

WHEREAS IT IS THE INTENT AND PURPOSE OF THE PARTIES HERETO THAT THIS AGREEMENT WILL PROMOTE AND IMPROVE INDUSTRIAL AND ECONOMIC RELATIONSHIPS BETWEEN THE EMPLOYEES AND THE COMPANY AND TO SET FORTH HEREIN THE BASIC AGREEMENT COVERING RATES OF PAY, HOURS OF WORK AND CONDITIONS OF EMPLOYMENT TO BE OBSERVED BETWEEN THE PARTIES HERETO.

ARTICLE 1:00 BARGAINING AGENCY AND DEFINITION

1:01

This Agreement shall be binding upon the parties hereto, their successors, administrators, executors and assignees. In the event the entire operation or any part thereof, which is covered by this Agreement, is sold, leased, transferred or taken over by sale, transfer, lease, assignment, receivership or bankruptcy proceeding, or another limited company is set up to perform any of the functions previously performed by the company covered herein, such operation shall continue to be subject to the terms and conditions of this Agreement for the life thereof.

1:02

It is understood by this section that the parties hereto shall not use any leasing device to a third party to evade this contract.

1:03

If, at any time, the company intends to sell, transfer or lease the entire operation, or any part thereof, it shall give notice of the existence of this Agreement to any purchaser, transferee, lessee, assignee, etc. of the operation covered by this Agreement or any part thereof. Such notice shall be in writing and a copy to the Union, not later than the effective date of sale.

1:04

The company agrees not to enter into any agreement or contract with the Employees covered by this Agreement, individually or collectively, which in any way conflicts with the terms and provisions of this Agreement, or any Provincial or Federal Statute.

ARTICLE 2:00 UNION SECURITY

2:01

All Employees, as a condition of employment, shall become and remain members of the Union. All Employees, as a condition of employment, shall sign an application for membership and shall pay dues and initiation as outlined in the Local's Constitution.

2:02

Contracting out of bargaining unit work will not result in the loss of bargaining unit jobs.

2:03

The Employer agrees to remit Union dues, fees and assessments no later than the fifteenth day following the end of the month in which income was last earned by the Employees. With this remittance there shall be an itemized list showing the name of each Employee from whose wages such deductions were made and the amount of the deductions. With these remittances there shall also be a list of New Employees hired during the month with the Name and Address of each new Employee and a list showing the names of the Employees who have been terminated or are now on annual vacation, sick leave, W.C.B. and/or leave of absence. All dues remittances and assessments shall be shown on all T-4 slips.

2:04

There shall be no discrimination against any member of the Union because of Union activities not inconsistent with this Agreement.

2:05

On commencement of employment, or as soon as possible thereafter, the Employee's immediate supervisor, or designate, shall introduce the new Employee(s) to the Shop Steward(s). At this time the new Employee(s) and the Shop Steward(s) will be given adequate time to discuss all issues regarding the Employee's employment and the terms of the Collective Agreement.

ARTICLE 3:00 MANAGEMENT RIGHTS

3:01

The management and the direction of the company's operations, including the right to hire, suspend or dismiss for proper cause, and the right to relieve Employees from duties because of lack of work, is vested exclusively in Management, provided, however, that this will not be used for the purpose of discrimination against an Employee or to avoid any of the provisions of this Agreement.

3:02

That a Committee shall be formed by Management and the Union, each electing and/or appointing their own members to the Committee. There shall be equal membership between Management and the Union on the Committee.

The purpose of this Committee is to discuss and to have input into issues that arise at Geo. H. Hewitt Co. Limited that effects the working conditions of the Employees.

ARTICLE 4:00 HOURS OF WORK

4:01

A full working week shall consist of forty (40) hours and the days in each week shall be divided as follows:

Monday to Friday inclusive:

Eight (8) hours with one (1) hour for lunch.

The lunch hour may be reduced to one-half (½) hour in individual Departments.

4:02

There shall be one (1), fifteen (15) minute coffee break in the morning and one (1), fifteen (15) minute coffee break in the afternoon.

4:03

That the Employees be allowed five (5) minutes prior to the end of their shift to clean up.

