

COLLECTIVE AGREEMENT

BETWEEN

PETROWEST CONSTRUCTION BC LTD.

AND

**CONSTRUCTION AND ALLIED WORKERS' UNION,
LOCAL 68, AFFILIATED WITH THE
CHRISTIAN LABOUR ASSOCIATION OF CANADA**

Duration: August 20, 2015 – August 19, 2018

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COLLECTIVE AGREEMENT

BETWEEN: PETROWEST CONSTRUCTION BC LTD.
(hereinafter referred to as "the Employer")

**AND CONSTRUCTION AND ALLIED WORKERS' UNION,
LOCAL 68, AFFILIATED WITH THE
CHRISTIAN LABOUR ASSOCIATION
OF CANADA**
(hereinafter referred to as "the Union")

ARTICLE 1 - PURPOSE

- 1.01 It is the intent and purpose of the parties to this agreement, which has been negotiated and entered into in good faith, to:
- a) recognize mutually the respective rights, responsibilities and functions of the parties hereto;
 - b) provide and maintain working conditions, hours of work, wage rates and benefits as set forth herein;
 - c) establish an equitable system for the transfer, layoff and recall of employees;
 - d) establish a just and prompt procedure for the disposition of grievances;
 - e) and generally, through the full and fair administration of all the terms and provisions contained herein, to develop and achieve a relationship among the Union, the Employer, and

the employees which will be conducive to their mutual well-being.

ARTICLE 2 - RECOGNITION

- 2.01 The Employer recognizes the Union as the sole bargaining agent of all employees in the bargaining unit as defined in Article 2.02.
- 2.02 This Agreement covers all employees of the Employer in British Columbia, save and except supervisory staff.
- 2.03 The Employer agrees that the Union and its duly appointed Representatives are authorized to act on behalf of the Union for the purpose of supervising, administering, and negotiating the terms and conditions of this Agreement and all matters related thereto.
- 2.04 There shall be no revision, amendment, or alteration of the bargaining unit as defined herein or of any of the terms and provisions of this Agreement, except by the mutual written agreement of the parties.
- 2.05 The Union and the Employer may determine, on a project or site basis, if special dispensation is required to become competitive or the employees have specific concerns not addressed herein and, should the necessity arise, may by agreement in writing, add, amend or delete any terms or conditions of the Agreement for the duration of the job or project.

ARTICLE 3 – MANAGEMENT’S RIGHTS

3.01 The Union acknowledges that it is the function of the Employer to:

- a) manage the enterprise, including the scheduling of work and the control of materials and equipment;
- b) maintain order, discipline, and efficiency;
- c) hire, direct, transfer, promote, layoff, discipline, and discharge, provided that such actions are consistent with the purpose and terms of this Agreement and provided that a claim by any employee that he has been disciplined or discharged without just cause will be subject to the Grievance Procedure in Article 24.

ARTICLE 4 – SCOPE

4.01 Should any provision of the Collective Agreement be rendered null and void or materially altered by future legislation, the remaining provisions of the Collective Agreement shall remain in force and effect for the term of the Agreement, and the parties shall negotiate a mutually agreeable provision to be substituted for the affected provision.

4.02 The parties agree that

- Part 3, Wages, Special Clothing, & Records;
- Part 4, Hours of Work and Overtime;
- Part 5, Statutory Holidays;
- Part 7, Annual Vacations; and
- Part 8, Termination of Employment

of the *Employment Standards Act* form part of this collective agreement, except those provisions specifically modified by this Collective Agreement.

- 4.03 Notwithstanding Article 4.02, should any government legislation or regulation vary conditions as defined in this Agreement, such conditions, where more favourable, shall automatically apply.
- 4.04 The omission of specific mention in this agreement of existing rights and privileges established or recognized by the Employer shall not be construed to deprive employees or the Union of such rights and privileges.
- 4.05 Management and non-bargaining unit employees shall not perform work normally performed by members of the bargaining unit except in cases of emergency, unanticipated delays affecting the Employer's ability to meet client deadlines, or for training, instructional, or evaluation purposes.
- a) The Employer, in its sole discretion, may contract out work where necessary, including where:
- i. it does not possess the necessary facilities or equipment;
 - ii. it does not have and/or cannot acquire the required manpower;
 - iii. it cannot perform the work in a manner that is competitive in terms of cost, quality, and within projected time limits;
 - iv. the purchase or lease of equipment or materials and/or services stipulates that the award of a contract is dependent upon the use of the purchaser's equipment, facilities, or workforce.

ARTICLE 5 - UNION REPRESENTATION

- 5.01 For the purpose of representation with the Employer, the Union shall function and be recognized in the manner set out below.
- 5.02 Representatives of the Union are representatives of the employees in all matters pertaining to this Agreement, particularly for the purpose of processing grievances, negotiating amendments to or renewals of this Agreement, and enforcing the employees' collective bargaining rights and any other rights under this Agreement and under the law.
- 5.03 The Union has the right to appoint or elect Stewards. Stewards are representatives of the employees in certain matters pertaining to this Agreement, including the processing of grievances. Stewards are not permitted to amend any terms of this Agreement.
- 5.04 Stewards will not absent themselves from their work to deal with union business without first obtaining the permission of the Employer. Permission will not be withheld unreasonably and the Employer will pay such Stewards at their regular hourly rates while attending to such matters during regular working hours. Where such matters are expected to last more than ten (10) minutes, the Employer may direct that they be dealt with during breaks.
- 5.05 The Union has the right to appoint or elect union members to a Negotiating Committee. Time spent in negotiations shall be considered time worked, and the Employer shall pay for those hours at the appropriate rate.

- 5.06 The Employer shall provide sufficient bulletin board facilities, at mutually agreed locations, for the exclusive use of the Union.
- 5.07 Union Representatives shall have the right to visit at the location where employees are working. Such visits shall not unduly disrupt the flow of work.
- 5.08 Shop stewards shall be among the last employees laid off from the job classifications in which they regularly work. Subject to the operating requirements of the Employer, the Union may request that Union stewards be retained on the job or project in the reduction of the work force. When so requested, the Employer may assign the Union steward to a classification the Union steward is qualified, in the opinion of the Employer, to perform. In the event the Employer transfers the Steward to another project, a new Steward shall be appointed by the Union.
- 5.09 The Employer may meet periodically with the employees for the purpose of discussing any matters of mutual interest or concern to the Employer, the Union, and the employees. A Union Representative shall be entitled to attend such meetings.

