

COLLECTIVE AGREEMENT

between

THE GLENGARRY NEWS LIMITED

and

UNIFOR LOCAL 87-M



May 12, 2018 to May 11, 2020

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This agreement made and entered as of this ____ day of _____ 2019.

by and between

THE GLENGARRY NEWS LIMITED

(hereinafter sometimes referred to as the "Employer" or the "Company") through its authorized representatives;

- and -

Unifor, LOCAL 87-M-46

(hereinafter sometimes referred to as the "Union") by its officers or a committee duly authorized to act in its behalf, shall be effective May 12, 2018 to May 11, 2020.

.....

ARTICLE 1 – INTERPRETATION

"Employee or Employees" means employees of the Employer who are covered by this agreement or one of them.

ARTICLE 2 – PURPOSE

The purpose of this Agreement is to provide lawful and orderly collective bargaining relations between the Company and those Employees covered by this Agreement with the Union, to secure prompt and fair disposition of grievances, to eliminate interruption of work and to maintain the fair wages, hours and working conditions for the said Employees, all as set forth in this Agreement. For part-time employees this wording in no way constitutes a guarantee that a part-time employee will work a given number of hours.

ARTICLE 3 – RECOGNITION

- (a) The Employer recognizes Unifor, Local 87-M-46, as the sole collective bargaining agent for the Employees covered by this Agreement and hereby consents and agrees to negotiate with Unifor, Local 87-M-46, or any committee thereof, in any and all matters referring to the relationships between the Employer and the said Employees.

- (b) The Agreement covers all full-time and part-time employees of The Glengarry News Limited in the Company's Glengarry News location save and except President, Secretary of the Corporation, Publisher and General Manager, Editor, Advertising Manager. In addition, persons employed as temporary replacements for Employees absent by reason of vacation, illness or other authorized leave, students employed for the school vacation period, students engaged through a job placement or internship or co-op program, mailroom employees and freelance correspondents and writers who are independent contractors and not dependent contractors as defined by the Ontario Labour Relations Act, are not covered.
- (c) Temporary replacements are defined as those who qualify under this Article.
- (d) A part-time employee is defined as an employee who is regularly employed for less than 24 hours per week by the Employer.
- (e) Part-time employees who have completed their probationary period, are covered by all provisions of this agreement except those specifically identified within the collective agreement.
- (f) While the parties recognize the union's rights under Article 3 (b), the Union agrees that the Company may use freelancers in the Editorial department under the following conditions:
 - (i) A Freelancer is defined as a person who is an independent contractor, does not attend at the Employer's premises to provide their services and who is paid by the piece rather than by the time period.
 - (ii) The company agrees that Freelancers shall not be assigned to perform news or feature work if such assignment directly results in equally qualified editorial department employees having a reduction in their regular hours of work.

ARTICLE 4 - UNION SECURITY

- (a) All present Employees who are members of the bargaining unit must be members of the Union to continue employment and all future Employees must become members of the Union immediately following their being hired by the Employer and must remain members during the term of this contract.
- (b) All Employees who do work in the bargaining unit, shall be liable to pay recognized Union dues from their first day of hire and every week of employment thereafter and the Employer agrees to collect such dues on a weekly basis and to forward a cheque for such dues to the Union by the 10th day of the following month.

In consideration for the Employer making deductions in accordance with this Article, the Union shall indemnify and save harmless the Employer, including agents and persons acting on its behalf, from any liability, claims or actions in any way connected with the deduction of Union dues.

Special Assessments

The Employer agrees to deduct general assessments as required by Unifor, Local 87-M, Southern Ontario Newsmedia Guild and to remit the total of individual deductions by cheque to the Treasurer of the Union before the end of the month following the month in which the deductions are made. As with the remittance of regular union dues provided for in Article 7, the Employer shall, when remitting assessments, give the names of the employees from whose pay deductions have been made.

Unifor Humanity Fund

- (i) 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.
 - (ii) The monies so deducted shall be remitted to the charitable foundation known as the Unifor Humanity 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.
 - (iii) The first deduction for the Fund will be made in the fifth (5th) week following the ratification of the Agreement.
 - (iv) 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.
 - (v) All such employee contributions to the Unifor Humanity Fund shall be recorded on the employee's T4 Form.
- (c) The Employer shall not be required to deny employment to any person, or to suspend or to discharge any Employee, by reason of his/her having been denied membership in the Union, or suspended or expelled by the Union.
 - (d) The company agrees that it shall not permit or assign any person outside the bargaining unit, including those excluded from the bargaining unit in Article 3(b), to perform any work or operations, in whole or in part, that fall within the scope of duties performed by employees within the bargaining unit without first consulting with the Union to

ensure that this will not take any work away from members of the bargaining unit in order to assign that work to a person outside the bargaining unit; is not a position that should fall within the bargaining unit; is an existing vacancy within the bargaining unit that should be filled; or is not a potential violation of the collective agreement.

It is recognized that management personnel, in addition to their management responsibilities, perform work of the bargaining unit, and may continue to do so to the extent that they have performed such duties prior to November 3, 2010. No work by management personnel, contractors or persons outside the bargaining unit in Article 3 (b) will be allowed if it results in the reduction of regular hours of bargaining unit employees.

ARTICLE 5 - NO STRIKE, NO LOCKOUT

There shall be no strike or lockout during the term of this Agreement.

ARTICLE 6 - HOURLY RATES

The Employees covered by this Agreement are mutually recognized as being employed on hourly rates.

Any reference hereinafter made to rates of pay in other form is for the mutual convenience of the parties of this Agreement.

ARTICLE 7 – INFORMATION

The Employer shall supply the following information to the Union annually during the term of this Agreement for all Employees covered by the Agreement and any subsequent additions or deletions as they occur:

- (a) Name and address
- (b) Date of hiring
- (c) Classification
- (d) Salary and hourly rates

ARTICLE 8 - CONTINUOUS SERVICE AND LAYOFF

- (a) If the Employer decides that it is necessary to reduce staff, then Employees will be laid off within each classification on the basis of the reverse order of their continuous service since last hired, provided that, in the opinion of the Employer, those remaining are qualified to perform the work required.

If the Employer decides that it is necessary to reduce part-time staff, and if there are more than one part-time Employees performing similar duties, and if it is one of those Employees that is to be laid off, then those Employees will be laid off on the basis of the reverse order of their continuous service since last hired, provided that, in the opinion of the Employer, those remaining are qualified to perform the work required.

- (b) An Employee in a classification being reduced in number may elect to go into a lower classification at a wage not less than 80 per cent of that Employee's hourly wage and not less than the hourly wage of another Employee who would become the Employee to be laid off. Said election may be exercised provided that the Employee is qualified for the work required and provided that his/her continuous service with the Employer exceeds that of another Employee in the lower classification who will become the Employee to be laid off.

An Employee being laid off may elect to take the job of another part-time Employee who would become the Employee to be laid off, and the Employer agrees that the Employee's hourly wage would be not less than 80 per cent of his/her previous hourly wage and not less than the hourly wage of the other Employee. Said election may be exercised provided that, in the sole opinion of the Employer, the employee is qualified for the work required, and provided that his/her continuous service with the Employer exceeds that of another part-time Employee performing similar duties who will become the Employee to be laid off.

- (c) An Employee laid off because of a reduction in staff as listed above shall have the first opportunity for recall if a situation opens which he/she is qualified to perform when required by the Employer. The Company shall, subject to paragraph (d), recall laid-off employees by length of continuous service within each classification.

