

COLLECTIVE AGREEMENT

BETWEEN

METROLAND MEDIA GROUP LTD.

And

UNIFOR AND ITS LOCAL 87-M
OTTAWA AND AREA EDITORIAL EMPLOYEES

January 1, 2018 to December 31, 2020
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LOCAL 87-M HISTORY

Pay of \$30 a week for six days of work, arbitrary firings, salary cuts, and ridiculous schedules. That's what brought the Guild to the newsrooms of Toronto in the Dirty Thirties. And since then, SONG has been working hard to get a better deal first for newspaper and now for all media employees.

It seems odd now, but in the 1930s, working Canadians looked south of the border when they wanted strong, dynamic and progressive union representation. For news industry employees, the obvious choice was the American Newspaper Guild, founded in 1933 by a man who was then one of the most well-known columnists in North America, Heywood Broun.

While skilled craft workers such as printers and press operators had long been organized at most major papers, the union idea was new to reporters, editors, advertising sales staff, and circulation and clerical workers.

But a small group of Toronto newsroom workers -- many of them women, who were only a small minority of editorial staffers in those days -- brought the American Newspaper Guild to Canada in September 1936 with the daunting task of organizing the newsrooms of the four Toronto dailies then publishing.

The new local was called the Toronto Newspaper Guild, Local 87 of the ANG, and its first decade was largely a story of failure. With legal protections weak, publishers were able to get away with subtle and not-so-subtle pressure tactics to prevent unions from taking root. Even at the Toronto Daily Star, known as a friend of labour (and founded by striking printers in the 1890s) an attempt in the early 40s to negotiate a contract collapsed after the company demoted known union supporters and engaged in the kind of blatant intimidation that is outlawed today.

The ANG revoked the charter of the Toronto local in 1943.

But the need and desire for a union didn't die. In 1948, the Toronto Newspaper Guild was resurrected and was able to demonstrate majority support in the Star newsroom. That meant it could be certified by the Ontario Labour Relations Board under newly enacted labour laws, with the result that the company was obliged to bargain with the union. The new union's first president was Beland Honderich, later to become publisher and part-owner of the Star.

Honderich set the tone for this new union when he wrote in the first issue of the local union's newsletter: "We are now trade unionists ... members of that great body of men and women who have been striving for years to improve the living standards of Canadian workers ... A union, if it is to be successful, must be representative ... it must be democratic..."

Those goals continue to motivate this union.

After several months of bargaining, the Guild's first contract in Toronto and indeed the first ANG contract in Canada was signed in April, 1949, containing the milestone pay rate of \$80 a week for reporters/photographers with five years of experience. The Star proclaimed itself on its news pages as the "first newspaper in Canada to establish the five-day, 40-hour week for editorial employees ... it now becomes the first and only Toronto daily newspaper to pay its editorial workers time-and-a-half in cash for overtime."

The Guild was on its way. By 1953, the newsroom of the Toronto Telegram (a paper which eventually folded in 1971) was under Guild contract, and the Globe and Mail followed two years later. At the same time, other departments at the Star followed the newsroom into the union, so that the Guild soon represented advertising sales staff, circulation employees, delivery drivers and accounting clerks totaling almost 1300 members.

Other early Guild papers in Ontario were the Toronto edition of the Daily Racing Form, and the Brantford Expositor, whose mid-1950s unionization marked the local's first foray outside Toronto.

Employees made major gains in wages, benefits and working conditions in those early years, and were generally able to do it without having to resort to strike action. The very first strike in the young local's history took place at the Racing Form in July of 1951. It lasted all of 30 minutes. All 13 members went on strike when the employer refused to implement wage increases that had need negotiated.

They returned to work with guarantees that all members would get their increases and they did.

When the Guild's first major strike came, it was at a small paper, and it was a messy one. Employees at the Thomson-owned Oshawa Times walked out in 1966 in a two-week strike that became one of the biggest Canadian labour battles of the era.

While the strike involved only 35 employees, the courts granted a controversial injunction limiting picketing. That prompted a rebellion in the strong union town, and picket lines swelled to more than 1,000 with the support of other unions.

When the local sheriff showed up to try to enforce the injunction, he was pelted with snowballs and beat a hasty retreat. Newspaper publishers were outraged, but the strike was settled very soon after.

A second strike in Oshawa was also long and difficult in 1995 and created the local union's first strike paper operating in competition with the Times.

At the end of the strike neither paper survived.

In 1955 the young local union had to confront the loss of one of its early activists and a former president A.O. (Alf) Tate, a Star photographer who was killed in a work accident.

Tate and reporter Doug Cronk were assigned to report on a hurricane off the coast of Florida when their plane went missing. Their bodies were never found.

The union honoured Tate by creating a journalism scholarship in his name.

Originally, the scholarship was awarded to a needy Grade 11 student who demonstrated ability and was selected by the Toronto School Board.

Today the local maintains the A.O. Tate scholarship for a journalism student at Ryerson University in Toronto.

Fred Jones followed Tate as local union president. Jones left the local to work for the international union as a Canadian representative where he continued to work with local 87. He later returned to the local as Executive Secretary. His contribution to the union has also been recognized with an internal award. Every year a local activist is granted an educational subsidy in Jones' honour.

Co-operation between the Guild and other newspaper unions was one of the keys to the gains at the Toronto dailies in the 1950s, but the solidarity was strained in the wake of a disastrous strike by the printers (members of the International Typographical Union) in 1964. The printers at all three dailies took a stand against technological change, but Guild members continued working, and the papers continued publishing with the help of strikebreakers. The unionized printers never went back to work.

The late '60s and the 1970s were a more stable period for the union, as the Guild settled into perhaps a too-cozy relationship with the newspaper companies. Organizing of new groups was given little priority. The union, recognizing it was more than just a Toronto

organization, changed its name in the late '70s to Southern Ontario Newspaper Guild, but made no serious effort to expand. The parent union, recognizing it had members outside the United States, changed its name from American Newspaper Guild to The Newspaper Guild.

The early 1970s also saw the first major stirrings of Canadian nationalism within the union, as the Toronto Guild pressed with only minimal success for more Canadian autonomy within the international structure.

The local also had stable leadership through these years.

Jack Dobson of the Globe and Mail served eight terms as local president from 1959 through 1966 when he resigned to become a local union staff representative.

Later, John Lowe of the Star led the union for nine terms from 1976 through 1984.

While a woman was not president until 1989 when Gail Lem was first elected, women played a key role in the union and its executive from the earliest days.

Star reporter Judith Robinson was part of the 1939 organizing committee and women like Lillian Thain and Nadia Bozinoff also of the Star, Isabel Greenwood and Jean Pakenham of the Telegram and Margaret Daly of the Star all made fundamental contributions to the union's successes.

The 1980s saw a shakeup at SONG, as new officers were elected with a mandate to organize more workplaces and take a more aggressive approach to negotiations.

At the bargaining table this new approach saw the Guild's first strike ever at the Toronto Star, in 1983. The 1,500 SONG members were off the job for only four days, including a weekend, but the strike marked a turning point, and companies got the message that they couldn't take the union for granted. Meanwhile at the Globe and Mail, Guild employees took their first ever strike vote in 1982, also marking a new era in relations with the company. Those negotiations ended without a strike, and the Globe unit of SONG still has a strike-free record.

Organizing took off in the early '80s, with the Hamilton Spectator newsroom joining SONG and with the landmark organizing drive at Maclean's magazine, where editorial staff went on strike for two weeks in 1983 and gained their first contract. Maclean's part-time employees joined the union in 2005 and these two groups represent the only unionized operations in the Rogers Publishing empire.

The Globe and Mail's outside circulation department and advertising staff also went union.

With those successes, news industry workers saw the benefits of unionization.

By the mid-'80s, editorial employees at the Metroland chain of non-daily papers joined SONG and bargained a contract that is seen as the pace-setter in the community newspaper sector.

Soon employees of other non-dailies sought out SONG, and the union was expanding rapidly. In the late 1980s, two of the largest non-union newsrooms in the province -- the London Free Press and Kitchener-Waterloo Record -- joined SONG. This was followed by organizing at a number of small Thomson-owned papers. Following long and bitter -- but successful -- first-contract strikes at Thomson papers in

Guelph and Cambridge, SONG was able to organize employees at Thomson outlets in Belleville, Chatham, Niagara Falls and Midland. Contracts at all these papers made major improvements in wages.

The 1980s also saw a move for the Guild offices to its current home at 1253

Queen St. E., just east of Leslie St. In 1984, SONG purchased the two-storey former Target air conditioning and heating contractor building for \$170,000. With the rapid expansion of

membership and units, the former quarters on the ground floor and basement of a townhouse at 219 Jarvis St. had become cramped.

Despite layoffs and hiring freezes at many papers during the 1990s, SONG's membership continued to grow through organizing. But throughout the period of expansion in the 1990's, the leadership of SONG became increasingly frustrated with the lack of attention and service that the Newspaper Guild's Washington head office was providing to Canadians. After a long and unsuccessful campaign for more Canadian autonomy within the Guild international, SONG members voted in 1994 to sever ties with The Newspaper Guild. Shortly afterwards, SONG affiliated with the Communications, Energy and Paperworkers Union of Canada (CEP), and is now Local 87-M of the CEP. The CEP is an all-Canadian union with more than 150,000 members and Canada's largest media union.