ARTICLE 6 – WORK STOPPAGES

- 6.01 In accordance with the *B.C. Labour Relations Code*, during the term of this Agreement, or while negotiations for a further Agreement are being held:
- a) the Union will not declare or authorize any strike, slowdown, or any stoppage of work, or otherwise restrict or interfere with the Employer's operation through its members; and

- b) the Employer will not engage in any lockout of its employees or deliberately restrict or reduce the hours of work when this is not warranted by the workload.

ARTICLE 7 - EMPLOYMENT POLICY, UNION
MEMBERSHIP AND CLAC JOBS DEPARTMENT

- 7.01 The Union and the Employer will cooperate in maintaining a desirable and competent labour force. The Employer will give preference to qualified Union members who are able to meet the Employer's requirements of the job.
- 7.02 Neither the Employer nor the Union will compel employees to join the Union. Subject to Article 7.01, the Employer will not discriminate against any employee because of Union membership or lack of it, and will inform all new employees of the contractual relationship between the Employer and the Union. Notwithstanding this, it is understood that all employees in the bargaining unit are covered by the Agreement whether or not they join the Union.
- 7.03 The Union agrees that it will make membership in the Union available to all employees covered by this Agreement subject to the Constitution of the Union and the terms and conditions specified by its applicable policies.
- 7.04
 - a) New employees will be hired on a three-(3) calendar month probationary period and thereafter shall attain regular employment status.
 - b) The probationary period shall be used by the Employer to assess new employees and determine their suitability for long term employment. The parties agree that the discharge

or layoff of a probationary employee shall be at the discretion of the Employer as long as it is not arbitrary, discriminatory or in bad faith.

- 7.05 Probationary employees are covered by this Agreement, excepting those provisions that specifically exclude such employees.
- 7.06 Employees rehired within six (6) months of layoff will not re-serve a new probationary period.
- 7.07 An employee who quits or is terminated for just cause and is rehired will serve a new probationary period.
- 7.08 The Employer shall provide the Union with necessary information regarding new hires, job postings and awards, layoffs, and terminations.
- 7.09 Further to Article 7.01, the parties agree that the CLAC Jobs department is to be utilized in maintaining a desirable and competent labour force.
- 7.10 Prospective Hires
Upon request, the CLAC Jobs department will provide the Employer with updates of Union members looking for work in those classifications required by the Employer.
- 7.11 New Hires
In order to facilitate the introduction to the Union and enrolment into its programs, the Employer agrees to notify the CLAC Jobs department of the names of new employees within two (2) days of their hire, together with each employee's classification and latest available phone number.

ARTICLE 8 – UNION DUES

- 8.01 a) The Employer is authorized to and shall deduct union dues, or a sum in lieu of union dues, from each employee's pay as a condition of employment. The Employer is also authorized to and shall deduct administrative dues, or a sum in lieu of administrative dues, from each employee's pay upon an employee's initial hire.
- b) The amount of union dues and administrative dues shall be in accordance with the Employer Dues Directive issued by the Union, as determined by the National Convention.
- 8.02 a) The total amount deducted will be remitted to the Union's Provincial Remittance Processing Centre each month, by the fifteenth (15th) of the month following the deduction, together with an itemized list of the employees for whom the deductions are made and the amount deducted for each. The Union and the employees agree that the Employer shall be saved harmless for all such deductions and remittances.
- b) In addition to the above, this itemized list shall also contain the following for each employee:
- Base hourly rate
 - All hourly premiums
 - Straight time hours worked
 - Time and a half hours worked
 - Double time hours worked
 - Gross wages

- c) A separate list will also be submitted for new hires, or whenever an employee change occurs, containing:
- Name
 - Address
 - Date of Birth
 - Telephone Number
 - Email Address
 - Social Insurance Number
 - Date of Hire
 - Classification

ARTICLE 9 - WAGE RATES OF PAY

- 9.01 Wage Schedules and other provisions applicable to various job classifications and work descriptions are as set forth in Schedule "A" attached hereto and made a part hereof. It is understood and agreed that the Employer and the Union will jointly determine the wage schedule applicable to a project prior to its commencement if there is a possible dispute.
- 9.02 Additional classifications may be established only by mutual agreement between the Employer and the Union during the term of this Agreement, and the rates for same shall be subject to negotiations between the Employer and the Union. Should the parties fail to agree, the matter shall be referred to arbitration for final settlement.
- 9.03 Whenever used in this Agreement, the following definitions shall apply:
- a) "Regular hourly rate" shall mean hourly compensation paid to an employee outside of overtime, and includes the base

wage rate and any hourly shift allowances and hourly premiums.

- b) “Prevailing hourly rate” shall mean hourly compensation paid to an employee inclusive of overtime, and includes the base wage rate and any hourly shift allowances and hourly premiums.
- c) “Wages” shall mean compensation paid to an employee in respect of regular hours worked, overtime hours worked including any overtime premiums, shift allowances and premiums paid on an hourly basis, but specifically excludes any accommodation allowances, daily travel or travel allowances, and safety awards.
- d) “Gross earnings” shall mean compensation paid to an employee in respect to wages, vacation, and statutory holiday pay.

9.04 Employees shall be paid at least semi-monthly by cheque or automatic bank deposit at the option of the Employer, no later than Friday in any week and the employee’s pay shall be accompanied by a slip outlining all hours of work, overtime hours, deductions for income tax, employment insurance, union dues, RRSP contributions and health and welfare contributions. All employees shall receive their pay slips during working hours.

9.05 Whenever pay cheques and vacation pay monies are not given to the employee at the time of layoff or termination, they shall be sent by the Employer to the Employee by mail to his last known address on file with the Employer within three (3) working days of the time of termination. The Record of

Employment (ROE) shall be submitted electronically. The Employee may request a copy of the ROE for his records.

- 9.06 Excluding ticketed journeymen, the Employer may hire employees with lesser skills or experience and shall pay them wages at not less than eighty per cent (80%) of the established wage rate in their respective classification. The Employer agrees that those employees who excel and increase in individual quality, productivity, and performance shall receive increases in their individual wage rate up to one hundred percent (100%) of the established wage rate in their respective classifications. The time limit for this clause is sixty (60) working days, at which time the employee must move to one hundred percent (100%) of the established wage rate.

ARTICLE 10 - HOURS OF WORK AND OVERTIME

10.01 The normal workweek shall consist of five (5) eight-(8) hour workdays, Monday to Friday inclusive.

10.02 Employees will be paid overtime as follows:

- a) Daily
 - i) one and one-half (1½) times the employee's regular hourly rate of pay for all hours worked in excess of eight (8) hours daily.
 - ii) two (2) times the regular hourly rate for all hours worked in excess of twelve (12) hours daily.

- b) Weekly
 - i) one and one-half (1½) times the employee's regular hourly rate of pay for all hours worked in excess of forty

(40) hours per week, excluding daily overtime and hours worked on a statutory holiday.