4:04

Whenever there is a shortage of work in the Rubber Stamp Department, Engraving Department, or Sign Department, the Company and the Union Committee shall meet in advance to discuss the manner in which the hours of work may be reduced. Wherever possible, the arrangement shall be to reduce the individual hours from forty (40) to thirty-two (32) hours weekly, rather than to lay off full-time Employees. However, the arrangement decided upon will be predicated by the production requirements of each particular department.

4:05

During such periods of reduced hour schedules or lay-offs, supervisory personnel shall not do work normally done by Union members other than work which the Supervisor normally performs or for emergency or training situations.

Employees who are laid off shall have re-hire rights as follows:

(A) **Service up to one (1) year**

six (6) months re-hire rights

(B) **Service of one (1) year or more**

twelve (12) months re-hire rights

ARTICLE 5:00 OVERTIME

5:01

Overtime will be paid at the rate of time and one-half (1 ½) after eight (8) hours in any one (1) day, and up to eight (8) hours on Saturday. Double time will be paid after eight (8) hours on Saturdays and for all work done on Sundays and statutory holidays. When working overtime after a regular shift of eight (8) hours in any one (1) day, the Employee must take a forty-five (45) minute supper break and, in addition, a forty-five (45) minute break after four (4) hours of work on Saturday. Such breaks shall be on the Employees own time.

5:02

All overtime must be authorized by Management and will be on a voluntary basis. Twenty-four (24) hours notice will be given Employees for planned overtime, but such notice is not required for emergency overtime.

5:03

It is agreed that the annual stock-taking will generally be on overtime and those involved will be assigned.

ARTICLE 6:00 SENIORITY

6:01

Employees shall be regarded as probationary for three (3) calendar months from date of hire. During this period, Employees acquire no seniority nor re-employment rights and may be laid off at the Company's discretion. After such period of employment, the names of such Employees shall be placed upon the Seniority List in order of date of original hiring. Probationary Employees are entitled to all rights and privileges within this Agreement; however, a probationary Employee may be discharged during the probationary period if found to be unsuitable for continued employment. The probationary period may be extended by mutual agreement between the Employer and the Union.

6:02

An updated Seniority List shall be posted twice a year (Jan 1 and July 1) in a location where all Employees have access to this list. A copy of the Seniority List shall also be sent to the Union at this same time.

6:03

In any lay-off, the reduction shall be first by department and second by plant. Length of service shall be the deciding factor governing lay-offs and re-employment except where the senior Employee does not have the capabilities to perform the work to be done.

6:04

When making promotions, present Employees shall be given first (1st) consideration. Where an Employee has the necessary qualifications, seniority shall govern. The Company shall post all entry jobs which occur in the shipping and the production areas.

6:05

Where an Employee is required to work in a lower classification, that Employee shall be paid at their regular wage.

ARTICLE 7:00 WAGES

7:01 WAGE RATES AND CLASSIFICATIONS

(A)	CLASSIFICATION		JULY 1st	JUL 1 st JUL
	<u>2004</u>	<u>2005</u>	Y 1 st	2006
JOURNEYMAN	\$19.65	20.04	20.54	
MARKING DEVICE CRAFTSMAN I	\$17.34			17. 69
				18. 13
MARKING DEVICE CRAFTSMAN II	\$16.89	17.23	17.66	
IMPROVER	\$14.24	14.52	14.88	
SHIPPER	\$15.50	15.81	16.21	
ASSISTANT SHIPPER	\$14.24	14.52	14.88	
 <u>FACTORY LABOUR:</u>				
1st 60 days	\$12.33			12. 58
				89 12.
Thereafter	\$13.48			13. 75
				09 14.

(B) When an Employee relieves an Employee in a higher classification included in this Collective Agreement, for a period of time greater than one day, that Employee shall receive the wage rate of the higher classification for all hours worked.

(C) FOREMAN RELIEF RATE

Employees assigned to relieve the Plant Foreman for a period of one (1) day or longer shall receive ninety-five (95) cents per hour above their normal rate or ninety-five (95) cents per hour above the highest rated Classification which the Employee is supervising, whichever is higher.

7:02 CLASSIFICATIONS

Once a year, Employees shall be evaluated in regards to their classification in order to determine if they should be upgraded. This evaluation shall be in writing.

