

COLLECTIVE AGREEMENT



between
VERNON BUSINESS SERVICES INC.
and
Canadian Office and Professional Employees Union, Local 15

Effective: September 1, 2005 to Expiry: August 31, 2008

COLLECTIVE AGREEMENT

BETWEEN: VERNON BUSINESS SERVICE INC.

AND: CANADIAN OFFICE and PROFESSIONAL EMPLOYEES UNION,
LOCAL 15

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Effective Date: September 1, 2005 to August 31, 2008

BETWEEN: VERNON BUSINESS SERVICE INC.
(hereinafter referred to as the "Company")

Party of the First Part;

**AND: CANADIAN OFFICE and PROFESSIONAL EMPLOYEES UNION,
LOCAL 15**
(hereinafter referred to as the "Union")

Party of the Second Part;

ARTICLE 1 — PURPOSE

1.1 The purpose of this Agreement is to maintain a harmonious relationship between the Employer and the employees; to define clearly the hours of work, rates of pay, and conditions of employment; to provide for an amicable method of settling differences which may from time to time arise; and to promote the mutual interest of the Employer and employees and in recognition whereof, the Parties hereto covenant and agree as follows:

1.2 Neither the Union nor the Employer, in carrying out their obligations under this Agreement, shall discriminate in matters of hiring, training, promotion, transfer, layoff, discharge or otherwise because of race, colour, creed, national origin, age, sex or marital status.

ARTICLE 2 — UNION SECURITY and RECOGNITION

2.1 This Agreement shall apply solely to employees in the bargaining unit for which the Union is certified under the Labour Relations Code and shall be binding on the Employer and the Union and their respective successors and assigns.

2.2 The Employer agrees that all employees covered under this Agreement as a condition of employment, shall, within thirty (30) days from the effective date of this Agreement, become and remain members of the Union.

2.3 The Employer further agrees that all new employees hired subsequent to the effective date of this Agreement, shall as a condition of employment within thirty (30) days from the date of employment, become and remain members of the Union.

2.4 Upon written authorization from the employee, the Employer agrees to deduct Union initiation fees, dues and assessments from the wages of each employee and to transmit the monies so collected to the Union, once monthly, together with a list of employees from whom such deductions have been made.

ARTICLE 3 — UNION REPRESENTATION

- 3.1** The Employer shall recognize the Office Steward(s) elected or appointed by the Union and shall not discharge, discipline or otherwise discriminate against such Office Steward(s) for carrying out the duties proper to that position. The Union shall inform the Employer of the names of the Office Steward(s).
- 3.2** The Office Steward(s) may, within reason, investigate and process grievances or confer with the Representative(s) of the Union during regular working hours, without loss of pay. The Steward(s) will obtain permission from their immediate supervisor before leaving their immediate area for such purposes and such permission will not be unreasonably denied.

ARTICLE 4 — THE RIGHTS of the EMPLOYER

- 4.1** The Union recognizes the rights of the Employer to operate the business and direct the working force subject to the provisions of this Agreement and the right of the Union or employee to grieve, as provided in Articles 16 and 17.

ARTICLE 5 — DEFINITION of EMPLOYEES

- 5.1 Probationary Period**
All new employees, except temporary employees, will be considered probationary for the first sixty (60) days of employment. After sixty (60) days' employment, an employee will become regular. Temporary employees transferred to, or attaining regular status shall have their temporary period of employment included in their probationary period.
- 5.2 Regular Employees**
An employee hired to work regular scheduled positions. Appendix "B" is included for examples of shifts.
- 5.3 Temporary**
An employee hired for a specified period not exceeding three (3) months duration, except when extended by mutual agreement between the Union and the Employer. A temporary employee attaining regular status will have rights under this Agreement which are based on length of service or seniority dated from the start of continuous employment.

ARTICLE 6 — HOURS of WORK, OVERTIME and SHIFT PREMIUM

- 6.1** This is a seven (7) day a week, twenty-four (24) hour operation. Overtime is voluntary and employees may decline overtime providing there are other qualified employees available to perform the work. In such cases, overtime shall be mandatory for the least senior employee(s). The shifts currently being worked are as appended and the schedule may be changed to meet client needs. The shift schedule shall be posted on the notice board two (2) weeks in advance.

7:00am	3:00pm — day shift
3:00pm	11:00pm — afternoon shift
11:00pm	7:00am — night shift

When an occasion arises that requires a split shift, the employee will be paid for a minimum of two (2) hours for each portion of the shift.