10.03 The Employer will attempt to distribute overtime work as evenly as possible among employees who normally perform the work and who indicate they wish to work overtime subject to Article 3.01.

10.04 Hours of work and overtime as set out in this Article may be modified by mutual agreement between the Employer and the Union for selected contract projects. Such amendments will be noted on the Pre-Job Report subject to Article 15.

10.05 When a statutory holiday occurs during the week, weekly overtime shall be paid for all hours worked in excess of thirty-two (32) hours per week, exclusive of daily overtime, or twenty-four (24) hours, exclusive of daily overtime, if there are two (2) statutory holidays in a week.

10.06 It is agreed that the provisions of this Article are for the purpose of computing overtime and shall not be construed to be a guarantee of or a limitation on the hours of work to be done per day or per week, other than those stipulated in Articles 10.09, 10.10 and 10.11

10.07 Meal Periods

a) There will be two (2) paid coffee breaks of fifteen (15) minutes duration on each shift, one in the first half of the shift and one in the second half of the shift.

b) Employees will be given a meal period of one half (1/2) hour per shift but such period will not be considered as time worked.

- c) Employees will receive a fifteen (15) minute coffee break at the start (or at the earliest convenience when performing critical tasks) of each two (2) hour period worked beyond the regular day. A coffee break will not apply to the meal break at twelve (12) hours.
- d) Employees who work beyond eleven (11) hours in a day will be provided with an additional one-half (1/2) hour paid meal period and a meal will be provided by the Employer.
- e) No employee will work more than five (5) consecutive hours without a one-half (1/2) hour meal period.
- f) Scheduling of the meal periods may be amended on a site specific basis.

10.08 Provided the employee notifies the Employer at the time of hire, the Employer agrees to respect an employee's wishes with regards to not working certain days of the week or certain hours of the day because of religious convictions.

10.09 Show-Up Time

- a) An employee who reports for work as scheduled without having been notified that there is no work available, and who is sent home because of lack of work, shall receive a minimum of four (4) hours' pay at his prevailing hourly rate except when the work is suspended because of inclement weather or other reasons completely beyond the control of the Employer in which case the minimum shall be two (2) hours' pay. The employee shall also receive his full accommodation allowance if and when applicable.

- b) In the case of a camp, proper notification is at breakfast time and such notices are to be posted on the kitchen bulletin board.

10.10 Starting Work

An employee who starts work and is prevented from completing his normal work day shall receive a minimum of four (4) hours' pay at his prevailing hourly rate. The employee shall also receive his full accommodation allowance if and when applicable.

10.11 Call-Back

An employee who is called back to work in the same day will receive a minimum of two (2) hours' pay at the prevailing hourly rate.

10.12 Sunday will be deemed the first day of the week.

ARTICLE 11 - LAY-OFFS

11.01 The Employer agrees to notify the CLAC Jobs department of the names of employees laid off within one (1) week after the lay-off occurred, and where possible, include each employee's classification and latest available phone number and email address.

ARTICLE 12 – VACATIONS AND VACATION PAY

12.01 Employees shall be entitled to an amount equal to six per cent (6%) of the gross wages of the employee in vacation pay.

12.02 Vacation pay and statutory holiday pay shall be paid to employees on each paycheque.

12.03 The Employer will grant vacations at the times requested, considering business requirements.

ARTICLE 13 - HOLIDAYS AND HOLIDAY PAY

13.01 Employees shall be entitled to receive an amount equal to four and four tenths per cent (4.4%) of their gross wages in lieu of the following holidays:

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

Any additional statutory holidays declared by either the Federal or Provincial Government shall be covered by the provisions of this Article. Employees will be entitled to receive an amount equal to four tenths of one percent (0.4%) of their gross earnings in lieu of each additional holiday.

13.02 Employees required to work on one of the above holidays shall receive overtime pay at two (2x) times their regular rate of pay for all hours worked.

13.03 If one of the above-named statutory holidays falls on an employee's regularly scheduled day off, his following regularly scheduled workday shall be his statutory holiday unless an alternate day is mutually agreed upon between the Employer and the Union.

ARTICLE 14 - LODGING ALLOWANCE

- 14.01 a) Whenever employees covered by this Agreement are required by the Employer to be away from their normal place of residence overnight, the Employer shall pay a lodging allowance which will be appropriate to the project and be calculated so as to cover the cost of reasonable lodging, or alternatively, provide, at his own expense, suitable accommodation for the employees. Allowances will not be paid for any day on which an employee lays off work of his own accord for reasons other than sickness or accident. When an employee is absent for the reasons noted above, he shall furnish the Foreman on the job with satisfactory evidence of illness and/or accident or he shall forfeit the allowances. In order to be eligible for lodging, an employee's permanent residence must be further than seventy-five (75) kilometres by shortest public road from the job site.
- b) The Employer shall be entitled to request written confirmation from an employee concerning his proper residence, and shall be saved harmless for relying on that written confirmation.
- 14.02 The Employer will provide transportation from the employees' point of hire in British Columbia to the project at the commencement of employment and return to the same point upon layoff at no cost to employees. If an employee quits within his probationary period, he shall not receive the benefits provided herein. There shall be a free travel zone of seventy-five (75) kilometres by shortest public road from a job site.

14.03 Lodging and travel allowances, where applicable, shall be negotiated on a project by project basis and shall be noted on a Pre-Job Report as per Article 15. If the parties are unable to agree, the matter shall be settled by binding arbitration.

ARTICLE 15 – PRE-JOB CONFERENCES

15.01 The Employer will notify the union that a project has been awarded to the Employer following the award. Prior to the start of each project, and/or prior to the implementation of any additional monetary incentives a Pre-Job conference will be held to determine all site-specific issues as outlined in the Agreement and to create a Pre-Job Report. This conference may be conducted via telephone, through a scheduled meeting or by some other practical means as agreed to by the parties.

15.02 A copy of the Pre-Job Report will be provided to the Employer, the Union and the job steward(s).

15.03 When hired on a specific job, employees will sign a copy of the Pre-Job Report, acknowledging that they have read, understood, and accept its terms and conditions.

ARTICLE 16 - UNION-MANAGEMENT COMMITTEE

16.01 a) In order to further the aims of the enterprise, the parties agree to schedule Union-Management meetings once every three (3) months or as required during the life of this Agreement. The meeting shall serve as a forum for discussion and consultation about policies and practices not necessarily covered by the Collective Agreement. The areas for discussion shall include but not be limited to:

- i) safety measures;
 - ii) training and promotion;
 - iii) matters that affect the working conditions of the employees;
 - iv) discipline and discharge policies;
- b) the Employer and the Union shall each appoint representatives to the Union-Management Committee. The Minutes shall record the business of each meeting, and a copy shall be mailed to the Union's provincial office.

