

**COLLECTIVE AGREEMENT**

**BETWEEN**

**PLASTI-FAB LTD., DIVISION OF PFB CORPORATION**

**(Hereinafter known as the "COMPANY")**

**PARTY OF THE FIRST PART**

**AND**

**UNITED STEEL, PAPER AND FORESTRY, RUBBER, MANUFACTURING, ENERGY,  
ALLIED INDUSTRIAL AND SERVICE WORKERS' INTERNATIONAL UNION**

**(UNITED STEELWORKERS)  
(ON BEHALF OF LOCAL UNION 2009)**

**(Hereinafter known as the "UNION")**

**PARTY OF THE SECOND PART**

**Effective January 1, 2019 – December 31, 2021**

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## **PREAMBLE**

The purpose of this Agreement is to secure for the Company, the Union and the employees, the full benefits of orderly and legal collective bargaining, and to ensure to the utmost extent possible, the safety and physical welfare of the employees, economy of operation, quality and quantity of output, and protection of property. It is recognized by this Agreement to be the duty of the Company and the Union and the employees, to cooperate fully, individually and collectively, for the advancement of said conditions.

The Company and the Union agree to abide by the terms set out in this Agreement. The Union further agrees that it will at all times instruct its members to act in accordance with the terms contained in this Agreement. The Company agrees, in the exercise of the functions of Management, that the provisions of this Agreement will be carried out.

**Revisions include non-binary gender identification whereby references to “he”, “she”, “him”, and “her” are replaced with “the employee” or “their”.**

## **ARTICLE I – BARGAINING AGENCY**

### **Section 1: Recognition**

- (a) The Company recognizes the Union as the sole collective bargaining agency of the employees of the Company at 679 Aldford Avenue, Annacis Industrial Estates, Delta, B.C, V3M 5P5, except confidential employees, office employees, sales staff, supervisory staff and management staff and those employees with the authority to hire or discharge.
- (b) It is agreed that when a dispute arises as to whether or not a person is an employee within the bargaining unit, it shall be subject to and start at Step Four of the grievance procedure as set forth in this Agreement, and in the event of failure to reach a satisfactory settlement, it shall be dealt with by arbitration starting at Section 1, as set forth in this Agreement.
- (c) The Union agrees to issue a withdrawal card to employees transferred from the bargaining unit to a job outside the bargaining unit providing that no dispute arises within the meaning of Clause (b) herein.

### **Section 2: Meetings**

The Company and the Union will meet at such time and place as may be mutually agreed upon for the purpose of discussing wages and working conditions and adjusting any matters within the confines of this Agreement which come within the scope of collective bargaining between employer and employee.

### **Section 3: Bargaining Authority**

The Party of the First Part agrees that the bargaining authority of the Party of the Second Part shall not be impaired during the term of this Collective Agreement. The Party of the First Part agrees that the only certification that they will recognize during the term of this Agreement is that of the Party of the Second Part, unless ordered by due process of law to recognize some other bargaining authority.

### **Section 4: Access to Operations**

Official Union representatives shall obtain access to the Company's operations for the purpose of this Agreement by **which** permission may be granted by the Company on request. This privilege is subject to such reasonable terms and conditions as may be laid down by the Company in order to maintain the continued efficient operation of the Plant.

**Prior to entering the plant, the above-mentioned union officials will sign in the log book provided by the employer. The Manufacturing Manager or their designate will be contacted on entry and where applicable will be notified prior to entry as to who the union designated person will be.**

## **ARTICLE II – EMPLOYER'S RIGHTS**

### **Section 1: Management Rights**

The Union recognizes that the operating of the plant and the full direction of the working forces is the exclusive function and responsibility of the Company, and without restricting the generality of the foregoing.

- (a) The Union recognizes the right of the Company to operate and manage the number and location of its plants, the products to be manufactured, the scheduling of its production and its methods, processes, means of manufacturing, kinds and location of machines, tools to be used, the engineering and designs of its products and control of materials and parts to be incorporated in the products produced.
- (b) The Union further recognizes the right of the Company to hire, promote, determine qualifications and capabilities, transfer, demote and lay off employees and to suspend, discharge or otherwise discipline employees for just and reasonable cause, maintain order, discipline and efficiency and to determine and establish standards of performance for all machines, employees and operations.

Nothing in this Agreement shall be deemed to restrict the management in any way in the performance of all functions of management except those specifically abridged or modified by this Agreement. The Company agrees that it will not exercise its management rights for the purpose of discrimination against employees or for the purpose of restricting or limiting the rights of its employees herein granted. **The Company agrees that management employees shall not perform any bargaining unit work whatsoever throughout the term of the agreement with exception to Letter of Understanding #2.**

- (c) **Failure to exercise any of its management rights at any time shall not be considered to be an abandonment of such rights.**

**Section 2: Rules and Regulations**

The Union recognizes that the Company has the right to establish and/or alter reasonable rules and regulations which are to be observed by employees. The Company will notify the Local Union of any change, addition or deletion to such Rules and Regulations. Such Rules and Regulations shall not be inconsistent with this Agreement.

**Section 3: Discipline**

- (a) An employee may be reprimanded, suspended or discharged for infractions of Rules and Regulations referred to in Section 2 and such action may be appealed in accordance with the provisions of Article XIX – **Adjustment of Grievances.**
- (b) A reprimand placed on an employee's record by the Company must be signed by the immediate supervisor and by the employee as having been read. If the employee refuses to sign, the Union Steward will sign on the employee's behalf. When the supervisor calls an employee with the intent of giving such employee a reprimand, **they** must give the employee the opportunity of having **their** Union Representative in attendance, if the employee so desires. When an employee wishes to question or dispute such reprimand, **they** must invoke the grievance procedure provided for in this Agreement, and if the employee's grievance succeeds, such reprimand will be revoked.
- (c) **The Company shall only discipline, suspend or discharge an employee for just cause. The burden of proof of just cause shall rest with the Company.**
- (d) **Any employee who is to be interviewed regarding disciplinary action shall be interviewed in the presence of a Shop Steward, grievance Committee member or other Union designee.**
- (e) **The employee, the Shop Steward and the local union representative shall receive a copy in writing of any disciplinary action taken including, but not limited to all written reprimands, or notices involving suspension or discharge and the reasons in full for such action by the end of the second business day.**
- (f) **The Company favours "Corrective Discipline" as opposed to "Punitive Discipline" so agrees to follow the procedure of progressive discipline as follows:**
1. **A Verbal Warning – in the presence of a Steward;**
  2. **A Written Warning – copy to Union;**
  3. **A Suspension without pay (specified time frame) – copy of notice to Union;**
  4. **Discharge – copy of notice to Union.**

**Stages of the progressive discipline policy may be bypassed for serious infractions.**



- (g) **RELIEF – All written warnings, reprimands and suspensions shall be disregarded in the administration of the discipline after a period of twelve (12) months following the date of the most recent disciplinary action and shall not be used in the administration of future disciplines and arbitrations.**

### **ARTICLE 3 – UNION SECURITY PROVISIONS**

#### **Section 1: Union Security**

**All employees covered by the agreement and employed by the Company who are now members in good standing of the Union shall, as a condition of employment, remain members in good standing. All employees of the Company hired after the execution of this Agreement shall become and remain members in good standing of the Union. The Company shall deduct commencing with the first pay cheque of an employee, the initiation fee and the first month's dues and thereafter, the then prevailing monthly Union dues. Such dues deduction shall be made after the initiation fee and the first month's dues deduction, in respect of the second pay period in each month and shall be a condition of employment for each employee.**

#### **Section 2: Membership**

- (a) **The Company agrees that all employees covered under this Agreement, and all new employees hired subsequent to the effective date of this Agreement shall, as a condition of their hiring or continued employment:**
- (b) **authorize the Company in writing to deduct union dues from their pay. The Union will provide a Check-off Authorization to the Company for this purpose, the "copy" portion of which is to be mailed by the Company to the servicing staff office of the United Steelworkers at #202 – 9292 – 200<sup>th</sup> Street, Langley, B.C. V1M 3A6 and a copy will also be sent to the Financial Secretary of the Local Union with the union dues report.**
- (c) **become members of the Union within thirty (30) days from their effective date of hire, and remains members of the Union in good standing.**
- (d) **complete and sign a Union Death Benefit card provided by the Union to the Company for such purpose, which will be mailed to the servicing staff office with the Union portion of the Check-off Authorization as per Section 2 (b).**
- (e) **Any employee who fails to maintain their membership in the union as prescribed herein by reason of refusal to pay dues and assessments shall be subject to discharge after seven (7) days' written notice to the Company of the said employee's refusal to maintain their membership.**
- (f) **No employee shall be subject to any penalties against their application for membership or reinstatement, except as may be provided for in the United Steelworkers International Constitution, and in accordance with the By-Laws of United Steelworkers, Local Union 2009.**

- (g) Any employee who applies to join the Union pursuant to the provision herein and whose application is rejected by the Union shall not be subject to discharge from employment.

**Section 3: Check-Off: Process and Procedures**

- (a) The Company shall deduct from the pay of each member of the bargaining unit, an amount equivalent to the monthly dues, fees and assessments prescribed by the International Constitution of the United Steelworkers and Local Union 2009 Bylaws.
- (b) The Union will give reasonable notice to the Company of any changes in Union dues, fees or other amounts which the Company is required to deduct. All changes will coincide with the beginning of the Company's next pay period.
- (c) No later than ten (10) days following the last dues deduction of the month, the dues so deducted shall be made payable and remitted to:

United Steelworkers  
P.O. Box 9083 Commerce Court Postal Station  
Toronto, Ontario  
M5L 1K1

- (d) The monthly remittance shall be accompanied by a completed USW R115 Form (a summary of the dues calculations made for the month, each month), as well as a statement showing the names of each employee from whose pay deductions have been made and the total deducted for the month. Such statements shall also list the names of the employees from whom no deductions have been made and the reason why, ie W.C.B., W.I., laid off, etc.
- (e) A duplicate R115 Form and employee deduction statement as in (d) above shall be forwarded by facsimile to:
- (i) e-mail or hard copy to the Financial Secretary
- (ii) United Steelworkers, Servicing Staff Office fax @ 604-513-1851
- (f) The Company agrees to print the amount of total deductions paid by each employee for the previous calendar year on their annual statement of Remuneration (T4 slip).
- (g) The Union agrees to indemnify and save the Company harmless against all claims or other forms of liability that may arise out of, or by reason of deductions made or payments in accordance with this Article.

