

COLLECTIVE AGREEMENT

Between

**COMMUNICATIONS, ENERGY AND
PAPERWORKERS
UNION OF CANADA
LOCAL 87-M
SOUTHERN ONTARIO NEWSMEDIA
GUILD**

-And-

**THE BELLEVILLE INTELLIGENCER
A division of Osprey Media LP**

Effective from: March 1, 2006 to February 28, 2009

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ARTICLE 1 - COVERAGE AND MANAGEMENT RIGHTS

(a) This Agreement covers all employees of The Belleville Intelligencer, a division of Osprey Media LP, save and except the Publisher and General Manager, Accountant, Assistant Accountant, Advertising Manager, Circulation Director, Assistant Circulation Manager, T. M. C. Supervisor, Mailroom Supervisor, Managing Editor, City Editor, Editorial Page/News Editor, Pressroom Foreman, Classified Supervisor, Real Estate Today Manager, Confidential Secretary, Students in a Co-operative Training Program and any other position in which the employee exercises managerial or confidential functions within the meaning of the Ontario Labour Relations Act.

(b) In the event of a dispute as to whether a person exercises managerial functions or is employed in a confidential capacity within the meaning of the Ontario Labour Relations Act, the matter shall be referred to the Ontario Labour Relations Board for determination. The parties agree to abide by the decision of the Ontario Labour Relations Board and to include or exclude the position accordingly.

(c) The right to hire, assign duties, retire, promote, classify, reclassify, layoff, recall, demote, transfer, discharge, suspend or otherwise discipline for just cause employees who have completed their probationary period, to maintain order, discipline and efficiency, to determine complement and the number of employees required from time to time, to schedule working hours, to extend curtail or cease operations, and to establish and enforce rules and regulations governing the conduct of employees, is the exclusive function of the Employer, subject to the terms and conditions of this Agreement. All matters concerning the operations of the Employer not specifically dealt with herein shall be reserved to the Employer and be its exclusive responsibility.

ARTICLE 2 - UNION MEMBERSHIP

(a) It is a condition of employment of any employee as of the date of signing of this agreement who is a member of the Union or who thereafter becomes a member of the Union, that he remains a member in good standing. All future employees shall, as a condition of employment, become and remain members in good standing of the Union within twenty (20) days of commencing employment. The Union agrees that it will accept into and retain in membership any employee subject to the Constitution and By-Laws of the Union and further, agrees that an employee shall not be discharged in the application of this provision except for non-payment of dues.

(b) Monthly dues will be deducted from each pay in accordance with the dues schedule supplied by the Union. Such dues will be remitted to the Union by the fifteenth day of the month following their collection. The Employer agrees to include on each member's T4 slip, the amount of dues paid yearly for income tax purposes.

ARTICLE 3 - INFORMATION

(a) The Employer upon signing of this agreement and annually by the end of October thereafter, shall supply the Union with a list containing the following information for all employees covered by this Agreement:

- (i) Name and address
- (ii) Date of hiring
- (iii) Date of birth
- (iv) Classification
- (v) Salary

(vi) Experience rating and experience anniversary date.

(b) The Employer shall notify the Union in writing with reasonable frequency with respect to resignation, termination, deaths, leaves of absence and other revisions in the data listed in Article 3 (a) with effective dates. Within one month after the hiring of a new employee, the Employer shall furnish the Union, in writing with the data specified in Article 3 (a) for each new employee. The Employer shall give each new employee a Union-supplied information package plus the collective agreement. Acknowledgment of receipt of the package shall be given to a member of the Union Executive or Steward by the Employer.

(c) The Employer and Union agree that no employee will be discriminated against contrary to the Ontario Human Rights Code, nor will any employee be discriminated against for union activity or lack of union activity. The representatives of the Union and the Employer will continue to resolve workplace issues in a professional manner and with mutual respect. The Employer and the Union recognize the right of all employees to work in an environment free from sexual, or any other type of harassment.

(d) Use in this agreement of the feminine or masculine gender shall be construed as including both male and female employees, and not as specific gender designations.

ARTICLE 4 - GRIEVANCE PROCEDURE AND ARBITRATION

(a) The parties to this agreement are agreed that it is of the utmost importance to adjust complaints and grievances as quickly as possible.

(b) No grievance shall be considered where the circumstances giving rise to it occurred more than 12 working days before the filing of the grievance.

(c) The aggrieved employee, who may be accompanied by a Union representative, shall present his/her grievance to his/her immediate supervisor who shall have five working days to adjust any complaint which has arisen. If, within that time no agreement is reached, the matter may be submitted to the Joint Standing Committee in accordance with the provisions of this section.

(d) Any grievance must be presented to the Joint Standing Committee in writing, setting forth the grounds for the complaint and the provision or provisions of the collective agreement which are alleged to have been violated, together with the remedy sought.

(e) A Joint Standing Committee consisting of two representatives of Management and two representatives of the Union shall be designated. To this Committee shall be referred by either party to this agreement, all questions which may arise as to the interpretation, application, or alleged violation of any clause of this Agreement. Such Joint Standing Committee shall meet within five working days after any questions or differences have been referred to it, and shall render a decision within ten days and such decision shall be binding upon both parties.

