

# Collective Agreement

between

**Imperial Oil Limited,  
IOCO Distribution Terminal**

Canada Fuels Operations  
Midstream Organization

and

**Unifor, Local 601**

Effective February 1, 2016



**UNIFOR**

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**Imperial**





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(Hereinafter referred to as "The Company")

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# Article 1 – Purpose

## **1.01**

The purpose of this Agreement is to provide a means by which employees, through their elected Union representatives, will:

- (a) Negotiate with the management of the Company with respect to wages, hours of work and working conditions;
- (b) Discuss with the management all other matters of mutual interest

## **1.02**

Recognizing the common dependence of the Company, its employees and the Union upon the success of the business, the parties to this agreement support the mutual objective of a safe operation, productivity and efficiency, and to jointly promote the goodwill between the parties to achieve this objective through Union/Company discussions on matters mutually agreed upon.

# Article 2 – Union recognition

## **2.01**

The Company recognizes Unifor, Local 601, as the exclusive bargaining agency representing all employees of the Company employed at its IOCO Terminal location, coming within the Order of Certification of the Union as now exists, or as may be amended from time to time, by the Labour Relations Board of British Columbia. Managers, supervisors, clerical staff, and others as specified in the Order of Certification are excluded from this agreement.

## **2.02**

The Company agrees that it is a condition of employment for all employees who are covered by this agreement to be members in good standing of the Union.

## **2.03**

Any new employees will, as a condition of employment, become a member of the Union thirty (30) days after their date of hire.

## **2.04**

The Union will give the Company in writing, seven (7) days' notification of non-maintenance of membership.

## **2.05**

A representative of the National Union will be entitled to participate in any meetings between the Company and the Union.

## **2.06**

The Company agrees to supply one (1) bulletin board for the use of the Union. The Company agrees to allow the Union to have a ballot box on Company property for the purpose of elections.

## **2.07**

The Union will select from members of Local 601 a Union Plant Committee of two (2) which will represent the Union for the purposes stated in this agreement. In addition, two (2) Shop Stewards who also represent the Union for the purposes stated in this agreement will act as alternates to the committee members.



## **2.08**

The Company will appoint a committee consisting of no more members than the Union Plant Committee to represent it for the purposes stated in this agreement.

## **2.09**

The Company and Union committee shall meet as often as deemed necessary, at the request of either party.

## **2.10**

- (a) It is understood that the Union Plant Committee members and/or Shop Stewards will, from time to time, require time away from their job to attend to onsite or offsite Union business. Permission for such time away from the job will be requested by the Union, as early as possible, and approval of specific timing will take into consideration the operating needs of the terminal.
- (b) Offsite union business will be requested in writing.

## **2.11**

The employee's pay will be kept whole while on this Union business. The Union will reimburse the Company for the employee's time when on offsite Union business.

## **2.12**

Employees from other company sites may be used to supplement work at IOCO. All work opportunities including overtime will be first offered to qualified IOCO employees.

If no response, the employer may use an employee from other company sites to supplement the normal staffing compliment on a temporary basis.

It is understood that in any calendar year the sum total work will not exceed the 50% equivalent of a full time IOCO employee for work performed at IOCO Terminal.

The company will pay dues to the Union for all bargaining work done at IOCO Terminal.

IOCO employees will be eligible to provide similar work support at other sites on a voluntary basis providing it does not cause a need to bring in external workers to backfill for the IOCO employee, unless mutually agreed upon.

## Article 3 – Check off authorization

### 3.01

The Company agrees to deduct dues, initiation fees, and assessments from each of its employees, on each scheduled payday and remit same promptly to the Local Union office, pursuant to an assignment executed by individual employees as per the following form.

#### **Authorization**

I, the undersigned, freely, and voluntarily authorize my employer, to deduct from my pay initiation fees, monthly dues and/or assessments established by Unifor Local, No. 601. This authorization is subject to conditions prescribed by the Collective Labour Agreement.

Date

---

Name

---

Signature

---

## Article 4 – Management rights

### 4.01

- (1) The Union recognizes that the Company retains the exclusive right to operate and manage the affairs of the Company except as restricted by the terms of this agreement.
- (2) The Company recognizes that in the exercising of its management's rights and in the administration of this agreement, the Company will do so in a reasonable manner.

## Article 5 – Employee definitions

### 5.01

Employee: An employee is a wage person as defined by the order of certification.

### 5.02

Probationary period

Probationary employee: A probationary employee is any newly hired individual in their first twelve (12) months actually worked. Any probationary employee who is absent for any reason, for more than a total of ten (10) working days during his probationary period, shall have his probationary period extended for a period of time equal to the period(s) absent.

- (a) The purpose of a probationary period is to determine whether an employee is suitable for continued employment as a regular employee.
- (b) During the probationary period, the Company will make decisions regarding the retention or termination of a probationary employee. A probationary employee may be laid off or

terminated by the Company and such lay-off or termination shall not be subject to the grievance procedure.

- (c) Up to three (3) months service at IOCO Terminal in a full time equivalent contractor position will be credited towards the probationary period.

### **5.03**

Laid-off: An individual is on lay-off when they are eligible for severance and have elected not to accept it. In addition, such a person is not in receipt of Company wages.

### **5.04**

Day workers - are eight or ten hour employees working daytime hours on a seven day continuous basis (i.e., not 24 hour continuous coverage).

### **5.05**

Shift workers - are twelve hour work day employees who are on a rotating schedule that provides continuous 24 hour coverage, seven days a week.

## Article 6 – No strike/lockout

### **6.01**

It is agreed that there will be no strike by or lockout of employees during the term of this Agreement.

## Article 7 – Grievance procedure

### **7.01**

Both the Company and the Union recognize that it is mutually beneficial to settle as many grievances as possible promptly and at the work level where they occur.

## **7.02**

- (a) Where an employee has a complaint, they shall first discuss the problem with their supervisor.
- (b) If the employee desires, a Steward may accompany them for this discussion.
- (c) If after careful consideration of all the facts, a settlement satisfactory to the employee is not reached and they wish to file a grievance, then they shall follow the procedure outlined below.

## **7.03 Step 1**

- (a) The employee, accompanied by a Steward, shall present their grievance in writing to the supervisor who shall give their decision in writing to the employee within seven (7) calendar days following the day on which the grievance was presented.
- (b) If settlement satisfactory to the employee is not arrived at and they wish to pursue the grievance further, Step 2 shall be followed within seven (7) calendar days from the receipt of the decision, except by mutual written agreement.

## **7.04 Step 2**

- (a) The employee shall submit their appeal in writing through a Steward to the Union Committee.
- (b) The Union Committee shall submit the grievance in writing, along with a request for a conference, to the terminal manager, or, in their absence, their authorized representative.
- (c) Within fourteen (14) calendar days following such a request, or such longer time as may mutually be agreed upon, a conference will be arranged between the Company and the Union Committee.

- (d) The employee or employees involved shall at the request of either party attend such a conference.
- (e) In cases where agreement has not been reached through the grievance procedure, the Company will recognize an additional member of the Union Committee who may not be an employee of the Company.
- (f) The Company's decision will be given to the chairperson or acting chairperson of the Union Committee within ten (10) calendar days following the day on which the conference referred to is held.

### **7.05**

- (a) Reference to calendar days in the two steps of the grievance procedure shall be adhered to except when the individual responsible for taking action is absent from the facility on leave or reported sick.
- (b) In the event of such absence, procedure on the grievance shall be resumed as soon as the individual concerned has returned to duty.

### **7.06**

It shall be optional for the Company to consider any grievance the alleged circumstances of which occurred more than seven (7) calendar days prior to its presentation.