- (a) The Parties recognize that schedules may be changed at short notice.
- (b) It shall be admissible, with management approval, for staff members to arrange shift swaps between them for personal reasons as long as customer service and productivity is maintained, but will require management approval.
- (c) Where employees are needed to work unscheduled shifts, employees shall be requested to do so in order of seniority, providing they have the necessary qualifications. Employees may decline the shift, providing there are other qualified employees available to perform the work. In such cases, the least senior employee qualified to perform the work may be required to work the shift.
- (d) Where employees are needed to work later than their scheduled shift, employees shall be requested to do so in order of seniority, providing they have the necessary qualifications. Employees may decline the work, providing there are other qualified employees available to perform the work. In such cases, the least senior employee qualified to perform the work may be required to work later than their scheduled shift.

6.2 (a) A lunch period of one-half (½) hour shall be taken away from the work station except where no relief is available. Where the Company's requirements prohibit a lunch period, the affected employee(s) who work more than five (5) consecutive hours without a lunch period shall be paid an additional three quarters (¾) of an hour per such occurrence at each employee's current hourly rate, in lieu of a thirty (30) minute lunch period.

(b) Night Shift (11:00 p.m. – 7:00 a.m.):
Will have no time designated lunch or coffee breaks. Paid lunch and coffee breaks will be taken at the work station. Employees will be paid for the total scheduled shift, i.e. eight (8) hours.

6.3 After two (2) hours on shift a coffee break of ten (10) minutes may be taken by the employee without loss of pay, away from the work station, except where no relief is available, then coffee may be taken at the work station.

6.4 Overtime Premiums

All time worked in excess of eight (8) hours per day or forty (40) hours per week shall be considered overtime and shall be paid for at one hundred and fifty (150%) percent of the employee's prorated hourly rate. Overtime must be approved by management.

6.5 Employees shall not be scheduled to work more than five (5) shifts during five (5) consecutive days without a break of two (2) shifts on two (2) consecutive days. This

shall not apply to short term emergency scheduling when the provisions of overtime shall apply.

ARTICLE 7 — STATUTORY HOLIDAYS

7.1 The Employer agrees to provide all employees with the following statutory holidays, with pay:

New Year's Day	Good Friday	Labour Day
Victoria Day	Thanksgiving Day	Remembrance Day
Canada Day	Christmas Day	Boxing Day
BC Day		

and any other day that may be stated a legal holiday by the Provincial, Civic, and/or Federal Government.

7.2 Employees required to work on statutory holidays shall be requested to do so in order of seniority, providing they have the necessary qualifications.

Employees cannot use their seniority so as to allow them to bump into another shift on a Statutory Holiday.

7.3 An employee who works on one of the above holidays shall be paid for that day:

(a) at one and a half (1 ½) times the employees regular wage for the first nine (9) hours, and

(b) at double (2 times) the employees wage for any time worked over nine (9) hours.

7.4 In addition, the Employer must give the employee a working day off with pay.

7.5 In the alternative to Section 7.3 and 7.4, the employee may request to be paid:

(a) at two and a half (2 ½) times the regular wage, and

(b) at triple (3 times) the regular wage for any time worked over nine (9) hours.

ARTICLE 8 — ANNUAL VACATIONS

All employees shall be entitled to a paid vacation in accordance with the following schedule:

8.1 (a) During the first twelve (12) months' service, an employee shall earn a paid vacation entitlement of up to ten (10) working days, based on the average number of days worked per week for the period at four (4%) percent of gross earnings.

(b) Upon completion of twelve (12) months' service, an employee shall be entitled to take all earned vacation entitlement, or any part thereof.

(c) Payment for vacations in (a) and/or (b), shall be the employees regular classification wage rate at the time vacation is taken at four (4%) percent of gross earnings.

8.2 Employees who complete five (5) years service, qualify for up to fifteen (15) working days paid vacation at six (6%) percent of gross earnings.