16.02 A committee member attending the Union-Management meetings shall be entitled to his prevailing hourly rate of pay.

ARTICLE 17 - HEALTH AND SAFETY COMMITTEE

- 17.01 a) The Employer agrees to make practicable provisions for the safety and health of its employees on its job sites and shop during the hours of their employment;
- b) The Union undertakes to give full support to these objectives by promoting a safety consciousness and a personal sense of responsibility amongst its membership;
- c) It is the intent of the parties to have working conditions that are not unsafe or unhealthy beyond the minimum hazards inherent to the operation of the process in question.
- 17.02 The Employer will publish safety rules and procedures in a Safety Manual and provide copies to the Union and employees.

- 17.03 An employee who is injured on the job during working hours, and is required to leave for treatment for such injury, shall receive payment for the remainder of his/her shift.
- 17.04 An employee who is injured on the job and who requires transportation from the work site to a local physician or hospital shall receive such transportation provided for by the Employer. Should an employee require hospitalization for a period of more than one (1) week, the Employer will provide transportation to an available facility near the employee's home at no cost to the employee.
- 17.05 All safety matters shall be handled in accordance with the established Workers' Compensation procedures and the Employer's Safety Manual.
- 17.06 Light Duty Work Programs
If an employee is injured on the job and requires medical attention, the employee is entitled to Light Duty Work and he shall inform the attending physician of the same. The Employer shall inform the physician of the types of light duty work available to the employee and shall make the same available to the employee with the physician's approval.

**ARTICLE 18 - HEALTH AND WELFARE PLAN AND
BC MEDICAL SERVICES PLAN**

- 18.01 The Employer agrees to pay the amount as set out in Schedule "A" for all hours worked for each employee towards the Insurance Plan administered by the CLAC Health and Welfare Trust Fund.

- 18.02 The Employer will remit an amount as outlined in Schedule “A” for all hours worked by all employees who are residents of BC to the Union for the purpose of BC Medical Services Plan coverage.
- 18.03 Employees are eligible to receive coverage in accordance with Articles 18.01 and 18.02 on the first of the month following three hundred and fifty (350) hours worked. It is the responsibility of the employee to complete the requisite enrolment forms, which are a condition of coverage.
- 18.04 It is understood and agreed that it is the responsibility of each employee to be familiar with the specific details of coverage, (outlined in Schedule “B”) and eligibility requirements of all benefit plans, and that neither the Union nor the Employer has any responsibility for ensuring that all requirements for eligibility or conditions of coverage or entitlement of benefits are met by the employee, beyond the obligations specifically stipulated in this Agreement.
- 18.05 Whereas coverage under this Insurance Plan ceases for the plan participant at the attainment of age seventy five (75), an amount equivalent to the contributions to the Insurance Plan as outlined in Schedule “A” will be paid to that employee, upon attainment of their seventy fifth (75th) birthday, on each pay cheque. This payment, in-lieu of contributions to the Insurance Plan administered by the CLAC Health and Welfare Trust Fund, will not be less than the contributions that would have been made on behalf of the employee if he were still eligible for the Insurance Plan. It is further understood these payments will be subject to taxes and other deductions stipulated federally or by this Collective Agreement.

18.06 The Parties agree that the Health and Welfare Plan amounts outlined in Schedule “A” are effective January first (1st) of each calendar year and are subject to negotiation. These negotiations will take place prior to January first (1st) of each calendar year. If the parties do not conclude an agreement before January first (1st) of each calendar year, all terms and conditions will be retroactive to January first (1st) once an agreement has been reached. If the parties cannot come to an agreement, either party may refer the matter to arbitration as per Article 25 of this Agreement.

ARTICLE 19 – RETIREMENT SAVINGS (RSP) AND PENSION PLANS

19.01 The Employer agrees to contribute an amount equal to five per cent (5%) of the regular hourly rate for all hours worked to the RSP administered by the CLAC Health and Welfare Trust Fund.

19.02 Contributions to the employees’ RSP, administered by the Trust Fund, shall be made in accordance with direction by the Union, and shall be remitted in accordance with the timelines stipulated for Union dues as per article 8.02. The Employer shall be saved harmless for all contributions and administration of the RSP.

19.03 Pension

The Employer agrees to contribute an amount as set out in Schedule “A” for each hour worked to the CLAC Pension Plan (the “Plan”), registered with the Canada Revenue Agency, and the Financial Services Commission of Ontario, under Registration #0398594 for each employee who voluntarily contributes to the Plan.

- a) The Employer will remit both the employee’s and the Employer's contribution to the Plan, as well as an itemized

list of those employees who are contributing to the Plan and the amount of their respective contributions.

- b) The Employer and the Union will cooperate in providing the information required to administer the Plan on the employees' behalf. The Plan shall be responsible for informing the employees about the Plan, including statements to each employee, showing their account balance, including details of all contributions received, and all earnings/losses allocated.
- c) All employees participating in the Plan shall complete an authorization form in a format provided by the Plan, allowing the employee to enroll in the Pension Plan. The form shall be submitted by the Employer along with the first remittances for each participating employee.
- d) All pension contributions will be recorded on the Employer's monthly remittance to the Plan with voluntary contributions recorded separately.

ARTICLE 20 – EDUCATION AND TRAINING FUND

20.01 To further the training of Union members, the Employer agrees to remit one half of one percent (0.5%) of gross wages to the Union's Education and Training Fund. Training funds shall be remitted in accordance with the timelines stipulated for Union dues.

ARTICLE 21 - TOOLS

21.01 All tradesmen shall supply their own tools common to their trade. Specialty tools shall be provided by the Employer.

21.02 The employees shall be held responsible for all tools issued to them by the Employer. The Employer shall provide adequate security for all tool storage on the site.

21.03 The list of tools to be supplied by trades shall be established by the Employer in consultation with the Union.

ARTICLE 22 - PROTECTIVE EQUIPMENT

22.01 All employees shall wear safety hats to be made available by the Employer.

22.02 All employees shall wear gloves, safety shoes and rain gear where required, furnished by the employee.

22.03 The Employer will furnish employees with safety equipment (including safety glasses) if and when required. Said equipment shall remain the property of the Employer. Any worn out safety equipment will be replaced upon presentation of the worn equipment. The employees shall be held responsible for loss or improper maintenance of Employer furnished items.

22.04 Prescription Safety Eyewear

The Employer agrees to reimburse any employee fifty percent (50%) of the cost of prescription safety eyewear up to three hundred dollars (\$300.00) according to the following criteria. The employee must have worked one thousand, two hundred (1200) hours with the Employer for the first reimbursement. For any subsequent reimbursement the employee must have worked an additional four thousand (4000) hours from the last time reimbursed.