**Section 4: Check-Off**

The Company shall require all new employees at the time of hiring to execute the following assignment of wages in duplicate, the forms to be supplied by the Union, said forms to be forwarded to the Union not later than fifteen (15) calendar days following the date of hiring.

**UNITED STEELWORKERS LOCAL 2009  
CHECK-OFF AUTHORIZATION**

Name of  
Employer: \_\_\_\_\_

Starting  
Date: \_\_\_\_\_ Division: \_\_\_\_\_

I hereby authorize the company to deduct from my pay each month the amount of union dues and (if owing by me) an initiation fee, as provided in the Constitution of the United Steelworkers.

Such deductions shall be transmitted to the International Treasurer of the United Steelworkers, directly or through the local union financial secretary on or before the 15<sup>th</sup> of each month.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

City: \_\_\_\_\_

If applicable, in what USW operation were you last Employed?: \_\_\_\_\_

I hereby request and accept membership in the United Steelworkers, and of my own free will hereby authorize the United Steelworkers, its agents or representatives, to act for me as a collective bargaining agency in all matters pertaining to rates of pay, wages, hours of employment, or other conditions of employment, and to enter into contracts with my employer covering all such matters, including contracts which may require the continuance of my membership in the United Steelworkers as a condition of my continued employment.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

**Duplicate (yellow) copy to be forwarded to the Local Union Office**

## **APPLICATION FOR MEMBERSHIP**

I hereby request and accept membership in the United Steelworkers, Local No.2009 and agree to abide by the constitution and by-laws of the organization. In case of misstatement of qualifications for membership I agree to forfeit all rights, privileges and monies paid.

\_\_\_\_\_  
Signature of Applicant-Employee

This assignment in the case of employees already members of the Union shall be effective immediately, and for those employees not previously members of the Union, it shall become effective thirty (30) calendar days from the date of execution.

The Local Union shall notify the Company by letter of the amount of back dues owed by new employees and copies of such letter shall be furnished to the employee and the Shop Committee.

The Company shall remit the dues deducted pursuant to such assignment (until and unless said assignment is revoked by the employee) to the Local Union named therein not less often than once each month, with a written statement of names of the employees for whom the deductions were made and the amount of each deduction.

### **Section 5: Education Trust Fund**

- (a) The Company will contribute to an Education Trust Fund to be established by the Union. The contributions will be five cents (\$0.05) per employee per hour worked.
- (b) The Company will remit the contributions directly to the local union, by cheque marked: United Steelworkers, Local 2009 Education Trust Fund.

### **Section 6: Personnel Records**

One personnel file shall be maintained by the Company for each employee in the bargaining unit. Such file shall contain all records and reports concerning the employee's work performance.

### **Section 7: Employee Access to Personnel File**

An employee shall have the right to read and review their personnel file at any time upon reasonable notice and by request to the Company. On request the employee shall be provided with copies of any disciplinary document or record contained in the employee's personnel file.

### **Section 8: Union Access To Employee Personnel File**

The employee may provide a Union representative a copy of employee's personnel file.

### **Section 9: Bulletin Boards**

The Union will have the exclusive use of one (1) locking Bulletin Board on the premises of the Company and provided by the Company for the purpose of posting official Union notices which may be of interest to Union members. All such material may be posted only upon the authority of the Local Union or Shop Stewards of the plant.

## **ARTICLE IV – SHOP COMMITTEE**

### **Section 1: Definition**

For the purpose of this Agreement when the term “Shop Committee” is used, it shall mean members of which are appointed by the Union.

### **Section 2: Composition**

The Shop Committee shall consist of no more than four (4) employees with completed probationary period of employment with the Company who are members of the Union and, wherever possible, they shall be selected on a departmental basis. The Company shall not be responsible for paying members of the Shop Committee while they are representing the Union or its members in talks or meetings with the Company. The performance of Shop Committee duties shall not result in a disruption of the Company's operations unless the committee person has permission by the Company.

### **Section 3: Notification**

The Union will, within sixty (60) days from the date of this Agreement, notify the Company in writing of the members of the Shop Committee. The Union or Shop Committee will inform the Company in writing when any member change takes place on the said Committee. No member of the Shop Committee will be recognized by the Company unless the above procedure is carried out.

### **Section 4: Exceptions**

The provisions of Sections 1, 2 and 3 will not apply in reference to Article XVI – **Occupational Health & Safety Committee**, where the members are designated according to the provisions of the Workers' Compensation Act.

## **ARTICLE V – HOURS OF WORK**

### **Section1: Hours and Overtime**

- (a) The regular hours of work in the Plant shall be eight (8) hours per day and forty (40) hours per week with rate and one-half for any hours worked over eight (8) hours per day and forty (40) hours per week, except as provided in (b) below.
- (b) Double straight-time rates shall be paid for the following:
  - (i) Hours worked in excess of eleven (11) hours per day;

- (ii) Hours worked on Sunday by employees who have worked five (5) shifts during the preceding six (6) days;
  - (iii) For the purposes of (b) herein a Statutory Holiday shall be considered a shift worked;
  - (iv) Item (ii) above shall not apply to employees who work Saturday as a regularly scheduled day.
- (c) Notwithstanding Article V, Section 1 (a) and (b), Management shall have the right to implement other schedules, which may include Saturdays and Sundays, without overtime penalty, provided the principle of the forty (40) hour week is maintained over an averaging period.

When Management would like to introduce other alternative shifts schedules they must meet with the Union to work out all details of the new shifts that must be mutually agreed upon by the parties prior to the shift being implemented.

Note: See attached Alternate Shift Schedule for Moulder/Prefoamer Letter of Understanding #3.

- (d) **All overtime shall be voluntary and offered to the senior competent employees. Notwithstanding Letter of Understanding #1.**

(e) **Banking of Overtime**

Overtime compensation shall be monetary or in time off, at the employee's option and based on the overtime rates as defined in Sections (a) and (b). The following conditions apply:

- (i) If the employee chooses time off, such time off shall be banked to a maximum of **one hundred and twenty (120)** hours at any point in time and be scheduled as time off with management approval and sufficient notice as required for Floater Holidays (see Article VIII, Section 3b, iii).
- (ii) For extended illness or injury, employees may apply banked overtime towards the waiting period for Short Term Disability upon completion of the application for disability or for illnesses of three (3) days or longer.
- (iii) The banking shall be offered to all regular employees at the start of each year and those employees selecting the banked option shall be provided with a record of overtime worked and banked hours available upon request. Notwithstanding the above, the banking option does not apply to those employees with less than one (1) year seniority at the commencement of the applicable fiscal year.
- (iv) All banked overtime shall be taken in time off within the fiscal year in which the time was banked. Should production demands not allow time to be taken, all outstanding overtime shall be compensated by monetary payment at the end of the fiscal year, or at termination or layoff.

- (v) It is understood that an employee who has opted to bank overtime, as designated on **their** time card, may not subsequently opt for monetary payout for the overtime, with the exception that employees may request pay out of banked overtime at the end of each quarter.
- (vi) It is generally understood that banked time shall be taken in increments of not less than one full shift.
- (d) If a Statutory Holiday occurs during the work week, the employee shall only be required to work on Saturday and/or Sunday for the time lost due to the Statutory Holiday by mutual consent. For such work, the employee shall be paid rate and one-half, except as provided in Section 1(b) above.

**Section 2: Casual Work**

- (a) The term "casual work" as used in this Agreement shall apply only to work performed on Saturday and/or Sunday by either laid-off regular employees or other persons hereinafter referred to as "casual employees".
- (b) Casual work on Production will be paid for at one and one-half times job rate.
- (c) Casual work on Maintenance, Repair and preparatory work will be paid for at straight-time job rate.
- (d)
  - (i) Weekend work performed by casual employees, laid-off regular employees and part-time employees will be paid for at straight-time job rate except as provided in (ii) herein.
  - (ii) A laid-off regular Production employee shall be considered a Production employee during the weekend of the week **the employee** is laid off and will be paid rate and one-half for any work **the employee** performs on either Saturday or Sunday, except as provided in Section 1(b) above.
- (e) Regular laid-off employees shall not be classified as casual employees, and shall have preference for available work over the said casual employees.
- (f) The Employer agrees to keep a separate seniority list of casual employees who have worked at least ten (10) working days, exclusively for recall purposes and, subject to Section (3), further agrees to recall casual employees in accordance with their seniority as set forth in this list.

### **Section 3: Tuesday to Saturday**

It is agreed that Maintenance, Repair and Construction employees can be employed on a Tuesday to Saturday work week for which they will be paid straight-time for Saturday work. In such event, Sunday and Monday will be recognized as their rest days and any work performed on their rest days will be paid for at rate and one-half, except as provided in Section 1(b). It is further agreed that the rest day, Monday, may be changed by mutual consent between the employee and the Company. In such event, work performed on Monday will be paid for at straight-time. If the employee works on Monday at the request of the Company, the rate of pay will be rate and one-half. However, if the employee requests a temporary change from the rest day on Monday, work performed on Monday will be paid for at straight-time.

### **Section 4: Completion of Afternoon Shift (Shift 3)**

- (a) It is agreed between the Parties that if two (2) hours or less are necessary after midnight Friday or after midnight preceding a Statutory Holiday to complete the shift which commenced work on Friday afternoon or the afternoon preceding the Statutory Holiday, time worked after midnight Friday or after midnight preceding a Statutory Holiday to complete the particular shift, will be paid at straight-time.
- (b) Notwithstanding anything to the contrary contained in this Agreement, it is further agreed that in all three shift operations, the time established as the regular starting time of the midnight shift following a Statutory Holiday shall not be changed by reason of the Statutory Holiday.

