

**COLLECTIVE AGREEMENT**

**BETWEEN**

**ALASKAN COPPER & BRASS COMPANY**

**AND**

**UNITED STEEL, PAPER AND FORESTRY, RUBBER, MANUFACTURING, ENERGY, ALLIED INDUSTRIAL  
AND SERVICE WORKERS INTERNATIONAL UNION  
(UNITED STEELWORKERS)  
On Behalf of Local Union 2952**

Errors and Omissions Excepted  
cope-343

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## COLLECTIVE AGREEMENT

**BETWEEN**                    **ALASKAN COPPER & BRASS COMPANY**

(Hereinafter referred to as "the Employer")

**AND:**                        **UNITED STEEL, PAPER AND FORESTRY, RUBBER, MANUFACTURING, ENERGY, ALLIED INDUSTRIAL AND SERVICE WORKERS INTERNATIONAL UNION (UNITED STEELWORKERS) On Behalf of Local Union 2952**

(Hereinafter referred to as "the Union")

### **DATE AND REFERENCE**

This Agreement is dated for reference and named for reference as the "Alaskan Copper & Brass Company and United Steelworkers Master Agreement".

### **WITNESSETH:**

**WHEREAS** it is the intent and purpose of the parties hereto that this Agreement will promote and improve industrial and economic relationships between the Employer and the Union, and set forth herein the basic Agreement covering rates of pay, hours of work, and conditions of employment to be observed between the parties hereto.

**NOW THEREFORE**, in consideration of the mutual covenants and agreements herein set forth, the parties hereto mutually agree as follows:

### **ARTICLE 1 - BARGAINING AGENCY AND RECOGNITION**

- 1.01 The Employer recognizes the Union as sole and exclusive bargaining agency for its employees, as described in the current Certification issued by the British Columbia Labour Relations Board, for the purpose of collective bargaining with respect to rates of pay, hours of employment and other conditions of employment.
- 1.02 Excluded employees may perform work covered by bargaining unit employees (1) in emergency; (2) when covered employees are not available, including such times as when covered employees are being called in; (3) in the instruction or training of covered employees; (4) in testing materials and procedures; and (5) in assisting "will call" customers.

If a grievance originates from this subsection it will be instituted at Step 2 of the grievance procedure.

### **ARTICLE 2 - DEFINITION OF EMPLOYEE**

- 2.01 The term "employee" as used in and for the purpose of this Agreement shall include those employees of the Employer at and from the Employer's present or relocated premises for which the Union is certified, except those employees excluded by the Labour Relations Code of British Columbia.

### **ARTICLE 3 - MANAGEMENT**

- 3.01 Management rights exercised by the Employer, unless expressly limited by this Agreement, are reserved to and are vested exclusively in the Employer. Provided, however, that this article will not be used in a discriminatory manner against any employee or group of employees.
- 3.02 The following management rights are listed for greater certainty, but do not limit the generality of Section 3.01 above. The Union agrees that, subject to the provisions of this Agreement, the Employer has the exclusive right to: hire, direct and schedule its work force; promote, demote, transfer and lay off employees; discipline, and discharge employees for just and reasonable cause; determine job content, conduct job evaluations, design work, and determine qualifications of employees; establish, publish, and enforce reasonable rules governing employees while on the Employer's premises; introduce new and improved methods, equipment, and facilities; contract out work in the interests of efficiency and economical operations; purchase supplies, equipment, materials and services from any source; establish, alter or abolish any job classification or department; carry out special and verification testing or inspection work for process and quality control; and control and allocate the use of all equipment and other property of the Employer.

### **ARTICLE 4 - UNION SECURITY PROVISIONS**

- 4.01 All employees shall be required to become, within 30 days of being employed, and remain members of the Union in good standing as a condition of employment. Each employee, as a condition of employment, will sign a form authorizing the Employer to deduct amounts described in Section 4.02 below from his/her pay as directed by the Union.
- 4.02 (a) The Employer agrees to deduct, once each month, such dues as may be fixed by the International Union and communicated to the Employer by the Union from the earnings of every employee covered by this Agreement. The total amount so deducted, with an itemized statement of same in duplicate will be forwarded to the Union in the manner provided for in subsection (e) hereof.
- (b) The Employer agrees to deduct, whenever advised to do so by the International Treasurer or his Deputy, an International Union Assessment or Assessments from the earnings of every employee covered by this Agreement. The total amount so deducted, with an itemized statement of same in duplicate, will be forwarded to the Union in the manner provided for in subsection (e) hereof.
- (c) The Employer agrees to deduct, when authorized by the employee by receipt of a signed authorization, an initiation fee from the earnings of every employee covered by this Agreement. The total amount so deducted, with an itemized statement of same in duplicate, will be forwarded to the Union in the manner provided for in subsection (e) hereof.
- (d) Should any employee have no earnings due to him or her on the first pay cheque in any month, such deduction shall be made from the next succeeding pay cheque of such employee.
- (e) Cheques will be made payable to Jim English (or his successor), International Treasurer of the UNITED STEELWORKERS. Until further notice from the Union, all cheques will be forwarded to the UNITED STEELWORKERS, Unit D, Box 34223, Vancouver, B.C. V6J 4N1 made payable aforesaid and prior to the 15th of the month next following that in which the deductions may apply.
- (f) The amounts deducted will appear on each employee's bi-weekly pay voucher and on his/her

annual "T4 Statement of Remuneration Paid" form.

- 4.03 The Union agrees to indemnify the Employer and hold it harmless against any claim which may arise in complying with the provisions of this Article.

**ARTICLE 5 - HOURS OF WORK**

- 5.01 Eight hours shall constitute one normal day's work. Five consecutive days shall constitute one normal week's work, beginning with the start of the first shift Monday except for employees covered in Section 5.03 below and except that the normal week for employees on third shift may start on Sunday. The second shift follows the first and the third shift follows the second for five consecutive days, but the shifts need not be contiguous. Alternatively, the Employer and the Union may establish a normal work week of up to four consecutive days of up to ten hours each day. It is understood that each employee shall be able to commence work at the starting time(s) and shall remain working until quitting time(s) and that all personal preparations for starting and quitting work will be accomplished outside working hours. The normal daily work periods for the respective shifts shall be as follows:

**First Shift:** Normally an eight and one-half hour period starting between the time of not earlier than 6:00 a.m. nor later than 9:00 a.m., less 30 minutes for a meal on the employee's time. Regular hourly shift rate of pay for first shift work shall be as set forth in Article 15 and Schedule A.