An Employee laid off because of a reduction in staff as listed above shall have the first opportunity for recall if a part-time situation opens which he/she is qualified to perform when required by the Employer. The Company shall, subject to paragraph 8 (d), recall laid-off employees by length of continuous service provided that the Employee is qualified for the work required.

Recall shall be made by registered mail at the Employee's last address on record with the Company. It shall be the Employee's responsibility to supply the Company with his/her correct and current address and any changes that occur. The Company's obligation to recall under this clause shall be fulfilled if:

- i. the Employee refuses recall to a position with the same or higher hourly rate than that from which he/she was laid off;
- ii. the Employee fails to respond to his/her recall within seven (7) working days from the date of the mailing of the recall letter; or
- iii. the Employee's recall letter is returned because he/she failed to file a correct address with the Company.

If he/she is working in another position, he/she will be given two weeks in order to provide proper notice.

Severance pay for loss of situation shall be at the rates herein set forth (Severance pay for loss of part-time situation shall be at these rates for the average hours per week worked in the twelve (12) months prior to the layoff):

Under 3 months' continuous service:	none
3 months to 1 year's continuous service:	2 weeks
1 year to 2 years continuous service:	3 weeks
2 years to 5 years continuous service:	4 weeks
5 years to 10 years continuous service:	6 weeks
10 years or more continuous service:	10 weeks

The laid-off Employee will retain the right of recall for (6) six months following his/her lay-off. Upon recall, the Employee's length of continuous service shall be zero for purpose of severance pay.

Employees hired as temporary replacements for the summer will not be subject to automatic recall under these provisions.

- (d) For the purposes of recall from a layoff, the Employer will be the sole judge of any laid-off Employee's competency and qualifications to perform the work required.
- (e) The Employer may discharge without notice
 - (1) for neglect of duty
 - (2) for wilful misconduct
 - (3) and for the contribution of services to any publication with a circulation in the County of Glengarry, unless publication and the extent of the contribution are previously approved by the Employer.

Unless the cause of a discharge is theft or sabotage, the Employer shall pay the discharged Employee severance pay at the rates specified in paragraph 8 (c) and such pay in lieu of notice as that Employee would have been entitled to had he/she been laid off, as set forth in the Employment Standards Act.

No Employee will be discharged for any offence listed in paragraph 8 (e) without being given a written warning and the opportunity to correct the conduct that was the substance of the warning.

- (f) The Employer has the absolute right to discharge any Employee during his/her probationary period which shall consist of a period of four months from original date of hire for full-time employees and six months from original date of hire for part-time employees. With the consent of the Employee and the union, the probationary period may be extended by the Employer a further two months.
- (g) Refusal of a full-time employee to accept a promotion to another classification or a promotion of a part-time employee to a full-time position will not constitute reason for discharge.
- (h) Any discharge must be given in writing. The Union will be consulted on the implementation of office rules.
- (i) If an Employee accepts a promotion to a higher classification he/she shall be permitted to return to his/her original position within a three (3) month period provided:
 - (1) that the Employee provides one months' notice to the Employer, and
 - (2) any other Employees promoted as a result of this promotion will be returned to their original positions.

The Employer shall have the right within a four (4) month period, upon one (1) months' notice being given, to return the Employee to his former position if he/she is not qualified or competent to perform the duties of the higher position.

Any Employee promoted to management who returns to the bargaining unit shall be credited with unbroken continuity of service.

In the situation of a part-timer promoted to a full-time position, for the purposes of bumping rights in the case of a layoff and priority of vacation, "pro-rated continuous service" of an Employee shall mean the deemed number of years of service calculated by the following formula: dividing the total number of hours worked by the Employee for the Employer by the total number of hours worked by a full-time Employee in that same period of time, multiplied by the number of calendar years during which the part-time employee worked those hours.

Total hours worked by part-time Employee

X calendar years

1820 hours

Total hours of pro-rated continuous service for an Employee will be calculated should a part-time employee accept a full-time position in order to establish their years of continuous service within the full-time classification, or on such occasions as circumstances may dictate.

- (j) For the purposes of this Agreement, "continuous service" shall mean the length of unbroken service with the Employer, but if the Employer hires an Employee back after a resignation or discharge, the Employee will be credited with all continuous service (except for purposes of severance pay entitlement, bumping in case of layoff and priority of vacation) earned before the resignation or discharge.
- (k) If a vacancy occurs, the Employer shall post notice of such vacancy on a bulletin board provided for the Employees for a minimum of five (5) working days if it is the intent to fill such vacancy. It is understood that present Employees will be considered for any such promotions.

ARTICLE 9 - PART TIME EMPLOYEES

- (a) The Employer agrees that part-time Employees will not be used to diminish full-time positions in the bargaining unit, except with the consent of the Union.
- (b) If the volume of work has decreased such that a layoff is necessary, the Employer may employ a part-timer in substitution of a full-time Employee to a maximum of 24 hours a week. Any full-time Employee so laid-off shall have the first opportunity for rehire at the part-time position.
- (c) Whenever possible, part-time Employees shall have first opportunity to work as a replacement during illness, vacation and other recognized leaves of absence for full-time Employees who perform similar work.

ARTICLE 10 - CREDIT TO CONTINUOUS SERVICE

If and when an Employee is hired on other than a temporary basis, the Employer will give full credit on the basis of hours worked towards continuous service for work performed for the Employer as students, part-time Employees and summer help.

Full credit shall mean severance pay and vacation entitlement.

ARTICLE 11 – EXPENSES

- (a) The Employer shall pay authorized expenses incurred by an Employee in the service of the Employer, upon submission of expense reports, vouchers, and bills in the prescribed form.
- (b) The Employer shall pay for an Employee's car used in the execution of authorized work for the Employer as follows:

Up to but not including: \$0.95¢ = \$0.40/kilometre

\$0.95¢ or more	\$0.41
\$1.05	\$0.42
\$1.15	\$0.43
\$1.25	\$0.44
\$1.35	\$0.45
\$1.45	\$0.46
\$1.55	\$0.47

For each additional \$0.10 increase in gas prices, an additional \$0.01 per kilometre will also be paid.

Note: based on average price of motor fuel per litre. Normally no receipts will be required as per past practice.

ARTICLE 12 – WAGES

- (a) Minimum wages for present Employees during the term of this Agreement shall be as set out in Schedule A, except for an Employee who has elected to go into a lower classification under Article 8 of this Agreement. Employees moving from Part-time to Full-time or vice versa shall maintain their current wage step provided they remain in the same classification.
- (b) The classifications referred to in this Agreement are set out in Schedule B.
- (c) Any Employee working a minimum of three and one half hours per day in any higher paid classification as set out in Schedule B shall receive an additional twenty dollars (\$20.00) for such shift.
- (d) There shall be no reduction of any Employee's salary as a result of putting this Agreement into effect.

ARTICLE 13 - HOURS OF WORK AND OVERTIME

- (a) The regular working day for an Employee shall be between 8:00 a.m. and 6:00 p.m. and shall be fixed to suit the convenience of the Employer. The Employer will notify the Union if an Employee's shift is to be changed for any length of time, i.e. one week or more.
- (b) Subject to paragraph 13 (e), the work week for full-time Employees in Classifications 2 and 3 shall consist of thirty-five (35) hours, divided into five (5) consecutive seven-hour shifts that shall be worked from Monday to Friday inclusive.
- (c) The work week for full-time Employees in Classification 1 shall consist of thirty-five (35) hours, comprised of twenty (20) hours or more to be worked during the regular working day plus up to fifteen (15) hours that may be required to be worked at any other time, at the Employer's discretion. These fifteen (15) hours shall not be overtime hours for purposes of compensation.

