

CONSUMERS' CO-OPERATIVE REFINERIES LIMITED  
Regina, Saskatchewan

Letter No.	<u>2</u>
Issued	<u>Feb. 1, 1993</u>
Revised	<u>Feb. 1, 2004</u>
Replaces	<u>Feb. 1, 1996</u>

**LETTER OF UNDERSTANDING**

**PROCESS OPERATOR TRAINING PROGRAM**

**1. General:**

Participation in this program shall be a condition of employment for all Process personnel. All Process employees must successfully complete each level of the program within the maximum time interval. Process Operators must qualify for each permanent position held. Qualification is by written examination along with demonstrated ability to handle the position. Demonstrated ability to be assessed with a formal recorded assessment by the Process Supervisor or Utilities Supervisor, along with consultation with the Master Operator, Operating Steam Engineer or Pumping and Blending Supervisor and the Training Co-ordinators. The minimum pass mark on written examinations is 75%. The required on-the-job appraisal is a Well Done rating.

Employees will be advised of the result of their written examination within one month of writing. Other assessments including the formal performance assessment and the Fire & Safety assessment will be done prior to an employee writing the examination whenever possible. A standardized approach to practical assessments will be carried out to the extent possible.

All permanent employees can and must obtain the minimum qualifications for a position prior to advancing into it via vacancy and seniority rights, according to the Training Timelines outlined in Section 5 of this letter. In the event an employee has not had an opportunity to qualify for a position in his or her section prior to filling it, the employee will be given actual on-the-job time consistent with the Training Timelines (Section 5 below), to obtain all of the qualifications. First attempt failures may be given an additional 3 months of actual on-the-job time to qualify. Second attempt failures will result in reclassification consistent with capabilities, until such time qualification merits further advancement. The above timeframe requirements do not apply to permanent Operators bidding to a new Section.

- a) All personnel permanently classified will maintain their base rate of pay for off-shift assignment. Accelerated rates of pay will be maintained for off-shift assignments (turnaround work, sickness, W.C.B., vacation, etc.). Swing Operators with two (2) rates of pay shall receive a blended rate of pay for off shift assignments.

- b) All personnel must pass written examination and have proven on the job knowledge before progressing from one level to the next. If job advancement in the Section is faster than the full allotted time to qualify, additional time would be given to accommodate the situation.
- c) There is no limitation to the scope of process related work except in case of emergency maintenance repairs, where a broader definition would be applied at the discretion of the Master Operator or Process Supervisor.
- d) Permanent personnel filling temporary positions due to sickness, vacations, leave of absence, dismissal, resignations or transfers, will be paid at the job rate.
- e) All personnel who are placed in a permanently classified shift position will receive either the base pay rate for the job or the accelerated pay rate for which they have qualified, whichever is greater. Cross bidding pay provisions are provided for in 2 (b) (v).
- f) Training will be conducted on shift by the Master Operator, without extra personnel, by a systematic rotation of jobs if possible. If progression training is scheduled with extra Operators on shift, efforts shall be made to avoid the cancellation of training due to sickness, vacation, or other events, consistent with the Training Timelines.
- g) All progression training will be paid at straight time. Employees, who by mutual agreement, take prearranged training (including training for accelerated positions) on their days off, will be paid at straight time.

Progression training includes any skills and knowledge which must be acquired or maintained to fill existing or step-up positions including training for accelerated positions.
- h) All non-progression training which is required will be scheduled on-shift when possible and will be paid at straight time. When scheduled and by mutual agreement taken on days off, the first 25 hours annually are paid at straight time and hours which exceed this are paid at overtime rates.
- i) Employees in all Sections, including the Boilerhouse, who are required to obtain a 3<sup>rd</sup> Class Steam Ticket as part of their qualifications, will receive a premium of \$1,500 upon obtaining the provincial ticket.

## **2. Process Bidding - Sections I, II, III and IV:**

- a) General:
  - i) Sectional seniority in Sections I, II, III, and IV will be counted as one for filling permanent vacancies subject to other specific agreements and as outlined.