7:03 CLASSIFICATIONS – JOB POSTING

(A) When a new job is created or a job is vacated, it shall be posted at the job site for two weeks. Current Employees may apply for this position and it shall be awarded based on seniority and qualifications.

(B) Copies of all job postings will be sent to the Union within seven (7) days of the posting going up.

7:04 APPRENTICES

The Company guarantees opportunity for rotation to all Apprentices, enabling them to learn every aspect of the Trade.

Apprentices will be paid according to the following percentages of the Journeyman rate:

For the 1 st 6 month	50 percent
For the 2 nd 6 months	55 percent
For the 3 rd 6 months	60 percent
For the 4 th 6 months	65 percent
For the 5 th 6 months	70 percent
For the 6 th 6 months	75 percent
For the 7 th 6 months	80 percent
For the 8 th 6 months	85 percent
For the 9 th 6 months	90 percent
For the 10 th 6 months	95 percent
After 60 months	100 percent

7:05

An Employee becoming an Apprentice shall receive the rate as above appropriate to the length of Apprenticeship credited for prior experience.

ARTICLE 8:00 VACATIONS

8:01

Each Employee covered by this Agreement shall be entitled to an annual vacation with pay of

After one (1) year	Two (2) weeks
After four (4) years	Three (3) weeks
After ten (10) years	Four (4) weeks
After seventeen (17) years	Five (5) weeks
After twenty-five (25) years	Six (6) weeks

Vacations shall be awarded based on the Employees date of hire.

8:02

Employees shall be entitled to split up the taking of their vacation. For every day of vacation time requested, the Employee shall give the Employer two (2) days notice. (ie. If an Employee wants to take a day off, that Employee shall give two (2) days notice or if an Employee wants to take three (3) weeks vacation, that Employee shall give thirty (30) days notice.)

- Employees are responsible for notifying their Foreman.
- Vacation will be granted subject to workload.

8:03

An Employee's first (1st) vacation year shall begin on the first anniversary of his/her employment.

8:04

Employees in their first (1st) vacation year shall be entitled to two (2) weeks leave of absence without pay at the request of the Employee. Vacation in subsequent years shall be in accordance with Article 8:01 above.

8:05

In the event that an Employee has worked less than two hundred and twenty-five (225) days including statutory holidays during any qualifying period, his vacation pay for the subsequent vacation year shall be an amount equal to the applicable percentage of the wages earned during the qualifying period.

ARTICLE 9:00 STATUTORY HOLIDAYS

9:01

The following days shall be regarded as Holidays with pay:

New Years Day	Canada Day	Remembrance Day
Good Friday	B.C. Day	Christmas Day
Easter Monday	Labour Day	Boxing Day
Victoria Day	Thanksgiving Day	

It is agreed that for the statutory holidays of Good Friday and Easter Monday some Employees will have the Thursday before the Holiday off and some of the Employees will have the Easter Monday off. All Employees shall have a four (4) day weekend.

9:02

In order to qualify for statutory holiday pay, an Employee must have been on the payroll for no less than thirty (30) calendar days, and must work his last regularly scheduled shift before and his first regularly scheduled shift after the holiday.

This does not apply if an Employee is unable to work their last regularly scheduled shift before or after the holiday due to circumstances beyond their control. The Employer has the right to request that the Employee provide a doctor's certificate in the case of illness or injury.

9:03

Authorized time off shall count as time worked, providing the time off commenced within fifteen (15) days prior to and was completed no more than fifteen (15) days after the statutory holiday.

9:04

Where an Employee is required to work on a statutory holiday, he shall:

- (A) be paid not less than double his regular rate of pay for all hours worked by him on that day, and:
- (B) be given a holiday with pay at some other time not later than his next annual holiday, or on termination of his employment, whichever first occurs.

9:05

Any additional statutory holidays declared by the Federal or Provincial Government will be with pay.

9:06

The parties shall meet during January each year in order to decide whether or not July 1st and/or November 11th shall be re-scheduled to an alternative day during that year.