On a rotating basis, the full-time Employees in Classification 1 and the Editor may be required to work weekends. The Employee who worked on such weekend shall have the following Friday afternoon off. The rotation will be shared by the Editor and the full-time Employees in Classification 1 concurrently working actively. Weekend hours will be compensated at the overtime rate. The Friday afternoon off will count towards the overtime compensation.

Employees in Classification 1 who are required to be "on call" during the week in the evenings shall be compensated by a half day off on the following Friday.

Any hours worked by an Employee in Classification 1 called in on the Friday shall be counted toward the 20 hours referred to in the first clause in Paragraph 13 (c).

- (d) The compensation for authorized overtime shall be one and one-half hours off for each hour of overtime worked or time-and-one-half based on the hourly wage rate paid the individual Employee.
- (e) Employees who work in the evening of the day prior to publication on that issue shall have a shift on the day of publication consisting of four (4) working hours according to operational requirements. Any time worked outside the above-stated hours on the day of publication shall be compensated at the overtime rate. These provisions shall apply equally to all Employees.

Employees called upon to work in the evening of the day prior to the day prior to publication (i.e. Monday night) in order to ease the work load of the evening prior to publication will be compensated in this same fashion. The provisions shall apply equally to all Employees.

Should a statutory holiday as defined in Article 25 occur on the day prior to the day prior to publication (i.e. Monday), the provisions of the preceding paragraph shall not apply.

This article in no way removes the Employer's right to demand any Employee to work the night prior to publication, when necessary. Should an Employee be required to work both Monday and Tuesday night, the Employee will be compensated by having a full day off.

Part-time Employees will not be used to replace full-time Employees, under normal circumstances.

- (f) For Classifications 2 and 3, overtime shall be defined as all authorized time worked in excess of either the stated work week or regular working day. For Classification 1, overtime shall be defined as all authorized time worked in excess of the stated work week.
- (g) Time off or pay for overtime hours shall be at the Employer's discretion. If the employee does not take time off within three weeks following the end of the month in which the overtime was earned, such overtime shall be paid out in the first pay period of the following month. An extension of the above period may be granted by agreement with the employee.
- (h) No member shall be employed for less than a full shift except when discharged for cause or when excused at the member's own request, but the giving by the Employer of time off in return for overtime hours worked shall not be a breach of this paragraph.

The Employer shall give at least 24 hours' notice when overtime is required whenever possible.

There shall be a stated lunch period for each Employee.

- (i) Hours of work for Part-time employees
 - (i) It is understood that the hours of work in any week for an Employee may be variable, (to be determined by the need of the Employer); however, the Employer will endeavour, upon a request by a part-time Employee, to advise that Employee of his/her schedule one week in advance. It is further understood that a part-time employee(s) when working on a weekend in Classification 1 shall be regularly scheduled up to 7-hours of work each day but the start time may vary. Time off or pay for overtime shall be at the Employer's discretion.

(ii) The compensation for authorized overtime shall be one-and-one-half hours off for each hour of overtime worked or time-and-one-half based on the hourly wage rate paid the individual Employee. Part-time Employees required to work more than seven hours in any shift shall be compensated at the overtime rate for all hours exceeding seven. Time off or pay for overtime shall be at the Employer's discretion. If the Employee does not take time off within three weeks following the end of the month in which the overtime was earned, such overtime shall be paid out in the first pay period of the following month. An extension of the above period may be granted by agreement with the Employee. Overtime for weekend work performed by a part-time Employee will only be incurred after seven hours of work.

ARTICLE 14 – VACATIONS

- (a) The length of continuous service of an Employee with the Employer shall be the determining factor in choice of vacation periods. The timing of the fourth and fifth week is at the Employer's discretion, with continuous service still applying.
- (b) In the first twelve (12) months of continuous service, Full-time Employees shall be entitled to one (1) day of vacation per month of continuous service up to a maximum of ten (10) days, plus, if that Employee is working at Christmas, five (5) days of which a minimum of two (2) will occur during the Christmas season. Any days remaining shall be taken outside the peak summer period.
- (c) Full-time Employees who have (1) year of continuous service shall be entitled to three (3) weeks' vacation with pay, one week of which shall be the five days off referred to in paragraph 14 (d). Employees who have ten (10) years of continuous service shall be entitled to four (4) weeks' vacation with pay, one week of which shall be the five days off referred to in paragraph 14(d) Employees with 16 to 19 years of continuous service shall be entitled to one extra day with pay in the first year of the contract and a second day with pay in the second year of the contract. Employees who have twenty (20) years of continuous service shall be entitled to five (5) weeks' vacation with pay, one week of which shall be the five days off referred to in paragraph 14 (d).
- (d) In the event the Employer does not publish at Christmastime, five working days of paid vacation for all full-time Employees (for the part-time Employees shall be said to account for one (1) weeks' vacation) will be taken during the time period when the Employer does not publish. Should the Employer choose to publish during Christmas week, the Employees will take a minimum of two working days as paid holidays. The remaining days shall be taken outside the peak summer period.
The Employer must advise the Union in writing of its intention no later than October 15th.

- (e) The Employees shall become eligible for the fourth week of vacation in the calendar year that ten (10) years of continuous service is attained. The Employees shall become eligible for the fifth week of vacation in the calendar year that twenty (20) years of continuous service is attained.
- (f) The Employees recognize that the timing of all vacations shall be at the convenience of the Employer and must be approved in writing by the Publisher. No more than two (2) weeks of any Employee's vacation may be taken during the peak summer period unless approved by the Publisher. The cutoff date for posting holidays by seniority will be March 15th. After this date, anyone who had not posted holidays cannot post holidays where another Employee has already taken the dates booked. The "peak period" is defined as May 1st to October 1st. All vacations must be taken before April 30th of the following year. The employer, on December 15th of each calendar year, shall notify each Employee of any outstanding vacation entitlement that may be carried over into the next year. Employees shall have until February 1st of the next year to book outstanding vacation entitlement at a time of their choosing, and should the Employee fail to do so, outstanding vacations shall be booked by the Employer prior to the April 30th deadline.
- (g) Anyone who has been an Employee of the Employer for a period of six (6) months and who has one (1) year or less of continuous service and who terminates his/her employment voluntarily or otherwise shall be entitled to receive a vacation credit equal to four per cent (4%) of his/her straight time earnings from May 1.

Any Employee who is entitled to three (3) weeks' vacation and who terminates his/her employment voluntarily or otherwise shall be entitled to receive a vacation credit equal to six per cent (6%) of his/her straight time earnings from May 1.

Any Employee who is entitled to four (4) weeks' vacation and who terminates his/her employment voluntarily or otherwise shall be entitled to receive a vacation credit equal to eight per cent (8%) of his/her straight time earnings from May 1, plus an additional 0.4 % of his/her straight time earnings for each extra day referred to in (c) above.

Any Employee who is entitled to five (5) weeks' vacation and who terminates his/her employment voluntarily or otherwise shall be entitled to receive a vacation credit equal to ten per cent (10%) of his/her straight time earnings from May 1.