### **Section 5: Three-Shift Operations**

- (a) The Company shall have the right to operate the Plant or any part thereof on a three-shift basis and all employees working under this arrangement shall receive eight (8) hours' pay upon completion of the full hours established as their regular shift. Details of the shifts shall be varied at the Company's option.
- (b) it is agreed that Clause (a) above shall only apply to those employees actually working on a three shift basis.
- (c) The Company shall have the right to determine the number of shifts operated in any unit or department of the operation.
- (d) Where less than three (3) shifts are worked, Clause (a) above shall not apply.

### **Section 6: Swing Shift**

Working force on the day shift (**Shift 2**) in the Manufacturing Plant shall alternate with the working force on the afternoon shift (**Shift 3**) on a regular basis as agreed upon by the Company and the Shop Committee.



**Section 7: Rest Periods**

All employees in the Manufacturing Plant shall be entitled to two (2) fifteen (15) minute rest periods during each regular shift, provided always that the Company shall have the right to use relief employees in implementing this provision. **The breaks shall be within the first three (3) hours worked and not later than after six (6) hours worked of an employee's regularly scheduled workday.**

**Section 8: Hot Meals**

Where Maintenance, Repair or Construction employees are required to work two (2) hours or more overtime beyond their normal shift, the Company shall provide a hot meal, up to \$5.00. The hot meal is to be consumed by the employee on Company time before beginning the overtime work. The meal break shall be for no longer than thirty (30) minutes. If the employee purchases their own meal the Company shall reimburse the worker up to six dollars (\$6.00).

**Section 9: No Work Guarantee**

The foregoing provisions of this Article shall not be construed as guaranteeing to any employee any number of hours of work per day or per week.

**ARTICLE VI – CLASSIFICATIONS AND WAGES**

**Section 1: Rates**

The Parties hereby agree that the wages of all hourly rated employees covered by this Agreement will be as follows:

	<b>Effective <u>Jan 1/19</u> 2%</b>	<b>Effective <u>Jan 1/20</u> 2%</b>	<b>Effective <u>Jan 1/21</u> 2%</b>
<b><u>GROUP I:</u></b>	<b>DOWN CUTTER, TRUCK LOADING, TREFFNER OPERATOR, GENERAL LAB</b>		
Start	\$17.53	\$17.88	\$18.24
After 3 months	\$18.33	\$18.70	\$19.07
After 6 months	\$19.12	\$19.50	\$19.89
After 1 year	\$19.98	\$20.38	\$20.79
<b><u>GROUP II:</u></b>	<b>SHIPPER'S ASSISTANT, CORNER CUTTER</b>		
	\$21.46	\$21.89	\$22.33
<b><u>GROUP IIA:</u></b>	<b>CONTOUR CUTTER</b>		
	\$22.49	\$22.94	\$23.40

**GROUP III:                  **MOULDER/PREFOAMER, HEAD CUTTER****

                                  \$23.55          \$24.02          \$24.50

**GROUP IIIA                  **SHIPPER****

                                  \$24.33          \$24.82          \$25.32

**GROUP IV:                  **MAINTENANCE****

                                  \$30.95          \$31.57          \$32.20

**Lead Hand - \$1.00 per hour premium**

Mario Hardy is to be blue circled at the Group III rate of pay and will receive increases relevant to the Group III rate as per Settlement Agreement signed on March 10, 2011.

Job profiles are maintained for all positions as listed in this section. Any revisions to existing job descriptions shall be discussed with the union and any rate implications will be dealt with at that time. Please see attachments for detailed job profiles.

When an employee is doing any one of the jobs listed here in the wage grid (regardless of the Company's job profile) that employee will receive the rate of pay for that group.

**Section 2: Shift Differential**

The first shift, which may vary in individual operations, is the recognized day shift (**Shift 2**). Hours worked outside the recognized day shift (**Shift 2**) will be regarded as **Third** and **First** shifts. Premium rates of **forty-five (\$0.45)** per hour will be paid for **first** and **third** shifts. A day shift (**Shift 2**) employee working in excess of eight (8) hours will be paid the appropriate overtime rate without the differential. Persons employed other than on regular shifts shall be paid the **forty-five (\$0.45)** premium rate for all hours worked outside the recognized day shift (**Shift 2**), **effective date of ratification**.

**Section 3: Jobs and Equipment**

The following provisions shall apply to new or significantly revised jobs and/or equipment:

- (a) Advance notice of change to Local Union.
- (b)
  - (i) New jobs shall be posted in accordance with Article XIV – Section 4(a).
  - (ii) Significantly revised jobs shall be posted if requested by the Plant Committee.
- (c) An employee shall receive the rate of **their** previously held job until such time as a new rate is negotiated.

- (d) (i) The applicant shall have the right to revert to **their** original job within thirty (30) working days providing employee's old job still exists.
- (d) (ii) Management shall have the right to postpone the reversion to permit the training of a replacement.
- (e) When a permanent rate is agreed upon the employee shall receive the difference between that rate and the interim rate from the date **the employee** started the new or revised job.
- (f) Rate negotiations to be guided by job analysis which will be based on all factors including skill, knowledge, responsibility and job conditions.
- (g) A Lead Hand premium of \$1.00/hour over and above **their** regular classifications will be paid:

"An employee in the bargaining unit who, based on seniority and competency, is assigned to instruct others in the performance of their work, and shall be held responsible for the quality and quantity of the work. A lead hand cannot or be party to hiring, firing or disciplining of other employees. This will be a posted position as per Article XIV, Section 4, Job Posting"

#### **Shift Responsibility**

In lieu of a Lead Hand on a shift, the Company will pay the fifty cent (\$.50) premium to the senior employee to lock-up the facility on the completion of afternoon shift (Shift 3) when there is no graveyard shift (Shift 1) on any given day. Where there is a graveyard shift (Shift 1) this will apply on the opening of the plant only on the Sunday evening to the Monday morning. The employee will receive the premium for all hours worked on that shift. This will also apply to overtime shifts on the weekends when no Lead Hand or management are available.

#### **Section 4: First Aid Attendant Training**

The Company agrees to post and train up to three (3) employee(s) for Level II First Aid on an as needed bases as per WCB regulations. The senior employees selected from the posting will pay the cost for the course and once they pass will be reimbursed. Senior employee with a Level II First Aid Ticket will receive a premium of thirty-five cents (\$0.35) per hour worked.

The Company agrees to continue practice of paying for Level I training for employee(s) who want the training. **However if the company falls below the threshold for the WCB regulations needed for Level II they shall then train a minimum of up to six (6) employees for coverage at Level I. Those Level I First Aid Ticketed employees trained shall receive a twenty-five cent (\$0.25) premium per hour worked.**

### **Section 5: Steam Ticket Training**

The Company will pay the cost of training for achievement of a Steam Ticket Certificate including loss time wages to the plant Millwright and to one alternate, for whom a posting will be placed. This certification is a requirement of the millwright position to allow for the plant boiler operations to comply with provincial regulations. An hourly premium of one dollar and twenty-five cents (\$1.25) per hour will be paid to the millwright and to the alternate as each achieves **their** Steam Ticket Certification.

### **Section 6: Forklift Certification**

The Company will post and train the most senior competent forklift employee to be certified to train other employee(s) no later than two (2) months after signing a new Memorandum of Agreement. The Company reserves the right to out-source the training if for any reason the trained certified employee(s) are not available to do the training for other employees to become certified.

## **ARTICLE VII – PAY DAYS**

Employees shall be paid by payroll deposit every two (2) weeks on Thursday. Each employee shall be provided with an itemized statement of earnings and deductions by the Company.

## **ARTICLE VIII – PAID HOLIDAYS**

### **Section 1: Manufacturing Plant**

- (a) All employees in the Manufacturing Plant who work on New Year's Day, Good Friday, Victoria Day, Canada Day, British Columbia Day, Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day, Boxing Day, Family Day and one (1) floating holiday shall be paid rate and one-half for all hours so worked.
- (b) At the option of the Company, but wherever possible by mutual agreement with the Shop Committee, either Good Friday or Easter Monday shall become the designated Easter Holiday and the Company shall notify its employees of the designation at least one (1) week prior to the said holiday.
- (c) An employee who qualifies for any of the holidays named in Section 1(a) herein, in accordance with the conditions set out in Section 2 and Section 3, shall be paid for the said holiday at **employee's** regular job rate of pay for **employee's** regular work schedule.

### **Section 2: Qualifying Conditions**

- (a) An employee, to qualify for Statutory Holiday pay, must comply with each one of the following conditions:
  - (i) having been on the payroll thirty (30) calendar days immediately preceding the holiday;

- (ii) have worked **their** last regularly scheduled work day before, and **their** first regularly scheduled work day after the holiday unless **employee's** absence is due to illness, compensable occupational injury, or is otherwise authorized by the Employer;
  - (iii) Notwithstanding (ii) above, the employee must have worked one day before and one day after the holiday, both of which must fall within a period of sixty (60) calendar days.
- (b) In case of injury or illness in (ii) above, the Company shall have the right to request a medical certificate.
  - (c) Employees while on leave of absence shall not qualify for paid Statutory Holidays.
  - (d) **Employees who are on the negotiating committee shall qualify for paid Statutory Holidays.**

### **Section 3: Personal Floating Holiday**

The Personal Floating Holiday is in lieu of the proposed Heritage Day, but this Section shall come into operations on the effective date even if Heritage Day has or has not been proclaimed.

#### **(a) Personal Floating Holiday**

Regular full-time employees will be granted one (1) Personal Floating Holiday during each calendar year of the Agreement, to be arranged at a time suitable to the employee and the Company, so that there will be no loss of production.

