

SECTION III – MAINTENANCE

SECTION III – MAINTENANCE – GENERAL

A. Tool Replacement
Standing Committee Meeting - October 31, 1963

Maintenance employee-owned hand tools which are broken, lost, or damaged may be replaced by the Company. However, such replacement will depend upon the circumstances surrounding breakage, loss, or damage and will be entirely at the discretion of the Maintenance Supervisor.

B. Continuity Pay
Standing Committee Meeting - September 17, 1984
& Memorandum of Agreement (1983)

A day worker called in more than two hours before the commencement of their regular shift to perform emergency maintenance work, and is kept on the emergency job after commencement of the regular shift, will be paid overtime for all time worked until they complete their work on that particular job.

If they are taken off that particular job, and someone else is put on it, the employee called in will continue to be paid overtime:

1. until the emergency job is complete,
2. to the end of their normal shift that day,
3. until they are finished work that day;

whichever of the above occurs first.

SECTION III – MAINTENANCE

SECTION III – MAINTENANCE – STEAM PLANT

**A. Steam Plant
Steam Plant (Boiler House) - Removal from Job Evaluation Plan
Memorandum of Agreement - 1986**

The Steam Plant removal from job evaluation plan is subject to the following conditions:

1. An understanding that this move does not represent a dismembering of the overall job evaluation program - a one-time occurrence.
2. An expansion of the Local's commitment for Steam Plant personnel to perform maintenance work to include:
 - within the Steam Plant
 - on the water treatment facilities
 - on and with utilities-related equipment regardless of location, air compressors, air conditioning, etc.
 - "no trade lines" in or out of the Steam Plant
3. As with Maintenance, the Company is to provide coveralls; the employees to provide tools.
4. The Local's acceptance of the principles as outlined in the formerly reviewed Steam Plant Department Seniority statement -- the Company's objective is to ensure the availability of qualified personnel for move-ups, without adding to departmental headcount.

**B. Steam Plant
Steam Plant Department Seniority
Department Agreement - July 12, 1984**

1. An employee hired/posted into a position requiring the ticket they hold establishes ticket and position seniority immediately.
2. An employee hired/posted into a position lower than the ticket they hold establishes ticket and position seniority immediately. However, employees currently holding that same position have six months to regain ticket seniority.
3. An employee who obtains a higher ticket established ticket seniority immediately on obtaining such a ticket. When an employee with less position seniority establishes ticket seniority over a senior employee, the senior employee must obtain a higher ticket within six months to regain their ticket seniority status.
4. Promotions will be based on the considerations as listed in the following priority:
 - a) Ticket requirement for the position.
 - b) Ticket seniority for the position.
 - c) An employee who holds a lower ticket than required for the position but is most advanced towards obtaining the higher ticket required for the position.

SECTION III – MAINTENANCE

5. Department seniority within a given ticket designation will govern the vacation scheduling as long as the legal requirements of Technical Safety BC are complied with in the operation of the Steam Plant.
6. All employees occupy positions by position and ticket seniority.
7. An employee, while relieving in the higher position, does not establish ticket or position seniority in that higher position until they are promoted to the higher position.
8. In the case of layoffs, all employees will be laid off in accordance with departmental seniority, as long as the legal requirements of Technical Safety BC are complied with in the operation of the Steam Plant.

Steam Plant Department Seniority - Definitions

Position Seniority

Defined by the length of time a person has held a job in that position (i.e., Assistant Engineer 3rd Class) and determines the priority for selection of vacations.

Ticket Seniority

Defined by the official ticket status held by the individual and recognized by Technical Safety BC. The individual holding the highest ticket classification within a position in the Steam Plant line of progression will first be considered for promotion. This will be applicable to individuals holding tickets higher than required for the position or, in the case of employees with equal ticket classification, the employee who secured their ticket classification first (exception (3) above) will have ticket seniority.

Department Seniority

Departmental seniority is defined by the length of time the individual has been in the department and, in conjunction with the guidelines defined in (8) above, layoffs from the department will be based upon departmental seniority.

C. Steam Plant Steam Plant Spare Standing Committee Meeting – April 6, 2018

Steam Plant Spare will be filled by mill-wide posting. Candidates will be selected based upon highest level of certification achieved with a minimum requirement of a Fourth Class Power Engineer ticket with half of the required tests for a Third Class Power Engineer passed.