(h) Vacations for Part-time Employees

Vacation Pay for part-time Employees shall be based on their previous year's gross earnings in the following percentages and leave entitlements:

- (i) Up to one year's continuous service, 4 per cent of gross earnings and two weeks leave without pay (One (1) week of leave after completion of six (6) months of continuous

service and the second week of leave after completion of one (1) year of continuous service);

- (ii) 1 to 10 years continuous service, 6 per cent of gross earnings and three weeks leave without pay;
- (iii) 10 years to 20 years continuous service, 8 per cent of gross earnings and 4 weeks leave without pay;
- (iv) Sixteen (16) to nineteen (19) years of continuous service, eight (8) per cent of gross earnings and four (4) weeks leave without pay, plus 0.4 per cent of gross earnings and one (1) day of leave without pay per year of this agreement.
- (v) More than 20 years continuous service, 10 per cent of gross earnings and 5 weeks leave without pay.

If an Employee in the first year of continuous service is working both before and after Christmas, the Employee will, in addition, receive two (2) per cent of gross earnings and another week of leave without pay to be taken during the Christmas week.

Vacation pay shall be calculated in the second pay period of December and the part-time Employee shall advise the Employer whether he/she wishes to be paid his/her vacation pay at this time or the time of his/her vacation leave.

A part-time Employee's continuous service shall be determined as in Article 8.

ARTICLE 15 - LEAVE OF ABSENCE

- (a) The Company may, in its absolute discretion, grant leave of absence without pay to any Employee, and any person who is absent with such permission shall not earn continuous service during such leave.
- (b) Application for a leave of absence shall be submitted in writing at least two weeks in advance of the date of the requested leave, unless prevented by an emergency, and shall specify the reason for the request. When a leave of absence is approved, such approval shall be in writing.

ARTICLE 16 - MATERNITY, PARENTAL AND ADOPTION LEAVE

It is agreed that continuous service shall continue while the Employee is absent on maternity or parental leave or adoption leave to the maximum allowed under the Employment Standards Act.

On termination of such leave he/she shall be returned to his/her original position or alternative work at no reduction in salary.

ARTICLE 17 – GRIEVANCE

In case any difference should arise between the two parties at any time during the term of this Agreement as to the true intent and meaning of any matter or thing covered, the grievance shall be adjusted and settled as set out in the following paragraphs. Any grievance not processed to the next step within the time limits set out herein will be deemed to have been abandoned and the provisions of Section 48 (2) of the Ontario Labour Relations Act, RSO 1980 and amendments thereto, do not apply. It is the mutual desire of the parties hereto that complaints and grievances shall be adjusted as quickly as possible.

- (a) The aggrieved Employee shall present his/her grievance orally or in writing to the Employer designate. He/she shall have the assistance of his/her Steward. No grievance shall be considered where the events giving rise to the grievance occurred or originated more than fifteen (15) full working days before the filing of the grievance.
- (b) The Employer designate shall give his/her answer in writing to the Employee not later than fifteen (15) working days following the submission of the grievance, with a copy to the Steward.

If the Employer's designate fails to give his/her answer to the grievance within the time limit specified or if the answer is unsatisfactory to the Employee concerned, then the grievance may be presented as follows:

- (i) A Joint Standing Committee of two (2) representatives of the Employer and two (2) representatives of the Union shall be formed. In case of vacancy, absence or refusal of any representative to act, or in the event that a representative has filed the grievance or a grievance was filed on his/her behalf, another shall be appointed in his/her place by the party concerned. Each side will name an alternate member of the Standing Committee. Each side may demand that the alternate sit for any particular grievance.
- (ii) To this committee, within fifteen (15) days of either party becoming aware of an alleged violation of this Agreement, shall be referred all questions that may arise regarding the interpretation, application and violation of this Agreement which cannot be settled otherwise. When difference arises which requires action by the Joint Standing Committee the aggrieved party to this Agreement shall give written notice of its grievances to the signatories to this Agreement and the Committee shall meet within fifteen (15) days of having received the notice of the question or questions under dispute. If the Committee does not reach an agreement within fifteen (15) days of having received notice of differences the question or questions

- under dispute shall upon request of either of the signatories of the Agreement, be submitted to a Board of Arbitration or a single arbitrator as set forth hereunder.
- (iii) The decision of the standing committee shall be executed as soon as said decision shall have been handed down.
 - (iv) Any member of the Committee may call a meeting at any time.
 - (v) Except as to the provisions in this Agreement relating to discharge or lay-off by order of length of continuous service, no change shall be made in the wages and other remuneration of an Employee, who may be involved in a dispute and which is made the subject of arbitration proceedings under this Article, until a decision has been reached by the Board of Arbitration or sole Arbitrator referred to herein.
 - (vi) Any Employee may appear in person before the Joint Standing Committee to plead his/her case. The Company acknowledges the right of the Union to select a representative to assist the Employee in presenting his/her grievance.
 - (vii) If the Committee reinstates an Employee as of the date of his dismissal, said Employee shall benefit from all the advantages he/she would have acquired from said date on.
 - (viii) Any settlement reached between the parties at any time during the grievance procedure must be in writing and signed by the representatives of the Employer and the Union. This written statement of the settlement has the same effect as the decision of the board of arbitration or the single arbitrator and is binding to the parties.
- (c) If meetings of the Joint Standing Committee are held during working hours, the members present shall suffer no loss of regular pay.
 - (d) Warnings of all kinds, layoff notices or dismissal notices, as well as any other notice must be given in writing by one party to the other.
 - (e) In the event the Employer calls in an Employee for disciplinary measures, said Employee shall be accompanied by a Union representative.
 - (f) Time limits mentioned in the present article, when not specified that they are calculated in working days, are to be counted in calendar days. Any time limit may be extended by mutual agreement.
 - (g) The Union agrees to submit to the Employer the names of the members of the Standing Committee within fifteen (15) days of the signing of this Agreement.

- (h) The members of the Standing Committee representing management are the president and the publisher.

ARTICLE 18 – ARBITRATION

- (a) The parties agree that any grievance which has been properly carried through all of the above steps and which has not been settled shall, upon the written request of one of the parties made within thirty-one (31) days of the answer of the Joint Standing Committee and delivered to the other party within such time, be referred to a Board of Arbitration or, if the Company and Union agree, to a single arbitrator.
- (b) If no written request is received within the time stipulated, the grievance shall be deemed to have been settled in accordance with the answer made by the Employer designate and shall not be submitted to arbitration or be arbitrable.
- (c) In the case of a Board of Arbitration the board will be composed of one person appointed by the Employer, one person appointed by the Union, and a third person to act as Chairman, to be chosen by the other two members of the Board. Within fifteen (15) days of the request by either party, each party shall notify the other of the name of his appointee.
- (d) Should the person chosen by the Employer to act on the Board and the person chosen by the Union fail to agree on a third person within three (3) weeks of notification as set out above, the Minister of Labour for the Province of Ontario may be asked to nominate a person to act as Chairman.
- (e) Decisions of the Board of Arbitration, or a majority thereof, shall be binding on both parties. Decisions of a sole arbitrator shall be binding on both parties.
- (f) The Board of Arbitration or a sole arbitrator shall not have any power to alter, modify, amend or change any of the provisions of this Agreement or to substitute any new provisions, or to give any decision inconsistent with the terms and provisions of this agreement, or to deal with any matter not covered by the agreement.
- (g) The fees of the Chairman of a Board of Arbitration, or the fees of a single arbitrator, will be paid in equal shares by both parties.
- (h) No person will be selected as arbitrator who has been directly involved in attempts to negotiate or settle the grievance.
- (i) Whenever a grievance is referred to arbitration in the case of dismissal of an Employee, such arbitration shall take precedence over any other arbitration case being studied at the same time, provided the rules stipulated in the present Agreement are not violated.