(f) If the Joint Standing Committee cannot reach an agreement on the question or difference referred to it, at the request of either party hereto, within twenty (20) working days the matter may be referred to arbitration. The party making the request shall do so in writing, suggesting its nominee to an Arbitration Board or nominee as a single arbitrator. In general, it is intended that grievances be submitted to a single arbitrator; in any instance in which a party has applied for expedited arbitration under the Labour Relations Act, the other party may elect to submit the grievance to an Arbitration Board or a sole arbitrator

in which case the other party shall comply and give up the right to expedite that arbitration. Within five (5) working days thereafter, the other party shall notify the party requesting arbitration as to its acceptance or rejection of the proposed arbitrator, or in the case of an arbitration board, its nominee to the board.

If the parties are unable to agree on a single arbitrator, or the nominees are unable to agree on a chairperson, within thirty (30) days, then the Minister of Labour for Ontario will be requested to make the appointment.

(g) Grievances will be processed as quickly as possible but at a time and in a manner which will not unduly disrupt the operations of the publisher.

(h) If no written request for arbitration is received within 20 working days after the decision of the Joint Standing Committee is given, the grievance shall be deemed to have been settled.

(i) Time limits set out in this section may be extended, in writing, by mutual agreement.

(j) The single arbitrator or arbitration board shall not have the power to alter or change any of the provisions of this Agreement, nor to give any decision inconsistent with the terms or provisions of this Agreement.

(k) The Union shall have the right to file a grievance based on a difference directly with the Employer arising out of the Agreement concerning the interpretation, application, administration or alleged contravention of the Agreement.

Such grievance shall be submitted in writing by the Union to the Publisher within ten (10) working days following the occurrence or origination of the circumstances giving rise to the grievance commencing at Step No. 2 of the Grievance Procedure set out above.

(l) The decision of arbitrator or the majority of an arbitration board will be final and binding upon the Employer, the Union and the employees.

(m) Each of the parties to this Agreement shall pay the cost of the arbitrator appointed by it, and the parties shall each pay one-half the cost of the Chairperson.

(n) For the purpose of this Agreement, "grievance" means a complaint arising from the interpretation, application, administration or alleged violation of this Agreement.

ARTICLE 5 - DISCIPLINE AND DISCHARGE

(a) No employee who has completed his or her probationary period shall be discharged or disciplined except for just cause.

(b) An employee shall have the right, if the employee elects, to have a Union representative present at any disciplinary meeting with the employer. The absence of a Union representative if reasonable attempts have been made to ensure attendance of a Union representative does not nullify discipline or any action at the meeting.

(c) An employee shall receive a copy of any formal discipline at the time it is placed in the employee's personnel file. Copies of formal discipline shall be removed from the employee's personnel file after 36 months from date of issue, provided that there has been no discipline issued during the 36 month period.

(d) An employee who has completed his/her probationary period shall receive reasons for discharge or discipline in writing within three (3) working days of the action, with a copy to the Union.

(e) A claim by an employee who has completed his/her probationary period with the Employer, that the employee has

been unjustly discharged, shall be treated as a grievance if a written statement of such grievance is lodged by the employee within 10 days after the employee ceases to work and such grievance will be dealt with initially by the Joint Standing Committee.

ARTICLE 6 - SECURITY

(a) The Employer shall have the exclusive right to determine the size and disposition of the staff.

(b) If the Employer decides that it is necessary to reduce staff then employees will be laid off within each classification on the basis of the reverse order of their total length of service since last hired provided that the remaining employees have the qualifications (which may include skill, ability, knowledge, training and experience) to perform the work required. Classification means a job classification listed within a wage group in the Wage Schedule.

The Employer shall accept voluntary resignations, to be effective on the date the layoff is to take effect, from employees in the affected classification, provided those remaining in the classification have the qualifications, skill, ability, knowledge and experience to perform the work required without training. The number of employees to be laid off will be reduced accordingly.

An employee in a classification being reduced in number may elect to go into a lower rated classification provided they have the qualifications, skill, ability, knowledge and experience to immediately perform the work required to the Employer's satisfaction. Such employee must make his/her election within five (5) working days from the date of notice of layoff. This shall apply when the employee's total service with the Employer exceeds that of another employee in the lower classification, who will then become the employee to be laid off.

(c) Upon termination of employment, exclusive of retirement, quit, death or just cause, an employee shall be given notice required by the Employment Standards Act with a minimum of three weeks' notice or pay in lieu thereof at the Employer's option. In either circumstance, the Employer shall give the Union written notice on the day the employee is notified.

(d) Severance pay at the rate of one (1) week's wages for each completed eight (8) months of continuous service or major fraction thereof shall be paid to employees who are permanently laid off, up to a maximum of 32 weeks. If a laid off individual is recalled to work before the expiry of the number of weeks of severance pay paid for, the unearned severance pay shall be refunded to the Employer. Reasonable terms shall be arranged if required by the employee.

An individual who is recalled to work after having received some or all of the severance pay he or she was entitled to shall, if the employee becomes entitled to severance pay again, have deducted from his or her continuous service the amount of continuous service used to determine the amount of severance pay previously paid to the employee. This adjustment in continuous service shall be made only for the purpose of calculating future entitlement to severance pay.

There shall be no duplication or pyramiding of severance under the provisions of the Employment Standards Act. If severance pay is required to be paid under the Employment Standards Act, the amount of severance pay paid or payable under this Agreement shall be reduced by the amount of such statutory severance pay.