- ii) No present incumbent to be demoted due to seniority utilization except as provided for in other sections of the Agreement (i.e., Article 9 - Promotions and Vacancies).
- iii) Shift changes will normally coincide with a major turnaround or, at the Company's discretion shift changes may be effected at another time, but not less than once per calendar year where vacancies have occurred.
- iv) Appointments to vacancies, which have occurred prior to the Spring Turnaround, shall be effective the first Maintenance day of the ARDS catalyst changeout (typically late March), but may be filled at a later date.
- v) Shift changes need not be effected at the above periods should the Company anticipate the return of the absent employee prior to the next period.
- vi) When an employee returns on a permanent basis from a temporary absence, the employee will be assigned to his or her former position immediately, and those junior on that shift will step down until the next designated period arrives for seniority realignment.
- vii) Process unit employees on education leave of absence, returning on a non-permanent basis, may utilize their Process Unit seniority in the Relief Pool.

In the event of a permanent return of a Process Unit employee from an educational leave of absence, anyone displaced by his or her seniority utilization would be placed on a protected Process seniority basis.

b) Cross Bidding (Sections I, II, III, and IV):

Permanently classified employees of Sections I, II, III, and IV may elect to bid for a vacancy in another section in accordance with the following:

- i) The applicant must possess the minimum qualifications to fill the bottom job in the progression at the time of applying for the position.
- ii) The applicant after moving to the new section must acquire all the qualifications required to meet the minimum qualification required for the position bid on.
- iii) In acquiring the minimum qualifications the applicant must successfully complete each position examination, demonstrate ability to fill the position by working a minimum of 2 sets (48 hours per set) resulting in a satisfactory assessment before advancing to the next position in the progression. The qualifications can be obtained on an accelerated basis at the discretion of the Training Co-ordinator. The minimum qualifications for the job bid on must be obtained within the period outlined in the Training Timelines. Training on all job levels below the job position filled will be done in an expedited manner consistent with the Training Program and Timelines.

- iv) Where a 3<sup>rd</sup> Class Steam Ticket is required for the position bid on or positions leading up to the position, and in the event an employee has acquired all the qualifications except for the 3<sup>rd</sup> Class Steam Ticket, and is unable to obtain a permit to operate as a 3<sup>rd</sup> prior to expiration of the time normally provided, the following will apply:
    - 1. An additional period of up to 12 months will be provided to the employee to obtain the 3<sup>rd</sup> Class Ticket or a permit to operate with no reduction in the rate of pay.
    - 2. Failure to obtain the 3<sup>rd</sup> Class Ticket or a permit to operate within this additional period of time will result in reclassification consistent with capabilities, until such time qualification merits further advancement.
  - v) The rate of pay applicable during the period will be the rate of pay of the position awarded, however, on a transfer from one section to the other, the person will drop to one lower level on his or her accelerated rate program (if on one) until he or she formally requalifies in the new section. There will be no step up pay for other personnel during this retraining program.
  - vi) Permanently classified employees of Sections I, II, III, and IV, who have previously established qualifications within the section and which are still considered current in the opinion of the Training Co-ordinator will be able to acquire the required qualifications on an accelerated basis.
- c) Bidding on Bottom Jobs - Section I, II, III, and IV:
- i) The Company will post Relief Pool positions for anticipated permanent shift vacancies in Sections I, II, III, and IV, 9 months prior to the next scheduled Turnaround.
  - ii) Non-Relief Pool employees who choose not to bid on these positions, or who bid and choose not to accept, if offered, one of the Relief Pool positions, will forego their right to bid on bottom permanent shift position vacancies in Sections I, II, III, and IV until the next Process Relief posting. Those who bid and were not offered a Relief Pool position may be accepted for additional Relief Pool positions without a further posting.

Should the actual number of permanent shift position vacancies exceed the anticipated number, additional vacancies will be filled from the most senior qualified candidates in the Relief Pool and those who had bid on Relief Pool positions, but were not accepted because of the number of available positions.
  - iii) Non-Relief Pool employees who choose to accept Relief Pool positions offered to them at this time will be paid the higher of their own rate or the applicable Relief Pool rate, up to the maximum of the top Relief Pool rate, upon commencement of their position.