ARTICLE 19 - NEW EQUIPMENT AND PROCESSES

- (a) No regular Employee having two (2) years of continuous service on the date of this agreement shall be discharged as a result of the introduction of new equipment and processes, if there is another position available within the scope of the union and the Employee agrees to retrain for that position.
- (b) In the event that there is no other position available or the Employee is unable to become competent within three (3) months (the Employer to be the sole judge of competence) or is unwilling to train for new processes, he/she will be paid one (1) week's pay for each year of continuous service up to a maximum of thirty (30) weeks pay in lieu of the severance pay provisions outlined in Article 8 of this Agreement.
- (c) The employer agrees to schedule a meeting every six months to discuss the replacement or upgrading of existing equipment and the purchase of any new equipment. Any training deemed necessary by the employer for existing employees to operate the equipment efficiently will begin as soon as reasonably possible as per current employer practice.

ARTICLE 20 - EMPLOYEE INJURY

When an Employee is injured on the job and is unable to work and is entitled to Workers' Compensation, he/she shall receive up to one-third of his or her hourly wage in addition to the amount paid by Workers' Compensation, up to a limit of one (1) year. The number of hours per week and duration shall be decided by consultation between the Employer, the Employee, the Union and the Workers' compensation representative.

ARTICLE 21 - JURY DUTY OR WITNESS DUTY

When an Employee is called for jury duty or witness duty, the Employer agrees to pay for his/her loss of wages up to a maximum of four (4) weeks. Part-time employee(s) pay will be calculated on the basis of the hours per week worked by the Employee in the same number of weeks preceding the leave.

ARTICLE 22 – BEREAVEMENT

- (a) In the event of the death of an Employee's spouse, common law/ same-sex included, or child (to include step-child) and for the purpose of attending the funeral and other related duties, the Employee shall not suffer any loss of pay for a maximum of five (5) working days absence at their regular hourly rate for the number of hours in their regular shift (a part-time Employee shall be paid at his/her regular hourly rate on the

basis of a number of hours equal to the average number of hours worked by the Employee in the preceding two months, up to a maximum of seven (7) hours per day).

- (b) In the event of a death of a father (to include step-father), mother (to include step-mother), sister (to include step-sister), brother (to include step-brother), mother-in-law or father-in-law or grandchild and for the purpose of grieving and or attending the funeral and other related duties, the Employee shall not suffer any loss of pay for a maximum of three (3) working days absence at their regular hourly rate for the number of hours in their regular shift (a part-time Employee shall be paid at his/her regular hourly rate on the basis of a number of hours equal to the average number of hours worked by the Employee in the preceding two months, up to a maximum of seven (7) hours per day).
- (c) In the event of a death of a brother-in-law, sister-in-law, grandparent, niece, nephew, aunt or uncle, for the purpose of attending the funeral and other related duties, the Employee shall not suffer any loss of pay for a maximum of one (1) working day absence at their regular hourly rate for the number of hours in their regular shift (a part-time Employee shall be paid at his/her regular hourly rate on the basis of a number of hours equal to the average number of hours worked by the Employee in the preceding two months, up to a maximum of seven (7) hours per day).
- (d) Entitlements referred to above may be deferred, in whole or in part, for the purpose of attending memorial services or undertaking other related obligations the Employee may have as a result of the bereavement.

ARTICLE 23 - BULLETIN BOARD

The Company will provide a bulletin board for the use of the Union.

ARTICLE 24 - SUPPER BREAK

In the event that staff are required to work on the production of the newspaper at night, they will be allowed a supper break of up to one (1) hour between the hours of 5 to 7 p.m., and will be reimbursed for a meal allowance of up to \$14.00 upon provision of a valid receipt.

ARTICLE 25 - STATUTORY HOLIDAYS

Under the conditions listed below, all employees will be paid full regular wages for each of the following holidays:

New Year's Day, Thanksgiving Day, Good Friday, Christmas Day, Boxing Day, Victoria Day, Canada Day, Civic Holiday, Labour Day, Family Day, plus any additional statutory holidays that may be proclaimed during the life of this contract.

All employees will receive one (1) additional day off with pay each calendar year as a floating Holiday. Time off for the Floating Holiday will have to be chosen by individual Employees with a view to ensuring that it does not become necessary to close the office for any day. If employees are unable to take their Floating Holiday(s) off in any given year they will be given the option of carrying the day(s) over to the next calendar year, to be taken at a time during that year or receiving the equivalent pay for any outstanding day(s) in their bank as a lump sum payment. Such holiday(s) are to be taken outside the summer period, or, if feasible, in the summer period at the employer's discretion.

All work on recognized holidays shall be compensated at one and one half times in time off or in pay in addition to pay for such holiday.

If an Employee's day off falls on a holiday or if a holiday occurs during their vacation period they shall be given the Friday previous to their vacation or receive the equivalent in pay in lieu thereof, but not both. If the Employee's weekend of work falls on a holiday weekend, the Employee will work the holiday but will have the option, in lieu of overtime pay as above, of taking a day adjacent to a weekend when they are not required to work.

ARTICLE 26 - NEW CLASSIFICATION

If 75% of any Employee's work time is a totally new job function, it shall result in the introduction of a new Classification and the appropriate wage rate must be negotiated between the Employer and the Union.

ARTICLE 27 – PENSION

The Employer and all Employees (with the exception of part-time Employees who may or may not elect to participate in the pension plan) agree to maintain contributions to the Uniform Pension Plan presently in place and administered by Sun Life, at a rate of 2.75 per cent of salary paid by the Employer and 2.75 per cent of salary paid by the Employee. Employees may, subject to the terms and conditions of the pension plan, choose to contribute additional amounts to the pension plan, but the Employer will not be required to contribute matching amounts.

With the mutual consent of the Employer and the Union, the Sun Life pension plan may be changed to an alternative plan.

ARTICLE 28 - SICK LEAVE

- (a) Full-time employees will continue to receive full pay while off work on sick leave up to a limit of twenty (20) working days in a twelve (12) month period extending back from the current sick day. Employees may use from one hour to seven hours sick leave for the purpose of each medical appointment.
- (b) The Employer may request a medical report for any sick leave longer than three (3) days duration.
- (c) An Employee other than a probationary Employee who is unable to perform his/her regular assigned duties with the Company because of disabling sickness or injury shall receive a leave of absence for up to six (6) months as required. While the Employee is on such authorized leave of absence, continuous service will continue to accumulate for up to six (6) months. A leave of absence for more than six (6) months must be approved by the company but shall not be unreasonably denied.
- (d) Upon return to work of an Employee who has been on an authorized leave of absence because of illness or injury, he/she will return to his/her former position if the position is still available and if he/she is capable of performing the work with accommodation up to undue hardship. If he/she cannot be given their original position, he/she will be offered other available work which he/she is capable of performing, if any is available, with accommodation up to undue hardship, at an hourly rate not less than 80% of the Employee's previous hourly rate.
- (e) Sick Leave for Part-time Employees
Part-time employees will continue to receive full pay while off work on sick leave on a day they were supposed to work up to a limit of:

$$\frac{\text{Number of hours worked in the previous calendar year}}{1820} \times 20$$

Employees may use from one hour to seven hours sick leave for the purpose of each medical appointment.

ARTICLE 29 - COMPASSIONATE LEAVE

Employees shall be entitled to compassionate leave of up to eight weeks to care for an ailing family member as provided for under Employment Insurance regulations. While the employee is on such leave, continuous service shall continue to accumulate.