ARTICLE 10:00 BENEFITS

10:01 MEDICAL

All Employees will be covered by the Medical Services Plan and C U & C Extended Health Care Plan. Seventy-five (75%) percent of the cost of the premiums will be borne by the Company and the balance will be deducted from the wages of the Employee. The Company will carry Medical premiums for three (3) months when an Employee is absent due to non-compensable illness or injury.

10:02 INSURANCE

The Company will continue to provide coverage under the current Group Life Insurance Plan on the basis of the Company paying fifty (50%) percent of the cost of premiums and the Employee paying the balance.

10:03 SICKNESS

(A) The Company will continue to provide coverage under the current Long Term Disability Plan on the basis of the Company paying one hundred (100%) percent of the cost of premiums.

(B) Employees who are unable to work as a result of bona-fide sickness or injury not covered by compensation shall receive full pay for working days lost for up to the first four (4) days. For the remainder of the two (2) week period which commenced with the first day of the disability, they will receive two-thirds (2/3) of their regular pay. At the expiration of the two (2) week period, the Employee shall register for benefits under the Employment Insurance Sick Benefits.

(C) Those Employees who are eligible for coverage under the Long Term Disability Plan shall receive benefits under this Plan when the Employment Insurance Sick Benefits expire.

10:04

That the Employee's contributions shall be credited towards the taxable portions of the Plan.

10:05 GROUP R.R.S.P.

The Employer contribution towards the Group R.R.S.P. shall be three (3%) percent.

10:06 WAITING PERIOD

The following shall be the effective dates of coverage for the Benefit Plans:

MEDICAL	1st of month following thirty (30) calendar days of employment.
EXTENDED HEALTH	ninety (90) days after hiring.
GROUP LIFE	ninety (90) days after hiring.
DENTAL PLAN	ninety (90) days after hiring.
EYEGLOSS COVERAGE.....	ninety (90) days after hiring.
LONG TERM DISABILITY	two (2) years after hiring.
GROUP R.R.S.P.....	the March 1st following the Employee's 2nd Anniversary.

DENTAL COVERAGE

The Company shall provide the following Dental Plan:

(A) Schedule "A" Services
eighty (80%) percent of Dentist charges paid.

(B) Schedule "B" Services

fifty (50%) percent of Dentist charges paid.

(C) The Company shall pay seventy-five (75%) percent of the premium cost and the Employee shall pay the balance.

EYEGLOSS COVERAGE

The Employer will pay seventy-five (75%) percent and the Employee shall pay twenty-five (25%) percent of the cost of prescription eye glass coverage up to two hundred (\$200.00) dollars per immediate family once every two years.

Receipts and a copy of the prescription must be provided to the Employer.

For the purpose of this Article, immediate family is defined as spouse (including common-law spouse), son, daughter and dependant child. Sons, daughters and dependant children are covered up to their nineteenth birthday, or, their twenty-sixth birthday if they are attending a recognized Canadian Educational Institute.

10:07

The Company shall grant up to three (3) hours time off with pay to Employees for Medical and Dental appointments in accordance with the following:

(A) Requests for the time off (medical & dental appointments) must be made four (4) days in advance, except for emergency situations.

(B) The Employee must present a certificate from the Dentist or Physician indicating attendance. If the Dentist or Physician charges for a medical certificate, the Employer shall pay the cost of this certificate; subject to the Employer knowing the cost of said medical certificate.

(C) The Company reserves the right to curtail such time off for individual abuses.

ARTICLE 11:00 SAFETY AND HEALTH

11:01

There shall be a Safety Committee as provided for under the Workers' Compensation Act, composed of equal representation on behalf of the Company and the Union. The Safety Committee shall be composed of two (2) representatives selected by the Company and two (2) representatives selected by the Union, and shall meet monthly.

11:02

The Employer will issue a memo to the Employees reminding them that if the Employee(s) feel items are too heavy to be lifted they should ask for help.

ARTICLE 12:00 GRIEVANCE PROCEDURE

12:01

Any Employee requested to meet with the Employer with respect to discipline or Employee work performance shall be informed of the nature of the discussion, and if the Employee so wishes, such Employee may have a Union representative present at the meeting.

