

SECTION V - MATERIALS HANDLING

A. Interplant Trucking Standing Committee Meeting - September 27, 1984

{Memo written by R.M. Kitos on June 21, 1984}

This memo is in response to a request from Local 456, CPU to put into writing a synopsis of my comments during the 1984 labour negotiations regarding inter- plant trucking.

In response to concerns expressed by the Local, I advised the Negotiating Committee of the current situation and what we project for the future.

In consultation with Larrie Connell, I have determined that we presently operate the 19-foot van generally on one shift, Monday to Friday, and sometimes on weekends on one shift. Our plan is to operate two trucks to do most of the interplant movement. The 19-foot van is slated for vital supplies and export movement on two shifts. The oversized truck is planned to move parent rolls from P.M. 4 to the main mill, and move finished cases from #239 to shipping. This will start on one shift, and will likely go to two shifts with the likelihood that it may have to be used on weekends, depending on activity.

It is our intention to continue to use outside trucking for peak periods, but to make maximum use of our own trucks.

I advised the Committee that Larrie stated that currently there are about 40 people in the department, and that could increase to 55 at maturity of P.M. 4 and #239. It is possible that 10 to 12 people could be added to the department by year-end, depending on activity.

B. Materials Handling Department Procedures Standing Committee Meeting – June 5, 1998 / Revised – May 5, 2015 Revised Memorandum of Agreement – October 11, 2017 Revised Standing Committee Meeting – October 19, 2018

1. Scheduling of Materials Handling Department employees will be the responsibility of the Scheduler. All requests for S.P.F.H.'s banked time, vacation, etc. will be scheduled by the Scheduler.
2. Materials Handling Department will include those positions listed in the Collective Agreement under Materials Handling / Export.
3. Materials Handling Department employees will report to the department in which they are working.
4. Postings / Job Selection – Employees in the Materials Handling Department will continue to be eligible for postings based on their Materials Handling Department departmental seniority, and ability to perform the work.
5. Export Department – Employees in Export will relieve drivers assigned to other departments.

When required, replacements for Export will be acquired through a mill-wide posting for Wrapper Operator. After completion of the 90-day probationary period, the successful applicant will be trained as required for relief driving positions.

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6. Vacations – Five (5) Materials Handling employees will be allowed on vacation at any one time.

First confirmation – Materials Handling & Export can only apply for two (2) weeks during prime time, June 15th – September 15th. Vacation lists will be posted for a two-week period commencing the beginning of March until the middle of March.

Second confirmation – The vacation schedules will be up for a period of no less than 8 days to allow employees who have not received two (2) weeks in prime time a chance to submit requests for any open weeks.

Materials Handling/Export First confirmation will be posted in the Export Office and Division E/A/H Lunchrooms on the first Friday morning of the month of April.

Employees of Materials Handling and Export who have not received two (2) weeks in prime time will have the opportunity to choose from any remaining open weeks. The Second confirmation for Materials Handling and Export will be completed by March 30th. On May 1st, vacations are granted on a first come/first serve basis.

7. Overtime – Assignment of overtime will be as follows:

12 hour worker overtime procedure:

- a) First go to the Export Department for relief at straight time.
- b) Incumbents will be given first opportunity for all overtime on their jobs. All incumbents will be asked in order of their department seniority.
- c) If no incumbents want to work, then go to the Materials Handling seniority list and start with the senior person available for work that day / night.
- d) Incumbents:
 - Those persons posted to that job. This includes inventory (eg. Lead Hand).
 - Any relief driver who has been scheduled or has worked full tour in a specific job will be an incumbent for that job for the following four days.

8 hour worker overtime procedure:

- a) Spareboard employees who are trained to perform the job and who will not have worked 40 hours in the week will be given the first opportunity to work. This priority applies for overtime on one full shift or more than one shift.
- b) If the overtime shift is on a weekday (Monday to Friday). For 8 hour worker overtime see the following incumbency 8-Hour Shift Coverage chart to establish the incumbent crew(s):

Overtime Shift	1st Incumbent Shift	2nd Incumbent Shift
Day Shift	Afternoon Shift	N/A
Afternoon Shift	Day Shift	Graveyard Shift
Graveyard Shift	Afternoon Shift	N/A

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- i) Double shifts will be the first incumbent for overtime.
 - ii) First incumbent is the employee doing the job on the incumbent shift in question.
 - iii) Other trained employees on the incumbent shift by seniority.
 - iv) Employee doing the job on the 2nd incumbent shift (if applicable).
 - v) Other trained employees on the 2nd incumbent shift (if applicable) by seniority.
 - vi) By seniority and availability of trained employees.
- c) If the overtime shift is on a weekend day (Sunday or Saturday)
- i) For 8 hour workers, the first incumbent is the employee posted to the job and shift in question during the scheduling week, the second incumbent is the employee that did or will do the job for the majority of the scheduling week (3 shifts or more).
 - ii) Other trained employees on all 8-hour shifts by seniority.
 - iii) By seniority and availability of trained employees.