ARTICLE 30 – MISCELLANEOUS

- (a) The Employer agrees to carry libel insurance and to pay an Employee's legal fees in any libel suit resulting from a story, photograph or action by that Employee, in which both the Employer and Employee are named as parties, providing the Employer has, prior to the publication of such stories or photographs, or the institution of any actions that could be deemed libellous or slanderous, approved the story, photo or action. It is the Employee's responsibility to obtain the approval of the Employer prior to the publishing of any story or photo, or the taking of any action that might cause libel or slander. Failure of the Employee to do this may not result in but could be cause for immediate dismissal. The Employee agrees to follow the advice of the lawyer and in particular advice as to settlement of an action.
- (b) The provisions of this Agreement shall be applied to all Employees without discrimination on any ground listed in the Ontario Human Rights Code.
- (c) There shall be no harassment in the workplace by the Employer or agent of the Employer or by another Employee because of sex, sexual orientation, race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, age, record of offences, marital status, family status, or handicap.
- (d) The Employer is the sole judge of the content and editorial policy of the newspaper.
- (e) The Union Steward shall not be disciplined for carrying out his/her duties in the office as a representative of the Union.
- (f) Leave of absence with pay for a maximum of two (2) full-time Employees and one (1) part-time Employee at a time will be permitted for Union business at The Glengarry News as listed hereunder:
 - (i) grievances
 - (ii) contract preparation
 - (iii) negotiationsLeave of absence without pay for a maximum of two (2) full-time Employees and one (1) part-time Employee at a time will be permitted for Union business at The Glengarry News as listed hereunder:
 - (i) attendance at conventions (if elected)
 - Unifor - annual - 9 days
 - OFL - annual - 7 days
 - CLC - every second year - 7 days

If an Employee is appointed to a Union committee the Employer will discuss leave of absence without pay for that committee.

- (g) The Employer agrees to keep its offices in a clean, healthful, sufficiently ventilated, properly heated and well-lighted condition at all times. The Company agrees to meet with the Local Union Committee as necessary to discuss safety suggestions and hazards.
- (h) If an Employee requests safety equipment; a protective device or wearing apparel to protect the Employee from injury while at work, then if the Employer agrees, the Employer will pay the full cost. If the Employer doesn't agree, the Employer and the Union will negotiate the matter.

Pregnant women will not be required to work at the VDT machine unless supplied with a lead shield by the Employer.

- (i) Anyone unable to attend work because of being snowed in shall suffer no loss of pay. Any such day or part day missed from work will be deducted from sick days available.
- (j) Any Employee appointed or promoted to a position on a temporary basis will return to his former status when the reason for temporary appointment ceases.
- (k) An Employee shall have Union representation in all discipline meetings with Management.
- (l) *Labour Management Meetings*

The Employer and Union agree to hold semi-annual labour management meetings, if requested by either party.

ARTICLE 31 - EQUIPMENT MAINTENANCE

The Employer will designate Employees to be responsible for equipment maintenance, based on skills and physical ability. The Employer will provide protective clothing as required.

The Employer will compensate Employees for cleaning of clothes which have been soiled or stained due to operation of machines, cameras, chemicals, etc. at work, or when on assignment for the Employer.

The Employer will compensate any Employee for the loss or destruction of camera equipment belonging to the Employee that occurs on the job. The employer will pay reasonable maintenance costs on such equipment providing all reasonable efforts have been made by the Employee to maintain their equipment properly and to guard against negligence in its use.

ARTICLE 32 - COMPANY REPRESENTATION

- (a) The Company agrees to furnish the Union with a list of names of supervisory personnel with whom the Union may have transactions in the administration of this agreement and will keep this list up to date.
- (b) The Company agrees to meet with the Union representatives in joint management/Union consultation at reasonable intervals at the request of the Union or the Employer. Agendas for such meetings will be exchanged at least two weeks in advance of these meetings.

ARTICLE 33 - TEMPORARY REPLACEMENT

- (a) If any employee covered by this agreement takes unpaid maternal or parental leave of at least 6 months duration, any temporary replacement for that employee shall be required to join the union as such replacement.
- (b) Notwithstanding a temporary replacement being required to join the union in accordance with paragraph (a), the following articles of the collective agreement shall not apply to that temporary replacement: 8 (except paragraphs c) and the application of recall rights only, e) and f) (which shall apply), 14 (except paragraphs b) and f) which shall apply), 16, 19, 20, 21, 26, 27 and 28.
- (c) Should the employee be retained by the employer beyond the specified replacement period or one year (whichever comes first) or recalled back to work within the period specified in Article 8 (c) they shall be considered a permanent employee and continuous service shall revert to their original date of hire with the employer and recognition to rights and benefits within the collective agreement shall be modified to reflect their date of hire.

ARTICLE 34 - BENEFITS

The employer shall maintain for the life of this agreement the levels of benefit coverage found in the Total Guard benefit plan, Certificate Number: 278471500 with current coverage for Life Insurance, AD&D and LTD with Western Life, Policy #36L70 and for Health Care, Dental and Vision Care benefits with Green Shield, Policy #30749.

ARTICLE 35 - PAID EDUCATION LEAVE

The Employer agrees to pay into a special fund an amount of \$100.00 to provide for a Unifor Paid Education Leave (PEL) program. Such payment will be remitted into a trust fund established by the Unifor National Union effective from the date of ratification. Payments will be sent by the Employer to the following address:

Unifor Paid Education Leave Program
205 Placer Court
Toronto, ON M2H 3H9

The Employer may approve Education Leave for the members of a bargaining unit at the request of the Union. Candidates for PEL shall be selected by the Union to attend. The Union will provide written confirmation to the Employer of such selection. Employees on PEL leave of absence will continue to accrue seniority and service.

ARTICLE 36: FAMILY EMERGENCY LEAVE

- (a) The Company will follow this protocol when considering an employee's request for a leave of absence due to a family emergency.

Application & Conditions

- (b) A "family emergency leave" is defined as an employee having to be away from work temporarily to provide care or support to a family member who is gravely ill and who has a significant risk of death within twenty-six (26) weeks. A family emergency leave is restricted to requests regarding the family members listed in Article 22 (Bereavement Leave).
- (c) A family emergency leave must be a minimum of four (4) weeks and shall be no more than eight (8) weeks.
- (d) An employee's request for an emergency leave will be granted at the Company's absolute discretion and subject to the Company's operational needs. Only one employee in any one department may be on family emergency leave during any period of time.
- (e) An employee requesting a family emergency leave must provide to the Employer the medical certificate substantially in the form contained in Schedule C signed by a medical

doctor who is treating the family member who is ill. The employee is responsible for any cost of obtaining the medical certificate.

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

Protocol for Requesting and Granting Leave

- (g) Upon application in writing from the employee to the employee's manager, a leave of absence to attend to a family emergency may be granted at the absolute discretion of the Company if the conditions in this clause have been met. The manager will respond to the employee's request within two (2) business days of the conditions of this clause being met.
- (h) Prior to any leave being granted, and prior to receiving any payment under paragraphs (i) or (j) below:
 - (1) An employee must exhaust all available paid time off in the following order:
 - A. Unused vacation carried over from the prior year under Article 14;
 - B. Overtime compensation that the employee requested as time off under Article 13.
 - (2) An employee must use one-half of any available vacation for the current year under Article 14.
- (i) An employee who has exhausted all available paid time off as described under Article 36 (h), and who requires additional time off, will apply for the compassionate care benefits available under Employment Insurance (EI). Where an employee is approved for EI compassionate care benefits:
 - (1) The Company shall advance payment equal to sixty percent (60%) of base straight-time pay during the one (1) week EI waiting period;
 - (2) 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 straight-time pay for a maximum of seven (7) weeks, subject to continued receipt of EI benefits; and

(3) Upon the employee's return to work, the employee's total compensation, including overtime pay and vacation pay, will be reduced by forty percent (40%) until the amounts advanced under (1) and (2) have been fully repaid.