The Guild and the Star again did battle in 1992 during a one-month strike over the company's plans to contract-out its delivery department. The strike failed to stop the company's plans, but got a better deal for the laid-off employees.

In 1996, SONG's long-time president, Gail Lem of the Globe and Mail unit, was elected as the CEP's national vice-president of media, the top officer for the CEP's 15,000-strong media section, representing employees in print and broadcast across Canada.

She was followed in that post by Peter Murdoch who is a former Hamilton Spectator reporter and SONG representative.

Despite restrictive labour laws passed by the Conservative government elected in Ontario in 1995, SONG has continued to organize, bringing in employees of ethnic community newspapers at Sing Tao Daily, Share, the Korea Times and the World Journal. In early 2002 a further 350 employees of the London Free

Press chose union representation with SONG. Their Quebecor cousins in the Toronto Sun newsroom joined up in early 2003, followed closely by the Local's first broadcasting bargaining units at CHUM's New PL/WI/NX now known as the A Channel and Corus. Soon after pre-press employees at the Toronto Sun and editorial employees at the Ottawa Sun chose SONG.

In addition, employees at the Stratford Beacon Herald advertising department and the Simcoe Reformer and the free daily Metro have joined SONG.

By 2004, the Local represented media workers in newspapers, magazines, book publishing, television and

specialty broadcasting, radio and internet: in recognition of this diversity, we changed the name of our Local to the Southern Ontario Newsmedia Guild.

In 2008, SONG expanded in a big way to the Ottawa area where we'd already organized the Ottawa Sun. Beginning in January, we added seven media units from the former Local 102-O, including the House of Commons broadcast/technical group, the Ottawa Citizen mailroom, the Winchester Press, the Glengarry News, the Pembroke Observer, TelAv and ELC. We now represent about 4,000 workers in all aspects of the media in Ontario and 35 different workplaces.

The local and its members confront daily issues of media concentration, editorial integrity, contracting out, job security, pensions and the declining circulation of paid daily newspapers. The local has had, and continues to have, success in supporting its members on these issues because of the willingness of members to volunteer their time and use their energy and creativity.

Some take time from their careers to work full-time as local president or on local staff.

In addition, the local has been well served by the dedication of its staff hired from outside the membership.

Men and women who have spent countless hours in the negotiation and administration of collective agreements and ensuring the infrastructure of the local functioned on a day-to-day basis.

Look elsewhere on our website, www.song.on.ca, for examples of SONG contracts which set out wages, vacations, hours of work, overtime and many other workplace issues.

The site also provides the names of the dedicated local officers and staff who have served this union since its formation.

PURPOSE OF AGREEMENT

The purpose of this Agreement is to provide machinery for the prompt disposition of grievances and to establish and maintain working conditions, hours of work and wages for all employees who are subject to the provisions of this Agreement.

This Agreement constitutes the entire agreement and complete understanding between the parties and supersedes and replaces all previous agreements and practices both oral and written except where otherwise specifically indicated.

PREAMBLE

This Agreement is made and entered into by and between Metroland Media Group Ltd., hereinafter known as the Employer, and Unifor, Local 87-M Southern Ontario Newsmedia Guild, hereinafter known as the Union.

ARTICLE 1: RECOGNITION

1.01 The Employer recognizes the Union as the sole and exclusive bargaining agent for all editorial employees of Metroland Media Group Ltd. in the City of Ottawa, Lanark County (including the Town of Smiths Falls), Municipality of North Grenville, and Renfrew County, save and except managing editors, those above that rank, individuals excluded pursuant to s. 1(3)(b) of the Ontario Labour Relations Act.

ARTICLE 2: DEFINITIONS

2.01 "Employee" shall include such persons coming within the scope of the bargaining unit described in Article 1.

(A) For the purpose of this Agreement, employees shall be placed into one of the following categories:

1. Full-time: an employee who is regularly scheduled to work thirty-five (35) hours per week.
2. Part-time: an employee who is regularly scheduled to work 80% or less of the normal work week.
3. Temporary: an employee who is employed to:
 - i) cover any absences arising from this Agreement;
 - ii) students employed for the period May 1st to September 30th each year;
 - iii) work on special projects or on new products for a maximum of six (6) months in any twelve (12) consecutive months in each classification at each location;
 - iv) fill in during temporary increases in workload for a maximum of three (3) months in any twelve (12) consecutive months in each classification at each location.

2.02 For the purposes of interpretation of this Agreement, wherever the singular is used in this Agreement it shall be considered as if the plural has been used where the context of the Agreement so requires.

2.03 "Steward" is a member of the bargaining unit who has been duly accredited in writing to the Employer to represent an employee and the Union.

2.04 "Arbitration Board" shall include a single arbitrator selected by the Employer and the Union.

2.05 "location" shall be defined as an office where one or more publications are produced.

ARTICLE 3: RELATIONSHIP

3.01 (a) **Union Membership:** Every employee who is a member of the Union as of the Date of Ratification of this Agreement or who becomes a member of the Union thereafter shall maintain his/her membership in good standing in the Union for the duration of this Agreement as a condition of continued employment.

Every employee hired after the Ratification of the Agreement shall within three (3) months after the commencement of his/her employment apply for and be accepted

and thereafter maintain his/her membership in good standing in the Union for the duration of this Agreement as a condition of continued employment. The Union agrees that it will retain in membership any employee subject to the Constitution and Bylaws of the Union.

- (b) **Information for New Employees:** The Employer shall advise new employees and employees who are transferred into the bargaining unit that a Collective Agreement is in effect and of the provisions of the Agreement with respect to deduction of Union dues, and also advise such employees of the name of the Union's Unit Chairperson. The Employer shall advise the Union's Unit Chairperson, in writing, when an employee is hired or transferred into the bargaining unit. A Union representative, upon receiving permission from the relevant supervisor, shall be allowed one-half hour during such employee's first month of work to discuss the Union and Collective Agreement.

- 3.02 **Deduction of Dues:** The Employer shall deduct weekly from the weekly earnings of each employee whose position is covered by this Agreement, and shall pay to the Union not later than the 15th day of each month following such deductions, all regular Union dues. Such Union dues shall be deducted from the employee's earnings in accordance with the Union's schedule of dues rates furnished to the Employer by the Union provided that prior to implementation of a new dues schedule the Union will inform the employees of the change. No more than one (1) change in the monthly dues deduction every three (3) months will be required.

The Employer shall deduct Union special assessments from the earnings of employees except those who are not members of the Union.

- 3.03 **No Discrimination:** The Employer and Union agree that no employee will be discriminated against because of race, creed, sex, age, colour, national origin, marital or parental status, handicap or sexual orientation.
- 3.04 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 Human Rights Code, 1981 or because of his/her membership or non-membership in the Union or refusal to participate in its activities.
- 3.05 The Union shall indemnify the Employer and hold it harmless against all suits, claims, demands or other forms of liability that shall arise out of or by reason of any action taken or not taken by the Employer for the purpose of complying with any of the provisions of this Article.
- 3.06 **Information:** The Employer shall supply the Union with the following information upon ratification for each employee and within one (1) month of hiring new employees:

- (a) Name;
- (b) Date of commencing employment;
- (c) Classification, status;
- (d) Rate of pay;
- (e) Experience rating and experience anniversary date;
- (f) Address;
- (g) Home phone number; and
- (h) Cell phone number, if available.

Once a month, the Employer shall notify the Union in writing of:

- (a) Changes in any employee's rate of pay and the effective date;
- (b) Changes in any employee's classification or status and the effective date;
- (c) Resignations, retirements, deaths or unpaid leaves of absence in excess of five (5) working days; and,
- (d) Changes in address or home/cell phone number.

The Employer will include Union dues deductions on T4 slips annually.

3.07 Temporary Employees: Temporary employees will be covered by all provisions of this Agreement except where specifically provided otherwise in this Agreement. The following sections of this Agreement are excluded for temporary employees:

Articles 3.09, 3.10, 3.10(A), 3.10(B); 3.11; Article 9 (save and except 9.01, 9.03); Article 11 (save and except 11.05(B)); Article 12 (save and except 12.01, 12.03(a) first, second and third paragraphs, 12.03(b); Article 13 (save and except 13.02, 13.05); Article 14.03, 14.08, 14.10; Article 16.04, 16.06; Article 17 (save and except 17.08, 17.09); Article 18 (save and except 18.05, 18.06); Schedule (A); Schedule (B).

Notwithstanding the above paragraph, Articles 9.02 and 9.04 shall not be excluded for temporary employees who are being discharged or who have completed three (3) months of continuous service.

A temporary employee shall be paid on an hourly basis equivalent to the weekly salary provided for the employee's classification and experience.

Temporary employees who are required to use their own cameras will be paid a camera allowance at the rate of \$3.00 per shift for a full shift worked and \$1.50 for less than a full shift worked. When the Employer introduces digital cameras, employees will be given thirty (30) days' notice that he or she will no longer be required to provide cameras and camera allowance will be discontinued.

Acceptance by the Managing Editor for publication of any work done by temporary employees outside of regularly scheduled hours shall be deemed work and shall be

paid for at the straight time rate or at the overtime rate when the total hours worked in the week exceed the normal full-time weekly hours.