#### **(b) Qualifying Conditions**

When the Personal Floating Holiday is taken, an employee shall be paid for the said holiday at **their** regular job rate of pay for **their** regular work schedule, subject to the following conditions:

- (i) A new employee must have been on the pay-roll for not less than ninety (90) consecutive calendar days to qualify for the Personal Floating Holiday.
- (ii) An employee will not qualify for the Personal Floating Holiday if on layoff or leave of absence for more than nine (9) months in the calendar year, except in the case of sickness or injury.
- (iii) An employee shall apply on an approved form, at least seven (7) days in advance, for **their** Personal Floating Holiday. The employee shall receive notice of the disposition of **their** request a minimum of seventy-two (72) hours prior to the requested Personal Floating Holiday.

- (iv) If an employee is required to work on **their** Personal Floating Holiday after a definite date has been designated for such holiday, the employee shall be paid overtime for such work at the rate of time and one-half. The employee will then be entitled to take the holiday with pay at a later date to be mutually agreed upon.
- (v) Personal Floating Holiday not taken or scheduled by October 15 of each calendar year will be scheduled by Management.
- (vi) A Personal Floating Holiday shall not be scheduled on an employee's regular rest day.

**Section 4: Weekly Work Schedule**

Hours paid as Statutory Holiday pay shall not be included in weekly work schedule.

**Section 5: Holiday Shift**

An employee working on a paid holiday shall be paid in addition to **their** holiday pay, rate and one-half for any hours worked on the shift designated as the holiday shift.

**Section 6: Arrangement for Change**

In the event of a Statutory Holiday falling on a Tuesday, Wednesday or Thursday, and where the Company and the Shop Committee mutually agreed, the said holiday may be observed the preceding Monday or following Friday, respectively.

**Section 7: Sunday Holidays**

In the event that one of the within-named Statutory Holidays falls on Sunday, it shall be observed the following Monday.

**Section 8: Saturday Holidays**

In the event that one of the within-named Statutory Holidays falls on a Saturday, it shall be observed on the preceding Friday or the succeeding Monday, or partly on one day or the other, as agreed upon between the Company and the Shop Committee.

**ARTICLE IX – VACATION POLICY**

**Section 1: Company Policy**

- (a) Employees accrue vacation pay on the basis of a percentage of their gross pay from July 1 to June 30 inclusive as indicated in the following table:

<b><u>Service Years</u></b>	<b><u>Vacation Time % of Gross Pay</u></b>	
First to Third calendar years	2 weeks	4%
Fourth to Seventh calendar years	3 weeks	6%
Eighth to Twentieth calendar years	4 weeks	8%
Twenty-first calendar year and beyond	5 weeks	10%

- (b) Vacation time is tracked on a calendar year basis (January to December). New employees accrue vacation on a monthly basis (.83 days/month) up to the start of their third calendar year of employment.
- (c) All earned vacation must be taken. Employees are entitled to choose their vacation at any time within the calendar year provided it is approved by their immediate supervisor. Failure to request vacation time within the calendar year may require the employee's supervisor to assign a vacation period.
- (d) Since the summer months are the peak vacation period, vacations may be restricted to two (2) weeks from June to September to ensure that sufficient time is available for all employees to take vacation and ensure operational needs are met.
- (e) In the event that an employee is unable to use their allotted vacation days, the employee shall make a request in writing to carry forward a maximum of five (5) days to the following calendar year by completing a Vacation Carryover Request Form. All such requests shall be approved by the employee's manager and/or supervisor and forwarded to Corporate Office Payroll by December 1<sup>st</sup>. All approved carry forward vacation days must be used by March 31<sup>st</sup> in the following year.
- (f) Employees are to provide their supervisor with three (3) weeks written notice requesting their vacation using the appropriate form. Vacation requests handed in prior to March 31<sup>st</sup> will be granted on the basis of seniority. After March 31, any scheduling conflicts will be resolved on the basis of the earliest request.
- (g) When bereavement leave or a statutory holiday is observed during the employee's vacation period, the employee is not required to claim those days as vacation time.
- (h) An employee terminating employment prior to taking their allotted vacation days is entitled to a proportionate payment of wages for any unused vacation.

- (i) Vacation pay is accrued on the basis of the applicable percentage of the employee's gross pay earned. Vacation pay must be requested in writing and submitted to the Corporate Office Payroll Department at least two (2) weeks in advance of the next pay period. Vacation pay shall only be paid in conjunction with actual vacation time off work.

## **ARTICLE X – CALL TIME**

### **Section 1: Where no Work**

Any employee whom is called for work and on reporting finds no work available due to reasons beyond **the employee's** control, shall be entitled to two (2) hours at the usual rate. This shall not apply if the Company gives sufficient notice cancelling said call.

### **Section 2: Where Work Commences**

In the event that an employee commences work on **their** shift and the operation closes prior to completion of two (2) hours' work, the employee shall receive four (4) hours' pay at the employee's regular rate, except where their work is suspended because of inclement weather, or other reasons beyond the control of the Employer, then two (2) hours must be paid.

## **ARTICLE XI – HEALTH AND WELFARE**

As per attached – Appendix "A".

**The Health and Welfare Benefits are as per Appendix "A". The Company shall pay the cost of the Health and Welfare Benefits, including Medical Services Plan. The Company may change Insurance providers, provided the benefits shall be equal or greater than listed in Appendix "A".**

**Medical Services Plan** – Employees become eligible for on the first of the month following three (3) months of continuous employment.

**Short Term Disability** – The Company to provide the weekly income benefit based on the highest rate of pay to the employees on short term disability where they have worked for a consecutive three (3) month period at a higher rate of pay. The employee will receive monies during their disability on the higher rate.

## **ARTICLE XII – LONG TERM DISABILITY PLAN**

As per attached – Appendix "B"

**The Long Term Disability Benefits are as per Appendix "B". The Employee shall pay the cost of the Long Term Disability Benefits. If the Employee is eligible for the Company's Health and Welfare benefits they must enroll in Long Term Disability Benefits regardless of whether they enroll in the Company's Health and Welfare Benefits. The Company may change Insurance provider, provided the benefits shall be equal or greater than listed in Appendix "B".**



## ARTICLE XIII – GROUP RRSP/SAVINGS PLAN

### **As per attached – Appendix “C”**

In lieu of a pension plan the Company offers the employees the opportunity to participate in a Group RRSP and Savings Plan. Details of this plan are as **per Appendix “C”**.

## ARTICLE XIV – SENIORITY

### Section 1: Principle

The Company recognizes the principle of seniority, competency considered.

### Section 2: Reduction & Recall of Forces

- (a) (i) In the event of a reduction of the forces, the last person hired shall be the first released subject to the competency of the person involved and the provisions of Section 1. Where a reduction of forces is caused by emergency conditions, the application of plant seniority may be postponed for such period as may be necessary but not exceeding five (5) working days. If the Company decides to exercise its right under this provision, it shall notify the Shop Committee as soon as possible.
- (ii) When recalling forces after a period of layoff following a reduction of forces, an employee shall be recalled in order of **their** Plant seniority subject to the competency of the person involved and the provisions of Section 1.
- (b) During a reduction of forces where an employee's seniority is such that the **employee** will not be able to keep **their** regular job, the **employee** may elect to apply **their** seniority to obtain a job paying a higher rate if the **employee** has previously held the job in the operation on a regular basis.
- (c) During a reduction of forces where an employee's seniority is such that the **employee** will not be able to keep **their** regular job, **employee** may elect whether or not to apply **their** seniority to obtain a lower paid job or a job paying the same rate of pay, or accept a layoff until **their** regular job becomes available, provided, however:
  - (i) If during the layoff period, the employee wishes to return to work and so notifies the Company, **employee** shall be called back to work as soon as **employee's** seniority entitles **them** to a job.
  - (ii) The application of this provision shall not result in an employee, in the exercise of **their** rights, bumping an employee with less seniority.
- (d) Details of the application of this Section shall be worked out by the Local Union and the Company.

### **Section 3: Retention During Layoff**

It is agreed between the Parties that seniority during layoffs shall be retained on the following basis:

- (a) Employees with less than one (1) years' service shall retain their seniority for a period of six (6) months.
- (b) Employees with one (1) or more years' service shall retain their seniority for one (1) year, plus one (1) additional month for each year's service, up to an additional six (6) months.
- (c) Employee seniority is reinstated on completion of one (1) day's work.

### **Section 4: Job Posting**

- (a) Vacancies shall be posted in advance for a period of not less than two (2) working days except when otherwise agreed.
- (b) This Section shall not apply to temporary replacements of two (2) weeks or less necessitated by illness, injury, or other leave of absence, or to temporary replacements of longer duration for employees on vacation, but filling these vacancies, senior employees will be given preference in accordance with Article XIV, Section 1.

### **Section 5: Probationary Period**

Notwithstanding anything to the contrary contained in this Agreement, it shall be mutually agreed that all employees are hired on probation, the probationary period to continue for sixty (60) working days, during which time they are to be considered temporary workers only, and during this same period, no seniority rights shall be recognized. Upon completion of sixty (60) working days, they shall be regarded as regular employees, and shall then be entitled to seniority dating from the day on which they entered the Company's employ, provided however, that the probationary period of sixty (60) working days shall only be cumulative within the six (6) calendar months following the date of entering employment.

**Section 6: Absence Without Leave**

Any employee who is absent without leave for a period of more than three (3) consecutive working days shall forfeit all seniority rights. This shall not interfere with the Employer's right to discharge for proper cause.

**Section 7: Seniority List**

It is agreed that a seniority list will be supplied to the Union by the Company twice during each calendar year, setting out the name and starting date with the Company.

**Section 8: Reinstatement**

- (a) An employee who is required for temporary supervisory duty for a period of not more than sixty (60) working days in each calendar year shall continue to accumulate their seniority. These employees will return to the job they held prior to the temporary supervisory assignment. This period can be extended by agreement between Union and Management.
- (b) Should any special circumstances arise which will require an extension of this provision, the same shall be discussed between the Local Union and Management, and if agreement is reached, the period may be extended. Agreement shall not be unreasonably withheld.

**Section 9: Hiring Preference**

It is mutually agreed that when hiring new employees, preference shall be given to those applicants seeking employment in the order set out herein:

- (a) Employee(s) who had their seniority run out and have an application on file.
- (b) Applicants who have previous experience in the industry and who have applications on file.
- (c) Applicants seeking employment who are members of the United Steelworkers and who have applications on file.