- 8.3 For each completed year of service in excess of five (5) years, each employee shall receive one (1) additional working day paid vacation up to a maximum of ten (10) additional days.
Current employees, as at September 16, 2002, shall retain the right for a maximum of fifteen (15) additional days, (ie: total of thirty (30) working days).
- 8.4 Employees with the Employer's written permission, may take their paid vacation entitlement during the vacation year in which it is being earned, but if they subsequently terminate in that year, a prorated adjustment will be made to the employee's final pay cheque if the vacation taken exceeds the paid vacation earned.
- 8.5 Employees desiring to take vacations in broken periods shall be entitled to take them in periods of one (1), two (2), three (3) weeks, etc.
- 8.6 Employees shall select their vacation periods in order of seniority as defined in this Agreement, however, only one (1) vacation period shall be selected by seniority until all employees in the signing group have selected one (1) period. Subsequently, all employees in the signing group who have chosen to take their vacation in broken periods shall select in order of seniority for a second vacation period, and again for subsequent periods until all periods are chosen.
An employee making a first selection of vacation in the time period from June 1 through September 30, may only select two (2) weeks. Should the vacation list circulate back from a second selection and any time is available in this period, additional time may be booked from the available time with no limitation.
Employees for their first selection may select two (2) weeks as consecutive or non-consecutive.
- 8.7 Vacations will be scheduled at a time mutually agreeable, and the Employer agrees to grant vacation requests based on seniority.
- 8.8 Vacation requests between December 15 – January 5 inclusive, will not normally be granted.
- 8.9 Vacation requests shall be made in writing.
- 8.10 The vacation requests, as per item 8.7, must be made no later than February 15th of each year, and approved by the 15th of March.
- 8.11 The Employer and the Union agree that due to operational requirements that overlapping of vacation periods will not be permitted.

ARTICLE 9 — LEAVE of ABSENCE

9.1 **Union Business**

Leave of absence without pay will be granted to employees for the purpose of attending to Union business providing the Employer's work requirements will allow for such leave. The Union will request such leave by giving the Employer at least two (2) weeks' notice.

9.2 **Bereavement Leave**

In case of death in the immediate family of the employee, ie: father, mother, husband, wife, son, daughter, sister, brother, mother-in-law, father-in-law, grandmother,

grandfather, grandchildren, step-mother, step-father, step-brother, step-sister, step-daughter, and step-son, an employee shall be granted compassionate leave of three (3) days with pay. Such leave of absence will not be charged against annual vacation entitlement.

9.3 Special Leave Without Pay

An employee may be granted leave of absence, without pay, for personal reasons upon written application. It is understood that such leave shall not interfere with the operation of the department concerned.

9.4 Jury Duty

Employees who are required by law to serve as jurors or witnesses in any court, shall be granted leave of absence up to thirty (30) days with pay for this purpose. The employee concerned shall deposit with the Employer any pay received for such service, other than expenses, and shall render an accounting of amounts received together with proof of service.

9.5 Maternity Leave

Leave of absence without pay in case of pregnancy, shall be granted in accordance with the "Employment Standards Act Part 6, 1995". Such leave will not affect seniority.

ARTICLE 10 — SICK LEAVE, WELFARE PLANS and PENSION PLAN

In lieu of Company Benefit Plans employees will be paid to maintain their own Insurance Plans as follows:

- ◆ September 1, 2005 — sixty-seven cents (67¢) per hour
- ◆ September 1, 2006 — seventy-two cents (72¢) per hour
- ◆ September 1, 2007 — seventy-seven cents (77¢) per hour

New Employees

Upon completion of six (6) months service, employees will be paid the benefit equivalents on above scales for the year in which they commence employment.

ARTICLE 11 — HIRING, PROMOTION, LAYOFF and RECALL

11.1 Shift Vacancies

The Employer shall fill vacancies from within the bargaining unit before hiring new employees, providing employees are available with the necessary qualifications to fill the vacant positions. Each vacancy shall be posted on the bulletin boards on the Employer's premises for at least three (3) working days, with a copy to the Chief Office Steward and the Union office outlining job title and job requirements and salary.

11.2 Layoff

If a reduction of office staff is necessary, the following procedure shall be adopted:

- ◆ the Union shall be notified in writing, and the employee with the least amount of seniority will be the first laid-off from that job providing the remaining employees can perform the available work.

11.3 Except for termination due to just cause, all regular (ie: permanent) employees shall be given two (2) weeks notice of layoff, or two (2) weeks salary in lieu of notice.

11.4 Any regular full-time employee with six (6) months or more of service who is laid-off due to lack of work or redundancy, shall be placed on a recall list for a period of six (6) months.

11.5 Recall

Employees laid-off shall be recalled by seniority.

11.6 Notice of recall to an employee who has been laid-off, shall be made by registered mail to the last known address of the employee. The employee must respond to such notice within three (3) days of receiving it or possibly lose rights of seniority and recall, however, an employee who is prevented from responding to a recall notice because of illness or other reason beyond the employees control, shall not lose rights thereby, but such employee may be bypassed for the position available. An employee bypassed as provided above, will remain on the recall list for the remaining recall period.

