

CONSUMERS' CO-OPERATIVE REFINERIES LIMITED
Regina, Saskatchewan

Letter No.	12
Issued	1977
Revised	Feb. 1, 2004
Replaces	Feb. 1, 1998

LETTER OF UNDERSTANDING

**MAINTENANCE RELIEF POOL AND TEMPORARY (CONSTRUCTION)
LABOURER POOL PROGRESSION**

A. DEFINITIONS

Maintenance Relief Pool: (formerly referred to as the Yard Crew)

Permanent-Full Time Labourers, who may be assigned to Trades jobs on relief assignments.

Temporary Construction Labourer Pool:

Temporary Labourers, who will backfill the Maintenance Relief Pool Labourers and other trade groups when they are used in a relief capacity.

B. GENERAL

The intent of this letter is to provide clarification on advancement for Labourers in the Maintenance Relief Pool, which recognizes the need to maintain the experienced Labourer Group, while meeting the relief needs of other Trade groups.

The main purpose of the Maintenance Relief Pool is to provide a labour work force for a variety of jobs throughout the Complex. The secondary purpose of the Maintenance Relief Pool will be to provide relief coverage in the Trades and other areas (PDD, Stores, etc.). Labourers will be assigned work coverage periods on a rotational basis in the different Trades required for high work load periods, summer relief, or any other coverage as determined by the Company. A maximum of three employees at one time will be assigned. Summer Help will continue to be utilized for peak summer work as well.

The Maintenance Relief Pool would continue to include Heavy Equipment Operator and Scaffolder Sub-trade progressions (see Letter #4).

The practice of designating Maintenance Relief Pool staff to the Decoking Relief Pool will continue. An attempt will be made to provide some training in Decoking for each employee as may be assigned in this classification.

The Supervisor of the Maintenance Relief Pool will endeavour to provide rotation in the Labourer Groups to qualify the employees in the various work requirements of the Section, so they may be assessed as being qualified.

C. PROGRESSION

Employees who transfer from other departments/sections to the Maintenance Relief Pool will be granted no more than the pay rate of Labourer After 2 Years by virtue of their other Plant experience. Plant seniority will be used to determine their place in the Maintenance Relief Pool.

Advancement within the Maintenance Relief Pool progression requires the successful completion of the applicable training program, demonstrated ability in the various work requirements, required experience, and a satisfactory rating before advancing to the next level.

1. Labourers:

<u>Classification</u>	<u>Required Experience</u>
Probationary Labourer – 1 st 6 Months	Entry Level
Probationary Labourer – 2 nd 6 Months	6 Months
Labourer After 1 Year	12 Months
Labourer After 2 Years	24 Months
Labourer After 3 Years	36 Months
Labourer After 4 Years	48 Months
Labourer After 5 Years	60 Months

2. Heavy Equipment Operators/Scaffolders:

<u>Classification</u>	<u>Required Experience</u>
Sub-trade IV	6 Months
Sub-trade III	12 Months
Sub-trade II	15 Months
Sub-trade I	15 Months

Note: The Mechanical Department will issue a listing of qualifications required for each level of the Sub-trades and Labourer progression.

There will be a minimum of two to a maximum of four employees in the Heavy Equipment Operator Sub-trade progressions.

There will be a minimum of six to a maximum of eight employees in the Scaffolders Sub-trade progression.

3. Janitors:

<u>Classification</u>	<u>Required Experience</u>
Probationary Labourer – 1 st 6 Months	Entry Level
Probationary Labourer After 6 Months	6 Months
Utility #2 – After 12 Months	12 Months
Utility #1 – After 18 Months (Top of Progression)	18 Months

Advancement within the Janitor progression requires the successful completion of the applicable training, demonstrated ability in the various work requirements, required experience, and a satisfactory rating before advancing to the next level.

D. TRADES RELIEF

To maintain trade shop complement, the Maintenance Relief Pool will be used first when qualified (to a maximum of three employees at one time). If additional staff is required, jobs will be filled by the CCRL Approved Construction Labour List. The Maintenance Relief Pool complement will be maintained from the CCRL Approved Construction Labour List.

Temporary Construction Labourers will be trained in all aspects of the Maintenance Relief Pool Labourer position in order that they may be fully qualified to temporarily replace a permanent Labourer, and thereby maintain an experienced crew.

Any Maintenance Relief Pool Labourers working in a relief capacity in the Trades Sections of the Complex shall have his or her accumulated time in each shop recorded. Should the employee ever be permanently assigned to that shop via the bidding process, a maximum of two years' credit towards his or her progression in that shop will be recognized. Employees successfully bidding on Helper II jobs will be credited with the actual amount of time toward their rate progression when they have spent time in that trade while employed in the Maintenance Relief Pool. The Company shall submit and post a list with these employees' hours credited in each shop on a semi annual basis.

Seniority for employees on the CCRL Approved Construction Labour List will be accumulated only for periods of time actually spent at work that exceed four months of continuous duty. Where the period between employment exceeds six months, an employee will lose previous seniority. Temporary employees will be on probation until they have accumulated 12 months' seniority. After probation, the employee's work performance will continue to be monitored and the employee's service will all be cumulative (no four month minimum) and will not lose seniority when laid off longer than six months, but less than twelve months.

When a temporary Construction Labourer has passed probation, the employee will have limited recall rights for work in the Complex based on performance, qualifications, seniority, and availability. The rules for recall will be issued by the Company. Temporary Construction Labourers will be subject to layoff with proper notice.

Construction Workers Recall Rules – The CCRL Approved Construction Labourer List would be used to recall Construction persons on a seniority basis. The Construction staff would be responsible for keeping their phone numbers current with Human Resources.

Human Resources are responsible for making a maximum of two calls to personnel in order of seniority. A negative response or failure to contact within 48 hours would trigger movement to the next senior person. Seniority would be maintained for a one-year period. Human Resources would maintain a log that could be reviewed by the CEPU Maintenance Vice-President.

Consumers' Co-operative Refineries
Limited

Communications, Energy &
Paperworkers
Union of Canada, Local 594

Date