The 90 day probationary period will begin upon completion of training for the Assistant Shift Engineer position.

There is no mandatory obligation for the Company to fill the Steam Plant Spare positions.

SECTION III – MAINTENANCE

Senior Steam Plant Spare

The Senior Steam Plant Spare will accumulate seniority in the Steam Plant from the date of the posting. When not working in the Steam Plant, they will return to the department that they came from and will be frozen at the numerical seniority that they had at the time of becoming the Senior Steam Plant Spare. The application of departmental seniority will be used in the case of lay-off from that department.

Junior Steam Plant Spare

The Junior Steam Plant Spare(s) will accumulate seniority from the date of the posting. When not working in the Steam Plant, they will return to the department that they came from and will continue to accumulate seniority in that department. When they become the most Senior Steam Plant Spare, the above paragraph will apply.

Steam Plant Spare Scheduling

When scheduling vacation, the spare must satisfy the conditions in both departments.

If the spare is needed in both departments, then the Steam Plant will have priority.

Steam Plant Spares will be scheduled by department seniority with the exception of when a junior employee requires certification or firing time requirements to achieve their Third Class Power Engineer ticket.

SECTION III – MAINTENANCE

SECTION III – MAINTENANCE – MAIN SHOP

- A. **Main Shop Overtime Policy**
Department Agreement – 1995
Standing Committee Meeting – June 19, 2007
Revised Memorandum of Agreement – September 25, 2008

Breakdown Maintenance

Maintenance Supervisor on call may be called first by the Department Supervisor requiring work to be done. The Department Supervisor, the Maintenance Supervisor, or their delegate will call in tradespersons in order of departmental seniority. If the work to be done requires three or more tradespersons or, if in the opinion of the Maintenance Supervisor, the job is considered to be complicated, complex, or contains a substantial element of uncertainty, the Lead Hand will be called first.

Overtime

If a job requires that work continue past the end of the regular shift, the incumbent(s) who started the job will be offered the option of working the overtime first. Any additional tradespersons required will be asked on the basis of departmental seniority. If the work on overtime requires three or more tradespersons or, if in the opinion of the Maintenance Supervisor, the job is considered to be complicated, complex, or contains a substantial element of uncertainty, the Lead Hand will be offered the overtime first if the incumbents are not available for the overtime.

Statutory Holidays

In the event that work is required on a statutory holiday, tradespersons required will be asked on the basis of department seniority. If the sum of the tasks requires three or more tradespersons, the Lead Hand will be asked first.

Statutory Holidays

If work is required on any of the stats, tradespersons will be asked in order of department seniority. If three or more tradespersons are required, the Lead Hand will be asked first.

Scheduled Overtime

In the event that a job is scheduled to run into overtime, the Maintenance Supervisor will determine the appropriate crewing mix taking into account where applicable job exposure for junior tradespersons and the training of apprentices.

- B. **Senior Mill Utility**
Standing Committee Meeting - February 21, 1985

Randy Billow expressed the Local's concern on the Senior Mill Utility position in the Main Shop. He stated that the temporary rate was established through job evaluation on the basis of the employee performing 50% of their time as a Mill Utility and 50% of their time as a Knife and Slitter Grinderson.

SECTION III – MAINTENANCE

The Local's position is that if the employee spends more than four hours per day as a Knife and Slitter Grinderson, they would receive the normal rate for Knife and Slitter Grinderson.

The Company would accept this position provided that when the permanent rate is established, the retro pay is adjusted accordingly.

SECTION III – MAINTENANCE

SECTION III – MAINTENANCE – CONVERTING MAINTENANCE

A. Converting Maintenance Shift Preferences

1. A one year area/shift preference list will be posted no later than February 1st of each year.
2. Individuals will have two weeks from February 1st to signify their area of preference on the posted list. After two weeks, the list will be removed.
3. A finalized crew schedule will be posted no later than March 1st, and will take effect May 1st of each year.