11.7 Salary Policy on Recalls & Demotions

Employees recalled shall receive the current rate for the step in the salary range which they held at the time of lay-off.

ARTICLE 12 — SENIORITY

12.1 Seniority shall mean length of continuous service, with the Employer and its predecessors, as an employee in the bargaining unit, except that credit shall be given for all continuous service prior to certification of the bargaining unit.

12.2 Except as provided in Section 3 following, an employee who leaves the bargaining unit and subsequently returns, will be considered a new employee from the date of re-entering the unit for the purpose of determining seniority credit.

12.3 An employee on approved leave of absence without pay, will accrue seniority for periods not exceeding three (3) calendar months.

12.4 An employee laid-off and placed on the recall list under Article 12, Section 6, will retain seniority earned prior to lay-off if subsequently rehired within the recall period of six (6)

months.

12.5 An employee on leave of absence on Union business under Article 9, Section 1, will retain but not accumulate seniority.

12.6 Seniority lists will be made available by the Employer at such times as may be required for the administration of this Agreement.

ARTICLE 13 — GENERAL

13.1 Employees shall not be asked to make any written or verbal contract which may conflict with this Agreement.

13.2 **Picket Lines**

It shall not be a violation of this Agreement or cause for discharge of any employee, in the performance of his/her duties, to refuse to cross a legal picket line recognized by the Union. The Union shall notify the Employer as soon as possible of the existence of such recognized picket lines.

13.3 **Essential Services**

The Union recognizes the essential service nature of the Employer's business. In the event of a strike by COPE Local 15, the Union agrees to provide essential service coverage. In the event the Parties cannot agree on the extent of essential service coverage, such coverage will be determined by expedited arbitration.

13.4 **No Strike – No Lock-Out**

During the term of the collective Agreement the Union agrees not to strike and the Employer agrees not to lock-out.

13.5 **Bulletin Boards**

Will be made available to the Union for the purpose of posting notices relating to meetings, dues, entertainment, health and safety, and general Union activities. All notices shall be submitted to the Employer before being posted. Approval shall not be withheld unreasonably by the Employer.

13.6 **Joint Consultation**

It is agreed that the Union and the Employer will each form a consultation committee and on the request of either Party, the Parties shall meet at least once every two (2) months until the Agreement is terminated, for the purpose of discussing issues relating to the workplace that affect the Parties or any employee bound by this Agreement. The purpose of the consultation committee is to promote co-operative resolution of workplace issues, to respond and adapt to changes in the economy and competition, to foster the development of work related skills, the implementation of new technology and to promote work place productivity and customer service.

13.7 **Security Licenses**

Any offer of employment and subsequent employment is subject to the employee obtaining and retaining the required alarm monitoring license as required and provided for by the Attorney General's Office. The Employer shall pay costs related to such license requirements.

13.8 Bargaining Unit Work

With the exception of the owners and as specifically provided in this Agreement, no work which is normally, properly or customarily performed by members of the bargaining unit shall be contracted out, sub-contracted or performed by other than COPE Local 15 members in good standing.

13.9 Direct Pay Deposit

The Employer shall provide direct pay deposit.

ARTICLE 14 — DISCHARGE and TERMINATION

14.1 It is hereby agreed that the Employer has the right to discharge for just cause.

14.2 If a regular employee is terminated, except as provided in Section 1 above, said employee shall receive two (2) weeks notice immediately prior to the date of termination, or the equivalent in wages. If notice is given immediately prior to the vacation period of any employee, such employee shall receive two (2) weeks wages, at the employees current salary, in addition to vacation pay to which the employee is entitled, plus all other benefits.

14.3 If upon joint investigation by the Union and the Employer, or by decision of an arbitration pursuant to the terms of this Agreement, it shall be found that an employee has been unjustly discharged, the affected employee shall be, subject to the award of such arbitration or pursuant to the mutual findings of the Union and the Employer, re-instated to his/her former position without any loss of seniority or rank. Compensation for lost salary shall be as mutually agreed between the Employer and the Union or as decided by arbitration.

**ARTICLE 15 — TECHNOLOGICAL or PROCEDURAL CHANGES
and SEVERANCE PAY**

15.1 The Employer will provide the Union with as much notice as possible of intention to introduce automation, equipment or procedures which might result in displacement or reduction of personnel or in changes of job classification.