**Second Shift:** Normally an eight and one-half hour period starting between the time of not earlier than 1:00 p.m. nor later than 3:00 p.m., less 30 minutes for a meal on the employee's time. Regular hourly shift rate of pay for second shift work shall be as set forth in Article 15 and Schedule A.

**Third Shift:** Normally an eight and one-half hour period starting between the time of not earlier than 7:00 p.m. nor later than 10:00 p.m., less 30 minutes for a meal on the employee's time. Regular hourly shift rate of pay for third shift work shall be as set forth in Article 15 and Schedule A.

- 5.02 Individual employees may be assigned to different starting times if falling within the limits of their respective shifts or if established under Section 5.01 above.
- 5.03 In exception to the above, it is recognized that special conditions may require special or unusual shifts that will be mutually agreed upon between the Employer and the Union.
- 5.04 **GUARANTEED TIME** Subject to the exceptions set forth in this Article and any employee reporting for work at the start of the employee's shift, will be guaranteed four (4) hours work at the employee's regular job, or pay equal thereto, provided that, if there are insufficient hours of work available at the employee's regular job, the employee will perform such other work as may be assigned to the employee to qualify for such pay. This provision will apply only once each day and it will only apply to an employee's regular shift.

The provisions of Section 5.04 will not apply in case of shutdowns necessitated by emergencies beyond the control of the Employer, or if the employee:

- 1 - Voluntarily quits.
- 2 - Was previously instructed not to report. In such event or circumstance the employee will then only be paid for the actual time he worked.
- 3 - Does not work a full shift at his own request
- 4 - Reports for work on a shift for which he was not scheduled.

5.05 **OVERTIME**

Overtime may be required from time to time, depending on workload. In the event an insufficient number of employees are willing to work overtime, the Employer shall assign overtime to the most junior employee having the present ability to perform the work required. Overtime will be paid in accordance with the Employment Standards Act of British Columbia. Premiums, except longevity premium, will not be included for the purpose of calculating overtime. End of shift overtime shall be assigned to employees then performing the work. Planned overtime shall be rotated equitably amongst employees having the skills required.

5.06 **WORK SHORTAGE - CREW REDUCTION** In the event of a work shortage or a reduction or discontinuance of operations, the Employer will discuss with the Union for the purpose of considering shortening the working hours and/or working week as an alternative to laying off employees.

**ARTICLE 6 - PLANT HOLIDAYS**

6.01 All employees covered by this Agreement will receive eight (8) hours pay at their regular straight time rates for each of the following Plant Holidays in addition to any wages which they may be in receipt of for work performed on the holidays:

- |                  |                     |
|------------------|---------------------|
| 1. New Years Day | 6. Labour Day       |
| 2. Good Friday   | 7. Thanksgiving Day |
| 3. Victoria Day  | 8. Remembrance Day  |
| 4. Canada Day    | 9. Christmas Day    |
| 5. B.C. Day      | 10. Boxing Day      |

6.02 When Plant Holidays fall on Saturday or Sunday, the Employer will designate either the Friday before the holiday or the Monday following the holiday as the day they will be celebrated.

6.03 Should any of the above holidays occur during an employee's vacation period, he will be given an extra day's vacation with pay for each holiday to be taken at a time mutually agreed between the Employer and employee.

6.04 In order to qualify for eight (8) hours pay for the above Plant Holidays the employee must have completed thirty (30) calendar days employment with the Employer.

6.05 Except as set out in Section 6.06 below, employees must work their full work day prior to and their first full work day following the holiday.

6.06 Employees not actively employed because of:

- Lay-Off
- Unpaid leave of absence
- Illness ) and not eligible for W.C.B.  
          ) payments for the involved
- Injury ) Plant Holiday(s)

and who work some time within the fourteen (14) day period prior to, or the fourteen (14) day period following the Plant Holiday (s) in question, will qualify for Plant Holiday pay for such Plant Holiday(s). This provision may be waived with agreement between the Employer and the Union.

6.07 The Employer and the Union agree that if an employee is entitled to Plant Holiday pay while receiving Short Term Disability benefits, he/she will be paid Plant Holiday Pay less any amounts received as Short

Term Disability benefits for that day.

## **ARTICLE 7 - VACATIONS**

- 7.01 Vacations will be granted on the basis of a vacation year beginning on the first day of the pay period following each employee's anniversary-of-hire date and continuing until the beginning of the next vacation year.
- 7.02 During any vacation year, each employee shall accrue current vacation credit per Section 7.03 through Section 7.05 below, as applicable.
- 7.03 A new employee shall accrue current vacation credit at the rate of 4% of his/her gross earnings.
- 7.04 After completing three consecutive full years of employment, an employee shall accrue current vacation credit at the rate of 6% of his/her gross earnings.
- 7.05 After completing eleven consecutive full years of employment, an employee shall accrue current vacation credit at the rate of 8% of his/her gross earnings.
- 7.06 On the first day of each vacation year, the current vacation credit accrued by each employee during the previous vacation year will be transferred to the employee's accumulated vacation credit. Employees may request to be paid any amount up to the total of their accumulated vacation credit, as a deduction from that accumulated credit, on the occasion of their beginning a scheduled vacation period. If requested two weeks in advance, accumulated vacation credit requested will be paid to the employee by direct deposit on their regular payday prior to or following their scheduled vacation period.
- 7.07 Vacations shall be scheduled and taken at such time during the vacation year as may be designated by the Employer or as otherwise mutually agreed upon between the Employer and employee. Subject to the Employer's production needs, vacations shall be scheduled as follows: For vacations in the vacation scheduling period of April 1 to March 31, all employees shall submit a vacation request form prior to March 1 for priority scheduling which takes seniority into consideration. Vacation request forms received prior to March 1 will be responded to by March 15. Vacation request forms received after March 1 will not be given seniority consideration and will be responded to within two weeks. Vacation periods mutually agreed upon at least eight weeks in advance will not be subject to re-scheduling by the Employer.
- 7.08 Employees who have completed their first full year of employment may schedule up to two weeks of vacation in each vacation year.
- 7.09 Employees who have completed four consecutive full years of employment may schedule up to three weeks of vacation in each vacation year.
- 7.10 Employees who have completed twelve consecutive full years of employment may schedule up to four weeks of vacation in each vacation year.
- 7.11 Any employee who is laid off, who quits or is discharged shall be paid for his/her accumulated vacation credit not previously paid and his/her current vacation credit.

