



Human Resources

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Ressources humaines

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February 23, 2015

Barry Kennedy
President, Council 4000
Unifor
14923 107 Avenue
Edmonton, Alberta
T5P 0X8

Dear Mr. Kennedy,

The parties agree that the provisions of the Memorandum of Settlement dated February 23, 2015 for the items described below, which are common to those of Agreement 5.1, will be applicable to employees governed under Agreement 5.4.

- Duration of the contract, general wage increases, benefits improvements, Employee Share Investment Plan, Train passes for the 2015, 2016, 2017, 2018 term of the Collective Agreement.

The parties also agree to the following:

- Update Article 18 of Agreement 5.4 Meals and Lodging to reflect the increases provided in the USW Memorandum of Agreement signed December 6, 2014.
- Amend Article 25 of Agreement 5.4 by adding the following Note:

"Note: An employee may request to postpone their bereavement leave to enable the employee to attend memorial services that may take place after the time of death. When bona fide situations of this nature exist, the supervisor or manager will give appropriate consideration to such request."

- Add new paragraph 6.2 (b):

"Corrective Behaviour - Informal Process

This process is designed to help employees modify behaviour which may not be considered appropriate in the workplace. These are minor incidents and it is preferred that the behaviour is modified before the situation worsens.

Articles 6.1 and 6.2 (a) will be applicable to employees subject to discipline or discharge for a major offense.

Before an informal discussion takes place, related to discipline, the employee will be offered union representation for the informal process.

Minor incidents may be handled without the necessity of a formal investigation. Minor incidents are defined as those for which no more than five (5) demerit marks would normally be assessed. The Company and the Union agree that an employee may not be discharged under this informal process. The informal process will not apply to employees whose discipline records stand at thirty (30) or more demerit marks.

Such incidents will be investigated as quickly as possible by a proper officer(s) of the Company. An employee who is alleged to have committed a minor offence will not be assessed discipline without having been subject to the informal process as described above.

The substance of the discussion shall be recorded on an incident report which shall contain the following information:

DATE:
LOCATION:
EMPLOYEE'S NAME AND PIN:
SUPERVISOR'S NAME AND PIN:
BRIEF DESCRIPTION OF THE INCIDENT:
EMPLOYEE'S REMARKS:
CORRECTIVE ACTION:
UNION REPRESENTATIVE:

A copy of the incident report shall be given to the employee when action has been decided upon, and a copy may be placed on the employee's file.

In cases where the assessment of discipline is deemed warranted, the employee will be advised in writing within fourteen (14) calendar days from the date the incident is reviewed with the employee concerned.

Should the employee disagree with the discipline assessed at this stage, the employee so notified may initiate an appeal of the discipline in accordance with the provisions of Step 2 of the grievance procedure.


Should the employee disagree with any of the conclusions reached by the Company during the informal process, the employee (or their duly authorized union representative) may, within fourteen (14) calendar days of receipt of notification of discipline, advise the proper officer of the Company that they require that a formal investigation be held pursuant to this Agreement which will then be held without undue delay. In such instances the incident report and the discipline assessed through the informal process will be considered null and void."

- Amend paragraph 7.3 from 45 days to 60 days.

This will serve as full and final resolution of all bargaining proposals associated with Agreement 5.4.

Yours truly,

I CONCUR.


Susan Blackmore
Sr. Manager Labour Relations


Barry Kennedy
President, Council 4000