### **7.07**

If during the term of this agreement, differences arise between the parties bound by this agreement concerning its interpretation, application, operation, or alleged violation of this agreement, including a question as to whether a matter is arbitrable, a

grievance must be submitted, utilizing Step 2 of the grievance procedure. Such grievances must be submitted within 30 calendar days of the circumstance giving rise to the grievance.

## Article 8 – Arbitration

### **8.01**

Both parties agree that differences concerning the interpretation, application, operation or alleged violation of the terms of this Agreement, including any question as to whether any such difference is arbitrable, will be referred to Arbitration at the written request of either party.

### **8.02**

There will be a single Arbitrator. The Arbitrator will be a person mutually agreed upon between the Union and the Company.

### **8.03**

Should the parties fail to agree on the choice of an Arbitrator within thirty calendar days, then the Labour Relations Board of British Columbia shall be asked to nominate an Arbitrator.

### **8.04**

The decision of the Arbitrator shall be binding on both parties.

### **8.05**

The Arbitrator shall not have any power to alter or change any of the provisions of this Agreement or to substitute new provisions for existing provisions, nor to give any decision inconsistent with the provisions of this Agreement.

## **8.06**

Each of the parties hereto will equally share the expenses of the Arbitrator.

## **8.07**

Any grievance not referred to arbitration within 60 calendar days of receipt of the Company's decision under 7.04 (f) shall be deemed to be abandoned.

# Article 9 – Seniority

## **9.01**

Whenever seniority is referred to in this Agreement, it will mean plant seniority.

## **9.02**

For Imperial employees who are transferred into IOCO Terminal, seniority will be computed from the date of transfer.

## **9.03**

For new employees who are hired at IOCO Terminal, seniority will be withheld until completion of the twelve (12) month probationary period per 5.02. Seniority will then be granted retroactive to the date of hire. In the event two (2) or more people are hired on the same day, seniority will be determined by alphabetical order of their surnames.

## **9.04**

Employees who are transferred from the bargaining unit to a position outside of the bargaining unit will maintain their seniority and continue to accumulate seniority up to a maximum of one (1) year from the date of transfer. After one (1) year outside of the bargaining unit, seniority is lost.



### **9.05**

Seniority is lost when:

- i) An employee's employment with Imperial is terminated, or
- ii) An employee has been outside of the bargaining unit for more than one year, or
- iii) An employee has been laid off for twelve (12) consecutive months.

### **9.06**

The Union will post an updated seniority list as required and will verify the list with the Company prior to posting.

## Article 10 – Job postings

### **10.01**

The Company, after review with the Union, will determine:

- a) The scope and occupational requirements for a job;
- b) The number of employees in each job classification;
- c) If a vacancy in a job classification is to be filled.

### **10.02**

When the Company determines it is necessary to fill a vacant or new position, it will be posted for a period of ten (10) calendar days, or for such other period of time as the parties shall mutually agree upon. Should an employee wish to be considered for the posted position, they must apply in writing within the time period specified on the posting. A copy of all job postings will be forwarded to the Union Committee.

### **10.03**

Should the Company establish a new job classification in the bargaining unit, the Company and the Union will meet to discuss working conditions and rate of pay for the position. If the position is filled and no agreement can be reached, this position will be subject to the grievance procedure.

### **10.04**

Absent employees will be forwarded a copy of the job posting upon request.

### **10.05**

The Company will notify the successful applicant within ten (10) calendar days of the closing date of the job posted.

### **10.06**

The Company will give first consideration to employees covered by this agreement provided the employee(s) possesses the qualifications and ability to do the work.

### **10.07**

In filling positions within the bargaining unit posted in accordance with this section, the following factors will be considered:

- a) Seniority
- b) Ability
- c) Minimum qualifications as defined in the job posting
- d) And demonstrated acceptable job performance.

Where factors referenced in b, c, and d are relatively equal between two (2) or more employees, the employee with the greatest seniority will receive the job posted.

### **10.08**

Job postings will be available to probationary employees if the position cannot be filled by regular employees, subject to clause 10.07.

### **10.09**

The successful applicant shall have a qualifying period of up to six (6) months during which time he may be reverted to his former job if he applies to the Company to be returned or if he does not perform the duties to the satisfaction of the Company. In the event that a reversion occurs, any other appointments which resulted from the original appointment may be reversed. If it is not possible to revert to the former job, the employee will be assigned to a job in the same or higher classification.

## Article 11 – Layoff, bumping and recall

### **11.01**

When it becomes necessary to lay-off an employee(s) in a job classification, employees will be laid off in reverse order of seniority within that job classification. Employees may remain on lay-off or exercise any bumping rights available to them.

### **11.02**

In the event of layoff, bumping and recall, seniority shall prevail, provided the senior employee has the minimum qualifications and ability to do the job.

## **Bumping rights**

### **11.03**

An employee laid-off in one (1) classification will be given the opportunity of displacing an employee with less seniority in a similar or lower classification provided the senior employee has the minimum qualifications and ability to perform the job.

### **11.04**

An employee who bumps into a lower rate of pay will receive the rate of pay of their previous classification at the time the bump occurs for a period of twelve (12) months.

## **Recall**

### **11.05**

Laid-off employees will be recalled in order of plant seniority, for any department having a vacancy, provided that the senior employee has the minimum qualifications and ability to perform the job.

### **11.06**

If a former employee is not available within seven (7) calendar days of receiving notification by registered letter, it is optional within the Company whether they are rehired.

## Article 12 – Hours of work

### **12.01**

The hours of work shall be 40 hours per week, when averaged over the cycle of the schedule.

## **12.02**

### **Eight hour day: Maintenance Specialists**

While the Maintenance Specialists will work eight (8) hour days (Monday through Friday) for most of the year, business conditions may require the Maintenance Specialists to work ten (10) hour days or other schedules as listed below. Such changes will be limited to two (2) per calendar year unless mutually agreed otherwise.

#### **Eight hour schedules:**

- A. Schedule Monday through Friday  
7:00 a.m. to 3:30 p.m.
- B. Schedule Sunday through Thursday  
7:00 a.m. to 3:30 p.m.
- C. Schedule Tuesday through Saturday  
7:00 a.m. to 3:30 p.m.

#### **Ten hour schedules:**

Ten hour shifts may commence on Sunday, Monday, Tuesday or Wednesday, as business conditions require.

- A. Schedule Sunday through Wednesday  
6:30 a.m. to 5:00 p.m.
- B. Schedule Monday through Thursday  
6:30 a.m. to 5:00 p.m.
- C. Schedule Tuesday through Friday  
6:30 a.m. to 5:00 p.m.
- D. Schedule Wednesday through Sunday  
6:30 a.m. to 5:00 p.m.

## 12.03

### Eight hour day: Terminal Operator

While the Terminal Operator will be working eight (8) hour days for most of the year, business conditions may require the Terminal Operator to work ten (10) hour days. Such changes will be limited to two per calendar year unless mutually agreed otherwise.

Eight hour day: Under this schedule, employees shall work eight (8) hours per day which includes two ten (10) minute rest periods plus an additional unpaid thirty (30) minute lunch period.

The work schedules will be:

- A. Schedule Monday through Friday  
7:00 a.m. to 3:30 p.m.
- B. Schedule Sunday through Thursday  
7:00 a.m. to 3:30 p.m.
- C. Schedule Tuesday through Saturday  
7:00 a.m. to 3:30 p.m.

Ten (10) hour shifts may commence on Sunday, Monday, Tuesday or Wednesday, as business conditions require. Schedules as outlined in 12.04

Ten hour day: Employees will work ten hours per day, from 6:30 a.m. to 5:00 p.m., which includes two ten (10) minute rest periods plus an additional unpaid thirty (30) minute lunch period.

