

COLLECTIVE AGREEMENT

Between

**ROGERS MEDIA INC.
(dba CITY OF WINNIPEG)**

And

**UNIFOR
AND ITS LOCAL 468**

Effective:

March 21, 2015 to March 20, 2018

10200 (07)

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ARTICLE 1 - INTENT

- 1.1 It is the intent and purpose of this Agreement, in recognizing a common interest between the Employer, and the Union in promoting the utmost cooperation and friendly spirit between the Employer and its Employees, to set forth conditions covering rates of pay, hours of work and conditions of employment to be observed between the parties and to provide a procedure for prompt and equitable disposition of grievances.
- 1.2 It is also the intent and purpose of this Agreement, in recognizing a common interest between the Employer and the Union, to provide for the efficient operation of the broadcasting station with full regard to economy of operation and the quality and quantity of work performance.

To these ends this Agreement is signed in good faith by all parties.

ARTICLE 2 - BARGAINING UNIT

- 2.1 The Employer recognizes the Union as the exclusive bargaining agent for all persons employed in the bargaining unit as defined by the certificate issued by the Canada Industrial Relations Board on **December 23, 2014**, as amended at bargaining and before the CIRB.
- 2.2 For greater certainty, it is recited that the Employees covered by this agreement shall be:

All Employees of CHMI-TV, a Division of **Rogers Media Inc.**, employed at Winnipeg, Manitoba, excluding the following classifications:

➤ Corporate Administration Employees

General Manager
Business Manager
Chief Engineer
Sales Manager
Sales persons
Operations Manager
News Director
Senior Producer News
Senior News Editors
Bureau Manager
Promotions Manager
Executive Secretary

Freelancers

Supervising Producer

- 2.3 The Employer shall notify the Union in writing of the introduction of any new job or classification within the bargaining unit prior to posting for the new classification. Such notice shall advise the Union of the primary duties of the new job or classification and the proposed pay group.

- 2.4 Where the Parties agree that the new job or classification is to be included within the bargaining unit, the Employer will, if requested to do so, meet with the Union to discuss the appropriate rate of pay for the new bargaining unit job or classification, if such request is made within five (5) work days following the receipt of the information.

ARTICLE 3 - DEFINITIONS

- 3.1 "Job Classification" means a number of jobs which are grouped together for salary purposes.
- 3.2 "Job" means a specific assignment of work. More than one (1) Employee may be employed in the same job.
- 3.3 "Full-Time Employee" means an Employee who is normally and regularly scheduled to work forty (40) hours per week exclusive of the assigned meal period.
- 3.4 "Freelancer" is defined as a person who is self employed and/or is employed by another party and who provides services to the Employer on a contractual basis. Such persons are not subject to the provisions of this Agreement, however, Dobey dues shall be paid to the union.
- 3.5 "Part-Time Employee" is defined as one hired to work on a regular basis but who normally works less than thirty-two (32) hours per week. Such Employees shall be paid on an hourly basis at a wage rate equal to 1/2080 of their annual rate with a minimum of four (4) hours per day worked. Nothing precludes the Employer from temporarily assigning a part time Employee to full time work to cover in the case of vacations, leaves of absence, illness or in the case of temporary increases in work requirements.
- 3.5.1 Where a part time Employee is subsequently hired as a full time Employee without a break in service of more than ninety (90) days, the Employee, after successful completion of their probationary period, shall be credited for seniority and service credits purposes with all hours worked while employed as a part time Employee.
- 3.6 "Casual Employees" shall mean a person employed on an irregular, sporadic, or as needed basis. Casual Employees will not be used for the purpose of eliminating or replacing full time Employees or to avoid hiring full time Employees.
- 3.7 "Agreement" means this Collective Agreement.
- 3.8 "Qualifications" or "Qualified", wherever either of those terms are used in the Agreement, the same shall include creativity, knowledge, experience, skill, ability, training and/or education, physical ability to do the job to be performed, job performance of an Employee and other relevant factors, all as established and determined by the Employer. The Employer, when establishing and/or determining qualifications, shall do so in a bona fide and non-discriminating manner.
- 3.9 The term "On-Air Employee" shall include Anchor/Reporters, Reporter/Anchors,

Reporters and Hosts.

- 3.10 "Grievance" shall mean an alleged difference over the application, administration, interpretation or alleged violation of this Collective Agreement.
- 3.11 "Location" for the purposes of this Agreement shall be: CHMI Television, Winnipeg, Manitoba
- 3.12 "Temporary Employee" is employed over a limited term of employment to cover maternity leave, child care leave, leaves of absence, vacation leaves, or to work on specific projects or productions of a predetermined length of time not to exceed twelve (12) months. Such employees shall be paid on an hourly basis at a rate equal to 1/2080 of the annual salary of the wage group to which the employee is assigned. Extension of temporary employment, which requires more than twelve (12) months to complete, shall be agreed to by the union provided that in the circumstances, it is reasonable to do so. Temporary employees may be hired to work full-time or part-time hours.

ARTICLE 4 - MANAGEMENT RIGHTS

- 4.1 The Union agrees that nothing contained in this Agreement shall be construed as limiting the Employer's right to manage its own affairs exclusively and that, except where specifically restricted, abridged or modified by this Agreement, the Employer holds and may exercise all of the rights, powers and authority which it possessed prior to the signing of this Agreement. The Union acknowledges that it is the exclusive right of the Employer to hire, transfer, reclassify and suspend Employees; and also the right of the Employer to discipline or discharge any Employee, provided that a claim by an Employee other than a probationary Employee, who has been disciplined, demoted, discharged or suspended without just cause may be the subject of a grievance and dealt with as hereinafter provided, except where this agreement provides otherwise.
- 4.2 Provided further, and without limiting the generality of the foregoing, the Union recognizes the rights of the Employer to operate and manage its business in all respects. The location, number and size of the plants, the direction of the working forces; the amount or type of supervision necessary; of machines and technical equipment; procedures and standards of operation; the content of programs; judgment and evaluation of personnel qualifications; the right to decide on the number of Employees needed by the Employer at any time; operating schedules and the selection, procurement, designing and engineering of equipment which may be incorporated into the Employer's plants; control over all operations, buildings, machinery, equipment and Employees and its relationship with suppliers of materials and/or services, are solely and exclusively the right and responsibility of the Employer.
- 4.3 The management rights of the Employer as above set forth shall be exercised in all respects subject to this Agreement.
- 4.4 The Employer has the right to make and implement rules and regulations. Any changes in such rules and regulations made by the Employer shall not be in

conflict nor inconsistent with the provisions of this Agreement.

ARTICLE 5 - UNION MEMBERSHIP & DUES

5.1 Union Membership

- a) Employees within the bargaining unit shall become or remain members of the Union as a condition of employment.
- b) The Union and the Employer agree that there will be no discrimination, intimidation, interference, restraint or coercion exercised or practiced by either of them or their representatives against or upon Employees covered by this Agreement because of membership or non-membership in the Union, or by reason of any activity or lack of activity in any labour organization.

5.2 Union Dues

- a) The Employer agrees to make bi-weekly deductions from the salaries of the Employees in the bargaining unit, an amount equal to the regular Union dues as levied by the Union. The Employer will be notified thirty (30) days in advance by fax or by email of any change in the present rate of deductions.
- b) The Employer agrees to remit the monies so deducted to the Union or its nominee, monthly by cheque in Canadian funds. The Employer shall endeavour to remit such dues by the fifteenth of the month following the month for which the dues are deducted and shall include with such remittance a statement showing the names of the Employees from whom deductions have been made and the respective amounts deducted.
- c) Each year the Employer will indicate on the T4 and/or T4-A slips issued to Employees the total amount of dues deducted at source and forwarded to the Union.
- d) The Union shall indemnify the Employer and save it harmless from any and all claims which may be made against the Employer by an Employee or Employees for amounts deducted from wages as provided by this Article, except for any claim arising out of an error committed by the Employer.

ARTICLE 6 - NOTICE TO UNION

- 6.1 In addition to the current practice of providing electronic dues and change reporting on a monthly basis, the Company shall email or provide to the **Unit Chairperson**, or his/her designate, one copy of the following:
 - a) Within seven (7) working days, the names of Employees who have been hired, dismissed, promoted, transferred or demoted. The Company will attempt to forward any announcements of employee promotions via e-mail to the local Union

President. In any event, if this process is missed then the information will be provided in the monthly electronic report.

- b) Notice of extension of probationary period, suspension, or any disciplinary action placed on an employee's file within the bargaining unit.
 - c) Where a written expression of dissatisfaction has been given to an Employee, a copy thereof shall be forwarded to the local President unless the Employee requests that it not be sent. Where an Employee so requests, their request will be noted in writing and placed in the Employee's file.
 - d) Any notice pertaining to the application or agreed interpretation of this Agreement.
 - e) Upon request by the Union the Employer will furnish two (2) copies of seniority lists, provided that such a request shall not be made more frequently than every twelve (12) months. The seniority lists shall include employee addresses, wages and classifications. In addition, the Union will be entitled to make reasonable requests (including additional information) for an updated seniority list when issues arise or when the request is related to bargaining.
- 6.2 The Company shall, when notifying a person of their acceptance as an Employee, provide them in writing the starting rate of pay, level, job title to which he/she is assigned. The Company will provide the aforementioned information to the Union in the monthly electronic report.
- Grievance timelines specified in Article 14 will be waived for fourteen (14) calendar days from the date of the Union receiving the monthly report.

ARTICLE 7 - UNION ACCESS TO PREMISES

- 7.1 An accredited Union Representative who wishes access to the Employer's premise to carry out inspections or investigations pertaining to the terms and conditions of this Agreement shall make a request for access to the Employer not later than twenty-four (24) hours in advance. The twenty-four (24) hour time period may be waived by mutual agreement between the Union Representative and a Senior Representative of the Employer. A request for access pursuant to this Article shall indicate the particular reasons(s) for which access is requested.
- 7.2 Where authorization is given pursuant to 7.1 herein, it shall only be given to carry out observation at reasonable times and such observations shall be carried out in such a way as to not interfere with the normal operations of the Employer.
- 7.3 Authorizations requested pursuant to this Article shall not be unreasonably withheld.

ARTICLE 8 - LEAVE FOR UNION ACTIVITIES

- 8.1 Upon a request by the Union, the Employer will grant a leave of absence without pay for not more than two employees.

The said leaves shall not exceed seven (7) calendar days and are for the purpose

of representing Employees at labour conventions, congresses, schools and seminars and Executive Council meetings. **The aggregate leave granted under this Article will be capped thirty-six (36) working days in any calendar year. Additional requests above this amount must be submitted to the Manager, Human Resources or his/her designate, for approval. Such requests will not be unreasonable denied.** A request for such leave shall be submitted in writing at least **fourteen (14)** days in advance.

- 8.2 Upon a request being made by the Union, the Employer agrees to release, **without** pay, not more than two (2) employees to attend negotiation meetings with the Employer.
- 8.3 Upon a request by the Union, the Employer agrees to release, **without** pay, the two (2) Employees referred to in Article 8.2, for one (1) day for the purpose of pre-negotiation meetings.
- 8.4 It is recognized that the granting of all leaves is subject to business, operational and programming requirements. Where such a requirement prevents the release of a particular employee, the Union shall be permitted to request an alternate employee to be released.
- 8.5 Leaves sought under this Article shall not be unreasonably withheld.
- 8.6 The **Company** will maintain the salaries and Employee Benefits for those employees who are on a Union Leave of Absence as defined above in this article. **The Company will provide a detailed report to the Union for all hours paid to employees under this article and the Union shall remit all monies owed to the Company by way of cheque within fifteen (15) calendar days of receiving this invoice.**

ARTICLE 9 - UNION BULLETIN BOARD

- 9.1 The Employer agrees to provide space on a bulletin board for the posting by the Union of announcements regarding elections, meetings and the internal affairs of the Union.