12:02

In case a grievance arises in the Plant, an honest effort shall be made to settle the difference in the following manner:

The **STEPS** to be taken in the handling of any grievances shall be:

STEP 1

Between the aggrieved Employee, with the Shop-Steward and Department Head. Grievances shall be submitted within thirty (30) days of the incident and a grievance meeting shall be scheduled within five (5) days of receipt of the grievance. Failing to reach a satisfactory settlement within seventy-two (72) hours, Step 2 may be invoked.

STEP 2

The grievance to be written on proper grievance forms and presented by the Shop Steward, Business Representative, or both, to the General Manager or his designate. Failing to reach a satisfactory settlement within seven (7) calendar days, Step 3 may be invoked.

STEP 3

The grievance shall be submitted to Arbitration. The parties shall first endeavour to agree on a single Arbitrator and, if the parties fail to agree within five (5) days, the following provisions for a three (3) man Arbitration Board will apply. The Union shall nominate one (1) Arbitrator and the Company shall nominate one (1). Nominations shall be made within forty-eight (48) hours of this step being taken. The Arbitrators shall attempt to nominate an impartial Arbitrator who shall act as Chairman of the Arbitration Board. Failing to agree upon such impartial Arbitrator within five (5) days, the Minister of Labour shall be requested to appoint such impartial Arbitrator. The majority decision of the Arbitration Board shall be final and binding on both parties to the Agreement.

12:03 EXPEDITED ARBITRATION

(A) (i) Where a grievance has been processed through Steps 1 and 2 of Article 12:02, the parties may, by mutual agreement, within seven (7) days of the completion of Step 2,

refer the matter to a Fact Finder.

- (ii) Unless otherwise agreed to, the findings of the Fact Finder shall not be binding.
 - (iii) When the Fact Finder's Report has been received the parties may, within ten (10) days, mutually agree to implement the findings of the report, or, alternatively, either party may, within the ten (10) day period, elect to arbitrate the matter in accordance with Article 12:02 Step 3.
- (B) (i) Where a difference arises between the parties relating to the dismissal, discipline or suspension of an Employee, or the interpretation, application, operation or alleged violation of this Agreement, including any question of whether a matter is arbitrable, during the term of the Collective Agreement, (insert name here), or a substitute agreed to by the parties shall, at the request of either party:
- (ii) investigate the difference; define the issue in the difference, and make a written recommendation to resolve the difference within five (5) days of the date of receipt of the request and, for those five (5) days from that date, time does not run in respect of the Grievance Procedure.
 - (iii) The recommendation of the Appointee may be binding by prior mutual agreement of the parties.
 - (iv) It is distinctly understood that any Board of Arbitration is not vested with the power to change, modify or alter this Agreement in any of its parts. The Board may, however, interpret the provisions of this Agreement.
 - (v) In the case of a grievance involving the dismissal of an Employee, the first Step of this Grievance Procedure may be omitted.

ARTICLE 13:00 JURY DUTY

13:01

An Employee summoned to jury duty or subpoenaed as a witness shall be paid wages amounting to the difference between the amount paid them for jury service and the amount they would have earned had they worked on such days. Employees on jury duty shall furnish the Company with such statement of earnings as the Courts may supply.

ARTICLE 14:00 TECHNOLOGICAL CHANGE

14:01

Technological change shall mean any change in the equipment, material or methods of operation of the Plant.

14:02

Where, as a direct result of a technological change, there will be a significant reduction in the number of Employees required, the following shall apply:

- (A) The Employer shall give not less than three (3) months notice to the Union of the change.
- (B) Employees whose jobs are displaced as a result of technological change, but whose seniority is such that they would not normally be involved in the resultant lay-off shall, where feasible, be given the opportunity to take up to one (1) month's on the job training to qualify them for other work which is available at the Plant. If on the job training is necessary, the Employee shall be paid at his previous rate during the training period for up to a maximum of four (4) weeks after which the rate of pay for the new work shall apply.
- (C) Employees who are laid off as a result of technological change or who choose to take a lay-off instead of a transfer and/or re-training shall have the option of:
 - (i) taking a lay-off until a suitable opening again occurs at the Plant;
 - (ii) taking severance pay.
- (D) If they choose to take severance pay, their recall rights shall be forfeited, but in any event, those who choose lay-off with recall rights instead of severance pay shall be paid their severance pay if a suitable opening does not occur within the time limits specified in Article 14:03.