Temporary full-time employees hired for a duration of more than three (3) months, will be entitled to one (1) paid sick day, for every six (6) months worked, for a maximum of two (2) days.

- 3.08 Except for laid-off employees who accept recall to temporary positions, temporary employees shall not establish seniority under this Agreement. When a person who was a temporary employee has been hired for a regular position which was posted before the end of their temporary employment, the employee shall be credited with seniority for the period of their continuous temporary employment.
- 3.09 (a) **Part-time employees:** will be covered by all provisions of this Agreement except where specifically provided otherwise in this Agreement. The following sections of this Agreement are excluded for part-time employees:
- Articles 14.03, 16.04, 16.06; Article 17 (save and except 17.04, 17.08, 17.09); Article 18 (save and except 18.05, 18.06).
- (b) Part-time employees will be paid on an hourly basis equivalent to the weekly salary provided for the employee's classification and experience.
- (c) A part-time employee shall advance on the salary grid according to the actual hours worked. For clarity part-time employees will advance to the next level on the grid after working 1820 hours.
- (d) Part-time employees who are required to use their own cameras will be paid a camera allowance at the rate of \$3.00 per shift for a full shift worked and \$1.50 for less than a full shift worked. When the Employer introduces digital cameras, employees will be given thirty (30) days' notice that he or she will no longer be required to provide cameras and camera allowance will be discontinued.
- (e) Acceptance by the Managing Editor for publication of any work done by part-time employees outside of regularly scheduled hours shall be deemed work and shall be paid for at the straight time rate or at the overtime rate when the total hours worked in the week exceed the normal full-time weekly hours.
- (f) For the purpose of covering absences arising from this Agreement, part-time employees may work as temporary employees without affecting their part-time status.
- 3.10 If benefits are requested by the part-time employee, the Employer will share in the cost of benefits as provided in 3.10(A) for part-time employees regularly scheduled

to work twenty (20) hours or more per week. Newly hired part-time employees must complete 520 hours of work prior to being eligible for benefits.

3.10 (A) Benefits covered will include the following:

Dental:	Employer pays 50%
Major Medical:	Employer pays 50%
Life Insurance:	Employer pays for \$7,500 of coverage (no cost to employees)
Sick Leave:	Up to fifteen (15) weeks.

Employees who report sick on a scheduled working day will be paid for that scheduled working day as follows:

A weekly average of regular hours worked in the previous thirteen (13) weeks divided by five (5).

(B) Employees who request the above benefits will remain on these benefits until the end of the calendar year, and will remain on these benefits for the next calendar year if they are regularly scheduled for twenty (20) hours or more for four (4) weeks out of the last seven (7) weeks in the calendar year.

3.11 A part-time employee who is regularly scheduled to work less than twenty (20) hours per week shall not be covered by the provisions of 3.10(A).

ARTICLE 4: MANAGEMENT RIGHTS

4.01 The right to hire, assign duties, retire (subject to applicable legislation), promote, classify, lay off, 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 5: NO STRIKE OR LOCK-OUT

- 5.01 It is understood and agreed that there is to be no strike or lock-out during the lifetime of this Agreement, the definition of strike and lock-out as described in the Ontario Labour Relations Act.

ARTICLE 6: STEWARDS AND UNION COMMITTEE

- 6.01 Up to three (3) stewards will be recognized as union representatives for employees covered by this agreement. At least one (1) located in rural north (Renfrew) and at least one (1) located in Smiths Falls. However, the Steward's union duties will not unduly interfere with the normal routine of work except where otherwise specified in this Agreement. The employer agrees to allow the necessary time for stewards to travel to various locations to investigate and handle grievances under Article 7.
- 6.02 The Union shall notify the Employer in writing of the names of the stewards before they will be recognized by the Employer.
- 6.03 In order to facilitate the handling of grievances, a Union steward shall be entitled to leave his/her work station during working hours without loss of pay provided that:
- (a) he/she has obtained the prior consent of his/her immediate supervisor, which shall not be unreasonably denied; and,
 - (b) the time is devoted to the prompt handling of grievances.
- 6.04 Bargaining Committee: The Union shall form a committee for the purpose of negotiating a renewal of this Collective Agreement. The committee shall be comprised of two (2) members of the bargaining unit and a representative of the Union. Such employee shall be allowed reasonable time off without pay to attend negotiating meetings with the Employer

ARTICLE 7: GRIEVANCE PROCEDURE

- 7.01 The parties agree that their interests are best served by the speedy resolution of grievances. To this end, should any differences arise as to the interpretation, application, administration or alleged violation of the provisions of this Agreement, the following procedure for instituting a grievance may be invoked by an individual employee, by a number of employees jointly claiming the same grievance, by the Union or by the Employer.
- 7.02 If an employee has a complaint, he/she must first give opportunity to his/her immediate supervisor to discuss and resolve the complaint before a grievance is filed.

7.03 Grievances shall be dealt with in the following manner:

Step 1: An employee having a grievance or a designated member of a group having a grievance shall, within twenty (20) days of the date on which the cause of the grievance occurred or ought reasonably to have been known to the grievor(s), take up the grievance, which will be in writing, with the immediate supervisor outside the scope of the bargaining unit. The supervisor will render his/her decision in writing within five (5) days of the receipt of the grievance. An employee has the right to have a steward, or his/her alternate, present at any grievance meeting and, where requested, the supervisor shall send for the steward without undue delay. Failing satisfactory settlement of the grievance at Step 1, then;

Step 2: The Union shall designate a committee of not more than two (2) employees and the Union representative to take up with the Publisher and/or his/her representative, any grievance not resolved in Step 1.

The Union grievance committee may refer the grievance to the Publisher, in writing, within ten (10) working days following the receipt of the reply of the supervisor in Step 1. The grievor, the Union grievance committee and the Publisher and/or his/her representative shall meet within five (5) days of receipt of the grievance at Step 2. The Publisher or his/her representative shall render his/her decision in writing to the Union grievance committee not later than five (5) days following the Step 2 meeting.

7.04 All Step 2 written grievances shall contain only one (1) grievance, identify the clause(s) allegedly violated, the persons involved, the date on which the alleged grievance occurred and the relief sought.

7.05 No grievance may be processed to arbitration unless the requirements of 7.02, 7.03, and 7.04 have been completed.

7.06 Any difference arising directly between the Employer and the Union as to the interpretation, application, administration or alleged violation of this Agreement may be submitted in writing by either party within twenty (20) days following the date on which the grievance occurred or ought reasonably to have been known to the grievor. The parties shall meet as described in Step 2 within ten (10) days following receipt of the grievance and a decision given in writing to the aggrieved party not more than ten (10) days following the meeting. Union grievances that pertain to a particular newspaper will be submitted in writing, as outlined above, to the Publisher of that newspaper. In all other instances, Union grievances will be submitted, as outlined above, to the Director of Human Resources. Employer grievances will be submitted to the Local Representative of the Union.

It is agreed that all grievances affecting only one (1) member of the bargaining unit will be discussed first with that employee's immediate supervisor (outside the scope of the bargaining unit). All other grievances may be submitted at Step 2.

- 7.07 In the event a grievance has not been satisfactorily settled under the foregoing grievance procedure, the matter shall then, by notice in writing given to the other party within forty (40) days of the date of the decision of the Publisher or his/her designate, or either party in the case of a Union or Employer grievance, be referred to arbitration as hereinafter provided. If the grievance is not referred to arbitration within the said forty (40) day period, the grievance will be deemed to have been abandoned.
- 7.08 Time limits in this Article may be extended by mutual agreement.
- 7.09 Should a decision on a grievance not be rendered within the time limits provided for above, the grieving party may move the matter to the next step of the above procedure.

ARTICLE 8: ARBITRATION

- 8.01 All references to Arbitration shall be to an Arbitration Board unless the parties agree to have the matter heard by a single Arbitrator. The referral to Arbitration shall include a list of names for a single Arbitrator or the name of the nominee to the Arbitration Board of the party requesting arbitration. The recipient of the notice shall within ten (10) days notify the other party in writing of their acceptance of one (1) of the proposed arbitrators, or submit their own list of single arbitrators or, in the case of establishing an Arbitration Board, submit their nominee to the Arbitration Board.

The parties shall endeavour within ten (10) days to agree upon a single arbitrator or, in the case of an Arbitration Board, the nominees shall endeavour to agree on a Chairperson for the Arbitration Board and where a single arbitrator or Chairperson cannot be agreed to, the Minister of Labour for the Province of Ontario will be asked to appoint same.

No person may act as an arbitrator who is a member of the Union or an employee or solicitor or agent of either the Union or the Employer or who has been directly involved in attempts to negotiate or settle the grievance.

Authority of Arbitration Board: It is understood and agreed that the Arbitration Board or single Arbitrator shall have authority only to decide disputes under the terms of this Agreement. Only grievances arising from the interpretation,

application, administration or alleged violation of this Agreement, including a question as to whether a matter is arbitrable, shall be arbitrable.

The Board of Arbitration shall have no power to alter, add to, subtract from, modify or amend this Agreement, nor to give any decision inconsistent with it.