(e) Employees will be recalled to work in the reverse order from the classification from which they have been laid off, provided they have the skill, ability and experience for the work required and provided, however, that such recalls take place within one (1) year from the date of layoff.

Employees on layoff shall be eligible for recall to other positions in the Wage Group from which they have been laid off, provided they have the requisite seniority, and provided they have the qualifications, skill, ability, knowledge and experience to immediately perform the work required to the Employer's satisfaction. For this purpose, Editors and Reporters shall be considered to be in the same wage group. Such recall must take place within 1 year from the date of layoff.

Upon being so recalled, an employee shall within five working days notify the Employer in writing of the employee's intention to return to work and within an additional five working days report for work. The Employer agrees to advise the employee of such recall in writing with a copy of the notice to the Union. It will be the responsibility of the employee to provide the employer with an up-to-date home address and telephone number.

(f) Any employee who refuses a position in the classification from which laid off automatically terminates any claim to further employment by the Employer except that a full-time employee may refuse work of a temporary nature, or part-time work, without affecting his/her recall rights.

(g) New full-time employees will be considered probationary employees for the first 65 worked shifts of their employment.

There shall be a new probationary period of 65 worked shifts for a new employee found unsuitable during his probationary period if the Employer transfers the employee to another job classification. The Employer shall notify the Union at the time this new probationary period is to commence.

The above probationary periods may be extended, in writing, by mutual agreement.

Probationary employees shall be covered by this agreement, but may be dismissed for any reason prior to the successful

completion of their probationary period, whether extended or not, provided the Employer does not act in bad faith or in contravention of any provision of this agreement. It is agreed the standard for dismissing probationary employees as reflected in this Article is a lesser standard within the meaning of the Labour Relations Act.

(h) Employees shall be free to refuse a promotion to an excluded position.

(i) An employee shall lose seniority and employment in the event that:

(i) The employee voluntarily quits

(ii) The employee is discharged for just cause and is not reinstated by an arbitrator.

(iii) The employee fails to report for work within 10 working days after notification by the employer of recall to work following layoff. If an employee fails to return to work for reasons of sickness or accident, the employee must provide a medical certificate from a qualified physician prior to reinstatement.

(iv) The employee has been laid off for a period exceeding 12 consecutive months.

(v) The employee has been absent without an explanation satisfactory to the employer for three working days.

(vi) The employee fails to report to work after an authorized leave of absence without providing an explanation satisfactory to the Employer.

(vii) The employee retires.

(j) Seniority for regular full-time employees means the total length of consecutive and uninterrupted full-time service since

date of last hiring subject to clause (k) below. The Employer shall post a seniority list annually and provide a copy to the Union.

Seniority for part-time employees means the total length of consecutive and uninterrupted service since the last date of hire, subject to clause (k) below.

(k) Except as provided for in Article 10 (c) (maternity and parental leave), seniority will be frozen during a layoff or leave of absence without pay in excess of 30 days. If the employee returns to regular employment, seniority will be restored to the frozen level.

ARTICLE 7 - HOURS OF WORK AND OVERTIME

(a) The workweek for full-time employees shall be five (5) days and 37.5 hours. On mutual agreement, the Employer may schedule employees to work regularly six shifts one week and four shifts the next week. In such case, the sixth shift shall not be paid at overtime rates.

(b) Overtime shall be defined as work authorized and required beyond 7.5 hours in a day in all departments except editorial, where overtime will be defined as work authorized and required beyond 37.5 hours in a week.

(c) When a full-time employee is required to work overtime, he/she shall have the option of taking cash or compensating time off equivalent to time and one half of the time worked, at a time mutually satisfactory to the Employer and the employee. A maximum of 37.5 hours of overtime may be banked at any one time by any person, after which overtime will be paid in cash.

(d) Employees will not be required to begin one scheduled shift sooner than sixteen hours following the commencement of the previous scheduled shift, unless the employee consents.

(e) In the mailroom, the Supervisor shall post each week's work schedule by Friday of the preceding week, setting out the hours and days to be worked in the Mailroom. The schedule may be changed by the Supervisor to accommodate unforeseen inserts, commercial printing, breakdowns, newspaper changes, emergency situations, or other circumstances beyond the control of the Employer. The Employer will endeavour to give prior notice of such changes.

(f) Where an employee regularly works the same scheduled hours from week to week, where practicable the employee's normal starting time shall not be changed by more than one hour unless the employee has been given one week's notice of such change. Changes may be made by the Employer to cover emergency situations.

(g) Regular full-time and part-time employees (excluding the mailroom employees) required to work anytime between 8 p.m. and 7 a.m. will receive a \$1.25 per hour premium for the hours worked between 8 p.m. and 7 a.m.

Mailroom employees shall receive one dollar and twenty-five cents (\$1.25) for each shift worked where the majority of hours worked are between 8 p.m. and 7 a.m.

(h) The Employer will provide the Union with six weeks' notice before moving to weekday morning publication. After such notice is given the Employer shall, on request, meet with the Union to discuss the impact of the change. The notice period may be reduced to three weeks in the case of a competitive intrusion.

(i) An employee working 7 1/2 hours or more in a day will receive two 15-minute paid breaks and an unpaid lunch period of 30-60 minutes. An employee scheduled for a shift of less than 7 1/2 hours but more than 3 1/2 hours will receive a 10 minute break for each 3 1/2 hours scheduled. Breaks will be staggered to ensure the uninterrupted production of the newspaper.