ARTICLE 10 - UNION REPRESENTATIVES

- 10.1 The Union shall furnish the Employer with a current list of the names of the bargaining unit members authorized to represent the Union in its relations with the Employer. The Local Union agrees to keep the Employer currently advised of its Executive Board members and stewards.

ARTICLE 11 -NON-DISCRIMINATION

- 11.1 Employees shall enjoy equal rights under this Agreement regardless of race, nationality or ethnic origin, colour, religion, age, sex, marital status, family status, sexual orientation, disability or conviction for an offense for which a pardon has been granted, or for any other reason prohibited by law.

The above is subject to Section 15 of the Canadian Human Rights Act.

11.2 Personal Harassment and Bullying:

The Company and the Union recognize that every individual has the right to a workplace that is free from sexual, racial or personal harassment. The Company Policy, subject to normal updates, is appended at the end of the Collective Agreement and shall provide legal and social guidelines regarding the recognition and prevention of harassment. An employee who believes they are being subjected to harassment should follow the process as described in the policy. Complaints will be taken seriously and will be immediately investigated by the Company. If the complaint is found to be justified, action will be taken against the harasser; such action could include but not be limited to an apology, reprimand or possible termination of employment. When an employee is not satisfied with the outcome of an investigation, he or she may file a grievance in accordance with the grievance procedures set out in the collective agreement. The Parties agree that the normal discharge of supervisory duties does not constitute personal harassment.

ARTICLE 12 - STRIKES AND LOCKOUTS

- 12.1 The Union will not cause nor permit members of the bargaining unit to cause, nor will any member of the bargaining unit take part in, any strike, either sit down or stay in, or any other kind of interference whatsoever or any other stoppage, total or partial, of any of the Employer operations during the term of this Agreement. The Employer will not cause or permit a lockout of any member of the bargaining unit during the term of this Agreement.
- 12.2 The Employer shall not require a bargaining unit Employee to perform the work of another Employee who is participating in a lawful strike or lockout expressly for the purpose of strike breaking.
- 12.3 It is understood that no employee shall allow the performance of their job to be interrupted as a result of any labour dispute outside of this collective agreement.**
- 12.4 Any Employee covered by this Agreement shall have the right to refuse to cross a legal picket line **of members of the bargaining unit**, and such crossing or refusal to cross shall not be considered grounds for disciplinary action by either party to this Collective Agreement.
- 12.5 The provisions of this Article do not entitle employees to refuse work related to the transmission or receipt of feeds to or from other sources because the employees at that source are involved in a strike or lockout.

ARTICLE 13 - NON-COMPETITION / NON EXTRA CURRICULAR ACTIVITY

- 13.1 Full-time Employees and Part-time on-air talent shall not engage in activities or work where such activities or work constitutes direct competition or conflict of interest with the Employer. An Employee shall not engage in any activities outside

of work where the same affects their work with the Employer, nor shall an Employee engage in any activity where the same could adversely affect the public image of the Employer. In cases where an employee is not certain that his/her outside activity complies with this article, such an employee shall request written authorization from her/his manager.

ARTICLE 14 - GRIEVANCE PROCEDURE

- 14.1 It is mutually agreed that it is the spirit and intent of this Agreement to process and adjust as quickly as possible, grievances arising from the application, administration, interpretation or alleged violation of this Agreement.
- 14.2 "Grievance" is defined in Article 3.10 of this Agreement.
- 14.3 It is understood that an Employee shall have no grievance unless the Employer has first been given the opportunity to address and deal with the complaint informally. This shall not apply in the case of discipline.
- 14.4 In the event an alleged difference between a member or members of the bargaining unit and the Employer, in reference to the application, administration, interpretation or alleged violation of this Agreement is not settled informally, the following shall be the procedure for adjustment and settlement thereof:

STEP 1:

The grievance shall be reduced to writing and copies thereof delivered to the grievor's immediate Supervisor within ten (10) days from the date the Employee became aware, or could reasonably be expected to be aware of the occurrence giving rise to the grievance.

The written grievance shall include the following:

- a) The grievor's name and occupation;**
- b) The date of the event giving rise to the grievance;**
- c) The nature of the grievance;**
- d) The remedy sought; and**
- e) Identification of the Articles or external statutes allegedly violated.**

The Supervisor, on receipt of the grievance, shall attempt to settle the grievance with the Employee, and the Employee may, if they so elect, have a Union Representative with them to represent or assist.

STEP 2:

If the grievance is not settled within ten (10) days of its receipt by the Supervisor as described in Step 1, the grievance shall be discussed with the Company Grievance Committee and the Union Grievance Committee (including the National Representative), each consisting of not more than three (3) members. Such meeting shall take place within ten (10) days of the request for a meeting.

STEP 3:

If the grievance is not settled at Step 2, either party may, within thirty (30) days of the meeting described in Step 2, via registered mail, email or fax, submit the grievance to final and binding arbitration, **as outlined in Article 15.**

- (i) Employees shall suffer no loss of regular pay or other benefits while attending grievance meetings with the Employer. All time limits and procedures found in the grievance procedure and arbitration procedure are mandatory and not merely directory. Such time limits and procedures may only be extended by mutual agreement of the parties in writing.
- (ii) Either party may file a policy grievance at Step 2 where the matter is not appropriate to be grieved as an individual grievance. If not satisfactorily settled at Step 2, either party may refer the matter to arbitration as provided in Step 3.
- (iii) If an Employee is dismissed, the matter may be referred to Step 2, and if not satisfactorily settled, either party may refer the matter to arbitration as provided in Article 15.
- (iv) Any time limit mentioned hereunder the grievance and arbitration procedure shall exclude Saturdays, Sundays and general holidays.

14.5 Employees shall suffer no loss of regular pay or other benefits while attending grievance meetings with the Employer. All time limits and procedures found in the grievance procedure and arbitration procedure are mandatory and not merely directory. Such time limits and procedures may only be extended by mutual agreement of the parties in writing.

14.6 Either party may file a Policy Grievance at Step 2 where the matter is not appropriate to be grieved as an individual grievance. If not satisfactorily settled at Step 2, either party may refer the matter to arbitration as provided in Step 3.

14.7 If an Employee is dismissed, the matter may be referred to Step 2, and if not satisfactorily settled, either party may refer the matter to arbitration as provided in Article 15.

14.8 Any time limit mentioned hereunder the grievance and arbitration procedure shall exclude Saturdays, Sundays and general holidays.

ARTICLE 15 - ARBITRATION

15.1 Any grievance concerning the interpretation, application, operation, violation or alleged violation of this Agreement which the parties have fully attempted to settle under the Grievance Procedure in Article 14 may, on application of either party, be submitted for final settlement to an Arbitrator, provided, however that not more than thirty (30) days have elapsed since the date of the meeting outlined in Step 2 of the grievance procedure. Failure to comply with

the time limit set out in this Article shall mandatorily deem the grievance to be abandoned.

- 15.2 The party desiring to submit a matter to arbitration shall notify the other party of its intention in writing. The notice shall state the matter at issue and in what respect the Agreement has been violated or misinterpreted by reference to the specific clause, or clauses, relied upon. The notice shall also state the nature of the relief sought. Grievances shall be submitted to a single Arbitrator to be selected from the pre-approved list determined by the parties. If none of the pre-approved arbitrators are available to hear the matter in a timely manner – as jointly agreed by the parties – then the parties may then request that the Federal Minister of Labour assist them in selecting an impartial arbitrator.
- 15.3 For the purposes of Article 15.2 above, the parties shall agree to a list of three (3) arbitrators deemed suitable to hear matters pertaining to the parties every eighteen (18) months.
- 15.4 A decision of an Arbitrator shall be final and binding upon the parties. The Arbitrator however may not, by his/her decision, modify, change, waive, abridge or alter or extend any of the terms of the Agreement, nor render a decision which is inconsistent with the terms of this Agreement, nor award legal costs against either party.
- 15.5 The cost and/or expenses of arbitration shall be borne equally by the Employer and the Union.
- 15.6 In the event an Arbitrator finds that an Employee has been wrongly suspended, discharged or otherwise disciplined and has lost wages and/or benefits as a result thereof, the Employee **could** be reinstated with or without pay and/or with or without benefits which were lost as a result thereof, **as determined by the Arbitrator**.

ARTICLE 16 - PROBATION

- 16.1 Probationary Employees: Full-time Employees shall be probationary Employees for a period of **three (3) months** from the commencement of their employment with the Employer. **The Company may extend the probation period up to a total of six (6) months from the date of hiring, and in such event, will discuss the matter with the Employee and the Union prior to the end of the first three (3) month period.**
- 16.2 Part-time Employees shall be probationary Employees for a period of **five hundred and twenty (520) hours** worked from the commencement of their employment with the Employer. **The Company may extend the probation period up to a total of one thousand and forty (1,040) hours from the date of hiring, and in such event, will discuss the matter with the Employee and the Union prior to the end of the first five hundred and twenty (520) hour period.**
- 16.3 Time lost by Full-time probationary Employees may be discounted from their probationary period.

- 16.4 The Employer may release a probationary employee at any time during their initial probationary period without notice or pay in lieu thereof, for reasonable cause.

ARTICLE 17 - SENIORITY

- 17.1 Seniority shall be deemed to have commenced on the last date of hire by the Employer into the bargaining unit.
- 17.2 Seniority credit (not service) shall continue to accrue while an Employee is on leave granted by the Employer to a maximum period of one (1) year.
- 17.3 A Part-time Employee who becomes a Full-time Employee in the same classification shall be **immediately** credited for all hours worked as a Part-time Employee **towards their seniority in their classification**, and upon successful completion of the **trial period outlined in Article 28.6**, the total accumulated hours worked as a Part-time Employee shall be credited to their seniority **for other purposes**. A Temporary Employee who becomes a regular Employee in the same classification shall be credited for all hours worked as a temporary employee to a maximum credit of four (4) months and, upon successful completion of the remainder of the Full-time probationary period, the total accumulated hours worked as a Temporary Employee shall be credited to their seniority. This article shall not apply where there is a break in service of more than ninety (90) calendar days.
- 17.4 An Employee shall lose seniority and shall be deemed to be terminated in the event:
- (a) They resign or retire;
 - (b) They are discharged and the discharge is not reversed through the Grievance or Arbitration procedure;
 - (c) They have not been active at work for a period of twelve (12) months for reasons other than an authorized leave of absence. Where the Employee is not active at work by reason of illness **or injury**, and is in receipt of long term disability benefits, the Employee may retain but not accumulate seniority.
 - (d) Fails to return to work upon the completion of an authorized leave-of-absence without a valid excuse, or uses a leave-of-absence for purposes other than those for which the leave-of-absence was granted.
 - (e) Fails to return to work from a layoff within ten (10) calendar days from the date a notice to return is delivered to the Employee's last known address.
 - (f) They are absent for five (5) consecutive days without reporting the absence and without a reasonable explanation (i.e. hospitalization).

