

AGREEMENT

3rd Edition, with Corrections of May 2017

BETWEEN

SOBEYS WEST INC.
(SAFEWAY OPERATIONS)

AND

UNITED FOOD AND COMMERCIAL WORKERS, LOCAL 1518

RATIFIED BY MEMBERSHIP VOTE: APRIL 10, 2013

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PREAMBLE

SHARED VALUES

Mutual Respect

- We will work collaboratively towards solutions.
- We will actively listen to one another to find common understanding.
- We will be considerate and treat each other with dignity.
- We will focus on the issues and reserve judgment.

Honesty and Integrity

- We will act in a truthful and ethical manner.
- We will act in a fair and equitable manner and not take advantage of each other.
- We will be transparent in our processes and consistent in our actions.

Trustworthiness

- We will act in good faith and be honest in our intentions and our actions.
- We will have respectful and candid discussion.
- We will have confidence that the information we are sharing is accurate and truthful.

Accountability

- We will take responsibility for our words and our actions.
- We will address issues effectively and in a timely manner.
- We will follow through with our commitments.

SHARED GOALS

Building Effective Relationships

- Working collaboratively with integrity and honesty to build trust.
- Holding ourselves and each other accountable to the shared values.
- Acknowledge each other's ideas and feelings with sincerity.

Effective Communication

- Actively listen to seek understanding of each other's reasoning to find solutions.
- Have discussions that are open, honest and forthright to develop stronger relationships.

Desirable Workplace

- Ensuring a positive and respectful workplace that is productive, inclusive and enjoyable.
- Valuing the unique characteristics of individuals to foster a sense of belonging in an environment that is fair, cooperative and adaptable.
- Focusing on the growth and viability of the business to allow for job security and create future opportunity for all.

MEMORANDUM OF AGREEMENT MADE THIS 10th DAY OF APRIL, 2013.

BY AND BETWEEN: **SOBEYS WEST INC. (SAFEWAY OPERATIONS)**, a body corporate carrying on business in the Province of British Columbia

(hereinafter referred to as the "EMPLOYER")

AND: **UNITED FOOD AND COMMERCIAL WORKERS UNION, LOCAL 1518**, chartered by the United Food and Commercial Workers International Union, C.L.C.

(hereinafter referred to as the "UNION")

WHEREAS: The Employer and the Union desire to establish and maintain conditions which will promote a harmonious relationship between the Employer and the employees covered by the terms of this Agreement and desire to provide methods of fair and amicable adjustment of disputes which may arise between them;

NOW THEREFORE: The Employer and the Union mutually agree as follows:

Section 1 – CONTRACT AREA

1.01 Zones

Zone 1

The Employer recognizes the Union as the sole and exclusive Collective Bargaining Agency for all employees in the Zone 1 Contract Area for the present and future **Safeway stores** owned and/or operated by the Employer in the Province of British Columbia, with respect to rates of pay, wages, hours and all other conditions of employment set out in this Agreement, save and except excluded personnel and employees under separate certificate. In future stores the Collective Agreement shall be binding on the parties effective the date of store opening.

Current Store Numbers in the Zone 1 Contract Area (includes the geographic area from Hope to Whistler): 103, 4512, 4900, 4901, 4903, 4904, 4905, 4908, 4909, 4911, 4912, 4913, 4917, 4918, 4920, 4927, 4930, 4931, 4932, 4934, 4935, 4936, 4938, 4939, 4940, 4941, 4942, 4944, 4945, 4947, 4949, 4950, 4951, 4954, 4957, 4958, 4959, 4962, 4964, 4966, 4967, 4968, 4976.

Zone 2

The Employer recognizes the Union as the sole and exclusive Collective Bargaining Agency for all employees in the Zone 2 Contract Area for the present and future **Safeway stores** owned and/or operated by the Employer in the Province of British Columbia, with respect to rates of pay, wages, hours and all other conditions of employment set out in this Agreement, save and except excluded personnel and employees under separate certificate. In future stores the Collective Agreement shall be binding on the parties effective the date of store opening.

Current Store Numbers in the Zone 2 Contract Area: 4902, 4906, 4916, 4919, 4924, 4925, 4926, 4928, 4933, 4946, 4948, 4952, 4955, 4956, 4960, 4961, 4963, 4970, 4972, 4973, 4974.

As a result of change of terminology where the former “Bargaining Unit Seniority” will now be referred to as “Contract Area Seniority” the Union and the Employer confirm that there shall be no change in the method or manner of administering the Collective Agreement or the rights of members as a result of this change.

1.02 New Banners

In the event **the Employer** decides to open stores operating under a new banner, that are different in size or type of operation from its conventional stores, the Employer will enter into negotiations with the Union to develop a Collective Agreement that is appropriate for the type of business contemplated.

Should a dispute arise as to the terms of the Collective Bargaining Agreement, the items in dispute shall be referred to a final offer selection process.

1.03 First Right of Refusal

In the event the Employer permanently closes a store (i.e., no Replacement Store is opened), it is agreed that the Union shall have the first right of refusal to purchase the store and operate it as an enterprise of the Union or some kind of employee cooperative provided products for sale in the store are purchased from the Employer’s supply division.

Section 2 – PROTECTING INCUMBENTS

The Employer has provided the Union with a letter outlining protections for incumbents as agreed to in bargaining 2013. The transition to a 25%-75% (Grid A - Grid B) work model will be accomplished through attrition.

Section 3 – UNION SHOP & DEDUCTION OF UNION DUES

3.01 The Employer agrees to retain in his employ, within the Contract Area as outlined in Section 1 of this Agreement, only members of the Union in good standing. The Employer shall be free to hire new employees who are not members of the Union, provided said nonmembers, whether part- or full-time employees, shall be eligible for membership in the Union and shall make application within ten (10) days after employment and become members within thirty (30) days.

3.02 The Employer agrees to provide each new employee at the time of employment with a form letter outlining to the employee his or her responsibility in regard to Union membership and outlining the provisions of Section **9.34** of this Agreement, and to provide the Union in writing with the name and address of each employee to whom they have presented the form letter, along with the employee's date of hire. The Employer will have new employees sign the Check-Off and Union Membership Application upon successful completion of training/orientation. The Union shall bear the expense of printing the letter, the contents of the letter to be such that it is acceptable to the Employer. The Employer further agrees to provide the Union once a month with a list containing names of all employees who have terminated their employment during the previous month.

2.03 The Employer agrees to not employ persons who have a full-time job with another Employer. The onus of bringing violations of this Subsection to the attention of the Employer shall rest upon the Union.

The Employer and the Union recognize that for legitimate business reasons employees classified as “Grid B employees” will be exempt from this clause.

3.03 Conflict of Interest

It is agreed that the term “competitor” raised in Section **12.04 (B)** and Section **12.06 (F)** of the Collective Agreement shall mean any food and/or drug retail establishment. The Union and the Employer agree that an employee working for a competitor as defined herein will be placed in a conflict of interest with their ongoing employment with the Employer.

An employee shall avoid any conflict with the interest of the Employer.

A conflict of interest includes an obligation in a relationship with any person or organization which competes or does business with the Employer that could affect the employee’s judgment in fulfilling his or her responsibilities to the Employer or which could affect the Employer’s business interests.

Violation of this provision may result in termination. Prior to termination, the Employer shall notify the employee of the infraction so the employee can rectify the problem

In the event of a disagreement the Employer and the Union agree to meet to attempt a resolve of the problem.

Example 1:

A grocery department employee working as a delivery driver for a bread supplier that supplies our competitors is in a conflict of interest. However, a grocery employee working in a supplier’s production plant is not in a conflict of interest.

Example 2:

An employee working for a retail store which sells products sold by the Employer is in a conflict of interest.

3.04 The Employer agrees to deduct from the wages of each employee, upon proper authorization from the employee affected, such initiation fees, Union dues, fines and assessments as are authorized by regular and proper vote of the membership of the Union. The Employer further agrees to automatically deduct Union dues from the wages of all new employees. The Union will supply an appropriate form to the Employer so that new employees, at the time of hire, will authorize Union dues deductions. This form will be applicable from the time the employee commences employment until such time as the Union submits an official Dues Checkoff to the Employer. The employee shall, within thirty (30) days after commencement of employment, provide the Employer with a signed Authorization for such deductions. Monies deducted during any month shall be forwarded by the Employer to the Secretary Treasurer of the Union not later than the tenth (10th) day of the following month, accompanied by a written statement of the name and social insurance number of each employee for whom the deductions were made and the amount of each deduction. Dues checkoffs are to be submitted on a monthly or four week basis showing amount deducted each week, for what purpose, and the total amount deducted during the month or four week period, as well as the store number of each employee for whom the deductions were made. Union dues deducted by the Employer shall be shown on the employee’s T4 slip.

Section 4 – JOINT LABOUR/MANAGEMENT MEETING (JLM) PROCESS

Purpose

The purpose of the Joint Labour Management Meeting (JLM) is to encourage open and candid discussion on topics and issues that arise at store level, so that Shop Stewards and Management can work collaboratively to find solutions that can be implemented in a timely manner.

Guiding Principles

Both the Union and the Employer have agreed that by committing to the Shared Values and Goals we can foster a more collaborative working relationship at all levels, including between Shop Stewards and Management at store level. Our Shared Values and Goals will be reviewed at the beginning of every JLM meeting, and initialled by all participants.

Scope

These meetings are to encourage a positive working relationship between Shop Stewards and Management at store level that focuses on taking a proactive approach to solving current and potential issues. These meetings will be without prejudice to encourage open and candid communication.

While it is expected there may be times when the parties disagree, the discussion must be respectful and focus on the issue, not on judging the personalities.

Suggested Topics for Discussion:

- Solution-based discussions at store level – with consideration to the “big picture” of the company.
- Jointly Review and Discuss:
 - Issues in the store
 - Collective Agreement language
 - Weekly Schedules
 - Company Policies and Initiatives
- Review Store Performance and Competitive Landscape
- Discussion on Contract Items (if there are questions on a specific area in the CBA)
- Current Topics related to upcoming events or issues (plan proactively)
- Appreciation and Recognition (identifying things that are going well and/or people that should be recognized and appreciated)
- Review relevant third party settlements
- Review resolved issues from previous meetings and/or any other issues.

Topics NOT for Discussion:

- Changing the terms and intent of the contract
- Grievances, Employee Specific Issues, Duty To Accommodates, Harassment Complaints and/or Specific Discipline Cases

Meeting Structure

The meeting structure is outlined below to ensure consistency in the process for each store:

- For the first year of the Collective Agreement a JLM will occur every two (2) months. At the end of the first year Company and Union Leadership will meet to review the experience and determine by mutual agreement which store should reduce the frequency of meetings to once every three months. After this period the parties shall continue to monitor the progress of the JLM process in individual store and make necessary changes to meeting frequency by mutual agreement period.
- A minimum of one (1) Shop Steward and Store Manager and/or First Assistant Store Manager will be scheduled to attend the meetings
- Union Representatives/HR Advisor are welcome to attend all meetings and must jointly attend at least one meeting at the store per year.
- Guests who are scheduled to work and are already present in the store may be invited to attend the JLM by mutual agreement of the Shop Steward and Store Manager.
- Minutes will be recorded on a standard template to be developed by mutual agreement between the Union and the Company.
- Responsibility for the following will be assigned by mutual agreement between the Store Manager and Shop Steward:
 - Completing an agenda prior to the meeting
 - Facilitating meetings
 - Keeping/posting and distributing meeting minutes
 - Developing methods for encouraging employee input in advance of the meeting**
 - Notifying employees of upcoming meetings
- Follow up and follow through on commitments in a timely and respectful manner

****All members are encouraged to raise ideas, issues and concerns as they occur rather than waiting for the meeting, so that matters can be addressed by both parties in a timely manner.**

Section 5 – SHOP STEWARD RECOGNITION & STORE VISITS OF UNION REPRESENTATIVES

5.01 Shop Stewards' Recognition

It is recognized that Shop Stewards may be elected or appointed by the Union from time to time and the Employer will be kept informed by the Union of such appointments or elections. Transfers shall not be used to discriminate against Shop Stewards.

The Employer agrees to recognize Shop Stewards and Alternate Shop Stewards for the purpose of overseeing the terms of the Collective Agreement being implemented and for the purpose of presenting complaints and Grievances to designated Management of the store.

Shop Stewards may introduce new members to the Union on their own time to present membership cards for signature.

The Shop Steward and, in the absence of the Shop Steward, another member of the Contract Area of the employee's choice shall be present when a member of the Contract Area:

- A. Is given a reprimand which is to be entered on the employee's personnel file.

B. Is suspended or discharged.

When a Shop Steward is investigating a Grievance or a complaint on Company time, the Steward must first obtain permission from his/her immediate Supervisor or the Store Manager. Such permission will not be unreasonably denied.

The Company agrees to recognize Union Shop Stewards on the following basis:

1. Where there are less than fifty (50) employees in a store
 - a minimum of one (1) Shop Steward.
2. In stores where there are fifty (50) or more employees in the store
 - two (2) Shop Stewards and one (1) additional Shop Steward for every fifty (50) employees thereafter.
3. Alternate Shop Stewards will be recognized in the store when the Shop Steward is absent. The Union shall inform the Employer in writing of the Alternate Shop Stewards.

The Employer and the Union agree to recognize a Chief Shop Steward in each Contract Area as determined by the Union.

5.02 Store Visits of Union Representatives

Duly authorized full-time Representatives of the Union shall be entitled to visit the stores for the purpose of observing working conditions, interviewing members, unsigned employees, and to ensure that the terms of the Collective Agreement are being implemented.

The interview of an employee by a Union Representative shall be permitted after notifying the Store Manager, or whoever is in charge, and shall be:

- A. Carried on in a place in the store designated by Management.
- B. Held whenever possible during the lunch period; however, if this not practical,
- C. During regular working hours. Time taken for such an interview in excess of five (5) minutes shall not be on Employer time, unless with the approval of Management.
- D. Held at such times as will not interfere with service to the public.

Union Representatives shall be permitted to check employee time records including work schedules and, in the event of any discrepancies, they shall be presented under Section 24 of this Agreement. It is understood the Union Representative may attempt to resolve problems through the Store Management prior to implementation of Section 24.

5.03 Union Business

The Employer agrees that employees chosen to attend to Union business in connection with conventions, conferences, seminars or Union negotiations shall be given time off up to seven (7) days according to the following formula:

- A. Up to one hundred (100) employees in the Contract Area.

- one (1) employee.
- B. For each additional one hundred (100) employees or part thereof in the Contract Area.
 - one (1) employee but not to exceed a total of nine (9).
- C. Not more than one (1) employee from any one (1) store.

The Union shall notify the Employer at least one (1) week in advance of the commencement of all such Leaves of Absence.

Upon at least one (1) week's notice the Employer shall grant a Leave of Absence for purposes of Union business to one (1) employee on the following basis:

Up to six (6) months' Leave of Absence without review and a further six (6) months by mutual agreement.

Provincial Conference: In the event the Union should call a Provincial Conference, time off for Union business shall be granted according to the following formula:

- A. One (1) employee from each store of the Employer shall be granted time off.
- B. Fifty (50) or more employees in the store
 - two (2) employees shall be granted time off.
- C. One hundred (100) or more employees in the store
 - three (3) employees shall be granted time off.

The Employer shall be given at least three (3) weeks' notice of such conference.

The Employer will bill the Union and the Union will reimburse the Employer for wages paid to the employee and dental and pension contributions made on the employee's behalf during such absence. In the case of full-time employees, the Union shall pay an additional ten percent (10%) in lieu of A.T.O.

Time off for Union business, as requested in writing by the Union, shall be considered as time worked for all purposes of the Collective Bargaining Agreement (except for time in excess of eight [8] hours on each day while off on Union business) and shall be calculated as an accumulation of hours for the Employer and the Union on a weekly basis.

The Employer shall not schedule A.T.O.'s and/or days off when granting time off for Union business unless specifically requested by the Union.

The parties further agree that the rate of compensation for time off of more than seven (7) days shall be reimbursed by the Union as follows:

eight (8) days to thirty (30) days	wages plus twenty percent (20%)
thirty-one (31) days to sixty (60) days	wages plus thirty percent (30%)
sixty-one (61) days or more	wages plus forty percent (40%)

Negotiating committee members will be exempt from the above calculations, restrictions and reimbursement formula while involved in the collective bargaining process. Leave of absence and reimbursement procedures for negotiating committee members will be in accordance with the past practices of the parties.

The limitations described in Section **5.03** (A, B, and C) are affirmed, except that the limit of one employee per store does not apply where the Union requires more than one Executive Board member from a store.

Section 6 – MANAGEMENT STRUCTURE

6.01 Exclusions Per Store

The Employer and the Union have agreed to the following list of excluded personnel:

Store Manager	Pharmacy Manager*
First Assistant Store Manager	Retail Leadership Trainee (RLT)

* Applies only if a Pharmacy exists in the store.

Should the Company revise its Store Management structure in the future such that additional Management positions become necessary, those positions shall be excluded according to the number and dollar volumes as agreed.

Prior to implementation, the Company will review and confirm with the Union that its reviewed Management structure conforms with the intent of the Overwaita language and practice.

In stores that average \$500,000 or more in sales per week add one (1) management exclusion in addition to the exclusions above.

In stores that average \$700,000 or more in sales per week add two (2) management exclusions in addition to the exclusions above.

The sales averages referred to above shall be based on yearly sales over the fiscal calendar (52 or 53 weeks) after the end of Period 13 with changes taking place by the end of Period 2 of the following year.

6.02 Key Personnel

The Employer and the Union agree the following positions shall be considered “Key Personnel” positions:

Second Assistant Manager
Produce Manager
Bakery Manager**
Floral Manager*
Management Trainee***
Clerk(s)-in-Charge****
Assistant Department Managers*****

Only when a full department mix exists as defined below:

- a) *Floral may include FTD service and a cash register and will include the ability to produce floral arrangements in-store and a service counter.
- b) **Only when on-site baking occurs.

The parties agree that a vacated “Key Personnel” position shall be filled as follows:

1. The Employer will first determine if any internal applicants are suitable for the position based on criteria established by the Employer.
2. In the case of a step-down or demotion, if there is no suitable internal candidate, then the Employer will determine if there is a full-time employee in the affected store willing to transfer to another store to assume the responsibilities of a "Key Personnel" position for which the employee is suited.
3. If neither (1) or (2) is available, the Employer may transfer a suitable candidate from another Contract Area.

6.03 Department Manager and 2nd Assistant Store Manager

Wages – Department Managers and Second Assistant Managers

	F/T	P/T
Produce Manager and Second Assistant Manager	\$29.02	\$30.31

Produce and Assistant Managers will be paid the Produce or Assistant Manager's rate in stores where there are three hundred (300) hours per week or more worked in the Grocery (includes Produce) Department for a period of four (4) consecutive weeks. The rate need not be paid after the hour requirement is not met in a four (4) consecutive week period until such time as the hour qualifications are again met.

- A) **Newly promoted Department Managers and 2nd Assistant Managers shall be placed on a weekly salary, with no ATO. The intent is that these Employees will work 40 hours per week on a regular basis; however, there may be circumstances where this varies occasionally.**
- B) **Existing incumbents may remain red circled in their existing positions and maintain their existing terms of employment (eg. wages and benefits, including ATO).**
- C) **Existing incumbents may elect to forgo their ATO benefit and shall be paid a corresponding part time hourly rate of pay converted to a weekly salary.**
- D) **Employees promoted to these positions after ratification 2013 (*April 10, 2013*) shall be paid a weekly salary of the part time department manager / assistant manager rate x forty (40) hours (see Department Manager).**
- E) **All salaries will be adjusted on an annual basis to reflect the annual off-scale Grid A wage increases.**

6.04 Relief Rate

A) *Grid A Employees Relieving a Produce Manager or 2nd Assistant Manager*

An employee relieving a Produce Manager or Assistant Manager who is absent for two (2) or more full shifts (8 hours) shall be paid for such relief work for all time so employed at the Produce Manager's or Assistant Manager's rate established in this Agreement.

B) *Grid A Bakers Relieving the Bakery Manager*

Any Baker relieving the Bakery Manager for more than one (1) day in his home Bakery, or from the first (1st) day in a Bakery other than his home Bakery, shall receive a premium of one dollar and twenty-five cents (\$1.25) per hour.

C) *Grid B Employees Relieving a Department Manager, 2nd Assistant Manager or Performing Clerks-In-Charge function:*

Effective Sunday After Ratification 2003 (*September 28 2003*), *Grid B* employees shall receive a relief rate of two dollars and fifty cents (\$2.50) per hour while relieving for Produce Manager, Bakery Manager or performing the Clerk(s)-In-Charge function.

D) *Temporarily Relieving a Store Manager*

An employee temporarily relieving a Store Manager in a store other than his or her home store shall receive additional compensation at the rate of not less than ten dollars (\$10.00) per week over the Assistant Manager's rate of pay for the basic workweek for all time so employed. All overtime will be computed at the relieving Manager's rate. An employee relieving a Store Manager in the employee's home store shall, if relieving for more than one (1) day, receive additional compensation at the rate of not less than ten dollars (\$10.00) per week above the Assistant Manager's rate for the basic workweek for all time so employed unless otherwise provided by special memorandum attached to this Agreement. This does not apply to persons employed as full-time Relief Managers.

6.05 Management Trainee***

It is our intent to utilize one Management Trainee position per store to prepare employees who are interested in a career in management. One (1) Management Trainee may be designated by the Employer in all stores. The designated Management Trainee will not be subject to hours claim.

To initially create the position, a forty (40) hour vacancy must occur in the General Clerk classification (i.e., 40 hours out, 40 hours brought in). The Company may then designate the position on the same basis as the Assistant Manager Position.

The Management Trainee position will be a full-time General Clerk job.

In stores where full-time General Clerks agree to a transfer and the store does not have a Management Trainee, the principle of 40 out for 40 in will apply.

When a vacancy exists, employees from other classifications can be promoted.

Employees who become Management Trainees will be given a one (1) year training leave. This leave will be granted on a one-time basis only. Should they step down or be demoted within this time, they will be returned to the store and position they were promoted from. Should they exceed the one (1) year leave, they will be subject to the step-down / demotion language of "Key Personnel" above.

It was agreed that all future New and Replacement Stores would automatically have one (1) Management Trainee position.

6.06 Clerk(s)-In-Charge****

In stores that average \$200,000 or more in sales per week, one (1) Clerk-in-Charge may be designated by the Employer unless the store is open to 10:00 p.m., then the Employer may designate up to two (2) Clerk(s)-In-Charge.

In stores that average \$700,000 or more in sales per week, up to two (2) Clerk(s)-In-Charge may be designated by the Employer unless the store is open to 10:00 p.m., then the Employer may designate up to three (3) Clerk(s)-In-Charge.

The sales averages referred to above shall be based on yearly sales averaged over the fiscal calendar (52 to 53 weeks) after the end of Period 13 with changes taking place by the end of Period 2 of the following year.

Where the Employer is able to designate Clerk(s)-In-Charge in a store then they will be designated to be scheduled in their classification using their "Company Seniority."

All Clerk(s)-In-Charge in the stores will hold their position by Company Seniority. These Clerk(s)-In-Charge will be limited to the hours they can hold according to their Company Seniority. In the event of a downturn in business, because of the training they have undergone and the responsibility they have undertaken, they will maintain the hours they carried into the position.

The Employer will ensure the Union is kept up to date, in writing, as to who are in the Management Trainee and Clerk(s)-In-Charge positions.

The Company will continue to pay a premium rate for the Management Trainee and Clerk(s)-In-Charge positions when they are in charge of the store.

If employees asked to perform the Clerk-In-Charge function decide they are not interested in the position, the Employer may approach Clerks in other classifications.

6.07 Assistant Department Managers*****

As follows:

1. In stores that average \$200,000 or more in sales per week, the Employer may designate one Assistant Department Manager in each of the Bakery and Produce Departments.
2. ***Assistant Bakery Manager – Assistant Bakery Managers*** will be scheduled in their classifications using the "Company Seniority" will be paid one dollar and twenty-five cents (\$1.25) per hour premium while appointed to this position.
3. ***Assistant Produce Manager - Assistant Produce Managers without limitation of company seniority. To initially create these positions, a Grid A full-time vacancy must occur in the General Clerk classification (i.e. 40 hours out, 40 hours in).***
4. The Employer may elect to keep a "Key Personnel" position vacant and transfer management responsibilities to another "Key Personnel" or management position, however, this does not give the Employer the right to shift the "Key Personnel" position to another department in the store.

5. There shall be no claim against an employee's hours of work within employee's classification as long as the employee holds a "Key Personnel" position, except those employed in **Key Personnel** positions being scheduled by Company seniority.
6. The Employer will provide all employees with equal opportunity to fill vacant "Key Personnel" positions.

6.08 Step-down or Demotion

Once they no longer wish to hold the position or are demoted from the Key Personnel position, the Employer and the Union shall meet to determine placement of the employee as follows:

1. The employee may be returned to the Contract Area in which (s)he was promoted from or previously worked in a Key Personnel position. Regardless of where they are returned, they would return to their original status prior to being promoted to a Key Personnel position with full B.C. Company Seniority.
2. The employee may stay in their existing Contract Area (Store) in their original status with a seniority date equal to the date that the employee began work in that existing Store/Contract Area.
3. The employee may be placed in a New or a Replacement Store.

In determining the placement of these employees, the parties (the Company and the Union) will first consider vacancies in the areas outlined above, and give consideration to the request of the employee, to minimize its impact on other Bargaining Unit employees. The parties reserve the right to micro-manage all step-downs.

The Union and the Employer reserve the right to deal with any situations that arise due to the implementation of the change in any situations where a member is adversely impacted due to these provisions.

Employees that transfer into Key Personnel positions from out of province shall commence their company seniority on the first date they commence their employment in B.C.

Section 7 - CLERKS WORK CLAUSE

7.01 Subject to exclusions in Section 6 of this Agreement, all work in the handling and selling of merchandise in the retail stores of the Employer shall be performed only by employees of the Employer who are in the Contract Area and who are members of the United Food and Commercial Workers Union, Local 1518, with the following exceptions:

- A. Excluded **P**ersonnel as listed in Section **6.01** of this Agreement and Head Office field personnel.

The primary responsibilities of employees excluded from the Contract Area are managerial in nature but it is recognized that they may perform the duties of employees in classifications listed elsewhere in this Collective Agreement.

The Union will recognize the current practice in the "D" group stores where the Store Manager and Assistant Manager, who are excluded from the Contract Area, will perform Contract Area work.

In the remaining stores of the Employer, such as the "A", "B", and "C" status stores the amount of time spent performing these duties will vary from store to store depending on size and hours of operation.

It is not the intent of the Employer to utilize excluded personnel to deny hours to Contract Area employees.

The Union and the Employer will meet in good faith to resolve any issue which arises from this agreement and will amend this language as is deemed appropriate. Should the parties fail to reach an agreement the matter can be referred to a dispute resolution process.

B. Rack Jobbers.

There shall be no Rack Jobbers in any New Store.

For Rack Jobbers to be permitted in Existing Stores:

- a) Items must be stocked on a rack.
- b) Items cannot be pre-ordered.
- c) Orders cannot be drop-shipped.
- d) Jobber must own the rack.
- e) Product cannot be normally carried by the Employer.

Upon achieving the target ratios of fifty/fifty (50/50) in any store, the Employer shall not allow Rack Jobbers to perform any work in that store. Such work shall be performed by members of the Contract Area.

Notwithstanding the above, it is agreed that the current practice (as at ratification-1997 (**November 23, 1997**)) of Rack Jobbers in the stores shall continue. However, new Rack Jobbers must follow the definition set out above.

C. Salespersons handling bakery specialties products (if merchandise is carried in the truck).

The term "Salespersons handling bakery specialties products" is meant to be similar in concept to the term "Rack Jobber" and covers such operators as Mrs. Willman's and Rotary Pies, but neither the term "Rack Jobber" nor the term "Salespersons of bakery specialties products" is considered to mean Bread Driver Salespersons such as Weston's, Mother Hubbard's or Venice. However, it is permissible for Driver Salespersons of these companies to stock sweetgoods products such as butterhorns, cakes, doughnuts, etc., providing such products are carried with them in their trucks.

D. Demonstrators

E. Special Personnel assisting prior to the store opening and during major store remodeling.

F. Special displays (not built of product or merchandise) may be built, designed and decorated by Salespersons, provided that initial stocking and replenishing of product or merchandise shall be performed by employees of the Employer.

"Salespersons" for purposes of this Section shall mean persons other than employees of the Employer.

Salespersons or Driver Salesmen in the employ of soft drink distributors may only sort and pick up their company's returns in the course of their duties for their employers.

Kraft Foods Representatives may remove their own company's off-code product unsuitable for sale from shelves or display cases and put such off-code product in a shopping buggy. Once the off-code product is in a buggy, it must then be handled by a Retail Clerk. This means that a Retail Clerk must either wheel the buggy into the back room or out to the Kraft Representative's car - whichever is desired. Also, any replacement of Kraft stock must be done by a Retail Clerk. If the Kraft Representative wishes to make an immediate replacement of stock, such stock shall be put into the stockroom and Retail Clerks shall place it on the shelf or in the display case. To further ensure compliance by Kraft Foods' Salesmen with the immediately preceding paragraph, the Employer hereby agrees to write to Kraft Foods Ltd., advising them of the permitted scope of their activities in the Employer's stores and, further, informing them that Salesmen who violate the provisions of the foregoing paragraph will be excluded from the stores of the Employer concerned.

- G. The Employer agrees that at no time will Truck Drivers be permitted to work in the sales area or in the stockroom or in the stockroom of the store, except in the loading and unloading of trucks as noted below. The Union agrees that the long-established method of receiving deliveries of produce is satisfactory to the Union.

The Employer agrees, where Food Clerks are scheduled to work and are working in the stores and deliveries of merchandise are made from the grocery warehouse, that a Food Clerk shall:

- 1) Designate the area where the merchandise is to be placed in the stockroom;
- 2) Be present with the Driver during loading and unloading of trucks.