15.2 Wherever practical, employees becoming redundant due to new equipment or procedures, shall be eligible for retraining to equip them for the operation of such new equipment or procedure, or to qualify for other positions within the unit. Such retraining will be provided by the Employer without cost and without loss of pay to the affected employee(s).

15.3 In cases where the retraining of employees is not practical, or where other positions with the Employer are not available, the employee(s) shall elect for termination of employment or shall elect to be placed on the recall list.

15.4 Severance pay as provided for in Section 5 following, shall be due and payable to a displaced employee, immediately upon termination.

15.5 Severance Pay

Will be provided as per the Employment Standards Act.

ARTICLE 16 — GRIEVANCE PROCEDURE

- 16.1 "Grievance" means any difference or dispute concerning the interpretation, application, administration or alleged violation of this collective Agreement, whether between the Employer and any employee or employees bound by this collective Agreement or between the Employer and the Union.
- 16.2 Grievances or complaints shall be settled in the following manner:
- (a) If the employee has a complaint against the Employer, it shall be referred to as a grievance and the procedure for settlement shall commence with Step 1.
 - (b) If the Employer or the Union has a complaint, it shall be referred to as a dispute, and the procedure for settlement shall commence with Step 3.
- STEP 1:**
- The employee involved shall first take up the grievance with the supervisor directly in charge of the work within ten (10) working days of the circumstances giving rise to the grievance. The employee shall be accompanied by an Office Steward or Representative of the Union.
- STEP 2:**
- If the grievance is not satisfactorily settled at Step 1, the employee and Chief Office Steward or Representative shall submit the grievance, in writing, to the Office Manager or the Personnel Manager as designated by the Employer, within the next ten (10) working days.
- STEP 3:**
- If a satisfactory settlement is not reached at Step 2, the grievance shall be referred within the next ten (10) working days, to the Representative(s) of the Union and the Representative(s) of the Employer. Failing settlement within a further ten (10) working days of receipt of notice, the dispute may be referred to the Expedited Grievance Procedure and/or Arbitration, by either Party, as set forth in Articles 17.
- 16.3 The time limits set forth in this Article are directory and may be extended by mutual agreement between the Union and the Employer.

ARTICLE 17 — SINGLE ARBITRATOR

- 17.1 When any difference arises between the Parties as to the interpretation, application, or alleged violation of this Agreement, including any question as to whether a matter is arbitrable or not, the matter may be referred by either Party to Arbitration.
- 17.2 The Party desiring arbitration under this Article will notify the other Party, in writing, in accordance with the provisions of Article 16. The notice may set out the question(s), in the opinion of the Party seeking arbitration, to be arbitrated.
- 17.3 The Parties to the dispute will thereupon meet within ten (10) working days to decide upon an Arbitrator. Failing agreement upon a person willing to act, or in the event one of the Parties declines the procedure, either Party may apply to the Minister of Labour for the Province of British Columbia to appoint an Arbitrator. Hearings shall commence within thirty (30) working days of the appointment of the Arbitrator.

- 17.4 Upon agreed appointment of an Arbitrator, the Arbitrator shall hear the Parties, settle the terms of question to be arbitrated and make his award within fifteen (15) working days of the appointment or within such extended period as may be mutually agreed to by the Parties to the dispute. The Arbitrator shall deliver his award, in writing, to each of the Parties and the award shall be final and binding on the Parties, and shall be carried out forthwith. The Arbitrator shall not be vested with the power to change, modify or alter any of the terms of this Agreement.
- 17.5 Each Party shall pay their own costs and expenses of the Arbitration and one-half (½) the remuneration and disbursements or expenses of the Arbitrator.

ARTICLE 18 — HARASSMENT

18.1 Policy

Every employee is entitled to work in an environment free of sexual, psychological and/or verbal harassment. The Employer will make every reasonable effort to ensure that this is the case, and each employee and the Union have the responsibility to foster and support a harassment free environment. The Employer will take such measures deemed appropriate against any person who subjects an employee to harassment. The Employer will not tolerate instances of retaliation against any employee bringing forward a complaint or participating in the investigation process.

18.2 Definition

- (a) Sexual harassment is comment or conduct of a sexual nature which is known, or ought reasonably to be known, to be unwelcome and which detrimentally affects the work environment or leads to an adverse job-related consequences for the employee.
- (b) Psychological and/or verbal harassment is a course of comment or conduct which is known, or ought reasonably to be known, to be unwelcome and which might reasonably be perceived as demeaning, disparaging, humiliating and/or belittling to an individual and/or cause fear for personal safety.