ARTICLE 18 - LAYOFFS AND RECALLS

- 18.1 When layoffs of Employees are to be made, the Employer shall determine which jobs are to be left vacant or abolished and the number of Employees to be laid off. The Company shall advise employees and the union, by way of a notice posted in the workplace, five (5) weeks in advance of the proposed layoff. In lieu of such notice, the Company shall pay an affected employee five (5) weeks pay or a combination of pay and notice. Employees who are displaced in accordance with article 18.5 shall be deemed to have received notice of layoff at the time of the posted notice.
- 18.2 The Company may offer a senior employee within an affected job or classification a voluntary separation package as part of a work force reduction program. The Company agrees to consider an application from a senior employee, in an affected job or classification, who may wish to volunteer to be laid off if it would prevent the layoff of a junior employee.
- 18.3 Where Employees are to be laid off from a job, such layoffs shall proceed in inverse order of seniority from within the same job, provided that no Employee is to be displaced by a more senior Employee unless the latter meets the qualifications for the position.
- 18.4 A Full-time Employee to whom notice of layoff has been given may apply her/his seniority to another job at the same or lower wage level provided she/he possesses the qualification requirements as set by the Employer, and is capable of efficiently performing the job to which they wish to apply their seniority, within a four (4) week familiarization period. Employees who are eligible to displace another employee but elect to be laid off from their employment shall, in addition to the payments under Article 18.7, receive one (1) additional week of severance pay per year of service to a maximum of twelve (12) additional weeks of severance pay.
- 18.5 An Employee who wishes to exercise her/his bumping rights shall do so within four (4) working days of the date on which the notice of lay-off had been given to them. It is understood that an employee's bumping rights are limited to their location only. If an employee fails to notify the Company in writing of her/his bumping choice within the four (4) day period, she/he will be deemed to have abandoned her/his bumping rights.
- 18.6 If an Employee who exercised her/his bumping rights has successfully performed the duties in the new classification, the employee will be transferred to the position following the familiarization period. An employee who succeeds in the familiarization period shall be placed on the new wage scale upon completion of the familiarization period in accordance with her/his years of experience in the new job. In the event the employee has not demonstrated his/her ability to satisfactorily perform the duties in the new classification during the familiarization period, the employee will be laid off within the familiarization period and shall elect either recall or severance.
- 18.7 An Employee given layoff notice may request severance pay at the time of layoff however, where such request is made it is recognized by both parties that upon

receiving severance pay any recall rights as set forth in this agreement are relinquished and the Employee shall be considered terminated. Severance pay as contemplated by this Article shall be based on two and one half (2.5) week's pay for each year of continuous service with the Employer to a maximum of **fifty-two (52)** weeks, prorated to the nearest full month of employment.

The severance shall be paid in **accordance with the Company's standard practice** and shall be deemed to include any severance payment pursuant to any statute. **It is understood that if an employee who has received or is receiving severance pay regains employment within the Rogers Group of Companies, such employee shall not be entitled to severance pay for the period after they have recommenced work. In cases where payment for this time has already been provided, the Company and the Union shall agree to a repayment schedule for the Employee.**

The following benefit plans will continue during the severance period **if paid on a bi-weekly basis, or a lump sum payment in lieu of benefits shall be provided**, as per the standard cost-sharing arrangement:

- Health & Dental;
- Basic Life Insurance (employee, spousal & dependent children);
- Optional Life Insurance (employee & spousal);
- Employee & Family Assistance Program in partnership with Shepell – fgi.

- 18.8 The Employer agrees that it will not consistently schedule overtime for the purpose of causing or extending layoffs.
- 18.9 No new Employees will be hired for a job until those laid off or bumped from that job with recall rights have been given an opportunity of recall.
- 18.10 An Employee who elects to be on recall (rather than receiving severance) shall have recall rights for one year. Recall from Layoff: When a Full-time permanent vacancy occurs in a job for which a laid off Employee is qualified, the Employer agrees to rehire in the inverse order of layoff, those Employees who have recall rights. It is understood that if an Employee exercised their bumping rights, that they would receive the first right of recall into their former job.
- 18.11 The Employer's responsibility will be considered fulfilled if the Employer gives notice of recall by either personal contact, by telephone or by mail, registered or delivered to the address last given to the Employer by the Employee, or e-mail last given to the Employer by the Employee.
- 18.12 An Employee who, pursuant to this Article has exercised their seniority, shall, subject to this Agreement, retain recall rights to their previous job for one (1) year, should the Employer decide to fill a vacancy in their previous job.
- 18.13 The Employer shall not use non-bargaining unit employees to perform bargaining unit work to the extent that the same would result in the layoff of a bargaining unit employee or result in failure to recall a bargaining unit employee on layoff who is

qualified to perform the work.

ARTICLE 19 - HOURS OF WORK

- 19.1 The normal work day and week for all full time Employees shall be eight (8) hours in any day and forty (40) hours in any week, exclusive of meal periods.
- 19.2 The work week shall commence at 12:01 a.m. Monday.
- 19.3 Where an Employee elects by personal choice to reside in a city or town other than in their principal work site, the Employee shall take whatever steps are necessary to ensure their attendance at work as scheduled.
- 19.4 Split shifts shall not be scheduled except by mutual agreement between the Employee and their supervisor. There shall not be more than two (2) such shifts within any day. A meal break or other break, or overtime or call-back shall not be construed as creating a split shift. This shall be applicable to full-time employees and part-time employees.

ARTICLE 20 - OVERTIME

- 20.1 The parties recognize there are business, programming and operating requirements which necessitate overtime work being performed. The Employer, however, will not require Employees to work an excessive amount of overtime.
- 20.2 Except for on-air personnel, and except where for continuity of the assignment or work, where a specific Employee may be required, employees may refuse to work unscheduled overtime. However, if all qualified employees in the job refuse to work, the employer may assign the work to the junior employee. No employee in exercising the foregoing right of refusal will be penalized for refusing to work such unscheduled overtime, except in an On-Air Emergency. The Company will use its best efforts to offer overtime in a fair and equitable manner.
- 20.3 All hours worked in excess of eight (8) hours in any day and forty (40) hours in any week will be compensated at one and one-half ($1\frac{1}{2}$) times the basic hourly rate of the Employee.
- 20.4 Where an Employee has been required to work overtime, the Employee and their Department Manager may mutually agree that the Employee be granted time off in lieu of overtime at the rate of one (1) hour of paid time off for one (1) hour of overtime and receive the remaining half hour premium in pay.
- 20.5 The date or dates when the time off may be taken shall be as mutually agreed between the Employee and their Department Manager.
- 20.6 All overtime, in order to qualify for overtime compensation, must be authorized or approved by the Department Manager.
- 20.7 The maximum time which may be accumulated pursuant to this Article or any other Article shall be the equivalent of forty (40) straight time hours during any

calendar year. All accumulated time shall be taken at a time mutually agreed between the Employer and the Employee but no later than **December 31 of the year in which it was earned**. If there is no mutual agreement by the said date, the Employer shall assign the time for taking the time off or the Employer may elect to pay the Employee for the accumulated hours. **It is further understood that time accumulated under this article may not be taken until after the employee's total annual vacation entitlement has been scheduled**. Time off shall be paid at the salary at which time was earned.

- 20.8 All overtime compensation claims shall be filed with the Employer on the timesheet applicable for the period in which the overtime was worked. Where an overtime claim has not been filed, or where a timesheet is not submitted for such a period, there shall be a presumption that no overtime was worked.

ARTICLE 21 – POSTING WORK SCHEDULES

- 21.1 Each Employee's schedule for any week shall be posted as early as is reasonably possible but, in no event, later than three (3:00) pm on the Monday, six (6) days prior to the week in question. It is the intent of the foregoing to ensure that each Employee is advised of their work schedule at the earliest reasonably possible time, but it is understood that circumstances do arise which require the changing of schedules. Employees shall be entitled to make a photocopy of their current work schedules.
- 21.2 Each Employee's schedule shall state clearly the daily starting and normal finishing time, and days off.
- 21.3 In the event that Employee's schedule for any week is not posted in accordance with this Section, the previous weekly schedule shall carry over until a new schedule is posted, subject to all of the provisions of the Collective Agreement.
- 21.4 After this posting and subject to Article 21.6 below, there shall be no reduction in the number of hours scheduled for any day in the week without notice being given by four (4:00) pm of the day prior to the day in question. When an Employee is on duty, the Employer will be deemed to have given notice when such notice is posted and the Employer has made every reasonable effort to reach the Employee. If the Employee is off duty or on a remote assignment, the Employer will notify the Employee directly or give such notice to a person at the Employee's residence. If such notice is not posted or the Employee, when on a day off or on a remote assignment has not been notified, the Employee shall be credited with all hours originally scheduled plus any additional hours.
- 21.5 Notice of changing of starting time shall be given by twelve (12:00) noon of the day before the day affected. If such notice is not given, the Employee shall be credited with all hours originally scheduled plus any additional hours.
- 21.6 The notice referred to in 21.4 and 21.5 herein shall be deemed to be waived where an unforeseen circumstance beyond the control of the Employer prevails on the day in question (including the failure of another Employee to notify the Employer of

circumstances necessitating the change) or where there is mutual agreement between the Employer and the Employee to waive the notice.

ARTICLE 22 – SCHEDULED DAYS OFF

- 22.1 There shall be two (2) consecutive days off. These two (2) consecutive days off may be in separate work weeks, i.e. Sunday and Monday. The five (5) work days in any work week need not necessarily be consecutive. They may be separated by the two (2) consecutive days off.
- 22.2 The two (2) consecutive days off shall consist of forty-eight (48) hours plus the turnaround period of ten (10) hours for a total of fifty-eight (58) hours. A single day off shall consist of twenty-four (24) hours plus a turnaround period of ten (10) hours for a total of thirty-four (34) hours. Where two (2) consecutive days off in one (1) week are taken contiguously to the two (2) consecutive days off in the following week, only one (1) turnaround period shall apply.

ARTICLE 23 – WORK ON SCHEDULED DAYS OFF

- 23.1 When an Employee is required to work on their scheduled day off or days off, all work performed on that day or those days shall be compensated on the basis of one and one-half (1 1/2) times the Employee's basic hourly rate.
- 23.2 An Employee who is required to work their scheduled day off shall be guaranteed a minimum credit of three (3) hours in respect of each scheduled day off they are required to work. The minimum credit shall not apply in the case of a call-back.
- 23.3 Nothing herein precludes an Employee and their Supervisor from mutually agreeing to change an Employee's scheduled day off and in such case the overtime provisions shall not apply.
- 23.4 Where an Employee has been required to work on their scheduled day off, the Employee and their Department Manager may mutually agree that the Employee may be granted compensating time off in lieu of overtime pay. The date or dates when the time off may be taken shall be as mutually agreed between the Employee and their Department Manager, provided, however, that if mutual agreement is not reached within a reasonable time, the Employee shall be paid for the time worked or the Employer may assign the time off. Any such "in lieu" hours shall be included within the maximum limit provided for in Article 20.7.

ARTICLE 24 – TURN-AROUND

- 24.1 A turn-around period is the period of at least ten (10) hours between the end of one (1) tour of duty and the commencement of the next tour of duty.
- 24.2 All time scheduled and/or worked, and any meal period during any of the turnaround periods shall be compensated for, in addition to the regular basic rate, at one-half (1/2) times such basic rate for the portion of such assignments which encroaches on the turn-around period.

24.3 No payments shall be made for the following encroachments:

- (a) Where the encroachment occurs as a result of employee self-assigning;
- (b) Where the encroachment occurs as a result of a leave granted under Article 8;
- (c) Where the encroachment occurs as a result of a call back.

ARTICLE 25 - CALL BACK

- 25.1 An Employee called back to work after having completed their shift of work on the day in question shall be paid at the rate of one and one-half (1 1/2) times their basic hourly rate with a minimum credit of three (3) hours at their basic hourly rate, or paid as if their shift continues uninterrupted on that day. The minimum call-back credit shall apply once only during any twenty-four (24) hour period.
- 25.2 Where an Employee is called back on more than one occasion between the finish of a shift and the commencement of their next scheduled shift, they shall be entitled to the minimum credit of three (3) hours only with respect to the first call in.
- 25.3 Call-back provisions shall not apply where the Employee returns to work to complete an assignment that they ought to have completed before leaving work.