ARTICLE 23 - LEAVES OF ABSENCE AND BEREAVEMENT

PAY

23.01 The Employer will grant leaves of absence without pay, for a time mutually agreed upon between the Employer and the employee, for the following reasons:

- a) Marriage of the employee;
- b) Sickness of the employee or in the employee's immediate family;
- c) Birth or adoption of the employee's child;
- d) Union business, other than the establishment of this Agreement;
- e) Death of a family member not outlined in Article 23.02;
- f) Job related training; or
- g) Other personal reasons as approved by the Employer.

23.02 An employee will be granted a three (3) day leave of absence with pay, at the employee's prevailing hourly rate, to make arrangements for and to attend the funeral of the employee's spouse, common law spouse, child, legal dependent, parents, parent-in-law, legal guardian, brother, brother-in-law, sister in law, sister, grandparent, grandparent-in-law, and grandchild. Further time may be granted by mutual agreement between the Employer and the employee. To receive such pay the employee must return to work unless notified during the leave of a layoff.

23.03 Following a leave of absence, employees who fail to report back for work as scheduled without giving a justifiable reason will be deemed to have voluntarily quit.

23.04 In no case may an employee be deprived of the leave to which he is entitled under the Employment Standards Act or any other applicable legislation.

ARTICLE 24 - GRIEVANCE PROCEDURE

24.01 The parties to this Agreement recognize the Union and the Stewards are the agents through whom employees shall process their grievances and receive settlement thereof. Should a dispute arise between the Employer and an employee or the Union regarding the interpretation, application, administration, or violation of this Agreement, it shall be resolved by the grievance procedure in the following manner:

INFORMAL PROCEDURE - As an informal step an employee is encouraged to make an earnest effort to resolve the grievance directly with the person to whom the employee reports. The employee may choose to be accompanied by a steward.

24.02 Neither the Employer nor the Union shall be required to consider or process any grievance which arose out of any action or condition more than fourteen (14) days after the subject of such grievance occurred. If the action or condition is of a continuing or recurring nature, this limitation period shall not begin to run until the action or condition has ceased. The limitation period shall not apply to differences arising between the parties hereto relating to the interpretation, application, or administration of this Agreement.

24.03 A "Policy Grievance" is defined as a grievance that involves a question relating to the interpretation, application, or administration of this Agreement. A Policy Grievance may be submitted by either party directly to Arbitration under Article 25, bypassing Step 1 and Step 2 of the Grievance Procedure. A Policy Grievance shall be signed by a Steward, a Union Officer, or a Union Representative, or in the case of an Employer's Policy Grievance, by the Employer or his representative.

24.04 A "Group Grievance" is defined as a single grievance signed by a Steward or a Union Representative on behalf of a group of employees who have the same complaint. A group grievance must be dealt with at successive stages of the Grievance Procedure, commencing with Step 1. The grievors shall be listed on the grievance form.

24.05 Step 1

A grievance shall be submitted in writing to the Employer within fourteen (14) days of the act or condition causing the grievance. The Employer shall address the grievance, and shall forward a written response to the grievor and the Union Representative, within seven (7) days of the day on which the grievance is submitted.

Step 2

If the grievance is not resolved at Step 1, a Union Representative may, within seven (7) days of the decision under Step 1, or within seven (7) days of the day this decision should have been made, submit a Step 2 grievance to the Employer. The parties shall attempt to meet to resolve the grievance within one (1) week after the Step 2 grievance has been filed. The Employer shall forward a written response to the grievor and the Union

Representative within seven (7) days of the day on which the Step 2 grievance is submitted.

ARTICLE 25- ARBITRATION

- 25.01 If the parties fail to settle the grievance at Step 2 of the Grievance Procedure, the grievance may be referred to arbitration.
- 25.02 The party initiating arbitration must serve the other party with written notice of desire to arbitrate within fourteen (14) days after receiving the decision given at Step 2 of the Grievance Procedure.
- 25.03 If a notice of desire to arbitrate is served, the two parties shall attempt to obtain an agreement to refer the matter to an agreed upon single Arbitrator within seven (7) days of service, who will meet with the authorized representatives of the Union and the Employer in a hearing to ascertain both sides of the case.
- 25.04 If the parties fail to agree to refer the matter to an agreed single Arbitrator within seven (7) days of service as aforesaid, either Party may request the Minister of Labour to appoint a single Arbitrator.
- 25.05 Notice of desire to arbitrate and of nominations of an Arbitrator shall be served by fax and mail. The date of mailing shall be deemed to be the date of service.
- 25.06 If a party refuses or neglects to answer a grievance at any stage of the Grievance Procedure, the other party may commence arbitration proceedings and if the party in default refuses or neglects to appoint an Arbitrator, the party not in default may apply to the Minister of Labour to appoint an Arbitrator to hear

the grievance. The decision of the Arbitrator shall be final and binding upon both parties.

- 25.07 It is agreed that the single Arbitrator shall have the jurisdiction, power, and authority to give relief for default in complying with the time limits set out in Articles 24 and 25 where it appears that the default was owing to a reliance upon the words or conduct of the other party.
- 25.08 An employee found to be wrongfully discharged or suspended will be reinstated without loss of employment status and with back pay, less any monies earned, or by any other arrangement which is just and equitable in the opinion of the Arbitrator.
- 25.09 Where the Arbitrator is of the opinion that there is proper cause for disciplining an employee, but considers the penalty imposed too severe in view of the employee's employment record and the circumstances surrounding the discharge or suspension the Arbitrator may substitute a penalty which is, in the opinion of the Arbitrator, just and equitable.
- 25.10 The decision of the Arbitrator will be final and binding on the two parties to the dispute and shall be applied forthwith.
- 25.11 The parties will equally bear the expense of the Arbitrator.
- 25.12 An Arbitrator shall be empowered to render his decision or interpretation consistent with the provisions of this agreement.

ARTICLE 26 – DISCIPLINE

- 26.01 An employee may be cautioned, warned, suspended or discharged from employment for “just cause” by the Employer.

Just cause may include without limitation, the refusal by an employee to abide by Safety Regulations; the use of illegal narcotics or alcohol or reporting for work while under the influence of such substances; the refusal by the employee to abide by the requirements of the Employer's clients; the refusal by the employee to abide by the requirements of the Employer's rules, regulations, policies and practices. Such suspension or discharge is subject to the Grievance procedure.

26.02 In the event the Employer determines it appropriate to issue a written warning notice of record or confirming notice of suspension or termination, a copy of this written notice will be forwarded to the Union's regional office and to the appropriate Steward.