(j) Overtime shall be worked when required. However, except in the editorial department, assignment of overtime will be on a voluntary basis except when the employer is unable by this procedure to fill the overtime assignment with qualified employees. In such circumstances, qualified employees with the least seniority not on a day off or on vacation will be assigned the overtime.

(k) Advertising Sales Representatives are not entitled to overtime as per this article.

ARTICLE 8 - HOLIDAYS

(a) The Employer agrees to observe the following holidays without loss of regular salary to the employees, provided they occur or are officially observed on a regular scheduled working day of the employee; New Year's Day, Good Friday, Victoria Day, Civic Holiday, Canada Day, Labour Day, Thanksgiving Day, Christmas Day, Boxing Day (or days officially celebrated as such), plus any other statutory holiday proclaimed by the Government of Ontario.

(b) Where a holiday named in (a) falls on an employee's regular day off, another day off with pay will be taken at a time to be mutually agreed between the employee and the Employer.

(c) In order to qualify for holiday pay, employees who have completed their probationary period must work their regular working day immediately preceding and immediately following the holiday unless they have satisfied Management as to the reason for their absence.

(d) An employee required to work on the day of observance of a holiday shall be paid at time and one-half for all time worked, in addition to their regular pay. The employee may choose to take all or part of this premium in equivalent time owing. Also, the

employee shall have the option of taking another day off with pay in lieu of receiving his regular pay for that holiday.

ARTICLE 9 - VACATIONS

(a) Full time employees who have completed one year of employment will be entitled to the following amounts of paid vacation each anniversary year:

After one year	-- Two weeks
After four years	-- Three weeks
After nine years	-- Four weeks
After nineteen years	-- Five weeks

(b) An employee who is laid off or whose employment is terminated shall receive pro rata vacation pay for the period to which the employee is entitled.

(c) Employees, with the approval of the Employer, may carry up to one week's vacation beyond the end of their vacation year, providing it is used in the first three months of the next vacation year.

(d) Vacation schedules shall be arranged and posted by April 1st in each year. In the event of a conflict over vacation dates, seniority will govern. Employees shall provide the Employer with preferred vacation dates by March 1st in each year, failing which the employees may lose the privilege of selection to which entitled by seniority.

Vacation scheduling shall be arranged whenever possible to start from the end of their regular shift week.

The Employer will make every effort to arrange two consecutive weeks of vacation for each employee in the period June 1st

through September 30th if requested and subject to production necessities.

Subject to the requirements of the business, the Employer has the right to place reasonable limits on the number of persons on vacation at any one time.

(e) Subject to (d) above, vacations may be arranged consecutively. No more than two weeks may be taken between June 1 and September 30 until all employees have had the opportunity to choose.

(f) Vacation pay shall be on the basis of the employee's regular normal straight-time salary.

(g) If one of the holidays designated under Article 8 (a) is observed during an employee's vacation period, such employee will be granted another day off, subject to the provisions of paragraph 8 (b). Such day off shall be scheduled in conjunction with the vacation period wherever possible.

(h) For the purpose of clarification, the vacation year is from the employee's anniversary date to the next anniversary date.

(i) Employees who receive commission will be paid 4% of commission earnings as vacation pay.

ARTICLE 10 - LEAVES OF ABSENCE

(a) Leaves of absence may be granted at the discretion of the Employer, providing such leave does not cause a disruption of the operation. Requests for such leaves shall be made in writing stating the reasons for the leave and the period for which the leave is sought. All conditions of the leave and return to work must be in writing and agreed between the Employer and employee prior to the commencement of the leave.

(b) Leaves of absence without pay shall be granted to not more than two (2) employees at any one time, and not more than one (1) per department, upon fifteen (15) working days written notice in advance when an employee has been elected or appointed as a delegate to meetings, conventions or conferences of the Communications, Energy and Paperworkers' Union of Canada or any organization with which the Communications, Energy and Paperworkers' Union of Canada is affiliated and to employees attending Union educational courses. There shall be no greater than three such leaves granted per year under this provision.

The Employer shall invoice the union and the union shall reimburse the Employer within thirty (30) days.

An employee elected or appointed to the Union negotiating committee shall be granted a leave of absence without pay for attending Union-Employer negotiating sessions provided leave is restricted to four (4) employees and that it does not unduly disrupt production of the newspaper.

(c) Maternity and parental leave shall be granted in accordance with the Employment Standards Act.

(d) In the event of the death of an employee's spouse (including common-law and same-sex partners), parent, step-parent, parents-in-law, brother, sister, brother-in-law, sister-in-law, child, grandchildren or grandparents, an employee may be absent from work for up to three (3) days following such death and shall receive their regular pay for any of those days upon which the employee would otherwise have been scheduled to work, provided the employee attends the funeral of such relation. In the event of the death of an employee's grandparents-in-law, an employee may be absent from work for up to one (1) day following such death and shall receive their regular pay for that day which the employee would otherwise have been scheduled to work, provided the employee attends the funeral of such relation.

Further bereavement leave may be granted at the discretion of the Employer.

(e) A regular full-time employee called in civil or criminal court as a juror will be granted leave of absence and shall receive the difference between the court rate and the amount of straight time earnings lost by reason of such service. To qualify, an employee must produce proof that his absence was in response to a summons for jury duty or service as juror and he/she must make himself/herself available for work whenever excluded from such duty for one half day or more.

