

MEMORANDUM OF AGREEMENT

BETWEEN:

**INTERNATIONAL ASSOCIATION OF MACHINISTS AND AEROSPACE WORKERS
NORTHWEST DISTRICT 250**

(hereinafter referred to as the "Employer")

PARTY OF THE FIRST PART

AND:

**MoveUp, CANADIAN OFFICE AND PROFESSIONAL EMPLOYEE'S UNION,
LOCAL 378**

(hereinafter referred to as the "Union")

PARTY OF THE SECOND PART

By signature(s) of their duly authorized representative(s) hereinafter affixed, the Employer and the Union ("the Parties") do hereby expressly and mutually agree as follows:

1. This Memorandum of Agreement ("Memorandum") shall be deemed to include all attachments hereto affixed as Appendix "A".
2. It is agreed that the terms and conditions of the current Collective Agreement including all attachments (MOA, LOA, MOU) in force and effect between the Employer and the Union from January 1, 2023 to December 31, 2025, inclusive, shall become the successor Collective Agreement between the Parties, except as expressly provided otherwise by this Memorandum.
3. It is agreed that the terms and conditions of the attached amendments (Appendix "A") shall be included in the current successor Collective Agreement between the Parties.
4. All the terms and conditions to be included in the current successor Collective Agreement between the Parties shall be effective from January 1, 2026 to December 31, 2028.

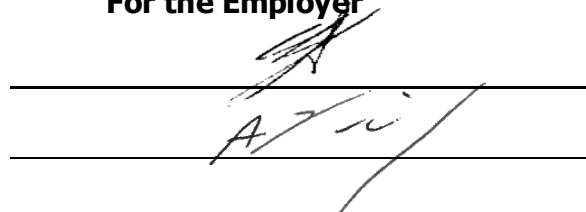
5. It is mutually agreed that this Memorandum is subject to ratification by the respective principals of each of the Parties. The Employer expressly agrees, however, that the Union shall not be required to conduct any ratification vote with respect to this Memorandum or release the results of the ratification vote unless and until the Employer has ratified this Memorandum and advised the Union in writing of its acceptance.
6. The Members of both the Union's Negotiating Committee and the Employer's Negotiating Committee hereby expressly agree that they will unanimously recommend acceptance of this Memorandum to their respective principals.
7. It is mutually agreed that any proposal(s), in whole or in part, of the Employer or the Union, and any related commentary of either Party, arising during shall be deemed to be both introduced and withdrawn on a "without prejudice" basis and, accordingly, shall not be introduced as evidence by either the Employer or the Union in any arbitration or any other proceeding in law.
8. In the event of any dispute between the Parties concerning the interpretation, application, operation or any alleged violation of any provision of this Memorandum including, but not limited to, all the attachments hereto affixed as Appendix "A", this Memorandum in its entirety shall be deemed to be incorporated into the then current Collective Agreement between the Parties as if set forth in full therein in writing, and shall so apply, and any such dispute shall, consequently, be subject to resolution in accordance with the grievance and arbitration procedures contained in said collective agreement.
9. All grievances and other disputes involving the Employer and the Union which are not expressly resolved by this Memorandum shall be deemed to be unresolved by this Memorandum.
10. The Employer hereby fully rescinds the Estoppel Letter that they served to the Union on January 15, 2026.
11. Any retroactive pay owing to the bargaining unit members as a result of this agreement shall be paid out on a separate cheque from the member's regular pay stub on the pay period following ratification.

Signed at Surrey, B.C. this 22nd day of July, 2026.

For the Union



For the Employer



APPENDIX "A"

Union			
Number	Affected Article/MOU	Date:	Time:
UP 01	Article 3	<i>Amend</i>	

ARTICLE 3 — UNION SECURITY

- 3.01 The Employer agrees that all employees shall maintain Union membership in the Canadian Office and Professional Employees Union as a condition of employment.
- 3.02 When office workers (other than Student Employees, ~~pursuant to LOU No. 4~~) are required, current paid-up members of the Union will be hired. Such requests are to be directed through the Union office. Should office workers who are Union members not be available, the Employer may obtain office workers elsewhere, it being understood that the employee will join the Union within fifteen (15) days and remain a member of the Union in good standing, as a condition of continuing employment. The Employer agrees to advise the Union office when requiring the Union to supply competent office workers. The Employer shall have the sole discretion in filling a vacancy, whether or not the applicant is a member of the Union.
- 3.03 Upon written notice from the Union that an employee fails to maintain membership in the Union by refusing to pay dues or assessments, the Employer agrees to terminate employment of said employee after seven (7) days from the date of notice.
- 3.04 Assignments of Wages and Employee Information

The Employer will honour written assignments of wages for Union dues, initiation fees and general membership assessments and shall remit such to the Union by the 15th of the following month together with the following information as to the persons from whose pay such deductions have been made:

