective agreement and the Union.

### **ARTICLE 3 - GRIEVANCE AND ARBITRATION PROCEDURE**

3.01 An employee, accompanied by his/her shop steward or Union representative if desired, shall within ten (10) days of the circumstances giving rise to a complaint, raise the matter orally to the employee's assistant production manager or foreperson, as appropriate. If the employee and the Union are not satisfied with the outcome of such discussions, the employee may have resort to the grievance procedure described in this section.

(i) Definition

"Grievance" means any difference between the parties bound by the Agreement concerning its interpretation, application, administration, or any alleged violation thereof.

For the purpose of this section, "Union representative" shall include any elected officer of the Union, or representative or steward recognized by the Union.

(ii) Grievance Procedure

Either party may initiate a grievance. If a grievance is not settled at any one stage of the grievance procedure, then the grieving party shall have the alternative either to abandon it or proceed to the next successive stage within the time limits set out in each stage. By mutual agreement between the Employer and the Union, and in the case of an Employer or Union grievance, the processing of any grievance may begin at the second stage. The successive stages of the grievance procedure are:

(a) First Stage

The employee, accompanied by his/her steward or Union representative, shall within twenty (20) days of the circumstances giving rise to the grievance, grieve the matter in writing to the production manager. The grievance shall be answered in writing within ten (10) days of the receipt of the grievance.

(b) Second Stage

If the grievance is not resolved, then within ten (10) days of receipt of an answer at the first stage, the Union shall take up the grievance in writing with the Publisher (or his representative). The answer to the second stage grievance must be given in writing within ten (10) days of the receipt of the grievance at the second stage.

(c) Final Stage - Arbitration

If the two parties are unable to agree at the second stage, then within twenty (20) days of receipt of an answer at the second stage, the Union shall notify the Employer in writing of its intention to take the grievance to arbitration.

In general, it is intended that grievances which are not resolved at the second stage shall be submitted to a single arbitrator; however, either party may elect to submit a grievance to an Arbitration Board of three members, in which case the other party shall comply.

#### Single Arbitrator

In the event that a grievance is to be arbitrated by a single arbitrator, the parties to the Agreement shall attempt to agree on naming the Arbitrator as soon as the grieving party has submitted notice, in writing, of its decision to proceed to arbitration. If the parties cannot agree, the Arbitrator shall be appointed by the Ontario Ministry of Labour. The Arbitrator shall proceed as soon as practical to examine the grievance and render his/her judgment, and his/her decision shall be final and binding upon the parties and upon any employee affected by it.

#### Arbitration Board

If a grievance is to be arbitrated by an Arbitration Board of three members, the grieving party shall notify the other party in writing of its desire to submit the grievance to arbitration and the notice shall contain the name of the grieving party's appointee to the Arbitration Board. The recipient of the notice shall within five (5) days advise the other party of the name of its appointee to the Arbitration Board. The two appointees so selected, shall, within five (5) days of the appointment of the second of them, appoint a third person who shall be the Chairperson. If the two appointees fail to agree upon the Chairperson within the time limit, the appointment shall be made by the Ontario Ministry of Labour upon the request of either party. The Arbitration Board shall proceed as soon as practical to examine the grievance and render its judgment, and its decision shall be final and binding on the parties and upon any employee affected by it.

The decision of the majority shall be the decision of the Arbitration Board, but if there is no majority, the decision of the Chairperson shall govern. Each party shall pay the fees and expenses of its appointee to a Board and one-half the fees and expenses of the chairperson, or single arbitrator. Expenses will include any disbursements incurred by the arbitrators during their proceedings.

#### (d) Time Limits

It is intended that grievances shall be processed as quickly as possible. Time limits are mandatory and not directory. If the grieving party does not appeal the grievance to the next successive stage within the specified time limit, the grievance shall be deemed to be abandoned and shall not thereafter be reinstated. If the responding party does not answer the grievance within the specified answer time limit for each stage, then the grievance shall automatically proceed to the next higher stage. Notwithstanding the above, the appeal and answer time limits as specified may be extended by mutual agreement in writing. ("Days" does not include Saturdays, Sundays, and Statutory holidays).



(e) Where practical, efforts to adjust grievances in the first and second stages shall be made during scheduled working hours.

(f) A grievance alleging discharge without just cause may be initiated at the Second Stage.

**ARTICLE 4 - DISCIPLINE AND DISCHARGE**

- 4.01 No employee, other than an employee who at the time of discharge has not completed the probationary period, shall be discharged or disciplined except for just cause.
- 4.02 The Employer shall, except in the case of oral warnings, inform an employee in writing of the reasons for any disciplinary action, as soon as possible, with a copy sent to the Union in the case of a discharge, suspension, or final warning.
- 4.03 An employee shall be entitled to a copy of any criticism, commendation, appraisal or rating of such employee's performance in his/her job that is placed in his/her file, and on an annual basis to read his/her personnel file. The employee shall be allowed to place in such a file a response to anything contained therein which such employee deems to be adverse.
- 4.04 Employees shall have the right to have a steward present at any disciplinary meeting which may result in a suspension or discharge. The Employer shall advise the employee of this right prior to the meeting. The union agrees to provide the Employer with a list of stewards.
- Where practical, without unreasonably delaying the meeting, employees may have a steward present at any disciplinary meeting which would result in a lesser form of discipline.
- 4.05 When a grievance has been filed concerning an employee, the employee or the Union (with the written consent of the individual concerned) may, upon request, read and be provided copies of material in the employee's personnel file.
- 4.06 Disciplinary warnings and/or reprimands which predate a disciplinary action by more than 2 years shall not be adduced as evidence against an employee in any subsequent arbitration proceedings. Upon request by the employee, any such documents shall be removed from the employee's personnel file after two years from the date of issue.

**ARTICLE 5 - PROMOTIONS, TRANSFERS AND TRAINING**

- 5.01 Employees shall be given first opportunity to apply for vacancies within any Union bargaining unit. The Employer shall post on a designated bulletin board at each facility for a period of at least seven (7) working days notice of all openings for employment within any Union bargaining unit. A copy of such notice shall be forwarded to the Union.
- 5.02 Employees may submit standing applications in writing at any time. Employees may apply for any position.
- 5.03 When filling such positions, the Employer shall consider qualifications, abilities, aptitude for working in a team-based environment and seniority. When, in the opinion of the Employer, these factors are relatively equal, seniority shall be the deciding factor.

Unsuccessful employee applicants shall be advised of the reasons that they were not granted the position, upon request.