**ARTICLE 8 – SENIORITY**

- 8.01 **SENIORITY** For purposes of layoff, recall and promotion; ability, competency and seniority shall govern. The Employer shall be the judge of ability and competency of employees.
- 8.02 **PROBATIONARY PERIOD** Seniority will not be taken into consideration for employees who have not served a probationary period of 800 regular hours worked within a nine month period. A layoff or termination of a probationary employee shall not be subject to the grievance procedure.
- 8.03 **SENIORITY WILL BE MAINTAINED AND ACCUMULATED DURING:**
- (a) occupational injury
  - (b) absence from employment while serving in the non-permanent armed forces of Canada
  - (c) absence due to illness or non-occupational injury
  - (d) jury duty, Union gatherings and collective bargaining negotiations
  - (e) authorized leave of absence
  - (f) a period of lay-off up to six (6) months after which an employee's seniority will terminate
- 8.04 **SENIORITY STANDING WILL BE CANCELLED IF AN EMPLOYEE**
- (a) voluntarily leaves the employ of the Employer
  - (b) over-stays authorized leave of absence except by reasons of force majeure
  - (c) is discharged and not reinstated under the terms of the Agreement
  - (d) is recalled to work and does not report within six (6) working days of receiving notice by registered mail
  - (e) is still on lay-off for a period of more than six (6) months
  - (f) leaves the bargaining unit for more than twelve (12) months to work in a supervisory capacity
  - (g) is absent without leave and does not contact the Employer within three (3) days except in cases of force majeure
- 8.05 **RECALL PROCEDURE** Laid-off employees with seniority who meet the requirements under Section 8.01 will be given the first opportunity to be rehired. Employees will be notified of recall by telephone, e-mail, or other type of message. An employee being recalled must return to work as soon as reasonably possible after the first notice of recall as described above, but no longer than six (6) working days after receiving notice of the recall. The Shop Steward will be advised of the recall at the time the employee is notified.
- 8.06 (a) **SENIORITY LISTS** Seniority lists shall be provided to the Union and posted within thirty (30) days of the ratification of the new Agreement.

The seniority of an employee will be established should the employee not protest their status in writing within sixty (60) days of the seniority list being posted.

Employees will be listed sequentially from the most senior employee to the most junior, including probationary employees.

The seniority lists will provide the following:

1. Name
2. Start Date
3. Regular classification

(b) **SENIORITY LISTS - ADDITIONAL** Additional revised lists will be furnished to the Union as required from time to time. The Union agrees not to request such lists more frequently than once each three (3) months.

8.07 **EMPLOYEE ADDRESS** It is the responsibility of the employees to keep the Employer informed of their current address and telephone number.

## **ARTICLE 9 - SAFETY & HEALTH**

9.01 All parties agree to accept, promote and conform to the Occupational Health and Safety regulations of the Workers' Compensation Board of the Province of British Columbia.

9.02 All lunchrooms, washrooms and toilets shall be kept clean, in sanitary condition and properly heated and ventilated.

9.03 **SAFETY COMMITTEE** It is mutually agreed that an Occupational Health and Safety Committee consisting of two employees selected by the Union will meet with a management representative or representatives not less frequently than once a month. Minutes of such meetings will be posted on the notice board.

9.04 **INJURED EMPLOYEE - TRANSPORTATION** If professional medical assistance is required immediately following an accident, employees injured on the job will be provided free transportation to the nearest hospital or medical clinic and back to the Employer's premises. Employees requiring transportation home from a hospital or medical clinic following initial treatment shall be reimbursed for costs of such transportation.

9.05 **INJURED EMPLOYEE - DAILY EARNINGS** If an employee is injured on the job and a doctor recommends no further work on that day, the Employer will maintain the employee's normal daily earnings for the day of injury.

9.06 **EMPLOYEES WORKING ALONE** No warehouse employee will be required to work by himself without another person on the premises except in emergencies.

9.07 **RAIN GEAR** The Employer will make rain gear available when employees are required to work outside in inclement weather.

9.08 **WORK GLOVES** The Employer will make new gloves available to employees whose work requires their use. Gloves which are rendered completely unusable by normal wear and tear associated with duties performed under this Agreement will be replaced at reasonable intervals by the Employer.

9.09 **SAFETY BOOTS** The Employer will reimburse employees for safety shoes purchased for use at work. This reimbursement will be limited to ninety (\$90.00) dollars annually.

9.10 **FIRST AID COURSE** The Employer will reimburse employees for expenses involved for taking first aid training when they are requested or required to do so.

9.11 **FIRST AID PREMIUM** When an employee is designated by the Employer to be a first aid attendant, he/she will receive a premium of \$0.25 per hour over his/her regular hourly shift rate for Workers Compensation Board Level I designation and \$0.50 per hour over his/her regular hourly shift rate for Workers Compensation Board Level II designation.

## **ARTICLE 10 - GENERAL PROVISIONS**

### 10.01 **ADVISE TO UNION - PRIOR TO CERTAIN CHANGES**

The Employer agrees to advise the Unit President and/or Shop Steward if available on the premises prior to discharging, laying-off, promoting or demoting any employee.

10.02 **BULLETIN BOARD** The Union will have the exclusive use of one (1) Bulletin Board on the premises of the Employer and provided by the Employer for the purpose of posting official Union notices which may be of interest to Union members. All such material may be posted only upon the authority of the Executive Committee of the Union or Shop Stewards of the plant. Posted notices shall not be of a partisan political nature or contain comments derogatory to the Employer.

10.03 **NOTICE - BETWEEN EMPLOYER AND UNION** Any notice required to be given to the Employer under the terms of this Agreement will be given by registered mail addressed to it at its registered address. Any notice to be given to the Union under the terms of this Agreement shall be given by registered mail addressed to the Secretary of the Union at its registered address.

10.04 **UNION ACCESS TO PLANT** A representative of the Union shall be permitted to visit the premises of the Employer upon application to the offices of the Employer, provided he/she does not interfere with production in the plant.

In accordance with the above, the Union representative will not investigate grievances or conduct related meetings in production areas of the plant or during the working hours of employees who may be concerned. The Employer will provide a private conference room for the Union representative's use while investigating documented grievances or conducting related meetings.

10.05 **BEREAVEMENT LEAVE** An employee will be eligible for paid bereavement leave if there is a death in the immediate family. Immediate family is defined as spouse, child, parent, guardian, sibling, grandchild or grandparent of the employee and also includes any person who lives with the employee as a member of the employee's family. If the employee attends the funeral for the above, he/she will be granted three (3) days of paid bereavement leave. If an employee does not attend the funeral, he/she will be granted one (1) day of paid bereavement leave. The Employer at its sole discretion may request proof of bereavement and relationship.