ARTICLE 11 - MINIMUM SALARIES

(a) The weekly minimum salaries shall be as set forth in the Wage Schedule, attached hereto.

(b) **Experience Definition.** In the application of the foregoing schedules of minimums, experience shall include all employment in comparable work. Comparable work shall be assessed at the time of hire based on details of experience outlined in writing to the employer prior to the offer of hire being made.

(c) Payment of salaries shall be made every two weeks.

(d) The Employer will notify the Union of any new job classification it establishes in the bargaining unit. If the rate of pay for the new classification is challenged by the Union, the parties shall meet and endeavour to resolve the issue.

(e) Any employee temporarily required to work the duties of a higher classification for six (6) consecutive shifts, shall receive the rate of the higher classification that is next higher to the rate the employee receives from the sixth shift on.

(f) Advertising Sales Representatives will be paid on the basis of a 100% commission program.

It is understood that changes may be made in the commission and territory structure from time to time. When a change is contemplated, the Employer agrees to discuss such changes with the affected employee(s), accompanied by a Union representative when the employee(s) so desires.

During the first thirty days following the change, the Employer agrees that the affected employee(s) shall receive a commission no less than would have been received under the previous structure had the change not occurred. In any case, the Union shall be notified of any change in commission structure as well as commission structures offered new sales representatives.

ARTICLE 12 - EXPENSES

(a) Upon submission of expense reports in the prescribed form and properly supported by vouchers, where obtainable, the Employer shall pay all authorized expenses incurred by the Employee in the service of the Employer.

(b) Employees shall be compensated for the use of an automobile authorized by the Employer commencing on ratification at the rate of 35 cents per kilometre.

Effective on March 1, 2007 the rate shall be 36 cents per kilometre.

Effective on March 1, 2008 the rate shall be 38 cents per kilometre.

(c) Ownership of photographic equipment shall not be a condition of employment. No employee will be required to use personal photographic equipment on Company business.

(d) Mailroom employees will be required to wear safety shoes. Employees will be reimbursed \$35.00 upon completion of their probationary period. Employees will be reimbursed an additional \$35.00 three months after the completion of their probationary period. Thereafter, these employees shall receive an annual allowance from the Employer for the purchase of approved safety shoes, to a maximum of \$70.00 per annum.

(e) Employees who are sent on Employer approved training courses will have all reasonable expenses covered, upon the production of receipts where applicable.

ARTICLE 13 - HEALTH AND SAFETY

(a) The Employer agrees to furnish a clean, safe and healthy, properly heated, ventilated and lighted environment for the performance of all work.

(b) The Employer agrees to provide VDT glare screens in cases where they are requested.

(c) A pregnant employee who normally works on VDTs shall upon request be reassigned to work that does not involve the use of VDTs when such work is available and providing the employee is competent to perform the work. When such work is not available, or if the employee is not competent to perform the work, the employee may apply for and shall be granted an early leave of absence without pay and benefits.

(d) The Employer and the Union will maintain a joint Health & Safety committee of at least four members with equal membership from both parties, in accordance with the Occupational Health and Safety Act of Ontario. Should the Employer conduct an official investigation following a workplace accident, the Union representative on the joint Health and Safety committee shall be invited to attend.

ARTICLE 14 - MISCELLANEOUS

(a) The Employer agrees to provide bulletin board space for official Union business. The Union agrees to consider complaints from the Employer about material that the Employer considers derogatory or defamatory.

(b) Except for columns and opinion pieces, the Employer shall not use bylines over the employee's protest.

(c) Whenever substantive changes are made in a reporter's story, an effort will be made to discuss the changes before publication of the story, failing which the byline shall not be used.

(d) An employee shall be free to engage in any activities outside of working hours provided such activities are not in competition with the Employer, do not result in any conflict of interest and do not exploit the employee's connection with the Employer.

(e) Articles written by employees on their own time shall first be offered to the Employer for use in its publication. Employer acceptance or rejection of articles shall be given within five days. Where the Employer has rejected an article, the employee may submit it to a non-competing publication.

(f) Unless otherwise ordered by a court, the Employer shall pay all legal (Employer approved counsel) and court costs, of any action initiated against an employee by virtue of their good faith performance of employment duties when authorized and approved by the Employer. No employee shall lose salary or benefits for absences due to the libel action during the legal proceedings.

An employee, upon the request of the Employer, shall be required to give up custody of and disclose to the Employer all knowledge, information, notes, records, documents, films, photographs or tapes relating to their employment together with their source

thereof, such material being the property of the Employer. Except in the case of a court order, the Employer agrees not to release same to any other person without first thoroughly examining with the employee the reason for its release.

(g) The Employer shall post notice of any full-time / part-time regular job opening within the bargaining unit for 5 working days so employees have an opportunity to make application. Advertising for candidates to fill such vacancies may commence no sooner than the first day of posting of the notice.

The Employer will interview qualified applicants from within the bargaining unit.

The Employer shall hire the person it deems best qualified for the job.

(h) Employees promoted to a higher classification shall be given a trial period of sixty five (65) worked shifts, which period may be extended by agreement with the Union. During such trial period an employee shall receive at least the minimum next higher than the classification from which advanced. During the initial six weeks of such trial period the employee may elect to return to the classification from which advanced.