- H. In the event that there are major Section changes due to the introduction of new product lines, the Employer may use outside help to initially stock the new product only. This outside help would set up the space allocation for the existing product to be replaced.

Penalties for violation of this Clause: When there is a violation of the Clerks Work Clause in any one store, the following penalties shall apply:

1. First violation
 - a written warning from the Union will be given to the Employer.
2. Second violation within the twelve (12) month period following written notice as per Point (1)
 - a two hundred dollar (\$200.00) fine.
3. Third and subsequent violations within the twelve (12) month period
 - a three hundred dollar (\$300.00) fine for each violation.

Where no violation occurs for a period of twelve (12) months following a written warning or from the date of the last fine, the Employer shall be entitled to another written warning from the Union.

Where the Employer has been fined, such fine is to be dispatched to **BG Benefit Administrators** who will notify the Union of receipt of such fine and the particulars in respect to which violation the fine was paid. **BG Benefit Administrators** will deposit the monies into the UFCW Industry Pension Plan.

Section 8 – SENIORITY

8.01 Seniority

Seniority shall mean length of continuous service with the Employer in British Columbia as a member of UFCW Local 1518.

For clarification, continuous service shall include all Leaves of Absence from work pursuant to the Collective Agreement, i.e. vacations, accident/illness, Leaves of Absence, etc.

Employees shall retain and continue to accrue seniority during such absences effective Sunday After Ratification 2003 (*September 28, 2003*).

Bakery Seniority: Bakery Production Workers shall be considered to be a separate seniority unit with the store.

Employees shall revert to one seniority date, as defined in Section 8.01, which shall be referred to as their “Seniority Date”. The parties shall be guided by Section 8.01 (Seniority) during the transition.

Employees shall revert to the new “Seniority Date” effective six months after ratification 2013 (*November 10, 2013*).

Should any issues arise regarding this transition, the parties shall meet to discuss a resolve.

8.02 Full-Time Employee

The following language in applies only to Grid A employees:

A full-time employee, for purposes of seniority, shall mean an employee who has worked an average of at least thirty-six (36) hours per week during a thirteen (13) consecutive week period in the Contract Area in the area covered by the Collective Agreement. Paid time off will be considered as hours worked, as well as absence due to sickness or accident, but limited to hours the employee would have been scheduled to work.

8.03 Part-Time Employee

Part-time employees shall proceed to full-time status according to their Contract Area seniority. For purposes of proceeding to available full-time positions, part-time seniority is extended to include the entire Contract Area.

8.04 Layoff and Recall

Seniority shall govern in cases of layoff and recall, provided the employee has the ability to perform the work required. Employees shall be recalled by classification as required. The foregoing shall not apply to:

- A. Employees employed in “Key Personnel” positions who are not scheduled by Company seniority.
- B. Employees hired to work on relief staff or replace employees who are absent due to vacations, sickness, accident or other Leaves of Absence.

Employees laid off in accordance with the above provisions by the Employer shall be recalled to work in order of length of service with the Employer, provided:

1. No more than six (6) months has elapsed since the last day worked by the employee;
2. For employees with one (1) year or more of service, no more than twelve (12) months has elapsed since the last day worked by the employee;
3. The employee reports for duty within twenty-four (24) hours from time of recall.

If an employee, when contacted, for proper and sufficient reason is not immediately available to commence work, the next employee on the list can be recalled temporarily. If the contacted employee cannot report for work until three (3) working days later, he or she shall exchange his or her seniority with the next employee on the list who is immediately available for employment until he or she is recalled, at which time he or she shall resume his or her original seniority status. If he or she does not report in one (1) calendar week from date of recall without proper or sufficient reason, he or she shall be dropped from the seniority list.

The employee shall keep the Employer informed of his or her current address and telephone number. If the Employer is unable to contact the employee within five (5) working days, or if the employee is contacted and refuses the employment without proper and sufficient reason by the end of the five (5) day period, the employee will be dropped from the seniority list.

4. The employee is capable of performing the work.

Employees recalled in accordance with Section **8.04** (1) and (2) above shall retain their previous length of service for the purposes of this Section and Section **17**.

8.05 Reduction in Hours

Where there has been a reduction of hours worked in a store of more than twenty percent (20%), part-time employees whose hours have been reduced significantly will be granted a transfer to another store in the **Contract Area** in order to maximize their hours under the following conditions:

- A. The decrease in hours worked shall be measured over a period of eight (8) consecutive weeks, compared to the same time period in the previous year.
- B. Where there is a similar decrease in hours worked in a particular department, the Employer and the Union shall meet to discuss the problem and determine a method of solution. To qualify for a transfer, the employee must have a minimum of five (5) years' seniority.
- C. In developing a solution, the Employer and the Union shall seek to minimize the impact of part-time employees transferring to other stores in the **Contract Area**. An employee will not transfer to a store or department which has experienced a similar reduction of hours.

8.06 Closure Of Department

As a result of a Specialty Department closure, the following options are available to employees residing in the department deemed to be closed.

OPTION A - Transfer to Another Store in the Same Department

- All employees may exercise their classification seniority within the **Contract Area** in order to maintain employment in their current classification.

- Employees exercising their seniority within the Contract Area will retain their current rate of pay and maintain credit for all experience hours within the Specialty Department classification.
- Employees exercising their seniority to move into another store will then be scheduled by classification seniority in their new store.

OPTION B - Transfer to Different Classification in the Same Store

- Employees may make a written request for transfer to another classification exercising their seniority date in their current store.
- Request will be given first consideration by the Employer, and if approved by the Employer, the transfer will commence.
- When/if transfer to new classification would receive fifty percent (50%) credit for experience in their previous Specialty Department for hours worked to a maximum of nine (9) months credit (one thousand, five hundred and sixty [1560] hours).
- Rate would be at next highest rate in their new classification. Will progress to the next highest rate once having worked the number of hours required to meet the scale requirements (red-circled at next highest rate until having completed the necessary hours to progress through the scale).
- Employees exercising their *seniority* and moving to a new classification will be subject to a sixty (60) day familiarization period. If within the sixty (60) day familiarization period it is determined that the employee cannot perform the duties required, the parties agree to meet and evaluate other opportunities to exercise *their seniority* in the employee's current store.
- Where the request to exercise *their Seniority* to a new classification is not approved, the parties agree to meet and evaluate other opportunities to exercise common seniority within the employee's current store.

OPTION C - Grid B Employees in a Closed Department

- May request transfer to ***Grid B*** department within their store with full seniority.
- Will progress from ***Grid B*** to other classifications as per the Collective Bargaining Agreement.
- Wage rate would be corresponding ***Grid B*** rate.

OPTION D - Severance Pay for Employees in a Closed Department

- Severance pay for those employees electing to leave the Company's employ as a result of their department closure.
- As per Section **18.01** of the Collective Agreement for ***Grid A*** full-time employees.
- As per the Employment Standards Act for part-time employees.
- Employees selecting the severance package shall forfeit all rights to continued employment with the Employer.

8.07 Sale or Closure of Store

In the event of sale or closure of a store, employees shall be able to exercise their seniority in other stores of the Employer within the same Contract Area.

In the event that the Employer closes a retail store resulting in employee(s) losing their employment, the Employer agrees to give the employee(s) first consideration, based on continuous service with the Employer in the British Columbia Contract Areas, for rehire within their previous classification, before hiring any new employees in other Contract Areas within the province of British Columbia. Upon rehire within the same classification, an employee shall receive full credit for previous experience for the purpose of establishing their rate of pay.

In the event that the employee cannot maintain employment within the Contract Area and to enhance the job security of employees covered by this Agreement, effective Sunday after Ratification (**August 24 2008**), employees affected by a permanent closure of their store (i.e., no Replacement Store is opened) shall be permitted to exercise their Company seniority into other stores in the province as set out below:

Within thirty (30) days of an announcement to close a store, employees who wish to exercise their Company seniority under this clause will be required to declare in writing to which store(s) in the province they wish to transfer.

After this thirty (30) day window the Employer and the Union shall meet to determine where employees will be transferred when the store is closed. The principles governing this meeting are that employees will be granted their request by seniority and stores accepting these employees will only be required to absorb up to five percent (5%) of their current employee count into their store.

Employees recalled shall be given seven (7) days notice to respond to the Employer's notice and seven (7) days to report for work. Such time periods may be extended by mutual agreement.

8.08 Staffing New Stores or a Replacement Store

If the Employer transfers employees from one Contract Area to another for the purpose of staffing a New or Replacement Store, such employees shall hold the seniority they had immediately prior to being transferred to the New Store. At the end of one (1) calendar week after the store has opened, a seniority list will be prepared showing the seniority of the various employees which shall then become the seniority list in the new Contract Area. A copy of such list shall be posted in the store. The term "New Store" shall also be taken to mean a "remodel" where the size of the store is increased. Employees transferring to a New or Replacement Store shall have their seniority date amended to reflect their seniority **date** held in their previous Contract Area.

In the case of New Store openings where two (2) or more employees commence work on the same date, their seniority shall be determined at the end of sixty (60) days. At the end of the sixty (60) day period after the store opening, the seniority dates of transferred and newly hired employees will be sent to the Union office.

The Employer agrees that employees will only be transferred from one bargaining area to another with their consent.

Grid A full-time employees permanently transferred out of the area of this Collective Agreement will resume their seniority rights in the area up to their original date of transfer if transferred back to the area within twelve (12) months.

Grid A full-time employees transferred on a temporary basis shall retain their full seniority rights in the area for six (6) months from the date of transfer.

8.09 Employee Transfers

- a) No employee shall be transferred without mutual agreement between the employee and the Employer.
- b) Key Personnel as per Section **6.02**.

8.10 Job Posting

Vacant full-time positions shall be posted and filled within the specified time limits as set out below. No present full-time employee will be bumped from his/her present position as a result of the implementation of this provision. All full-time and part-time employees are eligible to apply for full-time postings. Backfill positions, available to part-time employees only, shall be filled in accordance with Section **8.10** (3) (a) below and then complete the posting process.

All employees will use their *seniority date as defined under Section 8.01*

Job postings shall be made available across all stores within each of the following geographic areas:

- Geographic Area 1 = Okanagan/Kootenay
- Geographic Area 2 = Cariboo/Northern B.C.
- Geographic Area 3 = Vancouver Island
- Geographic Area 4 = Hope/Whistler

Effective April 1, 2011, all postings shall go up within the geographic area first, and are open to all employees within that geographic area. If the posting goes unfilled, then that posting shall be provincially posted.

These areas may be merged further by agreement of the Union and Employer.

Employees posting into the Bakery must have a proven level of Bakery experience acceptable to the Company and will be subject to a baking test by a Company designate before they will be awarded a Retail Bakers Posting.

Bakery Grid B employees who successfully post out of the Bakery may at the Company option be assigned full-time Grid A status in the Bakery.

Full-Time Definition:

Only employees who are in Grid A or are the successful applicant of a Grid A position shall be considered full-time.

1. A **Grid A** full-time vacancy shall exist when:

A **Grid A** full-time employee is promoted or terminates employment and a **Grid A** full-time position remains open, or,

Scheduled hours in the classification warrant the addition of a **Grid A** full-time position.

- a) The job posting shall contain:
 - 1) The classification
 - 2) The facility number and location
 - 3) The closing date of the posting
 - 4) The effective date of the position
- b) The posted positions shall be:
 - Clerk Cashier
 - General Clerk
 - Snack Bar Clerk
 - Pharmacy *Assistant*
 - Regulated Pharmacy Technician***

2. **Grid A** full-time positions that become available shall be posted and filled in accordance with the following procedure:

- a) Vacant positions shall be posted on the first (1st) and/or fifteenth (15th) of each month.

The available position shall be posted in all stores within the Contract Area for a period of ten (10) days. A copy of the posting will be forwarded to the Union at the time of posting. Applicants shall be accepted by the Employer up to and including the closing date. The posting shall be returned to the Human Resources Department at the end of the posting period and shall be signed by the Store Manager and the Shop Steward (or other member of the Contract Area in their absence) to confirm that the posting was publicly displayed for the required period.

- b) Positions shall be filled by seniority provided the employee is able to perform the normal requirements of the job. In the case of Pharmacy Assistant postings, the successful applicant must have successfully completed the approved training program (which is only available externally) prior to commencing work in their new position.

Ability to do the job means ability to competently perform the normal requirements of the job following an appropriate familiarization period or an appropriate training and trial period. The Employer may not curtail the training or trial period without just cause before it has run its normal course. In the event the employee is not able or does not wish to complete the training or trial period, or cannot satisfactorily perform the job following the training or trial period, he/she shall be returned to his/her former position and wage rate, without loss of seniority and any other employee who has been promoted or transferred as a result of the posting shall similarly be returned to his/her former position.

- c) All applicants must have attained twelve (12) calendar months seniority in the present classification prior to competing for a vacant **Grid A** full-time position.
- d) Should a successful applicant decline the **Grid A** full-time posting, they will not be eligible to apply for a subsequent posting for a period of six (6) months.
- e) The name of the successful applicant along with their seniority date will be posted in all stores in the Contract Area within fifteen (15) days of original posting. The Company will forward a copy to the Union.

- f) The successful applicant shall not be eligible to apply for another posting for a period of one (1) year from the effective date of the job posting.

The successful applicant for a posting or backfill shall not be eligible to restrict their hours for a period of six (6) months from the effective date of the job posting.

- g) In staffing New or Replacement Stores in existing Contract Area **twenty five percent (25%)** of the additional **Grid A** full-time positions under **8.10 1(b)** shall be posted.
- 3.
- a) If the **Grid A** full-time position is filled by a **Grid A** full-time employee, a **Grid A** full-time Backfill position will be offered by way of a supplemental job posting. Only part-time employees will be eligible to apply for **Grid A** full-time Backfill positions. Should a successful applicant decline the **Grid A** full-time Backfill position they will not be eligible to apply for a subsequent Backfill for a period of six (6) months.
 - b) If the position is not filled from within the geographic area, it shall immediately be posted **to the province** and the position shall be awarded by seniority.
 - c) A senior restricted **Grid A** part-time employee who lifts their restriction has the right to bump the most junior **Grid A** full-time employee in the store within the same classification.
 - d) The affected employee has the right to bump the junior **Grid A** full-time employee within the contract area or remain in their store as part-time.

4. Principles for Job Postings:

- 1. The Employer and the Union agree that Section **8.10 (2) (g)** of the Collective Agreement may be amended or suspended for future New and Replacement Stores by mutual agreement of the parties.
- 2. In the event an employee classified as a “Grid B” achieves top rate for their classification and the employee’s reclassification results in a **Grid A** full time position being created the following rules shall apply:
 - a) The **Grid A** full-time job will be posted.
 - b) If the reclassified employee wins the posting then the employee will be made full time.
 - c) If the reclassified employee is not successful in attaining full time status then:
 - i) the employee will be reclassified and placed on the start rate of the appropriate classification; and
 - ii) the re-classified employee shall continue to be scheduled in accordance to the “Grid B” scheduling provisions.

5. Wages - Changes of Classification:

Any employee who is a successful applicant for a **Grid A** full-time posting or backfill, and enters a new classification shall be placed at the next highest rate within the classification with full understanding that to achieve future pay increases they only have to achieve 520 hours of work in their new classification to qualify.

In the event an employee posts into a position where a lesser pay scale is in effect, the employee will have their career hours applied to the their new classification.

A top rate employee would go to the top rate in any classification with a lower top rate.

Once per quarter the Union may request a thirteen (13) week average hours worked report from the Employer for part-time **Grid A** working thirty-six (36) or more hours per week. The Union will be provided with a copy of the report within seven (7) days of the request. The report will be used by the Parties to determine the potential for additional **Grid A** full-time positions within each store. Once the report is generated, the Parties will determine if "replacement hours" are a factor in the hours worked to ensure the report identifies true **Grid A** full-time positions. Actual **Grid A** full-time positions identified by this process will be posted in accordance with Section 8.10 of the Collective Agreement.

8.11 Seniority List

Each store shall post an updated seniority list for that store two (2) times per year.

Section 9 – SCHEDULING

9.01 For the purposes of this Section, classifications are defined as:

General Clerk	Clerk Cashier
Service Clerk	Pharmacy <i>Assistant</i>
Coffee Bar	Baker
Baker Apprentice II	Grid B
Specialty Department Clerk	Regulated Pharmacy Technician

The Employer reserves the right to schedule hours of store operation, employee hours of work, rest periods, meal periods and overtime work, subject to the following provisions:

9.02 The basic workweek for employees shall be forty (40) hours, consisting of five (5) eight (8) hour days.

For purposes of the Collective Agreement, Sunday is considered the first (1st) day of the basic workweek and, in the event an employee worked in excess of the basic workweek, the last such day or days worked in such weeks shall be considered as the day or days for which overtime applies.

Grid A full-time employees shall not suffer a reduction in the workweek by reason of the Employer voluntarily reducing the hours that the store is open to the public to less than nine (9) hours per day.

9.03 A) Overtime Pay

All time worked in excess of the basic workweek or the regular working day scheduled by the Employer, shall be paid at the rate of time and one half (1 1/2) the regular rate. Compensating time off shall not be given in lieu of overtime pay. A part-time employee working on more than five (5) days in one (1) week shall be paid at the rate of time and one half (1 1/2) for work performed on the sixth (6th) day. Time worked after 6:30 p.m. on Christmas Eve and New Year's Eve shall be paid for at double time.

All hours worked over ten (10) in any one (1) day shall be paid at double the basic rate.

All hours worked over forty-eight (48) in any one (1) week shall be paid at double the basic rate.

It is agreed that no one will be paid more than one (1) overtime premium for any overtime hours worked.

When required to work overtime, an employee may decline if he or she has a valid reason. Such refusal shall be accepted provided there is another employee on the shift when overtime is required who is prepared to work the overtime and has the ability to perform the work required.

B) Overtime - Rest Period - Lunch Money

If an employee is required to work more than one (1) hour but not more than two (2) hours overtime, he or she will be given a fifteen (15) minute paid rest period.

If an employee is required to work more than two (2) hours overtime, he or she will be given the same fifteen (15) minute paid rest period mentioned in the above paragraph and, in addition, receive a five dollar (\$5.00) meal allowance.

This provision applies to overtime in excess of an eight (8) hour day. It is understood that all overtime of less than four (4) hours shall be continuous with the end of the shift, with the exception of a meal period where one is given as defined above.

9.04 Statutory Holidays

The following days shall be considered statutory holidays:

New Year's Day	Labour Day
<i>Family Day</i>	Thanksgiving Day
Good Friday	Remembrance Day
Victoria Day	Christmas Day
Canada Day	Boxing Day

and all other public holidays proclaimed by the Federal, Provincial or Municipal Governments, provided that all other major retail grocery stores close on any such holiday proclaimed and, further, that in the case of a statutory holiday proclaimed by a Municipality, only those stores of the Employer in that Municipality shall be affected by the requirements of this Section.

Commencing with their fifth (5th) week of employment, ***Grid A*** full-time employees shall receive forty (40) hours pay at straight time rates and shall work four (4) days, thirty-two (32) hours, including work on the statutory holiday, in a week in which one (1) statutory holiday occurs; three (3) days, twenty-four (24) hours, including work on the statutory holiday, in a week in which two (2) statutory holidays occur. Time worked in excess of forty (40) hours of actual work by part-time employees during a week in which a statutory holiday or statutory holidays occur shall be paid at the rate of time and one half (1 1/2).

1. The hours in excess of thirty-two (32) hours of work shall be offered by seniority and shall be voluntary.
2. If sufficient employees are not available, hours of work to the above maximum may be assigned by reverse seniority.
3. Work on the statutory holiday shall be paid at the appropriate statutory holiday rates.

Commencing with their fifth (5th) week of employment, employees shall receive the following statutory holiday pay:

Average hours worked in four (4) weeks preceding week in which holiday occurs:

For employees hired AFTER ratification of the 1989 Collective Agreement, average hours worked in four (4) weeks preceding the week in which the holiday occurs:

Twenty (20) but less than twenty-four (24)
- Four (4) hours pay for each holiday

Twenty-four (24) but less than thirty-two (32)
- Six (6) hours pay for each holiday

Thirty-two (32) hours or more
- Eight (8) hours pay for each holiday.

For employees hired PRIOR to ratification of the 1989 Collective Agreement, average hours worked in four (4) weeks preceding the week in which the holiday occurs:

Sixteen (16) but less than twenty (20)
- Four (4) hours pay for each holiday

Twenty (20) but less than thirty-two (32)
- Six (6) hours pay for each holiday

Thirty-two (32) hours or more
- Eight (8) hours pay for each holiday

For purposes of determining statutory holiday pay entitlement for **Grid A** full-time employees, all paid time off and hours absent due to sickness or accident, not exceeding thirty-nine (39) consecutive weeks calculated from the first day of such continuous illness or accident, shall be counted as hours worked if the full-time employee would have been scheduled to work such hours they were absent.

For purposes of determining statutory holiday pay entitlement for part-time employees, hours spent on paid vacation and hours paid for statutory holidays shall count as time worked. Should the "four (4) weeks preceding the week in which a holiday occurs" include time off without pay which is connected with vacation pay received at some other time of the year, then the "four (4) week test" shall not include such absence. In this case, the "four (4) weeks" shall be the last four (4) weeks excluding such absences.

All work performed on a statutory holiday shall be paid for at the rate of time and one half (1 1/2) the employee's rate of pay and, where so entitled, the employee shall also receive pay for the statutory holiday.

If an employee is eligible for statutory holiday pay while on Weekly Income benefits, Workers' Compensation or Sick Leave, it is understood and agreed that the maximum amount of pay that he or she will receive from such sources for any particular day shall not be more than one hundred percent (100%) of his or her normal daily pay.

By the employee's choice and mutual agreement of the Employer, Statutory Holidays may be scheduled in the week prior or the week following the week in which the Statutory Holiday occurs. Further, it is agreed re-scheduled Statutory Holidays will be scheduled with a day off or **for full time Grid A employees, with A.T.O.**

9.05 Maximization of Hours

The Employer and the Union agree that maximization of hours shall be used for all employees except those hired after August 18, 2008. Weekly seniority will apply to all employees hired after August 18, 2008.

A) Scheduling of Grid A Employees

Preference in available hours of work in a store shall be given to senior employees in the same classification within the store, provided they are available and can perform the work, subject to Section 9.07 of this Section.

It is understood that the employee shall assume his or her responsibility in notifying or in reporting any violation of the seniority Clause in the allocation of hours at the earliest possible time. Any monetary adjustment or compensation arising from incorrect scheduling shall not be paid retroactively for a period greater than two (2) weeks prior to the time the Grievance was first lodged.

The Employer will endeavour to maximize the number of hours scheduled for part-time employees in accordance with their seniority and the Collective Agreement, provided they are available and can perform the work and provided they have not restricted their availability. The foregoing does not imply an obligation to schedule more hours in any classification than the Employer has determined are necessary.

B) Scheduling of Grid B Employees

It is the intention of the Company in the weekly scheduling of Grid B employees that a more senior *Grid B* in a classification shall be scheduled at least as many hours as a junior *Grid B* subject to the employee's availability. Operational requirements, seasonal fluctuations, and job functions are examples of situations where there will be the need to schedule some *Grid B* employees up to 40 hours per week. It is not the Company's intention to utilize "flat scheduling." In any instance of alleged "flat scheduling" the Company agrees to meet with the Union to review and discuss the concern.

The Company agrees that a *Grid B* who is not scheduled to work on a day shall be afforded the opportunity of a call-in shift by seniority.

Scheduling/Maximization of Hours Agreement

In order to facilitate the resolution of any differences the Union and the Employer agree as follows:

1. Grid B employees shall be scheduled for evening and weekend shifts where practicable.

The Employer shall not circumvent maximization of hours by the use of "Quarter Hour Scheduling".

C) Scheduling of Overlapping and Abutting Shifts

Where it can be shown that overlapping and abutting shifts have been scheduled to deny senior employees available hours, this shall be discussed between the parties. Where a disagreement arises under this Subsection and results in a Grievance, the parties will have two (2) weeks from the date the matter is brought to the attention of the Employer to correct any errors in scheduling before a claim for lost wages can be filed.

9.06 Restriction of Hours

A part-time employee who works less than the basic workweek and restricts his or her availability shall sign a form so advising the Employer. One copy of the form is to be *sent* to the Union by the Employer. Such employee shall forfeit their right to claim any hours in excess of the number of hours to which they have restricted themselves. When reductions in hours occur, the junior employee, whether or not he or she is of restricted status, shall be reduced first. If an employee wishes to end his or her restricted status, the employee shall so advise the Employer in writing. The employee's full seniority rights shall begin from the date he or she advises the Employer of his or her full availability.

All Part Time Employees shall have the option to change their weekly hours of work up to three (3) times per calendar year.

All changes shall be effective the next posted schedule. Restricted employees do not have the right to claim any hours above their restriction.

A *Grid A* full-time employee who reverts to part-time status at his or her own request shall be considered to have restricted his or her availability and the foregoing shall apply.

Employees shall not be permitted to restrict their availability below sixteen (16) hours per week except for health reasons supported by a letter from a doctor.

The Employer will endeavour to schedule full eight (8) hour shifts.

9.07 Declaration of Availability

Only employees who restrict to twenty-four (24) or fewer hours per week shall have the option of submitting a declaration of availability. Employees must be available for at least sixteen (16) hours per week. These employees must be available for one closing shift per week AND also have open availability on either Saturday or Sunday. This does not limit the number of weekend and/or late shifts an employee can be available for.

Employees shall be required to work within their declaration of availability and may lose hours as a result. This means if a shift falls outside of an employee's availability it shall not be subject to claim.

Employees shall have the option of submitting a Declaration of Availability three (3) times per calendar year including any weekly hours of work restrictions under Section 9.06 above.

Employees cannot utilize Leaves provisions (eg. TAB or RTO) to circumvent the intent of this language.

Employees shall not have the option of changing their availability for a period of six (6) months from the date of hire, except students. All students are required to submit a schedule of classes and shall remain available to work when not attending class.

All changes shall be effective the next posted schedule.

Employees shall make their restriction(s) selection(s) and Declaration of Availability on a form provided by the Employer. The form shall be signed by Store Management and the Shop Steward and a copy shall be provided to the union.

9.08 Students, Seniority

1. A student is defined as any employee regularly attending High School, University, College, Vocational Institution or other educational institutions requiring attendance at scheduled classes. Students may be required to verify their attendance.
2. The Company and the Union agree that employees who attend one or two classes per week shall not be required to restrict their availability in accordance with Section **9.08**. In order to qualify for exemption from Section **9.08**, an employee must have the Company and the Union (Shop Steward) authorize their attendance on a sign-off form available from the Employer.
3. Students shall be considered to have restricted their availability and shall be scheduled by seniority within their classification.
4. Without exceptions, Employees shall inform the Employer using the “Student Status” form when:
 - a) Employees become or revert to student status, or
 - b) It is established that they have ceased being a student and will not be resuming their studies in the next semester or school term.

Upon notification status changes as per (a) and (b) will be reflected on the next posted schedule.

5. All students without exception shall not change their “Student Status” form more than three (3) times per calendar year (by semester). Upon notification, these changes will be reflected on the next posted schedule.
6. It is understood that students shall not be available for certain shifts, which may limit their ability to maximize their hours. Minimum shifts for all students are four (4) hours consecutive. Students must be available for shifts when not attending classes, ***unless they have submitted a Declaration of Availability (Section 9.07)***.
7. Students may elect to work / be scheduled regular night stocking shifts as per Section **9.21**.
8. Employees may lose all seniority rights within their classification if it is determined that:
 - a) they complete the student restriction form as per point #4 above, and subsequently are found not to be attending classes;
 - b) they do not complete the student restriction form as per point #4 above, and subsequently are found to be attending classes.

The Employer and the Union will meet to resolve.

9. Student’s restrictions for the times required to attend classes will not apply during any school breaks. Students may work additional hours above their restriction during school breaks, after the hours have gone through the schedule.
10. Where a disagreement arises regarding this clause and results in a Grievance, the parties will have two (2) weeks (from date the matter is brought to the attention of the Employer) to correct any errors in scheduling before a claim for lost wages can be filed.

9.09 Weekday Restriction

All employees (except Students and employees who have submitted a Declaration of Availability) are eligible to submit a restriction to be scheduled off any one weekday. This Weekday Restriction shall be granted by seniority however the granting of a Weekday Restriction cannot circumvent participation in fair rotation of shifts. Employees can change their Weekday Restriction up to three (3) times per calendar year.

Any employee hired prior to ratification 2013 (April 10, 2013) maintains the right to submit a Sunday restriction; however, the Sunday Restriction cannot be used in conjunction with the Weekday Restriction.

All changes shall be effective the next posted schedule.

9.10 Sunday Restriction and Sunday Work

1. Work on Sunday shall be voluntary *for employees hired prior to ratification 2013 (April 10, 2013)*.
2. Sunday work shall be offered according to seniority.
3. Employees *hired prior to ratification 2013 (April 10, 2013)* shall notify Management at the beginning of each two (2) month period of their availability to work on Sundays.
4. If sufficient employees are not available to work on Sundays, the Employer shall have the right to schedule hours according to "reverse seniority", provided the employee has the ability to perform the work required.
5. Notwithstanding the foregoing, it is understood that the Employer may require "Key Personnel" to work on Sundays.
6. For employees hired before ratification of the 1989 Collective Agreement (*Oct 8 1989*), all work performed on Sunday shall be paid at straight time rates plus a premium of one dollar sixty cents (\$1.60) per hour (eighty cents (\$.80) for each full half hour worked), except that Service Clerks shall receive a premium of one dollar (\$1.00) per hour (fifty cents (\$.50) per half hour).