- 5.04 An employee transferred or promoted shall be given a trial period of up to two (2) months; up to one (1) month in the event of a transfer within the classification. The trial period may be extended, by mutual agreement between the Employer and the employee. The Union will be notified of any such agreements.

During a trial period an employee may elect to return to his or her previous position without penalty or prejudice.

At the end of the trial period, the employee shall be either confirmed in the new position or returned to the old one without prejudice or penalty. If returned to his or her previous job, the employee will receive the hourly rate for the previous job.

- 5.05 Whenever possible, members of the bargaining unit shall be afforded the opportunity to retrain in order of seniority but such does not limit the Employer's right to train employees as determined by the Employer based on operational needs and efficiencies, including enabling the Employer to operate on and in a team-based approach and design. It is intended that, subject to operational needs requirements and efficiencies, the Employer provide the same training (although not necessarily at the same time) to all employees. It is further understood that it is not the intention of the Employer to only train junior Employees to the disadvantage of more senior Employees. The Employer shall consider employee requests for the opportunity to be retrained during work hours or for financial assistance with the expenses of training. Under no circumstances shall the introduction of new processes or equipment be delayed by such training.
- 5.06 All time spent in trial periods after promotion or transfer will be considered continuous service.

- 5.07 The Employer encourages the improvement of employees' job skills and the acquisition of new skills by employees. When assistance in this respect is practicable, the Employer shall provide the opportunity for training during working hours.
- 5.08 An employee's written request for an intradepartmental transfer shall be acknowledged in writing and shall be considered by the Employer within fourteen (14) days of receipt.
- 5.09 When the Employer promotes an employee to another job classification, he/she may request on-the-job training with respect to an element of the new job function with which he/she is not familiar. Such requests shall not be unreasonably denied.
- 5.10 If temporary employees are required by the employer during the introduction of new technology and/or training on new equipment, their use shall not reduce scheduled hours of current employees.
- 5.11 A vacancy shall be defined as an additional position created within a job classification or a position that the Employer determines a need to fill, due to the departure of an employee. A posting will outline the position, the required qualifications, and primary responsibilities.
- 5.12 The Employer may establish organizational teams to which all Employees will be assigned. When employees are required to attend scheduled organizational team meetings, employees will be paid for attending such meetings at regular straight time. The provisions of Articles 8.02 and 8.07 do not apply to this provision except where more than one hour has elapsed since the Employee left work.

**ARTICLE 6 - SECURITY**

- 6.01 Every person has a right to equal treatment with respect to employment without discrimination because of lawful union activity or inactivity, as well as age, sex, race, colour, ancestry, place of origin, ethnic origin, citizenship, creed, marital status, family status, sexual orientation, disability, record of offenses, or political beliefs, as defined and interpreted under the Ontario Human Rights Code or any other ground protected at law. The representatives of the union and the employer will endeavour to resolve workplace issues in a professional manner and with mutual respect.

Location of residence shall not be a condition of employment.

- 6.02 When the Employer decides that a full-time position exists, such position shall be posted and part-time employees covered by this Agreement shall be considered first for such vacancy.  
Where operationally practicable and provided that overtime costs will not be incurred, temporary employees and employees not covered by this collective agreement will not be regularly scheduled to work shifts where regular part-time employees are available.

- 6.03 (a) Whenever the Employer decides it is necessary to reduce staff, there shall be thirty (30) days' notice in writing to the Union and affected employees of any layoffs. The Employer will notify the Union of the names of the employees affected. The Employer and the Union shall discuss how such layoffs may be avoided or minimized. Every reasonable effort shall be made to avoid such layoffs.

(b) Employees will be laid off in reverse order of seniority by classification, provided that those employees remaining are qualified to perform the work required.

(c) The Employer will accept voluntary resignations from other employees in the classification(s) involved in lieu of those named to be laid off provided this is acceptable to the employee named to be laid off. In such circumstances, the number of layoffs will be reduced by the number of voluntary resignations from the classification. Employees voluntarily resigning under this provision shall be paid severance pay pursuant to Article 7.

(d) The employees affected may choose, in order of seniority, within thirty (30) days of notice, to bump employees with less seniority. Employees who choose to bump may bump either those with less seniority in the same classification or those with less seniority in a classification in which they are competent to perform the work.

Employees who choose not to bump may elect to take severance pay.

(e) Laid-off employees, or those who bumped into lower classifications, shall be placed on a recall list for eighteen (18) months in order of seniority and the Employer shall fill vacancies within each classification according to that list. In the case of a vacancy in a classification from which employees on the recall list were laid off, the Employer shall

attempt to fill the vacancy according to the recall list before following the procedures under Articles 5.01 through 5.03 of this Agreement.

Should a laid-off employee refuse to accept a permanent position in the same classification with the same number of hours as worked immediately prior to the layoff, the employee shall be dropped from the recall list.

(f) During a layoff, seniority will be frozen. If the employee is recalled to regular employment within eighteen (18) months, seniority will be restored at the frozen level.

(g) An employee on layoff shall have the option of having his/her benefits, except the LTD plan, continued during the period of layoff of up to twelve (12) months providing the employee pays the full cost of premiums. It is understood with respect to pensions, no contributions are permissible during periods of layoff, but that if an employee is recalled within twelve (12) months, contributions based on earnings will resume. The employee will not accumulate credited service during the period of layoff.

6.04 (a) In the event that new technology requires fewer staff, the Union and the employees affected will be given at least thirty (30) days' notice of such staff reductions.

(b) Upon the Union's request, the Employer shall meet with the Union and discuss the details of the changes and how such layoffs may be avoided or minimized.

(c) To the extent that it is practical, the Employer will attempt to retain as many employees as possible. Whenever possible, training necessary to permit employees to retain employment shall be provided to employees in order of seniority on the time and at the expense of the Employer. Under no circumstances shall the introduction of new processes or equipment be delayed by such training.

(d) Should layoffs be necessary, Articles 6.03 (b) through (g) shall apply.

6.05 There shall be no reductions in remuneration, except in the case of a reclassification. No employee shall be required to accept a transfer to another classification against his or her wishes.

6.06 The Employer may use temporary employees when employees laid off from the same classification have declined the opportunity for a temporary recall of three (3) months or less.