10.06 **APPENDICES** The attached Appendices are a part of this Agreement and the parties are bound by their terms.

10.07 **JURY DUTY** An employee who is required by law to serve as a jury person during a normal working day shall, upon satisfactory proof of such jury service rendered, receive an unpaid leave of absence for the time required. Time missed will not be considered an unexcused absence.

10.08 **REST PERIODS** Employees will be allowed one rest period of 15 minutes during the first half of their shift on paid time.

10.09 **UNION APPOINTEES - IDENTIFICATION** The Union will maintain with the Employer a current list of names of Shop Stewards, Committeemen and Staff Representatives.

10.10 **UNION COMMITTEES** Union Committees as provided for in this Agreement, will be of a size that will not unduly curtail production. No Union business will be conducted on paid time unless necessary for scheduled meetings with the Employer.

#### 10.11 **HUMAN RIGHTS**

The Union and the Employer recognize the right of employees to work in an environment free from harassment, including sexual and racial harassment, as set out in the *Human Rights Code of British Columbia*. The Employer agrees to take such actions as are necessary respecting any employee engaging in harassment in the workplace and the Union agrees to cooperate with the Employer in ensuring that the workplace remains free of harassment.

#### 10.12 **PERSONNEL RECORDS & DISCIPLINE**

- a) **Personnel Records** - One personnel file shall be maintained by the Employer for each employee in the bargaining unit. Such file shall contain all records and reports concerning the employee's employment and work performance.
- b) **Employee Access to Personnel File** - An employee shall have the right to read and review his/her personnel file at any time, upon reasonable notice and by request to the Employer. On request the employee shall be provided with copies of any document or record contained in the employee's personnel file.
- c) **Union Access to Employee Personnel File** - A representative of the Union shall have the right to read and review an employee's personnel file when investigating a grievance upon written authorization of the employee and upon reasonable notice and by request to the Employer. The Union representative shall be provided with copies of any disciplinary document or record contained in the employee's personnel file.
- d) **Discipline**
  - i. The Employer shall only discipline, suspend or discharge an employee for just cause. The burden of proof of just cause shall rest with the Employer.
  - ii. Any employee who is to be interviewed during an investigation concerning a matter which might result in discipline shall have the right to request to be interviewed in the presence of a Shop Steward, grievance member or other Union designee provided they are available on the premises.
  - iii. The employee, the Shop Steward or the Local Union President shall receive a copy in writing of any disciplinary action taken including all written reprimands, or notices involving suspension or discharge and the reasons in full for such action within twenty-four (24) hours of the taken action.
  - iv. **Relief** All written warnings, reprimands and suspension notices will not be considered after twenty four (24) months from issuance provided the employee has not received any additional warnings, reprimands or suspensions during that period.

#### 10.13 **LETTERS OF UNDERSTANDING AND MEMORANDUMS**

The Employer and the Union agree that any and all Letters of Understanding and Memorandums of Agreement made between the parties, shall be considered as part of the Agreement.

#### 10.14 **UNION REPRESENTATION**

- a) The Employer acknowledges the right of the Union to appoint or otherwise select Shop Stewards for the purpose of representing employees in the handling of complaints and grievances.

- b) The Employer agrees to recognize Shop Stewards, as provided in writing from the Union.
- c) The Employer will be notified by the Union of the names of the Shop Stewards, and any changes made thereto.
- d) The Employer agrees to recognize and deal with a Union Grievance Committee of not more than two (2) employees plus the Unit President.
- e) When the legitimate business of a Unit President, Shop Steward or Occupational Health and Safety Committee Member requires such employees to leave their work station to meet with management for the purpose of discussing grievances or safety issues, the employee will first receive permission from their immediate supervisor. Such permission shall not be unreasonably withheld and the employee will not suffer loss of regular pay for such time.

10.15 **NEGOTIATING COMMITTEE**

- a) The Employer agrees to recognize and deal with a Negotiating Committee of not more than two (2) employees, who will be regular employees of the Employer, along with representatives of the International Union.
- b) The Negotiating Committee is a separate entity from other committees, and will deal only with such matters as are properly the subject matter of negotiations, including proposals for the renewal or modification of this Agreement.
- c) During negotiations for a new Agreement, the Employer shall place employees, members of the Negotiating Committee on the day shift.

**ARTICLE 11 - GRIEVANCE PROCEDURE**

11.01 **STEP 1** It is generally understood that an employee has no grievance until he, either directly or through the Union, has first given his immediate supervisor an opportunity to resolve the grievance.

If, after registering the grievance with his immediate supervisor and such grievance is not settled within three (3) regular working days or within any longer period which may have been agreed to by the parties, then the following steps of the Grievance Procedure may be invoked.

**STEP 2** The grievance shall be submitted in writing to the immediate supervisor either directly or through the Union. The immediate supervisor will meet with the Union Steward within three (3) working days of the receipt of the grievance in an attempt to resolve the grievance. The grievor may be present at this meeting, if requested by either party. The immediate supervisor within a further three (3) working days will give the Employer's answer on the grievance form, and return it to the Union.

**STEP 3** If the grievance remains unsettled at the conclusion of Step 2, the grievance may be submitted to Management, who shall within three (3) working days, hold a meeting between the Union Grievance Committee (not to exceed two (2) in number) in a final attempt to resolve the grievance. A Staff Representative of the Union and the grievor may be present at this meeting, if requested by either party. Management will within a further three (3) working days give the Employer's decision in writing to the Union on or attached to the grievance form.

If settlement is not reached the grievance will proceed to Step 4.

**STEP 4** Arbitration.

11.02 **TIME LIMITS (WORKING DAYS) AND STEPS WILL BE AS FOLLOWS:**

<b>Appeal To</b>	<b>Time</b>	<b>Answer</b>
Step 1	Within 10 days of the grievor knowledge of the occurrence of the grievance	3 days
Step 2	Within 5 days of answer	3 days
Step 3	Within 5 days of answer	3 days
Step 4	Within 30 days of answer	

The time limits may be extended by mutual consent if there is reasonable need for extension, and a requisition for extension is made in writing.

11.03 **DISCHARGE CASES** If an employee believes that he has been unjustly discharged he may commence the grievance procedure and it will be instituted at Step 2.