26.03 In the event an employee is suspended or discharged, the Union may within seven (7) days following the suspension or discharge, together with the employee involved, interview the Employer concerning the reason leading to the suspension or discharge. This action shall constitute Step 2 of the Grievance Procedure.

26.04 In all instances of disciplinary interviews of record, the employee to be so disciplined shall have an available steward or another available employee of his choice present at the meeting, or decline this right in writing.

26.05 Whenever an employee signs any document pertaining to discipline, he does so only to acknowledge that he has been notified accordingly.

ARTICLE 27 - DURATION

27.01 This Agreement shall be effective on the twentieth (20th) day of August, two thousand fifteen (2015) and shall remain in effect until the nineteenth (19th) day of August, two thousand eighteen (2018), and for further periods of one year unless notice shall be given by either party of the desire to delete, change, or amend any of the provisions contained herein, within the period from one hundred twenty (120) to sixty (60) days prior to the renewal date. Should either of the parties give such notice, this Agreement shall continue until the parties renew, revise, or reach a new Agreement.

27.02 The Parties agree to exclude the operation of section 50(2) and 50(3) of the Labour Relations Code.


DATED at Fort St. John, B.C., this 25th day of August, 2015.

Signed on behalf of
**PETROWEST CONSTRUCTION
BC LTD.**



Authorized Representative

Signed on behalf of
**CONSTRUCTION AND
ALLIED WORKERS' UNION,
LOCAL 68, AFFILIATED WITH
THE CHRISTIAN LABOUR
ASSOCIATION OF CANADA**



Authorized BC Representative

SCHEDULE "A"
CLASSIFICATIONS AND RATES OF PAY

Classification	Rate effective August 20th, 2015	*RSP 5%	H & W Benefits	Vac/Stat 10.4%	**Pension matching 2%	MSP	Total	ETF
Heavy Duty Mechanic	\$35.43	\$1.70	\$1.46	\$3.68	\$0.71	\$0.60	\$43.58	\$0.17
Mechanic	\$34.56	\$1.73	\$1.46	\$3.59	\$0.69	\$0.60	\$42.64	\$0.17
Equipment Operator I	\$34.44	\$1.72	\$1.46	\$3.58	\$0.69	\$0.60	\$42.49	\$0.17
Equipment Operator II	\$31.98	\$1.60	\$1.46	\$3.33	\$0.64	\$0.60	\$39.61	\$0.16
Equipment Operator III	\$29.58	\$1.48	\$1.46	\$3.08	\$0.59	\$0.60	\$36.79	\$0.15
Equipment Operator IV	\$26.41	\$1.32	\$1.46	\$2.75	\$0.53	\$0.60	\$33.06	\$0.13
Crane Operator 8-74 tonne	\$34.93	\$1.75	\$1.46	\$3.63	\$0.70	\$0.60	\$43.07	\$0.17
Crane Operator 75-139 tonne	\$38.30	\$1.92	\$1.46	\$3.98	\$0.77	\$0.60	\$47.03	\$0.19
Crane Operator 140 + tonne	\$40.59	\$2.03	\$1.46	\$4.22	\$0.81	\$0.60	\$49.71	\$0.20
Sr. Labourer	\$28.47	\$1.42	\$1.46	\$2.96	\$0.57	\$0.60	\$35.48	\$0.14
Skilled Labourer	\$26.50	\$1.33	\$1.46	\$2.76	\$0.53	\$0.60	\$33.18	\$0.13
Intermediate Labourer	\$24.33	\$1.22	\$1.46	\$2.53	\$0.49	\$0.60	\$30.63	\$0.12
Entry Level Labourer	\$21.23	\$1.06	\$1.46	\$2.21	\$0.42	\$0.60	\$26.98	\$0.11
Carpenter	\$34.56	\$1.73	\$1.46	\$3.59	\$0.69	\$0.60	\$42.64	\$0.17
Formsetter	\$30.73	\$1.54	\$1.46	\$3.20	\$0.61	\$0.60	\$38.14	\$0.15
Pipefitter	\$34.56	\$1.73	\$1.46	\$3.59	\$0.69	\$0.60	\$42.64	\$0.17
*Employer contributions vary according to hours worked. See Article 19 for details.								
**Pension is voluntary.								

CLASSIFICATIONS AND RATES OF PAY (Continued)

Classification	Rate effective August 20th, 2015	*RSP 5%	H & W Benefits	Vac/Stat 10.4%	**Pension matching 2%	MSP	Total	ETF
Ironworker Rebar	\$31.20	\$1.56	\$1.46	\$3.24	\$0.62	\$0.60	\$38.69	\$0.16
Ironworker Structural	\$34.56	\$1.73	\$1.46	\$3.59	\$0.69	\$0.60	\$42.64	\$0.17
Cement Finisher	\$32.96	\$1.65	\$1.46	\$3.43	\$0.66	\$0.60	\$40.76	\$0.16
Driller	\$31.64	\$1.58	\$1.46	\$3.29	\$0.63	\$0.60	\$39.20	\$0.16
Powderman	\$33.01	\$1.65	\$1.46	\$3.43	\$0.66	\$0.60	\$40.81	\$0.17
Serviceman / Lubeman	\$26.34	\$1.32	\$1.46	\$2.74	\$0.53	\$0.60	\$32.99	\$0.13
Electrician	\$34.56	\$1.73	\$1.46	\$3.59	\$0.69	\$0.60	\$42.64	\$0.17
Millwright / Machinist	\$34.56	\$1.73	\$1.46	\$3.59	\$0.69	\$0.60	\$42.64	\$0.17
Sr. Welder	\$34.56	\$1.73	\$1.46	\$3.59	\$0.69	\$0.60	\$42.64	\$0.17
Welder	\$32.16	\$1.61	\$1.46	\$3.34	\$0.64	\$0.60	\$39.82	\$0.16
Surveyor Senior	\$31.50	\$1.58	\$1.46	\$3.28	\$0.63	\$0.60	\$39.05	\$0.16
Surveyor Skilled	\$28.82	\$1.44	\$1.46	\$3.00	\$0.58	\$0.60	\$35.89	\$0.14
Surveyor	\$26.71	\$1.34	\$1.46	\$2.78	\$0.53	\$0.60	\$33.42	\$0.13
Surveyor Assistant	\$22.80	\$1.14	\$1.46	\$2.37	\$0.46	\$0.60	\$28.83	\$0.11
TCP - Entry	\$18.36	\$0.92	\$1.46	\$1.91	\$0.37	\$0.60	\$23.62	\$0.09
TCP - Skilled	\$21.01	\$1.05	\$1.46	\$2.19	\$0.42	\$0.60	\$26.73	\$0.11
*Employer contributions vary according to hours worked. See Article 19 for details.								
**Pension is voluntary.								