**ARTICLE 7 - SEVERANCE PAY**

- 7.01 A full-time employee who has completed his/her probationary period who is laid off under the provisions of Article 6.03 shall receive severance pay in the amount of two (2) weeks' pay for each completed year of service or major fraction thereof, to a maximum of fifty-two (52) weeks' pay.
- 7.02 A part-time employee covered by this Agreement who has completed his/her probationary period who is laid off under the provisions of Article 6.03 shall receive severance pay in the amount of two (2) weeks' pay for each completed year of service or major fraction thereof, to a maximum of fifty-two (52) weeks' pay, in accordance with the following criteria:
- One week's pay shall be calculated on the basis of the employee's average weekly pay over the previous 15 bi-weekly pays immediately preceding the layoff.
- For years of service calculation purposes, the following formula shall apply: Shifts worked as a percentage of the total shifts available since employment commenced multiplied by the number of calendar years which have elapsed since employment commenced.
- 7.03 In calculating the length of continuous service for the purpose of severance pay entitlement, any period for which the employee has previously received severance pay (excluding any period for which severance pay was refunded to the Employer) and any period during which the employee was on layoff shall be excluded.
- 7.04 In order to receive a severance payment under any provision of this collective agreement, an Employee must waive the Employee's recall rights.

**ARTICLE 8 - HOURS OF WORK AND OVERTIME**

- 8.01 (a) The Employer has the right to determine its weekly schedule which schedule can be based on any shift length up to 12 hour shifts. The Employer will give at least fourteen (14) days notice of any substantive change to the weekly schedule.
- (b) Every reasonable effort will be made to provide a work week of not more than five (5) days for part-time employees covered by this Agreement.
- 8.02 (a) The working shift shall be a minimum of four (4) hours.
- (b) An employee shall not be required to begin one regularly scheduled shift sooner than ten (10) hours following the end of another regularly scheduled shift.
- (c) Employees shall be entitled to an unpaid lunch period of thirty (30) minutes, not to be taken less than two hours into the shift.
- (d) Every effort will be made to avoid scheduling split shifts.
- 8.03 (a) (i) When the Employer schedules work on a 10 or more hour basis, (a) the Employee's hours of work will be averaged over a two week period and overtime will be paid for any hours worked in excess of 79 hours in such two week period at the rate of one and one-half times the Employees' base rate; or (b), overtime will be paid for each hour worked in excess of the Employee's posted scheduled hours.
- (ii) When the Employer schedules work on any other basis, overtime will be paid for any hours worked in excess of 37.5 in a week at the rate of one and one-half times the Employee's base rate.
- (iii) Overtime must be authorized by the Employer.
- (iv) The week is defined as Sunday to Saturday.
- (b) In calculating the employee's hours for this purpose, all hours that were actually worked by the employee and all hours for which an employee received statutory holiday pay or paid bereavement leave will be counted in computing overtime hours.
- (c) Upon mutual agreement employees may elect to take time equivalent to and in lieu of such overtime pay, at a time mutually agreed to by the employee and the Employer.
- 8.04 The hours of work for employees shall be posted not later than Thursday prior to the next week.

Such schedules may be changed by mutual agreement between the employee and the Employer. However, changes may be made by the Employer to cover unforeseen situations.



- 8.05 Shift patterns will vary by individual, and the preference of employees will be taken into account by seniority subject to the Employer's operational requirements.
- 8.06 The Employer shall keep a record of all overtime work and shall provide such record to the Union upon request.
- 8.07 In the event an employee is called in on a non-scheduled day, or the employee's shift is cancelled prior to the start of the shift on the day scheduled, or in the event of a call-back, such employee shall be paid a minimum of four (4) hours at the applicable rate (such rate to be determined by the employee's total number of hours for the work week in which the call-in/call-back occurred).
- 8.08 A part-time employee covered by this Agreement may work as a full-time employee temporarily to cover a vacation or absence under this Agreement without affecting his or her part-time status.
- 8.09 In the event of the short-term absence of an employee covered by this agreement, it is understood that the hours of work for a part-time employee not covered by this agreement may intermittently exceed twenty-four hours per week without changing his/her part-time status.

## **ARTICLE 9 - RECOGNIZED HOLIDAYS**

- 9.01 The following shall be recognized as paid holidays: New Year's Day, Family Day, Good Friday, Victoria Day, Canada Day, Civic Holiday, Labour Day, Thanksgiving Day, Christmas Day, Boxing Day and two floating holidays to be taken at a mutually agreed time. The holiday shifts shall be those in which a majority of the shift is worked within the 24-hour period of the recognized holiday.
- 9.02 Employees who are required to work on a recognized holiday shift shall be paid a minimum of 4 hours at the rate of time and one-half their regular straight-time rate in addition to pay for the holiday, or, with the agreement of the employee, another working day will be substituted for the recognized holiday, and the day so substituted shall be deemed to be the recognized holiday.
- 9.03 An employee whose regular day off falls on a recognized holiday shall received an additional day with pay off at another date mutually agreed to by the employee and the Employer.

Where the Employer schedules work on ten or more hours a day basis, an employee's holiday pay will be calculated by a formula (to be agreed upon) which results in the Employee receiving statutory holiday pay based on a 37.5 hour week/7.5 hour day. For further clarity no full time employee shall be deemed to have worked or have been scheduled to work less than 7.5 hours on a statutory holiday.

- 9.04 Where the Employer schedules work on a less than 10 hours a day basis, when a recognized holiday falls on a day when an employee would otherwise have been regularly scheduled to work, then the employee will be paid holiday pay based on the number of hours for which the employee would have been regularly scheduled to work that day. Where the Employer schedules work on a ten or more hours a day basis, when a recognized holiday falls on a day when an employee would otherwise have been regularly scheduled to work, the employee will be paid holiday pay calculated by a formula (to be agreed upon) which results in the Employee receiving statutory holiday pay based on a 37.5 hour week/7.5 hour day.

**ARTICLE 10 - VACATIONS**

- 10.01 (a) When the Employer schedules work on a less than ten (10) hour basis: (effective the 2008 vacation year)

Vacation entitlement shall be earned as follows:

After 1 year of service	3 weeks
After 7 years of service	4 weeks
After 15 years of service	5 weeks
After 25 years of service	6 weeks

- (b) When the Employer schedules work on a ten (10) or more hour basis, vacation entitlement is earned as follows: (effective the 2008 vacation year)

	Time	Pay
After one (1) year of service	3 weeks	112.5 hours
After seven (7) years of service	4 weeks	150 hours
After fifteen (15) years of service	5 weeks	187.50 hours
After twenty-five (25) years of service	6 weeks	225 hours

For the sake of clarity and subject to this article, an Employee can request approval for vacation in a block of time of one week or more and the Employee can request a payout of all or any part of the Employee's accrued vacation pay.

- 10.02 (a) Vacation entitlement shall be based on the employee's length of continuous service with the Employer as at July 1 each year.