Business conditions may require the establishment of a night shift. Hours of work for such a night shift will be mutually agreed.

## **12.04**

The thirty (30) minute unpaid lunch period shall be taken between the hours of 11:30 a.m. and 12:00 noon unless otherwise mutually agreed upon.

## **12.05**

Twelve hour rotating shift schedule: Operating Technicians, Terminal Operators, Senior Terminal Operators, and Relief Operators.

- (a) While Operating Technicians, Terminal Operators, Senior Terminal Operators, and Relief Operators will be working twelve (12) hour shifts for most of the year, business conditions may require the Operating Technicians, Terminal Operators, Senior Terminal Operators, and Relief Operators to work eight (8) or ten (10) hour shifts. Such changes will be limited to two per year unless mutually agreed otherwise. Schedules will be reviewed and mutually agreed with the Labour/ Management committee.

Example of a shift:

- (b) The normal work schedule for employees working twelve (12) hour shifts would be three (3) day shifts followed by three (3) days off, then three (3) evening shifts followed by three (3) days off.

For Relief Operator shift pattern, see Article 13.07 (b).

Normal shift hours will be:

Day shift - 6:00 a.m. to 6:00 p.m.

Evening shift - 6:00 p.m. to 6:00 a.m.

All Operating Technicians, Terminal Operators, Senior Terminal Operators and Relief Operators will be permitted one ten (10) minute break in each half of the shift and lunch will be taken when possible so that it does not conflict with the operation of the business.

### **12.06**

Work schedules as per 12.02, 12.03, and 12.05 (b) as contained in this agreement will only be varied by the Company to meet changing business conditions and/ or to improve operating efficiencies and, in each event, the Union will be informed at least thirty (30) days before the change is implemented. Less than thirty (30) days notice will be by mutual agreement only.

### **12.07**

Average weekly hours will be 40. Excess time worked under the 12 hour shift cycle will be scheduled as earned days off in the shift schedule.

### **12.08**

Employees can make up lost time due to shift changes, vacation or mutual shift changes at regular straight time pay. Such make-up hours must be documented and will be at a mutually convenient time and will occur within two pay periods.

### **12.09**

Employees within the same job classification may arrange mutual shift exchanges amongst themselves provided there is no cost to the Company. However, under normal circumstances, these mutuals must be documented in advance and approved by the supervisor(s) of the employees involved.



## Article 13 – Change of schedule

### 13.01

A change of schedule occurs when:

- (a) The starting or stopping time is altered by two (2) hours or more; or
- (b) Days off are changed.

### 13.02

Change of schedule premium will be paid:

- (a) For the first eight/ten hours when an employee has their work schedule changed from shift work to day work, they will be paid at the overtime rate.
- (b) For the first eight/ten hours when a shift employee is required to change their regularly assigned shift to a new shift, they will be paid at the overtime rate.
- (c) For the first eight/twelve hours when a day employee's schedule is changed from day work to shift work, they will be paid at the overtime rate.
- (d) A day employee whose schedule is changed from one day schedule to a different day schedule, as per articles 12.02 and 12.03.

### 13.03

Change of schedule premium pay will not apply in the case of:

- (a) An employee who has been changed back to their original schedule within sixty (60) days of the original change;

- (b) Changes of schedule made for the convenience or at the request of an employee;
- (c) An employee returning from vacation or EDOs unless their schedule was changed by the Company during their absence;
- (d) A new employee assigned to shift work for the first time;
- (e) An employee returning from a leave of absence (sickness or other approved leave excluding vacation);
- (f) A shift employee returning to regular duties after a modified assignment due to a work limitation;
- (g) An employee whose schedule is changed as a result of receiving disciplinary action or progressive counseling;
- (h) A permanent change of job;
- (i) An employee transferred to a training or retraining assignment on a Monday to Friday shift for periods of one week or more;
- (j) An employee who is a relief employee. Relief employee change of schedule compensation is covered by Article 23.08.

### **13.04**

An employee whose shift is changed at management's request will be paid at the new rate of pay or the regular rate of pay, whichever is greater.

### **13.05**

- (a) If, due to a schedule change, an employee loses a full scheduled day or shift, they will be allowed to

keep their pay whole by making up the day or shift on a day mutually agreed to by the employee and their supervisor. Make-up time will be paid at the employee's regular rate.

- (b) If an employee's regular hours of work are reduced at management request, for the purpose of a change of shift, the employee's pay will be kept whole for that part of the shift not worked (make-up will not be necessary).

### **13.06**

- (a) For the purpose of calculating excess hours due to change of schedule, absences due to vacation, holidays or sickness will be deemed to be hours "worked". Shifts taken off on a "permission" or leave of absence will not be deemed as hours "worked".
- (b) Make up time will not be counted for purposes of calculating possible excess hours premium.
- (c) For calculation purposes, the twelve (12) day cycle for 12 hour shift employees will be deemed to commence October 3rd, 1996. Hours worked in excess of six 12 hour shifts or 72 hours in a cycle (except for make-up), will be compensated at overtime rates.

### **13.07**

Relief employee

- (a) The home pattern for the relief employee is established by the first scheduled shift in the calendar year on or after January 1 in a relief position.

- (b) Relief employees may be scheduled on a three on/ three off basis without necessarily rotating through days and nights. For relief employees, over an eight (8) week period, no more than two-thirds of the shifts will be either days or nights. By mutual agreement, shifts may be adjusted.
- (c) Relief employee change of shift compensation is covered under Article 23.08.

## Article 14 – Overtime

### **14.01**

Overtime work, which employees will perform on a voluntary basis whenever called upon, shall be distributed as fairly and impartially as possible among employees who are qualified to perform such work.

### **14.02**

Overtime which must be authorized prior to commencing work is defined as:

- (a) Work in excess of regular working hours on a scheduled work day except where the additional hours worked constitute the first shift on a new schedule.
- (b) Work on an employee's scheduled days off where such employees are not normally required to work such days.
- (c) Work performed on a Company recognized public holiday.

### **14.03**

Overtime of 30 minutes or less, either before or beyond the normal work hours will be paid at 30 minutes at the overtime rate.

#### **14.04**

Overtime work will be paid for at the rate of double-time the regular hourly rate.

#### **14.05**

A minimum payment of three hours at overtime rates will be paid for all overtime with the exception of overtime work that immediately precedes or immediately follows an employee's regularly scheduled working day. Lunch overtime is excluded.

#### **14.06**

If pre-arranged overtime is cancelled or postponed with less than 12 hours prior notice being given to the employee, the employee will receive one hours pay at the overtime rate. Only cancellations/postponements of greater than four (4) hours will be considered for the purpose of this clause.

#### **14.07**

Meal allowance

When employees are required to work overtime beyond their scheduled shift, they will receive a meal or an allowance as follows:

- One meal or allowance at two (2) hours of overtime
- An additional meal or allowance every four (4) hours thereafter.

#### **14.08**

When a Company supplied meal is not available, a meal allowance of \$15 (fifteen dollars) shall be paid.

#### **14.09**

Employees called out to work overtime with greater than two (2) hours notice will not be provided with a meal or allowance for the scheduled shift.

#### **14.10**

Regular day employees shall be paid at double-time the regular hourly rate for work performed during regular lunch period. A one-half hour lunch period will be granted later in the day without payment.

#### **14.11**

When an employee has been called out to work overtime with less than two hours notice and has not been informed of the length of time, they shall, if still required to work at the end of four (4) hours, be provided with lunch. They will be provided with a lunch each four (4) hours thereafter provided the employee is still required to work.