Note 1: If an employee has an assigned overtime shift, the employee will not be considered for a second overtime shift unless, after following steps i) through iii) above, no one is available. They then will be considered by virtue of seniority, training, and availability.

- e) Cut-Off Times for Overtime Call-Ins:
- i) Call-ins for night shift / overtime for night shift will be confirmed by 12:00 p.m. the current day.
 - ii) Call-ins for day shift / overtime for day shift will be confirmed by 4:00 p.m. the previous night.
- f) Relief Drivers:
- Any relief drivers who have not been scheduled or who have not worked a full week or tour on one job in the Materials Handling Department will have incumbency for Export overtime that week.
- g) No mill spares will be asked to work overtime unless everyone in the Materials Handling Department who can work have been asked first.

8. Materials Handling Lead Hand Line of Progression:

A line of progression exists within the Materials Handling Department whereby the Materials Handling Lead Hand Spare will assume the Materials Handling Lead Hand position when it is vacated, whether permanently or for vacation relief.

Entry into the line of progression will be through a Materials Handling Lead Hand Spare posting.

Employees in both Export and Materials Handling will be eligible to apply for the Materials Handling Lead Hand Spare.

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9. Relief Driver Scheduling – Export relief drivers will be scheduled by seniority. The senior drivers will be scheduled to the full weeks or tours first with the part week or day-to-day relief work being assigned to the junior employees.

It is the Company's intent to minimize the changing of employee's schedule. Once the Department's schedule has been completed, under normal conditions, the employee's schedule will not change, even if a shift becomes available during the week which is at a higher rate of pay.

10. Compressed Work Week Scheduling – Relief drivers will be required to work 12 hour or 8 hour shifts as per the Collective Agreement Exhibit F – Compressed Work Week.

When a department working a three-shift schedule changes partially or completely to a compressed work week schedule, the most senior posted driver will be assigned to the 12 hour shift schedule on shift A, with the second most senior driver assigned to shift B, etc. Any additional drivers will be assigned from the relief drivers.

11. Layoff / Curtailment – If there is a cutback in the Export Department, the junior employee will be assigned to the Spareboard.

If there is a cutback to a permanent posted job, the employee or employees affected will bump the junior-posted driver in the Materials Handling Department, if no other work is available.

For layoffs identified prior to scheduling: affected drivers will move into any open position on the same shift, with the posted departmental driver working if only one driver required. If the layoff is for less than a tour, the driver may work a portion of an open tour with the remainder of the tour filled by relief drivers.

If the curtailment is permanent, (job elimination), the employee or employees affected will be eligible to displace the junior posted person in Materials Handling.

12. Crew Meetings – Materials Handling Department employees will attend crew meetings in the department to which they are assigned.
13. Training of drivers will be the responsibility of the Department to which employees are assigned. The Converting Supervisor will schedule required training and maintain training documentation.

The Company will discuss any changes to these procedures with a Representative of the Materials Handling Department.

C. Materials Handling Department – Statutory Running Days Departmental Agreement – August 31, 1997 / Revised – May 5, 2015

The senior person normally scheduled for that job (shift) on that day will be asked first to work. If the normally scheduled person chooses not to work then a volunteer will be selected (by seniority) from a list that will be posted prior to the statutory holiday.

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D. Materials Handling Department – Permanent & Temporary Postings **Departmental Agreement, November 4, 1999 / Revised May 5, 2015/ March 14, 2024**

Permanent Postings

All drivers who have a permanent posting within the Materials Handling department will be eligible for any permanent posting based on their department seniority. Any interdepartmental postings will be subject to a 30-working day probationary period. Any Materials Handling / Export driver who fails a written test will not lose their departmental seniority and will still be entitled to post for any future permanent postings within the Materials Handling Department. If no posted driver wants the new posting then that posting will be given to the most senior Export driver. No relief driver can freeze themselves in the relief position.

Temporary Postings

Posted drivers may request assignment to a position, which is open for thirty (30) days or more. These vacancies to be filled through temporary postings and will not be bumped by a senior posted driver completing another temporary assignment. The successful applicant must take the temporary posting for the duration of the absence unless it exceeds six (6) months. After six (6) months, driver may elect to go back to their own posted job. If driver elects to go back, temporary vacancy will be filled by next senior driver from original posting. The position vacated by the drivers taking such assignment will be filled by a relief driver.

Any relief driver who has been assigned a position due to the permanent driver taking a temporary position, will only remain in position as their seniority permits.

Any relief driver who has been given a temporary posting or has been assigned to a position may also apply for any future temporary postings that may come up while they are in that relief position.

APPROVED:

MANAGEMENT: Madyna Kanoute DATE: March 14, 2024

UNION: Ken Churchill DATE: March 14, 2024