18.3 Process

- ◆ Employees are encouraged to communicate incidents of harassment to their immediate Supervisor, the General Manager, or the designated contact person.
- ◆ Complaints will be kept in confidence by all parties except as may be necessary to inquire into and respond to the concerns.
- ◆ The Employer will inquire into complaints and notify the complainant and any other part directly concerned with its conclusions.
- ◆ In cases where a complaint of sexual harassment is confirmed, each case will be handled on its own merits and the Employer will take such measures as the Employer deems appropriate against any person who subjects an employee to harassment.
- ◆ If persons are determined to have misused the policy or where the complaint is determined to be of a frivolous, vindictive, or vexatious nature, the Employer may take appropriate action.
- ◆ Nothing in this policy replaces any other legal rights an employee may have.

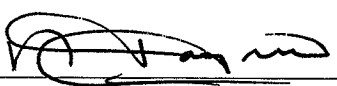
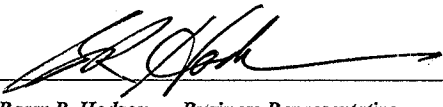
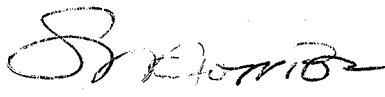
ARTICLE 19 — DURATION

- 19.1** This Agreement will be in full force and effect on and after the **1st** day of **September, 2005**, to and including the **31st** day of **August, 2008**, and shall automatically be renewed from year to year thereafter unless either Party serves written notice to commence collective bargaining upon the other Party hereto, at least sixty (60) days prior to the **31st** day of **August, 2008**, or sixty (60) days prior to the **31st** day of **August** in any year subsequent.
- 19.2** It is mutually agreed by the Parties to exclude from this Agreement the operation of Section 50(2) and 50(3) of the Labour Relations Code.

Signed at <u>VERNON</u> , BC	this <u>8TH</u> day of	<u>DECEMBER</u> , 2005
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SIGNED ON BEHALF OF THE EMPLOYER
Party of the First Part;

SIGNED ON BEHALF OF THE UNION
Party of the Second Part;

	
<i>Art Haycock — Manager / Owner</i>	<i>Barry R. Hodson — Business Representative</i>
	
	<i>Sheila Morrison — Secretary-Treasurer</i>

E&OE

APPENDIX "A"

WAGE RATES — HOURLY

Date	Start	60 Days	6 Months	9 Months	One Year (Job Rate)
September 1, 2005 Graveyard:	\$8.55	\$9.08 \$11.35	\$10.24	\$10.75	\$11.35
September 1, 2006 Graveyard:	\$8.73	\$9.26 \$11.53	\$10.42	\$10.93	\$11.53
September 1, 2007 Graveyard:	\$8.97	\$9.50 \$11.77	\$10.66	\$11.17	\$11.77

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APPENDIX "B" WEEKLY SCHEDULE

FOR THE WEEK OF:						
SUNDAY	7:00 – 3:00			3:00 – 11:00		11:00 – 7:00
	9:00 – 2:00			2:00 – 9:00		
MONDAY	7:00 – 3:00			3:00 – 11:00		11:00 – 7:00
	7:30 – 3:30					
	11:00 – 7:30			8:00–10:00 / 4:00–8:00		
TUESDAY	7:00 – 3:00			3:00 – 11:00		11:00 – 7:00
	7:30 – 3:30			3:30 – 9:00		
				8:00–10:00 / 4:00 – 8:00		
WEDNESDAY	7:00 – 3:00			3:00 – 11:00		11:00 – 7:00
	7:30 – 3:30			3:30 – 8:30		
				8:00–10:00 / 4:00–8:00		
THURSDAY	7:00 – 3:00			3:00 – 11:00		11:00 – 7:00
	7:30 – 3:30			3:30 – 8:30		
				8:00–1:00 / 4:00–7:00		
FRIDAY	7:00 – 3:00			3:00 – 11:00		11:00 – 7:00
	7:30 – 3:30					
	11:00 – 7:30			8:00–10:00 / 4:00–8:00		
SATURDAY	7:00 – 3:00			3:00 – 11:00		11:00 – 7:00
	8:00 – 2:00			2:00 – 9:00		

*Employees booking vacation leave will be entitled to a full weekend (Sat/Sun) off at the end of the vacation period taken.