

COLLECTIVE AGREEMENT

BETWEEN

**THE FAIRWAY GROUP, A DIVISION OF Metroland Media Group
Ltd.**

AND



Production

JANUARY 1, 2015 – DECEMBER 31, 2017

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PREAMBLE

This collective agreement is made and entered into this 24th day of June, 2015 by and between The Fairway Group, a Division of Metroland Media Group Ltd., party of the first part hereinafter referred to as the Employer, and Unifor, Local 87M, 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

ARTICLE 1 - RECOGNITION AND MANAGEMENT RIGHTS

- 1.01 The Employer recognizes the Union as the exclusive bargaining agent for a bargaining unit consisting of all of the employees of the Employer in its production department in the Regional Municipality of Waterloo and County of Wellington save and except typesetting foreperson, pressroom forepersons, persons above the rank of typesetting and pressroom forepersons, and employees deemed to be part-time employees as defined in the Addendum to this Agreement.
- 1.02 The right to hire, assign duties, retire, 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.

Management acknowledges that it shall exercise its rights in a manner that is fair and reasonable and consistent with the terms of this Agreement.

ARTICLE 2 - RELATIONSHIP AND UNION REPRESENTATION

- 2.01 The Employer shall advise new employees that a collective agreement is in effect and of the provisions of the Agreement with respect to the deduction of Union dues. A Union representative shall be allowed one (1) hour during the new employee's first week of work to discuss the Union and the collective agreement and to sign the new employee into Union membership should he or she wish.
- 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 employee:
- a) Name, address, telephone number, sex, date of birth and social insurance number.
 - b) Date of hiring
 - c) Regular hours of work, if part-time employee
 - d) Classification
 - e) Experience rating and experience anniversary date
 - f) Salary
- 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, and effective date
 - c) Changes in classification, and effective date
 - d) Resignations, retirements, deaths, leaves of absence, and other revisions in the data listed in Section 2.03
- 2.05 Employees who are on the Union's bargaining committee shall not have their pay interrupted for any work day on which the Employer and Union

agree to meet for the purpose of bargaining a renewal to this agreement. The Union shall reimburse the Employer for any wages which such an employee is entitled to for such day(s).

- 2.06 The Employer agrees to provide bulletin board space in appropriate locations at each work location for the exclusive use of the Union.
- 2.07 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.
- 2.08 The Employer and the Union, for itself and its members, agree that no employee shall be discriminated against, intimidated, coerced or interfered with on grounds prohibited under the Ontario Human Rights Code or because of his/her membership or non membership in the Union or refusal to participate in its activities.

ARTICLE 3 - GRIEVANCE AND ARBITRATION PROCEDURE

- 3.01 An employee, accompanied by his/her shop steward or Union representative if desired, shall within five (5) days of the circumstances giving rise to a complaint, raise the matter orally to the employee's immediate supervisor. 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.

It is the mutual intent and desire of the parties that employees raise complaints directly with their immediate supervisor as soon as possible in accordance with the above. However, the failure to do so will not prevent the initiation of a grievance.

(i) Definition

“Grievance” means any differences 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 shop 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 shop steward or Union representative, shall within fifteen (15) days of the circumstances giving rise to the grievance, grieve the matter in writing to the employee's immediate supervisor. The grievance shall be answered in writing within ten (10) days of receipt of the grievance

b) Second Stage

If the grievance is not resolved, then within ten (10) days of receipt of any 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 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 employees 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 Chairman. If the two appointees fail to agree upon the Chairman 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 Chairman 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 chairman, 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

appeal 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 of 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. ("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 and a policy grievance may be initiated at the Second Stage of the grievance procedure.

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 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.

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. The employer will advise the employee of the provision contained in this sub-paragraph prior to the meeting.

4.03 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.

4.04 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 personal 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.

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.

- 4.05 Provided there is no reoccurrence of disciplinary action, disciplinary warnings and/or reprimands and/or criticism of an employee's performance in his or her job 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. Should there be a reoccurrence of discipline for similar behaviour within the above time periods, then it is understood that such time periods will start over.