(b) Employees with less than one year of service as at July 1 will be eligible for one (1) vacation day per month of service to a maximum of ten (10) days or 75 hours. Employees will not be entitled to use vacation within their first six (6) months of employment.

- 10.03 (a) Subject to operational needs and Employer approval, May 15 to September 30 of each year shall be considered a prime time and during this time vacations shall be given on a seniority basis by department. No employee shall be allowed more than two consecutive weeks during this period unless everyone has had the opportunity to book two consecutive weeks. If there are no conflicts, there shall be no limits on the number of consecutive weeks that can be taken by an employee.

(b) The number of employees to be absent at any one time shall be determined by the Employer and this shall appear on the vacation schedule.

(c) The vacation schedules will be posted for each department February 1. Employees shall indicate their vacation preferences by March 1.

(d) Final vacation schedules will be posted by the Employer April 1.

- 10.04 Employees who fail to select prime time vacation dates before March 1, may lose the privilege of selection to which their seniority entitles them.
- 10.05 When vacations are granted by the Employer outside of prime time, confirmation will be given in writing to the employee within two (2) weeks of the request. It is understood and agreed the grantings of vacations in this period will be on a first-come, first-served basis.
- 10.06 An employee whose vacation time includes a recognized holiday as defined shall receive an additional day(s) vacation, or, by mutual agreement, he/she shall receive an additional day's pay at his/her straight-time rate in lieu of the additional day.
- 10.07 Upon termination of employment, an employee (or his estate in the case of death) shall receive any accrued vacation pay.
- 10.08 Vacation pay entitlement shall be based on the appropriate percentage of the employee's earnings since he/she last received vacation pay. An employee with less than one year of service as of December 31 shall be paid 4% of earnings for the period worked, upon request, with same notice requirements as in the paragraph below.

An employee shall receive vacation pay the pay prior to going on vacation, provided notice is given in writing by the employee to the Payroll office 2 weeks prior to the last pay before such vacation. The employee may elect to take his/her vacation pay at a time other than when the actual vacation is taken. The same notice requirements apply as in the case above.

- 10.09 All vacation time in any work year are to be completed by December 31st of that year, except upon agreement between the employee and his/her assistant production manager or pressroom foreperson.

## ARTICLE 11 - LEAVE OF ABSENCE

- 11.01 An employee requesting a leave of absence without pay, other than those listed below, shall make an application in writing to his/her foreperson or assistant production manager (as appropriate) stating the reason, timing and duration of the proposed absence. The Employer shall respond to all such inquiries within two (2) working days. Such leaves shall not be unreasonably withheld.
- 11.02 The Employer will grant an employee a leave of absence without pay or benefits to work in an official full-time capacity for the Union, the Canadian Labour Congress or the Ontario Federation of Labour. During this time period, the employee will continue to accrue bargaining unit seniority. The annual general wage increase will apply, however, the employees' rate will not progress through the salary grid and will remain frozen at the level attained at the time of departure. Pension plan shall only accrue if the Employer's contributions are paid by the labour organization. The employee must give the Employer one (1) month written notice of such a leave, or of an election that may lead to the need for such a leave and, if operational concerns require it, up to two (2) weeks more notice after the election. No more than one (1) employee may be absent on this leave at any one time.
- 11.03 The Employer shall grant a leave of absence without pay to not more than two (2) employees for the purpose of attending negotiating meetings, provided that, where possible, the employees give at least seven (7) days notice to their department head or designate.
- 11.04 An employee may be granted leave with pay for family emergencies.
- 11.05 Leaves of absence without pay, upon written request, shall be granted to employees elected or appointed delegates to conventions of The Union or any organization with which The Union is affiliated and to delegates to special meetings called by The Union, provided that no more than one (1) such leave need be granted at any one time and leave to any such delegates shall not exceed seven (7) working days within any seven (7) consecutive day period.  
Employees must provide written notice, where possible, to the Employer at least three weeks prior to the commencement of the leave.
- 11.06 In the event of a death in his/her immediate family (father, mother, spouse, son, or daughter, an employee may be absent from work for up to five (5) days following such death and shall receive payment at his/her regular rate for any of these days upon which he/she would otherwise have been scheduled to work.

In the event of the death of a brother, sister, father-in-law, mother-in-law, grandfather, grandmother, grandchild, brother-in-law, or sister-in-law, or any other relative who lived with the employee, an employee may be absent from work for up to three days following such death and shall receive payment at his/her regular rate for these days upon which he/she would otherwise have been scheduled to work.

In the event of the death of an Aunt or Uncle, an employee may be absent from work for up to one day for the purposes of attending the funeral and he/she shall receive payment at his/her regular rate for this day which he/she would otherwise have been scheduled to work.

The Employer shall consider, and attempt to accommodate, other special leave needs with respect to bereavement.

For part-time employees covered by this Agreement, it is understood that the provisions of this Article 11.06 apply only to scheduled hours lost up to and including the day after the funeral.

- 11.07 The Employer shall pay to each employee serving on a jury the difference between an average day's pay for each day up to five (5) days a week that the employee is absent from work and the total sum paid to the employee for such jury duty. An employee excused from jury duty on any given day shall report for work.

Should an employee be required on his or her regular work day to report for jury duty or be subpoenaed to testify before a court of law, coroner's inquest, Parliamentary Inquiry, or Royal Commission, the employee will be paid his or her regular salary for the day. Any reimbursement received from the court will be signed over to the Employer.

An employee will not be entitled to any pay under this article if he or she is a party or principal in any of the aforementioned proceedings unless a party or principal as a result of performing the employee's duties for the Employer.

- 11.08 Pregnancy and parental leave will be granted in accordance with the Employment Standards Act.

Employees shall be allowed one working day off without loss of pay on either the day of the birth of their child or the day their child arrives home.

- 11.09 An employee granted a leave of absence for more than three (3) months in a calendar year under 11.01 herein shall not accumulate seniority while on such leave but shall retain all seniority accumulated prior to the start of such leave.

**ARTICLE 12 - HEALTH AND SAFETY**

- 12.01 The employer, employees and union agree to co-operate with the objective to maintain a healthy and safe work environment. In order to accomplish this, the parties agree to continue the joint Health and Safety Committee of up to three (3) persons from each party. The Committee will meet as required and shall be afforded such time off as is necessary to transact activities within the scope of the committee and shall suffer no loss of pay.
- 12.02 The Employer and the Union agree to conform with all applicable provisions of the Occupational Health and Safety Act. The Employer, in conjunction with the JHSC shall supply, at its expense, any equipment or safety clothing that the Employer requires or deems necessary.