11.04 **WARNING - SUSPENSION - DISCHARGE** Employees may only be warned, suspended or discharged for just cause. Suspension days will run as consecutive working days.

11.05 **GROUP OR GENERAL GRIEVANCES** Grievances of a general or group nature will be put in writing and instituted at Step 2.

11.06 **GRIEVANCE COMMITTEEMEN AND EMPLOYER REPRESENTATIVES** At each of the three grievance steps, the Employer and the Union may have equal representation.

11.07 **EMPLOYER REPRESENTATIVE - STEPS 2 AND 3** If a Employer's administrative staff is such that the same Employer representative would be involved in Steps 2 and 3, then Step 2 will not be used, except in Section 11.03 and Section 11.05.

**ARTICLE 12 - ARBITRATION**

12.01 Where a difference arises between the parties relating to the interpretation, application or administration of this Agreement, including any question as to whether a matter is arbitrable, or when an allegation is made that this Agreement has been violated, either of the parties may after exhausting the grievance procedure established by this Agreement, notify the other party in writing of its desire to submit the difference or allegation to arbitration.

12.02 Any matter referred to arbitration, as provided in Section 12.01 hereof, shall be submitted to a single Arbitrator selected from the following list:

1. Chris Sullivan
2. Vince Ready
3. Rick Coleman
4. Ron Keras

12.03 The Arbitrator shall have the authority to act as a mediator/arbitrator upon application of either party and will hear and determine the difference or allegation, and will issue a decision, and the decision is final and binding upon the parties, and upon any employee affected by it.

- 12.04 The Arbitrators will rotate on each subsequent arbitration, but should anyone be unable to act within thirty (30) calendar days, the Arbitrator shall be passed over to the next on the list.
- 12.05 The Arbitrator will have the right to enter any premises where work is being done or has been done by the employee, or in which the Employer carries on business, or where anything is taking place or has taken place concerning any of the differences submitted to the Arbitrator and inspect and view any work material, machinery, appliance or article therein, and interrogate any person respecting any such thing or any of such differences.
- 12.06 If, during the life of this Agreement, one of the Arbitrators named in Section 12.02 hereof withdraws from the list, the parties will appoint a replacement by mutual agreement in writing.
- 12.07 Except where otherwise provided for in this Agreement, each of the parties hereto will bear its own expenses with respect to any arbitration proceedings. The parties hereto will bear jointly the expenses of the Arbitrator on an equal basis.
- 12.08 No matter may be submitted to arbitration which has not first been properly carried through all preceding steps of the grievance procedure.
- 12.09 The Arbitrator will have jurisdiction and authority to interpret and apply the provisions of this Agreement insofar as it may be necessary for the determination of a grievance referred to it, but will not have the jurisdiction and authority to alter or to amend any of the provisions of this Agreement.
- 12.10 A claim by an employee that the employee has been unjustly discharged, suspended or laid-off may be settled by confirming the Employer's decision in discharging, suspending or laying-off the employee, or by reinstating the employee with such compensation, either full, partial or such other settlement as may be agreed upon by the conferring parties or determined by the Arbitrator as the case may be.
- 12.11 In lieu of or prior to the above arbitration procedure, the parties may, by mutual agreement, engage in any of the dispute resolution processes provided under the Labour Relations Act of British Columbia.

#### **ARTICLE 13 - HEALTH AND ANCILLARY INSURANCE**

- 13.01 The Employer shall provide medical insurance for active employees equivalent to that described in Appendix I, dental insurance for active employees equivalent to that described in Appendix II and ancillary insurance for active employees equivalent to that described in Appendix III, all commencing on the first day of the month following the first three consecutive months of employment for new employees who were compensated for a minimum of 100 hours in each such month and continuing for each month thereafter for employees who were compensated for a minimum of 100 hours in the previous month and who are active on the first day of the month for which insurance is provided.
- 13.02 Employees who have once been employed for three consecutive months in which they were compensated for a minimum of 100 hours in each of such months and are subsequently laid-off will, upon being re-hired within six months of their layoff, be provided insurance benefits in accordance with Section 13.01 above, except commencing the first day of the month following the first month in which the employee is compensated for a minimum of 100 hours following their re-hire. Employees who have once been employed for three consecutive months in which they were compensated for a minimum of 100 hours in each of such months and subsequently quit, refuse an offer of re-employment, are discharged for cause or are re-hired from a layoff longer than six months, upon being re-hired will be provided insurance benefits in accordance with Section 13.01 above.
- 13.03 For purposes of this article only, days of authorized vacation will be credited at eight hours each to hours compensated.

- 13.04 Any employee may elect to have the Employer provide medical insurance, dental insurance and life insurance benefits for his/her spouse and/or dependent children per the conditions of Section 13.01 and Section 13.02 above. Such election may be made only on the date of initial hire or re-hire and during the announced open enrollment periods or as otherwise required by applicable law or regulation. An employee may delete dependent coverage at any time.
- 13.05 Employees for whom the Employer provides insurance benefits under Section 13.01 above may waive receiving the medical and dental insurance benefits, except medical insurance benefits may be waived only if proof of alternate coverage is provided. Once waived, coverage may not be reinstated until the next open enrollment period or evidence is given that the alternate coverage was terminated.
- 13.06 Employees for whom the Employer provides insurance benefits under Section 13.01 above shall reimburse the Employer for a portion of the monthly revenue required to provide such benefits by means of a pay deduction applied to the first or first and second pay check in each month that the Employer is required to supply such revenue. This reimbursement shall be for one-half of the revenue required for the extended health care and vision care benefits and all the revenue required for short term disability insurance, long term disability insurance, employee life insurance and accidental death and dismemberment insurance.
- 13.07 Employees who elect to have the Employer provide insurance benefits under Section 13.04 above shall reimburse the Employer for the monthly revenue required to provide such elected benefits by means of a pay deduction applied to the first or first and second pay check in each month that the Employer is required to supply such revenue. This reimbursement shall be for one-half of the revenue required for the extended health care and vision care benefits and all the revenue required for short term disability insurance, long term disability insurance, employee life insurance and accidental death and dismemberment insurance.
- 13.08 Employees who do not have sufficient retained wages to satisfy their reimbursement obligations must provide payment sufficient to satisfy such obligations by the tenth day of the month. If timely payment is not provided, the Employer will not be under obligation to provide any benefits for that month.
- 13.09 The Employer's sole obligation under this article is to attempt in good faith to obtain coverage for the specified benefits or substantially similar benefits and to pay the required premium revenue. Any dispute as to whether or not a particular employee is entitled to receive such benefits is a matter between the employee and the applicable insurance company.
- 13.10 Employment Insurance premium rate reduction refunds shall be retained by the Employer.
- 13.11 The Employer's current Sick Pay Policy will be applicable to employees covered by this Agreement.