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 send postings of vacant positions within the bargaining unit by email to all employees. The posting period will remain in effect for a period of seven (7) calendar days. A copy of such notice shall be forwarded to the Union.
- 5.02 Employees may submit standing applications in writing at any time. Employees are required to reaffirm their standing applications every twelve (12) months. Employees may apply for any position, including a lateral transfer within their classification.
- 5.03 When filling positions, the Employer shall consider qualifications, abilities, and seniority. When, in the opinion of the Employer, qualifications and abilities are relatively equal, seniority shall be the deciding factor.

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

- 5.04 An employee who is promoted shall be given a trial period of up to two (2) months. The trial period may be extended, curtailed, or waived 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 salary for the previous job.

- 5.05 Whenever possible, members of the bargaining unit shall be afforded the opportunity to retrain in order of seniority. The Employer shall consider employee requests for the opportunity to be trained 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 The Employer shall make every reasonable effort not to transfer an employee to another production facility against his or her wishes.

ARTICLE 6 – SECURITY

- 6.01 The Employer and the Union agree that no employee will be discriminated against contrary to the Ontario Human Rights Code. The representatives of the Union and the Employer will continue to resolve workplace issues in a professional manner and with mutual respect. The Employer and the Union recognize the right of all employees to work in an environment free from sexual harassment.

Location of residence shall not be a condition of employment.

- 6.02 a) Employment shall be full-time whenever practicable.
b) Additional work opportunities of an ongoing nature and full-time openings shall be offered first to part-time employees in the same classification, in order of seniority.
- 6.03 a) Whenever the Employer decides it is necessary to reduce staff, there shall be thirty (30) days of 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.

- b) Employees will be laid off in reverse order of seniority by classification at each publication, provided that those employees remaining are qualified to perform the work required. Part-time employees in the same classification will be laid off before full-time employees.
- 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. The number of layoffs will be reduced by the number of voluntary resignations from the classification. Employees who voluntarily resign in accordance with the above shall receive severance pay as set forth in Article 7.01. Such an employee shall not be placed on a recall list.
- d) The employees affected may choose, in order of seniority, within thirty (30) days of notice, to bump employees with the least seniority. Employees who choose to bump may bump either those with less seniority in the same classification or those with the least 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 fifteen (15) 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.

If an employee is recalled after the payment of severance pay, and before the expiry of the number of weeks so paid for, the balance of the severance pay shall be refunded to the Employer.

- f) During a layoff, seniority will be frozen. If the employee is recalled to regular employment within fifteen (15) 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, group life insurance and pension plan(s) continued during the period of layoff of up to twelve (12) months providing the employee pays the full cost of premiums.

6.04 Reductions in the number of hours per week regularly worked by a part-time employee shall be in reverse order of seniority by classification, provided that those employees remaining are qualified to perform the work required.

Should a regular part-time employee with five (5) or more years' service who regularly works four (4) or more days per week have his or her number of regular days of work reduced to one (1) or two (2) days per week or should such an employee who regularly works three (3) days per week have his or her number of regular days of work reduced to one (1) day per week, on a permanent or indefinite basis, there shall be as much notice as is practicable to the Union and affected employees. The affected employees may choose, in order of seniority, within seven (7) calendar days of notice, to bump an employee with less seniority in another classification in which they are competent to perform the work. Severance pay shall be paid only to employees who choose to be laid off by choosing not to bump and choosing not to accept the reduction in days of work. Employees who choose to accept severance pay under this provision shall not have recall rights.

6.05 In the event that new technology requires fewer staff, the Union and the employees affected will be given at least sixty (60) days notice.

In such situations, 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.

Should layoffs be necessary, Articles 6.03(b) through (g) shall apply. There shall be no reductions in salary, except in the case of a reclassification. No employee shall be required to accept a transfer to another classification against his or her wishes.