**ARTICLE 13 - MISCELLANEOUS**

- 13.01 An employee shall be free to engage in any activities outside of working hours provided such activities are not in competition with the Employer, do not result in a conflict of interest and do not exploit the employee's connection with the Employer.
- 13.02 Employees shall be given reasonable notice of changes in deadlines for newspapers and/or special sections of the newspapers.



**ARTICLE 14 - EXPENSES AND EQUIPMENT**

- 14.01 The Employer shall pay \$8 to all employees covered by this agreement who work two (2) or more hours over a scheduled shift so long as the scheduled shift is seven and one half (7-1/2) hours or more.
- 14.02 When an employee is required by the Employer to take a special educational course, the Employer will pay the full cost of the course plus required course material.
- When an employee takes a course on his/her own initiative, the Employer will refund fifty percent (50%) of the cost of tuition fees to a maximum amount established by the company from time to time. However, the employee must comply with the following requirements:
- (a) The employee is to have been employed on a full time basis for at least six months;
  - (b) The course must be work related and be taken at a recognized educational institution approved by the Employer. Prior approval must be received for each course.
  - (c) The employee must be on permanent full-time staff and have successfully completed the course to qualify.
- 14.03 An employee who uses his or her automobile on a "casual" basis shall be paid a non-taxable thirty-two (32) cents per kilometre upon written submission to his/her manager of the actual distance driven. An employee covered by this agreement shall not be required to use his or her automobile for company use.
- 14.04 An employee who has completed his/her probationary period working in the pressroom who is required by the Employer to wear safety footwear on the job shall be reimbursed up to \$125.00 for CSA-approved footwear on an as-needed basis, receipts must be provided.
- 14.05 Lead Press Operator and Press Operator 1 who have completed their probationary period will be reimbursed up to \$85.00 per year as a tool allowance, upon receipt of an invoice for tools necessary to perform their job.

**ARTICLE 15 - SICK PAY**

15.01 a) Permanent full-time employees who have completed their probationary period are eligible to receive up to 15 weeks of paid short term disability in a calendar year for absences due to injury/illness. Payment will be made at 100% of gross weekly earnings excluding overtime and incentive based pay.

15.02 Part-time employees

(a) When the Employer schedules work on less than a ten (10) hour basis, all part-time employees, who have completed their probationary period, will be paid, if they are sick on a regularly scheduled working day, for up to ten (10) days in a calendar year. Any unused sick absent days shall accumulate to a maximum of twenty (20) days.

(b) When the Employer schedules work on a ten (10) hour or more basis, all part-time employees who have completed their probationary period, will be paid if they are sick, for up to ten (10) occurrences to a maximum of seventy-five (75) hours of pay in a calendar year. Any unused sick hours shall accumulate to a maximum of one hundred and fifty (150) hours.

(c) Any sick absence days or unused sick hours in a given calendar year may be carried over for use only during the next following calendar year.

**ARTICLE 16 - SENIORITY AND PROBATIONARY PERIOD**

- 16.01 Seniority shall be established on the basis of actual shifts worked, irrespective of status.
- 16.02 An employee shall cease to have seniority rights, and employee status with the Employer shall be terminated for all purposes, if the employee:
- (a) voluntarily terminates his/her employment;
  - (b) is laid off by the Employer for a period exceeding eighteen consecutive (18) months;
  - (c) being an employee on the recall list, fails to report for work within ten (10) days after being notified by the Employer of a job offer the refusal of which would result in the employee being dropped from the recall list in accordance with Article 6.03 (e);
  - (d) is absent from work for three (3) consecutive days without providing a satisfactory reason to the Employer;
  - (e) fails to report for work after an authorized leave of absence without providing an explanation satisfactory to the Employer;
  - (f) is discharged for just cause and such discharge is not reversed through the grievance procedure;
  - (g) retires.
- 16.03 A seniority list shall be posted annually and a copy shall be provided to the union. If there are no objections within thirty (30) days of the posting, the list shall be deemed to be accurate. Seniority lists shall be posted in all workplaces.
- 16.04 New employees shall be considered probationary employees for the first three (3) months of their employment. The Union and the Employer agree that the probation period can be extended for a further three (3) month period with the consent of the Union, which consent will not be unreasonably withheld. The employer may dismiss a probationary employee for any reason provided such dismissal is not otherwise arbitrary, discriminatory or in bad faith. In such a case he/she shall not have the right to have the dismissal grieved under the grievance and arbitration procedures of this agreement.

**ARTICLE 17 - WAGES**

- 17.01 (a) In the application of the following schedule of hourly rates to employee, experience shall include all employment in comparable work, where the equivalent period of service shall be based upon the number of actual shifts worked.
- (b) Employees shall be confirmed as to job title and experience rating by mutual agreement between the Union and the Employer, it being mutually understood and agreed that it is the majority of his/her permanently assigned hours in a particular job function which shall be the determining factor as to which classification the individual shall be assigned.
- (c) Provided the employer notifies the union chairperson of the above mentioned information, any disagreement with an experience rating must be made known to the employer within sixty (60) days of hiring.
- (d) The Employer will give the Union advance notice when it wishes to establish a new job classification. If the Union disagrees with the hourly rate schedule proposed for the job, the parties shall meet and endeavour to resolve the issue. The matter may be referred to arbitration if the parties do not reach agreement within a reasonable period of time.
- 17.02 There shall be no reduction of employees' hourly rates, except in the case of reclassification. No employee shall be required to accept a transfer to another classification against his or her wishes.
- 17.03 An employee promoted to a higher classification shall receive no less than the minimum rate for that classification which is next above the minimum rate which he/she is receiving in the lower classification.
- 17.04 When the Employer temporarily assigns an Employee to the position of Lead Press Operator for 1 shift or more, the Employee shall receive the rate of a Lead Press Operator for all shifts worked as a Lead Press Operator. In other instances when the Employer temporarily assigns an Employee to a higher classification for 1 or more consecutive shifts, the Employee shall receive the rate of the higher classification for all hours worked in the classification.
- 17.05 When an employee is temporarily assigned to a lower classification, he/she shall maintain his/her current rate.
- 17.06 Employees shall continue to be paid every two weeks on the pay days and for the pay period established by past practice.
- 17.07 A shift differential of \$7.50 per shift shall be paid for each scheduled shift where a majority of the hours on such shift is worked between 6:00 p.m. and 6:00 a.m. for the classifications of Digital Systems Technician and Ad-Builder.