- iv) Former Non-Relief Pool employees who choose to revert to their former position in accordance with Article 9 will forego their rights to rebid into Sections I, II, III, or IV or the Relief Pool for a period of 2 years from the date of reverting to their former position.
- v) The applicable rate of pay for unit assignments during the first 12 months working in a relief capacity will be the Process Relief rate. Upon acquiring the qualifications required and upon completion of the probationary period, temporary shift assignments will be paid at the applicable base rate for Unit Operator positions in Sections I, II, III, or IV. For employees whose plant seniority places them in one of the top six positions in the Relief Pool, the above period will be 9 months instead of the normal 12 months.
- vi) Where a 4<sup>th</sup> Class Steam Ticket must be acquired to qualify for the bottom job and in the event an employee has acquired all of the qualifications for the position, but is unable to acquire a 4<sup>th</sup> Class Steam Ticket because he or she does not have the necessary Process experience, the following will apply:
  1. An additional period of up to 12 months will be provided to the employee to obtain the 4<sup>th</sup> Class Ticket with no reduction in the rate of pay.
  2. Failure to obtain the 4<sup>th</sup> Class Ticket within this additional period of time will result in reclassification consistent with capabilities until such time qualification merits further advancement.
- vii) Employees with previous Process seniority will not be able to use that seniority for upward movement until they are in the Process Department (i.e., they have obtained an Operator VI position by being the senior bidder on an opening, and they had bid on an anticipated vacancy posting in point i) above.) Once in the department, employees may use their seniority to move upward as vacancies occur, but they may not displace employees from their permanent positions.

d) Reverting to Former Positions:

Operators who cross bid to a new Section or bid out of the department and choose to revert to their former positions within the timeframe provided by this Agreement, shall follow these guidelines:

- i) If the Operator chooses to revert after receiving written confirmation of being awarded the position, but before actually filling the new position, the position originally bid on will be reposted and the reverting Operator remains in his or her current position.
- ii) If the Operator chooses to revert after a shift change has occurred and his or her old position has not been filled, the Operator will be moved back to that position or classification (i.e., not necessarily the same shift).

- iii) If the Operator's former position is already filled, he or she will be placed in a vacancy below the position vacated, or as an extra Operator on shift until such time as a shift rearrangement can be scheduled to move him or her back to the rightful position (i.e., the position vacated). (Note: The Operator is entitled to the same position, not necessarily the same shift.) The rate of pay shall be that of his or her rightful position, regardless of working a more junior job. He or she shall not step above the normal job classification unless to prevent overtime.
- iv) Shift rearrangements resulting from reversions shall occur no later than the Spring Turnaround for each year, but may occur earlier if the Co-operative chooses.

### **3. Curtailed Operations/Job Deletions:**

#### a) Curtailed Operations - Sections I, II, III, and IV - General:

During periods of curtailed operations in Section I, II, III, and IV, the number of personnel assigned to shift will be pro-rated to the number of units to be operated.

Under this provision, basic pay support provisions will apply. The Process Department Superintendents shall establish the number of persons to be assigned to the respective shifts as provided by the foregoing and in consideration of other factors such as training programs, additional personnel required by plant upsets, shut-downs, start-up, etc. as may be requested by the Process Superintendent following consultation with those involved.

#### b) Job Deletions:

In the event of job deletions, Process unit seniority shall prevail and the necessary transfers shall take place between sections to permit personnel whose positions have been deleted to use their Process unit seniority for bumping. Employees who use their seniority to bump will be required, if necessary, to requalify in accordance with the cross-bidding section of this letter. The junior employees then bumped or displaced, will be placed in the protected box with the Process unit seniority rights for relief assignments and future vacancies in either of the Process unit sections.

### **4. Staff Training Board:**

A Staff Training Board will be established for the Process Department in accordance with Article 11 of the Agreement except that both Training Co-ordinators will attend, acting as ex-officio members.