9.11 Scheduling Agreement

The following Scheduling Rules were agreed to by both parties in Bargaining 2013, and will be implemented for all Cashiers, General Clerks, Bakery Clerks, Service Clerks, Coffee Bar Servers, Pharmacy Assistants and Registered Pharmacy Technicians:

1. Seniority date to be included by employee name on the schedule.
2. Clearly delineate between Grid A, Grid B Daily and Grid B Weekly Seniority.
3. Weekly hours restrictions will be identified on the schedule beside the employee's name.
4. Students as well as employees who are restricted to 24 hours or less per week and who have submitted a Declaration of Availability will have their time of day/day of week availability shown on the schedule. Sunday and Weekday Restrictions shall also be noted on the schedule.

5. **Proper acronyms will be used on the schedule to show why an employee does not have shift. Eg., TAB, RTO, ATO.**
6. **Management in all departments (including Clerk(s)-In-Charge, Assistant Department Managers) will be identified on the schedule. Note that Assistant Coffee Bar Operators are not key personnel.**
7. **Clerk(s)-In-Charge and Assistant Department Managers will be scheduled by his/her company seniority date.**
8. **Employees must be scheduled in correct classification even if working another classification (this applies to employees hired prior to ratification 2013 who are on the transfer program).**
9. **There shall be no handwritten schedules.**
10. **All General Clerks to be included on a single work schedule.**
11. **No reprinting of current week's schedule. Changes made after the schedule is posted are to be written on the schedule and initialed by management or designate.**
12. **Current week's sickness and call-ins to be indicated on schedule, and initialed by management or designate.**
13. **Failure to comply with scheduling obligations set forth in this agreement will result in a written warning. Thereafter, subsequent violations in the same store will be met with increasing fines payable to UFCW 1518 set forth below:**

Second Violation: \$25

Third Violation: \$50

Fourth Violation: \$100

Fifth and Subsequent Violations: \$200

Where no violation occurs in the same store for a period of twelve (12) months following a written warning or from the date of the last fine, the process begins again starting with a written warning, followed by second, third and fourth, fifth and subsequent violations as noted above. The Union will enforce the fine system reasonably.

14. **The parties reserve the right to meet to discuss any anomalies or issues that may arise in the future, and make amendments by mutual agreement.**

9.12 Posting of Schedules

Work schedules will not be used for disciplinary or discriminatory purposes.

Management shall forward the following Memorandum to Store Management personnel, a copy of which shall be posted on the bulletin board in each store:

It is one of the responsibilities of the Store Manager to:

1. Estimate, plan and schedule the work to be done each day, and;

2. Schedule the hours of work of each employee so that work assignments shall be completed in an efficient manner. Any employee scheduled to work a full shift shall be required to work eight (8) hours less rest periods. It should be your objective to establish the employees' schedules so that all work (including clean-up duties) is completed in eight (8) hours.

Please plan and arrange your employee work schedule in accordance with the foregoing. We insist upon strict compliance with this provision, as well as other Sections of the **Collective** Agreement.

9.13 Work Schedule

- (a) Weekly work schedules for **Grid A** full-time employees shall be posted by Saturday, three (3) weeks in advance.
- (b) The Employer shall post the weekly work schedule for all employees not later than Monday 6:00 p.m. two (2) weeks in advance.

9.14 Notice of Change, Work Schedule

An employee's schedule may be changed without notice in the event of absence of other staff due to sickness or accident or in the event of emergencies, such as fire, flood, breakdown of machinery or other instances of force majeure. In all other cases, at least twenty-four (24) hours' notice of any change must be given or four (4) additional hours' pay given in lieu of notice. The Employer is required to make a reasonable effort to verbally advise individual employees of the changes to their work schedule once it has been posted.

In the case of students, they must be notified on the day before of any change to his or her schedule or be given an additional two (2) hours' pay if the schedule is changed for a school day and four (4) hours' pay if the schedule is changed for a non-school day.

Service Clerks must be notified the day before of any change to his or her schedule or be given an additional two (2) hours' pay.

It is understood that if a penalty is paid under Section **9.14**, then no penalty shall be paid under Section **9.16**.

9.15 Short Notice Call-Ins

All first day, short notice (illness or accident) employee absences shall be filled by the most senior employee(s) not scheduled that day who are not already scheduled for five (5) days in the week of the absence. On second and subsequent days of confirmed absence due to illness, accident or for any other reason, the hours shall be scheduled by seniority.

It is agreed that in recognition of the Employer's difficulties in re-scheduling on "short notice" illnesses and also the resulting frustrations and disruption suffered by present employees continually having their posted schedules changed, all first-day, short-notice illnesses or accident employee absences of pre-ratification-1997 (**November 23, 1997**) employees shall be filled by pre-ratification-1997 (**November 23, 1997**) employees not scheduled that day, or in the event there are no unscheduled employees. On the second and subsequent days of confirmed absence due to illness, accident or for any other reason, the hours shall be scheduled as per present practice.

“Short notice” is defined as when an employee notifies the Employer shortly before the beginning of his/her shift that he/she shall not be at work that day as a result of accident, illness or injury. Short notice also covers any calls that the store receives after 6:00 p.m. the afternoon prior to scheduled shifts that start before noon the following day. This agreement anticipates “short notice” to mean notice given within a few hours of the shift commencing, which would result in the management of the store experiencing extreme difficulties in finding a replacement in the normal method, without changing the schedule.

Basically, “short notice” delineates a time period familiar to the parties and construed to be a day.

9.16 Minimum Hours

All employees shall be paid their regular hourly rate for each hour worked except where employed for less than four (4) consecutive hours per day, in which event they shall receive a minimum of four (4) hours pay. An employee who is called for work and, upon reporting, finds that his or her services are not required, shall receive two (2) hours' pay.

Notwithstanding the above Clauses in Section **9.16**, a Service Clerk who is called for work and, upon reporting for work, finds that his or her services are not required, shall receive two (2) hours' pay. A Service Clerk who is called for work and commences work, and finds his or her services are no longer required, shall be guaranteed two (2) hours' pay. On Saturday only, a Service Clerk shall receive reporting pay of four (4) hours.

9.17 Requested Time Off (R.T.O.)

Employees, requesting and who are granted R.T.O. prior to the posting of the work schedule, shall not have their hours of work for the week reduced as a result of the granting of the request. It shall be optional for the Employer to reduce the hours or days for any request made and granted after the posting of the work schedule.

Requested Time Off (RTO) is not an entitlement, it is a request. RTO language cannot circumvent the intention of fair rotation.

9.18 Evening Work Rotation

There shall be fair rotation of night work when the store is open for business insofar as this is practical for store operation. It is understood that students shall be excluded from this provision. A late shift will be defined as any shift that ends at 8:00 p.m. or later.

Grid B employees shall be scheduled for evening and weekend shifts where practicable. It is intended that **Grid B employees** shall be scheduled firstly on weekends and evenings. In the event there are not sufficient available hours on the weekends and evenings, the Employer will next schedule any remaining hours during the day.

9.19 Shift Differential (Night Premium)

Employees hired prior to ratification of the 1989 Collective Agreement (**October 8, 1989**) who are required to work between the hours of 6:00 p.m. and 8:00 a.m. of the following day shall receive a differential at the rate of one dollar (\$1.00) per hour (fifty cents (\$.50) for each full half hour worked) in addition to their regular hourly rate. It is agreed that an employee commencing a shift at 7:00 a.m. or between 7:00 a.m. and 8:00 a.m. shall not be entitled to this differential between 7:00 a.m. and 8:00 a.m. During hours that the store is open to the public, this differential shall not apply to students. This differential does not apply to part-time employees who work less than sixteen (16) hours during that week.

Premium pay for night work shall not be added to an employee's rate of pay for the purpose of computing overtime pay.

9.20 Late Closing Schedule (Midnight Stores)

Subject to the operational needs of the store employees scheduled to work store closing shifts shall not be scheduled later than thirty (30) minutes after store closing time.

9.21 Night Stocking

The following rules shall apply to night stocking:

1. Night stocking shifts shall commence at 12:01 a.m. five (5) nights per week except as hereinafter provided.
2. As an alternative to Point (1) above, one (1) 12:01 a.m. shift may be worked on any night of the week with the remaining shifts falling within the time outlined in Point (4).
3. Shifts not commencing at 12:01 a.m. shall start on or after 5:00 a.m. and shall end before 12:00 midnight.

An employee may, by request, start between 9:00 p.m. and 12:00 midnight and/or 3:00 a.m. and 5:00 a.m., with the understanding that night stocking is defined as any shift that begins between 9:00 p.m. and 5:00 a.m.

4. An employee's shift during one (1) week shall fall within the same eighteen (18) hour span.
5. **All General Clerks have the ability to opt into night crew rotation. In order to do so they must commit to working a minimum eight (8) week rotation (excluding vacation, Leaves of Absence etc.). These hours are not claimable by more senior General Clerks who do not choose to opt in.**

A more senior General Clerk can change their opting in by providing written notice one (1) week prior to the posting of the schedule. Once a more senior General Clerk opts in, the schedule going forward will reflect this change.

In the event that not enough General Clerks opt in to serve on night crew, eligible General Clerks will be scheduled on night crew on a rotation basis until the shifts are filled.

Employees who choose to remain on such shift longer than two (2) months shall notify the Store Manager, in writing, of their intention to do so. Such request shall not be unreasonably withheld.

The Employer is not required to rotate Key Personnel to night stocking shifts, but all other employees within the classification and all unrestricted **Grid B** employees shall be fairly rotated to the night stocking shift. Employees exempt from this provision are Variety Clerks and Assistant Produce Managers in stores whose volume is greater than four hundred thousand dollars (\$400,000.00).

Should problems exist in individual stores regarding the rotation list, the parties can refer the matter to **Section 4, Joint Labour/Management Meeting (JLM) Process.**

No employee shall be required to return to the night stocking shift until all eligible employees have had a turn.

The Manager, Lead Hand and the Crew shall institute a fair system of scheduling for Night Crews. In the event this should fail, the Union Representative and the Crew shall have the right to file a Grievance under the Collective Bargaining Agreement, "Fair Rotation of Shift" Section.

6. Senior employees whose continuous years of service plus age equals seventy (70), may opt out of Night Stocking Crew.
7. Where two (2) or more employees are working on a night shift in a store where regular or systematic night stocking is in effect and there is not a premium rate Clerk, Assistant Manager or Management personnel in charge, the person in charge shall not be compensated at less than the Lead Hand rate which shall be one dollar (\$1.00) per hour over the employee's regular rate.

The Employer agrees to schedule Stocking Crews consecutive days of work wherever possible, subject to the operational needs of the store. Where it can be demonstrated that the scheduling of consecutive days of work can be scheduled, the Union and the Employer shall meet and determine a method of solution.

The above shall be subject to emergencies as defined in Section **9.14** of this Agreement.

No Clerk shall be required to work alone on the premises on night shift.

In stores below \$400,000 in volume, the Assistant Produce Manager will be included in the night crew rotation.

9.22 Meal Periods

Meal Periods shall be one (1) hour unless a lesser time is agreed upon. Employees who work an eight (8) hour shift shall have a meal period to commence not earlier than three (3) hours or later than five (5) hours after the commencement of the shift. Part-time employees, at their option, working over five (5) hours but less than eight (8) hours shall be entitled to a thirty (30) minute meal period.

9.23 Rest Periods

All employees shall have two (2) fifteen- (15) minute rest periods for shifts in excess of six (6) hours, one before, one after the meal period.

Employees whose meal period is scheduled three (3) hours but not more than three and one-half (3 ½) hours after the start of the shift shall have the option of taking their two (2) rest periods after the meal period. Employees shall have the right to opt in or out of this process on a quarterly basis. This option shall be available for shifts that start at 12:00 noon or later.

Employees who work a shift of four (4) hours but not more than six (6) hours shall receive one (1) paid fifteen (15) minute rest period.

Rest periods shall be taken without loss of pay to the employees.

Employees shall have the option of taking a fifteen- (15) minute unpaid rest period either with or separate from an existing fifteen- (15) minute paid rest period. This may be taken in lieu of the thirty (30) minute unpaid meal period. Employees shall notify their schedule writer of the optional provisions to ensure efficient scheduling.

The Employer will schedule rest periods for Clerk Cashiers on the check-stand so that no Clerk Cashier shall be scheduled to work more than three (3) consecutive hours, on the check-stand. The parties recognize that rest periods may be delayed due to unexpected business fluctuations.

Times for Clerk Cashiers meal and rest periods shall be set out by the Employer on a sheet which shall be available for Clerk Cashiers to review prior to the commencement of their shifts.

9.24 Shift Interval

There shall be an interval of not less than ten (10) hours between shifts for all employees. An employee who is not allowed a ten (10) hour interval between shifts shall be paid at the rate of time and one half (1 1/2) for time worked prior to the expiry of the ten (10) hour interval. If there is mutual agreement for a period of less than ten (10) hours (but no less than eight (8) hours) between shifts, the employee shall not be entitled to time and a half (1-1/2).

9.25 Split Shifts

There shall be a daily starting time for each employee. Daily hours of work for **Grid A** full-time employees shall be consecutive, with the exception of meal periods. Part-time employees shall not be required to work a split shift except by mutual agreement between the employee and the Employer. Such agreement shall be given by the employee in writing. When an employee has agreed to work split shifts and wishes to withdraw such agreement, twenty-four (24) hours notice shall be given to the Employer. Agreement and withdrawal of same shall only take place once during the life of the Collective Agreement. Employees daily hours of work shall be consecutive wherever possible, with the exception of meal periods.

9.26 Consecutive Day Limit

Grid A full-time employees will not be required to work in excess of six (6) consecutive days and also will not be required to work two (2) consecutive Saturday/Sunday shifts.

No part-time employee shall be required to work more than six (6) consecutive days. It is understood that there will not be any "available hours" claim involving a seventh (7th) or subsequent days of work.

9.27 Consecutive Days Off

The following applies only to Grid A full-time employees:

The Employer shall schedule consecutive days off for all **Grid A** full-time employees. In addition, wherever practical, A.T.O. days shall also be scheduled with consecutive days off. In consultation with Store Management, where it can be demonstrated by the Shop Steward that scheduling of consecutive days off with A.T.O. can be accomplished without an adverse affect on the operation of the department, the Employer shall do so. In consultation with Store Management non-consecutive days off may be arranged by mutual agreement between the employee(s) provided it does not result in any other employee(s) not getting consecutive days off.

Where it can be demonstrated by the Union that the scheduling of consecutive days off and A.T.O. can be accomplished, the Union and the Employer shall meet to determine a method of solution.

9.28 Accumulated Paid Time Off (A.T.O.)

Regular full-time employees shall accumulate paid time off at the rate of four (4) hours for each basic workweek completed. Basic workweeks shall be those described in this Subsection and shall also include

time off due to Jury Duty and Witness Duty as set out in Section **12.01**, and Funeral Leave as set out in Section **12.02**, provided the employee has actual hours worked in the week.

Restricted employees who lift their restriction and are able to proceed to full-time status based on their seniority, shall not be required to meet the full-time status requirement (forty (40) hours per week for eight (8) weeks) of the Collective Agreement.

It is understood where the above causes a junior full-time employee to be reduced to part-time status, this reduction is not a reduction by the Employer.

Days off with pay as a result of accumulated paid time off shall, in the week in which they are taken, be considered as hours of that basic workweek.

Full-time employees shall accumulate the four (4) hours per week A.T.O. on all weeks of vacation if eligible.

When an employee has accumulated eight (8) hours, he or she shall receive a day off with pay scheduled by the Employer within the next four (4) weeks, such day to be combined with an employee's regular day off when it does not interfere with the operation of the store.

A.T.O. accumulation can vary to a maximum of plus or minus twenty (20) hours in employee A.T.O. bank.

Employees shall not be required to take an A.T.O. day if they are minus twenty (20) hours of A.T.O.

The plus/minus A.T.O. number may be altered by mutual agreement between the employee and the Employer.

9.29 **A.T.O. Entitlement**

Sunday can be considered as a "regular day off" for purposes of combining days off.

An employee who terminates or is terminated, or reverts or is reverted from full-time to part-time status, or who is promoted out of the jurisdiction of the Union, shall receive payment for any hours of paid time off accumulation that he or she is entitled to at the time of his or her termination or promotion out of the jurisdiction of the Union.

For the purposes of this Section, a part-time employee who works forty (40) hours per week, including statutory holidays, for eight (8) consecutive weeks, exclusive of replacement hours, shall be entitled to receive accumulated paid time off as provided in this Section at the appropriate full-time rate of pay.

"Replacement hours" shall be those hours that an employee works or is assigned that would normally be worked by another employee were it not for the latter's absence due to illness, vacation, Leave of Absence, Workers' Compensation, Weekly Indemnity or other contractual absence. The employee shall be advised when he or she works or is assigned replacement hours.

In the event that an employee working more than thirty-six (36) hours per week for the required period alleges that he or she is being prevented from working forty (40) available hours, he or she may request an explanation from the Store Manager concerned. If he or she is not satisfied with the explanation, the Union may lodge a Grievance in accordance with Sections **24 and 25** to determine whether or not the employee should be working forty (40) hours per week.

Employees will be advised of their A.T.O. entitlement on a weekly basis in writing, according to current or developed practices.

9.30 Personal Time Off (P.T.O.)

The following language only applies to full-time Grid A employees

Should the Store Manager or Assistant Manager offer a full-time employee the opportunity to leave early, this Personal Time Off (PTO) shall be unpaid but the hours of PTO shall count for the purposes of accumulating Sick Leave, A.T.O., Vacations and Statutory Holidays.

9.31 Express Checkouts

Express checkout duties will be rotated so that no Clerk Cashier will be required to serve more than three (3) hours per day in such duties. A premium of time and one half (1 1/2) shall be paid for all hours over three (3) hours per day spent in the express checkout. It shall be the employee's responsibility to notify Management when the three (3) hours are completed. An employee may finish the order in progress without the penalty applying.

9.32 Time Clocks

The Employer shall provide each store with a time clock in order to enable employees to record their time for payroll purposes. Employees shall record their own time at the time they start and finish work and the time they commence and return from meal periods. Employees who fail to record all time worked in the manner required by this Subsection shall be subject to discipline as follows:

- 1st violation
 - one (1) week suspension without pay
- 2nd violation
 - two (2) weeks suspension without pay
- 3rd violation
 - termination of employment.

Suspensions shall be implemented within forty-five (45) days of notification by the Union unless a longer period is mutually agreed upon between the Union and the Employer or in the event that the requested suspension becomes subject to the Grievance Procedure.

Any such dispute shall be subject to the Grievance and Arbitration Sections of this Agreement. Any employee terminated for the above reasons shall not be entitled to notice or pay in lieu of notice under Section 17 of this Agreement.

Management agrees to assume its full responsibility in seeing that all employees are compensated for all time worked. Management personnel who deliberately violate this provision shall be disciplined by the Employer.

Where disciplinary action has been taken against a Manager under this section, the Union will, upon request, be advised what action has been taken.

9.33 For the purpose of computing rates of pay for part-time employees, one hundred seventy-three and one third (173 1/3) hours shall mean one (1) month of service.

9.34 Credit For Previous Experience

All employees shall be classified according to previous comparable supermarket experience. Previous comparable experience shall be granted on the following basis:

- A. Out of the industry for less than one (1) year will receive credit for fifty percent (50%) of their previous experience to a maximum credit of twelve (12) months' credit for previous experience.
- B. Out of the industry for more than one (1) year, will receive credit for fifty percent (50%) of their previous experience up to a maximum of six (6) months' credit for previous experience.

No previous experience will be considered unless it has been stated by the employee on his or her Application for Employment form. (This provision shall not apply where employees fail to indicate their previous comparable experience by agreement with Management.) New employees having previous comparable experience may be paid at a lower scale of wage than their claimed experience calls for but not less than the minimum rate established by this Agreement for an evaluation period not to exceed forty-five (45) days from the date of employment, providing that if the employee's services are retained, then after the forty-five (45) day period they shall receive any difference between the evaluation rate paid and the rate for which their experience qualifies them retroactive to the date their employment started, and shall receive written notification showing the credit granted for previous experience.

In the event of any disagreement as to the credit granted for previous experience, such disagreement shall be considered a Grievance and the Grievance Procedure provided in this Agreement shall apply. Providing that the Employer has:

- i) Provided the employee with the "New Employee" letter provided for in Section **3.02** of this Agreement not later than two (2) weeks from the date of employment, and
- ii) Provided the employee with the written notification showing credit granted for previous experience within the forty-five (45) day period required by this Section, and
- iii) Provided the Union with a copy of the letter showing credit granted for previous experience within the same period then no consideration will be given to any disagreement pertaining to credit for previous experience if presented later than sixty (60) days from the date of employment.

9.35 Staff Meetings

Staff meetings, whether in the store or off the premises, shall be considered as time worked and paid for accordingly, except meal meetings at which the attendance is voluntary. Such meal meetings in excess of three (3) during each Contract year shall be considered as time worked and paid for accordingly.

9.36 Equal Pay for Equal Work

The Employer shall not discriminate between male and female employees by paying a female employee at a rate of pay less than the rate of pay paid to a male employee, or vice versa, for the same work performed in the same establishment.

A difference in the rate of pay between a female and a male employee based on any factor other than sex does not constitute a failure to comply with this provision.

9.37 Cash Shortages

No employee may be required to make up cash register shortages unless he or she is given the privilege of checking the money and daily receipts upon starting and completing the work shift, and unless the employee has exclusive access to the cash register during the work shift and unless cash is balanced daily, except as specified below.

No employee may be required to make up register shortages when Management exercises the right to open the register during the employee's work shift, unless the register is opened in the presence of the employee and the employee is given the opportunity to verify all withdrawals and/or deposits.

No employee shall be held responsible for cash shortages unless he or she has exclusive access to his or her cash.

9.38 Learning Prices and Codes

Learning prices and codes shall be included in the employee's daily work schedule and shall be paid for in accordance with the terms of the Collective Agreement.

Section 10 – WAGES AND CLASSIFICATIONS

For the purposes of this Section, classifications are defined as:

General Clerk	Clerk Cashier
Service Clerk	Pharmacy <i>Assistant</i>
<i>Coffee Bar</i>	Baker
Baker Apprentice II	Grid B
	<i>Regulated Pharmacy Technician</i>

10.01 The Employer agrees to pay all persons covered by the terms of this Agreement not less than the following schedule of wages during such time as this Agreement is in force, effective on dates as shown, and provided that if an employee is receiving a wage rate or premium rate for night work which is in excess of the rates herein contained, such wage rates or premium rate for night work shall not be reduced by reason of the signing of this Agreement.

There shall be a regular **bi-weekly*** payday and each employee shall be provided with a Statement of Earnings and Deductions for the pay period covered

Upon request, an employee will be given an itemized explanation by the Store Management of the amount(s) shown in the "Premium Pay" and "Flat Adjustment" boxes of the Statement of Earnings and Deductions.

It is agreed that all employees will be paid via Direct Deposit.

*As per Vince Ready's July 16 2014 arbitration ruling on the Bi-Weekly Payroll Issue

10.02 **2013-2018 GRID B Wage Scale**

The following wage scale shall apply on the Sunday after Ratification 2013 (April 14, 2013):

Accumulated Hours Worked	<i>April 2013</i>	<i>April 5 2014</i>	<i>April 4 2015</i>	<i>April 3 2016</i>	<i>April 2 2017</i>
0 to 520	\$10.50	\$10.75	\$11.00	\$11.00	\$11.00
521 to 1040	\$10.60	\$10.85	\$11.10	\$11.10	\$11.10
1041 to 1560	\$10.70	\$10.95	\$11.20	\$11.20	\$11.20
1561 to 2080	\$10.80	\$11.05	\$11.30	\$11.30	\$11.30
2081 to 2600	\$10.90	\$11.15	\$11.40	\$11.40	\$11.40
2601 to 3120	\$11.00	\$11.25	\$11.50	\$11.50	\$11.50
3121 to 3640	\$11.15	\$11.40	\$11.65	\$11.65	\$11.65
3641 to 4160	\$11.30	\$11.55	\$11.80	\$11.80	\$11.80
4161 to 4680	\$11.45	\$11.70	\$11.95	\$11.95	\$11.95
4681 to 5200	\$11.65	\$11.90	\$12.15	\$12.15	\$12.15
5201 to 5720	\$11.85	\$12.10	\$12.35	\$12.35	\$12.35
5721 to 6240	\$12.05	\$12.30	\$12.55	\$12.55	\$12.55
6241 to 6760	\$12.25	\$12.50	\$12.75	\$12.75	\$12.75
6761 to 7280	\$12.45	\$12.70	\$12.95	\$12.95	\$12.95
7281 to 7800	\$12.65	\$12.90	\$13.15	\$13.15	\$13.15
7801 to 8320	\$12.85	\$13.10	\$13.35	\$13.35	\$13.35
8321 to 8840	\$13.05	\$13.30	\$13.55	\$13.55	\$13.55
8841 to 9360	\$13.25	\$13.50	\$13.75	\$13.75	\$13.75
9361 to 9880	\$13.45	\$13.70	\$13.95	\$13.95	\$13.95
9881 to 10400	\$13.65	\$13.90	\$14.15	\$14.15	\$14.15
10401 to 10920	\$13.85	\$14.10	\$14.35	\$14.35	\$14.35
10921 to 11440	\$14.05	\$14.30	\$14.55	\$14.55	\$14.55
11441 to 11960	\$14.25	\$14.50	\$14.75	\$14.75	\$14.75
11961 to 12480	\$14.45	\$14.70	\$14.95	\$14.95	\$14.95
12481 to 13000	\$14.65	\$14.90	\$15.15	\$15.15	\$15.15
13001 to 13520	\$14.85	\$15.10	\$15.35	\$15.35	\$15.35
13521 to 14040	\$15.05	\$15.30	\$15.55	\$15.55	\$15.55
14041 to 14560	\$15.25	\$15.50	\$15.75	\$15.75	\$15.75
14561 to 15080	\$15.45	\$15.70	\$15.95	\$15.95	\$15.95
15081 to 15600	\$15.65	\$15.90	\$16.15	\$16.15	\$16.15
15601 to 16120	\$15.85	\$16.10	\$16.35	\$16.35	\$16.35
16121 to 16640	\$16.05	\$16.30	\$16.65	\$16.65	\$16.65
16641 to 17160	\$16.10	\$16.35	\$16.95	\$16.95	\$16.95
17161 to 17680	\$16.10	\$16.65	\$17.25	\$17.25	\$17.25
17681 to 18200	\$16.10	\$16.95	\$17.55	\$17.55	\$17.55
18201 to 18720	\$16.10	\$17.25	\$17.85	\$17.85	\$17.85
Over 18721	\$16.10	\$17.55	\$20.00	\$20.00	\$20.00

A **Grid B** may be assigned any duties in departments where Clerk Cashiers or General Clerks are scheduled

Grid B employees are scheduled on the classification schedule to which they are assigned.

Grid B employees who become reclassified will maintain their seniority date.

When a *Grid B* employee is reclassified their “experience hours” will be reset to zero in their new classification.*

When an employee moves from *Grid B* to Grid A, they will move to a wage rate in Grid A that is not less than their rate in Grid B.

10.03 Grid B Off Scale Wage Increases

All Grid B employees hired at or before ratification 2013 (April 10, 2013) will receive the off-scale wage increases outlined below:

A) **Grid B employees at top rate of pay shall receive off-scale wage increases as follows:**

Sunday After Ratification 2013	\$0.50
First Sunday in April 2014	\$0.50
First Sunday in April 2015	\$0.50
First Sunday in April 2016	\$0.50
First Sunday in April 2017	\$0.60
March 31 2018	\$0.60

B) **Grid B employees not at top rate shall receive off-scale wage increases as follows:**

Sunday After Ratification 2013	\$0.35
First Sunday in April 2014	\$0.35
First Sunday in April 2015	\$0.35
First Sunday in April 2016	\$0.35
First Sunday in April 2017	\$0.40
March 31 2018	\$0.40

Off-scale wage increases shall not impact employee’s ability to reach the next highest rate of pay on the wage scale. For example, if an employee has worked 320 hours towards his/her next highest rate on the wage scale and receives a \$0.25/hour off-scale increase, they will work 200 hours and reach the next highest rate of pay on the wage scale.

10.04 In-Store Coffee Bars

1. Coffee Bars will be a new and separate department.
2. Until the store reaches the **seventy-five percent (75%)** target for Grid B employees in the store, all new hires are Grid B employees.

* The parties agree that when an employee moves from **Grid B** to Grid A they will be placed at the next highest rate on the Grid A wage scale and be credited the experience hours that correspond to this rate of pay.

3. Therefore, these new hires will be classified as “Grid B” and will be covered by the Collective Agreement, like all other Grid B employees, except as noted below.
4. ***Coffee Bar employees will progress up the wages scale listed in this Collective Agreement under Section 10.02 as follows:***
 - **Employees hired in coffee bars shall not progress further than \$14.00/hour should the employee decide to remain in the coffee bar.**
 - **Once coffee bar employees have achieved \$14.00/hour, *these* employees can transfer to other classifications in order to progress further up the 2013 – 2018 wage scale *outlined in Section 10.02.***
5. There shall be one (1) person (supervisor) in charge of each “Coffee Bar.” That person shall receive a premium for all hours worked as part of their regular workweek ***as follows:***

If the Coffee Bar Supervisor’s rate of pay is less than or equal to \$14.00/hour the Coffee Bar Supervisor shall receive a premium of two dollars (\$2.00) per hour

If the Coffee Bar Supervisor’s rate of pay is more than \$14.00/hour the Coffee Bar Supervisor shall receive a premium of one dollar (\$1.00) per hour.

For days off and other periods of absence, such as vacations, sickness, etc., a person relieving the person in charge shall receive a premium of fifty cents (\$0.50) per hour for the hours worked in that capacity. It is also understood that the person relieving for vacations or other absences shall work the same workweek as the supervisor.
6. All employees in the “Coffee Bar” will be allowed to work up to forty (40) hours per week, as per the Collective Agreement.
7. Wages, scheduling and benefits will be as per the Collective Agreement for ***Grid B employees.***
8. By mutual agreement of the Parties, this Agreement may be amended during the life of the Collective Agreement to deal with the issues that arise.

10.05 Grid A Off Scale Wage Increases

All Grid A employees hired at or before ratification 2013 (April 10, 2013) will receive the off-scale wage increases outlined below.