B. Converting Maintenance Shift Start / Stop Times

Shop Crew:	6:00 am – 2:30 pm
3 Shifts:	6:00 am – 2:00 pm / 2:00 pm – 10:00 pm / 10:00 pm – 6:00 am
4 Shifts:	6:00 am – 6:00 pm / 6:00 pm – 6:00 am

C. Converting Maintenance Vacation Schedule

1. A maximum of 7 employees from the Converting maintenance crews will be permitted to take vacations at any one time during the year, consisting of:
 - a) up to a maximum of three individuals off the shop crew.
 - b) one individual per tour.
2. A vacation list will be posted at the beginning of each vacation year and will remain posted until June 1st. Requests for vacations up to April 30th of the following year can be made at that time. Vacation requests submitted prior to April 1st will be confirmed on a seniority preference basis.
 - a) Once the two week allotment of vacation, during prime time, has been confirmed by the Department Supervisor, the list will be reposted again for a period of 14 days, during which time those individuals who do not have two weeks confirmed will have an opportunity to choose from any remaining time.
 - b) Once all vacations have been confirmed, a list of remaining available weeks will be posted for a period of 14 days and individuals will have the opportunity to select one extra week of vacation during prime time, by seniority. Allocation of extra weeks of vacation during prime time will be at the discretion of the Company.
 - c) On and after May 1st vacation time will be granted on a first-come, first-serve basis.

SECTION III – MAINTENANCE

3. A second vacation list will be posted by each department on November 15th of each year showing which employees have not scheduled their full annual vacation entitlement. These employees will be asked to request the time they wish to take as vacation up to April 30th. On or after December 15th the Supervisor will confirm the vacation dates on a seniority preference basis and will allot vacations to those employees who have not requested specific times. Requests made and confirmed under (2) above, override requests made under (3).

4. Prime Time:

Prime Time will be the period from June 15th to September 15th. Employees will be permitted to take a maximum of two weeks of vacation during this period. (More than two weeks may be permitted if coverage is available and the time does not interfere with any other employee's regular vacation during this period. Every attempt will be made to grant extra holidays whenever possible).

5. Adequate Coverage:
 - a) It is understood that there will be time throughout the year where the maximum number of employees cannot be allowed off. Permitting three crew members off on vacation is subject to adequate coverage, with sufficient backup remaining on the crews. This will normally be dependent on the number of people off for other reasons. Vacations will not be confirmed unless suitable coverage is available.

 - b) If at anytime, in the judgment of management, sufficient strength is not available for satisfactory operation, time off will not be granted. This is consistent with Article XV, Section 4(f) of the Contract.

6. Regular Vacations to Receive Priority:
 - a) Whenever possible, without breaching any existing guidelines, regular vacation will be given precedence.

 - b) Consistent with this, any requests for banked time, supplementary vacation, or other time off will not be confirmed until one week before at the earliest to allow regular vacations to take precedence before this. Supplementary vacation will be granted if regular vacations are not affected.

D. Converting Maintenance Overtime Policy

The following guidelines are intended to be a consistent method of administering overtime in Converting Maintenance in a fair and equitable manner. The objective being consistent administration of efficient operations and the assurance those appropriate skills are applied.

Converting Maintenance is one department. Converting is one department consisting of five divisions – Division A, Division B, Division E, Division H and Division I.

This policy will not eliminate or restrict management capacity to schedule overtime.

SECTION III – MAINTENANCE

1. Continuing Work:

Description: Overtime required during a 3-shift operation for work such as capital, brand change and preventive maintenance, started before quitting time and is carried over.

- a) The mechanic(s) working on the task will be incumbent first.
- b) The remaining shop crew mechanics will be asked in order of seniority.
- c) The shift mechanic(s) will be asked in order of seniority in the division where the work is continuing.
- d) The remaining shift mechanic(s) in other divisions will be asked in order of seniority.

2. 3-Shift Coverage - Due to Absenteeism:

Description: Overtime required during a 3-shift operation because of absence and where the Supervisor may or may not request overtime depending on the activity.

- a) The shop crew will be assigned to cover first (dayshift Monday – Friday).
Note: If the shop crew is unable to fill vacancies due to scheduled work requirements, or if overtime is created on the shop crew as a result of filling 8-Hour Shift Coverage, the overtime will be filled for the position that originally created the overtime as detailed in 2b), 2c), etc., until the position is filled.
- b) The shift mechanic(s) working on the proceeding shift in the division where the absence is, will be incumbent first in order of seniority.
- c) The remaining shift mechanic(s) on the proceeding shift in other divisions will be asked in order of seniority.
- d) Shift mechanic(s) on other shifts in the division where the absence is, will be asked in order of seniority.
- e) Shift mechanic(s) on other shifts in other divisions will be asked in order of seniority.
- f) The shop crew will be asked in order of seniority.