ARTICLE 26 - TEMPORARY UP-GRADING

- 26.1 Where an Employee is temporarily assigned to perform a job within a job classification in a higher wage scale than the job classification to which they are normally assigned, **they shall be paid \$2.00 per hour worked in the higher classification in addition to the salary for the job to which they are normally assigned provided, that the employee works in the classification for more than one (1) hour.**
- 26.2 The additional pay provisions set forth above in this article shall not apply in cases where:
- (a) The work of a higher job classification is performed on an intermittent or irregular basis during the shift of work; or
 - (b) The work of a higher job classification is for a period of less than **one (1)** hour during the shift of work; or
 - (c) The Employee is assigned to work in a higher job classification for training or trial, for a maximum of **ten (10)** working days except if the Employee is covering for another Employee who is on vacation.
- 26.3 The temporary upgrading provisions shall apply to an Employee who is temporarily assigned by the Employer to the responsibilities of a supervisor or manager, where the supervisor or manager is absent and is replaced by the Employer with a bargaining unit Employee.

ARTICLE 27 – MEAL PERIODS AND BREAKS

- 27.1 Subject to Article 27.2, all Employees shall be allowed an unpaid lunch period of sixty (60) minutes duration. Where production or programming requirements do not permit a break, Employees shall be permitted to eat on the job. Where an Employee works during their meal period, they shall be given equivalent time off immediately preceding the end of the shift or shall be paid for the time worked during the lunch period.
- 27.2 An Employee and their Supervisor or Department Manager may mutually agree to an unpaid lunch period of less than sixty (60) minutes duration.
- 27.3 The existing flexible arrangements whereby Employees may take reasonable break periods at appropriate times will continue in effect. The arrangements will not be abused.

ARTICLE 28 – PROMOTIONS AND TRANSFERS

- 28.1 Where the Employer decides to fill a vacant bargaining unit position on a permanent basis, such vacancy shall be posted a minimum of **five (5) business** days prior to filling the position. **The Unit Chairperson of the Union shall be provided with a link to the online posting.**
- 28.2 Promotions and transfers within the bargaining unit shall be based upon qualifications established by the Employer. The Employer shall award the position to the applicant who in its opinion best meets the qualifications it has established for the position. Where two or more applicants, who are relatively equal and satisfactorily meet the level of qualifications, the position shall be awarded to the Employee with the most seniority.
- 28.3 Where in the opinion of the Employer there is no bargaining unit applicant who satisfactorily meets the level of qualifications established for the position, the Employer may hire from any source.
- 28.4 The Employer shall act bona fide and in a non-discriminatory manner when establishing qualifications for a posted position.
- 28.5 Should an applicant for promotion or transfer be unsuccessful, it is agreed that Management will discuss with the Employee, if so requested, why their promotion or transfer was denied and will bring the Employee's attention to any shortcomings which may affect their opportunities for advancement.
- 28.6 An Employee promoted to fill a vacancy in a higher job classification or laterally transferred to another job function, shall be on a trial period in such job for a period of **thirty (30) days**, however, the period may be extended to a total of **three (3) months**.

The Employer may, for good reason during this time period, return the Employee to their former job. At the conclusion of a successful trial period, the Employee shall be advised, in writing, that this promotion or transfer has been made permanent.

During the first thirty (30) days of a promotion or transfer, an Employee may elect to return to their former job.

- 28.7 No Employee shall be permanently transferred or assigned to a position outside their location without their consent, and the Employee will not be penalized for such refusal.
- 28.8 Employees who perform in a job classification on a temporary basis, different from their regular job classification, will not be penalized for inadvertent errors committed in good faith.
- 28.9 Except in the case of a layoff or bumping, no Employee shall be permanently transferred or assigned to another job classification within the bargaining unit where such transfer or assignment would result in a reduction in the Employee's regular salary and/or where the Employee would be transferred or assigned to a job within a lower group of jobs.

ARTICLE 29 - EXPRESSIONS OF DISSATISFACTION

- 29.1 An Employee shall be notified, in writing, of any written expression of dissatisfaction which may be detrimental to the employee's advancement or standing with the Employer as soon as is reasonably possible. **This may include notification that the Company is investigating an issue.** If this is not followed, **or if the investigation concludes that no misconduct has occurred**, such expressions of dissatisfaction **or record of investigation** shall not become part of the Employee's record for use against them at any time.
- 29.2 **In significant and exceptional circumstances it is agreed that the Company may hold an employee out of service without pay for up to five (5) days pending the outcome of a workplace investigation;**
 - 1. **When the investigation pertains to an alleged violation of the Criminal Code of Canada which transpired at work;**
 - 2. **Where the presence of the employee in the workplace threatens the safety of other employees due to an allegation of harassment or violence; or**
 - 3. **Based on the prior record of the employee, provided that the Company has followed a regime of progressive discipline that has not been successfully overturned through the grievance procedure or referred to arbitration as per Step 3 of the grievance procedure outlined in Article 14.4.**

In such cases an employee held out of service for longer than five (5) days will be paid at their regular salary until the investigation is concluded and a decision is rendered. Where there is found to be no cause of dissatisfaction, and/or where the decision is found to be unjustified, the affected employee will be compensated for the loss of all regular wages.

- 29.3 The Employee shall sign the expression of dissatisfaction acknowledging receipt. Such signature shall not be considered as necessarily concurring with the contents.

- 29.4** The Employee's reply in writing to such expression of dissatisfaction, if received within **ten (10) business days** after they have been given the notice referred to in Article 29.1, shall become part of their record.
- 29.5** An Employee shall have access to their personnel performance file in the presence of their Department Manager during office hours, at a mutually agreeable time, but in no event later than three (3) working days after the initial request. Except in the event of a grievance, this access shall be limited to once in any six (6) month period.
- 29.6** Any disciplinary action more than twenty-four (24) months old will be expunged from the employee's personnel file provided the Employee has not incurred further disciplinary action in the intervening period. Absences due to sickness or leave of absence shall not be included in the calculation.

ARTICLE 30 - DISMISSALS, RESIGNATIONS AND RELEASE FROM EMPLOYMENT

- 30.1** Except for probationary Employees and except as otherwise provided in this Agreement, no Employee will be disciplined or discharged except for just cause.
- 30.2** An Employee who has passed probation shall be informed in writing of the Employer's decision and reason to discharge or discipline him/her.
- 30.3** Employees are entitled, to union representation at any meeting which will, or is likely to, result in discipline **or their release from employment**. In the event an employee declines to have a Union representative present at the meeting, the employee **will sign a Union representation decline** letter. If a dispute arises over whether or not an employee was given the opportunity to have a Union Representative in a meeting, there shall be another meeting scheduled with the employee, a Local Union Officer and management. No disciplinary action will be effective until after the subsequent meeting. The subsequent meeting will be held at the earliest convenience of all the parties involved.
- 30.4** Any Employee, when resigning, will give the Employer two (2) weeks' notice in writing.
- 30.5** Due to the uniqueness of the conditions of employment for "On-Air" performers, extraordinary compensation arrangements may be necessary. It is therefore agreed that the Company may enter into special, fixed length contracts with "on-air" staff individually to cover compensatory provisions, providing that such terms as a package, are not inferior to the terms (as a package) contained in the Collective Agreement.

If the Collective Agreement and the personal service contract conflict, the Collective Agreement shall apply. However, where the personal service contract exceeds the terms of the agreement, or sets terms and conditions of employment where the collective agreement is silent, the employment contract shall apply.

Such contracts may contain a non-compete clause within the Winnipeg broadcast area.

In recognition of the Union's status as exclusive bargaining agent, the Union may represent employees within the bargaining unit, at an employee's option, in the negotiation of On-Air talent contracts.

Copies of all such contracts will be provided to the Local President within five (5) days.

- 30.6 Due to the nature of television programming and the subjective relationship of on-air performance to success, the Employer requires and reserves the exclusive right to release from employment any employee who is assigned, in whole or in part, to on-air duties in its sole discretion. Such right to release an Employee shall not be used as a disciplinary measure and shall be in addition to, and not in substitution for, the Employer's rights to apply discipline, which may only be exercised for just cause.

If, in the Employer's sole discretion, an Employee who is assigned, in whole or in part, to on-air duties has some degree of control over their suitability for programming requirements, then the Employer, before releasing an Employee pursuant to this article, will identify in written communication to the Employee those things which could correct their suitability for program requirements. If the Employee has not, in the Employer's sole opinion, met the programming suitability requirements within a thirty (30) day period following receipt of the written communication referred to herein, the employee shall be released from employment.

An employee released pursuant to Article 30.6 shall select one of the following options:

- (a) Receive severance pay outlined in their personal services contract. (In the event that a non-compete clause is stipulated in the personal services agreement, severance will be, at a minimum, equal to the non-compete period), or;
- (b) Receive severance pay equal to four (4) weeks per year of completed service, with a minimum of six (6) weeks to a maximum of 52 weeks, with benefits provided in accordance with Article 18 or;
- (c) Exercise their rights and privileges under the collective agreement including the right to exercise his/her seniority to displace a less senior employee in any job classification (other than an "On-Air" Talent classification) as per Article 18.4.

- 30.7 **In cases of layoff or workforce reduction, as outlined in Article 18.1, the Company shall determine the number and type of "On-Air" positions to be laid-off and shall have the sole and exclusive right to determine which "On-Air" performers will be affected by layoff. An employee released pursuant to Article 30.7 shall select one of the following options:**

- (a) **Receive severance pay outlined in their personal services contract. (In the event that a non-compete clause is stipulated in the personal services agreement, severance will be, at a minimum, equal to the**

non-compete period), or;

- (b) Receive severance pay equal to four (4) weeks per year of completed service, with a minimum of six (6) weeks to a maximum of 52 weeks, with benefits provided in accordance with Article 18 or;**
- (c) Exercise their rights and privileges under the collective agreement including the right to exercise his/her seniority to displace a less senior employee in any job classification (other than an “On-Air” Talent classification) as per Article 18.4.**

Such release under this article shall not be used as a disciplinary measure and shall be in addition to, and not in substitution for, the Employer’s right to apply discipline, which may only be exercised for just cause.

ARTICLE 31 - TECHNOLOGICAL CHANGE

- 31.1 Pursuant to Section 51 of the Canada Labour Code, the parties agree that, during the term of this agreement, Section 52, 54 and 55 shall not apply to them.
- 31.2 The provisions of this Article are intended to assist Employees affected by Technological Change, as hereinafter defined, to adjust to the effects of such change.
- 31.3 In this section “Technological Change” means:
 - (a) The introduction by Employer into its work, undertaking or business of equipment or material of a different nature or kind than that previously utilized by it in the operation of the work, undertaking or business; and
 - (b) A change in the manner in which the Employer carries on the work, undertaking or business that is directly related to the introduction of that equipment or material.
- 31.4 The procedure for dealing with the Technological Change that is likely to affect the terms, conditions or security or employment of more than ten (10%) percent of the bargaining unit Employees is as follows:
 - (I) The Employer will notify the Union of such a Technological change at least one hundred and twenty (120) days prior to the date on which such change is to be implemented. Such notice shall be in writing and shall state:
 - (a) The nature of the Technological Change;
 - (b) The date upon which the Employer proposes to implement the change;
 - (c) The approximate number and type of Employees likely to be affected by the Technological Change;
 - (d) The effect that the Technological Change is likely to have on the terms and

conditions or security of employment of the Employees affected.

- (II) Upon receipt of such notice by the Union, the parties shall arrange a meeting or meetings for the purpose of conducting discussions.
- (III) An Employee who is displaced through Technological Change may:
 - (a) Seek to invoke any seniority job rights they may hold pursuant to the Agreement; or
 - (b) Avail themselves of any training program offered by the Employer which provides re-training for Employees so affected; or
 - (c) Accept severance pay as hereinafter provided.
- (IV) Where an Employee has been displaced through Technological Change and where in the Employer's opinion there is a reasonable expectation that the Employee would be able to perform satisfactorily in another job after a reasonable training period, the Employer will provide reasonable retraining.
- (V) Severance pay as contemplated by this Article shall be based on two and one half (2.5) week's pay for each year of continuous service with the Employer to a maximum of thirty (30) weeks, prorated to the nearest full month of employment. The severance pay shall be deemed to include any severance payment required pursuant to any statute or to any other Article in this Agreement. Acceptance of severance pay will be classed as a voluntary resignation with termination of the Employee's seniority and employment rights.