#### **ARTICLE 14 - LEAVES OF ABSENCE WITHOUT PAY**

- 14.01 (a) An employee may be allowed a personal leave of absence without pay for up to thirty days if:
- (i) the employee requests it from the Employer in writing, and
  - (ii) the Employer believes the leave is for a good reasons and does not interfere with the Employer's operations

A personal leave of absence may be extended up to thirty days if there is a good reason and the Employer agrees to it. The employee must request the extension in writing before his first leave period has terminated.

- (b) All available vacation must be used before a personal leave of absence is granted. A personal leave of absence cannot be used in combination with or to extend other leaves granted under other leave policies except bereavement and vacation. Only one personal leave of absence in any fifty-two (52) week period will be granted.
- (c) If the employee takes a job elsewhere during the personal leave of absence without the approval of the Employer, he will be considered as having terminated his employment.
- (d) The Union will be notified of all leaves granted under Section 14.01.

14.02 The Employment Standards Act of the Province of British Columbia in respect of maternity and parental leave shall apply.

14.03 **LEAVE TO ATTEND UNION GATHERINGS**

Employees who have been elected or appointed by the Union to attend International, National or local gatherings will be granted leave of absence without pay for this purpose. Not more than one (1) employee may take such leave at one time and he/she and the Union must make the request by giving the Employer ten days notice in writing. Failure to do so will be cause for not granting such leave of absence. Leave(s) will not exceed a total of five (5) working days in any calendar year.

14.04 **LEAVE FOR UNION BUSINESS**

The Employer shall grant an employee a leave of absence for a single term of office or three (3) years, whichever is lesser, to work full time in an official capacity for the Local or International Union. The employee and the Union must request the leave. This leave may be extended at the sole discretion of the Employer. One month's notice in writing must be given prior to requesting this leave and failure to do so will be cause for not granting such leave of absence.

Not more than one (1) employee may be on leave under Section 14.04 at any one time.

**ARTICLE 15 – CLASSIFICATIONS RATES OF PAY**

15.01 Classifications shall be as shown in Section 15.02 through Section 15.06 below. Regular hourly shift rates of pay for Warehousemen 1, after a classification break-in period of 85% for the first 1,000 hours worked and 90% for the next 1,000 hours worked, shall be as shown in Schedule A which is attached to and a part of this Agreement.

15.02 A Warehouseman 1 shall be an employee who has been designated by the Employer and whose primary tasks are filling and preparing orders for shipment, loading trucks, putting stock away, operation of saws and shears, checking orders and training other employees in these tasks.

15.03 A Warehouseman 2 shall be an employee who has been designated by the Employer and his/her regular hourly shift rate shall be 75% of the Warehouseman 1 regular hourly shift for the first 1,000 hours worked and 80% of the Warehouseman 1 regular hourly shift rate after 1,000 hours worked. The Employer may designate at least one Warehouseman 2 for each three Warehousemen 1 employed.

15.04 A Receiver shall be an employee who has been designated by the Employer and whose primary tasks are receiving and putting stock away. Lead and training functions may be inherent in his/her duties. A Receiver shall have a regular hourly shift rate of \$1.00 per hour over the Warehouseman 1 regular hourly shift rate.

- 15.05 A Truck Driver shall be an employee who has been designated by the Employer and whose primary tasks are driving trucks and delivering merchandise. A Truck Driver shall have a regular hourly shift rate of \$1.00 per hour over the Warehouse 1 regular hourly shift rate.
- 15.06 A Burning Machine Operator shall be an employee who has been designated by the Employer and whose primary task is the operation of the burning machine. Lead and training functions may be inherent in his/her duties. A Burning Machine Operator shall have a regular hourly shift rate of \$5.00 per hour over the Warehouse 1 regular hourly shift rate.
- 15.07 A Lead shall be a Warehouse 1 who may be designated by the Employer to direct the activities of other employees in addition to his/her other duties. A Lead shall have a regular hourly shift rate of \$0.50 per hour over his/her normal regular hourly shift rate. Lead designations are not subject to job posting.
- 15.08 There shall be no restriction as to the type of work that any of the employees classified above may be directed to perform.
- 15.09 Employees who have been employed with the Employer for the cumulative total hours worked listed below shall receive, beginning on the first day of the pay period following the day when such cumulative total hours worked are accumulated, the respective "premiums" listed below in addition to their regular hourly shift rate for each hour worked:
- |              |        |
|--------------|--------|
| 2,500 hours  | \$1.00 |
| 5,000 hours  | \$1.50 |
| 10,000 hours | \$2.50 |
| 15,000 hours | \$3.50 |
| 20,000 hours | \$4.50 |
| 30,000 hours | \$6.00 |
- 15.10 If any new job classifications are established, or if there is a significant change in the job content of any job classification(s) set forth in this article or if any job classification(s) have been overlooked in this article, the parties hereto are agreed to negotiate a rate for the job(s) in question. If the parties are unable to reach agreement then the dispute will be settled through the Grievance and Arbitration procedures of this Agreement.
- 15.11 **CHEQUE ISSUE - NO DELAY** All employees will be paid by direct deposit.
- 15.12 **STATEMENT OF EARNINGS** The rate or rates of pay, hours of work, details for overtime hours, vacation pay accrued and used, and all necessary and pertinent information will be furnished to each employee on his pay statement so that the employee can clearly understand how his total pay was calculated.
- 15.13 **PAYMENT OF WAGES - IRREGULAR** Any employee being discharged, laid off, or leaving of his own accord will be paid all wages due him in accordance with the Employment Standards Act of British Columbia.

**ARTICLE 16 - JOB POSTING**

16.01 **JOB OPENINGS (NOT TEMPORARY)**

All job openings (not temporary) in the bargaining unit will be posted on the Bulletin Boards for three working days.

16.02 **JOB OPENINGS (TEMPORARY)**

(a) Job openings in the bargaining unit not subject to the Job Posting Procedure shall mean:

Those job openings resulting from absences allowed under the terms of this Agreement up to a maximum of thirty (30) regular working days.

(b) If a temporary job opening occurs for a period which exceeds thirty (30) regular working days, the Employer shall post the temporary vacancy and fill the position in accordance with Section 8.01 of the Agreement.