3. Breakdown Maintenance:

Description: Breakdown overtime work that is specialized and will require one or more mechanics to complete.

- a) The dayshift lead hand in the division of the breakdown will be called first.
- b) The mechanic(s) working on the task will be incumbent.
- c) Shop crew mechanics will be asked in order of seniority.
- d) Shift mechanic(s) in the division of the breakdown will be asked in order of seniority.

SECTION III – MAINTENANCE

- e) Shift mechanic(s) in other divisions will be asked in order of seniority.
- 4. Planned Weekend Maintenance:
 - a) The dayshift lead hand in the division of the planned maintenance, brand change or capital work will be called first.
 - b) The mechanic(s) working on the task will be incumbent.
 - c) Shop crew mechanics will be asked in order of seniority.
 - d) Shift mechanic(s) in the division where the planned maintenance, brand change or capital work is required will be asked in order of seniority.
 - e) Shift mechanic(s) in other divisions will be asked in order of seniority.
- 5. 4-Shift Relief

In order to reduce the amount of overtime in Converting Maintenance, when one or more tours become available due to absenteeism, vacation, sickness and leave of absence the shop crew will be asked in order of seniority to cover those tours. In the case of no volunteers the junior millwright(s) will be scheduled to cover those tours.

6. 12-Hour Shift Coverage

Description: Overtime required during continuous operation. Use the following table as a guide for incumbent crewing.

Crew Absent	Shift	Incumbent Crew	Shift	Incumbent Crew
A	1 st Day	B	2 nd Day	C
	1 st Night	D	2 nd Night	D
B	1 st Day	C	2 nd Day	D
	1 st Night	A	2 nd Night	A
C	1 st Day	D	2 nd Day	A
	1 st Night	B	2 nd Night	B
D	1 st Day	A	2 nd Day	B
	1 st Night	C	2 nd Night	C

- a) The shop crew will be asked to cover first in order of seniority, (Day-shift; Monday-Friday). **Note: if the shop crew is unable to fill vacancies due to scheduled work requirements, or if overtime is created on the shop crew as a result of filling 12-hour shift coverage, the overtime will be filled for the position that originally created the overtime as detailed in 6b), 6c), etc., until position is filled.**
- b) Incumbent crew will be asked in order of seniority in the division where they normally work and that the overtime is required in first.
- c) Incumbent crew in the other divisions will be asked in order of seniority.

SECTION III – MAINTENANCE

- d) When applicable, the other eligible crew will then be asked in order of seniority in the division where they normally work.
- e) When applicable, the other eligible crew will then be asked in order of seniority in the other divisions where they normally work.
- f) Failing all of the above, the remaining eligible mechanic(s) will be asked in order of seniority.

E. Converting Maintenance Statutory Holiday Scheduling

12-Hour Shift Coverage:

1. If there is equipment scheduled to run on a statutory holiday then:
 - a) Shift mechanic(s) in the division the equipment is scheduled to run, that would normally be working that shift, will be asked in order of seniority as it is their normal scheduled working day.
 - b) Shift mechanic(s) in other divisions that would normally be working that shift will be asked in order of seniority.
 - c) In the event of shift vacancies a list of available shifts will be posted and volunteers (from all other shifts and crews not normally scheduled to work that day) will have the opportunity to put their names on the list if they would like to work. Volunteers for each available shift will be selected by seniority.
2. If there is equipment scheduled to run in each division but the full allotment of mechanics is not required:
 - a) Shift mechanics, in all divisions, that would normally be working that shift will be asked in order of seniority.
 - b) In the event of shift vacancies a list of available shifts will be posted and volunteers (from all other shifts and crews not normally scheduled to work that day) will have the opportunity to put their names on the list if they would like to work. Volunteers for each available shift will be selected by seniority.

Planned Maintenance:

1. If maintenance is planned for the statutory holiday then:
 - a) The dayshift lead hand in the division of the planned maintenance work will be called first.
 - b) The mechanic(s) working on the task will be incumbent.
 - c) Shop crew mechanics will be asked in order of seniority.
 - d) Shift mechanic(s) in the division where the planned maintenance work is required that would normally be working that shift will be asked in order of seniority.