- 8.02 Each party shall bear the expense of its nominee, if used, and will jointly share the expenses of the Chairperson or single Arbitrator.
- 8.03 Time limits in this Article may be extended by mutual agreement.
- 8.04 The Union agrees that whenever possible they will provide the Employer with one (1) week's notice of the required attendance of any employee witnesses (other than the grievor and/or steward) at an arbitration hearing in order to allow for adequate planning and re-organizing of work schedules.

ARTICLE 9: DISCHARGE AND DISCIPLINE

- 9.01 No employee shall be discharged or disciplined except for just cause.

Probationary employees may be terminated at the reasonable discretion of the Employer provided that its discretion is not exercised arbitrarily, in a discriminatory manner or in bad faith. This shall constitute a lesser standard than the just cause standard for discharge for such an employee for the purpose of the Ontario Labour Relations Act.

- 9.02 The Employer shall, as soon as possible, inform an employee in writing of the reasons for disciplinary action taken against him/her.

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 and have corrected any confirmed error of fact therein.

During a grievance 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 files.

- 9.03 If an employee believes he/she has been discharged contrary to the provisions of 9.01 above, he/she may file a written grievance with the Publisher within twenty (20) days after he/she has received notice of discharge. Step 1 of the grievance procedure shall be omitted in that case.

9.04 The Employer shall advise the employee that he/she has the right to have a steward present at any disciplinary meeting, at the outset of such meeting.

9.05 It is agreed that written letters of warning and reprimand shall be removed or deemed to be removed from an employee's personnel file 24 months from the date of issue. Records of suspension(s) shall be removed or deemed to be removed 30 months from the date of issue.

In the application of the above language, the time limit provisions will not apply should further discipline be imposed within the referred time periods. For added clarity, the disciplinary file will remain fully active in this instance for all progressive discipline purposes.

The foregoing will have no effect on the Employer's right to rely on past conduct beyond these time limits to establish that the employee knew or ought to have known the company's disciplinary rules. The Employer agrees not to use such reliance for the purpose of progressing disciplinary sanction(s) beyond what the specific conduct would warrant without consideration of the previous offence.

ARTICLE 10: HEALTH & SAFETY

10.01 The Employer and the Union agree to cooperate with the objective to maintain a healthy and safe work environment. The parties agree to maintain a minimum of two Joint Health & Safety Committees with one committee representing the valley group and with one committee representing the city paper group, as long as the numbers warrant according to the requirements of the Occupational Health and Safety Act. The committee representing the valley paper group shall have one **Unifor** member, to be selected by the bargaining unit and equal employer representative. The Joint Health & Safety Committees will meet in accordance with the Occupational Health & Safety Act. Members 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.

10.02 The Employer agrees to furnish a clean, healthful, properly heated and lighted environment for the performance of all work.

10.03 The Employer shall keep a record of chemicals at each workplace currently and hereafter in use. If requested, such information shall be provided to the Union and local fire department.

ARTICLE 11: PROBATIONARY PERIOD, SENIORITY AND STAFF REDUCTION

11.01 **Probationary Period:** Each new employee shall be on probation until he/she has completed three (3) months of continuous service with the Employer or, in the case of part-time employees, six (6) months of continuous service or five hundred and twenty (520) hours, whichever comes first. Continuous service shall begin on the first work day of the probationary period.

11.02 **Seniority List:** Effective date of ratification, on a go-forward basis, seniority means length of employment in the bargaining unit during continuous employment with the Company. Notwithstanding the above, an employee from another Metroland bargaining unit who accepts a position in this bargaining unit, shall retain seniority accrued as a dues-paying member in their original bargaining unit.

Upon the signing of this Agreement, the Employer will post and furnish the Union with a copy of a list of full-time employees showing their seniority. The Employer will also post and furnish the Union with a copy of a list of part-time employees showing their seniority based on number of hours worked. Revised copies of both lists will be posted and supplied to the Union in the month of January each year.

If a part-time employee becomes a full-time employee, he/she will receive seniority credit based on the number of hours worked since the most recent date of employment divided by the full-time equivalent.

No objection may be taken by the Union unless notice of objection to the list is given by the Union to the Employer within six (6) months after the Union has been furnished with the seniority list in which the questioned item first appeared.

No objection to the list may be taken by any employee unless notice of objection is given by such employee to the Employer within six (6) months after the seniority list in which the questioned item first appeared.

11.03 **Termination of Service:** An employee's continuity of service shall be broken, his/her seniority lost, and his/her employment terminated when:

- (a) an employee retires, resigns or is discharged (and the discharge is not reversed through the grievance or arbitration procedure);
- (b) an employee fails to report to work at the termination of a leave of absence within three (3) working days and fails to provide a satisfactory reason or the employee fails to report for work in accordance with Article 11.07 following recall from layoff without providing a satisfactory reason;
- (c) an employee is laid off for more than two (2) years;

- (d) an employee is absent from work for two (2) consecutive days without providing a satisfactory reason.

- 11.04 **Notice of Termination:** Every employee shall give at least two (2) weeks' notice of termination of his/her employment. Except in cases of dismissal for cause or of termination during the probationary period, when the Employer terminates the employment of an employee the Employer will give notice in writing to the employee in accordance with the terms of the Employment Standards Act, provided however, the Employer will be at liberty to relieve the terminated employee of the obligation to report to work and perform services in consideration for his/her compensation.

- 11.05 **Staff Reduction:** Whenever the Employer decides it is necessary to reduce staff at one or more of its locations, employees will be laid off in reverse order of seniority by classification at each location affected, provided that those employees remaining are qualified to perform the work required.

- 11.05 (A) Except in cases where more than two (2) weeks' notice is required by the Employment Standards Act, there shall be two (2) weeks' notice to the affected employees of any layoffs. The Employer will provide the Union with two (2) weeks' notice of the layoff and the names of the employees affected.

- 11.05 (B) In the event of a layoff, temporary employees will be laid off before part-time or full-time employees in the affected classification.

- 11.05 (C) If there is a layoff at a location with members covered by this agreement, the employee(s) affected may choose, in order of seniority, within two (2) weeks of such notice, to bump the employee(s) with the least seniority within the bargaining unit. Employees who choose to bump may bump either those with the least seniority in the same classification, or those with the least seniority in a classification in which they have had prior permanent work experience and are competent to perform the work.

- 11.06 Laid off employees, or those who bumped into lower classifications, shall be placed on a recall list for two (2) years in order of seniority and classification and the Employer shall fill vacancies according to that list. A full-time employee shall be recalled to a full-time, part-time or a temporary position in the classification from which he/she was laid off, provided the term of the temporary position is at least three (3) months. A full-time employee may be recalled to part-time **or temporary** positions of less than three (3) months' duration, however, he/she may refuse such a recall without his/her recall rights being affected.

A part-time employee shall be recalled to a part-time position in the classification from which he/she was laid off.

- 11.07 Notice of recall shall be sent to the individual by registered mail to the last known address in the Employer's records. A copy of the notice shall be forwarded at the same time to the Union by registered mail. Recalled employees shall have nine (9) calendar days (excluding Saturdays, Sundays and holidays) after the date of registration of the notice of recall to respond and shall be given an additional two (2) weeks to report to work.
- 11.08 Refusal to accept a job offer (except where provided in 11.06 and below) in a classification from which the employee was laid off or failure to respond within nine (9) calendar days (excluding Saturdays, Sundays and holidays) after the date of registration of the notice of recall shall result in the employee being dropped from the recall list.
- An employee shall have the right to refuse recall to a position in another location which is more than sixty (60) kilometres from the location from which he/she was laid off.
- 11.09 During a layoff, seniority will be frozen. If the employee is recalled to regular employment within two (2) years, seniority will be restored at the frozen level.
- 11.10 An employee on lay off shall have the option of having his/her benefits continued during the period of layoff up to twelve (12) months providing the employee pays the full cost of premiums.
- 11.11 Employees who choose not to bump may elect to take severance pay.
- 11.12 **Severance Pay:** Severance pay at the rate of one (1) week's wage for six (6) months of continuous service (or major fraction thereof) with the Employer, with a maximum of fifty-two (52) weeks' wages, shall be paid to employees on loss of situation due to a staff reduction. In addition, employees so dismissed shall receive a once-in-a-lifetime lump sum payment equal to two (2) weeks' wages. One (1) week's pay shall be defined as straight time pay for a normal work week.
- 11.13 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 severance pay shall be refunded to the Employer.
- 11.14 An individual who is recalled to work after having received some or all of the severance pay he or she was entitled to shall, if the employee becomes entitled to severance pay again, have deducted from his or her continuous service, the amount of continuous service used to determine the amount of the severance pay previously paid to the employee. This adjustment in continuous service shall be made only for the purpose of calculating future entitlement to severance pay. It is understood that if a recalled employee re-pays some or all of his/her severance pay

at the time of recall, then the continuous service represented by that repayment will count in future severance calculations.

- 11.15 (a) The parties recognize that the use of freelance contributors is an integral part of the community newspaper industry and forms part of the Employer's past practice. In continuing its past practice, the Employer may, at its discretion, increase the use of freelancers. However, the use shall not be increased at a specific location so as to directly result in the layoff or continued layoff of a regular employee at that location.
- (b) Editorial work, including but not limited to writing, photography and layout will not be carried out by any Metroland East manager, unless there is an emergency situation (e.g. breaking news, or unexpected illness, or emergency, or a request for assistance from a bargaining unit member). The Employer also agrees that posting/reordering web content is primarily bargaining unit work.