## 5. Training Timelines:

### Process Utility (Relief Pool):

- Within: 9 months - Fully Qualified (FQ) for 1<sup>st</sup> position
- 18 months - Provisionally Qualified (PQ) for 2<sup>nd</sup> position
- 4<sup>th</sup> Class Steam Ticket
- 24 months - FQ for 2<sup>nd</sup> position
- 48 months - PQ for 3<sup>rd</sup> position
- 60 months - FQ for 3<sup>rd</sup> position
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### Regular Unit Operator Progression (Sections I, II, III, and IV for new Operator VI or progression inside a Section):

- Within: 2 months - PQ for permanent position
- 6 months - PQ for 2<sup>nd</sup> position (single step-up)
- 12 months - FQ for permanent position
- 14 months - PQ for 3<sup>rd</sup> position (double step-up)
- 18 months - FQ for 2<sup>nd</sup> position
- One incremental Steam Ticket (none to 4<sup>th</sup>, or 4<sup>th</sup> to 3<sup>rd</sup>)
  
- 12 months - To get minimum qualifications
- 18 months - To get acquired qualifications

### Cross Bid Operator Progression (Sections I, II, III, and IV):

- 5 months - FQ for each position (below and 1 position above bid job)
- 8 months - FQ for DCS Operator I positions
- 2 months - PQ for 3<sup>rd</sup> position (double step-up)
  
- Within: 18 months - Per Steam Ticket requirement (36 months for both 4<sup>th</sup> and 3<sup>rd</sup>)

### Section V Boilerhouse Progression:

- 2 months - PQ Demin.
- 12 months - FQ Demin.
- 18 months - 4<sup>th</sup> Class Steam Ticket
- PQ Assistant Steam Engineer
- 36 months - 3<sup>rd</sup> Class Steam Ticket
- FQ Assistant Steam Engineer
- 66 months - 2<sup>nd</sup> Class Steam Ticket
- PQ Operating Engineer
- 72 months - FQ Operating Engineer

### Section V Pumping and Blending Progression:

#### Pumper IV Position:

- 2 months - PQ Pumper IV
- 4 months - PQ Pumper III
- 12 months - FQ Pumper IV

18 months - FQ Pumper III

Pumper III Position:

2 months - PQ Pumper II

12 months - PQ Pumper I

18 months - FQ Pumper II

Pumper II Position:

12 months - FQ Pumper I

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Consumers' Co-operative Refineries Limited

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Communications, Energy & Paperworkers  
Union of Canada, Local 594

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Date

<b>Section: Process Relief Pool</b>		
Position	Minimum Qualifications (to fill position)	Acquired Qualifications (after filling position)
Process Summer Help	Successful completion of Grade XII including Chemistry 30, Physics 30, and Algebra 30, superior mechanical aptitude, physically fit with demonstrated ability to perform semi-heavy physical work and personality traits to be able to adapt to shift work with an operating crew.	Must become fully qualified in the bottom job in at least one of the established sections.

<b>Section: Process Relief Pool</b>	
Position	Minimum Qualifications (to fill position)
Process Utility	<p>Successful completion of Grade XII including Chemistry 30, Physics 30, and Algebra 30, superior mechanical aptitude, physically fit with demonstrated ability to perform semi-heavy physical work and personality traits to be able to adapt to shift work with an operating crew.</p> <p>Acquired Qualifications (after filling position)</p> <p>Must become fully qualified as follows:</p> <p>(a) Section I - Operator VI Operator V Operator IV</p> <p>or</p> <p>(b) Section II - Operator VI Operator V Operator IV</p> <p>or</p> <p>(c) Section III - Operator VI Operator V Operator IV</p> <p>(d) Section IV - Operator VI Operator IV Operator III</p> <p>or</p> <p>(e) the bottom job in either Pumping or the Steam Plant plus two jobs in one of the Sections.</p>

**Notes:**

1. The applicable rate of pay for unit assignments during the first 12 months working in a relief capacity will be the Process Relief rate. Upon acquiring the qualifications required and upon completion of the probationary period temporary shift assignments will be paid at the applicable base rate for Pumper Treater, Demin/Utilities Operator, or Operator VI. For employees whose plant seniority places them in one of the top 6 positions in the Relief Pool, the above period will be 9 months instead of the normal 12 months.
2. Requirements for the Permanent Process Utility (after 3 years) is the completion of the Operator Training Program for Process Relief Operators plus 3 years experience in the Relief Pool.
3. Requirements for the Permanent Process Utility (after 4 years) is the completion of the Operator Training Program for Process Relief Operators plus 4 years of experience in the Relief Pool or completion of the Operator Training Program plus 3 years of experience in the Relief Pool and provisionally qualified for a third position within the applicable section(s).
4. Requirements for the Permanent Process Utility (After 5 Years) is the completion of the Operator Training Program for Process Relief Operators plus 5 years of experience in the Relief Pool and fully qualified for a third position within the applicable Section(s).
5. Relief Pool time is applied to accelerated rates when the employee is awarded a permanent position. Relief Pool time must be in the same section in Process as the permanent position in order to receive full credits; otherwise, the employee's credit is no more than one year.