(c) Upon his return to work an employee who has been absent from work and whose job was filled as per Section 16.02 shall return to his job.

If an employee was absent from work as a result of illness or injury he shall return to his job provided he is reported by his doctor to be fit to return to work and perform the work in question.

16.03 **JOB APPLICATIONS (DELAYED)**

If an employee is not at work, for the following reasons, when a job is posted, he may apply for the job, if he does so within three (3) working days of his return to work.

- 1 - vacation
- 2 - authorized leave of absence not exceeding fifteen (15) days
- 3 - absence resulting from an accident or illness not exceeding fifteen (15) days
- 4 - absence on Worker's Compensation not exceeding fifteen (15) days

16.04 **SELECTION OF SUCCESSFUL APPLICANT**

Preference will be given to applications from the most senior employees subject to the provisions of Section 8.01 of this Agreement.

16.05 **TRIAL PERIOD**

The successful applicant may be entitled to up to thirty (30) working days and not less than five (5) working days trial period.

16.06 **RETURN TO FORMER JOB**

(a) In the event that an employee is promoted in accordance with the provisions of this Article and within thirty (30) days of such promotion he is not performing efficiently, or the employee wishes to do so, he will revert to his immediate previous job, without loss of seniority.

(b) If additional people are required, they will be drawn from the previous posting, provided, however, there are enough applicants on the previous posting to fill the vacancy.

16.07 **SUCCESSFUL APPLICANT NOTICE** The name of the successful applicant will be posted no later than five (5) days after the removal of the Job Posting notice.

All job postings not filled by successful applicants within thirty (30) days are considered void.

16.08 In the event that none of the applicants meet the requirements of the job in relation to Section 8.01 of this Agreement, the Employer may fill the vacancy from any available source.

## **ARTICLE 17 – RETIREMENT PLAN**

- 17.01 The Employer shall maintain a retirement plan meeting the requirements of a Registered Retirement Savings Plan (RRSP) for employees who have worked for six complete months. This plan shall allow for Employer contributions, for voluntary tax-sheltered savings by employees and for individual selection of investment by each employee.
- 17.02 The Employer's contribution to the RRSP retirement plan shall be as follows:
1. For employees who have worked under five complete years, the Employer will contribute up to 2% of annual eligible wages as a 100% addition to the amount each employee adds in each calendar year to his/her plan account as voluntary tax-sheltered savings. In the calendar year that the employee reaches five complete years worked, the Employer will contribute up to 3% of annual eligible wages for that calendar year.
  2. For employees who have worked at least five complete years and less than ten complete years, the Employer will contribute up to 3% of annual eligible wages as a 100% addition to the amount each employee adds in each calendar year to his/her plan account as voluntary tax-sheltered savings. In the calendar year that the employee reaches ten complete years worked, the Employer will contribute up to 4% of annual eligible wages for that calendar year.
  3. For employees who have worked at least ten complete years and less than fifteen complete years, the Employer will contribute up to 4% of annual eligible wages as a 100% addition to the amount each employee adds in each calendar year to his/her plan account as voluntary tax-sheltered savings. In the calendar year that the employee reaches fifteen complete years worked, the Employer will contribute up to 5% of annual eligible wages for that calendar year.
  4. For employees who have worked at least fifteen complete years, the Employer will contribute up to 5% of annual eligible wages as a 100% addition to the amount each employee adds in each calendar year to his/her plan account as voluntary tax-sheltered saving

## **ARTICLE 18 – ADJUSTMENT PLAN**

- 18.01 If the Employer introduces or intends to introduce a measure, policy, practice or change that affects the terms, conditions or security of employment of a significant number of employees to whom the Agreement applies, it shall provide the Union with notice pursuant to Section 54 of the Labour Relations Code of British Columbia.

## **ARTICLE 19 – SAVINGS CLAUSE**

- 19.01 Should any part of this Agreement or any provision herein contained be rendered or declared invalid by reason of any existing or subsequently enacted legislation or by any judgement or order of a court, tribunal or board of competent jurisdiction, such invalidation of such part or portion of this Agreement shall not invalidate the remaining portions hereof and such remaining portions shall continue in full force and effect.

19.02 In the event any clause or section is held invalid or enforcement or compliance with which has been restrained as above set forth, the parties affected thereby shall enter into immediate collective bargaining negotiations upon the request of either party for the purpose of implementing the requirements of such order, judgement or legislation or for the purpose of arriving at a mutually satisfactory replacement for such Article or Section during the period of invalidity or restraint. If the parties do not agree on a mutually satisfactory replacement they shall submit the matter to arbitration.

#### **ARTICLE 20 – NO STRIKES OR LOCKOUTS**

20.01 During the life of this Agreement, no strikes, picketing, work slowdowns or other disruptive activity shall be caused by the Union. Employees or the Union will not participate in, condone or sanction any work stoppage or sympathy strikes. Union leadership shall be required to take affirmative steps to prevent or curtail any action which may be considered a breach of this section.

20.02 During the life of the Agreement, no lockout shall be entered upon by the Employer.

**ARTICLE 21 - DURATION OF AGREEMENT**

- 21.01 This Agreement shall be for the period from and including the Monday following the date of ratification to and including May 4, 2008 and from year to year thereafter subject to the right of either party to the Agreement within four (4) months immediately preceding the date of expiry of this Agreement, which is May 4, 2008 or immediately preceding the last day of April in any year thereafter, by written notice to require the other party to the Agreement to commence collective bargaining.
- 21.02 Should either party give written notice to the other party pursuant hereto, this Agreement shall thereafter continue in full force and effect until the Union shall give notice of strike or the Employer shall give notice of lockout or the parties shall conclude a renewal or revision of this Agreement or a new Agreement whichever shall first occur.
- 21.03 The operation of Section 50(2) and (3) of the Labour Relations Code of British Columbia is hereby excluded.