ARTICLE 6A - SENIORITY AND PROBATION PERIOD

- 6A.01 Seniority shall be determined by an employee's length of continuous service as an employee of the Employer.
- 6A.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 fifteen (15) consecutive 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 two (2) consecutive days without providing a satisfactory reason to the Employer who shall not act in an arbitrary or discriminatory manner in respect to this subsection;
 - 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; or
 - g) retires
- 6A.03 A seniority list shall be provided to the Union each year upon request.
- 6A.04 New employees shall be considered probationary employees for the first three (3) months of their employment. This period may be extended by mutual agreement between the Employer and the Union. The probationary period for new part-time employees shall be sixty (60) shifts worked. The employer may dismiss a probationary employee for any reason whether the probationary period is extended or not, provided such dismissal is not otherwise arbitrary, discriminatory or in bad faith.

ARTICLE 7 - SEVERANCE PAY

7.01 An employee who has completed his or her probationary period who is laid off under the provisions of Article 6.03 shall receive severance pay in the amount of two (2) week's pay for each completed years of service or major fraction thereof, to a maximum of fifty-two (52) weeks' pay.

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.

ARTICLE 8 - HOURS OF WORK AND OVERTIME

8.01 The following paragraph is intended to define the normal hours of work and shall not be construed as a guarantee of hours of work per day, or per week or of days of work per week.

The regular work week for full-time employees shall consist of thirty-seven and one-half (37.5) hours (exclusive of meal periods) and every reasonable effort will be made to schedule such hours within five (5) days.

Every reasonable effort will be made to provide a work week of not more than five (5) days for part-time employees.

8.02 The working shift shall be a minimum of four (4) hours.

Employees shall be entitled to an unpaid lunch period of at least thirty (30) minutes.

An employee shall not be required to begin one scheduled shift sooner than nine (9) hours following the end of another scheduled shift.

Every effort will be made to avoid scheduling split shifts.

8.03 Authorized overtime will be paid to an employee after thirty-seven and one-half (37.5) hours per week at the rate of one and one-half times the employee's regular rate. In calculating an employee's hours for this

purpose, all hours which the employee is entitled to be paid for when the employee is not required to work shall be counted.

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 full-time employees shall be posted at each location not later than Friday prior to the next week.

Part-time employees shall be given as much advance notice of their hours of work as possible. Additional hours of work for part-time employees, regardless of work location, will be offered on the basis of seniority in the classification; provided that, in the opinion of the Employer, the part-time employee has the qualifications, experience and ability to perform the work required.

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 pattern will vary by individual, and the preferences of employees will be taken into account by seniority and Employer needs within classifications.

8.06 The Employer shall keep a record of all over time work and shall provide such record to the Union upon request.

ARTICLE 9 – HOLIDAYS

9.01 Full-time employees are entitled to the following paid holidays:

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

In addition, full-time employees will be entitled to two (2) additional paid holidays which must be taken each year at a time agreed to by the employee and the Employer.

Holiday shifts shall be those in which a majority of the shift is worked within the 24-hour period of the holiday.

- 9.02 An employee whose day off falls on a holiday, shall receive an additional day off with a day's pay at a time mutually agreed to by the employee and the Employer.
- 9.03 Employees who are required to work on a holiday shift shall be paid a minimum of four (4) hours at the rate of time and one-half their regular rate in addition to pay for the holiday.

ARTICLE 10 – VACATIONS

- 10.01 The vacation year is July 1st to June 30th. Full-time employees accrue vacation days as of their original hire date:
- 1.25 days per month or 3 weeks off with pay for 1-7 years continuous service
 - 1.66 days per month or 4 weeks off with pay for 8-14 years continuous service
 - 2.08 days per month or 5 weeks off with pay for 15-24 years continuous service
 - 2.50 days per month or 6 weeks off with pay for 25 years and over of continuous service
- 10.02 Vacations in each work group shall be arranged on a seniority basis. Work groups shall consist of the employees in each classification with full-time and part-time employees each being in separate work groups. The number of employees in each classification in each work group to be absent at any one time shall be determined by the Employer and this shall appear in the vacation selection schedule.

No employee shall be allowed more than two consecutive weeks of vacation during the prime time between June 15 and September 15 of any year unless all employees in the work group have had the opportunity to arrange two consecutive weeks of vacation in that period. If there are no conflicts, there shall be no limits on the number of consecutive weeks that can be taken by an employee during the prime time.