<b>Section I</b>			
Position	Minimum Qualifications (to fill position)	Acquired Qualifications (after filling position)	Accelerated Rate Program
Operator VI	Successful completion of Grade XII, including Chemistry 30, Physics 30, and Algebra 30, superior mechanical aptitude, physically fit with demonstrated ability to perform semi-heavy physical work and personality traits to be able to adapt to shift work with an operating crew. In addition, applicants must complete the basic non-operating Process training in accordance with the Training Program.	Must become fully qualified in the Operator VI and Operator V positions and must become provisionally qualified for the Operator IV positions.	-
Operator V	Must be fully qualified in the Operator VI and Operator V position and must be provisionally qualified for the Operator IV position.	Must become fully qualified in the Operator IV position and be provisionally qualified for the Operator III position.	Available to incumbent Operator VIs having a minimum of 1 year on-shift time in this Section and 2 years in total on-shift time who are fully qualified as an Operator V and provisionally qualified as an Operator IV.
Operator IV	Must be fully qualified as an Operator IV and must be provisionally qualified for the Operator III position.	Must become fully qualified as an Operator III and be provisionally qualified for the duties of the Operator I.	Available to incumbent Operator VIs and Vs having a minimum of 2 years on-shift time in this Section and 3 years in total on-shift time who are fully qualified as an Operator IV and provisionally qualified as an Operator III.
<b>Note:</b> All positions referred to are positions in Section I.			

<b>Section I</b>			
Position	Minimum Qualifications (to fill position)	Acquired Qualifications (after filling position)	Accelerated Rate Program
Operator III	Must be fully qualified as an Operator III in this Section and must be provisionally qualified for the Operator I position.	Must become fully qualified as an Operator I and become provisionally qualified for the duties of the Master Operator.	Available to incumbent Operator VI, V or IVs having a minimum of 3 years on-shift time in this Section and 4 years in total on-shift time who are fully qualified as an Operator I.
Operator I	Must be fully qualified as an Operator I in this Section and must be provisionally qualified for the duties of the Master Operator in this Section.	Must become fully qualified as a Master Operator.	-
Master Operator	Must be fully qualified as a Master Operator in this Section, which includes being able to operate all the Process Units in the Section and have the ability to train Junior Process personnel in the Section and be able to assess the capabilities of Process personnel during their progression through the training program.	Must demonstrate the ability to perform those functions identified in the minimum qualifications and must gain a general overall knowledge of all the Operating Sections.	-
<b>Note:</b> All positions referred to are positions in Section I.			

<b>Section II</b>			
Position	Minimum Qualifications (to fill position)	Acquired Qualifications (after filling position)	Accelerated Rate Program
Operator VI	Successful completion of Grade XII including Chemistry 30, Physics 30, and Algebra 30, superior mechanical aptitude, physically fit with demonstrated ability to perform semi-heavy physical work and personality traits to be able to adapt to shift work with an operating crew. Applicants must complete the basic non-operating Process Training in accordance with the Training Program.	Must become fully qualified in the Operator VI and Operator V positions and must become provisionally qualified for the Operator IV position.	-
Operator V	Must be fully qualified as an Operator VI and V and must be provisionally qualified for the Operator IV position in this Section.	Must become fully qualified in the Operator IV position and be provisionally qualified for the Operator III position.	Available to incumbent Operator VIs having a minimum of 1 years on-shift time in this Section and 2 years in total on-shift time who are fully qualified as an Operator V and provisionally qualified as an Operator IV.
Operator IV	Must be fully qualified as an Operator IV and must be provisionally qualified for the Operator III position in this Section.	Must become fully qualified in the Operator III position and be provisionally qualified for the Operator I position.	Available to incumbent Operator VIs and Vs having a minimum of 2 years on-shift time in this Section and 3 years in total on-shift time who are fully qualified as an Operator IV and provisionally qualified as an Operator III.
Operator III	Must be fully qualified as an Operator III in this Section and must be provisionally qualified for the Operator I position.	Must become fully qualified as an Operator I and be provisionally qualified for the duties of the Master Operator position.	Available to incumbent Operator VIs, Vs or IVs having a minimum of 3 years on-shift time in this Section and 4 years in total on-shift time who are fully qualified as an Operator I.
<b>Note:</b> All positions referred to are positions in Section II.			