The following off-scale increases shall be paid to Grid A employees as follows:

First Sunday in April 2014	\$0.30
First Sunday in April 2015	\$0.25
First Sunday in April 2016	\$0.25
First Sunday in April 2017	\$0.20
March 31, 2018	\$0.20

Off-scale wage increases shall not impact employee's ability to reach the next highest rate of pay on the wage scale. For example, if an employee has worked 320 hours towards his/her next highest rate on the wage scale and receives a \$0.30/hour off-scale increase, they will work 180 hours and reach the next highest rate of pay on the wage scale.

10.06 Grid A Wage Scale for General Clerk and Clerk Cashier Classifications

Accumulated Hours Worked	F/T	P/T
0 to 520	\$16.40	\$16.40
521 to 1040	\$16.60	\$16.60
1041 to 1560	\$16.86	\$17.18
1561 to 2080	\$17.69	\$18.17
2081 to 2600	\$18.52	\$19.16
2601 to 3120	\$19.33	\$20.13
3121 to 3640	\$20.14	\$21.10
3641 to 4160	\$20.93	\$22.05
4161 to 4680	\$21.72	\$23.00
Over 4680	\$23.70	\$25.11

10.07 General Clerks

- to perform any duties assigned in the store, except as provided *in this Section*.

Shall not be reduced in classification when assigned to duties listed under other classifications.

The Employer agrees not to assign General Clerks to perform checkstand duties but both parties recognize that General Clerks may be required to perform these functions in the following circumstances:

- For relief for meal or rest periods.
- Unscheduled absences of staff.
- Due to business emergencies.

Business emergencies are defined as unexpected increases in customer business. This exception cannot be justified where it is used on a regular basis.

The Employer agrees not to make changes in the assignment of General Clerk duties that will have a significant negative effect on the number of hours worked by Clerk Cashiers.

If the Union feels that changes have taken place contrary to the above, the Union and the Employer shall meet to discuss the problem.

If the parties cannot agree to a solution to the problem, either party may refer the matter under the Labour Code.

10.08 Clerk Cashiers

- duties restricted to following:

- A. Checkstand duties.
- B. Price changes, but not to include case lots, floor displays or end displays.
- C. Office work.
- D. Stocking in the checkstand area.
- E. Cleaning and housekeeping duties relating to checkstand, or bakery counter.

F. Bakery Counter Duties

A Bakery operation succeeds where the employees work together to produce and display bakery products in as efficient a manner as possible, given this has to be a team concept.

Generally speaking, the items listed on the attached are performed by the Bakery Counter employees. Obviously, if the counter person is not available, another person must fill in, i.e., answering the telephone, dealing with a customer, filling an empty case or shelf, etc. Bakery production employees do perform these functions on an "as needed" basis. The same is true when a Baker or Decorator is not available to "write" a name on a cake, slice bread or overwrap product-the work is done by the other classification.

It should also be noted that Bakery Management may perform functions on the sales floor to assist in the merchandising of Bakery Department products.

Overall, the Bakers make the product and the Bakery Counter employees properly display the products and assist the customers as part of that function.

Duties of Bakery Counter Person to include:

1. Answering telephone, taking telephone orders and answering inquiries, etc., co-ordinating orders and timing upon consultation with Bakers.
 2. Waiting on customers and regular customer-service type functions.
 3. Pricing and labeling (where required) and filling the items for cream case, lay down ditch, bins, wall displays, racks and display tables (for production and/or purchased goods).
 4. Putting up and taking down ads each week.
 5. Reducing and/or repackaging product each evening and/or morning as required.
 6. Cleaning of cases, tables, counters, displays and trays, etc. pertaining to bakery sales.
 7. Wrapping and slicing of Bakery products to facilitate customer service within the Bakery department.
 8. Obtaining supplies for Bakery Sales area.
- G. Bulk foods (but not to include stocking).
 - H. File maintenance duties.

It is agreed that General Clerks currently performing file maintenance duties shall be "red circled" and that when the current General Clerks are replaced, they shall be replaced by Clerk Cashiers.

- I. Stocking repacks.
- J. Facing in the centre of the store.
- K. Stocking HABA.

This work shall be done by seniority, and applies only to hours not scheduled.

Clerk Cashiers who perform duties other than those listed under the Clerk Cashier classification shall be paid at the General Clerk rate for all such time so spent.

10.09 Off-Till Duties

The Union and the Employer have developed a Standardized Fixed Off-till Duty Posting form. The purpose of this form is to develop a more formal recording of applicants for fixed off-till duties, similar to the way in which full time and backfill job postings are recorded. It is to also record which fixed duty(s) have been posted, and when the fixed duty was posted. The intent of the parties is to eliminate any future discrepancies in the fixed off-till duty lists.

- | | |
|------------------|--|
| Off-till duties | i) fixed
ii) variable |
| Fixed defined as | a) office work
b) file maintenance
c) front-end service centre
d) bakery counter
e) floral
f) magazines |

To be eligible for the above-mentioned fixed duties, it is understood that a Standardized Fixed Off-Till Duty Posting Form will be used. When an agreed upon fixed duty becomes available, the Employer shall post notice of the opening on the standardized Off-till Duty Posting Form for a minimum of two (2) weeks. The Shop Steward's (or designated alternate) signature must appear on the form to verify the job was posted for the required two (2) weeks. Applicants interested in applying shall sign and print their name on the standardized form. The most senior successful applicant(s) name will be posted on the standardized form and it *must* be signed by the Shop Steward and Store Manager.

All off-till duty postings become final thirty (30) days after they are awarded. No challenges will be accepted after this time frame.

Similarly, if a Cashier in a fixed off-till duty voluntarily decides they no longer wish to perform the fixed duty, the Cashier will be required to fill out a Step-Down Form. Once this form is completed and turned into the Store Manager or designate manager, the Cashier is considered to have relinquished the fixed off-till duty and will be removed from the off-till duty list. This would not prevent the Cashier from applying for any fixed duty anytime in the future. This form also must have the Shop Steward and Store Manager's signature. Again the intent of the parties is to eliminate any future discrepancies in the fixed off-till duty lists.

Clerk Cashiers performing off-till duties who restrict their **hours (9.06)** will not lose their off-till ranking or their (previous) off-till hours entitlement when they lift their restriction.

Eligibility will be as follows:

- Applicants must be within the Clerk Cashier classification.
- The agreed upon fixed duty position is defined as the most junior position within the fixed duty, and shall be scheduled accordingly. However this shall not entitle anyone working fixed duties to more hours than their seniority provides.

Example:

Should a 40-hour fixed-duty employee terminate their employment or relinquish the off-till duty, the hours would first be allocated among the current employees ranked on the fixed off-till duty list. They would be eligible for these hours based on two criteria. The first allocation of these hours would be according to the hours allowable based on their classification seniority. The second criterion would be that they would get these hours within the fixed duty based on their ranking within the particular fixed duty. The remaining hours would be posted. If a Cashier more senior than any employee in the fixed duty applies, (s)he is only eligible for hours based on his/her ranking.

The most senior Clerk Cashier will be awarded the position based on seniority and ability. Ability will be determined within the sixty (60) calendar day probationary period. During this period, at least one evaluation will be conducted between the Employer and the employee. It is understood that the employee will be given a reasonable opportunity to learn the position within the probation period. In the event that there has not been a reasonable opportunity to properly assess the employee's performance, the probationary period may be extended after discussion with the Union, by a further sixty (60) day extension period. If it is determined that the Clerk Cashier cannot perform the fixed duty, they will resume their Cashier duties. It is understood that the Clerk Cashiers performing fixed duties will continue to maximize their hours according to their seniority in the Clerk Cashier classification. Furthermore, Clerk Cashiers performing fixed duties out of seniority prior to August 18, 1997 shall be red-circled to ensure that they will not be bumped.

Temporary Fixed Duty Postings

A temporary agreed upon posting will fill a fixed position of an employee absent from work under the terms of the Collective Agreement who is expected to return at some later date (i.e., W.I., W.C.B., L.O.A., Maternity Leave, etc.). It is understood that when the absent employee will not be returning, the fixed position will be posted under the terms above. Note: The temporary applicant does not have "bumping" rights while they are still designated as "temporary" and will be returned to their former position when the absent employee returns.

Practices:

Principles of the Implementation of Off-Till Duty Language

If a Cashier is currently performing a fixed duty and voluntarily decides that they do not want to perform those duties anymore, they can return to their regular Cashier duties and remain eligible for other fixed duty postings. The Cashier will be required to fill out a Step-Down Form as mentioned previously in this Section.

If through a change of operation or method, a fixed duty position is eliminated by the Company, the most junior Cashier in that fixed duty will be allowed to bump the most junior Cashier performing a different fixed duty within the store. One exemption would apply. The exception would be where an employee who has been in the position less than six (6) months, then (s)he would be bumped rather than a more junior experienced employee.

Example:

A File Maintenance person with 1980 seniority is released. The least senior Cashier in a fixed duty has a 1985 date. The 1985 employee could be bumped by the 1980 employee. However, if there was a 1975 employee who had only just started in the fixed duty a month before, then the 1975 employee would return to their previous duties to accommodate the File Maintenance person.

It is understood that some fixed duties may be required to be done on Sunday.

Any Cashier who has a fixed duty will not be exempt from performing a variable duty when not performing their fixed duty.

If a Clerk Cashier is awarded a fixed duty and subsequently it is found that they are unable to satisfactorily perform the duty and therefore are returned to their regular cashiering duties, this will not exempt them from applying for another future fixed opening.

Candy, cigarettes and magazines may be a fixed duty. It is understood that in some locations the stocking of the above items may be a variable duty.

Variable Duties

Any duties not specified as fixed above, which constitute off-till duties, shall be performed by the most senior Clerk Cashier(s) available on shift.

If, through the implementation of this language a disagreement arises, the Union and the Company will meet to resolve the issue.

The most senior Cashier may assume a variable duty currently being performed by a junior Cashier.

When a senior Cashier comes on duty, that person is entitled to take over a variable duty currently being performed by a junior Cashier.

The specific problem is exemplified as:

A junior Clerk Cashier performs a fixed duty which has an eight-hour shift attached to it, e.g., 12 a.m. to 8:30 a.m., the senior Cashier has voluntarily decided not to perform the fixed "off-till" duty but in doing so risks the possibility that the regular cashiering duty shift may be less than eight (8) hours, as compared to the fixed "off-till" duty shift.

This example shows that a junior Cashier could be scheduled more hours on a particular day than a senior Clerk Cashier providing they are performing a fixed "off-till" duty.

To address this problem, the parties (Union and Company) shall meet to resolve the matter on an individual basis.

10.10 General Clerk and Clerk Cashier Transferability

Clerk Cashiers wishing to transfer to General Clerks or General Clerks wishing to transfer to Clerk Cashier may do so in accordance with the following procedures:

- A. Clerk Cashiers or General Clerks shall make application for such transfer on a form supplied by the Employer upon request.
- B. All Clerk Cashiers and General Clerks shall be advised of the details of the program and their rights and obligations under same.
- C. Any employee who makes application for the program within the first thirty (30) days after the details have been circulated shall be eligible to receive General Clerk or Clerk Cashier hours, as they become available, in accordance with his or her seniority.
- D. Employees making application after this period shall become eligible for the program in order of their date of application. Should the time of application of two (2) or more employees coincide, then seniority shall be the determining factor among such employees.
- E. Applicants must be prepared to perform the duties of their new classification.
- F. Applicants cannot maintain any restrictions regarding number of hours of work per week until all hours are in their new classification.
- G. There will be a training period of two hundred forty (240) hours of actual work within an eight (8) week period to decide:
 - 1. If the employee wants the work, and
 - 2. If the employee can perform the work. (Such determination to be subject to the Grievance Procedure.)

If it appears that the training period should be adjusted in any individual case, the Union and the Employer shall meet to consider the merits of the particular situation. The training period may then be lengthened or shortened by mutual agreement between the Employer and the Union.

If the employee wishes to opt out of the program during the training period, he or she may do so at any time.

If, prior to the expiration of the training program, the Employer claims that the employee is clearly incapable of performing the duties, the Employer shall consult with the Union and the matter shall be investigated to establish that a fair opportunity has been extended to the employee and that the employee will not be able to perform the duties by the end of the training period.

Clerk Cashiers or General Clerks shall not be able to exercise their seniority in claiming these hours as they are hours made available for the purpose of training and evaluation.

If either Section **10.10** (G) (1) or Section **10.10** (G) (2) are negative, the employee would return to his or her former Clerk Cashier status.

- H. Employees, except students, who are being paid the General Clerk or Clerk Cashier rate for all hours worked on the date of the new application would have first option on available hours except as set out in Section **10.10** (G) above.
- I. Clerks on the program receiving the new classification hours must relinquish a corresponding number of hours in the other original classification. They may claim available hours only in the new category until he or she receives forty (40) hours per week in the new category.

Similarly, if there is a reduction in the number of new classification hours available to such employee, he or she may exercise his or her seniority in claiming a corresponding number of hours in the original classification.

When full-time hours have been achieved by the employee transferring into the new classification in accordance with the above procedure, seniority shall govern in all decisions involving preference in available hours or layoffs subject to Section **8.04**.

The foregoing shall not impair an employee's seniority for the purpose of vacation scheduling.

- J. Employees involved in the transfer program at any stage will not be subject to the provisions of Section **10.08** of the Collective Agreement regarding maintenance of rate.
- K. Transfers shall take place in employee's store only. However, if there is more than one (1) Cashier or Clerk in a store waiting to transfer to other classification and another store in the area is going to hire a new Clerk then, if one (1) of the Cashiers or Clerks wishes to transfer to that store, the parties will meet to discuss the practicality of the transfer.
- L. An employee transferring from Clerk Cashier to General Clerk hours shall be paid for such hours at the next highest rate on the General Clerk's progression scale for the duration of the training period. Such rate is to be increased to the nine (9) month General Clerk's rate upon completion of the training period. Normal progression increases shall follow in accordance with number of hours worked. If an employee has previously worked regularly at the General Clerk's rate for all or part of their hours, he or she shall receive the top General Clerk's rate or the rate applicable in accordance with their hours. They shall not, in any case, receive less than the General Clerk rate that is next higher to their Clerk Cashier rate.
- M. Should an employee who transferred into the new classification face layoffs within twenty-seven (27) months from the time he or she started under the program, he or she shall be able to exercise his or her seniority in the old classification.

An employee may revert to the former classification after having made a choice under Section **10.10** on the same basis as proceeding to General Clerk or Clerk Cashier. The wage rate would then be changed to the applicable rate in the new classification.

Transfer from one classification to another and back can only occur once per individual.

10.11 Retail Bakers

Accumulated Hours Worked	F/T	P/T
0 - 6 months	\$14.42	\$15.39
6 - 12 months	\$15.41	\$16.45
12 - 15 months	\$16.50	\$17.62
15 - 18 months	\$17.59	\$18.79
18 - 21 months	\$18.69	\$19.95
21 - 24 months	\$19.78	\$21.12
Over 24 months	\$24.95	\$26.44
Department Manager	\$29.13	\$30.37

BAKERS SCALE (HIRED AFTER RATIFICATION 1989/1993 COLLECTIVE AGREEMENT)

Apprentices

First 6 months	65%	All-Around Baker Rate
Second 6 months	70%	All-Around Baker Rate
Third 6 months	75%	All-Around Baker Rate
Fourth 6 months	80%	All-Around Baker Rate
Fifth 6 months	85%	All-Around Baker Rate
Sixth 6 months	90%	All-Around Baker Rate
Over 36 months		Appropriate Journeyperson Rate

- A. Credit for Previous Experience. New hire Journeyperson Bakers will start at ninety percent (90%) of the top Baker rate for the first six (6) months. After six (6) months, the new hire Journeyperson Baker shall proceed to the top rate.
- B. New, inexperienced employees will start at ten percent (10%) less than the highest rate for the first thirty (30) days and five percent (5%) less for another thirty (30) days, the top rate to apply thereafter except in cases of reclassification.
- C. Jobbers shall receive ten cents (\$.10) per hour over and above the rate as set out under their classification for the actual number of hours worked, in each case up to three (3) days in a week. When employed four (4) or more days in any one (1) week, wages shall revert to the daily scale, being one fifth (1/5) of the weekly wages established in this Agreement. The regularly scheduled hours on any one (1) day shall constitute a day's work for the Jobber.

Jobbers shall be guaranteed at least four (4) hours' work in any one (1) day or be paid four (4) hours' pay in lieu thereof whenever they are called in to work by the Employer.
- E. All **Grid A** full-time employees shall be guaranteed not less than forty (40) hours' pay per week unless absent due to his or her own cause.
- F. It is agreed that the wrapping, boxing and slicing of product may be performed either by the Bakery Production staff or the Clerks employed at the Bakery sales counter. The Bakery Counter Clerks shall also be permitted to write names on cakes if Bakery Production staff is not available.

The Bakery Counter Clerks shall not perform these duties to the extent that Bakery Production Workers will be replaced.

- G. The Employer shall have the right to employ one (1) indentured Apprentice up to each five (5) Journeymen Bakers (including the working Foreman) employed in the Bakery and one (1) additional indentured Apprentice for each additional five (5) Journeymen or fraction thereof; provided, however, that if the number of Journeymen Bakers (including the working Foreman) employed reaches the total of sixteen (16), the Employer may employ two (2) additional Apprentices, making a total of six (6) in all. The probationary period for indentured Apprentices shall be three (3) months.
- H. The Bakery Merchandising Manager will not perform work covered by this Agreement in excess of two (2) hours per day, except in cases of genuine emergency.
- I. It is understood and agreed that the working Manager may perform or assist in the performance of any task or duty in the Bakery Manufacturing Department.
- J. It is understood and agreed that there will be complete flexibility of staff within the Bakery (unless specific restrictions are agreed upon, as in the case of the Student Helper Clean-Up Person) and any Baker may be assigned duties in any area of the Bakery Manufacturing Department.
- K. Bakery Seniority: Bakery Production Workers shall be considered to be a separate seniority unit with the store.
- L. Paid time off accumulated for the period from June 15 to September 15 in any year may be deferred until January 1 of the following year and then given to the employee in consecutive days off all at one time. The foregoing is intended to alleviate the shortage of available help during the period when employees normally take annual vacations.

10.12 Pharmacy Assistants

Accumulated Hours Worked	F/T	P/T
0 to 520	15.10	15.10
521 to 1040	15.19	15.19
1041 to 1560	15.28	15.52
1561 to 2080	15.67	16.03
2081 to 2600	16.06	16.54
2601 to 3120	16.45	17.05
3121 to 3640	16.84	17.56
3641 to 4160	17.23	18.07
4161 to 4680	17.62	18.58
Over 4680	19.23	20.25

It is understood that all persons hired in the future for the position of Pharmacy Technician will be required to have a Pharmacy *Assistant* Certification from a recognized educational institution.

10.13 Regulated Pharmacy Technicians

See Letter of Understanding #6.

Accumulated Hours Worked		
	F/T	P/T
0 to 520	20.73	21.70
521 to 1040	20.98	21.95
1041 to 1560	21.23	22.20
1561 to 2080	21.48	22.45
2081 to 2600	21.73	22.70
2601 to 3120	21.98	22.95
3121 to 3640	22.23	23.20
3641 to 4160	22.48	23.45
4161 to 4680	22.73	23.70
4681 to 5200	23.53	24.50
5201 to 5720	24.23	25.30
Over 5720	25.20	26.61

Existing internal Pharmacy Assistants with less than 520 experience hours will have their career hours established at zero and placed on the Regulated Pharmacy Technician Wage Scale (above) at the appropriate scale rate. All other internal Pharmacy Assistants will be placed on the Regulated Pharmacy Technician Wage Scale (above) according to their career hours to a maximum of 4680.

10.14 Service Clerks

Accumulated Hours Worked	
0 to 520	\$9.00
521 to 1040	\$9.25
1041 to 1560	\$9.50
1561 to 2080	\$9.75
2081 to 2600	\$10.00
2601 to 3120	\$10.25
Over 3120	\$11.65

Service Clerks hired prior to Ratification 1997 shall be entitled to be re-classified as part time Grid A General Clerks or Clerk Cashiers. These employees may choose to be General Clerk or Clerk Cashier and will be given a seniority date of November 23, 1997 and then achieve full time status in accordance with Section 8.10. ***This clause is*** subject to the same terms and conditions of 10.14, point 10.

Service Clerk Seniority

Service Clerks shall have seniority only over junior Service Clerks for preference in available hours.

Service Clerk duties ***are*** restricted to the following:

- A. Wrapping groceries and taking them to customers' vehicles and collecting shopping buggies.
- B. Complete bottle refunds, sorting of bottles and taking empty bottles to the back of store, where applicable.
- C. Stock bags or boxes in checkstand area.
- D. Clean in checkstand area (including sweeping only of the checkstand).
- E. Price checks and return of perishable goods only from checkstand (but not to include stocking).
- F. Cleaning parking lot.
- G. Clean spills and breakage.
- H. Hang signs and window banners.
- I. Getting change for Clerk Cashiers.
- J. Pick up all items from sales area for customers going through the checkstands.
- K. Water, cleaning, and arranging outside garden centre.

Penalties for violation of Service Clerk duties:

i) Service Clerk

- 1st violation
 - written warning from Union
- 2nd violation
 - two (2) weeks suspension without pay
- 3rd violation
 - termination of employment.

ii) Contract Area Employee: Directing Service Clerk to violate rules re Service Clerk duties:

- Same penalties as Service Clerk, Section **10.14** (i), above.

iii) Non-Contract Area Person: Directing Service Clerk to violate rules re Service Clerk duties:

- 1st violation
 - written warning from Union
- 2nd violation
 - five hundred dollar (\$500.00) fine
- 3rd and subsequent violations within a twelve (12) month period of the date of the last violation will result in fines of one thousand dollars (\$1,000.00) for each violation.

Where twelve (12) months has elapsed from the date of the written warning or the last fine without infraction, the Employer is entitled to another notice.

Where the Employer has been fined, such fine is to be dispatched to **BG Administrators** who will notify the Union of receipt of such fine and the particulars in respect to which violation the fine was paid. William Mercer Limited will deposit the monies into the Retail Clerks Industry Pension Plan.

Working Ratio: The Employer shall be permitted to work a maximum of one (1) Service Clerk per checkstand in the store at any one time.

Identification: The parties agree that Service Clerks shall be identified so they are easily recognizable.

General Clerks or Clerk Cashiers who perform duties listed in Section **10.14** (above) shall not have their rate of pay reduced while assigned to perform such duties. Where Service Clerk duties are assigned to other classifications, no claim for available hours shall exist from Service Clerks.

10.15 Service Clerk Transferability

The following are the terms of transfer for Service Clerks:

1. A written application for transfer into another classification is required.
2. Applicants will be considered for transfer in their own store based on seniority and ability. Prior to a “junior” Service Clerk being accepted for the transfer program, more “senior” Service Clerks will be canvassed for the transfer program. If a more senior Service Clerk is on an approved leave they will be deemed to have made application.
3. In addition to the demonstrated ability as a Service Clerk, the ability to pass the pre-employment test will be required before being trained for the transfer.
4. Seniority and pay for work in the new classification will commence on the first scheduled day worked in the new classification. Those transferring to the Clerk Cashier classification will have seniority from first day of Cashier Training school with all hours spent in the Cashier Training school being paid at the Service Clerk rate of pay.
5. Seniority in the Service Clerk classification will be maintained for the duration of the transfer program.
6. During the transfer program, hours are scheduled first in the new classification and then “topped up” with scheduled hours from the Service Clerk classification in accordance with classification seniority.
7. As per Section **9.34** of the Collective Agreement, credit for previous experience will be five hundred and twenty (520) hours for Service Clerks with more than one (1) year of service. Service Clerks with less than one (1) year of service will receive no credit for experience. Rates of pay in the new classification will be set accordingly.
8. Entitlement to hours in the Service Clerk classification ceases and the Service Clerk transfer program is deemed complete when:

- A) a Service Clerk with a thirteen (13) week average of less than twenty-four (24) hours prior to the transfer program works the same average for thirteen (13) weeks in the new classification or,
- B) a Service Clerk with a thirteen (13) week average of more than twenty-four (24) hours prior to the transfer program works an average of twenty-four (24) hours or more for thirteen (13) weeks in the new classification.

Example A:

A Service Clerk with a fourteen (14) hour average will be scheduled available hours in the new classification first and then may use their seniority in the Service Clerk classification to be scheduled or “topped up” hours. This could mean they would receive ten (10) Clerk Cashier hours and thirty (30) Service Clerk hours. In this case, the fourteen (14) hour average is used as the benchmark to establish the hours on a thirteen (13) week average basis that a Service Clerk would need in the Clerk Cashier classification to make the final break into that new classification.

Example B:

A Service Clerk with forty (40) hour average will be scheduled available hours in the new classification first and then may use their seniority in the Service Clerk classification to be scheduled or “topped up” hours. This could mean they would receive twenty-eight (28) General Clerk hours and twelve (12) Service Clerk hours. In this case, twenty-four (24) hours is used as the benchmark to establish the hours on a thirteen (13) week average basis that a Service Clerk would need in the General Clerk classification to make the final break into that new classification.

- 9. The agreed to understanding between the parties is that Service Clerks on the transfer program are not to perform relief work in the new classification(s). If a Service Clerk is to work in the new classification, that work must be scheduled and be a minimum shift of four (4) hours. They are not to be used for covering coffee breaks, busy periods or sickness in the new classification unless they can be scheduled for a minimum shift of four (4) hours in accordance with their classification seniority.
- 10. Service Clerks on the transfer program will be subject to a sixty (60) day probationary period. If within the sixty (60) day probationary period it is determined that the Service Clerk cannot perform the duties required, they shall have the right to return to the Service Clerk classification with full seniority. If the Service Clerk wishes to opt out of the transfer program prior to the transfer being completed, they will be returned to the Service Clerk classification with full seniority.
- 11. Service Clerks on the transfer program are not entitled to benefit coverage beyond what was established prior to the transfer program.
- 12. It is understood the parties shall meet on a regular basis, or when needed, to discuss and resolve any problems that may arise due to the implementation of this letter.

10.16 Transfers

All travelling time connected with the employee's job, except going to and returning home from work, shall be paid for.

- A. Temporary: When an employee is transferred or moves to another store during his or her work shift, he or she shall be paid for all time spent en route from one store to the other and will be paid either the bus fare or its equivalent if he or she has a car. When an employee is transferred or moves to a store outside of the area covered by this Agreement at the Employer's request, he or she shall receive mileage in accordance with the Company's travel policy and a time allowance (at straight-time rates). The policy rate for mileage at ratification is forty-**eight** cents (\$0.48) per kilometre and is reviewed on a regular basis. For the Lower Mainland and Vancouver Island areas the mileage and permitted time as an allowance are agreed to be as follows:

Lower Mainland

Vancouver - Chilliwack		
- 120 miles return	-	2 hours per day
Vancouver - Abbotsford		
- 80 miles return	-	1 1/2 hours per day
Vancouver - Mission		
- 90 miles return	-	1 1/2 hours per day
Vancouver - Langley		
- 50 miles return	-	1 hour per day

Vancouver Island

Victoria - Duncan		
- 70 miles return	-	1 1/2 hours per day

It is understood the above time is an allowance only and the employee would be required to work the workday scheduled.

- B. Permanent: When an employee is transferred outside the Contract Area at the Employer's request, the employee shall be paid at straight time rates for all time necessarily spent travelling, provided:
1. The employee shall not be paid travel time for meal or overnight stops,
 2. The employee shall proceed to his destination with all reasonable dispatch,
 3. The method of transportation shall be selected by the Employer.

If it is decided the employee will use his or her private car, he or she shall receive mileage to his or new location in accordance with the Company's travel policy. The policy rate for mileage at ratification is forty-**eight** cents (\$0.48) per kilometer and is reviewed on a regular basis. If it is decided that the employee will travel by bus, train or plane, then actual cost of the fare will be paid by the Employer. Economy airfare will be paid.

The employee will be reimbursed for reasonable and normal expenses for meals and lodging en route to his or her new destination.

Reasonable and normal expenses will be paid in connection with meals and lodging while obtaining permanent accommodation at the new location. Such expenses will be paid up to a maximum of two (2) weeks from the date of arrival.

10.17 Cost of Living Clause

Commencing in April, 2004, the Employer and the Union shall meet to determine if there has been more than a three percent (3%) increase in the B.C. Consumer Price Index (CPI)* over the past year. The determination (CPI increase) will be based on a comparison of the March 2004 B.C. CPI to the March 2003 B.C. CPI.

If the CPI increase exceeds three percent (3%) then the Employer shall pay employees at top rate in Grid B, Service Clerk, Pharmacy Technician and Specialty Department classifications one-half cent (\$0.005) per hour paid for each one-third of one percent (.333%) that the CPI increase exceeds three percent (3%). In all other classifications, the Employer shall pay employees at top rate of their classification one cent (\$0.01) per hour paid for each one-third of one percent (.333%) that the CPI increase exceeds three percent (3%). Hours paid shall mean the hours paid in the fifty-two (52) weeks prior to March 28, 2004.