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Signed off this 22nd day of July 2026

For the Union



For the Employer



- (a) Employee id number
- (b) Name – address
- (c) Monthly salary
- (d) Amount of dues deducted
- (e) Job classification
- (f) Employee status
- (g) Date of hire
- (h) Work location
- (i) Telephone number, except where employees have expressly indicated to the Employer that their number is unlisted

In addition to the above the Employer will provide the Union monthly with a list of:

- i) New hires
- ii) Terminations
- iii) Promotions
- iv) Demotions
- v) Lateral moves
- vi) Salary revisions
- vii) Address and name changes
- viii) Employees on extended leave of absence
- ix) Acting pay appointments
- x) Overtime worked
- xi) Telephone number changes, except where employees have expressly indicated to the Employer that their number is unlisted
- xii) Seniority
- xiii) Retirements**

Such information shall be supplied by the Employer and in an electronic form mutually acceptable to the parties.

3.05 ~~The Employer agrees to acquaint new employees with the fact that a Union Agreement is in effect and with the conditions of employment set out in the Article dealing with the Union Security.~~

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Signed off this 22nd day of July 2026

For the Union



For the Employer



Information for New Employees

- (a) **The Employer agrees to acquaint new Employees with the fact that a Collective Agreement is in effect; and with the conditions of employment set out in the provisions dealing with Union membership and dues.**
- (b) **The Employer shall also provide the new employee with an electronic copy of the current agreement, or upon request a printed copy at the Employer's expense and advise the names of their job steward(s) and union representative(s).**
- (c) **The Employer agrees that a job steward shall be given an opportunity to meet new employees within regular working hours, without loss of pay, for one (1) hour during the first day of employment or at the earliest opportunity for the purpose of acquainting the employees with the benefits and duties of Union membership and employee responsibilities and obligations to the Employer and the Union.**

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For the Union



For the Employer



Union			
Number	Affected Article/MOU	Date:	Time:
UP 02	Article 5	<i>Amend</i>	

ARTICLE 5 — DEFINITION of EMPLOYEES

[...]

5.03 Regular Part-Time

The Employer shall specify the hours of work and the schedule of the hours to be worked, in writing, at the time of hire. The Employer will provide as much notice as possible, and in any event, will provide at minimum one weeks' notice of any change in hours of work or schedules. The time frame specified may be altered by mutual agreement between the parties.

A regular part-time employee is any person employed on a continuing basis for less than the normal hours of work or work week, whose duties fall within the bargaining unit as defined in Article 2 and who has completed the probationary period. Regular part-time employees shall be covered by all conditions of this Agreement except as follows:

- a) Sick leave entitlement shall be on a pro rata basis consistent with the time employed.
- b) After three (3) months service, regular part-time employees shall receive statutory holiday pay on a pro rata basis consistent with the number of hours normally worked in weeks not containing a holiday.
- c) Annual vacation entitlement shall be prorated in accordance with the actual time worked during the period the vacation was earned and shall be in proportion to the entitlement of a full-time regular employee with the same calendar period of service. Vacation pay shall be as provided in Article 9.

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- d) **Regular** Part-time employees will be guaranteed not less than four (4) hours work on each day that they are scheduled to work.
- e) Any employee not employed for more than twenty (20) hours of work per week will not be entitled to benefits as covered in 11.02, 11.03, 11.05, 11.06, 11.08, 11.10, 11.11 & 11.12 and will receive pay-in-lieu of benefits at the rate of six (6) percent of the gross earnings.
- f) Regular part-time employees will be eligible for the Employee Family Assistance Program (EFAP) if they so choose to pay the benefit premium.
- g) Regular part-time employees will be eligible for the Group Benefit Plan if they so choose to pay the benefit premium.

[...]

5.05 Casual

- a) Casual or extra employees shall be those employees hired for extra or relief work for periods of up to one (1) month. Such employees shall be paid at the rates provided in this Agreement and will be guaranteed not less than four (4) hours work on each day ~~which they are employed.~~ **That they are scheduled to work.**
- b) A casual employee shall be entitled to a combined Statutory, Annual Holiday Pay and pay in lieu of benefits at a rate of twelve percent (12%) of gross earnings. In addition, the Employer shall pay premium contributions in accordance with Clause 11.07.

[...]

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Union			
Number	Affected Article/MOU	Date:	Time:
EP 02	Article 6	<i>New Article 6.09</i>	

6.09 Bargaining Committee

The Employer shall allow leaves of absence for a reasonable number of bargaining committee members to attend to duties related to collective bargaining with the Employer. For clarity, it is the Union's general practice to appoint one (1) bargaining committee member per department.