**ARTICLE XV – LEAVE OF ABSENCE**

**Section 1: Injury or Illness**

The Company will grant unpaid leave of absence to employees suffering injury or illness for the term of this Agreement, subject to a medical certificate if requested by the Employer. The employee shall have a reasonable period of time to present such medical certificate. The employee shall report or cause to have reported the injury or illness which requires **their** absence to the Company as soon as may be reasonably possible.

## **Section 2: Maternity Leave & Parental Leave**

The Company will grant leave of absence for Maternity & Parental Leave as per B.C. Employment Standards Act, Part 6 (50) & (51). **The Company shall post the Sections for Maternity and Parental Leave in the lunchroom for employees to have full access to the language.**

## **Section 3: Written Permission**

Any employee desiring leave of absence must obtain permission in writing from the Company for such leave, except in cases of illness or injury covered by Section 1 above.

## **Section 4: Compassionate Leave**

The Company will grant leave of absence up to a maximum of six (6) months without pay or benefits to employees for compassionate reasons or for educational or training or extended vacation purposes.

- (a) That the employee applies at least one (1) month in advance unless the grounds for such application could not reasonably be foreseen.
- (b) That the employee shall disclose the grounds for application.
- (c) That the Company shall grant such leave where a bona fide reason is advanced by the applicant, or may postpone leave for educational or training purposes where a suitable replacement is not available.
- (d) When death occurs to a member of a regular full-time employee's immediate family, the employee will be granted an appropriate leave of absence for which he/she shall be compensated at his/her regular straight-time hourly rate of pay for his/her regular work schedule for a maximum of three (3) days.
- (e) Members of the employee's immediate family are defined as the employee's spouse, common-law spouse, same sex partner, child, parent/guardian, brother, sister, grandparent, grandchild, grandparent-in-law, mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law.
- (f) Compensable hours under the terms of this Section will be counted as hours worked for the purpose of qualifying for vacations and for recognized paid holidays, but will not be counted as hours worked for the purpose of computing overtime.

## **Section 5: Bereavement Leave**

- (a) When death occurs to a member of a regular full-time employee's immediate family, the employee will be granted an appropriate leave of absence for which **the employee** shall be compensated for at their regular straight-time hourly rate of pay for **their** regular work schedule for a maximum of three (3) days.

- (b) Members of the employee's immediate family are defined as the employee's spouse, common-law spouse, same sex partner, child, parent/guardian, brother, sister, grandparent, grandchild, grandparent-in-law, mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law.
- (c) Compensable hours under the terms of this Section will be counted as hours worked for the purpose of qualifying for vacations and for recognized paid holidays, but will not be counted as hours worked for the purpose of computing overtime.

#### **Section 6: Union Business**

- (a) **The Company shall grant an employee an unpaid leave of absence, without benefits, of not more than three (3) years to work in an official capacity for the Local or International Union. The Union on behalf of the employee must request the leave in writing as per (c) below. This leave shall be extended for additional three (3) year periods upon request. The employee who obtains this leave of absence shall return to the Company within thirty (30) calendar days after completion of their term of employment with the Union.**
- (b) The Company will grant an unpaid leave of absence to employees who are elected as representatives to attend Union meetings and Union conventions or as members of any negotiating committee of the United Steelworkers in order that they may carry out their duties on behalf of the Union.
- (c) In order for the Employer to replace the employee with a competent substitute, it is agreed that before the employee receives this leave of absence, as set forth in Clauses (a) and (b) above, the Employer will be given at least one (1) months' notice **for clause (a) and seven (7) calendar day's for clause (b) above** in writing.

### **ARTICLE XVI – OCCUPATIONAL HEALTH AND SAFETY COMMITTEE**

#### **Section 1: Composition**

- (a) Management shall maintain an **Occupational Health and Safety** Committee consisting of not more than two (2) members.
- (b) The said Committee shall consist of an equal number of representatives of the Company and the employees. Employee representatives will be elected by a vote supervised by the Union.

#### **Section 2: Duties**

In general, duties of the **Occupational Health and Safety** Committee shall be as directed by the regulations made pursuant to the Workers' Compensation Act.

### **Section 3: Pay for Meetings**

- (a) The Company will pay straight-time rates not exceeding two (2) hours per week to employee members for the actual time spent in attending **Occupational Health and Safety** Committee meetings outside of work hours.
- (b) The rate to be paid to employee members shall be the employee's regular straight-time job rate.

### **Section 4: Meetings During Work**

Where **Occupational Health and Safety** Committee meetings are held during working hours, with the consent of the Company, employee's time will not be deducted for attending such meetings or investigations into accidents.

### **Section 5: Investigations**

**In the case of a fatality or serious injury arising from an incident or condition at work, the Local Union shall be notified immediately and one of its representatives shall join the Joint Health & Safety Committee investigation at the workplace. Furthermore the Union can also request the assistance from the District 3 Staff Representative or the District 3 Safety Coordinator or their designate to participate in the investigation as part of the Joint Health & Safety Committee. The Company shall provide full workplace access to the Joint Health & Safety Committee as made available by the necessary regulatory agencies.**

### **Section 6: Cessation of Work**

Any one or all employees working in the immediate proximity when a fatal accident has occurred, may without discrimination, refrain from working the balance of the shift.

### **Section 7: Boot Allowance**

**Reimbursement is available based on 100% of the cost (with receipt provided) to a maximum of two hundred and sixty (\$260.00) dollars every two (2) years of safety boots or shoes (CSA approved). New employees will be issued a refund following the successful completion of their probationary period.**

## **ARTICLE XVII – SAFETY AND PRODUCTION EQUIPMENT**

Where the following articles of equipment are required to be used by the Employer or the Workers' Compensation Board, the Employer shall:

- (a) supply new employees with the articles of equipment as required;
- (b) supply employees moving to another department with the articles of equipment they require and that they do not have at the time of the move, or

- (c) replace articles of equipment as required when they are presented worn or damaged beyond repair by an employee, at no cost to the employee:
1. Welding goggles, etc.
  2. Dust protection
  3. Eye protection
  4. Ear protection
  5. Tape measures, felt markers, etc.
  6. Gloves
  7. Aprons
- (d) replace equipment as required at no cost to the employee, only when they are presented worn or damaged beyond repair; otherwise the replacement will be at the expense of the employee.

## **ARTICLE XVIII – ADJUSTMENT PLAN**

### **Section 1: Adjustment Plan**

If the Company introduced or intends to introduce a measure, policy, practice or change that affects the terms, conditions or security of employment of a significant number of employees, the provisions of Section 54 of the Labour Relations Code of B.C. shall apply.

### **Section 2: Plant Closure and Technological Change**

The provisions of Section 1 above apply in the case of Plant Closure or in the case of Technological Change which is defined as the introduction or replacement of equipment that affects the terms, conditions or security of employment of a significant number of employees.

## **ARTICLE XIX – ADJUSTMENT OF GRIEVANCES**

### **Section 1: Procedure**

The Company and the Union mutually agree that, when a grievance arises in the Plant coming under the terms of this Agreement, it shall be taken up in the manner set out below:

#### **Step One**

The individual employee involved shall first take up the matter with the foreman directly in charge of the work within fourteen (14) days of the date of the said grievance.

#### **Step Two**

If the question is not satisfactorily settled in this way, the same individual, with the Shop Committee, shall take up the problem with the Foreman, as designated by the Company.

### **Step Three**

If a satisfactory settlement is not then reached, the Shop Committee shall take up the grievance with the Manager, as designated by the Company. A statement in writing describing the nature of the incident or occurrence giving rise to the grievance, outlining the provision(s) of the Agreement that has been violated and providing a statement as to the remedy or relief being sought, together with a statement in writing by the Foreman hearing the grievance at Step Two shall be exchanged by the parties concerned.

### **Step Four**

If the problem is not then satisfactorily solved, it shall be referred to the Union and the Management.

### **Step Five**

If a satisfactory settlement is not then reached, it shall be dealt with by arbitration as set forth in Article XX.

### **Section 2: Time Limit**

If a grievance has not advanced to the next stage under Step Two, Three, Four or Five within fourteen (14) days after completion of the preceding stage, then the grievance shall be deemed to be abandoned and all rights of recourse to the grievance procedure shall be at an end. Where the Union is not able to observe this time limit by reason of the absence of the aggrieved employee or the Shop Committee, the said time limit shall be extended by mutual agreement. The Union shall be bound to proceed in such a case as quickly as may be reasonably possible.

## **ARTICLE XX – ARBITRATION**

### **Section 1: Procedure**

In the case of a grievance arising under this Agreement, which the Parties are unable to settle between themselves, as set out in Article XIX – Adjustment of Grievances, the matter shall be determined by arbitration in the following manner.

- (a) The Parties shall jointly agree to the appointment of a Single Arbitrator. If the Parties fail to agree on such appointment, they shall forthwith request the Director of the Collective Agreement Arbitration Bureau to appoint an Arbitrator.
- (b) The authority of the Arbitrator shall be as set out in Section 89 of the Labour Relations Code of B.C. The Arbitrator shall not be vested with the power to change, modify or alter any of the terms of the Collective Agreement.
- (c) The Arbitrator shall be encouraged to hand down **their** decision within fourteen (14) days following completion of the hearing.
- (d) The decision of the Arbitrator shall be final and binding on both Parties.



**Section 2: Cost Sharing**

The Company and the Union shall bear in equal proportions, the costs, expenses and allowances of the Arbitrator.

**Section 3: Place of Hearing**

Any arbitration to be held hereunder shall be held at the City of Vancouver or at such other place as may be decided by the Parties.

**ARTICLE XXI – STRIKES AND LOCKOUTS**

- (a) There shall be no strikes or lockouts by the Parties to this Agreement during the term of this Agreement or during the continuation period provided for in Section 2 of Article XXII – Duration of Agreement.
- (b) The Parties to this Agreement expressly agree that there will be no activity within the meaning of (a) above threatened, declared, authorized, counselled, aided or brought about on its part.