The above calculation shall also be made in April, 2005; April, 2006; April, 2007; April, 2008, as follows:

Calculation Date	CPI Increase Comparison	Hours Paid Calculation
April, 2005	March, 2005 vs. March, 2004	52 weeks prior to March 27, 2005
April, 2006	March, 2006 vs. March, 2005	52 weeks prior to April 2, 2006
April, 2007	March, 2007 vs. March, 2006	52 week prior to April 1, 2007
April, 2008	March, 2008 vs. March, 2007	52 week prior to March 30, 2008

*B.C. CPI as supplied by Statistics Canada

Example for April, 2005:

1. March, 2005: B.C. CPI. = 154.8
2. March, 2004 : B.C. CPI. = 140.7
3. 154.8 divided by 140.7 = 10.0213% increase in B.C. CPI
4. 10.0213% minus 3% = 7.0213%
5. 7.0213% divided by .3333 = \$0.2107 per hour paid
6. 2080 hours paid** times \$0.2107 = \$438.26

**Hours paid in the 52 weeks prior to March 27, 2005.

SCHEDULE OF HOURS FOR DETERMINING RATE INCREASES FOR PART-TIME AND FULL-TIME* EMPLOYEES

173 1/3 hours	-	1 month	1,733 1/3 hours	-	10 months
346 2/3 hours	-	2 months	1,906 2/3 hours	-	11 months
520 hours	-	3 months	2,080 hours	-	12 months
693 1/3 hours	-	4 months	2,253 1/3 hours	-	13 months
866 2/3 hours	-	5 months	2,426 2/3 hours	-	14 months
1,040 hours	-	6 months	2,600 hours	-	15 months
1,213 1/3 hours	-	7 months	2,773 1/3 hours	-	16 months
1,386 2/3 hours	-	8 months	2,946 2/3 hours	-	17 months
1,560 hours	-	9 months	3,120 hours	-	18 months

*IN THE ACCUMULATION OF HOURS BY FULL-TIME EMPLOYEES FOR RATE INCREASES, HOURS TAKEN ON A.T.O. WILL BE ADDED TO HOURS ACTUALLY WORKED.

The parties agree that Section **10.01** does not prevent the implementation of additional premiums or other incentives as determined by the Employer from time to time and as mutually agreeable between the Employer and the Union.

Section 11 – VACATIONS

11.01 Vacation Entitlement

The following language applies to Grid B employees:

- A) The following vacation entitlement schedule for employees, except for Grid A, shall be effective January 1, 2017 and shall at that time replace the Employment Standards Act vacation provisions as follows:

	Time Off	Vacation Pay*
Less than 3 years continuous service	2 weeks	4%
3 or more years continuous service	3 weeks	6%
8 or more years continuous service	4 weeks	8%
13 or more years continuous service	5 weeks	10%

*(*Percentage (%) of Gross pay)*

- B) *"Years of service" shall also be deemed to include any period which an employee served in the Armed Forces during time of war or declared national emergency, provided that he or she was an employee of the Employer immediately prior to joining the Armed Services and resumed employment with the Employer immediately following his or her discharge. For purposes of paid vacation where the services of an employee are retained by a purchaser of the business, his or her services shall be deemed to be uninterrupted by the sale or purchase of the business and shall be binding upon the purchaser.*
- C) *For purposes of the vacation schedule outlined in Section 11.01 (A) where the services of an employee are retained by a purchaser of the business, his or her services shall be deemed to be uninterrupted by the sale or purchase of the business and shall be binding upon the purchaser.*
- D) *Employees whose employment is terminated or if they terminate and give two (2) weeks' notice in writing to the Employer, shall receive all applicable percentage of earnings, less any paid vacation taken plus the applicable percentage of earnings for any period since the employee's last anniversary date and date of termination.*
- E) Any employee commencing employment between October 1 and December 31 shall be entitled to receive five (5) days' Leave of Absence the following year during the vacation period.

Employees terminating their employment without the above notice shall receive no more than four percent (4%) of earnings for vacations earned plus four percent (4%) of earnings for any period since the employee's last anniversary date and date of termination.

11.02 The following language applies to Grid A employees (including Service Clerks):

- A) A "year of service" for purposes of paid vacation shall mean one thousand seven hundred (1,700) hours of actual work with the Employer within a calendar year, provided, however, that all time absent on paid vacation and paid statutory holidays, and time lost due to sickness or accident not exceeding thirty-nine (39) consecutive weeks calculated from the first day of such continuous illness or accident, shall be considered as time worked.

The following vacation schedule shall apply:

- Employees with one (1) year of service but less than three (3) consecutive "years of service" shall receive two (2) weeks' vacation with pay annually.
- Employees with three (3) or more consecutive "years of service" shall receive three (3) weeks' vacation with pay annually.
- Employees with eight (8) or more consecutive "years of service" shall receive four (4) weeks' vacation with pay annually.
- Employees with thirteen (13) or more consecutive "years of service" shall receive five (5) weeks' vacation with pay annually.
- Employees with eighteen (18) or more consecutive "years of service" shall receive six (6) weeks' vacation with pay annually.
- Employees with twenty-three (23) or more consecutive "years of service" shall receive seven (7) weeks' vacation with pay annually.

Vacation pay for vacation provided in Section **11.02 (A)** shall be computed on the basis of forty (40) hours' pay or one fifty-second (1/52) of the employee's earnings for the employee's calendar year prior to leaving on vacation, whichever is the highest, for each week of paid vacation to which the employee is entitled. Employees must take vacation to which they are entitled and cannot receive pay in lieu of vacation, except as hereinafter provided.

"Years of service" shall also be deemed to include any period which an employee served in the Armed Forces during time of war or declared national emergency, provided that he or she was an employee of the Employer immediately prior to joining the Armed Services and resumed employment with the Employer immediately following his or her discharge. For purposes of paid vacation where the services of an employee are retained by a purchaser of the business, his or her services shall be deemed to be uninterrupted by the sale or purchase of the business and shall be binding upon the purchaser.

- B) Should an employee fail to meet the one thousand four hundred and fifty (1,450) hour test or the one thousand seven hundred (1,700) hour test for vacation eligibility because of the L.O.A. provisions in the Collective Agreement (i.e. T.A.B., Education Leave, One Year Leave, etc.), the year will be removed from the calculation of continuous years. This will bridge the prior continuous years of service for vacation purposes with the subsequent year(s) of service.

Full-time employees who wish to receive their vacation pay in advance of the normal time must notify the Employer, in writing, by Saturday of the week prior to the week in which the vacation pay is desired.

Effective January 3, 1988, the percentage (%) vacation pay in Sections **11.02 (B)**, **11.02 (A)**, **11.02 (E)**, **11.02 (F)** and **11.04** shall be computed on the basis of one fifty-second (1/52) for each week of entitlement, excluding the annual Sick Leave payout.

(Note: An employee absent due to sickness or accident in excess of thirty-nine (39) consecutive weeks shall earn "time" only as it relates to Section **11.02 (A)**)

- C) Vacation Bridge: The Employer agrees to extend the vacation bridge for Maternity Leave taken prior to the vacation bridge provision coming into effect in 1993. Changes to vacation entitlement shall be applied to vacation time off *beginning in 2009*.

Applications made after December 31, 2008 will be considered and the vacation entitlement, if revised, will be applied to the following year after the application is made.

- D) Where an employee has worked throughout a calendar year for the same Employer, but for less than one thousand seven hundred (1,700) hours of that calendar year so that he or she has not earned an annual holiday, and where his or her employment with the Employer has not terminated, the Employer shall, in lieu of an annual holiday, pay to the employee, notwithstanding that he or she had not earned an annual holiday, an amount equal to two fifty-seconds (2/52's) of the employee's total wages and salary earned from that Employer during the calendar year.

The pay to which an employee is entitled pursuant to this Subsection shall be paid to the employee in one of two ways, either

1. Not later than March 15 covering the period ending December 31 of the previous year, or
2. Within two (2) weeks of the employee's anniversary date for the previous work year.

Choice of either of the above alternatives will be made by the Employer and all employees of the Employer covered under this Section shall be paid in a like manner. The Employer will inform the Union of the method to be used.

- E) Employees who work a minimum of one thousand four hundred fifty (1,450) hours in each calendar year for three (3) consecutive years, but who do not otherwise qualify for three (3) weeks' vacation with pay, shall be entitled each year in which they qualify to three fifty-seconds (3/52's) of their current year's gross earnings and have a choice of equivalent paid vacation or pay in lieu thereof.

Employees who work a minimum of one thousand four hundred fifty (1,450) hours in each calendar year for eight (8) or more consecutive years, but who do not otherwise qualify for four (4) weeks' vacation with pay, shall be entitled each year in which they qualify to four fifty-seconds (4/52's) of their current year's gross earnings and have a choice of equivalent paid vacation or pay in lieu thereof. Paid statutory holidays and vacations are considered as time worked.

- F) Employees whose employment is terminated or if they terminate and give two (2) weeks' notice in writing to the Employer, shall receive all earned vacation pay or applicable percentage of earnings, whichever is higher, less any paid vacation taken plus the applicable percentage of earnings for any period since the employee's last anniversary date and date of termination.

Earned vacation pay shall mean vacation earned in accordance with Sections **11.02** and **11.02 (A)** prior to the employee's last anniversary date.

Employees terminating their employment without the above notice shall receive no more than two fifty-seconds (2/52's) of earnings for vacations earned plus two fifty-seconds (2/52's) of earnings for any period since the employee's last anniversary date and date of termination.

- G) Part-time employees who have worked less than one thousand seven hundred (1,700) hours in the previous year, but who have worked an average of twenty-four (24) or more hours per week, shall be entitled to two (2) weeks' vacation without pay. It is understood that such employees must advise the Employer by February 1 if they want vacations that year. The time of vacation is to be mutually agreed upon. Time spent on such vacation shall be counted as time worked for purposes of qualifying for benefits under Section **13**.
- H) Any employee commencing employment between October 1 and December 31 shall be entitled to receive five (5) days' Leave of Absence the following year during the vacation period.

11.03 Vacation Scheduling

The following language applies to all employees:

A) Vacation Formula

The Employer and the Union agree to the following principles in the selection of vacation by introducing a formula to establish the numbers of employees able to select vacations by classification on a weekly basis.

- The formula for calculating the number of eligible employees allowed to take vacation in any week other than the week before Christmas, Christmas week and the week after Christmas (Section **11.03 (D)** – December Vacation) will be as follows:
- By classification, each store will total the number of eligible weeks of vacation for employees with at least one year of service as of January 1. That total number of weeks will be divided by 50.
- The Employer and the Union will micromanage stores which are negatively impacted by the formula.

B) Vacation Selection Process

Vacation selection process for all eligible employees (including part time) shall commence November 1 and continue through January 31. All employees who are eligible for vacation will be included on the vacation planner. The current process for selection will be followed. Employees have up to three (3) calendar days to select their vacation by seniority.

The minimum number of employees permitted off on vacation in each classification in a week shall be in accordance with the vacation formula outlined in Section 11.03 (A).

After January 31, any outstanding vacation selections shall be granted on a “first come, first serve” basis, subject to operational needs.

Upon completion, a copy of the vacation planner shall be forwarded to the Union Office. The completed vacation planner will also be available in store for review by employees.

Any changes to the vacation schedule shall be by mutual agreement between the employee and Store Manager or designate.

Grid A full-time employees will be paid weekly whether they are on vacation or working.

Part-time employees will be paid out in March.

Vacation schedules, once approved by the Employer, shall not be changed except by mutual agreement between the employee and the Employer. Company seniority shall apply in preference for vacations within the store. In cases where transfers of personnel into a store make the foregoing inoperable, the fairest alternative procedure shall be adopted.

Upon request, wherever possible, the Employer will schedule full-time employees the first day of the week after vacation as a day off. Furthermore, the employee's starting time for the first shift upon returning from paid vacation shall be written on the schedule prior to leaving on vacation.

Paid vacations for full-time employees and statutory holidays for all employees shall be considered as time worked for all purposes of the Collective Agreement.

C) Single Day Vacation

Any employee who is entitled to vacation time off may request to take one (1) week of vacation and break it into five (5) Single Day Vacation days off.

These vacation days off shall be granted by seniority on the following basis:

Single Day Vacation requests approved during the annual vacation selection process shall have preference over RTO, ATO and TAB.

Employees may request their days off be consecutive with the Single Day Vacation Day.

Only one (1) single vacation day may be taken per week.

Single Day Vacation will be selected in the following process:

- **Employee must declare that they wish to break one week of their vacation into single days prior to the commencement of the vacation selection process.**
- **In determining the formula Section 11.03 (A), only employees' full weeks of vacation are used.**
- **Single Vacation Days will be selected during the vacation selection process in seniority order.**

Single Day Vacation shall not count toward the total number of employees off each week.

Single Day Vacation days are subject to the operational needs of the store and in the case of multiple requests, the requests will be denied in order of reverse seniority.

D) Two (2) weeks of an employee's paid vacation shall be consecutive and given during the regular vacation period - April 1 to September 30. This can be varied if mutually agreeable to the

employee and the Employer. However, employees entitled to five (5) or more weeks of vacation may take three (3) consecutive weeks of vacation during the regular vacation period except during the prime time of July and August unless otherwise mutually agreed.

Employees entitled to four (4) or more weeks' paid vacation, shall receive a minimum of two (2) of their additional weeks consecutively unless otherwise mutually agreed.

Vacations must be taken in units of not less than one (1) week.

Once initial vacations have been selected during the regular vacation period (April 1 to September 30) subject to the operational needs of the store, any weeks in which no employee has chosen any vacations will be available for selection by seniority.

Vacations in excess of the two (2) or three (3) weeks are to be scheduled between October 1 and April 1 and at a time requested by the employee, provided three (3) months' prior notice has been given by the employee. If more than two (2) employees from the same store request vacations for the same time, seniority shall govern. The foregoing shall not apply to the week that Christmas Day occurs and the week prior. Should vacation time be made available during this "black-out" period, those vacation weeks shall be granted by seniority. For the week following Christmas week, two (2) employees per store will be able to take vacation by seniority unless otherwise permitted by the Employer.

- E) When a statutory holiday occurs during an employee's vacation an extra day's vacation with pay shall be granted if the holiday is one which the employee would have received had he or she been working. Where an employee receives three (3) or more weeks' vacation with pay and a statutory holiday occurs during the employee's paid vacation, an extra day's pay may be given in lieu of an extra day's vacation with pay if, in the opinion of the Employer, an extra day's vacation with pay will interfere with vacation schedules or hamper operations.

11.04 Vacation Maintenance

- A) Vacation entitlement is to be maintained for *Grid A* full-time or *Grid A* part-time employees whose hours are reduced, either by themselves or the Employer. Such entitlement shall be to a maximum of five fifty-seconds (5/52's). Time off entitlement will be in accordance with the percentage entitlement.

The following applies to all employees:

- B) Maternity Leave shall count for vacation purposes. Leaves of Absence for Union business relating to conventions and, in the case of work in the Union office, shall count for the purposes of vacations for a period of twelve (12) months.
- C) If an employee is transferred from one Contract Area to another in British Columbia, then the employee's vacation entitlement as defined in this Section, shall be transferable.

Section 12 - LEAVES OF ABSENCE

12.01 Jury and Witness Duty Pay

An employee summoned to Jury Duty or Witness Duty, where subpoenaed in a court of law, or where subpoenaed to an Arbitration Hearing or Labour Board Hearing by the Employer, shall be paid wages amounting to the difference paid them for their services and the amount they would have earned had they

worked on such days. Employees performing the said service shall furnish the Employer with such Statements of Earnings as the courts may supply.

Employees shall return to work within a reasonable period of time. They shall not be required to report if less than two (2) hours of their normal shift remains to be worked. Total hours on Jury Duty or Witness Duty and actual work on the job in the store in one (1) day shall not exceed eight (8) hours for purposes of establishing the basic workday. Any time worked in the store in excess of the combined total of eight (8) hours shall be considered overtime and paid as such under the Contract.

An employee's day(s) off will not be altered to circumvent the foregoing.

12.02 Funeral and Bereavement Leave

Effective ratification 2013 (April 10, 2013) the following language applies to all employees:

In the event of death of a brother, sister, mother-in-law, father-in-law, sister-in-law, brother-in-law, grandmother, grandfather, grandchild, or any relative living in the household of the employee, the Employer will grant up to three (3) paid days compassionate Leave of Absence. This leave will be granted to attend the funeral and such time off must be taken at the time of bereavement or the time of service.

In the event of death of spouse, father, mother, or child, the employee shall be entitled to one (1) week's leave of absence with pay at the time of bereavement. It is understood that in the case of a part-time employee, the compensation shall be at the average hours worked during the preceding four (4) weeks. The family members listed in this paragraph include "step" family members, for example, father also includes step-father.

Should an employee's entitlement to the one (1) week's leave of absence with pay occur while the employee is on vacation, the employee's week of vacation will be re-scheduled at some later date as mutually agreed between the employee and the Employer.

An employee's day off will not be altered to circumvent funeral leave benefit. This leave may be extended for up to five (5) working days by using vacation time, A.T.O. and/or unpaid leave.

Employees may request up to five (5) working days of vacation time, A.T.O., or unpaid leave for time off in the event of death of other family members not listed above.

12.03 Military Leave

An employee who is a member of the Canadian Armed Forces, including the Primary Reserve, and who is part of an operational deployment will, upon two (2) weeks notice where possible, be granted a leave of absence without loss of seniority. Employees may be required to provide documentation to support the leave request.

12.04 Leave of Absence Provisions

- A) Except as otherwise indicated in the Collective Agreement, applications for Leaves of Absence without pay will be adjudicated on the basis of merit, compassion, length of service and the operational needs of the store. Leaves of Absence shall not be unreasonably withheld.
- B) The Union will agree to the Employer's policy regarding the administration of this Leave of Absence provision. The Employer's policy reads as follows: "All employees are entitled to apply for a leave of absence of up to six (6) weeks in duration once per calendar year. Approval

of the leave request and the length of the leave will be adjudicated on the basis of merit, compassion, length of service and the operational needs of the store.”

The Employer and the Union agree that employees who are granted leave under this provision shall accumulate seniority.

While on Leave the employee shall not take employment with any competitor in the food business. Violation of this provision may result in termination.

12.05 Upon three (3) months’ notice all employees shall be entitled to a one (1) year unpaid Leave of Absence after four (4) years of continuous service. Employees on such a Leave of Absence shall accumulate seniority.

- A) This leave of absence is for one (1) year only.
- B) Employees may return to work earlier than the scheduled end of the leave provided they give their Store Manager one (1) month’s notice in writing of their early return to work date.
- C) This leave of absence is only available once during an employee’s career with the Employer.
- D) While on this leave of absence an employee shall not take employment with any competitor in the food business. (Violation of this provision may result in termination.)

12.06 Educational Leave

Employees with four (4) years or more of continuous service with the Employer shall be entitled to an Educational Leave of Absence for up to one (1) year and shall accumulate seniority.

The following terms and conditions shall apply to such Leaves:

- A) One (1) employee per store at any one time shall be eligible for Educational Leave. In stores with more than forty (40) employees, two (2) people per store will be entitled to Educational Leave.
- B) Written application for the Leave shall be coordinated through the Human Resources Department. Notification of the person going on Leave shall be provided to the store, Union and employee involved.
- C) Seniority shall be the determining factor in scheduling the Leave.
- D) Such Leave will be granted on a onetime only basis per employee.
- E) The employee must be attending an accredited educational institution. The parties reserve the right to discuss and resolve the application of this in any particular case.
- F) While on Leave the employee shall not take employment with any competitor in the food business. (Violation of this provision may result in termination.)
- G) It is understood a person on Leave could be offered minimal part-time work with the Employer without seniority or rights to such work for the duration of the Leave.
- H) The period of time off will not count towards time worked for vacation entitlement.

- I) One (1) month's notice of return to work must be given to the Employer unless a return date has been established prior to leaving.

The parties desire to have this new provision complied with in spirit and intent. Any abuse, violations or conflicts arising from it will be discussed between the parties before any action is taken.

12.07 Take-A-Break Leave of Absence

Employees with two (2) years or more of continuous service are entitled to apply for a Take-A-Break Leave of Absence up to a maximum of one hundred and twenty (120) days per year, (but not to exceed twenty-four (24) calendar weeks in duration), subject to the following conditions:

- A) Application for such leaves shall be in writing. The Employer has provided the Store Manager with the responsibility to approve or deny requests for Take-A-Break leaves in accordance with **this section**. Such requests will be considered with all other sections of the Collective Bargaining Agreement.
- B) Requests for Take-A-Break Leave of Absence will be granted to all employees provided there is another available employee in the store who is capable of doing the work required.
- C) The Employer shall maintain Health and Welfare coverage for **Grid A** full-time employees during Take-A-Break up to a maximum of eight (8) weeks per calendar year but not in excess of two (2) calendar weeks per calendar quarter.
- D) Scheduled vacation time shall take precedence over the granting of Take-A-Break Leave of Absence.
- E) The Employer and the Union agree that employees on a "Take-A-Break Leave" shall accumulate seniority.
- F) It is also agreed that employees may take single or multiple day Take-A-Break leave (i.e., less than one [1] week in length) provided the cumulative total days where a Take-A-Break leave is taken does not exceed one hundred and twenty (120) calendar days per calendar year. It is understood that each day of Take-A-Break leave per week reduces the basic work week by one day. **Effective October 10, 2014, employees who are eligible for Take-A-Break (TAB) Leave of Absence under this Section are eligible to apply to use up to a maximum of fifteen (15) days per year as single day TAB days.**
- G) Employees may return to work earlier than the scheduled end of the leave provided they give their Store Manager one (1) month's notice of their early return to work date.

12.08 Self-Pay of Pre-Leave Benefits

While employees are on leave under Section **12.03, 12.04, 12.06, 12.07** and **12.12**, they shall be permitted to pay in advance, on a quarterly basis, their pre-leave benefits for MSP, EHB, HEP and Life Insurance. Once the Company's new HR platform is in place and the necessary upgrade has been installed, employees may select to pre-pay for any of the following groups or combinations thereof:

- 1. MSP/EHB
- 2. WI/LTD

3. Life Insurance

The Company and Union agree to recommend to the Dental Trustees to provide a process for employees to prepay their dental benefits prior to going on the leaves outlined above.

12.09 Pyramiding Leaves

The Union and the Employer agree that eligible employees may pyramid leaves to a maximum of three (3) years. For example, an employee may start with a one hundred and twenty (120) day Take-A-Break Leave, then take a one (1) year Leave of Absence, then take a one (1) year Educational Leave and then take another one hundred and twenty (120) day Take-A-Break Leave, thereby taking two (2) years and eight (8) months off consecutively. There is no requirement to return to work between leaves.

12.10 Pregnancy Leave

1. A pregnant employee who requests leave shall be given an unpaid leave of absence without loss of seniority or other privileges for a maximum of seventeen (17) weeks, up to eleven (11) weeks prior to the expected delivery date and at least six (6) weeks after the actual delivery date. The employee may choose to delay the commencement of her pregnancy leave, provided she is medically fit to perform the full range of duties of her position. This will not affect the employee's entitlement to pregnancy leave.
2. An employee who requests leave under this section after the birth of a child or the termination of a pregnancy is entitled up to six (6) consecutive weeks of unpaid leave beginning on the date of the birth or of the termination of the pregnancy.
3. An employee is entitled to up to six (6) additional consecutive weeks of unpaid leave if, for reasons related to the birth or the termination of the pregnancy, she is unable to return to work when her leave ends under point (1) or (2).
4. All such requests must be submitted in writing at least two (2) weeks prior to the employee's return to work date.
5. In addition to the Pregnancy Leave set out above, the attending physician certifying that the health of the mother or child may be in danger by the mother continuing to work may extend such leave prior to delivery.
6. An employee requesting a shorter period than six (6) weeks after the actual birth to return to work must provide written notice to the Employer of not less than one (1) week before the date the employee proposes to return to work. If required by the Employer, the request must be accompanied by a physician's medical certificate stating the employee is able to return to work.
7. Benefit entitlement for the above leaves shall be as required by the B.C. *Employment Standards Act*.

12.11 Parental Leave

1. An employee who requests parental leave under this section is entitled to:
 - a) for a birth mother who takes leave within one year of the birth of a child and in conjunction with pregnancy leave taken under Section **12.10** – up to thirty five (35) weeks of unpaid leave beginning immediately after the end of the leave taken under Section **12.10**.

- b) for a birth mother who does not take a leave under Section **12.10** in relation to the birth of a child – up to thirty seven (37) weeks of unpaid leave beginning after the child's birth and within fifty two (52) weeks after that event.
 - c) for a birth father – up to thirty seven (37) weeks of unpaid leave beginning after the child's birth and within fifty two (52) weeks after that event.
 - d) for an adopting parent – up to thirty seven (37) weeks of unpaid leave beginning within fifty two (52) weeks after the child is placed with the parent.
2. If certified by a licensed medical practitioner that the child requires an additional period of parental care, the employee is entitled to up to five (5) additional weeks of unpaid leave, beginning immediately after the end of the leave taken under subsection (1) above.
 3. The employee is required to give the Employer four (4) weeks' advance notice in writing of their intention to take a leave under subsection 1 (a) (b) (c). The Employer may request this notice be accompanied by a medical practitioner's certificate or other evidence of the employee's entitlement to the leave.
 4. Benefit entitlement for the above leaves shall be as required by the B.C. *Employment Standards Act*.

12.12 Paternity or Co-Parental Leave

An employee about to become a father or co-parent shall be entitled to an unpaid leave of absence of up to five (5) days at the time of the birth of their child or the adoption of a pre-school child or children. The employee may use A.T.O.'s or one (1) week's vacation at their option.

12.13 Unpaid Extended Parental Leave

Employees may request an unpaid leave of absence of up to one (1) year related to the birth or adoption of a child. This leave must commence within one (1) year of the birth or adoption.

Application for this leave shall be in writing and provided to store management at least one (1) month in advance. All other provisions of Section **12.04** shall apply.

12.14 It is agreed that employees who are on a leave of absence of less than one (1) year, and have returned to work prior to this Agreement, shall not have their seniority frozen.

It is agreed that the Employer shall adjust, where possible, seniority dates for those employees who were granted a leave for less than one (1) year and had their seniority dates frozen, as these dates are brought forward to the Employer's or Union's attention. It is agreed no monetary claim shall exist for any time period prior to the date the error is raised by either party. Those employees who were granted a one (1) year leave prior to Date of Ratification 2003 but came back early will be treated as set out in Section 8.12 (d) of the 1997 – 2003 Collective Bargaining Agreement.

The parties agree to meet and resolve any difficulties that arise out of this agreement.

Section 13 - HEALTH AND WELFARE PLAN

Note: Health and Welfare benefits and eligibility requirements for the Grid B Benefit Package shall be determined by the Trustees of the Joint Health and Welfare Benefit Trust.

13.01 Grid B Benefit Package and Contributions

This language in Section 13.01 applies to Grid B employees:

A) Benefit Contributions

1. **Dental and Extended Health Benefits**
 - ***The Employer shall provide Dental and EHB benefits with contributions set at thirty-eight cents (\$0.38) per hour effective the first Employer fiscal period after ratification 2013 (date of ratification is April 10, 2013).***
2. **Medical Services Plan (MSP), Weekly Indemnity (WI), Long Term Disability (LTD); Life Insurance; and/or Accidental Death & Dismemberment (AD&D).**
 - ***Effective Sunday after ratification 2013 (April 14, 2013) the Employer shall contribute thirty cents (\$0.30) per hour worked for the purposes of providing one or a combination of the above benefits.***
3. **Any benefit costs over and above the foregoing will be borne by the employees.**
4. **The Employer and Union Trustees shall oversee the implementation of the above benefits. Should the Trustees implement Provincial Medical, it shall be administered by the Employer. The Employer and Union can mutually agree to enhance some benefits in point 2 above prior to 2018, provided that any costs above the stated Employer contributions are funded by employee contributions.**
5. **The Employer and Union Trustees shall be responsible to establish eligibility and qualification requirements for the above plan(s).**

B) Direct Pay Prescription Card

Effective January 1, 2014 (if the provider's system conversion is delayed, implementation date will need to be delayed) the Employer agrees to provide a direct pay prescription drug card for use in Pharmacies operated by Sobeys West Inc. (Safeway Operations). (If the employee chooses to get their prescription filled at a non-Safeway pharmacy, they must submit their claim on the approved paper forms.) For employees who work in single store bargaining units with no Pharmacies, the paper claim option will be the only option available.

(All prescriptions reimbursements will be at the low cost alternative where the plan pays the lowest price for interchangeable products with the same active ingredients. If a generic equivalent is not available or if there is a medical reason for prescribing a brand drug as adjudicated by Pacific Blue Cross the brand drug will be reimbursed.)

13.02 Grid A Health & Welfare Plan

The following applies to Grid A employees (including Service Clerks):

The cost of benefits listed in this Collective Agreement provided to Grid A employees, including Service Clerks (except students) shall be paid one hundred percent (100%) by the Employer.

- A) The Employer shall also make available *to Grid A employees (including Service Clerks)* who work an average of twenty-four (24) hours per week for a period of three (3) consecutive months. For the purposes of entitlement and disenitment, the hours' tests set out above will apply, but will be based on twenty-four (24) hours.

- Medical Services Plan (M.S.P.)
- Extended Health Benefit (E.H.B.)
- Hearing Aid, Eyeglass, Prescription Drug Plan (H.E.P.)

New employees who are covered by the B.C. Medical Services Plan at the date of their employment can elect to maintain their continuity of coverage to be paid as defined above.

B) B.C. Medical Services Plan (MSP)

The B.C. Medical Services Plan. In addition, the M.S.A. Extended Health Plan or its equivalent on the basis of a twenty-five dollar (\$25.00) maximum of eligible medical expenses to be paid by the employee. It is understood that Extended Health benefits shall be made available to employees who are covered under their spouses' B.C. Medical Services Plan or similar coverage, provided the employee is otherwise eligible.

Dependent coverage shall be available under the Medical Plan. A dependent shall be as defined under the B.C. Medical Services Plan or as may be mutually agreed. Employees may elect to have their spouse and children covered under the B.C. Medical Services Plan unless the spouse is covered separately.

C) *Hearing, Eyeglasses and Prescription (HEP)*

The Plan shall provide the following benefits to eligible employees:

1. Prepaid Drug Plan with no deductible.
2. Eyeglasses, lenses and frames, to a maximum of three hundred dollars (\$300.00) per person every two (2) years. Maximum for dependents under age nineteen (19) shall be three hundred dollars (\$300.00) each year (effective August 18, 2008).
3. Hearing aids to a maximum of three hundred fifty dollars (\$350.00) per person once every four (4) years.
4. It is understood all employees' dependents shall be covered by this Plan. Eligible dependents shall be spouse and a covered employee's unmarried children under the age of nineteen (19), or under the age of twenty-five (25) while attending an educational institution provided such person is still dependent on the employee.
5. **Direct Pay Prescription Card - Effective January 1, 2014 (if the provider's system conversion is delayed, implementation date will need to be delayed) the Employer agrees to provide a direct pay prescription drug card for use in Pharmacies operated by Sobey's West Inc. (Safeway Operations). (If the employee chooses to get their prescription filled at a non-Safeway pharmacy, they must submit their claim on the**

approved paper forms.) For employees who work in single store bargaining units with no Pharmacies, the paper claim option will be the only option available.