Employees who fail to select prime time vacation dates before May 1 may lose the privilege of selection to which their seniority entitles them.

- 10.03 Should a holiday fall within an employee's vacation period, the employee shall receive an additional day of vacation with pay for each such holiday, to be taken at a time mutually agreed to by the employee and the Employer.
- 10.04 Vacation accrued in one vacation year must be taken by March 31st of the following vacation year, except upon agreement between the employee and the Publisher.
- 10.05 Upon termination of employment an employee (or his estate in case of death) shall be paid for any vacation accrued.

ARTICLE 11 - LEAVES OF ABSENCE

- 11.01 Applications for unpaid leaves of absence for reasons other than those specified below and applications for extensions to the leaves of absence specified below shall be made to the department manager. Each case shall be considered on its merits.

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

In the case of a family emergency, the Employer shall consider granting the leave with pay.

- 11.02a) Leaves of absence, upon request, without pay, shall be granted to delegates to conventions of the Union to no more than two (2) employees at any one time on two (2) weeks' notice and for not more than a total of four (4) weeks in any one year.

Leaves of absence, upon request, without pay, for the purpose of participating in other meetings relating to the business of the Union, for not more than a total of two (2) weeks in any one year, will be granted, provided such absence would not unreasonably interfere with the efficient operation of the Employer's business.

- b) 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 Pregnancy leave and parental leave will be granted in accordance with the provisions of the Employment Standards Act and any employee on such leave shall be entitled to continue to participate in the benefit plans the employee is eligible to receive under the collective agreement on the basis set out in the Act. There is no loss of seniority or vacation entitlement as a result of the absence.
- 11.04 If required, an employee will be permitted five (5) days time off with regular pay in the event of the death of an employee's spouse (including common-law and same sex partner), child, parents or step-parents and three (3) days time off with regular pay in the event of the death of a parent-in-law, brother, sister, grandchild, grandparents, brother-in-law, sister-in-law, son-in-law, daughter-in-law or for any relative who lives with the employee or with whom the employee may live; and an employee will be permitted one (1) day off with regular pay in the event of the death of an aunt, uncle, niece, nephew, or if serving as a pall bearer.
- 11.05 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 the result of performing the employee's duties for the Employer.

ARTICLE 12 - HEALTH AND SAFETY

- 12.01 The Employer and Union agree to cooperate with the objective to maintain a healthy and safe work environment. In order to accomplish this, the parties agree to establish a joint Health and Safety Committee of not more than two (2) 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 agrees to provide VDT glare screens in cases where such screens are requested.

ARTICLE 13 - EXPENSES AND EQUIPMENT

- 13.01 The Employer shall pay all authorized expenses incurred by the employee in the service of the Employer, if supported by vouchers or receipted bills when normally obtainable.
- 13.02 An employee who is authorized to use his automobile in the service of the Employer shall be paid for such use at a rate of 46 cents per kilometer upon ratification for the life of this agreement.
- 13.03 Employees who work ten (10) hours or more on any day shall be paid ten dollar (\$10.00) meal allowance.
- 13.04 The Company shall continue its practice of making reasonable efforts to provide parking to its employees at no cost. Should costs for

employee parking become unavoidable, the Company will reimburse employees one-half of costs incurred by the employees.

- 13.05 Employees required to use their automobile on company business will be reimbursed for business insurance to a maximum of two hundred and eighty dollars (\$280.00) per year. The employee will furnish proof of insurance to the Employer on request.

ARTICLE 14 - WAGES AND BENEFITS

- 14.01 In the application of the following schedule of salaries to employees, experience shall include all employment in comparable work. Employees shall be confirmed as to job title and experience rating by mutual agreement between the Union and Employer. Employees shall automatically move up on the salary grid upon completion of the required period of service.

Any disagreement with an experience rating must be made known within one hundred and twenty days (120) of hiring.

The Employer will give the Union advance notice when it wishes to establish a new job classification. If the Union disagrees with the salary 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.