**IN WITNESS WHEREOF: The parties have executed this Agreement this \_\_\_\_\_ day of \_\_\_\_\_, 2006.**

**ALASKAN COPPER & BRASS  
COMPANY**

**UNITED STEELWORKERS  
(ON BEHALF OF LOCAL UNION 2952)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SCHEDULE A**

**WAREHOUSER 1 REGULAR HOURLY SHIFT RATES**

<b><u>Effective Date</u></b>	<b><u>First Shift Rate</u></b>	<b><u>Second Shift Rate</u></b>	<b><u>Third Shift Rate</u></b>
Monday following Date of ratification	\$18.50	\$18.75	\$19.00
May 7, 2007	\$19.00	\$19.25	\$19.50

## APPENDIX I

### Medical Insurance

#### Medical Service Plan of British Columbia

As provided by the Province of British Columbia

#### Extended Healthcare (For portion not payable under MSP)

Lifetime maximum benefit	none
Annual maximum benefit per person:	
For hospital care	none
For in-Canada home nursing care	\$10,000
For in-Canada prescription drugs	none
For custom-fitted orthopedic shoes	\$300
For external breast prosthesis	one
For surgical brassieres	two
For hearing aids (per five years)	\$700
For paramedicals (per practitioner)	\$500
Biannual maximum benefit per person:	
Vision care (for portion not payable under MSP)	
Eye examination	one
Frames, lenses and laser eye surgery	\$200
Lifetime maximum benefit per person:	
For speech aids	\$1,000
For outdoor wheelchair ramps	\$2,000
For transcutaneous nerve stimulators	\$700
For extremity pumps for lymphedema	\$1,500
For wigs for cancer patients	\$200
Annual deductible	
For global medical assistance	none
For in-Canada ambulance and hospital	none
For all other healthcare expenses covered:	
per person	\$100
per family	\$100
Vision care	none
Service coverages:	
For global medical assistance	100%
For out-of-country care	100%
For in-Canada ambulance and hospital	100%
For in-Canada prescription drugs	100%
Vision care	
Biannual eye examination	100%
Biannual frames, lenses and laser eye surgery	100%
For all other healthcare expenses	100%

This is a general outline of plan benefits and does not include all conditions or limitations. Limitations, exclusions, subrogation and coordination of benefits are per plan terms.

**APPENDIX II**

**Dental Insurance**

Benefit basis	B.C. Fee Guide
Annual maximum benefit per person, Combined Basic and major coverage (waived for accident)	\$1,500
Lifetime maximum benefit per person Orthodontics (children only)	\$1,500
Annual deductible per person (maximum per family at 2 times)	\$50
Service coverages:	
Basic and accident	100%
Major	50%
Orthodontic	50%



225 North Road Coquitlam, B.C. Canada V3K 3V7

April 5, 2006

United Steelworkers of America  
Local 2952  
7820 Edmonds Street  
Burnaby, British Columbia V3N 1B8

Attention: Mr. Randy Gatzka  
Staff Representative

Gentlemen:

This will confirm our understanding that during the term of the new Agreement and unless becoming disqualified by reason of quitting, being discharged for cause or declining an offer of re-employment, Bruce Sandie shall be designated Lead and Receiver and thus shall have a regular hourly shift rate of \$1.50 more than the Warehouse 1 regular hourly shift rate.

No other terms of the new Agreement are affected by this letter.

Yours very truly,

ALASKAN COPPER & BRASS COMPANY

Alan G. McClean  
Branch Manager

Agreed:

United Steelworkers of America  
Local 2952

By \_\_\_\_\_  
Randy Gatzka  
Staff Representative



225 North Road Coquitlam, B.C. Canada V3K 3V7

April 5, 2006

United Steelworkers of America  
Local 2952  
7820 Edmonds Street  
Burnaby, British Columbia V3N 1B8

Attention: Mr. Randy Gatzka  
Staff Representative

Gentlemen:

This will confirm our understanding that on the first day of the new Agreement, the employees listed will be classified as shown below:

		<u>Classification</u>
Orlando	Cagalawan	Warehouse 1
Gordon	Erickson	Burning Machine Operator
Robert	Follack	Warehouse 1
Dale	Gililand	Warehouse 1
Mitch	Keyes	Warehouse 2
Ngoan	Le	Warehouse 1
Nick	Lucarino	Warehouse 1
Robert	Rant	Truck Driver
Stuart	Samuelson	Warehouse 1
Bruce	Sandie	Receiver
Anatoli	Skriptnitchenko	Warehouse 2
Don	Skidmore	Warehouse 1
James	Tole	Truck Driver
Ryan	Willet	Truck Driver

No other terms of the new Agreement are affected by this letter.

Yours very truly,

ALASKAN COPPER & BRASS COMPANY

Alan G. McClean  
Branch Manager

Agreed:

United Steelworkers of America  
Local 2952

By \_\_\_\_\_  
Randy Gatzka  
Staff Representative



225 North Road Coquitlam, B.C. Canada V3K 3V7

April 5, 2006

United Steelworkers of America  
Local 2952  
7820 Edmonds Street  
Burnaby, British Columbia V3N 1B8

Attention: Mr. Randy Gatzka  
Staff Representative

Gentlemen:

This will confirm our understanding that beginning the first Monday following the ratification of the new Agreement, Don Skidmore will receive the May 7, 2007 increase in advance unless becoming disqualified by reason of quitting, being discharged for cause or declining an offer of re-employment or being designated to a classification having a higher regular hourly shift rate.

No other terms of the new Agreement are affected by this letter.

Yours very truly,

ALASKAN COPPER & BRASS COMPANY

Alan G. McClean  
Branch Manager

Agreed:

United Steelworkers of America  
Local 2952

By \_\_\_\_\_  
Randy Gatzka  
Staff Representative

This is a general outline of plan benefits and does not include all conditions or limitations. Limitations, exclusions, subrogation and coordination of benefits are per plan terms.

### **APPENDIX III**

#### **Ancillary Insurance**

##### **Employee Short Term Disability Insurance**

Maximum benefit period	17 weeks
Maximum benefit	\$700
Benefit	66.67% of weekly earnings
Waiting Periods:	
In case of accident	1 <sup>st</sup> day
In case of illness	7 days

##### **Employee Long Term Disability Insurance**

Maximum benefit, monthly (limited to 85% of all source pay)	\$5,000
Benefit, monthly	66.67% of earnings
Waiting Periods	120 days

Benefit Period	to age 65
<b><u>Employee Life Insurance</u></b> (to age 70)	
Maximum benefit	\$500,000 (\$250,000 after age 65)
Benefit	200% of annual earnings
<b><u>Dependent Life Insurance</u></b> (to dependents age 71)	
Benefits:	
Spouse	\$5,000
Child	\$2,500
<b><u>Employee Accidental Death &amp; Dismemberment Insurance</u></b> (to age 71)	
Maximum principal benefit	\$500,000 (\$250,000 after age 65)
Principal benefit	200% of annual earnings (100% after age 65)
Benefit	Up to 100% of principal per plan schedule

This is a general outline of plan benefits and does not include all conditions or limitations. Limitations, exclusions, subrogation and coordination of benefits per plan terms.