<b>Section II</b>			
Position	Minimum Qualifications (to fill position)	Acquired Qualifications (after filling position)	Accelerated Rate Program
Operator I	Must be fully qualified as an Operator I and must be provisionally qualified for the duties of the Master Operator.	Must become fully qualified as a Master Operator.	-
Master Operator	Must be fully qualified as a Master Operator in this Section which includes being able to operate all the Process Units in the Section and have the ability to train Junior Process personnel in the Section and be able to assess the capabilities of Process personnel during their progression through the training program.	Must demonstrate the ability to perform those functions identified in the minimum qualifications and must gain a general overall knowledge of all the operating sections.	-
<b>Note:</b> All positions referred to are positions in Section II.			

<b>Section III</b>			
Position	Minimum Qualifications (to fill position)	Acquired Qualifications (after filling position)	Accelerated Rate Program
Operator VI	Successful completion of Grade XII including Chemistry 30, Physics 30, and Algebra 30, superior mechanical aptitude, physically fit with demonstrated ability to perform semi-heavy physical work and personality traits to be able to adapt to shift work with an Operating crew. Applicants must complete the basic non-operating Process Training in accordance with the Training Program.	Must become fully qualified in the Operator VI and Operator V positions and must be provisionally qualified for the Operator IV position.	-
Operator V	Must be fully qualified as an Operator VI and Operator V in this Section and must be provisionally qualified for the Operator IV position in this Section.	Must become fully qualified in the Operator IV position and be provisionally qualified for the Operator III position in the progression.	Available to incumbent Operator VIs having a minimum of 1 year on-shift time in this Section and 2 years in total on-shift time who are fully qualified as an Operator V and provisionally qualified as an Operator IV.
Operator IV	Must be fully qualified as an Operator IV in this Section and must be provisionally qualified for the Operator III position.	Must become fully qualified as an Operator III and be provisionally qualified for the Operator I(A) position.  <b>Note:</b> Includes the requirement to obtain a 3 <sup>rd</sup> Class Steam Ticket.	Available to incumbent Operator VIs and Vs having a minimum of 2 years on-shift time in this Section and 3 years in total on-shift time and who are fully qualified as an Operator IV and provisionally qualified as an Operator III. (Must possess 3 <sup>rd</sup> Class Steam Ticket.)

<b>Section III</b>			
Position	Minimum Qualifications (to fill position)	Acquired Qualifications (after filling position)	Accelerated Rate Program
Operator III	Must be fully qualified as an Operator III in this Section and must be provisionally qualified for the Operator I(A) position.	Must become fully qualified as an Operator I(A) and become provisionally qualified for the Operator I(B) position.	Available to incumbent Operator VI, V or IVs having a minimum of 3 years on-shift time in this Section and 4 years in total on-shift time who are fully qualified as an Operator IA. (Must possess 3 <sup>rd</sup> Class Steam Ticket.)
Operator I(A)	Must be fully qualified as an Operator I(A) and must be provisionally qualified for the Operator I(B) position.	Must become fully qualified as an Operator I(B) and become provisionally qualified for the Operator I(C).	-
Operator I(B)	Must be fully qualified as an Operator I(B) and must be provisionally qualified for the Operator I(C) position.	Must become fully qualified as an Operator I(C) and be provisionally qualified for the Master Operator position.	-
Operator I(C)	Must become fully qualified as an Operator I(C) and become provisionally qualified for the Master Operator position.	Must become fully qualified as a Master Operator.	-
Master Operator	Must be fully qualified as a Master Operator in this Section which includes being able to operate all the Process Units in the Section and have the ability to train Junior Process personnel in the Section and be able to assess the capabilities of Process personnel during their progression through the Training Program.	Must demonstrate the ability to perform those functions identified in the minimum qualifications and must gain a general overall knowledge of all the Operating Sections.	-