(Clarification – All prescriptions reimbursements will be at the low cost alternative where the plan pays the lowest price for interchangeable products with the same active ingredients. If a generic equivalent is not available or if there is a medical reason for prescribing a brand drug as adjudicated by Pacific Blue Cross the brand drug will be reimbursed.)

13.03 Grid A Health & Welfare Plan

The following applies to Grid A employees (including Service Clerks):

- A) The Employer shall, *in addition to the benefits listed in Section 13.02 above*, make available the *following* benefits to *Grid A employees, including Service Clerks* who work an average of thirty-two (32) hours per week for a period of three (3) consecutive months. Such employees shall receive the same benefits as set out for *Grid A* full-time employees in this Section of the Agreement.

- *Group Life Insurance*
- *Weekly Indemnity (W.I.)*
- *Long Term Disability (L.T.D.)*

B) Life Insurance - Conversion Privilege

If your coverage ceases because your employment or your membership within the eligible classes ends, you may convert your insurance to some form of individual life policy offered by insurance carrier without having to pass a physical examination.

You have thirty-one (31) days to make application for conversion and to pay the required premium following termination of your insurance. However, if you are given written notice of your right to convert, you have no more than thirty-one (31) days from the date of termination of insurance, or until twenty-five (25) days after you are given notice, whichever is the later date.

If you should die within the thirty-one (31) day period after your coverage ends, your amount of insurance will be paid to your beneficiary. If your life insurance is payable under the group policy, payment will not be made under the converted policy, and premiums paid for the converted policy will be refunded.

Group Life Insurance shall be a minimum of twenty-five thousand dollars (\$25,000.00.) Where Group Life Insurance Plans have coverage in excess of twenty-five thousand dollars (\$25,000.00), then such Plans shall continue in force during the currency of this Collective Agreement.

If an employee cannot work due to illness and his or her Weekly Indemnity is about to lapse, he or she shall have the right to continued coverage for life insurance by paying the full premium.

C) Weekly Indemnity Benefits

Weekly Indemnity benefits shall be paid up to a period of twenty-six (26) weeks commencing on:

1. The first (1st) day of hospitalization due to non-occupational accident or sickness, or

2. The fourth (4th) day of absence due to sickness or non-occupational accident.

Weekly Indemnity payments shall be in the amount of seventy-five percent (75%) of an employee's straight time rate of pay.

The payment of the Weekly Indemnity benefit shall be based on a five (5) days per week basis for employees regularly working the basic workweek. Eligible part-time employees' Weekly Indemnity benefits shall be based on a seven (7) days per week basis. For example, a part-time employee shall receive one seventh (1/7th) of the weekly income rates for each day that he or she is entitled to benefits. Once on benefits, a part-time employee will receive such payments for each day of the week, including Sundays, statutory holidays and regularly scheduled days off.

It is understood and agreed between the Employer and the Union that Weekly Indemnity payments to entitled employees shall be the responsibility of the Employer. If payment of valid claims is not made by the Insurance Company within two (2) weeks from the time the Employer receives the completed application, the Employer shall then pay to the claiming employee an amount equal to his/her entitlement.

Similarly, when payments are stopped by the Carrier, while the employee's entitlement continues, the employee shall be able to claim the amount of his/her entitlement from the Employer.

Payments made by the Employer for claims later found to be invalid, or payments made by the Employer which are later paid by the Carrier, shall be returnable to the Employer.

The Company agrees to cooperate with Pacific Blue Cross, regarding the potential to convert W.I. and L.T.D. payments to direct deposit. Subject to the carrier's ability to do so, employees shall have the option of direct deposit or home delivery of W.I. and L.T.D. benefits.

D) Long-Term Disability Plan

The Employer shall provide an L.T.D. Plan for eligible employees.

The Plan will provide sixty percent (60%) of salary and will activate when either W.I. or W.C.B. benefits are exhausted.

A "day of absence" shall mean absence from a scheduled workday for the employee concerned.

Upon recuperation from an accident or illness, an employee will give the Employer as much notice as possible of his or her intention to return to work.

Employees on Long Term Disability Benefit shall receive pension credits.

13.04 For the purposes of entitlement and disentanglement, the conditions set out below will apply *for Grid A employees (including Service Clerks)*:

1. Employees who average thirty-two (32) hours per week for a three (3) month period will be eligible for all benefits under Section 13 on the first of the month following meeting this requirement. Eligibility verifications will be done each month ending on the last Saturday of the month on a 4, 4, 5 basis, i.e. if an employee had averaged thirty-two (32) hours per week in the

three (3) months prior to April 25, he/she would become eligible for the benefit package on May 1.

2. If an employee fails to meet the eligibility test, he/she will continue to be eligible for three (3) months. At that time he/she will be tested again and, if eligible, will continue receiving benefits. If not eligible, will cease receiving benefits. Thereafter at the end of each month, the employee's eligibility will be tested and, as soon as he/she becomes eligible again, benefits will be reinstated.

A regular full-time employee reduced by the Employer to part-time shall continue to be eligible to participate in the Plan. Full-time employees reduced by the Employer to below thirty-two (32) hours per week shall receive proportionate Weekly Indemnity benefits.

Employees shall return completed enrollment forms as soon as possible. The Employer will only offer benefits after first eligibility test is met. If refused at that time by the employee, further testing is not required. If an employee later wants coverage, it is his or her responsibility to make application to the Employer. If he or she is eligible for coverage, the same rules regarding late enrollment as apply to full-time staff may be imposed.

Enrollment of group benefits shall be compulsory at the option of the Employer. The Employer, at his option, may require all enrollment cards to be signed within three (3) months from the date that regular full-time employment commenced.

If, under exceptional circumstances, an employee does not sign an enrollment card within three (3) months of employment, he or she may be allowed a further month of grace at the option of the Employer. A period of grace longer than one (1) month may be allowed by the Employer; but, in such cases, a medical examination at the employee's own expense shall be compulsory and a three (3) month penalty period may be imposed.

- 13.05** An eligible full-time employee shall be one who has three (3) consecutive months current employment at the effective date of the Plan.

Benefits for **Grid A** full-time employees who are laid off will be maintained by the Employer for one half (1/2) of the employee's recall period as specified in Section **8.04** on the following basis:

- B.C. Medical Services Plan (M.S.P.)
- Group Life Insurance
- Hearing aid, eyeglasses and prescription drug coverage.

A regular full-time employee who does not have three (3) months' current consecutive full-time service at the effective date of the Plan, or a new employee, shall be eligible the day following the date their current consecutive full-time service reaches three (3) months.

13.06 Physical Examination

The following shall apply to all employees

Where the Employer requires an employee to take a physical examination, doctor's fees for such examination shall be paid by the Employer. Except prior to commencement of employment and the first four (4) weeks of employment, such examinations shall be taken during the employee's working hours without loss of pay to the employee.

13.07 Third Party Liability

The following shall apply to all employees

Effective Sunday after ratification, should an employee receive **the Employer** Weekly Indemnity benefits as the result of an accident and he/she subsequently receives a wage loss settlement from I.C.B.C. covering the same period, the amount by which Weekly Indemnity benefits and Sick Leave benefits cause the total replacement income to exceed the employee's regular earnings shall be reimbursed to the Company.

Any banked sick days which may have been used shall be returned to the employee's banked sick days' accumulation.

The parties agree to request the Trustees to adopt a new reimbursement policy, with respect to Third Party Liabilities.

13.08 Drug and Alcohol Assistance Program

The following applies to all employees:

The Employer and the Union recognize that drug and alcohol abuse can have serious negative impact on both the Employer and the employee. The parties mutually agree to co-operate in resolving problems with drug and alcohol abuse with a view towards rehabilitating employees suffering from such abuse.

- 13.09** Where an employee submits a claim to the Workers' Compensation Board which would, were it not for the existence of Workers' Compensation, entitle the employee to Weekly Indemnity benefits under this Section and such claim is disputed or delayed by the Workers' Compensation Board, the employee may submit a claim for Weekly Indemnity benefits. If the Workers' Compensation Board later accepts responsibility for the payment of such disputed or delayed claim, then Weekly Indemnity Benefits and W.C.B. payments advanced by the Employer are to be reimbursed to the Employer upon receipt of payment from the Workers' Compensation Board.

13.10 Health & Welfare Trust

- 1.** Effective January 1, 1998, the Union and the Employer agree to deliver certain benefits to employees of the Employer who are subject to the terms and conditions of this Collective Agreement, through a Jointly Trusteed Health & Welfare Trust (The Trust) on the following terms and conditions:
- 2.** The Trust used shall be one designated by the Union and there shall be a Board of Trustees made up of members appointed by the Employer(s) and the Union **the Employer** will be permitted to appoint fifty percent (50%) of the Trustees if only one Employer is participating in the Trust and at least one of the Trustees if other employers are participating in the Trust.
- 3.** The Trust will segregate the costs of the Employer from other employer or groups of employers so that the contributions made to the Trust for its employees will not be used to pay the costs of benefits of employees of other employers. This limitation shall not preclude the employers of the Trust from sharing the cost of such items as the expense of operation and the cost of purchasing various forms of risk protection for the Trust provided that the sharing of costs is pro-rated on an equitable basis.
- 4.** Subject to the terms of the Trust, it is expected that a Health & Welfare Committee will be provided for, with an equal number of members appointed by the Employer and the Union. It is

expected that this Committee will have the power to determine the benefits to be provided to the employees, the conditions of eligibility for such benefits and other terms and conditions as they deem necessary to include. It is understood that the Committee shall have the power to amend or modify the terms and conditions of the plans and the eligibility rules provided that no change or modification is inconsistent with the Collective Agreement unless specifically agreed to by the Employer and the Union.

Subject to the approval of the Trustees, the Health & Welfare Committee will ensure that the benefits provided to Grid B employees and Specialty Department Grid B employees will reflect the level of contribution provided for in this Agreement for these persons.

5. The plans and benefits initially provided for employees, other than Grid B employees and Specialty Department Grid B employees, shall not be less favorable nor better than plans in effect at January 1, 1998 and will include:
 - Life Insurance Benefits
 - Accidental Death & Dismemberment Benefits
 - Short and Long Term Disability Benefits
 - Extended Health Benefitsand will only be changed by mutual agreement of the Employer and the Union.
6. The Employer will make contributions to the Trust, or other financial institution as designated by the Trustee to receive them, and will forward these contributions not later than twenty-one (21) days after the close of the Employer's four (4) or five (5) week accounting period along with a report, including a list of employees for whom they have been made.
7.
 - a) The initial rate of contribution for benefits other than Extended Health Benefits, in respect of employees other than Grid B employees and Specialty Department Grid B employees, will be agreed to between the Employer and the Union and any subsequent changes to this rate will be determined by the Trustees as necessary to adequately finance the benefits provided to employees.
 - 1) Once the initial rate of contribution has been established for each benefit, the Employer and the Union will agree to a basis to track benefit experience cost savings against the costs in effect when the Trust is established.
 - 2) From these savings, the Trustees will first set aside reasonable contingency reserves to allow for cost fluctuations and secondly, apply any cost savings as follows:
 - i) 50% to reduce future Employer contributions
 - ii) 50% to improve the benefits available to employees.
 - b) The rate of contributions for extended Health Benefits, which are provided in respect of employees other than Grid B employees and Specialty Department Grid B employees, will be agreed to between the Employer and the Union and may be subsequently changed by the Trustees as necessary to adequately finance those benefits.
8. It is agreed that the Employer and the Union are interested in and committed to identifying ways in which the plans may be modified in order to provide a more effective level of protection for employees at no increase in Employer cost, and it is understood that the Health & Welfare Committee, subject to the approval of the Trustees, shall be charged with the task of identifying

how this might be accomplished. Any recommended changes to the plans, and the cost implications associated with these changes, are subject to the approval of the Employer and the Union before implementation by the Trustees.

9. It is agreed with respect to the Short and Long Term Disability benefits that:
 - a) the Health & Welfare Committee will adopt a process for resolving disputed claims;
 - b) the Health & Welfare Committee will pursue with the Employer and the Union all possible ways to minimize claim costs including such initiatives as a Joint Return to Work and Rehabilitation Program and others to minimize the impact of a Disability on a claimant and permit their early return to active employment.
10. It is agreed that the administration of the plans and the Trust as it applied to the employees covered by the Collective Agreement may continue to be provided by persons employed by the Employer and not covered by the Collective Agreement provided that:
 - a) the Employer provides these services at no cost to the Trust;
 - b) either the Employer, the Health & Welfare Committee or the Trustees can determine that it is necessary to terminate this arrangement;
 - c) a period of reasonable notice shall be provided by the party terminating this arrangement to the other parties;
 - d) the Employer will fully cooperate in the transfer of all records and administrative services being performed to whatever organization is designated by the Trustees to provide ongoing administrative services.
11. It is agreed that the Trust will only pay for claims that are incurred on or after January 1, 1998. However in order to ensure the proper future treatment of existing disabled employees, the Employer will provide to the Trustees a list of all employees subject to the Collective Agreement who are in receipt of Short or Long Term Disability benefits at January 1, 1998, containing at least the following information:
 - a) Identification number
 - b) Type of benefits being paid
 - c) Date of disability
 - d) Status of Life Premium waiver
 - e) Such other information as the Trustees determine necessary
12. Payment of disability income benefits in respect of a date of disability prior to January 1, 1998 will remain the responsibility of the Employer. The Employer will also be responsible for obtaining a waiver of Life Insurance premiums for any Long Term Disability claims in respect of dates of disability prior to January 1, 1998.
13. The Trustees will ensure that the Short Term Disability Plan meets the ongoing provisions established by the Government of Canada for E.I. Premium Reduction unless agreed otherwise by the Employer and the Union.

14. The disability plan will make provision for the payment of benefits to employees who perform modified duties, as part of the Return to Work program.

13.11 The Employer will continue to make Medical Services Plan (MSP) benefits available to **Grid A** employees who work an average of twenty-four (24) hours per week for a period of three (3) consecutive months based on the entitlement and disentanglement tests set out in Section 13.02 (A) of this Agreement.

Section 14 - SICK LEAVE BENEFITS

14.01 Medical Reports

The following applies to all employees:

The Employer agrees to pay the fee for medical reports required by the Employer for Sick Leave or Weekly Indemnity provisions to a maximum of fifty dollars (\$50.00).

14.02 Sick Leave Benefits

Regular **Grid A** full-time employees shall accumulate credits at the rate of four (4) hours for each full month of employment, up to a maximum of three hundred seventy-six (376) hours. Credits shall commence to accumulate from date of full-time employment but can only be applied after completion of a three (3) month full-time employment eligibility period.

All paid time off such as statutory holidays, vacations, sickness or accident not exceeding thirty-nine (39) consecutive weeks calculated from the first day of such continuous illness or accident, accumulated time off, etc., will be counted for the purposes of determining a full month of employment.

Grid A part-time employees who work an average of thirty-six (36) hours per week for thirteen (13) consecutive weeks will accumulate credits at the rate of four (4) hours for each full month of employment, including any absence from work for which compensation is received under the terms of the Collective Agreement, up to a maximum of three hundred seventy-six (376) hours.

It is agreed that accumulated Sick Leave information will be made available to employees on a monthly basis.

If an employee fails to meet the above hour requirement for a period of thirteen (13) consecutive weeks from the time he or she first fails to meet it, such an employee shall be disqualified. However, such disqualified employees shall retain their "bank" of accumulated Sick Leave credits and may use such credits until the credits are exhausted. Sick pay in such cases shall be applied only to absences on the employee's regularly scheduled workdays.

The Employer shall apply any accumulated Sick Leave to absences due to sickness or non-compensable accident not covered by Insured Weekly Indemnity benefits (or similar benefits) and shall supplement Weekly Indemnity benefits (or similar benefits) at the employee's request, in writing, but not to exceed the employee's normal earnings.

An employee, having accumulated Sick Leave benefits and who is reduced to less than thirty-six (36) hours per week, will be paid Sick Leave to the extent of such accumulation for actual time off the job, due to illness, not covered by Weekly Indemnity.

Employees, if found abusing this privilege, shall be disciplined by the Employer. In such cases, the Employer may discontinue or reduce the benefit of the employee or terminate the employee.

It is the obligation of the employee to provide as much notice as possible when they are unable to report for a scheduled shift.

The employee shall make every effort to notify the Employer of the absence as well as advising the Employer as to the estimated length of the absence and give notice of when they are able to return to work.

Return to Work After Illness: After absence due to illness or injury, the employee must be returned to his or her job when capable of performing his or her duties.

14.03 Sick Leave Payout

Employees who retire on pension, or who voluntarily terminate their employment with the Employer, or who are permanently laid off from their employment with the Employer shall, upon termination or retirement, be paid any Sick Leave accumulation they may have to their credit.

Employees who have a Sick Leave credit balance in excess of twelve (12) days (ninety-six (96) hours) as of December 31, 1983, and on each December 31 thereafter, shall receive a cash payout to a maximum of six (6) unused Sick Leave days (forty-eight (48) hours) provided no employee's Sick Leave bank shall fall below twelve (12) days (ninety-six (96) hours) as a result of a cash payout. Eligible employees shall receive a cash payout prior to January 31 of each year.

14.04 Workers' Compensation Supplement

Where a regular **Grid A** full-time employee is qualified for Workers' Compensation, the Employer shall make up the difference between the employee's regular straight time earnings at his or her regular hourly rate of pay and what he or she receives from the Workers' Compensation Board for the first three (3) scheduled working days of absence from the job. This is to be taken out of the Sick Leave credits of the employee if such credits exist. Otherwise, the Employer shall pay this amount. Thereafter, the Employer shall make up the difference between ninety percent (90%) of the employee's net straight time earnings based on his or her regular hourly rate of pay and what he or she receives from the Workers' Compensation Board for a period of up to thirteen (13) weeks from the first (1st) day of absence due to injury on the job.

Part-time employees shall be entitled to use their Sick Leave accumulation for make-up to one hundred percent (100%) for the first three (3) scheduled working days of absence.

In the event the Workers' Compensation Board challenges initial coverage, or after going on W.C.B. benefits, the Workers' Compensation Board terminates such benefits because the Board has decided that the employee's disability is no longer related to the compensable injury, the Employer will pay the Workers' Compensation Board portion and an amount equal to the difference between ninety percent (90%) of the employee's net straight time earnings and the Workers' Compensation Board portion for a period up to thirteen (13) weeks as an advance until the matter is decided. If the claim is later allowed by the Workers' Compensation Board, the Employer will be refunded that portion of the advance paid by the Workers' Compensation Board either directly from the Board or, if not possible, from the employee. At the Employer's option, the employee will pursue the Appeals Procedure under the Workers' Compensation Board.

14.05 Maintenance of Benefits

The Employer agrees to maintain the full cost of Health and Welfare premiums when an employee is absent on Weekly Indemnity or Workers' Compensation claims or on Sick Leave to a maximum of six (6) months. The employee shall reimburse the Employer for the employee portion of such payments upon his or her return to work, or if unable to return to work, within such reasonable time as agreed between the Employer and the employee.

The Employer agrees to maintain the cost of the following Health and Welfare premiums only for those employees on Long-Term Disability, as follows:

- | | | | |
|---|-------------------------------------|---|------------------------|
| - | B.C. Medical Services Plan (M.S.P.) | } | |
| - | Group Life Insurance | } | For duration of L.T.D. |
| - | Extended Health Plan covering eye- | } | |
| | glasses, drugs and hearing aid | } | |
| | benefits | } | |

14.06 Workers' Compensation Rehabilitation Benefit Maintenance

- A) Rehabilitation Program: Where an employee on Group Insurance, L.T.D. or W.C.B. benefits is disabled from performing his/her usual job, but may be able to perform other jobs covered by this Agreement, the Union and the Employer agree to co-operate to facilitate a change in classifications or jobs.

The Employer and the Union mutually agree to co-operate with the Workers' Compensation Board or any other agency in efforts to rehabilitate an injured worker. Where reentry into the Contract Area is not possible because of permanent disability, the parties agree to co-operate to retrain an injured worker.

- B) W.C.B. Rehabilitation Program: In the case of employees on a W.C.B. Rehabilitation Program covered by Section **14.06** (A), the Employer agrees to maintain benefits for the term of rehabilitation at the level existing at the date of injury to a maximum of a three (3) month period in addition to the six (6) months set out above in Section **14.05**. At the end of this maintenance period, benefits shall be determined by hours worked. This benefit maintenance shall not apply to an employee who is being retrained for a job outside any of the Contract Area.
- C) Employees that return from an approved W.C.B. leave to pre-leave hours do not have to re-qualify for benefits.

14.07 Joint Accommodation Committee

An ongoing joint committee consisting of representatives of the Union and the Employer (where appropriate a representative of UFCW Local 247) shall continue to work on providing employees with a fair and dignified return to work program. The committee as established shall ensure its policies and procedures adhere to the Duty to Accommodate Protocol Agreement, as amended from time to time.

The Parties agree to meet to:

- A) Review and modify rules and guidelines for accommodations.
- B) Discuss additions/deletions to the light or modified duties job inventory as required, and inform the union of newly introduced duties.

- C) Discuss and resolve issues concerning unresolved accommodation files.

The Employer will share with the Union, on a monthly basis, a list of all accommodated employees not receiving a supplement from W.C.B., W.I. or L.T.D.

The Parties agree to meet to:

- A) Consciously review the Duty to Accommodate Protocol Agreement.
- B) Share a synopsis on recent key legal issues pertaining to the Duty to Accommodate.
- C) Revise the Protocol Agreement if necessary.

It is acknowledged that the Employer, the Union, and the employees all have a responsibility to accommodate disabled employees who return to work.

The parties agree to meet with legal counsel, if required, to keep abreast of the law.

Section 15 - UFCW LOCAL 1518 DENTAL PLAN

15.01 The Employer agrees with the Union, along with other Employers who have similar agreements with the Union to participate in a UFCW Local 1518 Dental Plan, such plan to be an incentive Plan unless this later proves inoperable. This Plan will cover members of the Union employed by those Employers and the dependents of such members, in accordance with the eligibility provisions adopted by the Trustees. The Plan may also cover such other persons in the industry and their dependents on whose behalf contributions have been made and who are approved by the Trustees.

There shall be a Board of Trustees made up of three (3) persons appointed by the Employers who are signatory to the Agreement and three (3) persons appointed by the Union. The Trustees shall appoint a Chairman and, if the Trustees are unable to agree on the selection of a Chairman, they shall request the Supreme Court of British Columbia to appoint such person from among their number.

The Trustees shall select a Trust Company, or such other financial institution, to whom contributions by the Employer to the Plan shall be paid.

The Employer agrees to make contributions to the fund of **seventy-one cents (\$0.71)** per hour for each straight time hour of actual work by all employees, except for employees classified as “Grid B employees” and “Specialty Department Grid B employees” within the Contract Area of this Collective Agreement including hours worked on Sunday if such hours are part of the basic work week of an employee. Such contributions shall not exceed fourteen dollars and forty cents (\$14.40) per week for any one employee. If it is determined by Actuarial advice that different contributions are required to maintain benefits under the Plan, then the contributions shall be changed in amounts and on dates determined by such Actuarial advice.

Paid vacations for **Grid A** full-time employees and statutory holidays for all employees shall be considered as time worked for all purposes of the Collective Agreement.

Contributions, along with a list of employees for whom they have been made and the amount of the weekly contribution for each employee, shall be forwarded by the Employer to the Trust Company or a financial

institution and, subsequently, to the UFCW Local 1518 Dental Plan as established, and shall do so not later than twenty-one (21) days after the close of the Employer's four (4) or five (5) week accounting period. The Employer agrees to pay interest at the rate established by the Trustees on all contributions not remitted as stipulated herein.

The Trustees shall meet and shall decide on the type and form of the UFCW Local 1518 Dental Plan and shall employ counsel or consultants as they may deem necessary and advisable.

It is agreed that, in the event the Government of Canada or the Province of British Columbia provides a noncontributory dental care plan with similar benefits, the Employer's obligations to continue contributions to the UFCW Local 1518 Dental Plan shall cease. It is further understood, should a Government plan create duplicate benefits, then these benefits shall be deleted from the UFCW Local 1518 Dental Plan and the Employer's contribution in respect to the cost of these benefits shall cease.

The orthodontic limit shall be increased to three thousand dollars (\$3,000.00) on the above basis for eligible dependents who have not exceeded the *previous* twenty-five hundred dollar (\$2,500.00) limit.

Section 16 - UFCW PENSION PLAN

16.01 UFCW *Pension* Plan

I. Effective December 28, 1997, the Employer will participate in the UFCW Industry Pension Plan and Trust Fund (hereinafter referred to as the Plan and/or Trust, as applicable) on the following terms and conditions.

i) Participation in the Plan and Trust will be through a separate Division. It is agreed and understood that the Union and the Employer will request the Trustees of the Plan create such separate Division by allocating to it the liabilities for accrued benefits in respect of active and disabled employees subject to the collective agreement, and retired and terminated vested employees who were subject to the collective agreement at their retirement or termination, along with a pro-rata share of the assets of the Division of the Trust in which they currently participate. Such allocation to be carried out as of January 1, 1998 on terms and conditions to be established by the Trustees on the advice of the Plan actuary.

ii) As a large participating Employer in the Plan and Trust, the Employer will be expected to designate one of the Employer Trustees to the Joint Board of Trustees that governs the Plan and Trust.

Under the terms of the Plan and Trust, provision is made for a Retirement Committee with equal representation from the Employer and the Union, with responsibility for the separate Division of the Plan and Trust in which the Employer participates.

The Employer and the Union will appoint appropriate persons and their replacements to act as members of the Retirement Committee.

iii) Commencing with the later of December 28, 1997 or the first day of employment of each participating Employee and for the duration of the Collective Agreement between the Union and the Employer, and any renewals or extensions thereof, or until otherwise changed through collective bargaining or mutual agreement by the Union and the

Employer, it is agreed that the following contributions shall be made to the Plan and Trust:

- a) By each participating Employee - a percentage of their Earnings received from the Employer. The percentage applicable to each participating Employee shall be as follows:

Age Last Birthday	Percentage
Less than 30	Nil
30 or more but less than 40	1%
40 or more but less than 50	2%
50 or more	4%

Contributions by participating Employees shall be made by payroll deduction.

Changes in contribution by participating Employees shall be effective from the first pay period following the date in which they become age 30, 40 and 50 respectively.

Pay period shall mean the weekly period from Sunday through Saturday used by the Employer for paying earnings to participating Employees.

Earnings shall mean the total compensation paid to a participating Employee and recorded as earnings (excluding taxable benefits) on the T-4 (or similar tax reporting form should this designation by Revenue Canada be changed in the future) provided to the participating Employee each year.

Participating Employee shall mean each employee of the Employer as of December 28, 1997 who is subject to the Collective Agreement and each future employee who becomes subject to the Collective Agreement from the date they are first employed except for:

1. employees who are disabled on December 27, 1997 and are receiving (or entitled to receive) wage loss benefits under a Weekly Indemnity or Long Term Disability Plan to which the Employer makes contributions as long as they continue to be disabled and entitled to such benefits;
2. employees who are disabled on December 27, 1997 and are receiving (or entitled to receive) wage loss benefits from WCB as long as they continue to be disabled and entitled to such benefits.
3. employees who are absent from work at December 27, 1997 as a result of a statutory, maternity or parental leave as long as they continue to qualify for such leave.

Employer contributions as follows, which is an improvement to:

Last Sunday of 2013	8.75%
Last Sunday of 2016	9.00%
Last Sunday of 2017	9.25%

Last Sunday of 2018

9.50%

The Employer and the Union understand and agree that it is the responsibility of the Pension Plan Actuary and the Pension Plan Trustee to administer the Pension Plan and make any changes to the features of the Pension Plan that they consider appropriate in the particular circumstances.

- c) Employee and Employer contributions, along with a list of the participating Employees for whom they have been made, shall be forwarded by the Employer to the Trust Company or other financial institution designated by the Trustees of the Plan to receive these and shall do so not later than twenty-one (21) days after the close of each of the Employer's four (4) or five (5) week accounting periods. These listings shall be prepared in alphabetical order and shall show for each participating Employee:
 - 1. their Earnings
 - 2. the Employee contribution deducted from the Earnings;
 - 3. the Employer contribution made in respect of the participating Employee;
 - 4. the date they became an Employee if they first became a participating Employee in the Employer's four (4) or five (5) week accounting period;
 - 5. the date they ceased to be an Employee and the reason for cessation if they are no longer a participating Employee at the end of the Employer's four (4) or five (5) week accounting period.