### Article 15 – Vacations

#### **15.01**

- (a) Vacations are granted annually in accordance with the corporate vacation guidelines.
- (b) It will not be permissible to waive vacations and draw double pay.
- (c) An employee, shall receive vacation pay based on the pay they would have received had they worked their regular schedule during the week of vacation.

#### **15.02**

Service for the purpose of vacation shall mean all time during which the employee has been employed by the

Company, less any periods of absence of more than thirty consecutive calendar days' duration, except absences resulting from sickness or accident.

### **15.03**

The Company will schedule vacations and designated statutory holidays in consultation with the Union and its members, recognizing the requirements of the business.

The Company reserves the right to schedule vacations on a rotational basis, if necessary, subject to the following:

- (a) Preference of individual employee's will be given consideration;
- (b) Vacation schedules showing each employee's vacation period shall be prepared by the Company and posted on Company bulletin boards by the end of the calendar year.

### **15.04**

Sickness or accident:

- (a) Where an employee becomes disabled as a result of sickness or accident prior to or during the employee's scheduled vacation period, the vacation may be postponed or considered as an absence due to sickness and excluded from the vacation, provided the disability qualifies under the Company's Disability Benefit Plan. The Company will reschedule a qualified employee's postponed or interrupted vacation, or the remaining portion of it, as soon as may be mutually convenient to the Company and the employee.

- (b) Where an employee becomes disabled as a result of sickness or accident before their vacation and continues to be disabled through the end of the year, vacation may be carried into the following year and taken during that year.

**15.05**

Employee vacation and EDO days must be submitted to management by November 30th for the next calendar year. If not submitted on time management will schedule vacation on behalf of those employees. Once scheduled vacation and EDOs are fixed, any changes to the fixed vacation and EDO schedule requires approval in advance by area manager or designate and the employee.

Article 16 – Recognized holidays

**16.01**

- (a) The Company will recognize 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       |
| First Monday in August (BC Day) | 12th holiday     |

- (b) For the day employees, the 12th holiday will be a floater and will be scheduled at the time of scheduling vacations. The floater will be shown on the vacation schedule. Preference of individual employees will be given every consideration; however, the date chosen will be subject to



Company approval. For all shift employees, the 12th holiday, which is established for payment purposes only, shall be the second Wednesday in June of each year, respectively.

- (c) Should the provincial government legislate an additional statutory holiday, such statutory holiday will become the 12th holiday (the 12th holiday would no longer be a floater).
- (d) The holiday for all employees shall be the calendar date on which the holiday actually falls. However, by mutual agreement, statutory holidays may be observed on a different agreed upon date without penalty to the Company.
- (e) Normal practice for day employees will be to observe the statutory holiday as a day off if it falls on a scheduled work day.
- (f) If a statutory holiday falls on a scheduled day off for the day employee, eight (8) hours pay will be paid to the employee or, in lieu of pay and with the supervisor's approval of the holiday schedule, for such occurrences during the months of May, June, July, September or October the employee may choose another day off with full pay during October, November, December or January. All time not taken as of January 31st of the following year will be paid out at straight time rates calculated at eight (8) hours per holiday day banked.

## 16.02

The following regulations govern payment for the above recognized holidays:

- (a) An employee shall be entitled to holiday pay for each of the twelve recognized holidays mentioned above whether or not they work, provided:
  - i) They are a regular employee and have completed thirty continuous calendar days' service with the Company, and,
  - ii) They work their last scheduled day before the holiday and their first scheduled day after the holiday, or if they work either their last scheduled day before the holiday or their first scheduled day after the holiday and has an excused absence for the other day mentioned.
- (b) In no case shall an employee receive holiday pay more than once for each of the above recognized holidays.
- (c) Where the term holiday pay is used, it is to be defined as eight (8) hours pay at the regular hourly rate the employee receives on the holiday if they work, or eight (8) hours pay at the regular hourly rate they received on the last day or shift worked immediately preceding the holiday if they are not required to work on the holiday.

## 16.03

Examples of payment if employee works on a recognized holiday or one that is negotiated:

8-hour day worker (scheduled 8 hours):

$$\begin{aligned} 2 \times 8 \text{ hours work} &= 16 \text{ hours} + 8 \text{ hours holiday pay} \\ &= 24 \text{ hours} \end{aligned}$$

10-hour day worker (scheduled 10 hours):

2 x 10 hours work = 20 hours + 8 hours holiday pay  
= 28 hours

12-hour shift worker (scheduled 12 hours):

2 x 12 hours work = 24 hours + 8 hours holiday pay  
= 32 hours

#### **16.04**

Twelve hour shift employees will be allowed to bank up to three (3) scheduled statutory holidays and/or three (3) overtime shifts (in twelve hour blocks up to a total of 36 hours at any given time). In lieu of pay for the statutory holiday on the calendar day it occurs, employees will receive a paid day off. An overtime shift will be banked on a two (2) for one (1) basis (12 hours worked will deposit 24 hours in the bank). Employees may withdraw from the bank up to thirty six (36) hours in twelve (12) hour blocks on mutually agreed dates. This opportunity will be limited by the Company not incurring additional costs. Therefore not all employees may be able to utilize the opportunity. All outstanding banked time not taken as of January 31st of the year will be paid out at straight time rate.

#### **16.05**

When a Company recognized holiday falls during vacation, the employee shall be compensated with eight hours holiday pay. For day employees, in lieu of pay, the employee may elect to take an additional day of vacation within the calendar year. This day must fit within the supervisory approved holiday schedule.

## Article 17 – Leaves of absence

### **17.01**

Witness and jury duty leave: The Company will provide a paid leave of absence to an employee who is called for jury duty or is required to appear in a court as a witness under a subpoena. Any fees paid to the employee by the court will not be deducted from the amount paid by the Company.

### **17.02**

If an employee is required to make a court appearance under circumstances other than as described above, the employee will be granted a leave of absence without pay provided a written request made in advance of the appearance is approved by the supervisor.

### **17.03**

Bereavement leave: In the event of the death of a close family member of an employee, the Company will grant, upon request, paid leave of absence not to exceed three (3) working days, for the purpose of attending the funeral and, if necessary, making funeral arrangements. In the event extended travel is required, reasonable additional time (up to two paid days) may be granted at the discretion of local management.

### **17.04**

A close family member is usually: a parent, grandparent, spouse (including common-law), child, grandchild, daughter/son-in-law, brother / sister-in-law and mother/father-in-law.

### **17.05**

If an employee is involved in other duties associated with a family death every effort will be made to accommodate the employee's request for time off by granting a leave without pay or rescheduling vacation subject to the efficient operation of the decision unit.

### **17.06**

Other leave: Employees may obtain a personal unpaid leave of absence when approved in advance by the Company.

## Article 18 – Training programs

### **18.01**

Imperial and Unifor philosophically agree that appropriate training for employees would be beneficial to all parties.

Both the Union and the Company will continue to work together to facilitate training, which has mutual benefit to the Company and the employees.

Both parties agree to discuss training needs and programs as required at Union/Management Committee Meetings. The committee will make recommendations on job-related training at the IOCO Terminal.

It is understood that in addition to the Company's interest in greater flexibility and productivity the Union is interested in bargaining unit employees having the opportunity to obtain portable skills.

## Article 19 – Technological change plant closure and severance

### **19.01**

Technological change, which term will include automatic, mechanization, and process change, means the introduction of equipment or material of a different nature or kind than previously utilized, or change in the work methods, organization, or operations that is related to the introduction of that equipment or material.

### **19.02**

Technological change: The Company, where possible, will attempt to give the union six (6) months notice but no less than three (3) months in advance of intent to implement technological change in working methods or facilities which will involve the lay-off of any regular employee having one-year or more of Company service, or any change in an employee's regular job assignment which adversely affects an employee's rate of pay.