The Employer may, with mutual agreement, return the employee to the classification from which he or she advanced during the initial six weeks of such trial period.

At the end of the trial period (or the extended period) the employee, if satisfactory, shall be confirmed at the higher category. If an employee elects to return to the lower classification or if not confirmed, the employee shall be returned to the lower classification but the period of service in the higher classification shall be counted for all purposes as service in the classification from which advanced.

(i) Editors, reporters, photographers and graphic artists must not prepare material for political parties or political candidates unless authorized by the Employer.

(j) **No Strike - No Lockout.** The Union agrees that during the term of this Agreement, there will be no strike, slow-down or other stoppage of work. The Employer agrees that there will be no lockout of employees during the term of this Agreement.

(k) On the basis of the rates of compensation established in this Agreement, the Employer has full right to use and/or reuse in any manner, form or medium that the Employer chooses, all material produced for the Intelligencer by the employees during their employment with the Employer.

(l) The Employer shall meet with the Unit Chair or his/her designate on a bi-monthly basis at a time mutually agreed upon to discuss items of mutual concern.

ARTICLE 15 - TECHNOLOGICAL CHANGE

(a) If an employee is laid off as a direct result of the introduction of major innovative change in equipment or technology used by it in its operations, and such layoff will occur within three (3) months of the change, the Employer shall give the employee notice of the layoff. The employee shall receive one week's notice for each completed year of service to a maximum of eight (8) weeks. During this period, the Employer and Union shall meet to discuss ways and means of reducing the impact of such change.

ARTICLE 16 - BENEFITS

(a) The Employer agrees to continue to pay 60% of the premium cost currently in effect for hospitalization, medical and

life insurance and drug and dental benefits under the company's current plan and 50 per cent of the cost of the company's current Long Term Disability Plan.

(b) Employee eligibility for participation in the Pension Plan will continue.

(c) Effective June 1, 2006, the vision care plan for regular full-time employees covered by this collective agreement shall provide a benefit of \$150.00 every 24 months per family, upon submission of approved receipts.

ARTICLE 17 - PART-TIME AND TEMPORARY EMPLOYEES

(a) A part-time employee shall be defined as one who regularly works twenty-four (24) hours or less in a week. Part-timers may be scheduled for less than 7.5 hours in a day. Scheduling of part-time employees will be based on seniority within the classification, provided the operational requirements of the Employer are met.

(b) A temporary employee is one employed for a special project or a specified time, not to exceed 8 months, except in the case of a leave of absence including sickness, in which case the temporary period will be for the period of absence. Temporary employees will not be employed beyond the 8 month period to replace employees who have qualified for LTD benefits.

(c) Part-time and temporary employees, who have completed their probationary period, are covered by all provisions of this agreement except those for which eligibility is regular full-time and/or full-time employment or otherwise specified. Part-time and temporary employees will not be eligible for insured benefits except as outlined in Article 17(m).

Articles 6(c) notice of layoff; 6(d) severance pay; 8 holidays; 9(a) paid vacation; 9(b) vacation pay on termination; 9 (c) vacation carry-over; 9(g) statutory holiday during vacation period; 9(i) vacation for commission-only staff; 10(e) jury duty; 16 benefits will not apply to part-time and temporary employees.

Article 15 technological change will apply to part-time employees and not to temporary employees.

Article 7(a) hours of work; 7(b) overtime; 7(c) overtime premium; and 7(g) shift differential will apply to temporary employees and not to part-time employees.

(d) The probationary period for part-time employees shall be 487 hours worked or one calendar year, whichever comes first.

(e) A part-time employee may work as a full-time employee temporarily to cover a vacation or absence under this agreement without affecting his or her part-time status.

(f) Full-time temporary employees authorized to work more than 37.5 hours in a week or 7.5 in a day will be compensated for such time at time and one-half. Such time may be taken in cash or equivalent time owing at a time mutually satisfactory to the employer and the employee. A maximum of 37.5 hours of overtime may be banked at any one time by any person, after which overtime will be paid in cash.

(g) Part-time employees who work in a classification for which a weekly salary is set forth in this agreement shall be paid on an hourly basis equivalent to the weekly minimum salary provided for their classification and experience and shall advance on the grid according to actual hours worked.

(h) Part-time and temporary employees shall receive statutory holiday pay in accordance with the Employment Standards Act of Ontario.

(i) Part-time and temporary employees shall receive 4% of their regular wages in lieu of annual vacation, which shall be paid as a lump sum payment the 30th day of June every year. This amount shall increase to 6% when a part-time employee accumulates enough service to qualify for three weeks' vacation. Subject to production necessities, part-time employees shall also be entitled to take annual vacation without pay.

(j) Should a part-time or temporary employee be transferred to regular full-time employment, they will be credited for seniority purposes with actual time worked prior to the transfer.

Should a full-time temporary employee become a part-time employee, the seniority date for that employee will be based on date of hire.

(k) A regular part-time employee called in civil or criminal court as a juror will have the right to request to be scheduled to minimize any loss of hours to a maximum of twenty-four (24) hours in total. The request is subject to the operational requirements of the Employer and is without pay. In order to qualify, an employee must produce proof that the request is in response to a summons for jury duty or service as a juror.

(l) Part-timers called in for a shift not previously scheduled and with less than twenty-four (24) hours notice or for an emergency situation shall be paid for a minimum of three (3) hours.