ARTICLE 12: TRANSFER AND PROMOTION

12.01 **Transfer:** No employee will be arbitrarily transferred to another location. Any employee asked to move their work location more than thirty (30) kilometers from their current work location may elect to take severance.

12.02 **Temporary Promotion:** An employee temporarily promoted to a higher classification to fill in for an absent employee for one (1) shift or longer, shall receive the next higher rate of pay in the higher classification. During these periods of one (1) day or more, one (1) person shall be assigned the temporary promotion.

Employees who are temporarily transferred to a position outside the bargaining unit shall be credited with their full seniority on their return.

An employee temporarily promoted for three (3) months or more to a higher classification shall receive credit on the salary grid for the period of the temporary promotion if he/she is subsequently promoted permanently to the higher classification.

12.03 **Job Posting**

- (a) The Employer will post on an editorial bulletin board at each location notice of all vacant positions within the bargaining unit for a period of ten (10) days. At the same time, the Employer shall also send a copy of the posting to the Union. Temporary vacancies of less than three (3) months' duration need not be posted.

All applicants for the vacant position will be interviewed. The successful candidate for the vacant position shall be selected on the basis of qualification, abilities and seniority.

An unsuccessful candidate who so requests shall be given a written explanation as to why he/she was not successful.

If the candidate selected proves himself/herself satisfactory to perform the duties of the vacant position and completes a trial period of UP TO SIX (6) WEEKS, he/she shall then be confirmed in that position.

During the trial period, an employee who is promoted shall receive at least the minimum in the new classification that is higher than the salary in the lower classification.

If, in the opinion of the Employer, the candidate selected does not prove satisfactory during the trial period, or if the employee during the first six (6) weeks decides he/she is not suitable for the position, the Employer will find him/her a position and salary comparable to that held previously.

In the event an employee returns or is returned to his/her former position, other employees who have been promoted or transferred shall be returned to their former position or a comparable position.

(b) Location of residence shall not be a condition of employment.

12.04 All time spent in trial periods after promotion, movement to a position at a different newspaper, or movement to a different classification shall be considered continuous service.

12.05 An employee who accepts a position in a lower classification shall be placed at the appropriate salary grid rate for that classification that recognizes his/her work experience.

ARTICLE 13: LEAVE OF ABSENCE

13.01 Upon application, leaves of absence of up to twelve (12) months, without pay and benefits, shall be granted by the Employer for good and sufficient cause, providing that such leave can be arranged without interference with the efficient operation of the newspaper. Where possible, all leaves must be requested in writing no less than thirty (30) days before commencement of the leave. Where an employee requires emergency leave for personal or family reasons, the employee will give as much notice to the employer as reasonably possible in the circumstances.

It is understood that leave will be granted for professional or educational reasons for a period up to one year provided that three (3) months' notice is provided to the company and the employee requesting the leave has no less than seven (7) years' service with the company.

It is understood that leave will be granted for parental care of a newborn or newly adopted child for up to a year, inclusive of all statutory entitlements to pregnancy and parental leaves.

Employees on leave under this clause shall have their benefits continued if they pay the full cost of the premiums.

- 13.01(A) An employee who is absent on an approved leave, provided for in this Article, in excess of one (1) month, shall not lose his/her seniority rights and seniority shall continue to accrue to the employee during pregnancy or parental leave of absence and during the first three (3) months of any other defined period of absence. However, such time absent, except pregnancy/ parental leave of absence, shall not be considered service time in the computation of benefits dependent upon length of service, i.e. vacation and anniversary increases.

13.02 Bereavement Leave:

1. A regular employee will be granted up to five (5) scheduled working days' leave of absence with pay, in the event of the death of spouse, children, father or mother.
2. A regular employee will be granted up to three (3) scheduled working days' leave of absence with pay for the purpose of making arrangements and attending the funeral in the event of the death of a member of his/her immediate family which shall be limited to brother, sister, father-in-law, mother-in-law, grandmother, grandfather, grandchild, brother-in-law, or sister-in-law.
3. Such possible day or days' leave of absence described in Article 13.02, #2 of this Article shall be between the day of death and the funeral inclusive.
4. The above is subject to the provision that the employee shall not receive any additional day or days' leave or pay because the death and/or arrangements and funeral occurred on a statutory holiday, or during his/her vacation, or during any leave of absence without pay.
5. Upon request, bereavement leave with or without pay may be granted or extended in special circumstances not covered by this Agreement.

- 13.03 **Maternity/ Parental Leave:** Maternity/Parental leave of absence as set out in the Ontario Employment Standards Act will be granted to an employee upon request.

The current benefit and cost sharing arrangements will continue during this leave. Two (2) days paid paternity leave shall be taken on any day within seven (7) calendar days of the date of birth or adoption.

Maternal/Parental Leave of absence as set out in the Ontario Employment Standards Act will be granted to an employee upon request. The current benefit and cost sharing arrangement will continue during this leave, however the individual may elect to have the company pay their portion of benefits while on Maternity/Parental Leave. When the individual has returned from leave they will arrange a deferred payment option over the same length of time. In the event the individual terminates employment before paying back all benefit premiums, the outstanding balance will be deducted from any monies owed or the individual will be required to pay the outstanding balance within thirty (30) days:

- 13.04 **Union Business:** The Employer will, upon two (2) weeks' written notice from the Union, grant a leave of absence for up to two (2) years, without pay and benefits, to an employee elected or appointed to any office of Unifor, CLC, OFL, AFL-CIO or local labour council. Not more than one (1) persons (and not more than one (1) person from a single location) shall be absent on such leave at any time except by agreement of the Employer.
- 13.04(A) The Employer will, upon five (5) days' written notice from the Union, grant a leave of absence without pay, not to exceed ten (10) days, to an employee elected or appointed delegate to conventions, conferences of Unifor, OFL, CLC, AFL-CIO or local labour council, or other union business. Not more than two (2) persons (and not more than one (1) person from a single location) shall be absent on such leave except by agreement of the Employer.
- 13.04(B) An employee elected or appointed to the Union negotiating committee shall be granted a leave of absence without pay for that purpose.
- 13.05 An employee shall not be unreasonably denied requests for leave of absence without pay, for family emergencies.
- 13.06 An employee shall be granted leaves of absence without pay, for leaves as defined in the Employment Standards Act including personal emergency leave, family medical leave and reservist leave.

ARTICLE 14: MISCELLANEOUS

- 14.01 **Bulletin Board:** The Employer will provide adequate bulletin board space at each location in a mutually satisfactory place for official Union notices, which will in any

event not be contrary to good order and discipline. Union notices are to be dated with date of posting, expiry date and signed by a Union representative.

- 14.02 **Working Equipment:** Necessary working equipment shall be provided by the Employer when required by the Employer.
- 14.03 **Cameras:** The Company will provide camera equipment to all employees as required to do his/her job. The company will cover the cost for upkeep and repairs as required.
- 14.04 **Expenses:** The Employer shall pay all authorized expenses incurred by an employee in the service of the Employer, if supported by vouchers or receipted bills when normally obtainable.

If Management requires an employee to use a cell phone in the course of employment a suitable phone will be provided.

The Company is in full agreement to give a reasonable grace period to resolve cell phone issues as required without a letter of understanding.

- (A) Authorized mileage expenses shall be paid at the rate of .46 cents/kilometer.
- (B) The Employer will pay the difference between personal and business auto insurance to a maximum of two hundred and eighty dollars (\$280) provided the employee submits a letter from the insurance company showing the difference. Proof of payment of business insurance must be submitted to the Employer. Effective Date of Ratification it shall be increased to \$285.
- 14.05 **Jury and Witness Duty:** The Employer will pay an employee who is required by the court to be a witness or for jury service or is subpoenaed for other judicial proceedings (except proceedings between the parties) for each day of service, the difference between his/her regular pay, and the payment he/she received for jury or witness service. The employee will present proof of jury or witness service and the amount of pay received.

When an employee is excused from jury or witness duty for one-half (1/2) day or more, he/she must return to the office and complete his/her regular shift unless mutually agreed between Employer and employee.

The Employer will pay regular wages to any employee who is absent from work on his/her regularly scheduled working day due to his/her required attendance at an arbitration or Labour Board hearing or to bargaining committee members who are absent on a regularly scheduled work day due to attendance at bargaining meetings with the Employer. The Union agrees to reimburse the Employer the amount of such wages paid.

- 14.06 The employee shall first offer any stories, photos or other work done on his/her own time to the Employer. If the work is rejected by the Employer, the employee shall have the right to sell this work to other Media not operating in the same market area as any of the Employer's divisions unless the Employer gives its consent to the sale to a competitor which consent shall not be unreasonably withheld.
- 14.07 **Meal Allowance:** The Employer will pay a seventeen dollar (\$17) meal allowance to all employees covered by this Agreement who work ten (10) hours or more on any given day, with a receipt for related expenses.
- 14.08 **Educational Assistance:** When an employee is requested 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 50% of the cost of tuition fees to a maximum of \$500 per calendar year. However, the employee must comply with the following requirements:

- (a) The employee is to have been employed for at least six (6) 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 staff upon completion of the course.