- (j) An employee who has exhausted all other available paid time off as described in paragraph (h) and who has not qualified to receive EI benefits, and who requires a minimum of four (4) weeks additional time off, may make special application to the Company for family emergency leave. The employee must provide the medical certificate described in paragraph (e) above, at the employee's expense. If approved by the employer in the absolute discretion of the employer, the employee will be advanced payment equal to sixty percent (60) of the employee's base straight-time pay for a minimum of four (4) weeks and a maximum of eight (8) weeks. Upon the employee's return to work, the employee's total compensation, including overtime pay and vacation pay, will be reduced by forty percent (40%) until the partial salary advance has been fully repaid. Paragraph (f) above applies to payments under this paragraph (j).
- (k) Nothing described in the above precludes the Company from granting additional time off, with or without pay for compassionate reasons.

ARTICLE 37: WOMEN’S ADVOCATE

The parties recognize that female employees may sometimes need to discuss with another woman matters such as violence or abuse at home or workplace harassment. They may also need to find out about specialized resources in the community such as counsellors or women’s shelters to assist them in dealing with these and other issues.

For this reason the parties agree to recognize the role of Women’s Advocate in the workplace. The Women’s Advocate will be determined by the Union from amongst the female bargaining unit employees. The Advocate will meet with female members as required, discuss problems with them and refer them to the appropriate agency when necessary.

The Company agrees to provide access to a confidential phone line that can be maintained by the Women’s Advocate and that is accessible for female employees to contact the Women’s Advocate.

The Company and the Union will develop appropriate communications to inform female employees about the advocacy role of the Women’s Advocate. The Company will also assign a management support person to assist the advocate in her role.

ARTICLE 38 - MODIFICATION, TERM, RENEWAL OF AGREEMENT

- (a) Unless otherwise stipulated, the terms and conditions of this Agreement shall become effective on **May 12, 2018** and shall remain in force and effect until **May 11, 2020** and shall continue in force and effect from year to year thereafter unless either party gives to the other party notice in writing preceding the termination date that it desires its termination or amendment.
- (b) Either party desiring to propose changes or amendments to this Agreement shall, within ninety days prior to the expiry date, give notice in writing to the other party. Such notice shall contain the proposed changes or amendments desired. A meeting of the parties will be convened within twenty (20) days of the date on which the notice was served to commence bargaining.
- (c) This Agreement may be amended by mutual consent of the parties.
- (d) The company will provide a reasonable number of copies of the Agreement to all members of the Committee, Union Local and National Union.
- (e) All employees will be paid a lump sum once at signing as follows:

Full time **\$500.00**

Part time **\$500.00**

DATED AT Alexandria THIS 31 DAY OF October, 2019.

FOR THE EMPLOYER

FOR THE UNION

Robert McKay

Michele Am

SCHEDULE 'A'

NAME	OFFICIAL START	RATE ON MAY 12, 2018	RATE ON ANNIVERSARY
Barb McCormick	1977 March 29	\$23.22/hr	no change
Sean Bray	2005 September 14	\$20.02/hr	no change
Scott Carmichael	2007 October 10	\$20.02/hr	no change
Ronna Mogelon	2010 June 2	\$18.64/hr	no change
Audrey Evans	2014 July 10	\$16.65/hr	\$17.00 (2019)
Jenna Blais	2018 Feb. 12	\$16.95/hr	\$17.34 (2020)
Dean Hagopian	2019 Jan. 23	\$17.45/hr	\$17.93 (2020)
Meggin Roberts (production)	2018 June 4	\$ 16.08/hr	\$16.52 (2019)
Meggin Roberts (sales)	2018 Aug. 23	\$16.73/hr	\$17.23 (2019)
Meggin Roberts (editorial)	2019 June 20	\$16.73/hr	
Dave Theoret	2019 Jan. 23	\$17.45/hour	\$17.93 (2020)
Margaret Caldbick	2004 March 1	\$20.02/hr	no change

SCHEDULE 'B'

The following are the Classifications referred to in this Agreement:

Classification 1 – Reporter

Classification 2 – Advertising, Electronic Compositor, Typesetter, Production

Classification 3 – Bookkeeper, Circulation Clerk

SCHEDULE 'C'

The Glengarry News Limited Medical Certificate for Compassionate Care Benefits

Compassionate Care benefits may be available to an employee to provide care or support to a family member who is gravely ill with a significant risk of death within 26 weeks.

Care or support is defined as:

- directly providing or participating in the care of the patient, or
- providing psychological or emotional support for the patient, or
- arranging for the care of the patient by a third party care provider.

A. Patient's Name _____

Date of Birth (y-m-d) _____

B. I, the patient or authorized representative if the patient is incapable, hereby consent to the doctor completing this form by including information about my health.

Signature _____

Date (y-m-d) _____

C. (If applicable) Name and legal authority of person signing on behalf of patient:

Name _____

Legal authority _____

D. (Doctor) I last examined the patient on _____ (y-m-d) and certify that the following conditions exist:

1. The patient has a serious medical condition and a significant risk of death within the next 26 weeks (6 months).

No ____ Yes ____

2. The patient requires the care or support of one or more family members within this 6 months.

No ____ Yes ____

Signature (Medical Doctor) _____

Date (y-m-d) _____

Contact Information of Medical Doctor

Name _____

Specialty _____

License Number _____

Apt no or suite no _____

Number and Street _____

City or Town _____

Province _____

Postal Code _____

Telephone _____

May 12, 2018 to May 11, 2020 (See also Schedule 'A') Wage steps are 12 months apart on the employee's official anniversary from date of hire