14:03

Severance pay for Employees displaced as a result of technological change shall be paid in accordance with the following:

- (i) After twelve (12) continuous months of employment, to an amount equal to two (2) weeks wage.
- (ii) After three (3) consecutive years of employment, to an amount equal to three (3) weeks wages plus one additional weeks wages for each additional year of employment to a maximum of eight (8) weeks.

14:04

Any disputes which arise as a result of the introduction of technological change may be referred to Arbitration in accordance with Article 12:02 - Step 3.

ARTICLE 15:00 LABOUR DISPUTES

15:01

The Company agrees that, in the event of a legal strike amongst the Employees of a concern with which the Company is doing business, it will not ask, require, or in any way force or compel members of the Union to service such a strike-bound firm by crossing any legally established Picket Line(s).

ARTICLE 16:00 MILEAGE ALLOWANCE

16:01

Employees required to use their personal vehicle on Company business, shall be paid a mileage allowance of ten (10) cents per kilometre.

ARTICLE 17:00 COMPASSIONATE LEAVE

17:01

In the event of a death in an Employee's immediate family, the Employee will be granted three (3) working days compassionate leave with pay. For the purposes of this article, "immediate family" shall be father, mother, sister, brother, wife, common-law spouse, husband, son, daughter, mother-in-law, father-in-law.

ARTICLE 18:00 UNION LEAVE

18:01

"Subject to operational requirements, Employees shall be granted leave of absence without pay to attend to Union business".

- (C) The Employer agrees to continue to pay normal salary and benefits to Employees on Union leave, and the Employer is to charge the Union for reimbursement of this cost.
- (B) Such costs shall include:
 - i) Actual lost wages
 - ii) Employer's share of Canada Pension contributions
 - iii) Employer's share of Employment Insurance Premiums
 - iv) Worker Compensation premiums
 - v) Employer's share of any Health and Welfare premiums"

18:02

In order for the Company to replace the Employee with a competent substitute, it is agreed that, before the Employee receives his leave of absence, as set forth in Clause 18:01 above, the Company will be given due notice in writing.

18:03

Representatives of the Union shall have reasonable access to the Employees for the lawful transaction of Union Business.

18:04

No Union representatives shall be subjected to any disciplinary action by the Company and/or its representatives for any lawful act in the performance of their duties as Union representatives.

18:05

Union notices shall be posted so as to be visible to all Employees in every department.

ARTICLE 19:00 DURATION OF AGREEMENT

19:01

This Agreement shall become effective as of the first (1st) day of July 2004, and shall remain in full force and effect until midnight the thirtieth (30th) day of June 2007, and shall renew itself without change on the first (1st) day of July 2007, and on each succeeding first (1st) day of July of each year thereafter, unless a written notice to commence negotiations for a new Collective Agreement is served by either party within the four (4) month period immediately preceding the thirtieth (30th) day of June 2007 or the four (4) month period immediately preceding the thirtieth (30th) day of June of any year thereafter.

19:02

In the event that notice to commence negotiations for a new Collective Agreement is served pursuant to this Collective Agreement, it is agreed the Employer will not increase or decrease the rates of pay or alter any term or condition of employment of any Employee for whom collective bargaining is being conducted until a new Collective Agreement has been consummated.

19:03

The foregoing shall not limit or affect the right of the Employer during this period to:

- (A) Suspend, transfer, lay-off, or discharge an Employee for proper cause;
- (B) Promote or demote an Employee as a result of an increase or decrease in the numbers required to fill any job category;
- (C) Conduct a lay-off which results from a reduced requirement for the operating crews;
- (D) Make a change in the Employer's Business reasonably necessary for the proper conduct of that Business.

19:04

The Company and the Union agree to exclude the operation of Section 50(2) and 50(3) of the Labour Relations Code of British Columbia during the term of this Agreement.

SIGNED IN THE PROVINCE OF BRITISH COLUMBIA,

DATED THIS _____ DAY OF _____, 20_____.