**Note:** All positions referred to are positions in Section III.

<b>Section IV</b>			
Position	Minimum Qualifications (to fill position)	Acquired Qualifications (after filling position)	Accelerated Rate Program
Operator VI	Successful completion of grade XII, including Chemistry 30, Physics 30, and Algebra 30, superior mechanical aptitude physically fit with demonstrated ability to perform semi-heavy physical work and personality traits to be able to adapt to shift work with an operating crew. In addition, applicants must complete the basic non-operating Process training in accordance with the Training Program.	Must become fully qualified in the Operator VI and Operator IV positions and must become provisionally qualified for the Operator III positions.  <b>Note:</b> Includes the requirement to obtain a 4 <sup>th</sup> Class Steam Ticket.	
Operator V	Training level only.	Training level only.	Available to incumbent Operator VIs having a minimum of one year on-shift time in this Section and two years in total on-shift time, who are fully qualified as an Operator IV and provisionally qualified as an Operator III.  <b>Note:</b> Must possess a 3 <sup>rd</sup> Class Steam Ticket.
Operator IV	Must be fully qualified as an Operator IV and must be provisionally qualified for the Operator III position.  <b>Note:</b> Must possess a 4 <sup>th</sup> Class Steam Ticket.	Must become fully qualified as an Operator III and be provisionally qualified for the duties of the Operator I.  <b>Note:</b> Includes the requirement to obtain a 3 <sup>rd</sup> Class Steam Ticket.	Available to incumbent Operator VIs having a minimum of two years on-shift time in this Section and three years in total on-shift time, who are fully qualified as an Operator III and provisionally qualified as an Operator I.  <b>Note:</b> Must possess a 3 <sup>rd</sup> Class Steam Ticket.
<b>Note:</b> All positions referred to are positions in Section IV.			

<b>Section IV</b>			
<b>Section:</b>	<b>Minimum Qualifications (to fill position)</b>	<b>Acquired Qualifications (after filling position)</b>	<b>Accelerated Rate Program</b>
Operator III	Must be fully qualified as an Operator III in this Section and must be provisionally qualified for the Operator I position. <b>Note:</b> Must possess a 3 <sup>rd</sup> Class Steam Ticket.	Must become fully qualified as an Operator I and become provisionally qualified for the duties of the Master Operator.	Available to incumbent Operator VI or IVs having a minimum of three years on-shift time in this Section and four years in total on-shift time, who are fully qualified as an Operator I. <b>Note:</b> Must possess a 3 <sup>rd</sup> Class Steam Ticket.
Operator I	Must be fully qualified as an Operator I in this Section and must be provisionally qualified for the duties of the Master Operator in this Section. <b>Note:</b> Must possess a 3 <sup>rd</sup> Class Steam Ticket.	Must become fully qualified as a Master Operator.	
Master Operator	Must be fully qualified as a Master Operator in this Section, which includes being able to operate all the Process Units in the Section and have the ability to train Junior Process personnel in the Section and be able to assess the capabilities of Process personnel during their progression through the training program. <b>Note:</b> Must possess a 3 <sup>rd</sup> Class Steam Ticket.	Must demonstrate the ability to perform those functions identified in the minimum qualifications and must gain a general overall knowledge of all the Operating Sections.	
<b>Note:</b> All positions referred to are positions in Section IV.			