**ARTICLE XXII – CONTRACTORS AND SUB-CONTRACTORS**

**The introduction of a Contractor or Sub-Contractor into the operation or outside the operation will not result in the loss of full-time positions held by regular employees in the operation, except where by special circumstances where it is mutually agreed upon between the Company and the Union. However, the Company can utilize specialized third party contractors and vendors to provide maintenance work to the Company equipment and any facilities where the bargaining unit employees cannot do the work.**

**ARTICLE XXIII – DURATION OF AGREEMENT**

**Section 1: Notice to Bargain**

This Agreement shall remain in full force and effect from January 1, 2019 to and including December 31, 2021, subject to the right of either Party to this Agreement within four (4) months immediately preceding the expiration, by written notice to the other Party, require the other Party to commence collective bargaining with a view to the conclusion of a renewal or revision of the Collective Agreement, or a new Collective Agreement.

**Section 2: Duration of Agreement**

If notice to renegotiate the Agreement is given and collective bargaining has commenced in accordance with this Article, this Agreement shall continue in full force and effect until:

- (a) The Union commences a lawful strike;
- (b) The Company commences a lawful lockout;
- (c) The Parties enter into a new or amended Agreement.

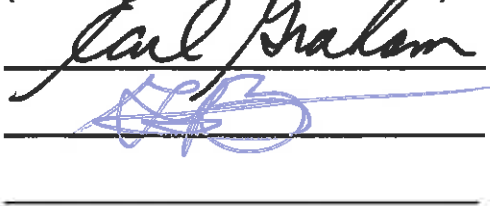
**Section 3: Section 50(2) and 50(3) Excluded**

By agreement of the Parties hereto, the provisions of sub-section (2) and (3) of Section 50 of the Labour Relations Code of British Columbia are specifically excluded.

IN WITNESS WHEREOF, the Parties have signed this Agreement this 23<sup>RD</sup>  
day of JANUARY, 2020.

**Signed on behalf of:**

**UNITED STEELWORKERS  
(On Behalf of Local Union 2089)**

  
\_\_\_\_\_  
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**PLASTI-FAB, Division of PFB  
Corporation**

  
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**E.& O.E.**

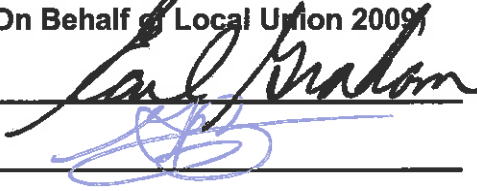
**LETTER OF UNDERSTANDING #1**



**RE: SATURDAY SHIFTS**

The Parties agree that in order to accommodate the changing market place and quick response to customers late or demand orders that the Company may require staff to work on weekends. This shall be accomplished by the offering of overtime shifts to the most senior person qualified to do the job until enough workers required to fulfil the Company's requirement are found. Where no one has volunteered or there are not enough volunteers, the Parties agree that the Company will fill the shifts needed by assigning the most junior qualified persons to perform the work until the Company's requirement is satisfied. The Company agrees that no individual employee will be assigned to work on weekends more than six (6) times in a year.

IN WITNESS WHEREOF, the Parties have signed this Agreement this 23<sup>rd</sup>  
day of JANUARY, 2020.

**Signed on behalf of:**

**UNITED STEELWORKERS**  
**(On Behalf of Local Union 2009)**  
  
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**PLASTI-FAB, Division of PFB**  
**Corporation**  
  
\_\_\_\_\_  
  
\_\_\_\_\_

**E.& O.E.**

**LETTER OF UNDERSTANDING #2**

**BETWEEN: PLASTI-FAB LTD., DIVISION OF PFB CORPORATION**

**(hereinafter referred to as "the Company")**

**AND: UNITED STEELWORKERS  
On Behalf of Local 2009**

**(hereinafter referred to as "the Union")**

**Re – Management Working**

**(a) The company recognizes that production work performed by supervisory personnel can be perceived as detrimental to Union workers and will attempt to limit such work to the greatest extent possible. Management and supervisory employees shall not be permitted to do the work normally performed by employees of the bargaining unit except in the following types of situations:**

**(i) In situations when due to absenteeism, and where qualified bargaining unit employees are not immediately available to do the work. Work will only be performed for the absent employee(s) position where orders will fail to meet delivery deadlines. In doing so the employer shall provide the details of the work order(s) where the Company will fail to meet the delivery deadlines to the Union Committee prior to commencing any such work.**

**(ii) Experimental work, prototype, work sampling, product launch or process improvement trials being conducted. (The union shall be notified in advance of work within (ii) is needed) .**

**(iii) When troubleshooting quality, process or equipment issues; or when assisting with production requirements where the situation dictates additional action.**



**(iv) When such work is incidental and not to the exclusion of a bargaining unit employee; or in emergency situations that would adversely impact delivery of the product to the customer. In doing so the company must have exhausted every avenue to have bargaining unit employees perform such work and the company shall be required to notify the union prior to the commencement of the work.**

Management shall not be permitted to perform any work while employees are laid off.

If an issue arises that cannot be resolved regarding any violation of the above process the Company and the Union shall meet within seven (7) working days to try and come to a resolution. If the issue is still not resolved at the end of the meeting either party can give thirty (30) day notice to terminate the agreement.

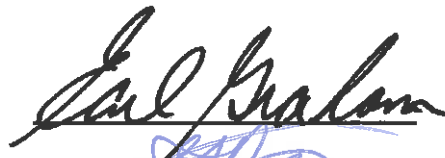

SIGNED THIS 23<sup>RD</sup> day of JANUARY, 2020.

On Behalf Of:

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

PLASTI-FAB LTD.  
DIVISION OF PFB CORPORATION

On Behalf Of:

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

UNITED STEELWORKERS  
LOCAL 2009

## **LETTER OF UNDERSTANDING #3**

### **ALTERNATE SHIFT SCHEDULE**

#### **FOUR (4) DAYS ON /FOUR (4) DAYS OFF**

The Company and the Union agree on the following details with respect to an alternate shift schedule for the Block Moulders/Prefoamer working twelve (12) hour shifts on a four (4) on four (4) off rotation. This alternate shift schedule will continue for the life of the collective agreement.

If for any reason the Company wishes to discontinue this alternate shift schedule they must give the Local Union and the employees two (2) weeks' notice and allow them to complete the shift cycle that the employees are on in that pay period.

#### **Scheduled Hours of Work**

The scheduled hours of work will be on a twenty-four (24) hour/seven (7) days basis. The day shift (Shift 2) will work from 5:00 a.m. to 5:00 p.m. and the night shift (shift 8) will work from 5:00 p.m. to 5:00 a.m.

#### **Breaks**

Each employee will be entitled to three (3) ten (10) minute paid coffee breaks and one (1) thirty (30) minute paid lunch break. Breaks to be taken at the employees' discretion when time permits but will not be denied.

#### **Pay**

1. Employee(s) will be paid their straight-time regular rate of pay for the first forty (40) hours of work on their shift cycle and one and a half (1 ½) times their regular rate of pay for the remaining hours over forty (40) hours within the cycle.
2. All employees working this alternate shift schedule will be entitled to shift differential at thirty-seven (\$0.37) per hour worked as per Article VI Classification and Wages, Section 2: Shift Differential.
3. Any hours worked beyond the twelve (12) hour shift in a day will be paid at double (2x) an employee's regular rate of pay.
4. Hours worked on an employee's regular scheduled days off that they have worked over their forty (40) hours in their cycle will be paid at one and a half (1 ½) times their regular rate of pay for the first eleven (11) hours and double (2x) for all hours thereafter.
5. If an employee is asked to work on one of their regular scheduled days off and did not complete their forty (40) hours in their shift cycle due to missing time because of injury or illness they must complete their forty (40) hours before overtime rates will apply in three (3) above.

6. Paid Holidays (Stats), Personal Floating Holidays and or Vacations if scheduled or asked to work will be paid at overtime rates of pay to an employee's regular rate of pay at one and a half (1 ½) times for the first eleven (11) hours and double (2x) time thereafter.

**Vacation**

1. Vacation pay will continue to be paid as per Article IX – Vacation Policy Section 1: Company Policy (a).
2. Vacation accrual under this alternate shift schedule will be as follows:

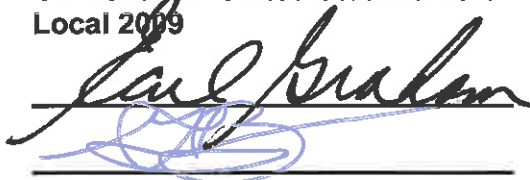
24 Hour Plant – Vacation days conversion		12	# of 12 hr days	
Days	Hours			
10	80	6.67	7	
15	120	10	10	
20	160	13.33	13	
25	200	16.67	17	
5 day increase	40	3.33	3	
10 days	10/12 = .83 days/month			
15 days	15/12 = 1.25 days/month			
20 days	20/12 = 1.67 days month			
25 days	25/12 = 2.08 days/month			

**Bereavement Leave**

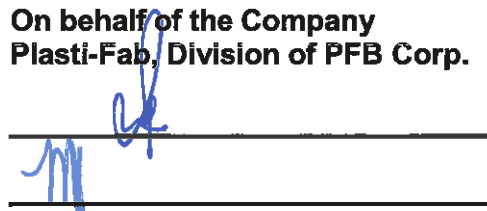
1. Any employee needing a leave under Article XV – Leave of Absence Section 4: Compassionate Leave (d), (e) & (f) will be compensated under (d) at no loss of pay in Pay one (1) above regardless of which three (3) days that may be needed in their shift cycle.

Signed this 23<sup>RD</sup> day of JANUARY, 2020.

On Behalf of United Steelworkers  
Local 2099

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

On behalf of the Company  
Plasti-Fab, Division of PFB Corp.

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

## **APPENDIX A – BENEFITS ADMINISTRATION**

Employees are eligible to participate in the benefits plan if they are a permanent employee working a minimum of twenty-four (24) hours per week and have completed three (3) months of continuous employment. Temporary and seasonal employees and part-time employees who work less than twenty-four (24) hours per week may not join the plan.