17.08 The following minimum hourly rates shall apply as of November 3, 2016:

Digital Systems Technician

	Entry	18.00
*	Comp. of Prob Per.	18.60
	Experienced	21.32

Ad Builder

	Entry	17.41
	Comp. of Prob Per.	17.95
	Experienced	19.57

Lead Press Operator

	Entry	25.20
	Comp. of Prob Per.	25.50
	Experienced	26.40

Press Operator 1

	Entry	20.39
	Comp. of Prob Per.	21.01
	Experienced	24.61

Press Operator 2

	Entry	18.00
	Comp. of Prob Per.	19.18
	Experienced	21.01

Press Helper/Rolls

	Entry	13.29
	Comp. of Prob Per.	13.75
	Experienced	15.10

Floater/Helper

	Entry	11.48
	Comp. of Prob Per.	11.63
	Experienced	12.50 *upon ratification

\*Completion of Probationary Period

In lieu of a wage increase in year one (1), a lump sum payment will be issued to all active employees in the collective agreement on July 1, 2017 as follows:

Full time =\$250.00

Part time =\$100.00

Effective November 3, 2016, the 2016 minimum salary scales above shall remain the same.

Effective November 5, 2017, the 2016 minimum salary scales shall be increased by the annual average percentage change in the CPI for Ontario for the previous one year period as at September 30, 2017 but the minimum increase shall be no less than one (1%) and the maximum shall be no more than three percent (3%).

Effective November 4, 2018, the 2017 minimum salary scales shall be increased by the annual average percentage change in the CPI for Ontario for the previous one year period as at September 30, 2018 but the minimum increase shall be no less than one (1%) and the maximum shall be no more than three percent (3%).

**ARTICLE 18 - BENEFITS**

18.01 For employees who choose full benefit coverage, the Employer shall continue to provide, on the following cost sharing basis: Supplementary Medical 80% Employer, 20% Employee; Dental 60% Employer, 40% Employee, the existing level of benefits including Life and Dependent Life Insurance, AD&D Insurance, LTD Insurance, Hospital and Medi Pak coverage, a Vision Care Plan that provides for reimbursement for eye glasses or contact lenses for the employee and the dependents to a maximum of \$250.00 every two (2) years, and a Dental Plan.

For employees who choose only Life and LTD Insurance, the Employer shall pay for the life insurance and the employee for the LTD.

Effective June 9<sup>th</sup>, 2011, all new employees will move to Metroland's main benefit program and cost sharing arrangement.

Coverage and the amount of benefits are set out in the insurance contract which is not part of this agreement. The Employer's obligation is limited to paying its portion of the premiums. The Employer will provide the proper documents required and / or will assist the employee in dealing with the insurance provider, if requested.

Optional Life Insurance will be offered to all employees, at the employee's cost, up to \$250,000, to be purchased in blocks of \$10,000.

All eligible employees will receive a drug card.

18.02 Effective June 9<sup>th</sup>, 2011, the current pension plan to be closed to new members. New employees will be eligible for entry into the Metroland Group RRSP/DPSP according to the terms of that plan. Current employees, who are not members of the DB pension plan, may chose to enter the new Group RRSP/DPSP.

## ARTICLE 19 - TEMPORARY EMPLOYEES

- 19.01 A temporary employee is one who is hired:
- a) to cover a leave of absence for any reason (including pregnancy and parental leaves), illness, disability, or injury for the duration of the leave;
  - b) to cover vacation absences for a maximum continuous period of five months - this includes summer students covering vacation absences during the period May 15th to September 30<sup>th</sup>; or
  - c) for a special project or for a specified time in either case not to exceed four (4) months. This may be extended by mutual agreement of the parties and such agreement will not be unreasonably withheld.
- 19.02 The Union shall be notified in writing when temporary employees referred to in 19.01 are hired.
- 19.03 Temporary employees normally scheduled to work on a holiday shall receive holiday pay provided the temporary employee works his/her last full scheduled shift before and his/her first full scheduled shift after the holiday. Temporary employees who qualify for holiday pay will be paid in accordance with the Employment Standards Act of Ontario.
- 19.04 In addition to the regular wages, temporary employees shall be paid 4% of their regular wages in lieu of annual vacation. This amount shall be paid to the employee, upon request, provided notice is given in writing by the employee to the payroll office two weeks prior to the date required.
- 19.05 Temporary employees shall not establish seniority under this agreement.
- 19.06 Temporary employees shall be covered by the following Articles: 1, 2, 3, 4, 6.01, 8.02, 8.03, 8.06, 8.07, 11.04, 11.06, 12, 14.01, 14.04, 19, 20.
- 19.07 A part-time employee not covered by this agreement may become a temporary employee covered by the collective agreement, but shall revert to his/her part-time status not covered by this agreement following the end of such temporary assignment unless hired as a full-time employee.





**ARTICLE 20 - DURATION OF AGREEMENT**


- 20.01 The parties agree the term of the collective agreement shall be from April 12, 2017 to November 2, 2019. The parties agree that there will be no strike or lockout, as defined by the Labour Relations Act, during the term of this agreement.
- 20.02 Within ninety (90) days prior to the expiration of this agreement, either party may open negotiations for a new agreement to take effect upon the expiry of this present agreement.

IN WITNESS WHEREOF the parties hereto sign and attest to this agreement this \_\_\_\_ day of \_\_\_\_\_, 2017.

**FOR THE EMPLOYER:**


  
\_\_\_\_\_  
Holly Chriss  
Director of Advertising

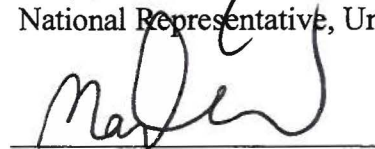
  
\_\_\_\_\_  
Jamie Pohlman  
Director, Human Resources

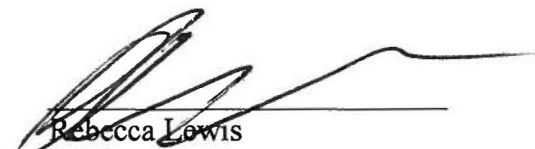
  
\_\_\_\_\_  
Steven Brisbois  
Manager, Operations

  
\_\_\_\_\_  
Lidia Buntic  
HR Manager, Halton

**FOR THE UNION:**

  
\_\_\_\_\_  
Gary Ellis  
National Representative, Unifor

  
\_\_\_\_\_  
Mark Newman  
Unit Chair, Local 87-M

  
\_\_\_\_\_  
Rebecca Lewis  
Union Representative

  
\_\_\_\_\_  
Richard Leitner  
Union Representative

\_\_\_\_\_  
Thomas Atkinson  
Union Representative

**LETTER OF UNDERSTANDING #1**

April 12, 2017

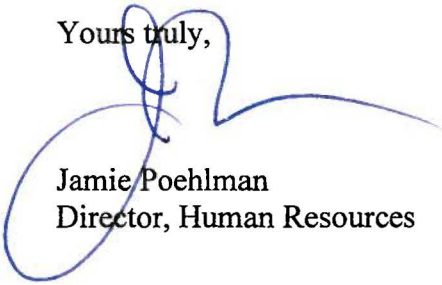
Mr. Mark Newman  
Unit Chair  
Unifor Local 87-M Southern Ontario Newsmedia Guild  
1253 Queen Street East  
Toronto, ON  
M4L 1C2