CLASSIFICATIONS AND RATES OF PAY (Continued)

Classification	Rate effective August 20th, 2015	*RSP 5%	H & W Benefits	Vac/Stat 10.4%	**Pension matching 2%	MSP	Total	ETF
TCP - Senior	\$24.00	\$1.20	\$1.46	\$2.50	\$0.48	\$0.60	\$30.24	\$0.12
TCP - Supervisor	\$27.12	\$1.36	\$1.46	\$2.82	\$0.54	\$0.60	\$33.90	\$0.14
Service Worker - Entry	\$18.36	\$0.92	\$1.46	\$1.91	\$0.37	\$0.60	\$23.62	\$0.09
Service Worker - Skilled	\$21.01	\$1.05	\$1.46	\$2.19	\$0.42	\$0.60	\$26.73	\$0.11
Service Worker - Senior	\$24.00	\$1.20	\$1.46	\$2.50	\$0.48	\$0.60	\$30.24	\$0.12
Service Worker - Supervisor	\$27.12	\$1.36	\$1.46	\$2.82	\$0.54	\$0.60	\$33.90	\$0.14
Entry Warehouse Person	\$18.40	\$0.92	\$1.46	\$1.91	\$0.37	\$0.60	\$23.66	\$0.09
Warehouse Person	\$20.27	\$1.01	\$1.46	\$2.11	\$0.41	\$0.60	\$25.85	\$0.10
Experienced Warehouse Person	\$21.94	\$1.10	\$1.46	\$2.28	\$0.44	\$0.60	\$27.82	\$0.11
Pile Driver	\$34.56	\$1.73	\$1.46	\$3.59	\$0.69	\$0.60	\$42.64	\$0.17
Plant Worker Unskilled	\$24.72	\$1.24	\$1.46	\$2.57	\$0.49	\$0.60	\$31.09	\$0.12
Plant Worker Skilled	\$26.64	\$1.33	\$1.46	\$2.77	\$0.53	\$0.60	\$33.33	\$0.13
Dresser	\$27.20	\$1.36	\$1.46	\$2.83	\$0.54	\$0.60	\$33.99	\$0.14
Concrete Stressor	\$27.20	\$1.36	\$1.46	\$2.83	\$0.54	\$0.60	\$33.99	\$0.14
Steel Tier/Formworker	\$26.10	\$1.31	\$1.46	\$2.71	\$0.52	\$0.60	\$32.71	\$0.13
Straddle Operator	\$26.41	\$1.32	\$1.46	\$2.75	\$0.53	\$0.60	\$33.06	\$0.13
*Employer contributions vary according to hours worked. See Article 19 for details.								
**Pension is voluntary.								

CLASSIFICATIONS AND RATES OF PAY (Continued)

Premiums	
Faller	\$5.00 per hour for hours worked falling
Scaler	\$2.00 per hour
First Aid	
Level 1	\$0.25 per hour
Level 2	\$0.50 per hour
Level 3	\$0.75 per hour
Steward	
Beginner/Toolbox I	\$0.50 per hour
Toolbox II completed	\$0.75 per hour
Toolbox III completed	\$1.00 per hour
General Foreman	\$4.00 to \$5.00 per hour
Foreman	\$3.00 per hour
Lead Hand	\$1.50 per hour
Non-ticketed Journeyman	92.5% of Journeyman rate
An employee will be expected to perform duties commensurate with his skills and abilities outside his job classification.	

CLASSIFICATIONS & RATES OF PAY - GENERAL

1. Shift Premium

Employees shall be eligible for a premium of one dollar and seventy-five cents (\$1.75) per hour subject to the following:

- a) The premium shall automatically apply when the majority of daily hours fall outside the normal working hours of 7:00 a.m. to 3:00 p.m.
- b) When the majority of daily hours do not fall outside the normal working hours of 7:00 a.m. to 3:00 p.m., the parties will meet before any such shift is implemented to agree on whether the shift differential applies and if so, its amount (maximum of one dollar and seventy-five cents [\$1.75] per hour). If no agreement is reached, the issue may be submitted to binding arbitration.
- c) It is understood that the shift differential shall form part of the employee's base rate.

2. First Aid Attendant

The designated First Aid Attendant will be paid a premium as set out in the wage scale above. Employees will be paid according to the class of ticket they hold, not for the class of ticket that the job requires.

3. Steward's Premium

- | | |
|-----------------------------------|-----------------|
| a) Beginner/Toolbox I completion: | \$0.50 per hour |
| Toolbox II completion: | \$0.75 per hour |
| Toolbox III completion: | \$1.00 per hour |

Other Premiums

- b) Foreman: \$3.00 per hour
- c) General Foreman \$4.00 - \$5.00 per hour
- d) Lead Hand \$1.50 per hour

4. It is understood and agreed that the wage rates and other provisions set out may be amended by mutual agreement between the Employer and the Union for specific projects in order to enable the Employer to compete with non-union competitors and/or with specific union project agreement rates.

5. Apprenticeship

The parties encourage training and apprenticeship, and agree to cooperate to advance the same. Either party may sponsor apprentices. Wage rates of existing employees will not be reduced as a result of enrolment in an apprenticeship. Apprentices will be granted leave to attend mandatory in-school training.

Wage Rates for Apprenticeships with 4 Levels

Apprenticeship Level	Requirements	% of Journey-Person Rate
Level 1	Start apprenticeship Indenture with CLAC or company	60%
Level 2	Finish 25% of practical training and Level 1 examination	70%
Level 3	Finish 50% of practical training and Level 2 examination	80%
Level 4	Finish 75% of practical training and Level 3 examination	90%

Practical training requirements as determined by the ITA:

Carpenter:	6480 hours
Heavy Duty Mechanic:	6000 hours
Industrial and Construction Electrician:	6000 hours
Millwright/Industrial Instrument Mechanic:	6000 hours
Steamfitter, Pipefitter:	5620 hours
Insulator:	5920 hours
Sheet Metal Worker:	5680 hours
Plumber:	6420 hours

Wage Rates Apprenticeships with 3 Levels

Apprenticeship Level	Requirements	% of Journey-Person Rate
Level 1	Start apprenticeship Indenture with CLAC or company	60%
Level 2	Finish 33 1/3% of practical training and Level 1 examination	75%
Level 3	Finish 66 2/3% of practical training and Level 2 examination	90%

Practical training requirements as determined by the ITA:

Boilermaker:	5700 hours
Bricklayer:	5000 hours
Cement Mason (Concrete Finisher):	3240 hours
Ironworker (Generalist):	4200 hours
Mobile Crane:	logbook completion

Wage Rates Apprenticeships with 2 Levels

Apprenticeship Level	Requirements	% of Journey-Person Rate
Level 1	Start apprenticeship Indenture with CLAC or company	60%
Level 2	Finish 50% of practical training and Level 1 examination	90%

Practical training requirements as determined by the ITA:

Ironworker (Reinforcing):	3200 hours
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6. Wage Reviews

The parties agree to wage reviews on or before the following dates:

- August first (1st), two thousand and sixteen (2016);
- August first (1st), two thousand and seventeen (2017).