Procedure: An employee desiring to apply for Educational Assistance shall obtain an application form from the Office Manager at each location. This form should be completed prior to registration, and must be approved by the President.

Upon successful completion of a course, evidence of such should be presented to his/her Publisher who will make the refund payment.

It is the right of the Employer to refuse or withdraw financial assistance to any employee who does not adhere to the above requirement.

Definitions:

1. **Educational Institution:** Any recognized high school, business school, college or university, correspondence school, or specialized school of learning, such as a language school, which is approved by the Employer.

2. **Courses Allied to Work:** Any course which will assist the employee directly in performing his/her present work more effectively or which will prepare him/her to assume additional responsibilities in the company.

14.09 An employee's request to have his/her byline or photo credit published with his/her work shall not be unreasonably denied.

An employee's byline or photo credit shall not be used if so requested by the employee. Whenever substantive changes are made in a reporter's story, an effort will be made to discuss the changes before publication of the story, failing which the byline shall not be used.

Except where libel or legal action has been threatened or appears probable, the Employer will not publish a correction or apology in respect of an employee's work until a reasonable effort has been made to discuss the matter with the employee. To do this the Employer shall attempt to contact the employee at work or by telephone.

Except where libel or other legal action has been threatened or appears probable, no letter-to-the-Editor criticizing an employee's work shall be published without such criticism being reviewed with the employee prior to publication if it is practical to do so.

Every reasonable effort will be made to resolve matters during the employee's scheduled shift, but under no circumstances will the Employer be liable for any additional overtime cost as a result of these clauses.

- (A) No employee shall be required by the Employer to give up custody of or disclose any knowledge, information, notes, records, documents, films, photographs or tapes or the sources thereof to any party other than the Employer. The Employer agrees that the foregoing shall not be released to any other party without discussing the matter with the employee.

If the employee is proceeded against under law on account of his or her refusal to surrender or disclose or authenticate to any party other than the Employer and when the Employer concurs with the position of the employee in this matter, the Employer shall meet all expenses incurred by the employee, such expenses to include fees and expenses of legal counsel selected by the Employer. The Employer shall further indemnify such employee against any monetary loss including but not limited to fines, damages, or loss of pay, provided the employee has not knowingly falsified material for publication.

No person shall lose employee status as a result of exercising his or her rights under this clause providing the employee has not knowingly falsified material for publication.

Both parties to this Agreement agree that readers have a right to be informed as to sources of information published in the newspaper.

Both parties agree that protection of the identity of news sources can be a matter of considerable importance and that every reasonable effort shall be made to protect the identity of a news source when a reporter has accepted a story on the understanding of non-attribution where it can be shown that revelation of the identity of such news source would either place the individual concerned in serious jeopardy or where information of significant social importance would otherwise be withheld from the newspaper and therefore be made unavailable to its readers.

- 14.10 **New Equipment:** In the event of the introduction of new equipment for use in the Editorial departments covered by this Agreement or replacing equipment currently being used by bargaining unit employees, the Employer will give the Union thirty (30) days' notice. Present employees will be given up to three (3) months' training, before the equipment is to be utilized, in order to become proficient on the new equipment.
- 14.11 **New Publications & Editions:** The Employer will notify the employees at the location affected one (1) week in advance of new regular publications or new regular editions which affect the members of the bargaining unit.
- 14.12 No employee who has successfully completed his/her probationary period shall be required to submit to psychological testing. No employee shall be required to submit to drug testing with the exception of a requirement under a binding agreement between the parties.

ARTICLE 15: CLASSIFICATION & SALARY RANGES

15.01

- Salary Scales - OTTAWA EDITORIAL	Jan 1, 2018
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SUB EDITOR					
	Start Rate	1 st Year	2 nd Year	3 rd Year	4 th Year
Per year	\$41,405.00	\$43,880.20	\$46,701.20	\$ 50,141.00	\$ 53,489.80
Per week	\$ 796.25	\$ 843.85	\$ 898.10	\$ 964.25	\$ 1,028.65
Per hour	\$ 22.75	\$ 24.11	\$ 25.66	\$ 27.55	\$ 29.39

REPORTER, PHOTOGRAPHER							
	Start Rate	6 month Rate	1 st Year	2 nd Year	3 rd Year	4 th Year	5 th Year
Per year	\$33,579.00	\$34,634.60	\$36,363.60	\$38,438.40	\$39,657.80	\$41,423.20	\$44,025.80
Per week	\$645.75	\$666.05	\$699.30	\$739.20	\$762.65	\$796.60	\$846.65
Per hour	\$18.45	\$19.03	\$19.98	\$21.12	\$21.79	\$22.76	\$24.19

LAYOUT PERSON				
	Start Rate	1 st Year	2 nd Year	3 rd Year
Per hour	\$15.79	\$16.25	\$17.03	\$17.85

- January 1, 2018 Flat rate \$500 across the board.
- January 1, 2019 wages shall be adjusted by the annual average Ontario CPI increase but the increase shall be no less than one percent (1.5%) and no more than three percent (3%).
- January 1, 2020 wages shall be adjusted by the annual average Ontario CPI increase but the increase shall be no less than one percent (1.5%) and no more than three percent (3%).

15.02 No provision in this Agreement shall restrict the Employer in assigning any editorial department task to any editorial department employee.

- 15.03 Should the Employer in its discretion grant rates of pay to individual employees in excess of the minimums set out herein, such excess may be absorbed in whole or in part as a result of any negotiated general increase at the time such increase is put into effect at the Employer's sole discretion.
- 15.04 The Employer shall notify the Union when new classifications are created. The parties shall meet and discuss the wage rate for the new classification. If the parties are unable to agree on a wage rate, the matter will be submitted to arbitration in accordance with the procedure outlined in Article 7 & 8. The new wage rate shall be effective when it was first filled by an employee.
- 15.05 Payment of wages shall be by bank deposit at a frequency established by the company from time to time, but no greater than biweekly. Employees will be provided with a minimum of six months' notice of a change in pay frequency.
- 15.06 No employee on staff at date of signing shall suffer a reduction in his/her rate of pay as a result of this Agreement coming into effect.
- 15.07 In the application of Article 15 (salaries), experience shall include employment in comparable work relevant to the work which a person is hired to perform. An employee shall be classified by the Employer as to job title and experience rating at the time of employment.
- 15.08 Subject to 13.01(A), employees shall be paid the appropriate grid rate for work performed in the classification set out in Article 15 (salaries) and shall advance on the grid according to their anniversary date in that classification.

ARTICLE 16: HOURS OF WORK AND WORKING CONDITIONS

- 16.01 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.
- 16.02 The regular shift for all full-time employees shall consist of seven (7) hours exclusive of the meal period) per day thirty-five (35) hours per week.
- Employees shall be entitled to two (2) days consecutive days off per week, unless a member elects or agrees to separate days off.
- 16.03 Employees shall be entitled to an unpaid lunch period of one (1) hour.
- 16.04 Shift pattern will vary by individual, and the preference of employees will be taken into account by seniority and Employer needs within classification.

- (A) The hours of work shall be scheduled by the Employer at each location not later than Thursday 5 p.m. prior to the next work week, which starts Monday. Such schedules may be changed by mutual agreement. However, changes may be made by the Employer to cover emergency situations.

Days off will be posted as early as possible, but in any event not later than two (2) prior to the week in question. However, changes may be made by the Employer to cover emergency situations. Where weekend work is part of a regular rotation, employees will not be required to work more than eight (8) days in a row without their consent.

- 16.05 **Overtime:** Authorized overtime will be paid to an employee after thirty-five (35) hours per week at the rate of straight time for the first two and one-half (2 ½) hours and time and one-half for all additional overtime hours worked.

An employee may elect to take equivalent time off in lieu of cash. Such time must be taken at a mutually agreeable time within one (1) month of the date the overtime was worked or the overtime will be paid. The Employer will make every effort to grant requests for specific time off when it has been requested by Wednesday of the preceding week.

For the purpose of calculating hours for overtime, any paid leave during the week in question shall be deemed to be time worked.

- 16.06 Acceptance by the Managing Editor for publication of any work done outside of regular or authorized overtime hours shall be deemed work done during authorized overtime.

- 16.07 An employee shall not be required to begin one regularly scheduled shift sooner than eleven (11) hours following the end of another regularly scheduled shift.

- 16.08 The assignment of overtime will be on a voluntary basis except when the Employer is unable by this procedure to fill the overtime assignment with qualified employees. In such circumstances qualified employees with the least overtime hours will be required to work such overtime. At all times the Employer will endeavour to provide as much notice as possible of overtime requirements.

- 16.09 An employee whose working schedule requires him/her to work between the hours of 7 p.m. and 7 a.m. shall be paid a premium of one dollar and seventy-five cents (\$1.75) an hour for each hour worked in that time period.

- 16.10 An effort shall be made to avoid scheduling split shifts.

- 16.11 It is understood that the Company can invite members to attend off-site events at the Company's discretion. If a member accepts the invitation, they will be paid while travelling and while attending the event.