### **19.03**

Plant closure: The Company, where possible, will attempt to give the union six (6) months notice but no less than three (3) months in advance of the permanent closure of all or part of the operation which will result in a permanent workforce reduction.

### **19.04**

The Company will meet representatives of the Union to discuss the impact on the workforce of significant layoffs of bargaining unit employees as a direct result of contracting out, technological change or the

permanent closure of all or a part of the operation. Among topics for discussion will be the consideration of alternatives to minimize the negative impacts on affected employees.

The Company shall train or retrain employees subject to layoff for vacancies which exist at the IOCO Distribution Terminal at the time of the layoff provided the employees have the basic qualifications required for the job vacancy.

Employees facing a layoff having the basic qualifications may be considered for transfer to another Unifor-represented Imperial site.

### **19.05**

Employees terminated as a result of technological change or permanent closure of all or part of the operation will be eligible for severance pay provided the employee remains available for work until the date designated by the Company. At the request of the employee, the Company may, at its discretion release the employee prior to the designated date of termination without loss of severance eligibility. If the employee is terminated for just cause during the notice period severance pay is forfeited.

### **19.06**

Severance pay: Severance pay will be minimum of two (2) weeks pay plus two (2) weeks pay per year of actual company service. For the purpose of this calculation, pay is defined as the employee's regular rate of pay at the time of termination. A week's pay is calculated based on the employee's normal weekly hours of work at the time of termination. The amount of money determined by this calculation will be multiplied by

1.15. Partial years of service will be prorated for the calculation of severance payments.

### **19.07**

Rate retention will be provided for retained employees affected by plant closure, partial plant closure or technological change, as per clause 23.04.

### **19.08**

Severance pay shall apply if:

- (a) A technological change results in a workforce reduction as per 19.02, or
- (b) An operation closure or partial closure results in reduction of workforce as per 19.03, or
- (c) A laid off employee is not recalled within twelve (12) months, or
- (d) An employee elects to receive severance pay immediately upon lay-off and waives the right to be recalled.
- (e) The Company and Union agree to a program of retraining (other than trade TQ) such that, subject to the Company being able to run a safe and efficient operation, senior employees who would otherwise not be retained, would be retrained to fill those positions where retraining can be reasonably accommodated.

## Article 20 – Safety and health

### **20.01**

- (a) The Company and the Union shall continue to promote safe and healthful conditions in its operation.



- (b) The Union agrees to provide full support in the safe and healthful operations in the plant and will support the safety and health programs which shall be a continuous part of the relationship between the Company and the employees.
- (c) The Company will cooperate with the Safety and Health Committee by making available all relevant information known to Imperial about known hazardous substances present at the worksite and will advise of measures designed to protect the health and safety of employees.
- (d) Such protective devices, wearing apparel, and other protective equipment as the Company requires to be worn to protect the employees from injury, shall be worn by the employees and will be provided by the Company.
- (e) The Company and the Union acknowledge existence of and agree to maintain a Safety and Health Committee consisting of equal representation by the Company and the Union, to promote the maintenance of a healthful work environment and safe work practices among employees, and to submit constructive recommendations to management.
- (f) Any employee who reasonably considers that any equipment or practice being carried on within the premises is unsafe, will have the right to refuse to work with such equipment or under such circumstances until the matter is mutually agreed safe.

## Article 21 – First aid attendants

### **21.01**

An employee who is designated by the Company to be the Level One First Aid Attendant on shift will receive the occupational rate plus \$0.24/hour.

## Article 22 – Safety boots/work clothing

### **22.01**

Safety boots:

- (a) CSA-approved footwear must be worn by all employees in all operating areas of the terminal.
- (b) The Company will provide a subsidy of \$200/year/employee to allow the employee to purchase approved footwear of their selection with no limit to the number of pairs of footwear as long as the \$200 limit is not exceeded. Reimbursement will occur only after submission of a receipt for the approved footwear. Should footwear become damaged during the course of the year and the \$200 allowance has been expended, the Company will replace the particular footwear in kind with appropriate approval from the immediate supervisor.

### **22.02**

Work clothes:

The Company will supply and clean work clothing for all bargaining unit employees.

## Article 23 – Rates of pay

### 23.01

Effective February 1, 2016

|                                  |  |             |
|----------------------------------|--|-------------|
| Operating Technician             | Dual Ticket  | \$52.00/hr. |
| Operating Technician             | Single Ticket  | \$50.00/hr. |
| Operating Technician Trainee     | Start  | \$36.00/hr. |
| Operating Technician Trainee     | After 6 months   | \$40.67/hr. |
| Operating Technician Trainee     | After 18 months  | \$45.33/hr. |
| Operating Technician Trainee     | After 30 months to<br>Operating Technician<br>Position | \$50.00/hr. |
| Maintenance Specialist           | Single Ticket  | \$50.32/hr. |
| Senior Maintenance Specialist    | Single Ticket,<br>after 36 months                      | \$51.08/hr. |
| Maintenance Specialist           | Dual Ticket  | \$52.34/hr. |
| Senior Maintenance Specialist    | Dual Ticket,<br>after 36 months                        | \$53.13/hr. |
| Senior Terminal Operator         |  | \$45.01/hr. |
| Relief Operator                  |  | \$45.01/hr. |
| Tankcar Unloader<br>warehouseman |  | \$43.11/hr. |
| Terminal Operator                |  | \$41.60/hr. |
| Terminal Trainee                 | Start  | \$34.04/hr. |
| Terminal Trainee                 | After 6 months   | \$35.94/hr. |
| Terminal Trainee                 | After 18 months  | \$37.85/hr. |
| Terminal Trainee                 | After 30 months to<br>Terminal Operator                | \$41.60/hr. |

## 23.02

Effective February 1, 2017

|                                  |  |             |
|----------------------------------|--|-------------|
| Operating Technician             | Dual Ticket  | \$53.04/hr. |
| Operating Technician             | Single Ticket  | \$51.00/hr. |
| Operating Technician Trainee     | Start  | \$36.72/hr. |
| Operating Technician Trainee     | After 6 months   | \$41.48/hr. |
| Operating Technician Trainee     | After 18 months  | \$46.24/hr. |
| Operating Technician Trainee     | After 30 months to<br>Operating Technician<br>Position | \$51.00/hr. |
| Maintenance Specialist           | Single Ticket  | \$51.33/hr. |
| Senior Maintenance Specialist    | Single Ticket,<br>after 36 months                      | \$52.10/hr. |
| Maintenance Specialist           | Dual Ticket  | \$53.39/hr. |
| Senior Maintenance Specialist    | Dual Ticket,<br>after 36 months                        | \$54.19/hr. |
| Senior Terminal Operator         |  | \$45.91/hr. |
| Relief Operator                  |  | \$45.91/hr. |
| Tankcar Unloader<br>warehouseman |  | \$43.97/hr. |
| Terminal Operator                |  | \$42.43/hr. |
| Terminal Trainee                 | Start  | \$34.72/hr. |
| Terminal Trainee                 | After 6 months   | \$36.66/hr. |
| Terminal Trainee                 | After 18 months  | \$38.61/hr. |
| Terminal Trainee                 | After 30 months to<br>Terminal Operator                | \$42.43/hr. |