(m) It is agreed that the nine most senior part-time employees, as of the date of ratification, will be regularly scheduled in excess of twenty-four (24) hours per week. These employees will be entitled to the benefits outlined in Article 16(a) and 16(c) above; except that the Employer will pay 50% of the premium cost and these employees will not be eligible for the Long Term Disability Plan. Should any of the employees referred to above elect not to participate in the benefit package as outlined in this section, such employee(s) also forfeit their right to be

regularly scheduled in excess of twenty-four (24) hours per week. Eligibility for the above will then pass to the next most senior part-time employee.

ARTICLE 18 - DURATION AND RENEWAL

(a) This Agreement shall continue in effect until February 28, 2009.

(b) Within ninety (90) days prior to expiry of the Agreement, the Employer or Guild may, on written notice to the other party, initiate negotiations for a new Agreement. If, pursuant to such negotiations, an Agreement is not reached prior to the expiration of this Agreement, this Agreement shall continue in full force and effect until execution of a new Agreement or completion of conciliation proceedings as prescribed by law, whichever shall first occur.

Dated at Belleville, Ontario this day of 2006.

CEP, Local 87-M	FOR THE EMPLOYER
Mike Sullivan, National Representative	Michael Power, Publisher
Dave Vachon	Roger Cazabon, Managing Editor
Henry Bury	Lorie Douglas, Production Manager
Jennifer Heffernan	Tim Devine, Circulation Manager
Lori Vader	Tim Harvie
Karen Gilham	

WAGE SCHEDULE A

<i>Job Class</i>	<u>Previous</u>	<u>On Ratif.</u>	<u>March 1,2007</u>	<u>March 1,2008</u>
<u>Editors</u>				
Start	\$601.40	\$613.43	\$625.70	\$638.21
Year 1	\$672.16	\$685.60	\$699.32	\$713.30
Year 2	\$742.92	\$757.78	\$772.93	\$788.39
Year 3	\$813.68	\$829.95	\$846.55	\$863.48
Year 4	\$882.28	\$899.93	\$917.92	\$936.28
<u>Reporters, Photographers</u>				
Start	\$493.64	\$503.51	\$513.58	\$523.85
Year 1	\$559.45	\$570.64	\$582.05	\$593.69
Year 2	\$625.25	\$637.76	\$650.51	\$663.52
Year 3	\$691.08	\$704.90	\$719.00	\$733.38
Year 4	\$756.90	\$772.04	\$787.48	\$803.23
Year 5	\$822.71	\$839.16	\$855.95	\$873.07
<u>Circulation Representative</u>				
Start	\$444.27	\$453.16	\$462.22	\$471.46
Year 1	\$518.31	\$528.68	\$539.25	\$550.03
Year 2	\$592.34	\$604.19	\$616.27	\$628.60
Year 3	\$666.40	\$679.73	\$693.32	\$707.19
Year 4	\$740.45	\$755.26	\$770.36	\$785.77
<u>Ad Builder (including Real Estate Today)</u>				
Start	\$417.51	\$425.86	\$434.38	\$443.06
Year 1	\$477.16	\$486.70	\$496.44	\$506.37
Year 2	\$536.83	\$547.57	\$558.52	\$569.69
Year 3	\$596.47	\$608.40	\$620.57	\$632.98

<u>Clerk 1 (Production, Advertising)</u>	<u>Previous</u>	<u>On Ratif.</u>	<u>March 1,2007</u>	<u>March 1,2008</u>
Start	\$417.51	\$425.86	\$434.38	\$443.06
Year 1	\$477.16	\$486.70	\$496.44	\$506.37
Year 2	\$536.83	\$547.57	\$558.52	\$569.69
Year 3	\$596.47	\$608.40	\$620.57	\$632.98
<u>Customer Service Representative</u>				
Start	\$417.51	\$425.86	\$434.38	\$443.06
Year 1	\$477.16	\$486.70	\$496.44	\$506.37
Year 2	\$536.83	\$547.57	\$558.52	\$569.69
Year 3	\$606.47	\$618.60	\$630.97	\$643.59
<u>Clerk 2 (Billing, part-time circulation), Receptionist</u>				
Start	\$406.93	\$415.07	\$423.37	\$431.84
Year 1	\$460.42	\$469.63	\$479.02	\$488.60
Year 2	\$513.87	\$524.15	\$534.63	\$545.32
Year 3	\$567.38	\$578.73	\$590.30	\$602.11
<u>Truck Driver</u>				
Start	\$406.73	\$414.86	\$423.16	\$431.63
Year 1	\$457.60	\$466.75	\$476.09	\$485.61
Year 2	\$508.44	\$518.61	\$528.98	\$539.56
<u>Machine Operators</u>				
Start	\$10.72	\$10.93	\$11.15	\$11.38
After 6 calendar months	\$11.02	\$11.24	\$11.47	\$11.69

<u>Mail Room, Labourer</u>	<u>Previous</u>	<u>On Ratif.</u>	<u>March 1,2007</u>	<u>March 1,2008</u>
Start	\$9.24	\$9.42	\$9.61	\$9.81
After 6 calendar months	\$9.52	\$9.71	\$9.90	\$10.10
*				

* Retroactive pay will be paid to all employees, who are covered by this collective agreement upon ratification, for all hours worked since March 1,2006.

