

CONSUMERS' CO-OPERATIVE REFINERIES LIMITED
Regina, Saskatchewan

Letter No.	3
Issued	
Revised	Feb. 1, 2004
Replaces	Feb. 1, 1998

LETTER OF UNDERSTANDING

A. SUBJECT Lab Progression

B. PURPOSE Notwithstanding any other provisions in the Management-Union Agreement, the purpose of this letter is to outline the guidelines to be used for progression by employees through the various established positions in the Lab.

C. GENERAL

There is no limit on the scope of work performed in the Lab Progression. Incumbents receive pay for the classification irrespective of the work performed.

D. PROGRESSION

1. Laboratory Tester:

Employees entering the Lab progression will spend 12 months at this level with the first six months at the minimum pay rate for a Laboratory Tester and the second six months at the 2nd 6 month rate.

Employees in the Laboratory Tester position who have formalized training (i.e., SIAST) and have successfully demonstrated their ability, the Company will reclassify the employee to Lab Tech IV position after 12 months of experience.

Minimum qualifications to enter the Lab Progression are established by the Company.

2. Lab Tech IV:

Following reclassification to Lab Tech IV, the incumbent must participate in and successfully complete a training program, consisting of local instruction, study courses, plus on-the-job training. Following successful completion of the training program and the obtainment of a satisfactory rating on their performance appraisal, the employee will be reclassified to Lab Tech III after 12 months' experience as a Lab Tech IV.

3. Lab Tech III:

Following reclassification to Lab Tech III, the incumbent must participate in and successfully complete a training program, consisting of local instruction, study courses, plus on-the-job training. Following successful completion of the training program and the obtainment of a satisfactory rating on their performance appraisal, the employee will be reclassified to Lab Tech II after 12 months' experience as a Lab Tech III.

4. Lab Tech II:

Following reclassification to a Lab Tech II the incumbent must participate in and successfully complete a training program, consisting of local instruction, study courses plus on-the-job training. Following successful completion of the training program, the obtainment of both a satisfactory performance appraisal and advancement evaluation, the employee will be reclassified to Lab Tech I after 24 months' experience as a Lab Tech II.

5. Lab Tech I:

Following reclassification to a Lab Tech I, the incumbent must participate as required and successfully complete any additional specialized training plus on the job training. The incumbent must obtain and maintain a satisfactory performance rating on their performance appraisal.

6. Lab Tech. - Relief:

- a) Laboratory relief may be provided by a permanent Lab Tech. - Relief position(s) during periods of vacation, sickness, leave of absence and other absences or any other period as required.

The Lab Tech. Relief position(s) will be scheduled to work a combination of 12 hours and/or 8 and 8½hour work schedule as required. Pay will be handled in a similar manner to Process Relief Pool employees [i.e., Letter of Understanding #40 Section VI (a), (b) & (c) Relief Pool].

- b) Lab Tech. - Relief will be eligible for advancement within the Lab Progression based on actual time spent in the Lab.
- c) Seniority will accumulate in the Laboratory section.
- d) Designation of the Relief position will be by appending the word "Relief" to the normal title (i.e., Prob. Lab Tester - Relief).
- e) The Company will determine the need for and continuation of the Lab Tech. - Relief position(s).

7. Lab Specialist:

This position will be filled as determined by the Company.

Consumers' Co-operative Refineries Limited

Communications, Energy & Paperworkers
Union of Canada, Local 594

Date