### 23.03

Effective February 1, 2018

|                                  |  |             |
|----------------------------------|--|-------------|
| Operating Technician             | Dual Ticket  | \$54.37/hr. |
| Operating Technician             | Single Ticket  | \$52.28/hr. |
| Operating Technician Trainee     | Start  | \$37.64/hr. |
| Operating Technician Trainee     | After 6 months   | \$42.52/hr. |
| Operating Technician Trainee     | After 18 months  | \$47.40/hr. |
| Operating Technician Trainee     | After 30 months to<br>Operating Technician<br>Position | \$52.28/hr. |
| Maintenance Specialist           | Single Ticket  | \$52.61/hr. |
| Senior Maintenance Specialist    | Single Ticket,<br>after 36 months                      | \$53.40/hr. |
| Maintenance Specialist           | Dual Ticket  | \$54.72/hr. |
| Senior Maintenance Specialist    | Dual Ticket,<br>after 36 months                        | \$55.54/hr. |
| Senior Terminal Operator         |  | \$47.06/hr. |
| Relief Operator                  |  | \$47.06/hr. |
| Tankcar Unloader<br>warehouseman |  | \$45.07/hr. |
| Terminal Operator                |  | \$43.49/hr. |
| Terminal Trainee                 | Start  | \$35.59/hr. |
| Terminal Trainee                 | After 6 months   | \$37.58/hr. |
| Terminal Trainee                 | After 18 months  | \$39.58/hr. |
| Terminal Trainee                 | After 30 months to<br>Terminal Operator                | \$43.49/hr. |

### 23.04

Rate retention:

Rate protection will be provided as follows:

- Stage 1: Employee rate is frozen (red circled) for 24 months from the date of the level change. Overtime is paid at the lower rate.

- Stage 2: After 24 months from the date of the level change, the employee will receive a cut in pay equal to half the difference between the red circled rate and the new rate. Overtime is paid at the lower rate.
- Stage 3: After 30 months from the date of the level change, the employee will be moved to the normal rate of pay for the position, with overtime pay at the normal rate.

### **23.05**

Shift differentials:

- (a) Day employees as defined in 12.02 and 12.03 shall not be paid shift differentials.
- (b) Twelve hour rotating shift employees, as defined in 12.05 shall be paid a shift differential as follows:

Day shift (06:00 to 18:00 hours) = 3% of base rate

Night shift (18:00 to 06:00 hours) = 6% of base rate

### **23.06**

Application of retroactivity:

Retired employees will receive payment of the retroactive wage adjustment for any hours of work they performed in the period commencing with the expiry of the collective agreement and ending with the ratification of a renewed collective agreement.

### **23.07**

Lead Hand premium – an 8% increase applied to the base rate of the employee currently filling the position of Lead Hand.

### **23.08**

Relief employee change of schedule compensation shall be 8% applied to the base rate of the relief employee to cover all change of shift incurred and any variance in the shift differential balance.

### **23.09**

Steam ticket premium

A \$1.00/hour steam ticket premium is intended to compensate for providing occasional relief for the Operating Technician position. The steam ticket premium will be paid to any Terminal Operator for Maintenance Specialist who is fully certified as a Class 4 Power Engineer.

### **23.10**

Back-up Chief

Back-up Chief will be assigned by management when required:

- The qualified employees will serve as Back-up Chief while continuing to perform their regular duties.
- Back-up Chief responsibilities will be assigned to an employee on each shift to fulfill regulatory responsibilities.
- An 8% increase will be applied to the employee's base rate for the duration of the shift.

## Article 24 – Travel time

### **24.01**

Wage employees traveling on company time will have their regular pay kept whole. For travel, employees will be treated on a consistent basis as per Company guidelines.

## Article 25 – Harassment-free workplace

### **25.01**

The Union and the Company are committed to a workplace environment at IOCO Terminal that is free of harassment and where individuals are treated with respect and dignity.

As a result, the Company will provide awareness sessions on workplace harassment to all employees.

It is understood that nothing in this section affects the normal grievance rights of bargaining unit employees.

## Article 26 – Termination of agreement

### **26.01**

This agreement, unless amended by the parties in writing, will be in effect for the period February 1, 2016 through January 31, 2019.

### **26.02**

If either party wishes to propose amendment(s) to this agreement, they will notify the other party in writing not less than thirty (30) days and not more than one hundred and twenty (120) days prior to expiration of this agreement.

### **26.03**

The parties will meet at a mutually agreed date for the purpose of exchanging amendments to the agreement.

### **26.04**

Where notice to negotiate amendment(s) for a new agreement has been given, then this agreement will continue in force and effect until the Union or the



Company is in a position to resolve the issue or exercise their appropriate legal rights.

### **26.05**

Any portion of this agreement may be amended by the Company and the Union at anytime provided that both parties agree.

### **26.06**

If notice is not given by either party as described above. This agreement shall be renewed for a period of one year, and shall remain in effect from year to year until either party proposes amendments as described above.

## Article 27 – Paid Education Leave Fund

### **27.01**

Effective February 1, 2017 the Company will no longer make remittance to the Health and Safety and Industrial Relations Training Fund (“HSIRTF”).

Effective February 1, 2017 the Company agrees to remit 3 cents (\$0.03) per hour for each full time employee’s regular hours of work to the Paid Education Leave (“PEL”) Fund.

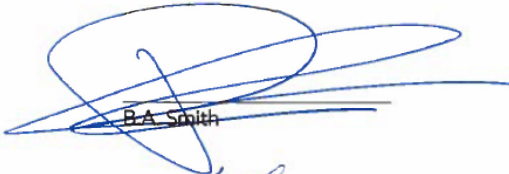
Effective February 1, 2018 the Company agrees to remit 5 cents (\$0.05) per hour for each full time employee’s regular hours of work to the Paid Education Leave (“PEL”) Fund.

The Union commits to maintain the principles and governance established with the HSIRTF for administration and reporting PEL activities to the Company.

The primary purpose of this fund will be to provide training to bargaining unit members of IOCO Distribution Terminal.

Signed at Port Moody, British Columbia this 29th day of June, 2017.

Signed on behalf of Imperial,  
IOCO Distribution Terminal, Canada Fuels  
Operations, Midstream Organization,  
located at Port Moody, British Columbia.



M. Keith  
M.B. Keith

C.M. Lane  
C.M. Lane

C.E. Embree  
C.E. Embree

Signed on behalf Unifor, Local 601,  
located at Port Moody, British Columbia.



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C.D. Juzda




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M.J. Siemens




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K.A. McIntosh



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R.P. Kelly



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A. MacBride

# Attachment 1 - Letter of Understanding

between

## **Unifor, local 601**

hereinafter referred to as the "Union"

and

## **Imperial Oil Limited, IOCO Terminal**

hereinafter referred to as the "Company"

### **Subject: Applicable LOUs at IOCO Terminal**

Dated: June 11, 2013

The following LOUs shall be applicable at IOCO Terminal

- Conditions for use of contractors ("contracting in") to cover bargaining unit positions – signed Oct 7, 2008
- Corporate Alcohol and Drug policy will be applicable to employees at IOCO Terminal – signed July 18, 1995

With exception of this Letter of Understanding all other Letters of Understanding between the Union and the Company at IOCO Terminal will be null and void.

