

# LETTER OF UNDERSTANDING

Between

Tolko Heffley Creek Division

And

USW Local 1-417

Regarding

JOB POSTING PROCEDURE

1. Purpose:

Implementation of Article X, Section 2(a), application of seniority and job posting of the Master Agreement.

2. In the application of Seniority and the job posting procedures covered by this agreement, where the work 'seniority' appears, it means in accordance with Section 1 of the Article X of the Master Agreement, which says in part: The Company will recognize the principle of seniority, competency considered.

3. Job Posting Procedure:

(a) All jobs in Group 5 and above will be posted for bidding by employees. The following positions shall also be posted:

Dryer Feeder	Strapper Plywood
Core Patch	Utility Relief
Plywood Cleanup	

(b) Bulletin boards to display the Job Posting will be supplied by the Company.

(c) A job requiring posting will be displayed for a period of three (3) consecutive working days during which period employees wishing to bid on the job will make application on a form provided to the appropriate place.

(d) The Company shall, within two (2) working days of the closing-off time of each job posting, place on the job posting form the name of the employee the Company has selected to fill the job, the form shall remain posted for a further two (2) working days.

(e) An employee selected for a job through posting will have a trial period of up to twenty (20) working days. It is agreed that for good reason, an employee can be sent back to their permanent bid job at any time before the expiration of the trial period set out herein. It is further agreed that an employee, for good reason, can voluntarily return to their permanent bid job at any time prior to the expiration of the trial period set out herein. When the bid

incumbent on one shift is the successful applicant for the same position on the alternate swing shift, no trial period will apply.

- (f) For jobs where a training posting has been completed under the Job Training Program, the trial period set out in Section 3(e) above, will not apply.
- (g) Employees on approved leave of absence at the time a job is posted, will be allowed to make application in no event later than fourteen (14) working days of the date on which a job has been posted.
- (h) In the event no employee makes application, as above provided, or if all applicants fail to meet the requirements of the job, the junior qualified person will be directed to fill the vacancy.
- (i) The job posting form will contain the following information:
  - 1) The job title and work description
  - 2) The hourly rate of pay
  - 3) The date and hour on which the job was posted
  - 4) The date and hour of the closing-off-time for which the Company will receive application
  - 5) Person or place application is to be filled
  - 6) A space provided to place the name of the employee the Company has selected for the job

This Letter of Understanding replaces the previous Letter of Understanding Job Posting Procedure dated October 25th, 2007.

Either Party may terminate this Agreement after 30 days written notice.

Signed this 16<sup>th</sup> Day of February, 2015.

Signed on behalf of:

TOLKO INDUSTRIES LTD.  
Heffley Creek Division

UNITED STEELWORKERS  
Local 1-417