ARTICLE 32 - SICK LEAVE

- 32.1 The parties recognize that the Employer heretofore considered sick leave on an individual basis, having regard for the circumstances relating to individual cases, and agree that the existing practice of considering sick leave on an individual basis in a conscionable manner shall continue to remain in effect.
- 32.2 Notwithstanding any provisions of the Agreement concerning overtime pay, it is agreed that where an Employee has been paid for sick leave during any week and where there is, in fact, reason to believe the Employee could have been at work, they may only be paid overtime pay during that week where they have actually worked more than forty (40) hours during that week.
- 32.3 When taken ill the Employee shall notify their department head at the earliest possible opportunity. The Employee shall offer proof, satisfactory to the Employer, of their illness, if requested to do so by the Employer.
- 32.4 The Employer shall reimburse the Employee for any costs incurred as a result of providing satisfactory proof of said illness.
- 32.5 Sick leave shall not be paid where the Employee is receiving payment from any other source as a result of their absence from work due to sickness or accident.

- 32.6 The Employer may require an Employee to undergo a medical examination by a mutually agreed upon specialist at the Employer's expense. This may be required when it is necessary to determine the cause of absenteeism or establish the state of health of a particular Employee, or a safeguard for other members of staff. At the time of the examination the Employee will be advised whether they are well enough to return to work. If the Employee so requests, in writing, the results of an examination will be conveyed to the Employee's personal physician.

ARTICLE 33 – CHILD CARE RESPONSIBILITIES, PENSION & HEALTH BENEFITS:

- 33.1 Employees shall be entitled to leave for child care responsibilities as set forth in Division VII of the Canada Labour Code.
- 33.2 During the period of Maternity/Child Care Leave, the Company shall continue to make payments on behalf of the Employee to any pension, medical or other plan beneficial to the Employee as per Rogers policy and as generally applied to all Employees.
- 33.3 In addition to the benefits provided under the Canada Labour Code, an Employee who returns to the workplace following a period of maternity or parental leave shall be entitled to all increments to wages and benefits in the same manner, related to service, as if the Employee were not absent.
- 33.4 Regular Full-Time and Part-Time Employees are entitled to benefits under the Rogers (RCI) **Maternity, Parental & Adoption Leave Benefit Plan** as generally applied to all RCI Employees.
- 33.5 The Company will maintain life insurance, sick-leave, health and dental, short-term and long-term disability group plans for regular Full-Time Employees at no less than the level of those benefits provided in the Rogers Communications Inc. (RCI) standard benefit plans. The Company agrees that no change will be made to terms and conditions of this plan as it applied to the members of the bargaining unit without prior discussion with the Local Union.
- 33.6 Eligibility for employment coverage and benefits provided under the plans shall be set forth in the respective plans.
- 33.7 **The Rogers Defined Benefit Pension Plan, the “DB Plan”, is in existence at the signing of this Agreement, and as provided to employees of Rogers Communications Partnership, and as may be altered or amended by the Company, shall be subject to the terms and/or conditions of Provincial and/or Federal Jurisdiction.** Enrolment in the plan is voluntary. Details, including eligibility for enrollment, are in accordance with the **DB Plan text, as amended from time to time.**

The Company agrees to notify the Union and employees of any amendments to the DB Plan.

ARTICLE 34 - BEREAVEMENT LEAVE

- 34.1 Where an Employee is required to be absent due to a death in their immediate family (i.e., legal guardian, mother, father, spouse, brother, sister, child, grandparent, father-in-law, mother-in-law or any relative permanently residing in the Employee's household or where the Employee resides), they shall be granted a leave of absence **of four (4) days** with regular salary on any of their scheduled working days **to mourn and attend the funeral or memorial service.**
- 34.2 When an Employee is required to be absent due to the death of a brother-in-law, sister-in-law, aunts or uncles, they shall be granted a leave of absence with regular salary for two (2) days **to mourn and attend the funeral or memorial service.**
- 34.3 When an Employee is to absent under the provisions of this Article they shall inform their immediate supervisor as soon as reasonably possible of the dates in which they require to be away from work.**
- 34.4 At the Employer's discretion, additional leave with or without salary may be granted for the purpose of travel and in mitigating circumstances.

ARTICLE 35 - JURY AND WITNESS DUTY

- 35.1 An Employee who has been called to serve as a juror, or who is subpoenaed as a prosecution or defense witness in a non-civil court proceeding, or is subpoenaed as a witness by or on behalf of the Employer in any Court of law, shall be granted leave-of-absence with pay for all scheduled hours they are required at Court, provided that the Employee remits to the Employer any monies received, other than for reimbursement of actual expenses.
- 35.2 Where an Employee is assigned to an afternoon and/or evening shift, they shall normally not be required to work on a day they are required to serve as a juror or crown witness unless they are discharged as a juror or crown witness before 1:00 pm on the day in question.

ARTICLE 36 - LEAVE WITHOUT PAY

- 36.1 The Employer will consider a request for a leave-of-absence without pay and the granting of the same shall be at the discretion of the Employer and shall depend upon the circumstances which gave rise to the request and having regard for business, programming and other operational requirements.

ARTICLE 37 - TRAINING AND EDUCATIONAL SEMINARS

- 37.1 Where an Employee is authorized or required by the Employer to attend an educational or training program, the following shall apply:
- (a) If the same is attended on the Employee's scheduled day of work, the Employee shall not suffer a loss of regular pay as a result of attending.
 - (b) If the same is attended on the Employee's scheduled day off, the Employee

shall be given equivalent time off.

- (c) Where an Employee attends an educational or training program on their scheduled day off of their own volition, Article **37.1(a)** shall not apply.
- (d) An Employee shall be reimbursed for all reasonable expenses incurred under this Article including course material, meals and travel, which are to be approved in advance by the Employer.
- (e) An Employee who has been in the employ of the Employer for (12) twelve months or more, who wishes to enroll in an educational or training program may, at the Employer's discretion have up to one hundred (100%) percent of the cost thereof paid by the Employer where the educational or training program is directly related to the Employee's current job and/or where the program has the potential for helping the Employee prepare for other employment opportunities which may become available with the Employer.
- (f) Reimbursement for the educational or training program shall be contingent on the written approval, in advance by the Employer and the Employee attaining a 70% grade for the educational or training program.
- (g) For those Employees who were not required to take said educational or training program and subsequently quits their job the following shall apply:
 - (i) Prior to fulfilling six (6) months of employment after completing the educational or training program the Employee shall reimburse the Employer for the total amount (100%) that the Employer contributed to the educational or training program payment.
 - (ii) Prior to fulfilling one (1) year of employment after completing the program but after completing six (6) months, the Employee shall reimburse the Employer for one half (1/2) of the amount that the Employer contributed to the educational or training program payment.
 - (iii) Prior to fulfilling two (2) years of employment after completing the program but after completing one (1) year, the Employee shall reimburse the Employer for one quarter (1/4) of the amount that the Employer contributed to the educational or training program payment.

ARTICLE 38 - HEALTH AND SAFETY

- 38.1 The Union may discuss with the Employer any working conditions which the Union believes are detrimental to the health or safety of the Employees.
- 38.2 The Union and the Employer agree to establish a joint Labour/Management Health and Safety Committee which will meet on a regular basis and will consist of a number of persons selected by management and an equal number of persons selected by the Union. The Employer and the Union further agree that such a

Committee will operate as outlined under the Canada Labour Code.

- 38.3 A properly supplied first-aid kit will be located at the station. All vehicles provided by the Employer shall contain safety partitions and Government approved winter survival kits. Employees shall not remove survival kits from vehicles, except in an emergency, and shall be responsible for checking the vehicle's kit before leaving on a remote assignment to ensure it has not been removed from the vehicle or stripped of its components. The Employees shall advise a supervisor immediately if the kit is incomplete or damaged.
- 38.4 A transmitter vehicle required to travel to and from remote sites shall also be equipped with a means of communication in good working order.
- 38.5 The Employer agrees to provide adequate winter parkas and gloves and necessary safety devices for the following Employees on assignments, including all shooters (both ENG and EFP), engineers and the remote host.

ARTICLE 39 - TRAVEL PROVISIONS AND EXPENSE

- 39.1 The Employer shall reimburse an Employee for all necessary travel expenses where such travel is required and authorized by the Employer and is in the course of the Employee's employment.
- 39.2 Use of the Employee's own automobile in connection with their assigned duties must be previously authorized by the Employer before reimbursement will be made.
- 39.3 Where the Employee uses their own automobile, the per kilometer rate shall be as per Rogers policy.
- 39.4 The use of an Employee's vehicle in the course of their employment shall not be compulsory except where at the time of hire the use of the Employee's vehicle was a condition of employment. The Employee shall be responsible for maintaining appropriate insurance on their vehicle if it is used in the course of their employment. An Employee shall not unreasonably withhold agreement to use their personal vehicle.

The Employer agrees to maintain appropriate liability insurance on any vehicle owned or leased by the Employer.
- 39.5 An Employee shall not drive Employer vehicles if their right to do so is in any fashion restricted and shall immediately advise the Employer in the event of restrictions being imposed upon them.
- 39.6 Additional costs of insurance incurred by the Employer and resulting directly from demerits earned by an Employee shall be deducted from Employee's wages.
- 39.7 Where an Employee uses their vehicle in connection with Employer business and becomes involved in an accident and the damage to their vehicle cannot be

recovered from another person or persons, the Employer will pay all or part of the damage costs to the Employee's vehicle to a maximum of \$500.00. The Employer will not consider any payment where the accident was due to an Employee's negligence or such negligence.

39.8 Subject to this Article, Employees shall be credited with all time used during their day's assignment in which travel is authorized. All time traveled to and from work shall not be considered as time worked.

39.9 Where an Employee is on assignment at a location beyond fifty (50) Kilometers of the City of Winnipeg during a normal meal period, the Employee shall be reimbursed for the cost of the meal upon the presentation of a receipt to the following maximums: (for trips to the United States, such maximums will be applied in U.S. dollars).

Breakfast	\$10.00
Lunch -	\$14.00
Dinner-	\$20.00

Employees on "out of town" assignments shall receive reimbursements of all reasonable expenses. If the assignment extends overnight, accommodation shall be provided as chosen and booked by the Employer.

If an Employee requests it, cash will be advanced to them to cover estimated expenses associated with an out of town assignment.

39.10 When an Employee travels to an out of town assignment on a common carrier between the hours of 8:00 am and 12:00 midnight local time, full time shall be credited up to and only for the first eight (8) hours of travel. When an Employee travels on a common carrier between the hours of 12:00 midnight and 8:00 am local time, and suitable sleeping facilities are available, no credit shall be allowed. For the purpose of this section a seat or single occupancy berth on a common carrier is construed to be suitable sleeping facilities. Other premium or penalty provisions of this Agreement shall not apply.