FOR THE COMPANY

THE GEO. H. HEWITT
CO. LIMITED

FOR THE UNION

SERVICE EMPLOYEES
INTERNATIONAL UNION, LOCAL 244

JOAN COX

CHRIS MULLINS

ROGER F. FITZPATRICK

APPENDIX "A"

JOB REQUIREMENTS

FACTORY LABOUR

Will remain a Factory Labourer for no more than two (2) years. The Employee will perform general duties as directed, after which time will move up to Improver category.

IMPROVER

Must have no less than one (1) year's experience in the Plant or in an equivalent Plant/Shop. For an Employee to move into the position of Improver in under two (2) years, there must be an opening. Must be capable of carrying out assignments requiring some knowledge of the Company processes with limited supervision.

Where experience elsewhere is to be recognized, the individual is responsible for providing adequate information.

MARKING DEVICE CRAFTSMAN II

Promotion from Improver to be on qualifications and job vacancy. Must have no less than three (3) years experience in the Plant or in an equivalent Plant. Must have thorough knowledge and skill in more than one (1) process in which he can carry out the full job with minimal supervision. May provide supervision at the work leader level over Employees in Improver or Labour categories.

Incumbents required to have complete kit of tools required for the job.

MARKING DEVICE CRAFTSMAN I

Job Requirements: Same as Marking Device Craftsman II and will perform certain assigned supervisory responsibilities.

Incumbent required to have complete kit of tools required for the job.

One (1) incumbent only. Promotion from Marking Device Craftsman II to be on qualification and job vacancy.

JOURNEYMAN

The Union and the Employer will work on putting together a more accurate skill requirement outline for the journeyman classification.

LETTER OF UNDERSTANDING #1

BETWEEN: THE GEO. H. HEWITT CO. LIMITED,
2055 Boundary Road , Vancouver, B.C. V3M 3Z2

AND: SERVICE EMPLOYEES INTERNATIONAL UNION, LOCAL 244
#301-7820 Edmonds Street, Burnaby B.C. V3N 1B8

RE: MANAGEMENT POSITION

It is agreed that, when an Employee is promoted to a Management Position, the Union shall grant a leave of absence from the Union for the trial period, on the following basis:

- 1) The trial period shall not exceed ninety (90) calendar days, and seniority shall continue to accrue during this period.
- 2) The Employee may return to the previous position held without loss of seniority at any time during the ninety (90) day trial period. Where the Employee is returning to the bargaining unit job, the Union must be provided with fourteen (14) calendar days' advanced notice in writing.
- 3) Where it is mutually agreed that the Employees transfer to the Management Position is confirmed, the Union must be advised in writing, and the Employee may apply to the Union for a "Withdrawal Card".
- 4) At the expiration of the trial period, the Employees seniority shall cease to accrue. If the Employee subsequently returns to the bargaining unit, the Employee would return as a new Employee. The question of whether or not the Employee would be granted previously accrued seniority would be determined by the parties at that time.
- 5) Where such leave from the Union is agreed to, the parties shall sign a "Letter Of Agreement" indicating the following:
 - * The Employees name and present classification
 - * The Employees seniority
 - * The Management Position involved
 - * The dates of the trial period
 - * Agreement by the parties to the terms of the Letter Of Understanding. In addition to the signatures of the Union and the Management Representatives, the Employee must also sign, indicating concurrence with the terms.
- 6) The ninety (90) days may be extended by mutual agreement to accommodate vacation or leave of absence which was scheduled prior to the promotion.

Letter of Understanding #1
Page 2

7) The vacancy created by the appointment shall be posted immediately after agreement is reached on the trial period.

SIGNED IN THE PROVINCE OF BRITISH COLUMBIA,

DATED THIS _____ DAY OF _____, 20_____.

FOR THE COMPANY

THE GEO. H. HEWITT
CO. LIMITED

FOR THE UNION

SERVICE EMPLOYEES
INTERNATIONAL UNION, LOCAL 244

JOAN COX

CHRIS MULLINS

ROGER F. FITZPATRICK

THE GEO. H. HEWITT CO. LIMITED

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9:00	STATUTORY HOLIDAYS	7
10:00	BENEFITS	8
11:00	SAFETY AND HEALTH	10
12:00	GRIEVANCE PROCEDURE	11
13:00	JURY DUTY	12
14:00	TECHNOLOGICAL CHANGE	13
15:00	LABOUR DISPUTES	14
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