

**LETTER OF UNDERSTANDING**

**RE: ESTIMATOR TRAINEES**

**1. Internal Selections**

Estimator Trainees selected from within the bargaining unit will be entitled to all the provisions of the Collective Agreement during the twelve (12) month training period. Salary progression during this period will be as follows:

- i) Unless otherwise provided for in the Collective Agreement, no employee entering the programme will receive a salary in excess of Step 5 of Salary Group 10. Selected incumbents whose salary is in excess of Step 5 of Salary Group 9 will receive no increments (as described below) for the duration of the twelve (12) month training programme. The employee's length of service date will be adjusted to reflect the date of entry into the training programme.
- ii) Internally selected incumbents not covered by paragraph i) preceding will have their salary increased by a pro-rata portion of their next length of service increase, or will be paid a minimum of Step 1 of Salary Group 8 (as defined in Appendix "B" of the Collective Agreement), whichever is greater. The employee's length of service date will be adjusted to reflect the date of entry into the training programme.
- iii) Upon successful completion of six (6) months of the training programme, incumbents will advance to Step 1 of Salary Group 9 (as defined in Appendix "B" of the Collective Agreement), or will be paid their current salary plus one (1) step,, whichever is greater (subject to a maximum of Step 5 of Salary Group 9).
- vi) Upon successful completion of the twelve (12) month training programme, incumbents will be classified as Estimators and will advance to Step 1 of Salary Group 10 (as defined in Appendix "B" of the Collective Agreement), or will be paid at their current salary plus one (1) step, whichever is greater (subject to a maximum of Step 5 of Salary Group 10). Incumbents will thereafter progress along the salary scale in the normal manner as defined in Article 11.06 of the Collective Agreement.

**2. Outside Hires**

Estimator Trainees hired from outside the bargaining unit will be entitled to all of the provisions of the Collective Agreement, except as amended by the following provisions:

The Corporation may advance the point at which trainees enter the programme in recognition of directly relevant job experience.

The probation period for new hires who receive credit toward an advanced entry point into the training programme will be reduced by an amount equivalent to the advanced entry credit, subject to a minimum probation period of four (4) months.

**(a) Definition and Benefit Limitations**

New hires shall be considered probationary for a period of twelve (12) months, and during such probationary period the following benefit limitations shall apply:

- i) shall not attain seniority until completion of the probationary period.
- ii) may be terminated during their probationary period with:
  - five (5) days notice or pay in lieu of notice if the employee has sixty (60) paid days or less of employment with the corporation.
  - ten (10) days notice or pay in lieu of notice if the employee has more than sixty (60) paid days of employment with the corporation.
- iii) shall not be entitled to benefits under Technological and Procedural Change.

- iv) shall not be eligible to apply for other positions within the bargaining unit unless otherwise mutually agreed by the parties.
- v) shall be eligible for all welfare benefits as set out in the Collective Agreement, upon completion of three (3) months or sixty (60) paid days, whichever shall last occur.

(b) **Salary Progression of Outside Hires**

Outside hires will start at Step 1 of Salary Group 8 (in Appendix "B" of the Collective Agreement), and will progress to Step 1 of Salary Group 9 after successful completion of the initial six (6) months of the training programme and; to Step 1 of Salary Group 10 after successful completion of the training programme. Incumbents will thereafter progress along the salary scale in the normal manner as defined in Article 11.06.

3. **Orientation and Training**

The Corporation will provide the Estimator Trainee with a formal orientation and training programme which will involve classroom instruction, and on-the-job instruction and orientation of at least six (6) months in duration.

4. **Recruitment and Placement**

The Corporation will post Estimator vacancies as Estimator jobs. In cases where the Corporation will accept trainee applicants, such will be stated on the posting notice. In these instances, the Corporation will accept applicants on the basis of trainees prior to considering outside applicants.

The Corporation will give preference in selection and in choice of location to fully qualified applicants prior to recruiting a trainee to a given location.

During the period of training, trainees will be assigned to locations which have the facilities necessary to support the training programme.

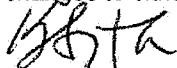
A trainee who is assigned to a location becomes the employee of record for potential permanent assignment to that headquarters upon completion of the training programme.

Estimator vacancies will be first posted as Estimator positions prior to assigning the trainee to a location that is different from her/his original assigned headquarters.

Unless otherwise agreed by the parties, Estimator Trainees will not be eligible to apply for lateral transfers, or for other posted positions, during the period they are classified as trainees.

Upon successful completion of the aforementioned training programme, Estimator Trainees will be classified to the position of Estimator.

All salary rates and salary progression processes described herein are based on the currently established job classifications and salary structure and may be subject to revision by the parties in the event of changes to either of these factors.



For the Union

Kevin Smyth, Senior Union Representative

Date: Feb. 2, 2018



For the Corporation

Brad Den Ouden, Senior Employee Relations Advisor

Date: Feb 2nd, 2018