ARTICLE 40 - VACATION WITH PAY

40.1 Employees covered by this Agreement shall be entitled to the following vacations with pay:

Year(s) of Service	# of Weeks of Vacation
Less than 1 Year	1 day per month to a maximum of 10 days
1 year	2 weeks
2 to 5 years	3 weeks
6 years	3 weeks plus 1 day
7 years	3 weeks plus 2 days
8 years	3 weeks plus 3 days
9 years	3 weeks plus 4 days

10 years	4 weeks
11 years	4 weeks plus 1 day
12 years	4 weeks plus 2 days
13 years	4 weeks plus 3 days
14 years	4 weeks plus 4 days
15 years to 20 years	5 weeks
21 years	5 weeks plus 1 day
22 years	5 weeks plus 2 days
23 years	5 weeks plus 3 days
24 years	5 weeks plus 4 days
25 years	6 weeks

The vacation year shall be January to December of each year. Vacation shall be taken during the year in which an Employee's vacation entitlement is earned. Employees shall have the **ability to** carry over five (5) days of vacation to be used by March 31st of the following vacation year, **with management approval. Such approval shall not be unreasonably denied.**

- 40.2 Vacation pay shall be calculated on the basis of the employee's current rate of pay for his/her normal working hours.
- 40.3 In the event that a general holiday occurs during an Employee's vacation and the Employee has an entitlement to the paid holiday, one (1) additional day for each such holiday shall be added to the Employee's vacation. If granted an extra day's vacation the same would hamper programming or operations or interfere with the arrangement of vacation schedules, an extra day's pay will be given in lieu of an extra day's vacation.
- 40.4 Every Employee shall be entitled to have at least two (2) weeks of their vacation scheduled consecutively unless requested otherwise by the Employee and agreed by the Employer.
- 40.5 The Employer shall have the right to determine the number of Employees who may be released for vacation from a job at any one time. Subject to business programming and operational requirements, Employees shall have the right to take vacations at any time and preference shall be given to Employees within the same job on the basis of seniority. The Employer will not act unreasonably when determining business, programming and operational requirements.
- 40.6 On April 15th of each year, vacation schedules shall be posted. Employees shall begin and end their vacation in conjunction with their normal days off, unless the Employees requests otherwise and the same is authorized by the Employer.
- 40.7 Once the vacation period is posted as provided in this Article, there shall be no change to the scheduled vacations unless mutually agreed between the Employee involved and the Employer or except in the case of previously unforeseen circumstances, which are of such a nature that the Employer's legitimate business, programming or operational interests would be adversely affected if the initial posted schedule were to be maintained.

40.8 Any Employee who terminates their employment or whose employment is terminated shall be paid in lieu of vacation as prescribed by the Canada Labour Code.

ARTICLE 41 - PAID HOLIDAYS

41.1 The Employer recognizes the following as paid holidays:

New Year	Labour Day
Good Friday	Thanksgiving Day
Victoria Day	Remembrance Day
Canada Day	Christmas Day
Civic Day (1 st Monday in Aug)	Boxing Day
Louis Riel Day	

Remembrance Day may be rescheduled to another date suitable to the Employer.

The actual day of a holiday shall be deemed to be the holiday for pay purposes for any Employee working on the holiday.

41.2 Employees shall be compensated for the above holidays in the following manner:

- a) If the holiday falls on a regular working day and the Employee is not required to work they shall receive their normal basic pay for such day.
- b) If the holiday falls on a regularly scheduled day off or during their vacation period, the Employee shall receive, at the Employer's option, one (1) additional day's pay or be given one (1) day off with pay at a mutually agreeable time.
- c) If the holiday falls on a scheduled work day and the Employee is required to work, the Employee shall be paid for the day plus 1 $\frac{1}{2}$ times their basic hourly rate for all hours worked. All hours worked in excess of 8 hours per day will be paid at an additional $\frac{1}{2}$ times the Employee's basic hourly rate and all hours beyond 12 hours worked in a day, shall be paid at a further additional $\frac{1}{2}$ times Employee's basic hourly rate.

41.3 An Employee is not entitled to be paid for a holiday on which they do not work unless they have worked for at least fifteen (15) days during the thirty (30) days immediately preceding the holiday.

41.4 In order for an Employee to qualify for a paid holiday, they must not have been voluntarily absent from their scheduled work day prior to and following such holiday. Vacation or an authorized leave-of-absence, including sick pay as long as a Doctor's note is provided, shall not disqualify an Employee.

ARTICLE 42 – SCHEDULING OF CHRISTMAS AND NEW YEARS HOLIDAYS

- 42.1 Prior to **October 1st** of each year the Employer will ascertain the preference of those Employees who may be required to work on Christmas Day and/or Boxing Day and/or New Year's Day. The Employer will, subject to business, programming and operational requirements, schedule work on these holidays whereby an Employee is not required to work on all three (3) days.
- 42.2 The Christmas and New Year's Day schedule will be posted not later than November 15th and except for unforeseen or mitigating circumstance, shall not be changed after the schedule has been posted. Such schedule shall reflect both the hours to be worked by individual employees as well as those employees with scheduled time off.
- 42.3 Where an Employee does not indicate their preference by the said date, the Employer will assume there is no preference and will schedule work accordingly giving regard to operational requirements. Such scheduling shall not be the subject of a grievance.

ARTICLE 43 – JOB CLASSIFICATION, JOBS AND MINIMUM SALARIES

The groups listed below are not separate job functions and are for pay purposes only. All salaries are minimums and it is recognized that the Employer in its sole discretion is free to grant a higher salary to any Employee.

Group 1

- Building Maintenance, Receptionist/Secretary, Coffee Bar Host

	March 21/2015	March 21/2016	March 21/2017
Start	25,737	26,187	26,776
Probation	26,882	27,352	27,968

Group 2

- Production Assistant, General Operator (includes Graphics Operator, VTR, Audio, Prompter, Floor Director, Studio Camera, Enhanced Screen, Web Content)

	March 21/2015	March 21/2016	March 21/2017
Start	32,175	32,738	33,475
Probation	33,462	34,048	34,814
1 Year	35,135	35,750	36,554
2 Year	36,214	36,848	37,677

Group 3

- News Editor, Graphics Operator Sr., Web Writer/Producer, Marketing Events Coordinator, News Writer/Producer

	March 21/2015	March 21/2016	March 21/2017
Start	32,475	33,043	33,787
Probation	34,094	34,691	35,472
1 Year	35,117	35,732	36,536
2 Year	36,170	36,803	37,631
3 Year	37,980	38,645	39,515
4 Year	38,724	39,402	40,289

Group 4

- ENG/EFP Photographer, ENG/EFP Photographer/Editor, Production Editor, Graphic Artist/Designer

	March 21/2015	March 21/2016	March 21/2017
Start	35,287	35,905	36,713
Probation	37,052	37,700	38,548
1 Year	38,535	39,209	40,091
2 Year	40,114	40,816	41,734
3 Year	41,679	42,408	43,362
4 Year	44,571	45,351	46,371
5 Year	45,908	46,711	47,762

Group 5

- Content/News Reporter, Photojournalist

	March 21/2015	March 21/2016	March 21/2017
Start	36,253	36,887	37,717
Probation	37,703	38,363	39,226
1 Year	39,644	40,338	41,246
2 Year	41,230	41,952	42,896

(Photojournalist is defined as one who is scheduled to perform both reporting and ENG camera duties, which may include researching an item, writing script, arranging shoots, voice over and appearing on camera)

Group 6

- Segment Producer, Creative Producer, Producer/Director, Assignment Editor, Life/Ent Writer/Producer

	March 21/2015	March 21/2016	March 21/2017
Start	36,895	37,541	38,386
Probation	38,741	39,419	40,306
1 Year	40,291	40,996	41,918
2 Year	41,903	42,636	43,595
3 Year	43,904	44,672	45,677

4 Year	44,906	45,692	46,720
5 Year	46,254	47,064	48,123

Group 7

- Producer, Engineer, **Director**

	March 21, 2015	March 21, 2016	March 21, 2017
Start	37,845	38,507	39,373
Probation	39,736	40,431	41,341
1 Year	41,723	42,453	43,408
2 Year	44,227	45,001	46,014
3 Year	46,881	47,701	48,774
4 Year	48,777	49,631	50,748

Group 8

- Traffic Anchor, Sports Anchor, Entertainment Anchor, Weather Anchor, Morning Anchor, Morning Program Remote Host, Morning Program Host

	March 21, 2015	March 21, 2016	March 21, 2017
Minimum	42,448	43,191	44,163

ARTICLE 44 – GENERAL SALARY PROVISIONS

- 44.1 Employees shall be assigned to the appropriate job groupings set forth herein, and shall be paid at a salary no less than its minimum salary for the job grouping to which the employee is assigned.
- 44.2 Progression up the salary schedule within each job classification shall automatically occur on the first (1) day of the month following the Employee's anniversary date of employment within the job classification. Progression shall be as follows:
- Following successful completion of their probationary period or extension thereof, an Employee shall be paid at a salary no less than the minimum salary for the probationary minimum salary for the job group to which the Employee is assigned.
 - Following one (1) year of employment an Employee shall be paid a salary no less than the minimum salary for one (1) year level for the job group to which the employee is assigned.
- 44.3 It is recognized that the salary provisions for the respective job groupings are minimums and that the Employer retains the rights to pay an Employee higher than the salary provisions set forth, and that the Employer may grant any additional benefits to an Employee as it deems appropriate **for the purposes of retention,**

recognition or in hiring decisions. Should the Company elect to invoke this Article, the Company shall provide notification to the Union Chairperson, outlining the rate provided and the justification for doing so.

- 44.4 Employees may be required to perform more than one job function on a day to day basis.
- 44.5 An Employee who is permanently promoted to a job in an alternate job grouping with a higher wage scale shall, after successfully completing the trial period, receive a minimum salary increase of no less than four (4%) percent.
- 44.6 An employee who is assigned to stand-by, shall be compensated therefore based on twelve (\$12.00) dollars for each twenty-four (24) hours of stand-by. In the case of shorter periods of stand-by, the compensation shall be calculated on a pro rata basis. An Employee who is called back during a stand-by period and is paid therefore pursuant to call back provisions of this Agreement, shall not be entitled to stand-by compensation in respect of that twenty-four (24) hour stand-by period.
- 44.7 In the event that the Employer alters an Employee's time sheet, the Employer shall provide the Employee with a copy of the altered time sheet.

ARTICLE 45 - GENERAL PROVISIONS

- 45.1 Employees shall take all necessary and reasonable care and precaution so as to ensure against loss, damage or destruction of Employer premises and equipment. The Employee shall report any loss and damage of equipment immediately to their Supervisor.
- 45.2 Nothing in the Agreement precludes the Employer and an Employee from entering into arrangements whereby Employees perform work outside their normal working hours on a freelance basis for the Employer where the compensation and conditions of such freelance work are mutually agreed by the Employee and the Employer. When working as a freelancer, the person shall be paid no less than straight time for all hours engaged on the freelance assignment, but other provisions of this Agreement do not apply.
- 45.3 Employees shall not use Employer premises, vehicles, equipment or supplies for other than the business of the Employer except with the prior written approval of the Employer.
- 45.4 Non-reduction Clause: It is recognized that certain Employees are presently receiving a higher rate for their job category than the rates herein negotiated. The signing of this agreement shall not be interpreted as reducing the wage rate presently being paid to these Employees.
- 45.5 Students from recognized educational institutions will be allowed to operate equipment and to perform bargaining unit functions provided that a qualified member of the bargaining unit is assigned to instruct said students. Students will not be used to displace employees included within the bargaining unit.

ARTICLE 46 - INCORPORATION OF LETTERS OF UNDERSTANDING

- 46.1 Any Letter of Understanding negotiated between the Employer and the Union shall be deemed to form part of this Agreement as if it has been incorporated herein. A Letter of Understanding shall be identified by a heading and a number, and must be signed by an authorized representative of both parties.

ARTICLE 47 - DURATION OF AGREEMENT

- 47.1 This agreement shall be effective on the date of ratification and shall remain in force until midnight **March 20, 2018** and from year to year thereafter, unless either party notifies the other by registered mail, priority post or e-mail, not more than one-hundred and twenty (120) days and not less than thirty (30) days prior of the date of expiry, or subsequent anniversary of such date, of its intent to modify or amend this Agreement. In the event such notice is given, this Agreement shall continue in force until a new Agreement is concluded or until the requirement of the Canada Labour Code relating to strike or lockout has been met, whichever occurs first.