- 14.02 There shall be no reduction of employees' salaries, except in the case of reclassification. No employee shall be required to accept a transfer to another classification against his or her wishes.
- 14.03 An employee promoted to a higher classification shall receive no less than the minimum rate for that classification which is next above that minimum rate which the employee was receiving in the lower classification.
- 14.04 When the employer temporarily assigns an employee to a higher classification for one shift or more, the employee shall receive the pay of the higher classification next highest than the employee's regular salary but not less than \$15.00 per shift.

- 14.05 Employees shall continue to be paid every two weeks on the pay days and for the pay period established by past practice.
- 14.06 A shift differential of \$4.00 per shift shall be paid for each scheduled shift where a majority of the hours on such shift are worked between 6:00 p.m. and 6:00 a.m.
- 14.07 Effective January 1, 2015, the wage grids shall be increased by 2.3%. Effective the first Monday in January 2016 and 2017, the wage grids shall be increased by the annual average percentage change in the CPI for Ontario as released by Statistics Canada, but the minimum increase shall be no less than one percent (1%) and the maximum shall be no more than three percent (3%). The annual percentage change in CPI will be based on the November to November CPI rates.

The following minimum salaries shall apply:

FULL-TIME EMPLOYEES

Group 1 - Desktop Technician

New Hires

Start	\$ 538.06	\$ 538.06
	\$ 27,979.12	\$ 27,979.12
After 6 months	\$ 575.55	\$ 575.55
	\$ 29,928.60	\$ 29,928.60
After 1 year	\$ 611.56	\$ 611.56
	\$ 31,801.12	\$ 31,801.12
After 1 1/2 years	\$ 647.54	
	\$ 33,672.08	
After 2 years	\$ 683.50	\$ 683.50
	\$ 35,542.00	\$ 35,542.00
After 2 1/2 years	\$ 719.49	
	\$ 37,413.48	
After 3 years	\$ 755.45	\$ 755.45
	\$ 39,283.40	\$ 39,283.40
After 3 1/2 years	\$ 786.77	
	\$ 40,912.04	

PART-TIME EMPLOYEES

Group 1 - Desktop Technician

Start	\$ 13.36	\$ 13.36
After 1 year	\$ 15.19	\$ 15.19
After 2 years	\$ 16.95	\$ 16.95
After 3 years	\$ 18.74	\$ 18.74
After 4 years	\$ 19.53	\$ 19.53
After 5 years	\$ 20.84	\$ 20.84

- 14.08 Full-time employees shall be entitled to the following benefits in accordance with past established practice: Medical/dental plan, life insurance and accidental death and dismemberment, sick leave, and pension plan.

Long Term Disability coverage shall be provided in accordance with or equivalent to the terms of the SunLife Basic and Optional Long Term Disability programs and shall be subject to the terms and conditions as outlined in the applicable plan documents.

In the event of a change in carrier for the insurance plan, there shall be no reduction in coverage.

Vision care will be \$275.00 each two years.

Effective March 30, 2009 employees will pay 100% of the LTD premium of the current benefits program.

All full time employees hired after March 30th, 2009 will be part of the Metroland Benefit plan according to the terms of those plans and cost sharing formulas. No new employees will join the Fairway Benefits Plan.

Current employees will remain in the current pension plan. New employees will be eligible to participate in the Company Group RRSP/DPSP Plan according to the terms of the plan.

Effective October 1, 2012, current employees in the Fairway plan will pay 20% of the premium cost for health care and 40% of the premium cost for dental coverage over the term of the agreement.

ARTICLE 15 - DURATION AND NO STRIKE / NO LOCKOUT

- 15.01 The term of the collective agreement shall be from date of ratification to December 31, 2017. The union agrees that there will be no strike, slowdown, or other stoppage of work during the term of this agreement. The Company agrees that there will be no lockout of employees during the term of this agreement.
- 15.02 Within ninety (90) days prior to the expiration of this agreement either party may open negotiations for a new agreement to take effect January 1, 2018.