II. Existing Employer Pension Plan (Existing Plan)

- i) It is agreed that as of December 28, 1997 all participating Employees who are then covered by the Existing Plan shall cease any further accrual of pension benefits under the Existing Plan, except as specifically provided for in this Agreement.
- ii) It is agreed that future participating Employees shall not become covered by the Existing Plan.
- iii) Participating Employees as of December 27, 1997, and employees who are not actively at work at December 27, 1997 but are entitled to accrue service and benefits under the Existing Plan as at that date and former Employees who have retired or terminated and were subject to the Collective Agreement between the Employer and Union at their date of retirement or termination shall be covered under the Existing Plan for accrued benefits in respect of service up to December 27, 1997, on the following terms and conditions.
 - a) The Employer shall make no changes to the terms and conditions of the Existing Plan as it applied to persons in (iii) above without an Agreement between the Employer and the Union.
 - b) The Employer shall amend the Existing Plan to ensure that service, whenever that term is used for benefits eligibility, shall include all periods of credited

service under this Plan and Trust. It is understood that the Plan and Trust will similarly recognize service for benefit eligibility purposes all periods of credited service under the Existing Plan.

c) If the Retirement Committee of the **Sobeys West Inc. (Safeway Operations) Division** of the Plan and Trustees provide:

1. a pension benefit or an increase in pension benefit in respect of service prior to December 28, 1997 for those participating Employees including employees who are specifically excluded from the definition of participating Employee, who first became covered by the Plan and Trust as of that date; and
2. an increase in pension benefit in respect of service prior to December 28, 1997 above the level of benefit in effect for such service under the Existing Plan as of December 27, 1997, for participating Employees, including employees who are specifically excluded from the definition of participating Employee, who are already covered by the Plan and Trust as of December 27, 1997.

then the Employer shall be required to provide an increase in accrued benefits for each employee then covered under the Existing Plan provided that such employee is then eligible to retire at an early retirement date under the terms of the Plan and existing Plan. The amount of the increase in benefit that must be provided by the Employer under the Existing Plan shall equal fifty percent (50%) of the increased pension benefit granted in respect of service prior to December 28, 1997 for participating employees who are already covered by the Plan and Trust as of December 27, 1997 and then eligible to retire at an early retirement date under the terms of the Plan and Existing Plan.

It is expected under the foregoing arrangement that the increases in benefit granted by the Trustees in respect of service prior to December 28, 1997 to employees already covered by the Plan and Trust as of December 27, 1997 who are eligible for early retirement under the terms of the Plan and Existing Plan shall be twice as large as those granted to employees who satisfy the same condition as to early retirement but only became covered by the Plan and Trust on December 28, 1997. This will result in equal treatment of both groups of employees.

- d) The Employer will provide to the Trustees a listing of all employees subject to the Collective Agreement as of December 28, 1997 who are specifically excluded from the definition of participating Employee in this Agreement, including the reason for their exclusion.
- iv) Each employee of the Employer as of December 28, 1997, who is covered by the Existing Plan at December 27, 1997 and who is specifically excluded from the definition of participating Employee in this Agreement, shall continue to accrue benefits under the Existing Plan until such time as the definition of participating Employee is met or until the date of retirement, termination or death, whichever occurs first.

- v) If, at a subsequent date, the Employer desires to transfer the liabilities (and appropriate assets) in respect of participating Employees under the Existing Plan to the Trustees of the Plan, the Union will assist the Employer in working out with the Trustees an appropriate basis for doing so.

III General

- i) It is agreed and understood that the Plan and Trust shall not require the Employer to guarantee the benefits or assure its solvency.
- ii) The Employer agrees to participate under the Trust Agreement, which governs the Plan and Trust, and carry out the duties and obligations of an Employer thereunder.
- iii) The Plan and Trust will continue to be registered under the Income Tax Act and the B.C. Pension Benefits Standards Act.
- iv) The Employer will work with the Trustees to coordinate payment of benefits to participating Employees.
- v) It is understood that initially only, the Retirement Committee/Trustees may desire to improve the benefits for service to December 27, 1997 under the Plan and Trust for participating Employees and for employees specifically excluded from the definition of participating Employees and for employees specifically excluded from the definition of participating Employee in this Agreement, who are covered by the Plan and Trust as of December 27, 1997, and in doing so this may create an unfunded actuarial liability which must be funded pursuant to the minimum funding requirements of the B.C. Pension Benefit Standards Act. Except for this improvement, it is agreed that in the operation of the **Sobeys West Inc. (Safeway Operations)** Division of the Plan and Trust, no unfunded liabilities will be created by making Plan improvements in respect of accrued benefits as of the date an improvement is to be made.
- vi) It is understood that the Plan and Trust will require amendment by the Trustees of the Plan and Trust in order to facilitate Employee contributions. The Union will request the Trustees to this amendment at the earliest possible date, which it is expected would be prior to December 27, 1997.

Section 17 - NOTICE OR PAY IN LIEU OF NOTICE

17.01 Commencing after four (4) months from date of employment, **Grid A** full-time employees when terminated by the Employer, unless guilty of rank insubordination, dishonesty, drunkenness, obvious disloyalty or absence without Leave unless having a bona fide reason for such absence, shall receive notice in writing or pay in lieu of notice as follows:

- After four (4) months and up to two (2) years of continuous service
 - one (1) week's notice in writing or one (1) week's wages in lieu thereof.
- From two (2) years up to five (5) years' continuous service
 - two (2) weeks' notice in writing or two (2) weeks' wages in lieu thereof.
- More than five (5) years' continuous service

- four (4) weeks' notice in writing or four (4) weeks' wages in lieu thereof.

- 17.02** This Section shall not invalidate an employee's right to process his or her termination and to be reinstated as set out in Section **24**, providing the employee has been employed by the Employer four (4) calendar months or more.
- 17.03** The Employer agrees to give **Grid A** full-time employees one (1) week's notice in writing prior to layoff. Such notice shall not be required in cases of layoffs due to fire, flood or other cases of force majeure.
- 17.04** **Grid A** full-time employees reduced to part-time who terminate or are terminated within three (3) months of the date of their reduction to part-time shall be given whatever pay in lieu of notice they were entitled to immediately prior to the date of their reduction to part-time, unless terminated for and guilty of rank insubordination, dishonesty, drunkenness, obvious disloyalty or absence without Leave except where the employee has a bona fide reason for such absence.
- 17.05** A copy of notice of dismissal or layoff of **Grid A** full-time employees who have been employed more than four (4) calendar months shall be forwarded to the Union office at the date of giving such notice to the employee concerned.

Section 18 - SEVERANCE PAY

- 18.01** In the event there is a permanent closure or sale or transfer of ownership of the store or part thereof, causing a regular **Grid A** full-time employee to lose his or her employment, the Employer hereby agrees to pay such employee severance pay at his or her regular rate of pay according to the following schedule:

<u>Full-Time Consecutive Service</u>		<u>Severance Pay</u>
Up to two (2) years	-	One (1) week
Over two (2) years	-	One (1) week's pay for every year of full-time service to a maximum of twenty (20) weeks

Employees who are laid off as the result of store closure(s) can elect to receive their severance pay at any time up to the expiry of their recall period. If an employee is recalled or commences work within the recall period, then a new recall period shall commence from the date of a subsequent layoff.

Should a **Grid A** full-time employee go to part-time and later lose his/her employment due to the circumstances set out in Section **18**, then such employee shall be entitled to severance pay under this Section according to his/her years of **Grid A** full-time consecutive service only.

This Clause does not apply to a temporary layoff, full-time employees who accept other **Grid A** full-time or part-time employment with the Employer, or to regular **Grid A** full-time employees who lose employment and are reinstated within thirty (30) days to a full-time status.

Employees who qualify shall not be entitled to the benefits contained in Section **17.01** of this Agreement.

Section 19 - MISCELLANEOUS

19.01 Maintenance of Adequate Heating Facilities

The Employer agrees to maintain adequate heating facilities in each store. Furthermore, the Employer shall follow the guidelines for temperature control, including absolute minimum and maximum temperatures as required by the government and/or W.C.B. regulations for the parcel pickup areas.

19.02 Union Decal

The Employer agrees to display the official Union decal of the United Food and Commercial Workers International Union in a location where it can be seen by customers.

19.03 Wearing Apparel

Where the Employer requires an employee to wear smocks or aprons, the Employer shall provide such smocks and aprons free of cost to the employee.

When an employee is required by the Employer to wear a uniform or special article of wearing apparel, such uniform or special article of wearing apparel shall be furnished, cleaned, laundered, repaired or given similar services connected with the upkeep thereof free of cost to the said employee by the Employer and no deduction from the wages of the employee, or other charge upon the employee, shall be made by the Employer for such uniform or special article of wearing apparel or for the cleaning, laundering, repairing or upkeep thereof. the Employer shall provide each employee whose classification allows the wearing of "Lifestyle" shirts with two (2) "Lifestyle" shirts each calendar year. If an employee working in a Specialty Department is not permitted to wear a "Lifestyle" shirt the Employer shall provide that employee with two (2) shirts appropriate for that employee's department each calendar year. Employees shall be responsible for laundering and pressing these shirts. Employees who terminate their employment with the Employer shall return all of their shirts to their store.

New employees shall receive one shirt when they are hired and a second shirt within six months.

Special clothing, such as rain capes and parkas, are to be supplied by the Employer where required. Members shall be permitted to wear sweaters, providing they are acceptable to the Employer.

The company's policy states that the wearing of hats or hairnets voluntary.

Should any law or regulation be enacted or enforced the parties agree that this policy will be amended if necessary to be in compliance.

19.04 Tools and Equipment

All tools and equipment which are required to be used by the employees shall be supplied and kept in repair by the Employer at no cost to the employee. These items must be kept on the premises.

19.05 Charitable Donations

Employee donations to charity funds shall be on a strictly voluntary basis.

19.06 Time Off to Vote

The Employer agrees that he will fully comply with any law requiring that employees be given time off to vote.

19.07 Polygraph Tests

The Employer agrees that polygraph or similar lie detector tests will not be used.

19.08 Information

Where the Union requires information regarding accumulated hours of work for the purpose of establishing the pay rate of an employee, the Employer agrees to co-operate to supply such information back to a period of two (2) years or such longer time as may be required to establish his or her proper rate of pay.

In any Grievance regarding hours worked by an employee and the amount paid to an employee, the Employer shall promptly supply such information in respect to the two (2) pay periods immediately prior to the request. If information for a longer period is required, the normal process of the Grievance Procedure shall apply.

The Union shall not use the foregoing provision to request information that does not pertain to a specific Grievance of an employee.

19.09 Intimidation

No employee shall be discharged or discriminated against for any lawful Union activity, or for serving on a Union committee outside of business hours, or for reporting to the Union the violation of any provision of this Agreement.

If an employee walks off the job and alleges Management has deliberately coerced or intimidated him or her into doing so, the matter shall be considered under the Grievance Procedure and, if such allegations are proved to be true, then the employee shall be considered not to have resigned. Such Grievances must be filed no later than five (5) days after the incident that gave rise to the situation.

This is not to be construed to restrict Management personnel from reprimanding an employee as required by his or her position to maintain the proper operation of the store.

19.10 Picket Lines

The Employer agrees that, in the event of a legal picket line of another trade union being in existence at any of the Employer's stores within the Contract Area, the Employer will in no way require or force members to report to work behind such a picket line. Nor will the Employer discipline or in any way discriminate against an employee who refuses to report to work while a legal picket line exists at his or her place of work.

19.11 Deemed Time Worked

Paid vacations for full-time employees and statutory holidays for all employees shall be considered as time worked for all purposes of the Collective Agreement.

19.12 Lockers

Surveys have been made and each Employer will meet the Union to discuss reasonable changes that can be made should they be necessary.

19.13 Bulletin Boards

Bulletin boards will be supplied by the Union and will be placed in lunchrooms and other areas in the store as mutually agreed. It is understood that these bulletin boards are the property of the Union and shall be for their exclusive use.

Bulletins authorized by the Union concerning the following may be posted by a person so authorized by the Union:

- A) Meeting notices.
- B) Dental Plan information.
- C) Pension Plan information.
- D) Safety information.

Any other bulletins may only be posted by mutual agreement between the Union and designated Management.

19.14 Work Loads

If an employee believes the amount of work he or she is required to perform is excessive over what is required from the rest of the staff and it will result in an occupational accident or occupational injury to him or her, the question shall be referred to Section 24 of this Agreement.

19.15 Water Bottles

Cashiers (Front End) may elect to bring a bottle of water to their checkstand while working under the following conditions:

- 1. The water bottle is a Safeway house brand sold in the store.**
- 2. The size is 500ml or smaller.**
- 3. The bottle is stored under the counter.**
- 4. The Cashier exercises common courtesy with customers when consuming water.**

Representatives of the Company and the Union will meet following ratification to explore the concept of producing a jointly logoed refillable bottle which could be used as an alternative to the container described in the above points. The specifications of this container and the costs of its production will be determined at that time by mutual agreement of the parties.

19.16 Employee's Personnel File

A copy of formal discipline report to be entered on an employee's file will be given to the employee. The employee will be required to sign Management's copy. Such signature will indicate receipt of formal reprimand only. It is understood that any disciplinary record on file at the time of implementing the above will not be invalid because the employee does not have a copy.

Subject to giving the Employer advance notice, employees shall have access to their personnel file.

19.17 Discipline Interview

Where an employee attends an interview with Management for the purpose of receiving a formal discipline report or for a security interview, the employee shall have the right to a witness of his or her choice. If during any other private corrective interview with Management it is determined that there will be a discipline report on the employee's record or the employee feels there is a violation of Section 19.09, the interview shall be temporarily suspended so that the employee may call in a witness of his or her choice. It is understood the witness in a security or harassment interview is an observer and not a participant.

A copy of all such formal notices of discipline (i.e. written warnings, suspensions and discharges) shall be given to the Union through the Shop Steward.

Re: Shop Steward Involvement

The Parties agree that pursuant to Section 19.17 the following general provisions shall govern:

1. The Shop Steward will be involved in meetings or discussions with employees which will result in discipline, wherever possible.
2. The nature of this involvement should include briefing the Shop Steward in advance or calling the employee to the discipline interview and could result in input from the Shop Steward which assists in the completion of the interview.
3. Where a Shop Steward is not on duty and discipline must proceed, the same practices should be followed with a designated witness. However, a concerted effort shall be made to include your Shop Steward in these matters, wherever possible.

19.18 Technological Change

During the term of this Agreement any disputes arising in relation to adjustment to technological change shall be discussed between the Bargaining Representatives of the two parties to this Collective Agreement.

Employees adversely affected by the introduction of automated equipment or technology are covered by this section and / or Section 19.19. It is also agreed that Section **8.06** also applies.

A) Where the Employer introduces or intends to introduce a technological change that:

1. Affects the terms and conditions or security of the employment of a significant number of employees to whom this Collective Agreement applies; and
2. Alters significantly the basis upon which the Collective Agreement was negotiated, either Party may, if the dispute cannot be settled in direct negotiations, refer the matter directly to an Arbitration Board pursuant to Section **25** of this Collective Agreement by bypassing all other steps in the Grievance Procedure.

B) The Arbitration Board shall decide whether or not the Employer has introduced or intends to introduce a technological change and, upon deciding that the Employer has or intends to introduce a technological change, the Arbitration Board shall inform the Minister of Labour of its findings, and then or later make any one or more of the following orders:

1. That the change is made in accordance with the terms of the Collective Agreement unless the change alters significantly the basis upon which the Collective Agreement was negotiated;
 2. That the Employer will not proceed with a technological change for such period, not exceeding ninety (90) days, as the Arbitration Board considers appropriate;
 3. That the Employer reinstate any employee displaced by reason of the technological change;
 4. That the Employer pay to the employee such compensation in respect to his/her displacement as the Arbitration Board feels reasonable;
 5. That the matter be referred to the Labour Relations Board (under Section 54 of the Labour Code of British Columbia).
- C) The Employer will give to the Union in writing at least ninety (90) days notice of any intended technological change that:
1. Affects the terms and conditions or security of employment of a significant number of employees to whom this Collective Agreement applies, and
 2. Alters significantly the basis upon which the Collective Agreement applies.

19.19 Changes in Work Operation

The Employer and the Union agree that where it can be shown that changes made by the Employer in the work presently performed by the employees in the Contract Area results from a change in the method, style, or concept of the Employer's operation and, should these changes have an adverse effect on the employees' wage rates or scheduled hours of work, the Employer and the Union shall meet and determine a reasonable solution. The parties acknowledge that non-prejudicial amendments to the Collective Agreement may be required. If agreement on a reasonable solution cannot be reached, the matter shall be referred to the expedited arbitration process. In arbitrating the effect of the change on the employee(s), with regard to rate of pay or hours of work, the Arbitrator may accept the Employer's position, the Union's position, or fashion an alternate "reasonable solution" which is based upon the positions of the two parties.

The Employer and the Union agree to request Judi Korbin to review the Collective Agreement in terms of "opportunity for advancement" and recommend, if required, changes that could accommodate such opportunities.

19.20 Safeway Stores Memorandum RE: Video Surveillance

Video surveillance has become a valuable resource for the protection of the Company's assets and assuring the safety of its employees. This type of surveillance has proven to be a major deterrent to criminals and we will never know how many thefts and robberies have been prevented. Unfortunately, it is sometimes our own employees who are observed committing criminal acts in our stores.

Within the confines of the law, the Company may use video cameras in almost any part of the store. The vast majority of employees have no need to be concerned and may be assured that common sense and discretion will prevail in choosing who is allowed access to any monitoring equipment or video tapes.

19.21 Equal Opportunities of Employment

The Employer and the Union are committed to establishing equal opportunities of employment. This commitment is evidenced by the Off-Till Duty Language, Job Posting Language and Common Seniority. The Company is committed to the ongoing training of its employees for either traditional or non-traditional jobs.

Section 20 – HARASSMENT & DISCRIMINATION

20.01 Harassment and Discrimination

The Employer and the Union recognize the rights of employees to work in an environment free from harassment, including sexual harassment, and discrimination. The Company and the Union will publish a joint Policy Against Harassment and Discrimination. Where an employee alleges that harassment or discrimination has occurred on the job the employee shall have the right to grieve under the Collective Agreement. Where an allegation of harassment or discrimination has been received by the Employer or the Union, it will be investigated on a priority basis in accordance with the joint policy. The Employer and the Union agree to ensure that the Policy Against Harassment and Discrimination will be available and accessible to all employees.

20.02 No Discrimination

Both the Employer and the Union endorse the principles outlined under the *BC Human Rights Code* wherein it is illegal for either the Employer and/or the Union to discriminate in respect to matters such as employment or membership in the Union because of race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, and age or because that person has been convicted of a criminal or summary conviction offense that is unrelated to the employment or to the intended employment of that person. The Parties agree that this list of protected grounds shall be amended concurrently when there are amendments to the *BC Human Rights Code*.

Section 21 – HEALTH, SAFETY AND EDUCATION FUND

The Employer agrees to **continue to** contribute ten cents (\$0.10) per hour for every hour worked by members of the UFCW Local 1518 Contract Area, based on Dental Plan hours, to the United Food and Commercial Workers, Local 1518, Health, Safety and Education Training Fund. **Employer contributions shall increase by one cent (\$0.01) per hour the first Sunday in April 2017 and increase a further one cent (\$0.01) the first Sunday in April each year thereafter until Employer contributions become 20 cents (\$0.20) per hour:**

Effective Date	New Contribution Rate (per hour worked)
April 2, 2017	11 cents (\$0.11)
April 1, 2018	12 cents (\$0.12)
April 7, 2019	13 cents (\$0.13)
April 5, 2020	14 cents (\$0.14)
April 4, 2021	15 cents (\$0.15)
April 6, 2022	16 cents (\$0.16)
April 2, 2023	17 cents (\$0.17)
April 7, 2024	18 cents (\$0.18)
April 6, 2025	19 cents (\$0.19)
April 5, 2026	20 cents (\$0.20)

Section 22 – HEALTH AND SAFETY STORE COMMITTEES

- 22.01** The Employer agrees to maintain a Health and Safety Committee in each store. The Committee shall function in accordance with the Workers' Compensation Board Health and Safety Regulations.

A Contract Area employee shall be elected by Contract Area members in the store or shall be appointed by the Union to the Health and Safety Committee.

22.02 **Health & Safety Issues**

The Employer has the primary responsibility for ensuring that safe conditions prevail within the workplace, to take appropriate and effective measures, both preventive and corrective, to protect the health and safety of employees.

This will include, but is not limited to, providing the Union with the details of the Employer's Violence in the Workplace "Prevention and Response Program". The Union will be provided with applicable incident reports and recommendations flowing from any incident.

22.03 **Provincial Health and Safety Committee and Training**

The parties agree to establish a Provincial Health and Safety Committee of three (3) representatives from the Union and three (3) representatives from the Employer.

The Committee shall meet quarterly to:

- a) Establish and implement health and safety policy.
- b) Discuss and decide issues arising from unresolved work site committee recommendations.
- c) Assist with and ensure compliance WorkSafe B.C. Regulations.
- d) Assist with and ensure compliance with First Aid Attendant requirements within WSBC regulations.

Additionally, the Committee shall explore methods through which First Aid coverage could be extended beyond the minimum regulatory requirements. It is understood and agreed that changes arising from such discussions may be implemented only where the parties have mutually agreed to do so.

- e) Proactively develop and implement Employer/Union ergonomics programs.
- f) Proactively address environmental workplace conditions in compliance with WSBC regulations.
- g) Establish and implement ergonomic training for committee members and employees at risk of M.S.I. (muscular strain injury).

In the event of disagreement, and when there is no consensus of the committee members, the issue(s) may be referred to an independent third party chosen by mutual agreement of the parties, who shall recommend reasonable solutions to be implemented by the committee.

All safety clothing and protective equipment (excluding safety footwear) required for the protection of employees, or as required by the Employer, or as per WCB orders of the Employer, shall be provided for and maintained by the Employer. The Employer will continue the present practice of providing a selection of rubber safety boots for use by employees for as long as the employees, employed at date of ratification 1997 (*November 23, 1997*), in the store desire this option.

April 4th, 2013

Ivan Limpright,
President,
UFCW Local 1518

RE: Health & Safety Commitment

Dear Sir,

With regard to Health & Safety, the Employer is committed to meeting on a regular basis. We commit to adequate and proper training including a distinct module dealing with Duty to Accommodate.

We will set aside appropriate time for the Health & Safety Committee to meet. We look forward to reconvening the Joint Provincial Health & Safety Committee meetings. We agree that the function of the Provincial Committee is to ensure proper protocol is followed and outstanding items are addressed. We will endeavor to find an appropriate date in September which is convenient for all parties to re-institute these meetings.

The Employer will continue our practice of having a page of our Health and Safety Minutes devoted to noting the unresolved issues from the previous month(s).

We will have the Health and Safety Committees conduct a regular review of Contractors Agreements to ensure the contractors comply with WorkSafe BC regulations. The parties will ensure that Section 22.02 is followed at store level and that outstanding items are addressed accordingly.

Yours truly,

Mike Nash, Vice-President, Vancouver Operating Area

Cc Terri Griffing, Director, Labour Relations

Dave Robertson, Director, Human Resources

- 22.04 In an effort to strengthen the effectiveness of our store joint committees, the parties shall jointly develop and facilitate eight (8) hours of annual training and education which satisfies the Education Leave requirement in the Worksafe BC Act. An employee may opt out of the joint training session but only if the employee is taking another recognized training program. In addition, the Provincial Committee shall explore the concept of a onetime joint regional training project which could be implemented within the lifetime of the Collective Agreement.**

Section 23 – UNION'S RECOGNITION OF MANAGEMENT'S RIGHTS

- 23.01** The Union agrees that the management of the Company, including the right to plan, direct and control store operations, the direction of the working force and the termination of employees for proper cause, are the sole rights and functions of the Employer.

Those matters requiring judgment as to competency of employees are also agreed to be the sole right and function of Management subject, however, to discharge of employees on grounds of alleged incompetency being processed under Sections **24 and 25** of this Collective Agreement, providing that such employees have been employed by the Employer four (4) calendar months or more.

The parties agree that the foregoing enumeration of Management's rights shall not be deemed to exclude other recognized functions of Management not specifically covered in this Agreement. The Employer, therefore, retains all rights not otherwise specifically covered in this Agreement.

23.02 Probation

- (a) During the first four (4) months of employment, each new employee shall be on probation and will receive a written evaluation within three (3) months of employment. The decision whether to retain or not to retain the employee's services shall be the sole right of the Employer and any termination occurring during that period shall not be subject to Sections **24 and 25** of this Agreement.
- (b) It is agreed that the probationary period will not apply if it can be shown that an employee has been terminated for any lawful Union activity as set forth in Section 19.09 of this Agreement.
- (c) The exercise of the foregoing shall not alter any of the specific provisions of this Agreement.

Section 24 – GRIEVANCE PROCEDURE

- 24.01** Any complaint, disagreement or difference of opinion between the parties hereto concerning the interpretation, application, operation or any alleged violation of the terms and provisions of this Agreement shall be considered a Grievance.

Grievances shall be presented in writing and shall clearly set forth the Grievance and the contentions of the aggrieved party, following which the Union Representative or Representatives and the Employer Representative or Representatives shall meet and, in good faith, shall earnestly endeavour to settle the Grievance submitted. If a satisfactory settlement cannot be reached or if the party on whom the Grievance

has been served fails to meet the other party within fourteen (14) days of receiving the written Grievance, either party may, by written notice served upon the other, require submission of the Grievance to a Board of Arbitration, such Board to be established in the manner provided in Section **25** of this Agreement.

In addition to the grievance form provided, the Union will agree to add a brief letter with a more detailed description of the issue being grieved. All such letters are tendered on a "without prejudice" basis.

- 24.02** Grievances involving the dismissal or layoff of an employee must be submitted to the Employer within ten (10) working days from the date of dismissal or layoff or be waived by the aggrieved party, provided notice has been given as required under Section **17.05**.
- 24.03** Any employee alleging wrongful dismissal may place his or her allegation before the Union Representative and, if the Union Representative considers that the objection of the employee has merit, the dismissal shall become a Grievance and be subject to the Grievance Procedure as established by this Agreement.
- 24.04** The Employer agrees to reply in writing as to the disposition of all Grievances submitted by the Union.
- 24.05** The parties, by mutual agreement, may invoke Section 103 of the British Columbia Labour Code to facilitate the settling of Grievances. Section 103 of the British Columbia Labour Code states as follows:

"Where a Collective Agreement contains the following provision:

Where a difference arises between the parties relating to the dismissal, discipline or suspension of an employee, or to the interpretation, application, operation or alleged violation of this Agreement, including any question as to whether a matter is arbitrable, during the term of the Collective Agreement, Vince Ready, Labour Arbitration & Mediation Services Ltd., or a substitute agreed to by the parties, shall at the request of either party;

- A. Investigate the difference;
- B. Define the issue in the difference; and
- C. Make written recommendations to resolve the difference within five (5) days of the date of receipt of the request; and for those five (5) days from that date, time does not run in respect of the Grievance Procedure.

The Minister of Finance, on the Minister's requisition, shall pay out of the Consolidated Revenue Fund one third (1/3) of the cost incurred by the parties for payment of reasonable remuneration, travelling and out of pocket expenses of the person named or his substitute."

Section 25 – BOARD OF ARBITRATION

- 25.01** The Board of Arbitration shall be composed of three (3) members and shall be established as follows: (The parties may, by mutual consent, agree upon a single Arbitrator).

Within ten (10) working days (excluding Sundays and holidays) following receipt of such notice, the Employer and the Union shall each select a representative to serve on the Board of Arbitration. The representative of the Employer and the representative of the Union shall, within five (5) days (excluding Sundays and holidays) after they have both been selected, choose an additional member to act as

Chairperson. In the event of failure of the nominees of the Union and the Employer to agree upon a Chairperson within the five (5) day period specified, the Minister of Labour of British Columbia shall be immediately requested to name a third member who shall act as Chairperson of the Board of Arbitration.

Within five (5) days of the appointment of the impartial Chairperson, the Board of Arbitration shall sit to consider the matter in dispute and shall render a decision within fourteen (14) days after its first session. It is understood and agreed that the time limits as set forth herein may be altered by mutual agreement between the Employer and the Union.

No person shall serve on a Board of Arbitration who is involved or directly interested in the controversy under consideration. Grievances submitted to an Arbitration Board shall be in writing and shall clearly specify the nature of the issue.

In reaching its decision, the Board of Arbitration shall be governed by the provisions of this Agreement. The Board of Arbitration shall not be vested with the power to change, modify or alter this Agreement in any of its parts, but may, however, interpret its provisions. The expense of the impartial Chairperson shall be borne equally by the Employer and the Union unless otherwise provided by law.

The findings and decision of the Board of Arbitration shall be binding and enforceable on all parties. A decision of a majority of the Board of Arbitration shall be deemed to be a decision of the Board.

25.02 In the case of discharge which the Board of Arbitration has determined to have been for an improper cause, the Board shall order the reinstatement of the employee and shall award him or her full or part back pay.

25.03 Expedited Arbitration

Expedited Arbitration may be proposed by the Union or the Employer within forty-five (45) days after the grievance has been filed as per Section **24.01**. Within seven (7) days of referral to Expedited Arbitration, either party must respond as to their decision to proceed to Expedited Arbitration or Arbitration under Section **25.01**.

- a) Access to the Expedited Arbitration procedure shall be limited to discharge cases, and other cases provided Expedited Arbitration is invoked within forty-five (45) days of the grievance being filed, as per Section **24.01**.
- b) Within seven (7) days of being referred to Expedited Arbitration, an attempt to mediate the dispute shall be made.
- c) If mediation should fail, an Expedited Arbitration shall be held no less than ninety (90) days after referral to Expedited Arbitration.
- d) A final and binding decision will be handed down within twenty (20) days of the Expedited Arbitration case being held.
- e) Within sixty (60) days of ratification the Employer and Union shall develop a list of Arbitrators that are agreeable to both parties.
- f) Matters not referred to Expedited Arbitration may be referred by either party to the regular Arbitration procedure as contained in Section **25.01** and all Arbitrations referred under Section

25 must be held within ninety (90) days of referral to Arbitration and a decision must be rendered within twenty (20) days of the Arbitration being presented.

25.04 Troubleshooter

Chris Sullivan (or any other individual agreed by the parties) shall be scheduled on a rotating basis to conduct expedited hearings on the following basis:

1. Either party may refer grievances to this process upon providing the other party with three (3) weeks notice of a grievance being referred. Both parties must agree before a grievance is placed on the troubleshooter agenda.
2. Only grievances where the parties have shared all relevant information regarding the grievance, and all reliance documents and facts have been exchanged, shall be referred. The parties agree that disclosure of information and documents will take place in a timely manner.
3. New evidence, including facts or documents, may be introduced after the referral is made only where disclosure of this new evidence was not possible prior to the referral. In such cases, the party that is introducing the new evidence shall provide immediate disclosure to the other party. Upon request of the party in receipt of this new evidence, the process may be adjourned to allow a fair opportunity for analysis and reply.
4. Harassment issues that are unresolved may be referred under this process.
5. Interpretation grievances or grievances regarding the discharge of employees shall not be referred to this process unless mutually agreed by the parties.
6. Decisions of the troubleshooter shall be in writing but shall be without prejudice, non-precedent setting and shall not be publicized.
7. Legal counsel shall not be used by either party.
8. The parties shall develop other procedures or guidelines as necessary.