APPENDIX “A”

ARTICLE 1 – PART TIME, TEMPORARY AND CASUAL EMPLOYEES

- 1.1 All Articles of this Collective Agreement shall apply to Part-time, Temporary and Casual Employees except hereinafter provided.
- 1.2 The following Articles in the Collective Agreement shall **not** apply:
- Seniority
 - Promotions and Transfers
 - Lay Offs and Recalls
 - Sick Leave
 - Jury and Witness Duty
 - Vacations with Pay
 - General Holidays
 - Scheduling of Christmas and New Years
 - Hours of Work
 - Overtime
 - Call Back
- 1.3 Posting of Work Schedules (does not apply to Casual Employees)

ARTICLE 2 - VACATIONS WITH PAY

- 2.1 Part-time, Temporary and Casual Employees shall receive vacation pay on each pay period in accordance with the Canada Labour Code, i.e. 4% and for Part-time 6% after six (6) consecutive years. Part-time and Temporary Employees shall be eligible for two (2) calendar weeks per vacation year for which they will not be scheduled for work. Part-time and Temporary Employees must request such vacation time at least thirty (30) calendar days in advance.
- After six (6) consecutive years of employment, Part-Time Employees shall be eligible for three (3) weeks per vacation year for which they will not be scheduled work.
- 2.2 As of December 31 of each year, an Employee's vacation pay to that date shall be computed on the basis of the applicable percentage as the case may be.
- 2.3 In the event that a general holiday occurs during an Employee's vacation and the Employee has an entitlement to the general holiday, one (1) additional day for each such holiday shall be added to the Employee's vacation.

ARTICLE 3 - HOLIDAY AND PAYMENTS

3.1 The Employer recognizes the following as general holidays:

New Year's Day	Good Friday
Victoria Day	Canada Day
Citizen's Day (1 st Monday in Aug)	Labour Day
Thanksgiving Day	Remembrance Day
Christmas Day	Boxing Day
Louis Riel Day	

Remembrance Day may be rescheduled to another date suitable to the Employer.

- 3.2 The actual day of the holiday shall be deemed to be the holiday for pay purposes for any Employee working on a holiday except in the case of part-time employees where there has been a decision by the Employer to observe the holiday on another day.
- 3.3 An Employee is not entitled to be paid for a holiday on which they do not work unless they have worked for at least fifteen (15) days during the thirty (30) days immediately preceding the holiday.
- 3.4 Pay for a general holiday shall be calculated on the basis of the average of the Employee's daily earnings, exclusive of overtime, for the twenty (20) days the employee has worked immediately preceding the holiday.
- 3.5 Where an Employee is required to work on a general holiday, the following shall apply:
- (a) They shall be paid the general holiday pay to which they are entitled plus one and one-half (1 1/2) times the basic hourly rate for all hours worked.

ARTICLE 4 - SENIORITY

- 4.1 Seniority for Part-Time Employees shall be based on actual hours worked as a Part-time Employee from the date of last hire with the Employer. Part-time Employees shall have seniority only within the part-time group of employees.
- 4.2 A Part-time Employee who becomes a Full-time Employee in the same classification shall be credited for all hours worked as a Part-time Employee to a maximum credit of four (4) months, and upon successful completion of the remainder of the full-time probationary period, the total accumulated hours worked as a Part-time Employee shall be credited to their seniority. A Temporary Employee who becomes a Full-time Employee in the same classification shall be credited for all hours worked as a Temporary Employee to a maximum of four (4) months, and upon successful completion of the remainder of the Full-Time probationary period, the total accumulated hours worked as a Temporary Employee shall be credited to their seniority. This article shall not apply where there is a break in service of more than ninety (90) calendar days.

- 4.3 By the nature of casual employment, the Employer may terminate from payroll at any time and the Employee will be deemed to be no longer employed by the Employer. Casual employment is not subject to Termination for Cause or Layoff provisions of the Collective Agreement.
- 4.4 The Company may terminate a temporary employee by giving two (2) weeks' notice or two (2) weeks' pay in lieu of notice. Layoff and Recall Provisions in Article 18 do not apply.

ARTICLE 5 - FULL TIME OPPORTUNITIES

- 5.1 Employees are encouraged to apply for full-time posted positions. Selection of an individual shall be based upon qualifications established by the Employer. Temporary employees may be held in their current role at the Employer's discretion based on operational requirements, i.e. considering service, training time in role and impact to the operations if the temporary assignment is vacated.
- 5.2 The Employer when establishing and determining the qualifications, shall do so in a bona fide and non-discriminatory manner.
- 5.3 Where, in the Employer's opinion, there is no applicant who satisfactorily meets the qualifications for the posted position, the Employer may hire from any source.

ARTICLE 6 - MEAL PERIODS

- 6.1 Employees shall be allowed a one-half ($1/2$) or one (1) hour unpaid meal period in all tours of duty of more than five (5) hours of work, unless the Employee agrees to forego the said unpaid meal period.

ARTICLE 7 - EMPLOYEE BENEFITS

- 7.1 Part-time Employees will be entitled to enroll in the Employer's Insured Employee Benefit Plan subject to the following conditions:
- (a) Eligibility for enrolment occurs on the 1st of the month following the completion of three (3) months of service. Benefit eligibility is calculated based on the total number qualifying hours submitted to payroll as recorded on the Employee's timesheet. In order to qualify, the Employee must have worked, on average, twenty (20) hours per week, or two hundred forty (240) hours over three (3) consecutive months.
 - (b) Vacations, statutory holidays and authorized leave of absence shall be considered as time worked for the purpose of paragraph (a) herein.
 - (c) The Employer may, in its absolute discretion, enroll or continue to enroll an employee in the Rogers Communications Inc. Benefit Plan, notwithstanding that an employee may not qualify for enrollment pursuant to paragraph (b) herein.
- 7.2 Temporary and Casual Employees are not eligible.

APPENDIX “B”

PREAMBLE

The parties understand that they have a shared interest in providing a workplace free of discrimination and/or harassment. Furthermore, the parties share the interest in dealing with complaints concerning discrimination or harassment in an expedient and effective manner. As such, the parties agree to the following:

- 1) If a complaint is brought forward by a member of the bargaining unit to the Company concerning an issue of discrimination or harassment, with the Employee's consent, the Company shall promptly meet with the Union to discuss.
- 2) If a complaint is brought forward by a member of the bargaining unit to the Union concerning an issue of discrimination or harassment, with the Employee's consent, the Union shall promptly meet with the Company to discuss.
- 3) Investigations into such matters will be handled by the Company under the Company's Workplace Harassment and Violence Prevention Policy (HR 2.4 - attached to this document).
- 4) Any investigation involving a member of the bargaining unit may be attended by a representative of the Union, should the Employee elect to have representation. If the Employee elects not to have representation, the Employee shall sign a declaration that they have refused the right to Union representation.
- 5) It is understood that any discipline stemming from such an investigation remains the exclusive function of the Company and shall be subject to regular practice.

Signed this 11th day of March, 2015.

For the Union

For the Company

HR 2.4: Workplace Harassment and Violence Prevention Policy

SCOPE

This policy establishes the position of Rogers Communications Inc. and its subsidiaries (the "Company") regarding workplace violence, workplace harassment, abusive and aggressive behaviour. The Company is committed to ensuring, to the best of its ability, that our employees, business associates, vendors, contractors, customers, volunteers and the public-at-large experience a workplace that is free of violence and harassment, in accordance with the applicable legislative jurisdiction.

If there is a conflict between this policy and a collective agreement, the terms and provisions of the collective agreement apply to those employees included in the collective agreement where legislation permits.

PURPOSE

The purpose of this policy is to promote and create a healthy and safe work environment by defining workplace violence, workplace harassment, abusive and aggressive behaviour, and providing a process for reporting, investigating and responding to such occurrences.

This policy is not intended to prohibit or restrict normal interaction between managers and employees or among employees concerning the quality and quantity of work performed.

DEFINITIONS

Complainant

A person who believes he or she has been the victim of violence or harassment in the workplace and files a complaint in accordance with this policy.

Harassment

As used in the terms of this policy, harassment means any behaviour, including verbal abuse that is known or reasonably expected to be unwelcome and causes fear, demeans or humiliates a person; creates what a reasonable person would consider a harmful or unsafe work environment; and negatively affects a person's psychological or physical integrity. This includes but is not limited to words, gestures, intimidation, bullying, or other inappropriate activities such as racial or sexual slurs, name calling, racist or sexist jokes, negative stereotyping, threats, physical assault, demeaning pictures, posters and graffiti.

In addition, in Québec, the Quebec Labour Standards Act provides that every employee has a right to a work environment free from psychological harassment. The specific provisions of the Québec Labour Standards Act are applicable only to those employees working within a provincially regulated company with operations in Québec. For these employees, "Harassment" also includes:

- Any vexatious behaviour in the form of repeated and hostile or unwanted conduct, verbal comments, actions or gestures, that affects an employee's dignity or psychological or physical integrity and creates what a reasonable person would consider a harmful or unsafe work environment. This also includes a single serious incident of such behaviour that has a lasting harmful effect on an employee.

Harassment must not be confused with the normal exercise of the employer's management rights; in particular the Manager's right to assign tasks and his/her right to counsel, reprimand or impose disciplinary sanctions. Insofar as a Manager does not exercise these rights in an abusive or discriminatory manner, his/her actions do not constitute harassment. Accordingly, the following are examples of conduct excluded from the definition of harassment:

- Appropriate disciplinary or administrative measures imposed by management;
- Actions including verbal and written counselling relating to absenteeism, performance issues or behaviour;
- Reasonable use of the right of management to ensure supervision, performance evaluation, work organization and compliance with current Company policies;
- Expressing disagreement of reasonable, but contrary opinions.

Respondent

A person alleged to have committed violence, and / or harassed anyone or conducted abusive behaviour in the workplace.

Prohibited Ground

Under the federal Canadian Human Rights Act, prohibited grounds of discrimination include race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, disability and conviction for which a pardon has been granted.

Workplace

All places where the Company's employees or contractors provide services. Workplace violence or abusive and aggressive behaviour is not limited to incidents that occur within a traditional workplace. Work-related violence can occur at off-site business-related functions (conferences, trade shows), at social events related to work, in a customer's home, or away from work but resulting from work (e.g. a threatening telephone call to an employee's home from a co-worker).

Abusive or aggressive behaviour

Any act in which a person is abused, threatened, intimidated, harassed, or assaulted in his or her employment.

Workplace violence

Any action that causes fear, demeans, or humiliates a person in his or her employment including but not limited to:

- **Physical attacks** - assault, sexual assault, shooting, stabbing, kicking, hitting, pushing, or shoving.

- **Verbal abuse** - swearing, insults or condescending language.
- **Threatening behaviour** - any kind of threat such as any expression of an intent to inflict harm, including verbal, written, or body language such as shaking fists, or actions such as destroying property or throwing objects.
- **Harassment** - any behaviour that demeans, embarrasses, humiliates, annoys, alarms or verbally abuses a person and that is known or would be expected to be unwelcome. This includes words, gestures, intimidation, bullying, or other inappropriate activities.
- **Psychological Harassment** - any vexatious behaviour in the form of repeated and hostile or unwanted conduct, verbal comments, actions or gestures, that affects an employee's dignity, psychological or physical integrity and that result in a harmful work environment for the employee. This also includes a single serious incidence of such behaviour that has a lasting harmful effect on an employee.

RESPONSIBILITY

1. The Company

It is the responsibility of the Company to make every reasonable effort to ensure that employees are not subjected to workplace harassment, violence, abusive and aggressive behaviour.

2. The Chief Human Resources Officer (CHRO), (or designate)

It is the responsibility of the CHRO (or designate) to interpret this policy and ensure that it is communicated and implemented throughout the Company.

3. The Vice President, Human Resources (or designate)

It is the responsibility of the VP, HR (or designate) to investigate and respond to complaints and reported instances of workplace violence or abusive and aggressive behaviour. The VP, HR is to inform Corporate Safety and/or the Chief Medical Officer, as appropriate.