		Start	1	2	3	4	5	6	7	8	9	10	11	12
Advertising High school No experience	2019	\$14.90	\$15.63	\$16.33	\$16.97	\$17.45	\$17.93	\$18.38	\$18.85	\$19.30	\$19.58	\$19.73	\$19.88	\$20.02
		\$521.50	\$547.05	\$571.55	\$593.95	\$610.75	\$627.55	\$643.30	\$659.75	\$675.50	\$685.30	\$690.55	\$695.80	\$700.70
College, No experience	2019	\$15.34	\$16.16	\$16.73	\$17.23	\$17.66	\$18.10	\$18.53	\$18.95	\$19.35	\$19.58	\$19.73	\$19.88	\$20.02
		\$536.90	\$565.60	\$585.55	\$603.05	\$618.10	\$633.50	\$648.55	\$663.25	\$677.25	\$685.30	\$690.55	\$695.80	\$700.70
Editorial College, No experience	2019	\$15.34	\$16.16	\$16.73	\$17.23	\$17.66	\$18.10	\$18.53	\$18.95	\$19.35	\$19.58	\$19.73	\$19.88	\$20.02
		\$536.90	\$565.60	\$585.55	\$603.05	\$618.10	\$633.50	\$648.55	\$663.25	\$677.25	\$685.30	\$690.55	\$695.80	\$700.70
Production High school, No experience	2019	\$14.90	\$15.15	\$15.84	\$16.42	\$16.86	\$17.21	\$17.56	\$17.91	\$18.26	\$18.60	\$18.95	\$19.23	\$19.48
		\$521.50	\$530.25	\$554.40	\$574.70	\$590.10	\$602.35	\$614.60	\$626.85	\$639.10	\$651.00	\$663.25	\$673.05	\$681.80
College, No experience	2019	\$14.96	\$15.57	\$16.08	\$16.52	\$16.95	\$17.34	\$17.68	\$18.01	\$18.33	\$18.64	\$18.95	\$19.23	\$19.48
		\$523.60	\$544.95	\$562.80	\$578.20	\$593.25	\$606.90	\$618.80	\$630.35	\$641.55	\$652.40	\$663.25	\$673.05	\$681.80
Circulation No experience	2019	\$14.90	\$15.14	\$15.54	\$15.95	\$16.30	\$16.65	\$17.00	\$17.32	\$17.68	\$17.96	\$18.23	\$18.43	\$18.64
		\$521.50	\$529.90	\$543.90	\$558.25	\$570.50	\$582.75	\$595.00	\$606.20	\$618.80	\$628.60	\$638.05	\$645.05	\$652.40
Bookkeeper College, No experience	2019	\$15.34	\$16.16	\$16.73	\$17.23	\$17.66	\$18.10	\$18.53	\$18.95	\$19.35	\$19.58	\$19.73	\$19.88	\$20.02
		\$536.90	\$565.60	\$585.55	\$603.05	\$618.10	\$633.50	\$648.55	\$663.25	\$677.25	\$685.30	\$690.55	\$695.80	\$700.70

The parties to this agreement recognize that, without exception, the salaries listed in the schedule above are exclusive of the company's costs for Employee benefits from HED Insurance Group and Sun Life Canada.

The Glengarry News Limited

LETTER OF UNDERSTANDING RE: SPECIAL PROJECTS AND SERVICES

Re: Translation Services

There are instances where the company receives unilingual advertisements that may require translation.

The Company and the Union shall mutually decide an hourly premium rate to charge the client for such translation services, keeping in mind current rates. If any Employee of the Company provides this service, said Employee shall receive the full amount of the charged premium.

Re: Problem Solving

There are instances where problems with office machines may occur. Any Employee who devotes time to attempt to resolve said problem will be compensated in the form of double the time off spent addressing the problem.

If the Employee is not able to take this time off within the month in which the problem was solved, the equivalent monetary compensation as per his or her hourly rate shall be paid out within three weeks following the end of the month in which the duty was performed.

Re: Special Projects and Services

If the company should require a special project or special service that could be accomplished by an Employee, a consultation between the Company and the Union shall take place after which the Union may request that Employee or other Employees attend future meetings. A decision as to the required duration, timing, services to be provided and appropriate compensation shall be mutually decided.

DATED AT Alexandria THIS 31 DAY OF October, 2019.

FOR THE EMPLOYER

FOR THE UNION

Robert Nelson

Michelle Ann

LETTER OF UNDERSTANDING RE: EDITORIAL CARTOONIST

between

The Glengarry News Ltd. ("The Company") and Unifor Local 87-M-46 ("The Union")

The Union accepts that the Company externally employs an editorial cartoonist on a piecework payment basis.

Further, the Union accepts this arrangement will continue for the foreseeable future, under the following conditions:

- The role of the editorial cartoonist, an independent contractor outside the bargaining unit, does not change
- Articles 3 (f), 4 (d), and others of the Collective Agreement are not violated
- No current bargaining unit member has the skills and interest in performing the work.

DATED AT Alexandria THIS 31 DAY OF October, 2019.

FOR THE EMPLOYER

FOR THE UNION

Robert Adams

Michael Am

LETTER OF UNDERSTANDING RE: COSTA ZARIFI

between

The Glengarry News Ltd. ("The Company") and Unifor Local 87-M-46 ("The Union")

The Union accepts that the Company externally employs Costa Zarifi as a freelance photographer on a piecework payment basis.

Further, the Union accepts this arrangement will continue for the foreseeable future, under the following conditions:

- The role of Mr. Zarifi, an independent contractor outside the bargaining unit, does not increase or change in any other way such that a bargaining unit member would see a reduction in hours
- Articles 3 (f), 4 (d), and others of the Collective Agreement are not violated
- No current bargaining unit member has the skills and interest in performing the work.

DATED AT Alexandria THIS 31 DAY OF October, 2019.

FOR THE EMPLOYER

FOR THE UNION

Richard McKay

Michelle Am

LETTER OF UNDERSTANDING RE: SEAN BRAY

between

The Glengarry News Ltd. ("The Company") and Unifor Local 87-M-46 ("The Union")

The Union accepts that the Company externally contracts Sean Bray's company for website programming consultation and services.

Further, the Union accepts this arrangement will continue for the foreseeable future, under the following conditions:

- The website-related work of Mr. Bray (or any sub-contractor or employee of Mr. Bray) is done outside of the Alexandria location of The Glengarry News
- Mr. Bray invoices The Glengarry News at his current business rate
- Mr. Bray forwards any sub-contractor invoices to The Glengarry News for payment directly to said sub-contractor
- Articles 3 (f), 4 (d), and others of the Collective Agreement are not violated

The Union also understands that Mr. Bray, in his role of employee at The Glengarry News, may also work as an employee on the Company's website insofar as said work relates to his capacity as Sports Editor for The Glengarry News. This work, including such things as updating the photo gallery and posting sports updates to the website, shall be completed as part of Mr. Bray's normal weekly duties at the newspaper and will result in no additional billing by Mr. Bray's company.

DATED AT Alexandria THIS 31 DAY OF October, 2019.

FOR THE EMPLOYER

FOR THE UNION

Richard Melnyk

Michelle Au

LETTER OF UNDERSTANDING RE: RONNA MOGELON

between

The Glengarry News Ltd. ("The Company") and Unifor Local 87-M-46 ("The Union")

The Union accepts that the Company employs Ronna Mogelon, a union member, in the capacity of monthly/occasional columnist, a task outside her regular duties as a part time employee with the company.

Further, the Union accepts this arrangement will continue for the foreseeable future, under the following conditions:

- The compensation for Ms. Mogelon will be at her regular hourly wage, as per the Collective Agreement.
- Approximately two (2) to four (4) hours will be needed per column.
- The time for preparing a column will be outside her regularly scheduled hours and tasks (office assistant and proof-reading) with the Company, and Ms. Mogelon shall not see any reduction in said hours/tasks as a result of this Letter of Understanding.
- Ms. Mogelon writes only about her area of expertise: cooking/baking.
- No full-time bargaining unit member sees a reduction in hours as a result of this Letter of Understanding.
- Articles 3 (f), 4 (d), and others of the Collective Agreement are not violated.

DATED AT Alexandria THIS 31st DAY OF October, 2019.

FOR THE EMPLOYER

FOR THE UNION

Richard Wilson

Michelle Ann

LETTER OF UNDERSTANDING RE: ARTICLE 34 BENEFITS

The Glengarry News Limited and Unifor Local 87M will establish a joint Committee on benefits. The mandate of the Joint Committee is to address the issue of the Union's proposal to look for alternative benefit coverage that will benefit all employees. This agreed to Committee in no way implies that the Employer or the Union have reached an Agreement.

The Committee will meet no later than six (6) months after the signing and ratification of the Collective Agreement and will established terms of reference for the committee.

DATED AT Alexandria THIS 31st DAY OF October, 2019.

FOR THE EMPLOYER

FOR THE UNION

Robert Murray

Michelle Ann

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