SIGNED THIS ____ DAY OF _____, 2015

FOR THE EMPLOYER

FOR THE UNION

Doug Coxson
Editor

Gary Ellis,
National Representative

Jamie Poehlman,
Director of Human Resources

Nancy Hill
Production Unit

Kerry Vasiliauskas,
Human Resources Generalist

Ray Martin,
Editorial Unit

ADDENDUM - PART-TIME EMPLOYEES

May 18, 2004

This addendum is attached to and forms a part of the collective agreement between The Fairway Group, a division of Metroland Media Group Inc., and Unifor 87-M. It covers the “part-time production bargaining unit described under the certificate issued by the Ontario Labour Relations Board, dated January 22, 1990, extended to cover the Regional Municipality of Waterloo, as well as other part-time employees as defined below who are in the “full-time” production bargaining unit.

1. Part-time employees covered by this addendum shall be defined as follows:
 - (i) A Group A part-time employee is an employee who is regularly scheduled to work 24 hours or more, but less than 37.5 hours per week.
 - (ii) A Group B part-time employee is an employee who is normally scheduled to work less than 24 hours per week.
2. An employee covered by this addendum shall not be employed where such employee would eliminate a regular full-time employee.
3. An employee covered by this addendum 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.
4. Employees covered by this addendum shall be covered by all provisions of this collective agreement except where specifically provided other wise in the agreement or in this addendum.
5. Employees covered by this addendum may be laid off to reduce staff with fourteen (14) calendar days notice in writing to the shop steward and the employees affected. Such layoff will be in reverse order of seniority in the classification affected, provided that those remaining are qualified to perform the work required.

The employees affected may choose, in order of seniority, within seven (7) calendar days of notice, to bump employees with less seniority. Such employees who choose to bump may bump either those with less seniority in the same classification provided they are qualified to perform the work required, or those with less seniority in another classification in which they are qualified to perform the work required. Employees covered by this Addendum cannot bump full-time employees.

6. Employees covered by this addendum who have been laid off shall be placed on a part-time recall list for fifteen (15) months in order of seniority. The employer shall fill part-time openings within each classification according to that list.

In the case of a part-time vacancy in a classification from which employees on this recall list were laid off, the Employer shall attempt to fill the vacancy according to the recall list.

7. Employees who have been laid off and who are on the recall list shall not have the right to be recalled to a full-time job, unless the job has been refused by all the eligible persons on the full-time recall list if any.
8. There shall be a separate seniority list for employees covered by the Addendum. Seniority shall be determined by an employee's length of continuous service as an employee of the Employer.
9. If an employee covered by this Addendum becomes a full-time employee, he or she will have a seniority date established with service credit given for the number of shifts worked prior to becoming a full-time employee.
10. For the purposes of calculating severance pay for an employee covered by this Addendum, one week's pay shall be calculated on the basis of the employee's average weekly pay over the previous six months.
11. Employees covered by this Addendum shall be paid at the overtime rate when the total hours worked in the week (including hours paid for while absent) exceed thirty-seven and one-half (37.5) hours. Such employees shall have the option of either being paid for the overtime, or taking the time off in lieu of such overtime. Any time off taken in lieu of overtime must be mutually agreed to by the employee and the employer.
12. Holiday pay shall be in accordance with past established practice.

13. The vacation year for employees covered by this Addendum is July 1 to June 30. Vacation pay earned in the twelve (12) month period ending June 30 will be paid to such employees during the first two (2) weeks of July each year.

Vacation entitlements and associated vacation pay in each vacation year shall be based on the employee's years of continuous service as of June 30 of that vacation year as follows:

1 - 7 years	3 weeks at 6%
8 - 14 years	4 weeks at 8%
15 - 24 years	5 weeks at 10%
25 years and over	6 weeks at 12%

14. For Group A and Group B part-time employees, it is understood that the provisions of Article 11.04 apply to scheduled hours lost up to and including the day after the funeral.
15. Employees covered by this Addendum shall be paid minimum hourly rates as provided for in Article 14.
16. An employee covered by this Addendum shall advance on the salary grid according to actual hours worked.
17. Group A part-time employees who have worked an average of 24 hours (including hours paid for while absent) per week or more in the previous calendar year (excluding periods when absent without pay because of illness, injury or disability) will qualify for Employer payment of premiums for the medical/dental plan and life insurance (maximum \$10,000) and accidental death and dismemberment (maximum \$5,000). Such employees shall be covered by the sick leave policy when absent due to verified illness on a day on which they would regularly have been scheduled to work. Such employees are not covered by the Long-term disability Insurance Plan.