Dear Mr. Newman:

**RE: ARTICLE 17.01 Wage Progression**

This letter will confirm the Employer's position with respect to Article 17.01(c) and wage progression. In general, an Employee who is hired at the entry rate will progress to the experienced rate within a 24 month period from the Employee's hire date and provided the Employee meets the Employer's objective standards and requirements for the experienced rate.

Yours truly,



Jamie Poehlman  
Director, Human Resources

**LETTER OF UNDERSTANDING #2**

April 12, 2017

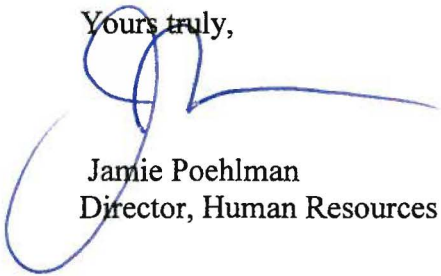
Mr. Mark Newman  
Unit Chair  
Unifor Local 87-M Southern Ontario Newsmedia Guild  
1253 Queen Street East  
Toronto, ON  
M4L 1C2

Dear Mr. Newman:

**RE: WEEKLY PAY**

The Employer agrees that after ratification of the collective agreement, the Employer is willing to and shall meet with the Union, at the Union's request, to discuss whether an arrangement can be put in place (that is permitted at law and does not result in additional cost or administrative burden to the Employer) that provides that the Employees working on a ten or more hour basis will have their pay adjusted so, regardless of hours worked per week, the Employee receive the Employee's pay based on 37.5 hour work week.

Yours truly,



Jamie Poehlman  
Director, Human Resources

**LETTER OF UNDERSTANDING #3**

April 12, 2017

Mr. Mark Newman  
Unit Chair  
Unifor Local 87-M Southern Ontario Newsmedia Guild  
1253 Queen Street East  
Toronto, ON  
M4L 1C2

Dear Mr. Newman:

**RE: SCHEDULING OF BREAKS ON EXTENDED HOURS SHIFTS**

This letter will advise that when Employees are scheduled to work on a ten or more hour basis, the Employer will schedule breaks in accordance with the *Employment Standards Act*. The Employer is also prepared, subject to operational requirements, to allow Employees to determine whether one of the Employee's 30 minute breaks will be split into two breaks of 15 minutes each. The Employer will provide one paid 30 minute break to an Employee working on the night shift. All other breaks are unpaid.

Yours truly,



Jamie Poehlman  
Director, Human Resources

**LETTER OF UNDERSTANDING #4**

April 12, 2017

Mr. Mark Newman  
Unit Chair  
Unifor Local 87-M Southern Ontario Newsmedia Guild  
1253 Queen Street East  
Toronto, ON  
M4L 1C2

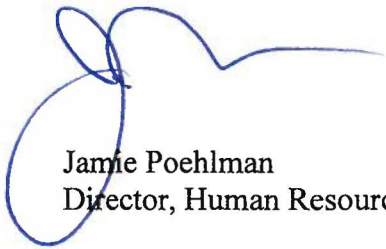
Dear Mr. Newman:

**RE: PAYOUT OF VACATION PAY**

All of the current processes for taking vacation time and for the option of taking vacation monies at any time of the year will continue as outlined in Article 10 of the current collective agreement.

However, any vacation pay that has accumulated from the prior calendar year will remain in the vacation bank only until June 30<sup>th</sup> of the current year. After June 30<sup>th</sup> all monies accrued in the prior year will be paid out in full

Yours truly,



Jamie Poehlman  
Director, Human Resources

**LETTER OF UNDERSTANDING #5**

April 12, 2017

Mr. Mark Newman  
Unit Chair  
Unifor Local 87-M Southern Ontario Newsmedia Guild  
1253 Queen Street East  
Toronto, ON  
M4L 1C2

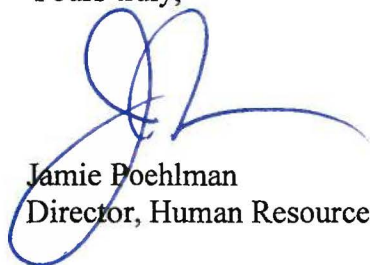
Dear Mr. Newman:

**RE: BINDERY OPERATION (MUELLER SADDLE-STITCHER)**

It is understood that when the company assigns someone from the bargaining unit to operate the Mueller saddle-stitcher, the company agrees to pay a premium of \$3/hour above the rate of Roll/Helper for any hours the employee is assigned to operate the machine.

The company at its discretion will determine the scheduling, and staffing requirements of this equipment which also may include employment of casual, part-time or contract operators who are not covered under the collective agreement provided there are no qualified unionized employees to perform the work within their regular work schedule.

Yours truly,



Jamie Poehlman  
Director, Human Resources

## Letter of Understanding # 6

April 12, 2017

Mr. Mark Newman  
 Unit Chair  
 Unifor Local 87-M Southern Ontario Newsmedia Guild  
 1253 Queen Street East  
 Toronto, ON  
 M4L 1C2

Dear Mr. Newman,

**Re: Holiday Pay For Employees Working 12 Hour Shifts**  
Letter of Agreement dated October 28, 2014

The purpose of this Letter is to record our agreement with respect to the above as it relates to the administration of certain provisions of the Collective Agreement and, in particular Articles 8.03 b), 9.03 and 9.04.

Since the parties are agreeing to these terms and conditions following the completion of our most recent renewal agreement, the provisions of this Letter will prevail in the event of a conflict with any of the terms of the Collective Agreement.