Coverage terminates when employment ends, employee is no longer eligible, employee stops paying the required premiums, or the policy terminates, whichever is earliest.

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### **CURRENT CARRIER: GREAT WEST LIFE ASSURANCE**

Healthcare	Benefits may be subject to plan maximums and frequency limits.
In-Canada Prescription Drugs	100% - Unless the prescriber has prescribed a drug by its brand name and has specified in writing that the product is not to be interchanged, the plan will cover only the cost of the lowest priced equivalent generic drug.  Coverage for some drugs may not be available and/or require pre-authorization.
Medical Equipment & Supplies	Pay for medically necessary equipment and services at reasonable & customary charge.
Paramedical Expense Maximums	
Acupuncturists	\$700 each calendar year
Audiologists	\$700 each calendar year
Chiropractors	\$700 each calendar year
Massage Therapists/Orthotherapists	\$700 each calendar year
Naturopaths	\$700 each calendar year
Occupational Therapists	\$700 each calendar year
Osteopaths	\$700 each calendar year
Physiotherapists/Physical Rehabilitation Therapists	\$700 each calendar year
Podiatrists	\$700 each calendar year
Psychologists/Social Workers	\$700 each calendar year
Speech Therapists	\$700 each calendar year
Vision Care Expense Maximums	
Eye Examinations	1 every 24 months
Glasses (including Safety Glasses, Prescription Sunglasses, Contact Lenses and Laser Eye Surgery)	\$200 every 24 months



Out-of-Country Emergency Care	To qualify for benefits, you must be covered by the government health plan in your home province.
Expense Maximum	\$5,000,000 lifetime
Lifetime Healthcare Maximum	Unlimited
Dental Care	Covered expenses will not exceed customary charges.
Payment Basis	The dental fee guide in effect on the date treatment is rendered for the province in which treatment is rendered
Deductible	Nil
Reimbursement Levels	
Basic Coverage	80%
Major Coverage	50%
Orthodontic Coverage	50%
Accidental Dental Injury Coverage	100%
<u>Plan Maximums</u>	
Basic Treatment	Unlimited
Major Treatment	\$2,500 each calendar year
Orthodontic Treatment	\$2,500 lifetime
Accidental Dental Injury Treatment	Unlimited

<b><u>CURRENT CARRIER:</u></b>	<b><u>SUNLIFE INSURANCE COMPANY</u></b>
	Employee & Dependent Basic Life Insurance Optional Life Insurance Employee Accidental Death And Dismemberment
Employee Basic Life Insurance	2 X annual basic earnings to a maximum of \$500,000 to age 70 Employees who are 70 years of age and over – coverage is reduced to 50% of the above amount.  Any amount of Employee Life Insurance over \$430,000 is subject to approval of evidence of insurability
Dependent Basic Life Insurance	
Spouse	\$10,000
Child	\$5,000

Note: A common-law spouse is a person who has been living with you in a conjugal relationship for at least twelve (12) months or until the earlier birth or adoption of a child of the relationship.

**Optional Life Insurance**

Available in \$10,000 units to a maximum of \$500,000, for you or your spouse, subject to approval of evidence of insurability.

If you are covered under this plan as both an employee and a spouse, you are limited to the \$500,000 maximum.

Optional life terminates at age 70. Spouse's coverage terminates at the same time, or when spouse reaches age 70 or is no longer your spouse, whichever comes first.

**Employee Accidental Death,  
Dismemberment and Specific  
Loss (Principal Sum)**

An amount equal to your Basic Life Insurance.

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**CURRENT ADJUDICATOR:      HOMEWOOD HEALTH INC.**

**Short Term Disability Benefits**

Waiting Period

3 months of continuous active employment

Elimination Period

Injury or Illness requiring hospitalization:

0 calendar days

Illness: 7 calendar days

Maximum benefit period

17 weeks (includes the Elimination Period)

Benefit Amount

80% of weekly regular earnings

Income is subject to income tax

Throughout periods of absence whilst receiving STD benefits, the Company will continue to pay policy premiums for health, dental, provincial health care premiums (if applicable), life & AD&D coverage. Employees covered by STD will continue to have taxable benefits applied on the value of the plans. Payment of LTD benefit premiums remain the responsibility of the employee and will be deducted from the STD payments issued by the Company.

## APPENDIX B – LONG TERM DISABILITY

CURRENT CARRIER: SUNLIFE INSURANCE COMPANY

### **Long Term Disability Income Benefits** (Mandatory – condition of employment)

Waiting Period	119 days
Amount	66 2/3% of the first \$2,250 of your monthly earnings plus 50% of the remainder to a maximum benefit of \$10,000 or 85% of pre-disability take-home pay, whichever is less.

Because employees pay the entire cost of LTD coverage, benefits are not taxable.

LTD benefit is reduced by other income employee is entitled to receive while disabled.

Any amount of LTD insurance over \$10,000 is subject to approval of evidence of insurability

Inflation protection (COLA)	2%
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LTD benefits are payable for the first 24 months following the waiting period if disease or injury prevents employee from performing the essential duties of their regular occupation, and, except for any employment under an approved rehabilitation plan, employee is not employed in any occupation that is providing employee with income equal to or greater than the amount of LTD insurance under this plan.

Employees approved by the Company Insurance Carrier(s) for LTD benefits will continue to have their group health, dental, life insurance, ad&d and provincial health care (where applicable) premiums paid by the Company for the period when the employee is medically determined unable to perform his/her own occupation which is typically the first 24 months.

After 24 months, LTD benefits will continue if employee's disability prevents the employee from being gainfully employed in any occupation. LTD benefits will continue until employee reaches age sixty-five (65) or as determined by the Company Insurance carrier(s). After 24 months, group health, dental, life insurance, ad&d and provincial health care (where applicable) premiums will no longer be paid by the Company. The Company Insurance carrier(s) may waive LTD and certain other premiums while an employee is in receipt of LTD benefits.

## **APPENDIX C – GROUP RRSP/SAVINGS PLAN**

### **Current Provider - Great West Life**

Eligible employees that wish to participate must obtain an enrolment kit from their local administration office or directly from the payroll department. There are 2 plans available:

- Retirement Savings Plan (registered)
- Non-Registered Savings Plan (non-registered)

### **Eligible Employees**

All permanent employees (working a minimum of 24 hours per week) are eligible to join the Retirement Savings Plan (RSP registered) and/or the Non-Registered Savings Plan (NRSP non-registered) following three (3) months of continuous employment and/or when they become eligible to join the Company's group benefit plans. Employees with less than 3 (three) months service may participate but will not receive any Employer Contributions until they meet the necessary qualifications.

### **Employee Contributions**

An employee electing to participate in the plan may choose to contribute up to 6% of their gross regular earnings. An employee is entitled to participate in either or both the registered and non-registered sections of the plan. The elected percentage of gross regular earnings may be allocated between the two sections or can be directed to one section only. Once qualifying conditions have been met, an employee contribution of up to a maximum of 6% of gross regular earnings will be proportionately matched by the Company (employer's contribution) as specified in the table below.

### **Employer Contributions**

Once the employee is eligible for employer contributions, and has joined the plan, the Company will start contributing to the plan at the rate of \$0.25 cents for each dollar of employee contribution, up to a maximum employee contribution of 6% of their gross regular earnings. Upon completion of five (5) years' service, the Company's contribution will increase to a \$0.50 cents match for each dollar of employee contribution as specified in the table below. The employee can choose to direct the Company's contribution differently than their own contributions. Employer contributions shall be paid on a bi-weekly basis and deposited along with the employee's contribution to the appropriate Great West Life account opened in the employee's name. All employer contributions are immediately vested with the employee.

Years of Completed Service	Employer's Contribution Rate
< 3 months	No Employer Contribution
3 months – 5 years	25 %
5+ years	50%

**Restrictions**

The purpose of this plan is to help you plan for your retirement. There are no withdrawal restrictions on the RSP plan, however; Great West Life will withhold taxes and there could be further income tax implications which you should discuss with your tax advisors. An employee may suspend contributions to the plan at any time, but not retroactively. A suspension of contributions MUST be for a minimum of six (6) month duration and further requests for a suspension after recommencing contributions are NOT allowed within a six (6) month period. The Company contributes and assists in the administration and bears no responsibility for the performance of the funds selected by each employee. It is the employee's responsibility to ensure that the amounts contributed to their RSP account do not exceed their maximum contribution limit for the taxation year. The Company bears no responsibility for any penalties or consequences associated with over contributions. Employees are encouraged to seek independent financial and legal counsel on these matters.

**Investment of Contributions**

Your investment options are outlined in your Great West Life Group RSP enrolment kit. Additional information is available online by visiting [www.grsaccess.com](http://www.grsaccess.com). The Company bears no responsibility for the performance of the funds selected by each employee with the plan provider.

**Withdrawal of Contributions**

Withdrawals from the Plan(s) are arranged through Great West Life, by calling toll-free 1-800-724-3402. Great West Life allows for one (1) free withdrawal per year for either plan; more than one (1) for either plan, employee will be charged \$50.00.

**Registered Plan Contributions Limits**

It is the responsibility of the employee to ensure that they have sufficient room to make contributions to a registered plan. This information can be found on the Notice of Assessment sent out to taxpayers each year by Canada Revenue Agency. You may also access it online via 'My Account' on the Canada Revenue Agency website. For more information, and/or to register, go to [www.cra.gc.ca](http://www.cra.gc.ca) and click on "Log in / Register" link on the left side of the main page.