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For the Union



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Union			
Number	Affected Article/MOU	Date:	Time:
EP 03 & 04	Article 7	<i>Amend</i>	

7.01 Regular Work Day

A regular work day shall consist of ~~six~~ **seven** and one-half (~~6½~~ **7 ½**) hours between the hours of 8:00 a.m. and 5:00 p.m.

7.02 Regular Work Week

A regular work week shall consist of ~~thirty-two~~ **thirty-seven** and one-half (~~32½~~ **37 ½**) hours worked between 8:00 a.m. Monday and 5:00 p.m. Friday.

[...]

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Union			
Number	Affected Article/MOU	Date:	Time:
EP 07	Article 9	<i>Amend</i>	

[...]

9.04

Years of Service	Vacation Days	Total Vacation Hours
1 – 4	15 Days	97.5 112.5 Hours
5	20 Days	130 150 Hours
6	21 Days	136.5 157.5 Hours
7	22 Days	143 165 Hours
8	23 Days	149.5 172.5 Hours
9	24 Days	156 180 Hours
10	25 Days	162.5 187.5 Hours
11	26 Days	169 195 Hours
12	27 Days	175.5 202.5 Hours
13	28 Day	182 210 Hours
14	29 Days	188.5 217.5 Hours
15	30 Days	195 225 Hours

[...]

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Union			
Number	Affected Article/MOU	Date:	Time:
UP 07	Article 10	<i>Amend sub-headers</i>	

[...]

10.03 Pregnancy, ~~and~~ Parental **and Adoption** Leave

[...]

10.06 Jury Duty **Leave**

[...]

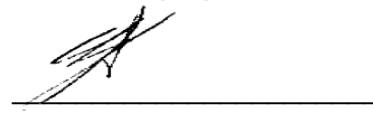
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For the Union



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Union			
Number	Affected Article/MOU	Date:	Time:
UP 08 & EP 12	Article 11	<i>Amend</i>	

11.01 Sick Leave

~~a) The Employer will allow one (1) working day per month sick leave with full pay. Such sick leave may be accumulated from month to month and from year to year up to a maximum of twenty-five (25) actual working days. If requested by the Employer, a doctor's certificate must be supplied by the employee in respect of any illness extending beyond three (3) working days.~~

a) Sick leave will be allowed on the following basis and subject to the following provisions:

- i) After working two (2) consecutive months, an employee will have earned fifteen (15) hours of sick leave credits, and will accumulate seven and a half (7.5) hours per month thereafter to a maximum of ninety (90) hours.**
- ii) At the beginning of each year thereafter, employees will receive a credit of ninety (90) hours. Sick Leave to apply to the current year's service.**

Such sick leave may be accumulated from month to month, from year to year up to a maximum of one hundred and eighty-seven point five (187.5) hours. If requested by the Employer, a doctor's certificate must be supplied by the employee in respect of any illness extending beyond three (3) working days.

[...]

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11.05 Dental Plan:

A Dental Plan shall be made available to regular employees and
their dependents. Premium costs for coverage shall be paid for by the Employer.

Coverage is: Part A – Basic Services	—	one hundred percent (100%)
Part B – Major Services	—	seventy-five eighty percent (75 80 %)
		Porcelain caps/crowns (2.1% cost to Employer to Part B rates)
Part C - Orthodontics	—	fifty percent (50%) (Ortho coverage, with a \$3,500.00 lifetime limit)

[...]

11.07 Pension Plan:

[...]

- d) All employees hired ~~after January 13th, 1982~~, shall be enrolled in the Union's Pension Plan.

[...]

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Union			
Number	Affected Article/MOU	Date:	Time:
UP 09 & EP 14	Article 15	<i>Amend – The Parties agree to migrate Training & Education Provisions to Article 20. Subsequent Article numbers in Article 15 will be adjusted accordingly.</i>	

[...]

~~15.06 Tuition Fees:~~

~~_____ The Employer agrees to pay tuition fees for continuing education courses as follows:~~
~~_____ a) Employer initiated _____ 100% of course fees upon successful completion of course.~~
~~_____ b) Employee initiated _____ 50% of course fees upon successful completion.~~

~~Courses must be employment-related and approved, in writing, by the Employer in advance.~~

[...]

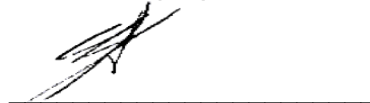
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Union			
Number	Affected Article/MOU	Date:	Time:
UP 16	Article 17	<i>Amend</i>	

**ARTICLE 17 – TECHNOLOGICAL, ARTIFICIAL INTELLIGENCE (AI), OR
PROCEDURAL CHANGES AND SEVERANCE PAY**

17.01 Definition, Notice, Disclosure and Consultation:

- a) Wherever possible, the Employer shall provide the Union with up to six (6) months' written notice of intention to introduce automated equipment and/or procedural change.
- b) The Employer agrees to disclose full details of the planned technological, AI, and/or procedural changes, which may cause any change to an employee's normal duties or place of employment.
- c) The Employer and the Union shall enter into meaningful consultation regarding such technological, AI, and/or procedural changes prior to implementation.