Section 26 – SIMPLIFY THE COLLECTIVE AGREEMENT

The Employer and Union have agreed to undertake a review of the Collective Agreement with the intention of making it easy to use and understand. In the spirit of the shared values and goals developed through discussions during bargaining, the parties identified the following principles upon which to follow.

Guiding Principles:

- 1. Simplify the Collective Agreement consistent with the parties' commitment to the shared values and goals developed during 2013 negotiations.**
- 2. Create a summary of the Collective Agreement that captures the meaning and intent of the language and that is easy to use and understand by everyone. This summary shall explain the Collective Agreement in clear language to ensure a proper understanding of the meaning behind the language.**

3. **Ensure the summary of the Collective Agreement is the document to be accessed when searching for the “answer” (i.e., rather than having to search for pre-existing arbitration awards).**
4. **Ensure information contained in the summary is easy to find and kept up to date.**
5. **Remove any outdated, redundant, repetitive or conflicting language.**
6. **The Employer and the Union agree that the summary of the Collective Agreement is for reference purposes only and does not create any enforceable rights. It is further understood and agreed that the summary does not in any way affect the application, construction or interpretation of the Collective Agreement and the Parties agree that they will not rely upon the summary refer to it in any way, or seek to have it admitted into evidence, in any future legal proceedings, including but not limited to, any arbitration, proceedings before any other administrative tribunal including the Labour Relations Board, or proceedings in court.**

Process and Timing:

The parties agree that a committee will be formed with representatives from both the Employer and the Union to develop the Summary of the collective Agreement and shall have the above process complete within eighteen (18) months of the ratification of the Collective Agreement.

Section 27 – EXPIRATION AND RENEWAL

27.01 This Agreement shall be for the period from and including **April 1, 2013**, to and including **March 31, 2023**, and from year to year thereafter, subject to the right of either party to the Agreement, within four (4) months immediately preceding **March 31, 2023**, or any subsequent anniversary date thereafter to:

- A. Terminate this Agreement, in writing, effective **March 31, 2023**, or any subsequent anniversary thereof.
- B. Require the other party to this Agreement, in writing, to commence Collective Bargaining to conclude a revision or renewal of this Agreement.

Bargaining Protocol:

It is agreed that the Union shall within the four (4) months immediately preceding **March 31, 2023**, only deliver notice pursuant to Section **27.01** (B) of the Collective Agreement for employees within either the Zone 1 Contract Unit or the Zone 2 Contract Unit, but not for both. The Union and the Employer agree that amendments negotiated for employees within the one Contract Zone shall apply to employees in the other Contract Area. It is agreed that both Contract Areas will never be struck or locked out at the same time during any Collective Bargaining to conclude a revision or renewal of this Agreement.

The Union will notify the Employer within one (1) year but not less than six (6) months prior to the expiry of the Collective Agreement as to which Contract Area Zone the Union intends to bargain. The remaining Contract Area Zone shall be subject to all terms and conditions negotiated, subject to Ratification by the membership.

- C. The Employer agrees that in the event of a strike or lock-out no management exclusions from the “me too” Contract Area may work in the struck or locked-out area.

Should either party give notice pursuant to Section **27.01** (B) above, this Agreement shall thereafter continue in full force and effect and neither party shall make any change in the terms of the said Agreement, or increase or decrease the rate of pay of any employee for whom Collective Bargaining is being conducted, or alter any other term or condition of employment until:

1. The Union gives notice of strike in compliance with the Labour Code of British Columbia, or:
2. The Employer gives notice of Lockout in compliance with the Labour Code of British Columbia.

The operation of Section 50(2) *and* 50(3) of the Labour Code of British Columbia is hereby excluded.

27.02 New and Replacement Stores – Ten Years Labour Peace as follows:

The Union and Employer agree that the following shall apply to all New and Replacement stores opened after January 1, 2013.

- 1. The Parties agree that for ten years from the date of the opening of each New or Replacement store the following shall apply:**
 - a. The Employer agrees not to authorize or implement a lockout of the employees at any stores that meet the requirements of this provision;**
 - b. The Union agrees not to authorize or implement a strike of the employees at any stores that meet the requirements of this provision; and**
 - c. The Union agrees not to picket at any stores that meet the requirements of this provision.**

The Parties agree that this provision will be in full force for ten years at any New and Replacement store.

If in the future, the Employer acquires stores, the parties shall meet to develop a transition plan.

SIGNED THIS _____ DAY OF _____, _____.

FOR THE UNION:

Ivan Limpright

Frank Pozzobon

Bruce Armstrong

Susan Bayly

Harminder Bhupal

Debbie Cameron-Fawkes

Wally Chan

Peter Dombrowski

Susan Hood

Mandeep Janda

Tanya Krickan

Danette Lankmayr

Gordon Lochmanenetz

Larry Ransom

Karla Schultz

Fred Scott

James Raposo

Kim Novak

FOR THE EMPLOYER:

Terri Griffing

Dave Robertson

Ryan Shannon

Cliff Yeo

Julie Ams

Arlette La Freniere

Rino Pozzobon

Rick MacLeod

LETTER OF INTENT

RE: HOURS IMPACT

In order to manage any particular circumstance of the opening of a New Store after ratification 2008 (*August 24 2008*) Collective Agreement, the parties agree, on a without prejudice basis, to micromanage any significant negative impact on hours to any employees. This will be done on the same basis as Key Personnel reductions (i.e., vacant positions in other locations).

LETTER OF UNDERSTANDING #1

RE-OPENING

The Union and Employer agree as follows:

1. Within six (6) months immediately preceding March 31, 2018, or any subsequent anniversary date thereafter, either party may give notice to the other party to negotiate changes to the current collective agreement.
2. If the parties are unable to agree on what if any changes the collective agreement are to occur, the parties shall resolve their dispute through final offer selection interest arbitration for a binding settlement
3. The parties will agree to the appointment of the interest arbitrator.
4. Each party shall formulate their own final offer, which shall include the items previously agreed to in their negotiations.
5. The final offer selection arbitrator shall hear submissions from each of the Parties and then select one of the final offers. The final offer selection arbitrator shall take into consideration the economic and competitive climate of the Employer's business, and the interests raised in 2012/2013 bargaining.
6. The final offer selection arbitrator shall not have the power to change the expiration date of this collective agreement which is March 31, 2023. Subject to what the Parties agree to at the first full re-opener in 2018, there shall be additional full re-openers prior to March 31, 2023 upon request by either party.

LETTER OF UNDERSTANDING #2

RE: ALL NEW SAFEWAY STORES

This confirms our agreement during negotiations that this Letter of Understanding shall form part of the Collective Agreement which shall be enforceable under all its Sections except where specifically amended herein. All provisions which are not specifically amended shall remain in full force and effect.

The Union and the Employer agree that the following terms and conditions of employment shall apply to *New Stores* (including acquisitions), that open after Ratification, 1997 (**November 23, 1997**).

1. All vacancies shall be classified as "Grid B's" (except Service Clerk vacancies) and shall be permitted to perform all of the duties within the classification and department they are assigned.
2. The objective is to have **seventy-five percent (75%)** of the hours worked in a store scheduled to employees employed as "Grid B employees" (**seventy-five percent (75%)** objective).

Hours worked are defined as hours worked by all Contract Area employees within a store.

It is understood that in some cases over **seventy-five percent (75%)** of the hours in a classification may be scheduled to Grid B employees providing the store total does not exceed **seventy-five percent (75%)** of the hours scheduled to Grid B employees.

All New Stores to be opened with seventy-five percent (75%) of the hours scheduled to Grid B employees and twenty-five percent (25%) of the hours scheduled to remaining classifications.

In a New Store, where the "**seventy-five percent (75%)** objective" is being exceeded, employees employed as "Grid B employees" the senior employees shall be promoted into the classification where they have been scheduled (i.e. running a checkstand - reclassified as a Clerk Cashier) until the "**seventy-five percent (75%)**" objective is attained.

3. It is understood that in a New Store the percentage of hours scheduled to Pre-Ratification, 1997 (**November 23, 1997**) employees (which includes "Key Personnel"), upon opening, will be twenty-five percent (25%). These hours will be scheduled by existing seniority provisions.
4. "Grid B employees" shall be scheduled by the Employer as required.
5. In the case of acquisitions, employees will be placed in classifications such that **seventy-five percent (75%)** of the hours worked shall be scheduled to "Grid B employees.
6. In the event that a store exceeds the "**seventy-five percent (75%)** objective" (once that level has been achieved under point 3 above) in a quarter then the store will be required to balance the use of "Grid B employees" by using less hours in the next quarter. The quarters are defined as three (3) four- (4) week accounting periods (12 weeks) and at year-end the quarter is defined as four (4) four- (4) week accounting periods (16 weeks).
7. The Employer will provide the Union with a quarterly report to show the percentage of hours worked by "Grid B employees". The Union and the Employer agree to establish a committee to regularly review the results of the quarterly report. As well, the Employer will develop a weekly

report of results so that adjustment can be made on an ongoing basis so that the percentage objectives are met at the end of each quarter.

Where it can be shown that quarterly adjustments prove to be detrimental to Pre-Ratification 1997 (**November 23, 1997**) employees, the Union and the Employer may mutually agree to modify the adjustment process.

8. Employees employed as “Grid B employees” or “Specialty Department Grid B employees” shall only be entitled to benefits of Statutory declaration only, ***unless otherwise stated in this Collective Agreement.***

Grid B employees will be eligible for Statutory Holiday pay as per Section **9.04**.

LETTER OF UNDERSTANDING #3

RE: EXISTING SAFEWAY STORES

This confirms our agreement during negotiations that this Letter of Understanding shall form part of the Collective Agreement which shall be enforceable under all its Sections except where specifically amended herein. All provisions which are not specifically amended shall remain in full force and effect.

The Union and the Employer agree that in existing stores the new classifications will be implemented under the following terms and conditions:

1. All vacancies shall be classified as “Grid B’s” (except Service Clerk vacancies) and shall be permitted to perform all of the duties within each classification they are assigned.
2. The objective is to have **seventy-five percent (75%)** of the hours worked in a store scheduled to employees employed as “Grid B employees” (**seventy-five percent (75%)** objective).

Hours worked are defined as hours worked by all Contract Area employees within a store.

3. It is understood that the available hours of work scheduled to “Grid B employees” shall be claimable by employees hired prior to Ratification 1997, within each classification.
4. Once a store achieves the “**seventy-five percent (75%)** objective” in a quarter then the store will be required to balance the use of “Grid B employees” and by using less hours in the next quarter. The quarters are defined as three (3) four- (4) week accounting periods (12 weeks) and at year-end the quarter is defined as four (4) four- (4) week accounting periods (16 weeks).
5. The Employer will provide the Union with a quarterly report to show the percentage of hours worked by “Grid B employees”. The Union and the Employer agree to establish a committee to regularly review the results of the quarterly report. As well, the Employer will develop a weekly report of results so that adjustments can be made on an ongoing basis so that the percentage objectives are met at the end of each quarter.

Where it can be shown that quarterly adjustments prove to be detrimental to Pre-Ratification 1997 (**November 23, 1997**), employees, the Union and the Employer may mutually agree to modify the adjustment process.

6. Employees employed as “Grid B employees” or “Specialty Department Grid B employees” shall only be entitled to benefits of Statutory declaration only, *unless otherwise stated in this Collective Agreement*.

Grid B employees will be eligible for Statutory Holiday pay as per Section **9.04**.

LETTER OF UNDERSTANDING #4

RE: REPLACEMENT STORES

All Replacement Safeway Stores

This confirms our agreement during negotiations that this Letter of Understanding shall form part of the Collective Agreement which shall be enforceable under all its Sections except where specifically amended herein. All provisions which are not specifically amended shall remain in full force and effect.

The Union and the Employer agree that the following terms and conditions of employment shall apply to Replacement Stores, that open after Ratification, 1997 (*November 23, 1997*):

1. All vacancies shall be classified as “Grid B’s” (except Service Clerk vacancies) and shall be permitted to perform all duties within the classification and department they are assigned.
2. The objective is to have **seventy-five percent (75%)** of the hours worked in a store scheduled to employees employed as “Grid B employees”.

Hours worked are defined as hours worked by all Contract Area employees within a store.

It is understood that in some cases over **seventy-five percent (75%)** of the hours in a classification may be scheduled to “Grid B employees” providing the store total does not exceed **seventy-five percent (75%)** of the hours scheduled to “Grid B employees”.

All future Replacement Safeway Stores after Ratification 2003 shall have new hours scheduled to Grid B employees to a maximum of seventy-five percent (75%) of the bargaining unit hours in the Store.

A Replacement Store is defined as:

- (a) a store which is completely rebuilt, or
- (b) a store which is expanded in size through the movement of a perimeter wall, or
- (c) a store which is remodeled, provided that the remodel is significant in scope. It is understood that these projects will go beyond simple maintenance and equipment replacement and involve considerable improvements in the store to drive additional business. For purposes of this provision, a significant investment is defined as at least \$2 million.

The foregoing shall apply on a go forward basis to any applicable remodel after date of ratification 2008

3. Once a store achieves the “**seventy-five percent (75%)**” then the stores will be required to promote senior “Grid B employees” to ensure the “**seventy-five percent (75%)** objective” is balanced.
4. In the event that a store exceeds the “**seventy-five percent (75%)** objective” in a quarter then the store will be required to balance the use of “Grid B employees” by using less hours in the next quarter. The quarters are defined as three (3) four- (4) week accounting periods (12 weeks) and year end.
5. The Employer will provide the Union with a quarterly report to show the percentage of hours worked by “Grid B employees”. The Union and the Employer agree to establish a committee to regularly review the results of the quarterly report. As well, the Employer will develop a weekly report of results so that adjustments can be made on an ongoing basis so that the percentage objectives are met at the end of each quarter.

Where it can be shown that quarterly adjustments prove to be detrimental to Pre-Ratification 1997 (**November 23, 1997**) employees, the Union and the Employer may mutually agree to modify the adjustment process.

6. Employees employed as “Grid B employees” or “Specialty Department Grid B employees” shall only be entitled to benefits of Statutory declaration only, *unless otherwise stated in this Collective Agreement*.

Grid B employees will be eligible for Statutory Holiday pay as per Section **9.04**.

7. **All members will return to the Replacement Store when it reopens and hours will be scheduled to incumbents by seniority. All new available hours will be assigned to Grid B.**

LETTER OF UNDERSTANDING #5

RE: GRID B

Once a store achieves the **twenty five – seventy five (25-75)** scheduling balance in a store, but an imbalance exists in one of the areas listed below, the Employer agrees to canvass employees in the store to determine who would like to move into other areas of the store in an attempt to achieve a balance. This letter to apply to all new, replacement, and existing stores.

Store Areas:

Clerks Cashiers
General Clerks
Specialty Departments combined

LETTER OF UNDERSTANDING #6

RE: REGULATED PHARMACY TECHNICIANS

The Parties agree that the following guidelines will be used regarding the Regulated Pharmacy Technician classification:

- 1) **Regulated Pharmacy Technicians are a separate classification. Employees must be properly licensed in accordance with Provincial regulations to fill this position.**
- 2) **The Employer will determine the number of Regulated Pharmacy Technicians, if any, required in each pharmacy and will determine the status of needed position(s).**
- 3) **When initially staffing a vacant Regulated Pharmacy Technician position with qualified employees, the Employer will:**
 - a) **Offer the vacant position(s) to internal applicants by way of in-store notice. The successful applicant(s) will be chosen based on Seniority.**
 - b) **In the event there isn't an in-store applicant, the position will be offered by seniority within the geographic area.**
 - c) **If there are insufficient internal candidates, vacant Regulated Pharmacy Technician positions will be filled by qualified external candidates. The Employer will determine the initial status of these employees.**
- 4) **Once the initial staffing in each store is complete part time vacancies will be filled as per point 3 above, and fulltime vacancies will be posted in accordance with the job posting provisions of the collective agreement.**
- 5) **Internal reclassified Regulated Pharmacy Technicians will be subject to a 60-day trial period for:**

- a) **The Employee to decide if they want the work, and**
- b) **The Employer to determine if the employee is capable of performing the necessary duties.**
- 6) **Regulated Pharmacy Technician duties will be prescribed by the Provincial and other regulatory authorities. If there are any conflicts the Parties agree to meet to resolve.**
- 7) **The Employer will continue with the current practice with Pharmacist Interns and Pharmacist Students. Pharmacy Assistant hours will not be impacted by this practice.**
- 8) **The Employer will grant internal Pharmacy Assistants a sum in the amount of five hundred dollars (\$500.00) once they have been selected by the Employer and reclassified as Regulated Pharmacy Technicians.**
- 9) **The Company agrees to meet with the principals of UFCW Local 1518 to discuss any changes in the requirements to qualify and/or maintain Registered Pharmacy Technician designation including providing reimbursement of continuing education expenses. This meeting will occur within 30 days of these changes being put in place by the governing bodies.**

In the event the introduction of Licensed Pharmacy Technician(s) in a pharmacy impacts the hours of Pharmacy *Assistants* in that store, protection of hours will come into effect. This protection will be based on the fifty-two (52) week average hours worked, immediately prior to the introduction of the **Regulated Pharmacy** Technicians to their pharmacy. This protection will mean that the *Pharmacy Assistant* will be scheduled a minimum of their fifty-two (52) week average hours worked.

This protection of hours applies only to hours impacted as a result of the introduction of **Regulated Pharmacy** Technicians.

LETTER OF UNDERSTANDING #7

RE: JOINT UNION/MANAGEMENT QUARTERLY REVIEWS

- (a) The Employer and the Union agree to meet on a quarterly basis to review the individual performance of stores that are experiencing financial difficulties or whose continued viability is questionable.

On an ongoing basis, the Employer and the Union will discuss methods to improve the performance of stores and will hold joint meetings with store employees to discuss improvements in the particular store.

In particular, the Union and Employer shall review the competitive impact of other retailers on the company's business. In the event issues arise during the term of the Collective Agreement where the Employer becomes concerned about the viability of a store, it is agreed that the Employer and the Union shall meet to specifically discuss measures that could be taken to address the concern. Upon request of the Union, the Employer will provide, in confidence, full financial disclosure for the store being reviewed to the two senior officials of the Union.

The Employer and the Union shall first examine measures within the Collective Agreement that could be taken. If necessary, the Employer and the Union shall have the authority to make amendments to the Collective Agreement. If no agreement can be reached on Collective Agreement amendments, the matter may be referred to final offer selection arbitration for final and binding resolution. The arbitrator shall

consider similar provisions within this Agreement and the particular store(s) economic position in the local marketplace.

It is agreed that the time frame for the discussions described above, including the date of the presentations to the arbitrator shall be no longer than one hundred and eighty (180) days from the commencement of the discussions. This time period may be extended by mutual agreement.

- (b) At each Quarterly Review meeting the Employer and the Union will also discuss the potential of returning **Safeway** Stores to the full **Sobeys West Inc. (Safeway Operations)** Collective Agreement terms after the store or stores in question have operated on modified terms for a reasonable period of time.

The parties will discuss any changes in the general competitiveness of the industry in which the company carries on business and the local marketplace of the stores in question since the implementation of terms that vary from the full terms of the **Sobeys West Inc. (Safeway Operations)** Collective Agreement.

If the changes have been sufficiently favourable to result in the full or significant competitive recovery of the store or stores in question, then the Employer and the Union shall discuss the possibility of returning the store or stores to the full terms of the **Sobeys West Inc. (Safeway Operations)** Collective Agreement or some interim partial improvement, taking into consideration the resulting impact of any action taken on the future performance of the store or stores.

If the parties cannot agree on whether or not a change should occur and/or how and when the change should occur, then the matter shall be referred to final offer selection arbitration for final and binding resolution.

It is agreed that the time frame for the discussions described above, including the date of the presentations to the arbitrator shall be no longer than one hundred and eighty (180) days from the commencement of the discussions. This time period may be extended by mutual agreement.

- (c) If the parties refer matters to final offer selection arbitration under either (a) or (b) above, it is agreed that the arbitrator will be Vincent L. Ready, or another arbitrator by mutual agreement.

LETTER OF UNDERSTANDING #8

RE: *GRID B* OVER 4000 HOURS AT RATIFICATION 2008 (*August 24, 2008*)

***GRID B 4000+* (as identified on August 24th, 2008)**

All Grid B 4000+ employees hired at or before ratification 2013 will receive the off-scale wage increases outlined below.

Any 4000+ hour *Grid B* employee (as identified on August 24, 2008) who is still on *Grid B* as of March 24, 2013 (including those who opted to stay on *Grid B* or who are frozen in Quarterly Review Stores) shall have the opportunity to:

- a) All 4000+ hour *Grid B* employees shall be provided with the following *Grid A* benefits provided they work the required number of weekly hours to qualify for benefits:**
 - **Vacation**
 - **MSP**
 - **EHB**
 - **Dental**
- b) All 4000+ hour *Grid B* employees shall be provided with a voluntary severance offer – with terms to be determined by the Employer under LOU Re: Voluntary Severances.**

Any 4000+ hour *Grid B* Starbucks employee shall have to become a *Grid B* cashier or *Grid B* general clerk in order to qualify for the above.

***Grid B 4000+* employees at top rate of pay shall receive off-scale wage increases as follows:**

Sunday After Ratification 2013	\$0.50
First Sunday in April 2014	\$0.50
First Sunday in April 2015	\$0.50
First Sunday in April 2016	\$0.50
First Sunday in April 2017	\$0.60
March 31 2018	\$0.60

****Grid B 4000+* who are receiving a \$1.00/hour premium at ratification 2013, will have the premium now considered a part of their wage rate.**

***Grid B 4000+* employees not at top rate shall receive off-scale wage increases as follows:**

Sunday After Ratification 2013	\$0.35
First Sunday in April 2014	\$0.35
First Sunday in April 2015	\$0.35
First Sunday in April 2016	\$0.35
First Sunday in April 2017	\$0.40
March 31 2018	\$0.40

LETTER OF UNDERSTANDING #9

RE: CROSS CLASSIFICATION TRIAL

Cross Classification Scheduling may be introduced on a trial basis in up to three (3) stores. There will be an ability to increase this number by mutual agreement between the Company and the Union.

The trial period will be up to twelve (12) months in each store and may be extended further by mutual agreement between the Company and the Union.

When a store introduces Cross Classification Scheduling, the following classifications shall be merged onto one schedule:

- **General Clerks**
- **Cashiers**

The parties agree to further review the addition of other classifications by mutual agreement.

All Employees hired at the trial store after the implementation date of the trial shall be scheduled in the Cross Classification Work.

Employees employed prior to the implementation date of the trial shall have the choice to opt into Cross Classification Scheduling. Once an employee has opted into Cross Classification Work, he/she may opt out once within the life of the Collective Agreement. Employees participating in the program may achieve more hours worked than employees who do not, and these additional hours are not subject to claim.

Hours of work shall be scheduled by seniority within the group listed above. Employees employed prior to the implementation date of the trial shall not receive fewer hours than what they would be entitled to, had the scheduling rules not changed.

For clarification, the hours employees will work across classifications must be new available hours created through growth or attrition. Once a store achieves the 25/75 objective, any full time position in the General Clerk or Clerk Cashier classification that is vacated in the trial store, during the trial, shall be posted as a full-time position in the newly merged classification. If the successful applicant for this posting is from a store other than the trial store, he/she shall not have the right to opt out of cross classification work during the trial.

Shifts shall be assigned to employees by seniority. No employee will lose hours as a result of cross-classification scheduling. The parties acknowledge there are other factors such as but not limited to loss of sales, negative effects of competitive forces against the store, technology or changes in work operation that may impact employee hours.

The parties have agreed to move cautiously when transitioning stores to cross classification work in order to minimize unintended impact on employees, and will meet after bargaining to develop a transition plan on a store by store basis. During this transition the parties shall monitor the implementation to ensure the interests shared and principles developed during bargaining are met.

The parties will be guided by the principles agreed to during bargaining 2013 and find a resolve to each matter that may arise.

LETTER OF UNDERSTANDING #10

RE: ALTERNATE STORE FORMAT (ETHNIC MODEL STORE)

This Letter of Understanding reflects the discussions that took place during Collective Bargaining regarding job security and growth.

The parties recognize that these Ethnic Model Stores are essential to overall growth and security and that they have been introduced to enhance the primary business of the company. In order to meet the required financial goals, the intent is to staff these stores with employees who can communicate the Ethnic strategies effectively to the store's customer base. As a result, sufficient positions need to be made available. The Employer and the Union agree that the following process shall be employed by the parties to manage the transition for employees in impacted stores:

- a) The Employer agrees to meet with the Union when an announcement of the opening of a New Ethnic Store or a change of an existing store to an Ethnic Model is about to be made.**
- b) The parties agree that the stores will transition to 25/75. (25% Grid A / 75% Grid B). This transition shall occur via the following process:**
 - Attrition and/or voluntary severance**
 - Voluntary transfers to "vacancy" within province**
 - In the event, the previous two options do not produce the required objective the Union and the Employer will work together to manage the implementation.**
- c) All "new" hours shall be assigned to Grid B.**
- d) Vendor stocking of ethnic items that are not traditionally carried by the Employer. The Union and Employer will meet to discuss the implementation in ethnic stores.**
- e) In addition to the current management structure, the following positions shall be added without claim to their hours. To initially create these positions, a Grid A full-time vacancy must occur in the General Clerk classification (i.e. 40 hours out, 40 hours in)**
 - i) Clerk(s)-In-Charge**
 - ii) Assistant Department Managers**
- f) Cross Classification trial**

LETTER OF UNDERSTANDING #11

RE: RELINE CREW

The Company and the Union will meet to discuss the practices and terms regarding the Reline Crew.

LETTER OF UNDERSTANDING #12

RE: VOLUNTARY SEVERANCE

At the Employer's discretion, employees in certain stores and in certain classifications may be offered voluntary severance. The union will be notified of all aspects of these offers.

APPENDIX A - POLICY GRIEVANCE – FREE TIME

IN THE MATTER OF AN ARBITRATION

BETWEEN:

CANADA SAFEWAY LIMITED

(the “Employer”)

AND:

UNITED FOOD AND COMMERCIAL WORKERS’ UNION, LOCAL 1518

(the “Union”)

(Policy Grievance – Free Time)

ARBITRATOR:

Vincent L. Ready

COUNSEL:

Don Balletto for
the Employer

Frank Pozzobon for
the Union

PUBLISHED:

July 26, 2005

The parties agreed I was properly constituted as an Arbitrator under the provisions of their Collective Agreement with jurisdiction to hear and determine the matter in dispute.

This case arises as a result of a policy grievance filed by the Union alleging a breach of Article **5.16 9.3'*** and the current Company policy regarding free time. Free time occurs when employees work and do not record those hours. Article **5.16 9.32** reads as follows:

5.16 9.32 Time Clocks

The Employer shall provide each store with a time clock in order to enable employees to record their time for payroll purposes. Employees shall record their own time at the time they start and finish work and the time they commence and return from meal periods. Employees who fail to record all time worked in the manner required by this Subsection shall, upon complaint of the Union, be disciplined as follows:

- 1st violation
one (1) week suspension without pay
- 2nd violation
two (2) weeks suspension without pay
- 3rd violation
termination of employment.

Suspensions shall be implemented within forty-five (45) days of notification by the Union unless a longer period is mutually agreed upon between the Union and the Employer or in the event that the requested suspension becomes subject to the Grievance Procedure.

* Bolded section numbers in this Award have been updated for reference only.

Any such dispute shall be subject to the Grievance and Arbitration Sections of this Agreement. Any employee terminated for the above reasons shall not be entitled to notice or pay in lieu of notice under **Section 43-17** of this Agreement.

Management agrees to assume its full responsibility in seeing that all employees are compensated for all time worked. Management personnel who deliberately violate this provision shall be disciplined by the Employer.

Where disciplinary action has been taken against a Manager under this section, the Union will, upon request, be advised what action has been taken.

The parties provided me with an extensive outline of the history of this dispute as well as a considerable amount of correspondence on the issues in dispute.

Having considered the submissions and related correspondence with care, it is, in my view, worth setting out the Company policy as a reminder to employees and managers alike of the obligation regarding recording time worked.

Time cards or time sheets are used to record all hours worked by employees.

It is extremely important that you accurately record or “clock” all hours you work. It is essential you clock in and out as close as possible to your scheduled starting and quitting time. It may be impossible for everyone to make it on the exact minute, but it is possible to be within a few minutes. Each employee is responsible for completing their own time records. Employees shall not punch a time card or record time worked for another employee.

Always punch your own card or record your own hours and never punch a time card or record hours for someone else!

“Free time” or “working off the clock” is not permitted.

Any employee found to be in violation of this policy will be subject to discipline including possible termination of employment.

I also direct the Employer and its management to take full responsibility for the enforcement of its policy and **Article 5.16-9.32** of the Collective Agreement set out above.

As well, this award should serve as clear and unequivocal notice to employees at each store that failure to conform to the Company policy and **Article 5.16-9.32** of the Collective Agreement will result in progressive discipline for each violation up to and including dismissal.

I have been advised by Counsel that they have resolved the remedial issues arising out of this grievance. Therefore, it is not necessary for me to issue an award on these matters.

I retain the necessary jurisdiction to resolve any matters arising out of the implementation of this award, as well as any alleged violations which may arise, during the term of this agreement.

Any referral will be heard on an expedited basis and in consultation with the parties. I shall determine the appropriate procedure to have these matters heard.

It is so awarded.

Dated at the City of Vancouver in the Province of British Columbia this 26th day of July, 2005.

Vincent L. Ready

Vincent L. Ready

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