ARTICLE 17: VACATIONS

- 17.01 Subject to 13.01(A), employees who have completed specified periods of service by June 30 of each year shall receive an annual vacation with pay on the following basis:
- (a) After one (1) year of continuous service – three (3) weeks annually (fifteen (15) days maximum);
 - (b) After seven (7) years of continuous service – four (4) weeks annually (twenty (20) days maximum);
 - (c) After fifteen (15) years of continuous service – five (5) weeks annually (twenty-five (25) days maximum);
 - (d) After twenty-three (23) years of continuous service – six (6) weeks annually (thirty (30) days maximum).
- 17.02 It is understood that all vacations earned to June 30th shall be completed by the following March 31st. The Company shall work with the union stewards to help members book vacation time by March 31st, to avoid forfeiting.
- The employer has committed to an open discussion about booking vacation on a case-by case basis, within a reasonable time period following the deadlines.
- 17.03 May 15 to Sept. 30 of each year shall be considered as prime time and during this time vacations shall be given on a seniority basis in each classification at each work place. No employee shall be allowed more than two (2) consecutive weeks unless everyone has had the opportunity to book two (2) consecutive weeks during prime time. If there are no conflicts, there shall be no limits on consecutive weeks.
- 17.04 All regular employees who have worked a portion of the year shall receive one (1) day of vacation for each sixteen (16) days worked, provided no such employee shall receive more than fifteen (15) days of vacation in any twelve (12) month period; one (1) day for each eleven and three-quarters (11-3/4) days worked in the case of employees entitled to four (4) weeks of vacation and not more than twenty (20) days in any twelve (12) month period; one (1) day for each ten and one-half (10-1/2) days worked for an employee entitled to five (5) weeks of vacation, but not more than twenty-five (25) days in one (1) year; one (1) day for each eight and one-half

- (8-1/2) days worked for an employee entitled to six (6) weeks of vacation, but not more than thirty (30) days in one (1) year.
- 17.05 Vacation pay will be calculated on the basis of the employee's regular week's pay at the time of taking his/her vacation.
- 17.06 Employees shall select their vacation period by April 15th of each year. Seniority by classification at each location shall govern the selection of vacation during this period.
- The Employer shall post the vacation schedule on the bulletin board on or before May 1 of each year at each location. In the event an employee has not selected his/her vacation by April 15, the Employer shall not unreasonably deny an employee's written request for vacation providing the employee gives at least two (2) weeks' notice. Selection of vacation in these instances shall be on a first come first served basis. If there are no conflicts in scheduling vacations, there shall be no limits on consecutive weeks. Vacation time not scheduled by Dec. 31, will be schedule by the Employer.
- 17.07 Upon termination of employment an employee (or his/her estate in the case of death) shall receive any accrued vacation pay.
- 17.08 In addition to the regular wages, part-time and temporary employees shall be paid 6% of their regular wages in lieu of annual vacation. This amount shall be added to the employee's regular weekly pay cheque. This amount shall be increased to 8% when the employee accumulates the equivalent of seven (7) years' service with the Employer.
- 17.09 Part-time and temporary employees shall be entitled to three (3) weeks of annual vacation without pay to be taken in accordance with the procedures set out in Article 17- Vacations. The time off shall increase to four (4) weeks of annual vacation without pay when the employee accumulates the equivalent of seven (7) years' service with the Employer

ARTICLE 18: PAID HOLIDAYS

- 18.01 The following will be recognized as paid holidays for the employees:

New Year's Day	Family Day	Good Friday
Victoria Day	Canada Day	Civic Holiday
Labour Day	Thanksgiving Day	Christmas Day
Boxing Day	Two (2) Floating Days	

18.02 To qualify for holiday pay an employee must work his/her scheduled shift before and after the holiday, or his/her absence must be authorized (e.g. vacation, sick, bereavement, jury duty).

Employees shall take their floating holidays by Dec. 31 each year except as otherwise mutually agreed between the employee and the Employer. For employees with less than one (1) year of service, floating holidays will be taken as follows unless otherwise mutually agreed between the employee and the Employer:

One (1) floating day between January 1 and June 30 of each year, and one (1) floating day between July 1 and Dec. 31 of each year. To receive the floating holiday, an employee must have completed his/her probationary period.

18.03 An employee who qualifies under 18.02 and who works on any of the holidays listed in 18.01 above shall be paid double time for such work and shall be granted a day off with pay at a time mutually agreed upon between the Employer and the employee, within sixty (60) days following the holiday. If it is not feasible to give the compensating time off, or if the employee does not wish to take a day off, the Employer shall pay the employee a day's pay in respect of the holiday.

If one (1) of the holidays occurs during an employee's vacation period, or regular day off, the employee will receive an additional day off, at a mutually agreed time, or an extra day's pay in lieu of the holiday.

18.04 If mutually agreed between Union and Employer at any or all locations covered by this Agreement, holidays may be changed to ensure that newspaper production deadlines are not interfered with.

18.05 In addition to their regular wages, part-time **and temporary** employees shall be paid 4% and 6% after 5 years, of their regular wages in lieu of the regular day's pay for the holidays outlined in Article 18.01. This amount shall be added to the employee's regular weekly pay cheque.

18.06 Part-time and temporary employees who are required to work on a paid holiday shall be paid at the rate of one and one-half (1-1/2) times their regular rate for all hours worked.

ARTICLE 19: SCHEDULES

19.01 Attached hereto and forming part of this Agreement are:

- (a) Schedule A – Group Retirement Savings Plan
- (b) Schedule B – Company Benefits and Cost Sharing

ARTICLE 20: TERMINATION AND DURATION

- 20.01 This Agreement shall become effective on **May 29, 2018** and shall remain in full force and effect until **Dec. 31, 2020** and from year to year thereafter unless written notice of intention to terminate or amend this Agreement is given by either party to the other not more than ninety (90) days and not less than thirty (30) days before the 31st day of **Dec., 2020** or not more than ninety (90) days and not less than thirty (30) days before the 31st day of December in any year thereafter in which this Agreement continues to remain in effect.
- 20.02 In the event that such notice is given of a desire to amend the Agreement, negotiations shall begin within thirty (30) days following the delivery of the notice or within any longer time which is mutually agreed upon.

IN WITNESS WHEREOF THE PARTIES HERETO HAVE EXECUTED THIS AGREEMENT ON THE 4 DAY OF June 2019.

ON BEHALF OF THE UNION

BEHALF OF THE EMPLOYER

Ghivi

Dennis

Michael Am

John P. ...

Ronald J. ...

SCHEDULE "A"

Group Retirement Savings Plan

A.01 The Company's Group RRSP/DPSP program and the funding contributions currently in effect for employees covered by this agreement shall continue for the life of this agreement

SCHEDULE "B"

BENEFITS

B.01 BENEFITS AND COST SHARING

The Employer will continue to provide to full-time employees who have completed three (3) months of continuous service, the level of benefits and cost sharing contained in the attached Employer's booklet and table below:

BENEFIT	EMPLOYER SHARE	EMPLOYEE SHARE
Extended Health Care	50%	50%
Dental Plan	50%	50%
Group Life Insurance – Basic \$25,000	100%	0%
Option #1-100% of earnings	0%	100%
Option #2-200% of earnings	0%	100%
Dependent Life Insurance Accidental Death & Dismemberment Insurance	100%	0%
Voluntary Accident Insurance	0%	100%
Short Term Disability	100%	0%
Long Term Disability	50%	50%
OR		
*Long Term Disability		*100%
*Extended Health Care	*70%	*30%

Employees hired prior to 2009 may continue to pay 50% of the Long Term Disability premium and cost share the Extended Health Care premium (or Dental Plan premium) at 50/50 or these individuals may elect to transfer to the 100% employee paid Ltd and cost share the Extended Health Care premium (or Dental Plan premium) at 70/30.

If the Company amends its drug plan to reimburse for generic prescription drugs only, where a generic drug is available, the change will be applied to bargaining unit members. At such time, if the employee chooses the name brand drug, they will be dispensed the brand name drug and pay the difference in cost between the generic drug and the name brand drug.

LETTER OF UNDERSTANDING NO. 1: RE STAFF REDUCTIONS

Mrs. Michelle Arruda
National Representative
Unifor
5 Gurdwara Drive
Ottawa, ON K2E 7X6

Dear Mrs. Arruda:

RE: STAFF REDUCTIONS

This letter confirms the commitment made by the Company during bargaining that, in the event that staff reductions become necessary during the term of the collective agreement, the Company will:

1. Advise the Union in writing of the layoff and the number of positions/ classifications to be reduced.
2. Post a notice at location(s) where the layoff is to take effect advising editorial employees of the need to reduce staff and our intent to accept applications for voluntary resignations with severance pay as provided by the collective agreement for employees who have been laid off.
3. Interested employees in the editorial department at the location(s) will be required to apply within a specified time frame.
4. Acceptance of the voluntary resignation will be at the Publisher's discretion.

Yours very truly,

Karen Pogue
Director of Human Resources
Metroland Media Group Ltd.

LETTER OF UNDERSTANDING NO. 2: STUDENTS

Mrs. Michelle Arruda
National Representative
Unifor
5 Gurdwara Drive
Ottawa, ON K2E 7X6

Dear Mrs. Arruda:

RE: STUDENTS

This will confirm our discussions during negotiations regarding students. The parties agree that it is important the Company continue to offer unpaid work placement experience to students and to that end the Company will continue to accommodate requests for same. The union agrees that students working on a co-op placement as set out in this letter are not members of the bargaining unit.