Dated June 11, 2013

Originally signed by:

Unifor Local 601

Cam Juzda  
Matt Siemens

Imperial Oil Limited

Brian Smith  
Doug Madden

# 2016 Calendar

| JANUARY |    |    |    |    |    |    |
|---------|----|----|----|----|----|----|
| S       | M  | T  | W  | T  | F  | S  |
|         |    |    |    |    | 1  | 2  |
| 3       | 4  | 5  | 6  | 7  | 8  | 9  |
| 10      | 11 | 12 | 13 | 14 | 15 | 16 |
| 17      | 18 | 19 | 20 | 21 | 22 | 23 |
| 24      | 25 | 26 | 27 | 28 | 29 | 30 |
| 31      |    |    |    |    |    |    |

| FEBRUARY |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
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| 7        | 8  | 9  | 10 | 11 | 12 | 13 |
| 14       | 15 | 16 | 17 | 18 | 19 | 20 |
| 21       | 22 | 23 | 24 | 25 | 26 | 27 |
| 28       | 29 |    |    |    |    |    |

| MARCH |    |    |    |    |    |    |
|-------|----|----|----|----|----|----|
| S     | M  | T  | W  | T  | F  | S  |
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| 6     | 7  | 8  | 9  | 10 | 11 | 12 |
| 13    | 14 | 15 | 16 | 17 | 18 | 19 |
| 20    | 21 | 22 | 23 | 24 | 25 | 26 |
| 27    | 28 | 29 | 30 | 31 |    |    |

| APRIL |    |    |    |    |    |    |
|-------|----|----|----|----|----|----|
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| 10    | 11 | 12 | 13 | 14 | 15 | 16 |
| 17    | 18 | 19 | 20 | 21 | 22 | 23 |
| 24    | 25 | 26 | 27 | 28 | 29 | 30 |

| MAY |    |    |    |    |    |    |
|-----|----|----|----|----|----|----|
| S   | M  | T  | W  | T  | F  | S  |
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| 8   | 9  | 10 | 11 | 12 | 13 | 14 |
| 15  | 16 | 17 | 18 | 19 | 20 | 21 |
| 22  | 23 | 24 | 25 | 26 | 27 | 28 |
| 29  | 30 | 31 |    |    |    |    |

| JUNE |    |    |    |    |    |    |
|------|----|----|----|----|----|----|
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| 12   | 13 | 14 | 15 | 16 | 17 | 18 |
| 19   | 20 | 21 | 22 | 23 | 24 | 25 |
| 26   | 27 | 28 | 29 | 30 |    |    |

| JULY |    |    |    |    |    |    |
|------|----|----|----|----|----|----|
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| 10   | 11 | 12 | 13 | 14 | 15 | 16 |
| 17   | 18 | 19 | 20 | 21 | 22 | 23 |
| 24   | 25 | 26 | 27 | 28 | 29 | 30 |
| 31   |    |    |    |    |    |    |

| AUGUST |    |    |    |    |    |    |
|--------|----|----|----|----|----|----|
| S      | M  | T  | W  | T  | F  | S  |
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| 14     | 15 | 16 | 17 | 18 | 19 | 20 |
| 21     | 22 | 23 | 24 | 25 | 26 | 27 |
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| SEPTEMBER |    |    |    |    |    |    |   |
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| 11        | 12 | 13 | 14 | 15 | 16 | 17 |   |
| 18        | 19 | 20 | 21 | 22 | 23 | 24 |   |
| 25        | 26 | 27 | 28 | 29 | 30 |    |   |

| OCTOBER |    |    |    |    |    |    |
|---------|----|----|----|----|----|----|
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| 9       | 10 | 11 | 12 | 13 | 14 | 15 |
| 16      | 17 | 18 | 19 | 20 | 21 | 22 |
| 23      | 24 | 25 | 26 | 27 | 28 | 29 |
| 30      | 31 |    |    |    |    |    |

| NOVEMBER |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
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| 6        | 7  | 8  | 9  | 10 | 11 | 12 |
| 13       | 14 | 15 | 16 | 17 | 18 | 19 |
| 20       | 21 | 22 | 23 | 24 | 25 | 26 |
| 27       | 28 | 29 | 30 |    |    |    |

| DECEMBER |    |    |    |    |    |    |   |   |
|----------|----|----|----|----|----|----|---|---|
| S        | M  | T  | W  | T  | F  | S  |   |   |
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| 4        | 5  | 6  | 7  | 8  | 9  | 10 |   |   |
| 11       | 12 | 13 | 14 | 15 | 16 | 17 |   |   |
| 18       | 19 | 20 | 21 | 22 | 23 | 24 |   |   |
| 25       | 26 | 27 | 28 | 29 | 30 | 31 |   |   |

# 2017 Calendar

| JANUARY |    |    |    |    |    |    |
|---------|----|----|----|----|----|----|
| S       | M  | T  | W  | T  | F  | S  |
| 1       | 2  | 3  | 4  | 5  | 6  | 7  |
| 8       | 9  | 10 | 11 | 12 | 13 | 14 |
| 15      | 16 | 17 | 18 | 19 | 20 | 21 |
| 22      | 23 | 24 | 25 | 26 | 27 | 28 |
| 29      | 30 | 31 |    |    |    |    |

| FEBRUARY |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
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| 5        | 6  | 7  | 8  | 9  | 10 | 11 |
| 12       | 13 | 14 | 15 | 16 | 17 | 18 |
| 19       | 20 | 21 | 22 | 23 | 24 | 25 |
| 26       | 27 | 28 |    |    |    |    |

| MARCH |    |    |    |    |    |    |
|-------|----|----|----|----|----|----|
| S     | M  | T  | W  | T  | F  | S  |
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| 5     | 6  | 7  | 8  | 9  | 10 | 11 |
| 12    | 13 | 14 | 15 | 16 | 17 | 18 |
| 19    | 20 | 21 | 22 | 23 | 24 | 25 |
| 26    | 27 | 28 | 29 | 30 | 31 |    |

| APRIL |    |    |    |    |    |    |
|-------|----|----|----|----|----|----|
| S     | M  | T  | W  | T  | F  | S  |
|       |    |    |    |    |    | 1  |
| 2     | 3  | 4  | 5  | 6  | 7  | 8  |
| 9     | 10 | 11 | 12 | 13 | 14 | 15 |
| 16    | 17 | 18 | 19 | 20 | 21 | 22 |
| 23    | 24 | 25 | 26 | 27 | 28 | 29 |
| 30    |    |    |    |    |    |    |

| MAY |    |    |    |    |    |    |
|-----|----|----|----|----|----|----|
| S   | M  | T  | W  | T  | F  | S  |
|     | 1  | 2  | 3  | 4  | 5  | 6  |
| 7   | 8  | 9  | 10 | 11 | 12 | 13 |
| 14  | 15 | 16 | 17 | 18 | 19 | 20 |
| 21  | 22 | 23 | 24 | 25 | 26 | 27 |
| 28  | 29 | 30 | 31 |    |    |    |

| JUNE |    |    |    |    |    |    |
|------|----|----|----|----|----|----|
| S    | M  | T  | W  | T  | F  | S  |
|      |    |    |    | 1  | 2  | 3  |
| 4    | 5  | 6  | 7  | 8  | 9  | 10 |
| 11   | 12 | 13 | 14 | 15 | 16 | 17 |
| 18   | 19 | 20 | 21 | 22 | 23 | 24 |
| 25   | 26 | 27 | 28 | 29 | 30 |    |

| JULY |    |    |    |    |    |    |
|------|----|----|----|----|----|----|
| S    | M  | T  | W  | T  | F  | S  |
|      |    |    |    |    |    | 1  |
| 2    | 3  | 4  | 5  | 6  | 7  | 8  |
| 9    | 10 | 11 | 12 | 13 | 14 | 15 |
| 16   | 17 | 18 | 19 | 20 | 21 | 22 |
| 23   | 24 | 25 | 26 | 27 | 28 | 29 |
| 30   | 31 |    |    |    |    |    |

| AUGUST |    |    |    |    |    |    |
|--------|----|----|----|----|----|----|
| S      | M  | T  | W  | T  | F  | S  |
|        |    | 1  | 2  | 3  | 4  | 5  |
| 6      | 7  | 8  | 9  | 10 | 11 | 12 |
| 13     | 14 | 15 | 16 | 17 | 18 | 19 |
| 20     | 21 | 22 | 23 | 24 | 25 | 26 |
| 27     | 28 | 29 | 30 | 31 |    |    |