If the parties cannot come to an agreement, either party may refer the matter to arbitration as per Article 25 of this Agreement.

SCHEDULE "B"

INSURANCE PLAN COVERAGE – GOLD PLUS

(This Schedule does not form part of the collective agreement but is for information purposes only.)

- \$100,000.00 life insurance per employee under age 65;
\$50,000.00 per employee between the ages of 65 and 75;
- \$100,000.00 A.D. & D. per employee under 65; \$50,000.00 per employee between the ages of 65 and 75;
- Dental plan at the latest fee schedule available;
 - Basic services: 100% up to \$2,000.00 per person annually
 - Comprehensive: 50% up to \$2,000.00 per person annually
 - Orthodontic: 50% up to \$3,000.00 lifetime maximum per child under 19
- Prescription drug plan for employee and family at 80% up to \$3,000.00 per person annually (or the provincial Pharmacare cap, if any) and 100% thereafter;
- Optical insurance for employee and family:
 - under 21: \$300.00 per year
 - 21 and over: \$300.00 every two years
- Extended health coverage for employee and family;
- Semi-private hospital coverage with no deductible for employee and family;
- Weekly indemnity insurance (to age 75) with 60% of earnings up to a maximum of \$600.00 per week, payable after the first day of accident or hospitalization and the 14th day of sickness, for a maximum of 119 days;
- Long term disability insurance with 60% of earnings, maximum of \$2,600.00 per month, payable after 119 days until age 65.
- Emergency Travel Assistance
- EFAP (Employee Family Assistance Program) through Ceridian LifeWorks

SCHEDULE "C"
CONSCIENTIOUS OBJECTOR STATUS

(This schedule does not form part of the collective agreement.
It is for information only.)

The Union has a conscientious objection policy for employees who cannot support the union with their dues for conscientious reasons, as determined by the union's internal guidelines on what constitutes a conscientious objection.

Benefit Plan - Frequently Asked Questions

1. When do my benefits start?

Your benefits start on the first day of the month following 350 hours worked.

2. What must I do to enroll?

You must make sure that your completed enrolment form is mailed to the CLAC Benefit Administration office. You should receive this form in your sign-on package.

3. When will I receive my benefit start package?

You should receive your benefit start package at your home about six weeks after your benefit start date. For example, if you reached 350 hours worked in March, your benefit start date would be April 1, and you would expect to see your package around May 15.

4. Why does it take this long?

This is the time required for your employer to send the hours to the CLAC Benefit Administration Office, for the office to process these hours, and for your package to be prepared and mailed.

5. What if I have claims before I receive my benefit start package?

Any claims incurred after your benefit start date will still be covered. However, we cannot process claims until we receive and enter the hours that qualify you for the benefit plan.

6. How do I make a claim?

All claims, except those covered by your drug card or electronic dental submission, can be mailed directly to Sun Life with a completed claim form.

7. Can my dentist send claims directly to Sun Life?

Yes. Your dentist can submit your claims electronically to Sun Life.

8. Where do I get claim forms?

- *your union steward*
- *CLAC's website, www.clac.ca*
- *the nearest CLAC office*
- *the CLAC Benefit Administration office: 1-888-600-2522*

9. Will I receive a prescription drug card?

Yes. This card is used at your pharmacy when you purchase prescription drugs. You should receive your drug card from Sun Life about a week after you receive your benefit start package.

10. What if I don't receive my prescription drug card?

You may not receive a card if you have not completed your enrolment form, if your address is not complete, or if your birth date is missing. Contact the Benefit Administration office at 1-888-600-2522 to make sure you receive one.

11. How do I make a disability claim?

You must contact the CLAC Benefit Administration office for the proper claim form. This form must be completed by you, your doctor, and your employer. The form must be sent to the benefit office for processing.

12. Does my CLAC health plan cover my provincial health care premiums?

No. Provincial health care covers the cost of such things as visits to your doctor, necessary surgery, and hospital visits. Your extended health plan through CLAC does not include this coverage.

However, your provincial health care premiums may be covered by

a separate provision in your collective agreement. Check with your local union representative.

13. Does my plan cover me if I am travelling outside of Canada?

Your benefit plan covers emergency services that you obtain within 60 days of leaving the province where you live. Call the CLAC Benefit Administration office if you do not have a travel card.

14. What is the Employee Family Assistance Plan (EFAP)?

Your EFAP is a CLAC-sponsored benefit that provides confidential, professional assistance for dealing with a broad range of personal difficulties. This includes (but is not limited to) personal issues such as addictions, depression, anger management, marital and family issues, and anxiety. Should you require help, call Ceridian LifeWorks at 1-866-714-3129.

BC Medical Questions

Who should I call about my B.C. Medical coverage?

Call your local CLAC office at 604-888-7220 or 1-800-331-2522.

RSP Questions

1. Who administers the CLAC Group RSP?

The CLAC Group RSP is administered by the CLAC Retirement team. The investments are held with Great-West Life.

2. How can I contact them?

Contact the CLAC Retirement team by phone at 1.800.210.0200 or by email at retire@clac.ca

3. How is my account opened?

A CLAC Group RSP account is opened for you once your employer remits a contribution on your behalf to the CLAC Retirement team.

4. When is my account registered?

*Your funds will sit in a non-registered account until the CLAC Retirement team receives your completed “**Opening your Plan**” form (included in your new employee package). The registration of your account means that you are taking advantage of the tax sheltering benefits of an RRSP. Contributions receipts are issued twice a year (January and March) for you to use to offset your income when filing your taxes.*

For more information on your CLAC Group RSP account contact the CLAC Retirement team or log on to myCLAC at www.clac.ca . After logging in, click on “View Retirement”.

Pension Plan Questions

1. What must I do to enrol in the Pension Plan?

Complete the application form and beneficiary form (included in your new employee package) and return both to the CLAC Retirement MemberCare centre.

2. Who should I call if I have questions?

Contact the CLAC Retirement MemberCare team by phone at 1.800.210.0200 or by email at retire@clac.ca

For more information on your CLAC Retirement Plans contact the CLAC Retirement team or log on to myCLAC at www.clac.ca .

After logging in, click on “View Retirement”.