A lump sum payment of \$140 will be paid to all employees, who are covered by this collective agreement on May 10, 2006.

LETTERS OF UNDERSTANDING

1 - CAMERA ALLOWANCE

Luke Hendry and Jeremy Ashley may be authorized to use their own cameras when performing photographic duties at the Intelligencer. The Employer will pay these individuals a monthly allowance of \$20.00 for using their own cameras.

2 - SICK LEAVE (see Appendix "A")

The Sick Leave Policy as agreed on Feb. 28, 2000 forms part of this agreement.

3 - ARTICLE 11 (C)

This will confirm the agreement of the parties that the payment of salaries shall be made by direct deposit.

This will also confirm that commission cheques shall be issued by the fifteenth (15th) of the month and if they are not, an advance against commission shall be made when requested. In the event that the fifteenth (15th) of the month falls on a Saturday or Sunday, the commission cheques shall be issued on the Friday preceding the fifteenth (15th) of the month.

4 - NEW RETAIL BUSINESS ACCOUNTS (WITHOUT PREJUDICE)

It is understood and agreed that effective July 1, 1997 any new retail business accounts which deal directly with The Belleville Intelligencer and not through a third party, will be added to the commission pool. Past practice regarding retail accounts through a third party billed at net line rates will continue.

5 - CELL PHONES

The Employer will continue its current practice concerning cellular telephones if utilized by outside salespersons in the performance of their job duties with the Employer. The Employer will develop any administration guidelines and substantiation procedures.

6 - COUNTY WEEKLY NEWS ADVERTISING SALES REPRESENTATIVE

The County Weekly News advertising sales representative(s) will be paid a full-time base rate of \$318.36 per week.

The base rate will also be increased by the applicable negotiated wage increases during the term of this agreement.

In addition, a commission of 6 % will be paid on all sales generated by the advertising sales representative.

7 - EMPLOYEES WORKING PAST AGE 65

Notwithstanding Article 3 (c) or any other Articles of this agreement, the parties agree that in the event that an employee continues to work past the age of sixty-five (65), the following will apply for the duration of this collective agreement.

The employee shall not be eligible for the long-term disability plan. In addition, the Employer shall not incur any increased costs associated with the other applicable benefits listed in Article 16 (a), 16 (c), and 17 (m) beyond the level paid for the employee the month prior to attainment of age sixty-five (65).

It is understood that the employee would be responsible for any additional costs.

8 - PRESSROOM / INSIDE SALES SUPPORT

During the 2006 negotiations, the parties agreed to the deletion of certain language in Article 12(d) and the wage schedule pertaining to the former pressroom from the collective agreement that expires February 28, 2006.

The parties agree that should the pressroom be reinstated during the term of this collective agreement, then the applicable language and wage grid in the 2003 to 2006 collective agreement will also be reinstated, including any applicable negotiated general wage increases.

The above will also apply to the Inside Sales Support wage grid.

9 - VACATION ENTITLEMENTS

Any full-time employees who are involuntarily reduced to part-time status shall have their vacation and vacation pay entitlements maintained as at the time of their change in status. It is understood that these entitlements will thereafter be frozen and shall not increase in the future.

10 - PART-TIME ABSENCES

Notwithstanding Article 17(i) of the collective agreement, part-time employees outlined in Article 17(m) may elect to use any accrued vacation pay to cover legitimate absences, providing proper notification is given to the Employer.

Dated at Belleville, this day of ,2006.

For CEP, Local 87-M	For the Employer
Mike Sullivan, National Representative	Michael Power, Publisher

APPENDIX “A”: SICK LEAVE

Short-term Disability Plan

You are eligible for coverage under the short-term disability plan following the completion of your probationary period with the Employer.

The cost of this benefit is paid by the Employer.

Coverage

When a serious illness or accident results in a continuous period of absence, your base salary will be continued on the following basis:

Years of Service With the Employer	Duration of Benefits Full Pay	<u>2/3 Pay</u>
Under 1	1 week	3 weeks
1	2 weeks	24 weeks
2	3 weeks	23 weeks
3	4 weeks	22 weeks
4	5 weeks	21 weeks
5	10 weeks	16 weeks
6	12 weeks	14 weeks
7	14 weeks	12 weeks
8	16 weeks	10 weeks
9	18 weeks	8 weeks
10	20 weeks	6 weeks
11	22 weeks	4 weeks
12	24 weeks	2 weeks
13 or more	26 weeks	

You must be under the care of a licensed physician and you must provide medical evidence satisfactory to the Employer to qualify for short-term disability benefits. A certificate or letter from the attending physician, providing diagnosis, an assessment of your ability to perform your regular duties and the prognosis must be provided within one week of the commencement of the absence.

Additional medical documentation may be required periodically during any extended absence.

Recurrence of the Same Disability

If you return to work following recovery from a disability and you become disabled again due to the same or a related cause, you will be entitled to a further 26 weeks of short-term disability benefits provided you have been back at work for at least three months.

Subsequent Unrelated Disabilities

If you return to work following recovery from one disability and you become disabled due to causes unrelated to the first disability, you will be entitled to a further 26 weeks of short-term disability benefits provided you have been back at work for at least one month following recovery from the initial disability.

If you have been back at work for less than one month, short-term disability benefits will be limited to the unused short-term sick leave days remaining from the first period of disability.