SECTION III – MAINTENANCE

- e) Shift mechanic(s) in other divisions that would normally be working that shift will be asked in order of seniority.
- f) Shift mechanic(s) in other divisions or shifts, not normally scheduled to work that day will be asked in order of seniority.

SECTION III – MAINTENANCE

SECTION III – MAINTENANCE – ELECTRICAL & INSTRUMENTATION

**A. Electrical Maintenance
12 Hour Yearly Shift Preferences
Standing Committee – June 3, 2011**

1. A one year shift preference list will be posted no later than February 1st of each year.
2. Individuals will have two weeks from February 1st to signify their area of preference on the posted list. After two weeks, the list will be removed.
3. The selection of shift Electricians will be on a seniority basis. If there are insufficient applicants for the posting then the most junior trained individual will be posted to the position.
4. A finalized crew schedule will be posted no later than March 1st, and will take effect May 1st of each year.

**B. Electrical Maintenance
12 Hour Shift Relief Rotation Policy
Standing Committee – June 3, 2011**

The following guidelines are intended to be a consistent method of administering 12 hour shift relief in a fair and equitable manner. For the purpose of this policy, a tour will be defined as an absence of 2 or more days. When one or more tours become available due to approved time off, the rotation policy will be followed.

Shift relief will be on a rotating basis starting on May 1st.

1. A one year 12 hour shift relief list will be posted no later than April 1st of each year.
2. Individuals will have two weeks from April 1st to signify their preference to provide shift relief. After two weeks, the list will be removed.
3. The selection of shift relief Electricians will be on a seniority basis. A minimum of four (4) electricians will be selected from the list. If more than 4 applicants apply for the posting, the business will accommodate all applicants for the rotational position. If there are insufficient applicants for the posting then the most junior trained individuals will be posted to the position.
4. Electricians not requesting the rotational option will effectively remove themselves from shift coverage for 1 full year. In the event circumstances arise beyond the businesses control where less than 4 people are on the rotational list, the business will offer the position to the most senior trained individual. If there are insufficient applicants for the posting then the most junior trained individual will be posted to the position.

If any one relief electrician wishes to pass their turn to another relief electrician they may, if mutually agreed upon. The rotation will recognize that the first relief electrician has taken their turn and will not be in line to take the next available shift.

SECTION III – MAINTENANCE

If a relief electrician is on vacation, or has scheduled time off, at the time of their turn in the shift coverage rotation then they will take the next available shift that needs to be covered when they have returned to work. The rotation will stay the same at this point and the relief electrician may need to cover the next shift following the one they just covered.

**C. Electrical Maintenance
12 Hour Shift Relief Coverage
Standing Committee June 3, 2011**

Rotational workers will be given the opportunity to work hours in excess of 40 up to and including 48 hours for the week. For further clarification, any shift relief will not be considered optional hours.

1. One Day (Less Than A Full Tour):

Any scheduled one 12 hour vacancy (except for Mon-Fri dayshift) will be offered to shift electricians on their days off, by seniority, first.

If shift electricians are unavailable then vacancies would be filled using the shift coverage rotation list. When an employee who works an eight (8) hour schedule relieves into a compressed work week position for one (1) shift of the schedule, they shall receive overtime for the last four (4) hours of the shift.

2. Two or more days (Full Tour):

Shift Relief rotation workers as selected in Section III – Maintenance – Electrical & Instrumentation, Subsection B, will be scheduled to fill 12 hour shift vacancies.

**D. Electrical Maintenance
Electrical Lead Hand for Engineering Projects Shift Exemption
Standing Committee May 18, 2022**

An employee designated by the Company as an Electrical Lead Hand for Engineering Projects will be exempt from the requirement to perform work as the Shift Electrician (as per Section III – Maintenance – Electrical & Instrumentation, Subsection A above) or as the relief Shift Electrician (as per Section III – Maintenance – Electrical & Instrumentation, Subsection B above) as continuity in engineering capital jobs is vital to their success with internal resources.

APPROVED:

MANAGEMENT: Patrick Service DATE: June 29, 2022

UNION: Ken Churchill DATE: June 29, 2022