<b>Section V - Steam Plant</b>				Accelerated Rate Program
Section: Position	Minimum Qualifications (to fill position)	Acquired Qualifications (after filling position)		
Demin and Utilities Operator (no papers)	Successful completion of Grade XII including Chemistry 30, Physics 30 and Algebra 30, superior mechanical aptitude, actively pursuing a 4 <sup>th</sup> Class Steam Certificate, superior mechanical aptitude, physically capable of performing the physical work related to the position and be prepared to participate in the training programs as required.	Must become fully qualified in the duties of the Demin and Utilities position and obtain a 4 <sup>th</sup> Class Steam Ticket in accordance with the Training Program.	-	
Demin and Utilities Operator (with 4 <sup>th</sup> Class)	Must have become fully qualified in the duties of the Demin and Utilities position and hold a 4 <sup>th</sup> Class Steam Ticket.	Must acquire a 3 <sup>rd</sup> Class Steam Ticket and become fully qualified as an Assistant Steam Engineer in accordance with the Training Program.	-	
Demin and Utilities Operator (with 3 <sup>rd</sup> Class)	Must have become fully qualified as an Assistant Steam Engineer and hold a 3 <sup>rd</sup> Class Steam Ticket.	Must acquire a 2 <sup>nd</sup> Class Steam Ticket and become provisionally qualified for the Operating Engineer=s position.	-	
Demin and Utilities Operator (with 2 <sup>nd</sup> Class)	Must have become fully qualified as an Assistant Steam Engineer, hold a 2 <sup>nd</sup> Class Steam Ticket, have spent a minimum of 3 years on-shift time in the Section and 4 years in total on shift, and be provisionally qualified for the Operating Engineer's position.	Must become fully qualified as an Operating Engineer.	Available to a Demin and Utilities Operator holding a 3 <sup>rd</sup> Class Steam Ticket and a minimum of 3 years on-shift time in the Section and 4 years in total on-shift time and who have obtained the acquired qualifications for this position.	

<b>Section V - Steam Plant</b>			
Section: Position	Minimum Qualifications (to fill position)	Acquired Qualifications (after filling position)	Accelerated Rate Program
Ass't Steam Engineer - 3 <sup>rd</sup> Class	Successful completion of the applicable Operating Training programs, hold a minimum of a 3 <sup>rd</sup> Class Steam Ticket, and be prepared to participate in the applicable Training Programs.	Must acquire a 2 <sup>nd</sup> Class Steam Ticket within 22 years and become provisionally qualified for the Operating Engineer=s position.	-
Ass't Steam Engineer - 2 <sup>nd</sup> Class	Must have become fully qualified in the duties of the Assistant, hold a 2 <sup>nd</sup> Class Steam Ticket and be provisionally qualified for the Operating Engineer's position.	Must become fully qualified for the position of Operating Engineer.	-
Ass't Engineer - 2 <sup>nd</sup> Class (ACC)	Must have become fully qualified in the duties of the Assistant, hold a 2 <sup>nd</sup> Class Steam Ticket, and be fully qualified for the position of Operating Engineer, with a minimum of 3 years of shift time in the Steam Plant and a minimum of 4 years in total on-shift time.	-	-
Operating Engineer	Must be fully qualified for the position of Operating Engineer and hold either a 1 <sup>st</sup> or 2 <sup>nd</sup> Class Steam Ticket.	Must demonstrate within the probationary period the ability to handle all the duties of the Operating Engineer and become knowledgeable and familiar with total Plant utilities.	-

**Note:** A \$2.00 premium will be provided to employees in the Steam Plant Section for all hours worked who obtain a 1<sup>st</sup> Class Steam Ticket. This premium is not subject to overtime rates nor shall it form part of the basic wage rate.

<b>Section:</b> Position	<b>Section V – Pumping &amp; Blending</b> Minimum Qualifications (to fill position)	Acquired Qualifications (after filling position)	Accelerated Rate Program
Pumper Treater Technician IV	Successful completion of Grade XII, including Chemistry 30, Physics 30 and Algebra 30, superior mechanical aptitude, physically fit with demonstrated ability to perform semi-heavy physical work and personality traits to be able to adapt to shift work with an operating crew. In addition, applicants must complete the basic non-operating Process training in accordance with the Training Program.	Must become fully qualified in the Pumper Technician IV and III positions in accordance with the Training Program.	
Pumper Treater Technician III	Must become fully qualified in the Pumper Technician IV and III positions in accordance with the Training Program.	Must become fully qualified in the Pumper Treater Technician II position and provisionally qualified as a Pumper Technician I positions in accordance with the Training Program.	
Pumper Treater Technician II	Must become fully qualified in the Pumper Treater Technician II position and provisionally qualified as a Pumper Technician I positions in accordance with the Training Program.	Must be fully qualified in the Pumper Treater Technician I position in accordance with the Training Program.	
Pumper Treater Technician I	Must be fully qualified in the Pumper Treater Technician I position in accordance with the Training Program.	Specialty training that may be identified.	