4. The National Clinical Director and / or Vice President Organizational Health of the Employee and Family Assistance Plan Provider

It is the responsibility of the National Clinical Director and / or Vice President Organizational Health of the Employee and Family Assistance Plan Provider to immediately notify Rogers' Chief Medical Officer in the event that an employee is considered an imminent threat to the safety of other employees, contractors, volunteers, visitors, customers, vendors, and/or the general public, or where it is understood that there is a reasonable potential for an employee to become a target in the workplace as a result of overflow from a hostile domestic relationship or circumstance. Further details are also located under the Domestic Violence section of this document.

5. **Managers**

It is the responsibility of Managers to:

- be aware of, understand, comply, and enforce the terms and conditions of this policy;
- complete the online Company training (Violence in the Workplace: Recognize the Risk and take Action) and any other associated training programs, which support this policy;
- provide employees, to the best of their ability, a workplace that is free of violence, abusive and aggressive behaviour;
- take action, upon being advised of a specific situation, and/or through the Annual Risk Assessment, to prevent violence from occurring, including but not limited to, identifying and intervening in inappropriate workplace behaviour as defined by this policy;
- demonstrate a willingness to discuss and address concerns with any employee regarding workplace violence or abusive and aggressive behaviour;
- ensure that retaliatory action or threat of reprisal is not taken against employees who initiate complaints or participate in investigations;
- communicate and enforce this policy with business associates, visitors, customers, vendors, volunteers and contractors, as necessary, to ensure the workplace is free of violence, abusive and aggressive behaviour;
- immediately contact security staff or the police (if onsite security is not available), in the event of a perceived or actual threat, assault, injury or damage to any person or property.

Note: For the purpose of this policy "Manager" refers to any person who is deemed a person of authority or a senior representative of the Company who directly supervises another employee.

6. **Employees**

It is the responsibility of Employees to:

- be aware of, understand, and comply with the terms and conditions of this policy;
- complete the online Company training (Violence in the Workplace: Recognize the Risk and take Action) and any other associated training programs, which support this policy;
- treat fellow employees with respect and dignity and ensure that their behaviour in the workplace is free of violence, including abusive and aggressive behaviour;
- make their disapproval known to any employee demonstrating violent, abusive or aggressive behaviour, if they perceive that they have been violated, or if they have observed another employee being subjected to violent, abusive or aggressive behaviour. Where making their disapproval known would place them in danger, employees must immediately inform their direct manager, second level manager or human resources representative of the incident;

- assist in the implementation and enforcement of this policy by promptly, and in good faith, reporting violations to their immediate manager, second level manager or human resources representative;
- be aware that all complaints are handled with as much discretion and confidentiality as possible to ensure the protection of the complainant;
- be aware that any form of retaliation or threats of reprisal against a complainant or a witness for taking part in an investigation of a complaint is strictly forbidden and will result in disciplinary action against the individual found to be retaliating or threatening reprisal, up to and including termination of employment;
- provide full cooperation during investigations relating to workplace violence or abusive and aggressive behaviour.

COMPLAINANT AND RESPONDENT'S RIGHTS

The Complainant has the right to:

- file a complaint in good faith without fear of reprisals by the Company;
- ensure that no written complaint is filed in their personal employee file;
- access the Employee and Family Assistance Program;
- receive information relating to the status of any investigation of the complaint, the findings of the investigation and whether any disciplinary action was imposed on the Respondent, subject to the applicable legislation regarding the protection of personal information; and
- be treated fairly.

The Respondent has the right to:

- be informed that a complaint has been filed against him/her;
- be provided with the written allegations and have the opportunity to respond to the allegations;
- access the Employee and Family Assistance Program;
- receive information relating to the status of the investigation of the Complaint and any findings of the investigations, subject to the applicable legislation regarding the protection of personal information; and
- be treated fairly.

POLICY

It is the policy of the Company that:

1. The Company clearly and unequivocally prohibits harassment and violence in the workplace as defined in this policy, by any person(s) including, but not limited to, employees, visitors, volunteers, customers, vendors and contractors.
2. This policy is to be displayed on a notice board in the workplace that is accessible to all employees at each location.

3. The Company is committed to providing employees with a work environment free of violence, abusive or aggressive behaviour and makes every reasonable effort to ensure that employees are not subjected to violence, abusive or aggressive behaviour in the workplace.
4. This policy is not meant to inhibit relationships based on mutual consent or normal social contact between employees in the workplace.

Confidentiality

5. Information concerning allegations of harassment or violence and any subsequent investigation including the name of the complainant and the circumstances related to the complaint are not to be disclosed. Except where disclosure is necessary, information will be shared on a need to know basis only for the purposes of:
 - investigating the complaint;
 - taking disciplinary action in relation to the complaint;
 - for the protection of other employees or any other individuals;
 - legal actions in defence of the Company and/or its Managers; and/or
 - as compelled by law.

Domestic Violence

6. Any employee who believes that domestic violence may occur in the workplace that would likely expose them or another employee to physical injury should report the matter to Human Resources. The Company recognizes and respects the sensitivity and confidential nature of such information. The Company is committed to reducing the risk of domestic violence occurring in the workplace and needs the help of all employees. Employees who believe that they are at risk of being subjected to domestic violence are supported by Human Resources and provided with appropriate and confidential outside support as appropriate.

Lodging a Complaint

7. The Complainant should consider discussing the alleged with the Respondent with a view of finding an appropriate resolution, if he or she feels comfortable in doing so.
8. If the Complainant is not comfortable with directly approaching the Respondent, or if this first step is unsuccessful, s/he should then discuss the alleged on a confidential basis with his/her Manager OR Human Resources, with a view to resolving the issue.
9. A report will be completed immediately and an investigation conducted as required, if any of the following incidents of workplace violence, abusive or aggressive behaviour are reported to the Company, including but not limited to:
 - a. An employee is in anyway assaulted, abused, threatened, intimidated, or harassed by other employees, contractors, volunteers, visitors, customers,

- vendors, and/or the general public or vice versa;
 - b. The Company is contacted by an employee's treating physician advising that an employee will be violent or has a high potential for violent behaviour; and/or,
 - c. Company property is damaged.
10. An employee who lodges a complaint must provide the name of the individual(s) committing the act, details of the incident(s) including dates, times and places, and any witnesses who either observed or can substantiate the allegation(s).
 11. Any employee who is found to have brought forward a vexatious or bad faith complaint may be subject to disciplinary action, up to and including termination of employment for just cause.
 12. Managers who receive a complaint must advise the complainant that the Company takes allegations seriously and treats each complaint with sensitivity, discretion and confidentiality (to the extent possible). Where the complaint involves a customer, vendor, contractor, volunteer and/or visitor, and the complaint has been directed against an employee of the Company, the complaint will be dealt with in the same manner.
 13. Managers and/or Human Resources are to immediately report all complaints to the Vice-President, Human Resources (or designate).
 14. To protect the complainant and to encourage the reporting of violence and harassment in the workplace, the following provisions apply:
 - a. all complaints will be handled with discretion and in as confidential a manner as possible;
 - b. any form of retaliation or threats of reprisal against a complainant or a witness for taking part in an investigation of a complaint is strictly forbidden and will result in disciplinary action against the individual found to be retaliating or threatening reprisal, up to and including termination of employment for just cause;
 - c. a complaint will be promptly investigated with the objective to complete the investigation and implement the necessary corrective action as soon as possible or within thirty (30) days of receipt of the complaint; and
 - d. where evidence is found to support the complaint, the results of the investigation will include disciplinary action up to and including termination of employment for just cause for the perpetrator of the workplace violence.

Investigation

15. A thorough and impartial investigation of the complaint will be conducted by an individual(s) designated by the VP, Human Resources and Corporate Safety.
16. The investigation is to include an interview with the Complainant, the Respondent, relevant witnesses and a review of any pertinent records. Notes of these interviews and investigative actions are to be documented in the "Workplace Violence

Investigation Procedures and Report" (available from Human Resources) and maintained in a confidential human resources file. A "Hazardous Occurrence Investigation Report" (Exhibit 4-1 in the Health & Safety Standards) must also be completed with the assistance of a health and safety committee member. Identities are not to be disclosed in order to ensure confidentiality.

17. The investigator's findings regarding the merit of the complaint together with the appropriate recommendations regarding corrective action are to be communicated to and agreed upon with the VP, Human Resources. The VP, Human Resources, is to review the results with the CHRO and the Chief Medical Officer as required.
18. The Complainant and the Respondent will be informed, in writing, as to whether the complaint has merit.
19. Where evidence is found to support the complaint, the respondent will be informed in writing of the determination and the corrective measures to be taken. Corrective measures may include suspension without pay, instigating a probationary period, a demotion, the removal from a position of authority, a public or private apology, or any action up to and including termination of employment for just cause. These corrective measures, may be applied to:
 - a. Any employee who is found to have committed a violent, abusive or aggressive act as defined in this policy;
 - b. Any employee who does not provide his/her full cooperation during investigations relating to workplace violence or abusive and aggressive behaviour;
 - c. Any employee who is unwilling to accept and carry out appropriate treatment or undergo mandatory testing;
 - d. Any manager who does not take action to prevent violence from occurring, including but not limited to, identifying and intervening in inappropriate workplace behaviour as defined by this policy;
 - e. Any manager who demonstrates a lack of willingness to discuss and address concerns with any employee regarding workplace violence.
20. If necessary, the VP, Human Resources will communicate the corrective actions to be taken to the CHRO, who will decide what information, if any, needs to be communicated and to whom, in order to properly implement the corrective action (e.g., the necessary information to be provided to Security, IT, Facilities, etc.).
21. The Complainant and the Respondent will be informed, in writing, of the findings of the investigation.
22. Employees who are not satisfied with the investigation/resolution process may bring the matter to the attention of the VP, Human Resources, who will make a determination on any additional measures that may be required.
23. If disciplinary action is taken, corrective actions is to be maintained on the Respondent's employee file, for an indefinite period of time and taken into consideration should further violation of this policy occur. All other documentation of the full investigation is to be maintained in a separate investigation file, which

must be kept, managed and made accessible in accordance with SEC 6 Privacy Policy and as dictated by applicable legislation.

An Act respecting Labour Standards (Québec)

24. Complainants may file a complaint directly with the appropriate human rights commission or labour standards commission. In Quebec, the Québec Labour Standards Act provides recourse in the event of psychological harassment at work, which is available to every employee, whether unionized, non-unionized, or at the senior managerial level. The Act sets a 90-day period to file a complaint.

LETTER OF UNDERSTANDING

RE: Arbitrator Selection Process

This letter is further to our conversations during bargaining pertaining to the selection of Arbitrators under Article 15.2 and 15.3 of the Collective Agreement.

The parties are committed to simplifying the process of selecting Arbitrators to be used by the parties to settle disputes at Step 3 of the grievance procedure. As such, the parties have agreed to select a list of three (3) Arbitrators, who shall hear matters pertaining to the parties, every eighteen (18) months. In order to further simplify the process the parties agree to the following:

- 1) The parties shall select the first three (3) Arbitrators to be on the list prescribed under Article 15.3 within sixty (60) days of ratification of the Memorandum of Settlement.
- 2) The second selection of Arbitrators shall take place in September 2016. The parties shall endeavor to have the list completed by October 15, 2016. The next review shall be scheduled for March 2018 (with the list to be completed by April 15, 2018). Further selections shall follow this timeline.
- 3) If any or all of the Arbitrators have not been used during the active period (the time between selection and opening of review), and they continue to be available to provide services to the parties, they shall automatically be added on the list for the next period (i.e. if only one of the Arbitrators is used by the parties during the active period, the two remaining Arbitrators would automatically be carried forward for the next eighteen (18) month period).
- 4) Nothing shall preclude the parties from agreeing to renew all three (3) Arbitrators for successive periods should the parties jointly agree to do so.

This agreement shall expire at the end of the current collective agreement term.

Signed this 11th day of March, 2015.

For the Union

For the Company