1. We have agreed that in the administration of Article 8.03 b), in calculating an employee's hours for purposes of computing overtime pay, only those holidays falling on an employee's scheduled work day will be included. Recognized holidays which fall on an employee's scheduled day off will not be included in the calculation of hours worked for this purpose.
2. For employees on the 12 hour shift schedule holiday pay shall be as follows:
  - (a) If the holiday falls on a day on which the employee is scheduled to work, he will be paid 11 hours of holiday pay; in addition, 11 hours pay will be made to employees on the 12 hour schedule for each of the floater holidays.
  - (b) If the holiday falls on a day on which the employee is not scheduled to work, he shall have the option of the following (assuming he qualifies);
    - (i) Payment of 7.5 hours of holiday pay or;



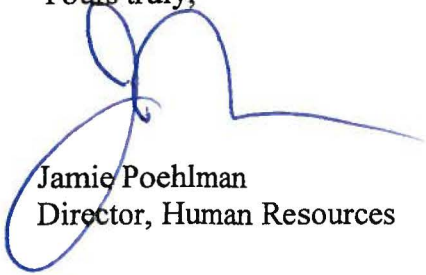
(ii) Scheduled shift off with pay to be taken within three months after the Stat holiday. Requested dates will be granted in accordance with operational requirements however if the day is not taken within the three month period it shall be paid out at 7.5 hours holiday pay.

3. For employees who have worked the entire calendar year on the 12 hour schedule, and who qualify for payment of all of the recognized holidays in Article 9, the Company will ensure that they will be paid a minimum of 99 hours of holiday pay each calendar year.

This guarantee shall not apply to any employee who:

- (i) Does not qualify for payment of all of the recognized holidays for whatever reason; or
- (ii) Does not work the entire calendar year on the 12 hour schedule.

Yours truly,



Jamie Poehlman  
Director, Human Resources

**Letter of Understanding # 7**

April 12, 2017

Mr. Mark Newman  
Unit Chair  
Unifor Local 87-M Southern Ontario Newsmedia Guild  
1253 Queen Street East  
Toronto, ON  
M4L 1C2

Dear Mr. Newman,

**Re: Family Emergency Leave**

This letter will confirm the understanding reached by the parties during collective bargaining concerning the protocol that the Company will follow when considering an employee's request for a leave of absence due to a family emergency.

**Application & Conditions**

The entitlement to a Family Emergency Leave is restricted to requests regarding the care of family members listed in this contract under Bereavement Leave (spouse, children, father or mother, brother, sister, father-in-law, mother-in-law, grandmother, grandfather, grandchild, brother-in-law, or sister-in-law).

A family emergency leave must be a minimum of four (4) weeks and shall be no more than eight (8) weeks. An employee may make a special request for an extension of up to four (4) weeks.

An employee's request for an emergency leave will be granted at the Company's discretion and subject to the Company's operational needs. Limits may be placed, at the Company's discretion, on the number of employees in any one department able to take a family emergency leave during any period of time.

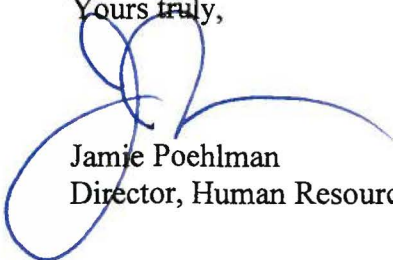
The Company may require employees taking a family emergency leave to provide medical, or other reasonable, evidence of the need for such a leave.

An employee who has been advanced pay under this letter and who has not completed the repayment of that money before ceasing employment (for whatever reason) will be required to repay the full amount owing to the Company. The employee will sign a direction and authorization to such effect upon the commencement, and as a condition, of the leave.

### Protocol for Requesting and Granting Leave

1. Individuals requesting a Family Emergency Leave shall submit a written application to their Department Head. A leave of absence to attend to a family emergency may be granted at the discretion of the Company. A response will be provided within two (2) business days.
2. An employee who applies for the compassionate care benefits available under Employment Insurance (EI) and is approved for EI compassionate care benefits will be eligible for:
  - i. An advance payment equal to sixty percent (60%) of base pay during the two (2) week EI waiting period;
  - ii. The Company will subsequently advance payment equal to the difference between the payments received from EI and sixty percent (60%) of the employee's base pay for a maximum of six (6) weeks, subject to continued government legislation and approval; and,
  - iii. Upon the employee's return to work, the employee's total compensation, including base salary, premium pay, and merit pay, will be reduced by forty percent (40%) until the amounts advanced under (i) and (ii) have been fully repaid.
3. An employee, who does not qualify to receive EI benefits, may make special application to the Vice President, Human Resources for a partial salary advance on compassionate grounds. If approved, the employee will be advanced payment equal to sixty percent (60%) of the employee's base straight-time pay. Upon the employee's return to work, the employee's total compensation, including base pay, premium pay, and merit pay, will be reduced by forty percent (40%) until the partial salary advance has been fully repaid.
4. Nothing described in the above, precludes the Company from granting additional time off, with or without pay, for compassionate reasons.

Yours truly,



Jamie Poehlman  
Director, Human Resources

**Letter of Understanding # 8**

April 12, 2017

Mr. Mark Newman  
Unit Chair  
Unifor Local 87-M Southern Ontario Newsmedia Guild  
1253 Queen Street East  
Toronto, ON  
M4L 1C2

Dear Mr. Newman,

**Re: Domestic Violence or Abuse**

The Company and the Union understand employees are at times dealing with personal issues that may affect their ability to function in the workplace. As such, the company and the union will develop a communication program to inform employees who may be victims of domestic violence or abuse that resources are available to assist them in dealing with these and other personal issues.

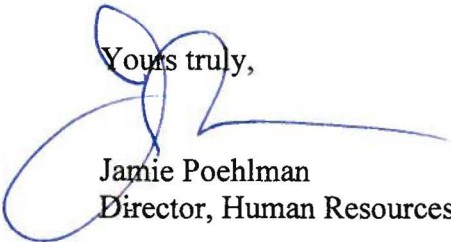
Access to the company's Employee Assistance Program (EAP) is available 24 hours per day for on-going or crisis situations and the EAP intake staff are trained to deal with such situations.

Individuals who are disabled and unable to work as a result of domestic violence or abuse will be eligible for paid time off in accordance with the Company's Short and Long Term Disability plans. Short-Term Disability claims are managed by a third-party and as such confidentiality with respect to the reason for the absence is maintained.

The Company will provide necessary accommodation to victims of domestic abuse.

The Company will recognize in its communication program the union may appoint a Domestic Violence Advocate and will allow reasonable time off for such advocate to respond to calls/communications. Time spent by the advocate will be considered Union business. The company reserves the right to deny time off.

Yours truly,



Jamie Poehlman  
Director, Human Resources