**P•F•B  
CORPORATION**

**JOB PROFILE**

**JOB TITLE:** Block Moulder  
**INCUMBENT:**  
**DIVISION:** Plasti-Fab  
**LOCATION:**  
**REPORTING TO:**

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**PRINCIPLE RESPONSIBILITY**

Carry out the block moulding process to the required specifications

**FUNCTIONAL RESPONSIBILITIES**

1. Operation of all block moulding equipment
2. Movement of raw material and blocks
3. Complete accurate paperwork
4. Report any irregularities
5. Perform quality control checks and record
6. Inventory control
7. Maintain production quotas
8. Ensure product meets specifications
9. Carry out physical demands of the job
10. Meet all safety requirements and regulations
11. Ensure safe equipment operation
12. Wear required personal protective equipment (PPE)
13. Ensure a clean work environment
14. Develop a flexible approach to a team environment
15. Follow Company policies and procedures

**SKILLS & KNOWLEDGE REQUIRED**

Training  
Analytical skills  
Math proficiency  
WHMIS

Trouble shooting  
Product knowledge  
Teamwork  
Forklift license/certificate

**QUALITIES**

Attention to detail  
Self starter  
Dependable

Pride in work  
Punctual

**P•F•B  
CORPORATION**

**JOB PROFILE**

**JOB TITLE:** Prefoamer  
**INCUMBENT:**  
**DIVISION:** Plasti-Fab  
**LOCATION:**  
**REPORTING TO:**

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**PRINCIPLE RESPONSIBILITY**

To develop a quality prefoamed product that further meets the specifications required for block moulding.

**FUNCTIONAL RESPONSIBILITIES**

1. Operation of pre-expanders
2. Prefoam beads
3. Complete accurate paperwork
4. Assist in inventory counts
5. Complete/assist with prefoam equipment maintenance
6. Perform secondary jobs
7. Perform quality control measures and record
8. Keep inventory boards current
9. Assist in new employee training
10. Report any irregularities immediately
11. Carry out physical demands of the job
12. Meet all safety requirements and regulations
13. Ensure safe equipment operation
14. Wear required personal protective equipment (PPE)
15. Ensure a clean work environment
16. Develop a flexible approach to a team environment
17. Follow company policies and procedures

**SKILLS & KNOWLEDGE REQUIRED**

Training	Trouble shooting
Analytical skills	Product knowledge
Math proficiency	Teamwork
Forklift license/certificate	WHMIS

**QUALITIES**

Attention to detail	Pride in work
Self starter	Dependable
Punctual	

**P•F•B  
CORPORATION**

**JOB PROFILE**

**JOB TITLE:** Contour Cutter  
**INCUMBENT:**  
**DIVISION:** Plasti-Fab  
**LOCATION:**  
**REPORTING TO:**

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**PRINCIPLE RESPONSIBILITY**

Provide an accurately cut product that meets customer's expectations of quality, service and expertise.

**FUNCTIONAL RESPONSIBILITIES**

1. Operation of cutting equipment
2. Ensure product is cut to specifications
3. Perform quality control checks and record
4. Labelling and packaging product
5. Maintain production quotas
6. Secondary work as required
7. Provide back up to shipper/receiver as required
8. Grind excess scrap
9. Complete accurate paperwork
10. Carryout physical demands of the job
11. Meet all safety requirements and regulations
12. Ensure safe equipment operation
13. Wear required personal protective equipment (PPE)
14. Ensure a clean work environment
15. Ensure quality of product meets or exceeds specifications
16. Develop a flexible approach to a team environment
17. Follow company policies and procedures

**SKILLS & KNOWLEDGE REQUIRED**

Training	Leadership
Read tape measure (imperial & metric)	Product knowledge
Math proficiency	Teamwork
WHMIS	AutoCAD

**QUALITIES**

Attention to detail	Pride in work
Patient	Dependable
Punctual	Self starter



**P•F•B  
CORPORATION**

**JOB PROFILE**

**JOB TITLE:** General Labourer  
**INCUMBENT:**  
**DIVISION:** Plasti-Fab  
**LOCATION:**  
**REPORTING TO:**

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**PRINCIPLE RESPONSIBILITY**

Provide assistance and support for plant operations.

**FUNCTIONAL RESPONSIBILITIES**

1. Assist in all phases of foam block cutting
2. Ensure product is cut to specifications
3. Perform quality control checks and record
4. Package product
5. Maintain production quotas
6. Secondary work as required
7. Complete accurate paperwork
8. Safe material handling and lifting
9. Complete the safety checklist and report any malfunctions
10. Carry out physical demands of the job
11. Meet all safety requirements and regulations
12. Ensure safe equipment operation
13. Wear required personal protective equipment (PPE)
14. Ensure a clean work environment
15. Develop a flexible approach to a team environment
16. Follow company policies and procedures

**SKILLS & KNOWLEDGE REQUIRED**

Read tape measures (imperial & metric)	Product Knowledge
Math proficiency	Teamwork
WHMIS	

**QUALITIES**

Attention to detail	Pride in work
Punctual	Dependable
Accurate	

**P•F•B  
CORPORATION**

**JOB PROFILE**

**JOB TITLE:**           Lead Hand  
**INCUMBENT:**  
**DIVISION:**           Plasti-Fab  
**LOCATION:**  
**REPORTING TO:**

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**PRINCIPLE RESPONSIBILITY**

Ensure accurate operation of the cutting lines  
**Ensure accurate and efficient operations of the facility for required shift.**

**FUNCTIONAL RESPONSIBILITIES**

1. Review production needs daily with Production Supervisor
2. Supervise employees at workstation
3. Accurate operation of all cutting equipment
4. Ensure product is cut to specifications
5. Labelling and packaging product
6. Maintain production quotas
7. Complete accurate paperwork
8. Carry out physical demands of the job
9. Meet all safety requirements and regulations
10. Ensure safe equipment operation
11. Wear required personal protective equipment (PPE)
12. Ensure a clean work environment
13. Develop a flexible approach to a team environment
14. Ensure quality of product meets or exceeds specifications
15. Follow company policies and procedures
16. Monitor dock to ensure a smooth flow of product to the yard
17. Inform management of any reasonable breaches to policies, procedures and or work responsibilities of employee(s) they supervise
18. Lead by example

**SKILLS & KNOWLEDGE REQUIRED**

Training	Leadership
Read tape measures (imperial and metric)	Product knowledge
Math proficiency	Teamwork
Supervisor skills	Computer and software skills
WHMIS	AutoCAD (where required)

**QUALITIES**

Attention to detail	Pride in work
Dependable	Self starter
Punctual	

**P•F•B  
CORPORATION**

**JOB PROFILE**

**JOB TITLE:** Maintenance Mechanic/Millwright  
**INCUMBENT:**  
**DIVISION:** Plasti-Fab  
**LOCATION:**  
**REPORTING TO:**

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**PRINCIPLE RESPONSIBILITY**

Repair and maintain plant equipment, building structure and fixtures.

**FUNCTIONAL RESPONSIBILITIES**

1. Repair and maintain plant equipment, physical structures and fixtures.
2. Inspect machinery and equipment
3. Make machinery repairs and modifications
4. Read blueprints, drawing manuals or specifications
5. Operate and repair plant support equipment
6. Handle repairs and co-ordinate with contractors
7. Develop and implement preventative maintenance
8. Meet all safety requirements and regulations
9. Ensure safe equipment operation
10. Ensure a clean work environment
11. Develop a flexible approach to a team environment
12. Adherence to company policies and procedures

**SKILLS & KNOWLEDGE REQUIRED**

Forklift License/Certificate	Product Knowledge
Communication skills	Knowledge of production demands
Organizational skills	Decision making
Mechanical knowledge of various processes	WHMIS
Millwright	Electrical
Emergency response plan	Computer skills
<b>Must have certified steam ticket</b>	

**QUALITIES**

Attention to detail	Pride in work
Self starter	Punctual
Dependable	Personable

**P•F•B  
CORPORATION**

**JOB PROFILE**

**JOB TITLE:** Shipper/Receiver  
**INCUMBENT:**  
**DIVISION:** Plasti-Fab  
**LOCATION:**  
**REPORTING TO:**

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**PRINCIPLE RESPONSIBILITY**

To provide for the safe and efficient movement of materials into and out of the warehouse.

**FUNCTIONAL RESPONSIBILITIES**

1. Ship materials
2. Receive materials
3. Transport materials
4. Keep accurate records of all materials handled
5. Organize driver, trucks and trailers
6. Carryout physical demands of the job
7. Report defects and breakage
8. Meet all safety requirements and regulations
9. Ensure safe equipment operation
10. Wear required personal protective equipment (PPE)
11. Ensure a clean work environment
12. Develop a flexible approach to a team environment
13. Follow company policies and procedures
14. Organize and monitor the responsibilities of assistant shippers and general labourers working in shipping.
15. Manage inventory of bags, consumables etc. required within the facility
16. Final QC of materials to make certain all specifications of the project being shipped meet or exceed expectations in quality, count, size etc.
17. Lead by example

**SKILLS & KNOWLEDGE REQUIRED**

Forklift License/certificate  
Communication skills  
Organizational skills  
Interpersonal skills  
Math proficiency

Product Knowledge  
Teamwork  
Decision making  
Computer skills  
WHMIS

**QUALITIES**

Attention to detail  
Self starter  
Dependable

Pride in work  
Punctual

**P•F•B  
CORPORATION**

**JOB PROFILE**

**JOB TITLE:** Shipper's Assistant  
**INCUMBENT:**  
**DIVISION:** Plasti-Fab  
**LOCATION:**  
**REPORTING TO:**

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**PRINCIPLE RESPONSIBILITY**

To provide for the safe and efficient movement of materials

**FUNCTIONAL RESPONSIBILITIES**

1. Transport materials
2. Keep accurate records of all materials handled
3. Provide back up and support for Shipper
4. Perform packaging when required
5. Carry out physical demands of the job
6. Report defects and breakage
7. Meet all safety requirements and regulations
8. Ensure safe equipment operation
9. Wear required personal protective equipment (PPE)
10. Ensure a clean work environment
12. Develop a flexible approach to a team environment
13. Follow company policies and procedures

**SKILLS & KNOWLEDGE REQUIRED**

Forklift License/certificate  
Communication skills  
Organizational skills  
Interpersonal skills  
Math proficiency

Product knowledge  
Teamwork  
Decision making  
Computer skills  
WHMIS

**QUALITIES**

Attention to detail  
Self-starter  
Dependable

Pride in work  
Punctual