Group B part-time employees who do not qualify for the above, but who normally work less than 24 hours per week or more, will qualify, after six (6) months of continuous employment, for Employer payment of premiums for life insurance (maximum \$10,000) and accidental death and

dismemberment (maximum \$5,000), and Employer payment of fifty per cent (50%) of the premiums for the medical/dental plan.

All part-time employees hired after March 30, 2009, will be covered for benefits according to the terms and eligibility of the Metroland Benefit Program.

It is understood that students do not qualify for benefit coverage.

18. The following sections of the Agreement are excluded for employees covered by this Addendum:
Article 6.02 (a); 6.03; 6.05; 7.01; 8.03; 11.01; 11.02;
11.05 (Group B only)
19. Group A part-time employees and Group B part-time employees will be entitled to two (2) additional paid holidays which must be taken each year at a time agreed to by the employee and the Employer.

FOR THE EMPLOYER

FOR THE UNION

Jamie Poehlman,
Director of Human Resources

Gary Ellis
National Representative

LETTER OF UNDERSTANDING #1 Job Postings for Information

June 15, 2015

The employer will endeavour to **e-mail employees** openings for employment with the employer which are outside of any Union bargaining unit. It is understood that the posting of positions which are outside of any Union bargaining unit is for information purposes only and that no provisions of the agreement shall be applicable to such postings

FOR THE EMPLOYER

FOR THE UNION

Jamie Poehlman,
Director of Human Resources

Gary Ellis
National Representative

LETTER OF UNDERSTANDING #2 Joint Labour-Management Committee

June 15, 2015

It is agreed that a joint labour/management Production department committee shall be established to discuss matters affecting the Production department.

The committee shall consist of two (2) employees appointed by the Union and two (2) representatives of the employer. It shall meet during working hours.

All proceedings/minutes approved by this committee shall be posted for employee information.

FOR THE EMPLOYER:

FOR THE UNION

Jamie Poehlman,
Director of Human Resources

Gary Ellis
National Representative

LETTER OF UNDERSTANDING #3 Health Care Benefits

June 15, 2015

In light of the Company's desire to contain benefit costs in future as well as the parties mutual interest in sustaining a fair and competitive level of benefits, the parties agree to meet during the life of the agreement to discuss ways of containing and reducing benefit costs. Where the parties are able to identify cost savings, the Company agrees to re-invest fifty percent (50%) of the savings into new and/or modified benefit provisions.

FOR THE EMPLOYER:

FOR THE UNION

Jamie Poehlman,
Director of Human Resources

Gary Ellis
National Representative

LETTER OF UNDERSTANDING #4 Family Emergency Leave

June 15, 2015

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

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 Employer. A response will be provided within two (2) business days.

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:

An advance payment equal to sixty percent (60%) of base pay during the two (2) week EI waiting period;

the Employer 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,

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.

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.

Nothing described in the above, precludes the Employer from granting additional time off, with or without pay, for compassionate reasons.

FOR THE EMPLOYER:

FOR THE UNION

Jamie Poehlman,
Director of Human Resources

Gary Ellis
National Representative

LETTER OF UNDERSTANDING #5 Generic Prescription Drug First Program

June 15, 2015

Please be advised by way of this letter that the Company will be implementing a Generic Prescription Drug first program in 2014.

Our current benefit plan includes a Simple Generic Substitution in which the brand name drug is cut back to the lowest priced equivalent. If the prescription states “no substitution”, the name brand drug will be provided.

Under the revision, when generic prescription drugs are available only the cost of the generic drug will be covered when “no substitution” is stipulated.

The exception to this is when a generic drug is not available; name brand drugs will continue to be fully covered. Furthermore, when an employee has an allergic reaction to the substitution, name brand drugs will also be covered.

If the employee chooses the name brand drug, they will be prescribed the drug and pay the difference in cost between the generic drug and the name brand drug.

FOR THE EMPLOYER:

FOR THE UNION

Jamie Poehlman,
Director of Human Resources

Gary Ellis
National Representative