The Company confirms that not more than three (3) post-secondary students will participate in the work placement program and the duration of the work placement, shall not exceed two (2) months per student. Employees who have concerns regarding any particular student placement should discuss the concerns with their Managing Editor.

The Company and the Union agree for a period of no more than three (3) consecutive days, the number of students may increase to the amount of 10. The above language does not apply to high school students.

Yours truly,

Karen Pogue
Director of Human Resources
Metroland Media Group Ltd.

LETTER OF UNDERSTANDING NO. 3: INTEGRITY

Mrs. Michelle Arruda
National Representative
Unifor
5 Gurdwara Drive
Ottawa, ON K2E 7X6

Dear Mrs. Arruda:

RE: INTEGRITY

The Publisher will meet with employees who so request to discuss items of mutual concern regarding any aspect of the editorial product or the working environment in the department. It is understood that employees will have first raised their concerns with their editor(s).

Yours truly,

Karen Pogue
Director of Human Resources
Metroland Media Group Ltd.

LETTER OF UNDERSTANDING NO. 4: LABOUR MANAGEMENT COMMITTEE

Mrs. Michelle Arruda
National Representative
Unifor
5 Gurdwara Drive
Ottawa, ON K2E 7X6

Dear Mrs. Arruda:

RE: LABOUR MANAGEMENT COMMITTEE

This letter confirms the agreement reached during bargaining regarding the establishment of a joint labour-management committee in each division. The committee will be comprised of two members from each of management, who normally will be the publisher and the senior editorial manager, and the union and will meet during normal office hours on a quarterly basis or more frequently if agreed.

The committee is formed for discussion of any matters pertaining to the editorial department and to promote communications. It is understood that the union or management may rotate its committee members as the need arises. The parties also agree to add extra committee members if necessary.

It is also agreed that the parties will establish a joint labour-management committee comprised of the, Manager of Human Resources and up to three (3) other management representatives, and the Local Representative of the union and up to three (3) other stewards and/or bargaining unit employees. The meetings will be semi-annually or more frequently if agreed. The meetings shall normally take place during working hours.

Yours truly,

Karen Pogue
Director of Human Resources
Metroland Media Group Ltd.

LETTER OF UNDERSTANDING NO. 5: INTERNET

Mrs. Michelle Arruda
National Representative
Unifor
5 Gurdwara Drive
Ottawa, ON K2E 7X6

Dear Mrs. Arruda:

RE: INTERNET

The parties are in agreement that the company will continue to prosper if it diversifies the publishing of its media content to include a significant emphasis on the internet and that it is in the best interests of all employees to contribute to the success of that diversification.

The parties further agree that achieving success will require a significant commitment of financial and human resources by the company. The employer therefore commits to its best efforts in the following regard:

1. Facilitating the sharing of successful editorial content, projects and ingenuity;
2. Acknowledging that diversification of media publishing has created on going change, reasonable adjustments in processes, deadlines and priorities will occur. This includes the introduction of on-line publishing and other internet products.
3. The company acknowledges that the creation of quality on-line and in-paper editorial content is primarily the responsibility of bargaining unit staff.
4. The company is committed to continuing its efforts to train in the necessary hardware, software, equipment and any other requirements of the job.

Yours truly,

Karen Pogue
Director of Human Resources
Metroland Media Group Ltd.

LETTER OF UNDERSTANDING NO. 6: ADVERTORIALS

Mrs. Michelle Arruda
National Representative
Unifor
5 Gurdwara Drive
Ottawa, ON K2E 7X6

Dear Mrs. Arruda:

RE: ADVERTORIALS

It is the Company's intent that Advertorials published in the Newspapers must appear distinctly different from the regular news copy, and will be clearly marked and use fonts different from the fonts used for news stories and headlines.

Yours truly,

Karen Pogue
Director of Human Resources
Metroland Media Group Ltd.

LETTER OF UNDERSTANDING NO. 7 RE: FAMILY EMERGENCY LEAVE

Mrs. Michelle Arruda
National Representative
Unifor
5 Gurdwara Drive
Ottawa, ON K2E 7X6

Dear Mrs. Arruda:

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,

Karen Pogue
Director of Human Resources
Metroland Media Group Ltd.

LETTER OF UNDERSTANDING NO. 8 RE: OVERTIME

Mrs. Michelle Arruda
National Representative,
Unifor
5 Gurdwara Drive
Ottawa, ON K2E 7X6

Dear Mrs. Arruda

RE: OVERTIME

As per the Company's past practice, Employees required and authorized to work on scheduled days off shall be paid a minimum of three (3) hours pay at the overtime rate. It is understood that three (3) hours of work is expected. Employees have the option of working less than three (3) hours and being paid for actual hours worked.

Yours truly,

Karen Pogue
Director of Human Resources
Metroland Media Group Ltd.

LETTER OF UNDERSTANDING NO. 9 RE: TEMPORARY VACANCIES OF UNDER THREE MONTHS

Mrs. Michelle Arruda
National Representative,
Unifor
5 Gurdwara Drive
Ottawa, ON K2E 7X6

RE: TEMPORARY VACANCIES OF UNDER THREE MONTHS

The Parties agree if a recall list exists, the Employer will offer temporary vacancies of less than three (3) months duration to individuals on the recall list, before hiring an outside candidate.

Yours truly,

Karen Pogue
Director of Human Resources
Metroland Media Group Ltd.

LETTER OF UNDERSTANDING NO 10 RE. BENEFITS

Mrs. Michelle Arruda
National Representative, Unifor
5 Gurdwara Drive
Ottawa, Ontario
K2E 7X6

Dear Mrs. Arruda:

RE: BENEFITS

Individuals who elect to work past age 65 will be eligible for health & dental benefits on the current cost share arrangement until earlier of their retirement or attainment of age 68.

While working, employees will also be eligible for life insurance of \$6,000 and ten (10) paid sick days per calendar year. LTD will not be applicable.

Yours truly,

Karen Pogue
Director of Human Resources
Metroland Media Group Ltd.

LETTER OF UNDERSTANDING NO 11 RE. WOMEN'S and/or VICTIMS' ADVOCATE

April 12, 2018

Ms. Michelle Arruda
5 Gurdwara Drive
Ottawa Ontario K2E 7X6

Dear Mrs. Arruda,

RE: WOMEN'S and/or VICTIMS' ADVOCATE

LETTER OF UNDERSTANDING NO. 12: PAID HOLIDAY PAY

Mrs. Michelle Arruda
National Representative
Unifor
5 Gurdwara Drive
Ottawa, ON K2E 7X6

Dear Mrs. Arruda,

RE: PAID HOLIDAY PAY

This letter will confirm the understanding reached by the parties during collective bargaining regarding recognized paid holiday pay when the day falls on a weekend and employees are required to work.

In this case, it is agreed that employee(s) required to work will receive overtime pay (or equivalent time off) as outlined in Article 16.05.

In addition, in accordance with Article 18.03 the employee shall be paid double time for the work completed on the holiday and shall be granted a day off with pay at a time mutually agreed upon between the Employer and the employee, within sixty (60) days following the holiday.

If it is not feasible to give the compensating time off, or the employee does not wish to take a day off, the employer shall pay the employee a day's pay in respect of the holiday.

Yours truly,

Karen Pogue
Director of Human Resources
Metroland Media Group Ltd.

The parties recognize that employees are, at times, dealing with with personal issues that may affect their ability to function in the workplace. As such, the company and the union will develop a process 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.

The Company will recognize the union may appoint a Women's and/or Victims' Advocate. The Advocate will serve as a resource and support all members of Unifor Local 87-M. The Company will allow reasonable time off for such Advocate to respond to calls, discuss problems with employees and refer them to the appropriate agency when necessary.

The Company will ensure the Advocate receives appropriate training and will pay for time off to attend training and reimburse for related expenses as approved in advance. The amount of training and content of training will be at the Union's discretion.

As part of the process the Advocate will refer the individual in crisis to the company's Employee Assistance Program (EAP). 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.

Yours truly,

Karen Pogue
Director of Human Resources
Metroland Media Group Ltd.

LETTER OF UNDERSTANDING NO. 13: UNIFOR SOCIAL JUSTICE FUND

Mrs. Michelle Arruda
National Representative
Unifor
5 Gurdwara Drive
Ottawa, ON K2E 7X6

Dear Mrs. Arruda,

RE: UNIFOR SOCIAL JUSTICE FUND

1. The Employer shall in each pay period, deduct \$0.01 per hour for all regular hours worked from the wages of employees covered by this Collective Agreement.
2. The monies so deducted shall be remitted to the charitable foundation known as the Unifor Social Justice Fund no later than the 15th day of the month following the month in which the hours were worked. The Employer shall also include with the remittance the number of employees for whom contributions have been made.
3. The first deduction for the Fund will be made in the fifth (5th) week following the ratification of the Agreement.
4. It is understood that participation in the program of deductions set out above is voluntary. Employees who do not wish to participate must so inform the Employer within thirty (30) days of the ratification of the Agreement or within thirty (30) days after being hired.
5. All such employee contributions to the Unifor Social Justice Fund shall be recorded on the employee's T4 Form.

Yours truly,

Karen Pogue
Director of Human Resources
Metroland Media Group Ltd.