| SEPTEMBER |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| S         | M  | T  | W  | T  | F  | S  |
|           |    |    |    |    | 1  | 2  |
| 3         | 4  | 5  | 6  | 7  | 8  | 9  |
| 10        | 11 | 12 | 13 | 14 | 15 | 16 |
| 17        | 18 | 19 | 20 | 21 | 22 | 23 |
| 24        | 25 | 26 | 27 | 28 | 29 | 30 |

| OCTOBER |    |    |    |    |    |    |
|---------|----|----|----|----|----|----|
| S       | M  | T  | W  | T  | F  | S  |
| 1       | 2  | 3  | 4  | 5  | 6  | 7  |
| 8       | 9  | 10 | 11 | 12 | 13 | 14 |
| 15      | 16 | 17 | 18 | 19 | 20 | 21 |
| 22      | 23 | 24 | 25 | 26 | 27 | 28 |
| 29      | 30 | 31 |    |    |    |    |

| NOVEMBER |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
|          |    | 1  | 2  | 3  | 4  |    |
| 5        | 6  | 7  | 8  | 9  | 10 | 11 |
| 12       | 13 | 14 | 15 | 16 | 17 | 18 |
| 19       | 20 | 21 | 22 | 23 | 24 | 25 |
| 26       | 27 | 28 | 29 | 30 |    |    |

| DECEMBER |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
|          |    |    |    |    | 1  | 2  |
| 3        | 4  | 5  | 6  | 7  | 8  | 9  |
| 10       | 11 | 12 | 13 | 14 | 15 | 16 |
| 17       | 18 | 19 | 20 | 21 | 22 | 23 |
| 24       | 25 | 26 | 27 | 28 | 29 | 30 |
| 31       |    |    |    |    |    |    |

# 2018 Calendar

| JANUARY |    |    |    |    |    |    |
|---------|----|----|----|----|----|----|
| S       | M  | T  | W  | T  | F  | S  |
|         | 1  | 2  | 3  | 4  | 5  | 6  |
| 7       | 8  | 9  | 10 | 11 | 12 | 13 |
| 14      | 15 | 16 | 17 | 18 | 19 | 20 |
| 21      | 22 | 23 | 24 | 25 | 26 | 27 |
| 28      | 29 | 30 | 31 |    |    |    |

| FEBRUARY |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
|          |    |    |    | 1  | 2  | 3  |
| 4        | 5  | 6  | 7  | 8  | 9  | 10 |
| 11       | 12 | 13 | 14 | 15 | 16 | 17 |
| 18       | 19 | 20 | 21 | 22 | 23 | 24 |
| 25       | 26 | 27 | 28 |    |    |    |

| MARCH |    |    |    |    |    |    |
|-------|----|----|----|----|----|----|
| S     | M  | T  | W  | T  | F  | S  |
|       |    |    |    |    | 1  | 2  |
| 3     | 4  | 5  | 6  | 7  | 8  | 9  |
| 10    | 11 | 12 | 13 | 14 | 15 | 16 |
| 17    | 18 | 19 | 20 | 21 | 22 | 23 |
| 24    | 25 | 26 | 27 | 28 | 29 | 30 |
| 31    |    |    |    |    |    |    |

| APRIL |    |    |    |    |    |    |
|-------|----|----|----|----|----|----|
| S     | M  | T  | W  | T  | F  | S  |
| 1     | 2  | 3  | 4  | 5  | 6  | 7  |
| 8     | 9  | 10 | 11 | 12 | 13 | 14 |
| 15    | 16 | 17 | 18 | 19 | 20 | 21 |
| 22    | 23 | 24 | 25 | 26 | 27 | 28 |
| 29    | 30 |    |    |    |    |    |

| MAY |    |    |    |    |    |    |
|-----|----|----|----|----|----|----|
| S   | M  | T  | W  | T  | F  | S  |
|     |    | 1  | 2  | 3  | 4  | 5  |
| 6   | 7  | 8  | 9  | 10 | 11 | 12 |
| 13  | 14 | 15 | 16 | 17 | 18 | 19 |
| 20  | 21 | 22 | 23 | 24 | 25 | 26 |
| 27  | 28 | 29 | 30 | 31 |    |    |

| JUNE |    |    |    |    |    |    |
|------|----|----|----|----|----|----|
| S    | M  | T  | W  | T  | F  | S  |
|      |    |    |    |    |    | 1  |
| 2    | 3  | 4  | 5  | 6  | 7  | 8  |
| 9    | 10 | 11 | 12 | 13 | 14 | 15 |
| 16   | 17 | 18 | 19 | 20 | 21 | 22 |
| 23   | 24 | 25 | 26 | 27 | 28 | 29 |
| 30   |    |    |    |    |    |    |

| JULY |    |    |    |    |    |    |
|------|----|----|----|----|----|----|
| S    | M  | T  | W  | T  | F  | S  |
| 1    | 2  | 3  | 4  | 5  | 6  | 7  |
| 8    | 9  | 10 | 11 | 12 | 13 | 14 |
| 15   | 16 | 17 | 18 | 19 | 20 | 21 |
| 22   | 23 | 24 | 25 | 26 | 27 | 28 |
| 29   | 30 | 31 |    |    |    |    |

| AUGUST |    |    |    |    |    |    |
|--------|----|----|----|----|----|----|
| S      | M  | T  | W  | T  | F  | S  |
|        |    |    | 1  | 2  | 3  | 4  |
| 5      | 6  | 7  | 8  | 9  | 10 | 11 |
| 12     | 13 | 14 | 15 | 16 | 17 | 18 |
| 19     | 20 | 21 | 22 | 23 | 24 | 25 |
| 26     | 27 | 28 | 29 | 30 | 31 |    |

| SEPTEMBER |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| S         | M  | T  | W  | T  | F  | S  |
|           |    |    |    |    |    | 1  |
| 2         | 3  | 4  | 5  | 6  | 7  | 8  |
| 9         | 10 | 11 | 12 | 13 | 14 | 15 |
| 16        | 17 | 18 | 19 | 20 | 21 | 22 |
| 23        | 24 | 25 | 26 | 27 | 28 | 29 |
| 30        |    |    |    |    |    |    |

| OCTOBER |    |    |    |    |    |    |
|---------|----|----|----|----|----|----|
| S       | M  | T  | W  | T  | F  | S  |
|         | 1  | 2  | 3  | 4  | 5  | 6  |
| 7       | 8  | 9  | 10 | 11 | 12 | 13 |
| 14      | 15 | 16 | 17 | 18 | 19 | 20 |
| 21      | 22 | 23 | 24 | 25 | 26 | 27 |
| 28      | 29 | 30 | 31 |    |    |    |

| NOVEMBER |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
|          |    |    |    | 1  | 2  | 3  |
| 4        | 5  | 6  | 7  | 8  | 9  | 10 |
| 11       | 12 | 13 | 14 | 15 | 16 | 17 |
| 18       | 19 | 20 | 21 | 22 | 23 | 24 |
| 25       | 26 | 27 | 28 | 29 | 30 |    |

| DECEMBER |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
|          |    |    |    |    |    | 1  |
| 2        | 3  | 4  | 5  | 6  | 7  | 8  |
| 9        | 10 | 11 | 12 | 13 | 14 | 15 |
| 16       | 17 | 18 | 19 | 20 | 21 | 22 |
| 23       | 24 | 25 | 26 | 27 | 28 | 29 |
| 30       | 31 |    |    |    |    |    |

# IOCO Distribution Terminal



Nobody gets hurt