[...]

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Union			
Number	Affected Article/MOU	Date:	Time:
UP 00	Article 19	<i>Amend</i>	

ARTICLE 19 – SINGLE ARBITRATOR

[...]

- d) The adjudicator will be the first available for mutually agreeable date(s) from the following list:

1. Julie Nichol
2. Ken Saunders
3. ~~Dave McPhillips~~
4. Or other adjudicator by mutual agreement between the parties;

[...]

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Union			
Number	Affected Article/MOU	Date:	Time:
EP 00	Article 20	<i>Amend</i>	

ARTICLE 20 – TRAINING AND DEVELOPMENT

The Employer and Union agree that the training and development of employees is important to the continued success of the organization. Training and development may include specific course training and different job assignments.

Both the Employer and the Union will promote the ongoing development of people. Both parties agree that it is essential for employees to have an employee performance discussion on an annual basis. During the dialogue between the manager and the person, each will have the opportunity to discuss work-related issues concerning job performance and objectives and plans for employee development over the next year. The constructive discussion would assist in identifying any training, job growth and promotional opportunities.

IAM & AW Northwest District 250's employee development philosophy is to provide cost-effective work-related training to employees, in order that they can increase competencies and provide better service for the membership.

Assignment of training will be by the Management, with the attempt to provide courses to employees on an equitable basis as needed. Management will discuss with each person their potential training needs.

The Employer agrees to pay for any course fees, tuition, membership fees and books when required for work related courses, workshops, or trainings taken by employees and approved by the Employer.

Employee attendance at an Employer approved training or course shall be deemed time worked for the purposes of this Agreement at no loss of pay.

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Training under this Article shall be scheduled during regular working hours.

-

The employee must engage in and finish the assigned training, successfully complete the course, and be able to perform the work.

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Signed off this 22nd day of July 2026

For the Union

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For the Employer

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Union			
Number	Affected Article/MOU	Date:	Time:
UP 12	Article 21	<i>Amend</i>	

[...]

21.03 Office Equipment:

The Employer will attempt to supply reasonable and adequate office equipment (to include workstations) and will consult with MoveUP employees prior to purchasing and introducing new or upgraded equipment for the office.

It shall be the Employer's responsibility to ensure that all office equipment meets all ~~WCB~~ **WorkSafeBC** and Federal Government safety standards.

The Employer shall provide instruction in the safe and proper usage of all office equipment.

The Employer shall ensure that employees operating VDTs continuously shall have a ten (10) minute change of duty in each hour of continuous operation.

21.04 Ergonomic Health & Safety

(a) The Parties agree that there is a shared interest in minimizing and/or eliminating musculoskeletal strain injuries or illness that are work related.

(b) The Parties agree that any employee who feels they are at risk for a work-related repetitive strain injury may request the workplace Health and Safety Committee to complete an ergonomic assessment of their workstation as per ~~WCB~~ **WorkSafeBC** regulations. **If problems persist, a third-party assessment may be requested.**

(c) If an assessment is performed, and should modifications be required as a result of an assessment in (b) above, the Employer will make reasonable efforts to undertake such

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For the Union



For the Employer



modifications.

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For the Employer



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Union			
Number	Affected Article/MOU	Date:	Time:
UP 19	Article 24	<i>Amend</i>	

ARTICLE 24 – DURATION

- 24.01 a) This Agreement will be in full force and effect on and after the 1st day of January, ~~2023~~ **2026**, to and including the 31st day of December, ~~2025~~ **2028**, and shall automatically be renewed from year to year thereafter, unless either Party serves written notice to commence collective bargaining upon the other Party hereto, at least sixty (60) days prior to the 31st day of December, ~~2025~~ **2028**, or sixty (60) days prior to the 31st of December, in any year subsequent thereto.
- b) When such notice is given, the provisions of this Agreement shall continue in full force and effect until a new Agreement is signed and executed or the Union commences strike action or the Employer commences a lock-out, whichever first occurs.
- 24.02 It is mutually agreed by the Parties specifically to exclude from this Agreement the operation of Section 50(2) and (3) of the Labour Code of British Columbia Act.

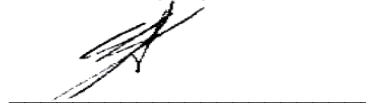
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Signed off this 22nd day of July 2026

For the Union



For the Employer



Union			
Number	Affected Article/MOU	Date:	Time:
UP 18	Appendix A	<i>Amend – The Parties agree to calculating and amending the wage scale based on the general wage increases negotiated.</i>	

APPENDIX "A"

CATEGORIES, CLASSIFICATIONS AND SALARIES

~~Wages shall increase January 1, 2023, 7.66%, January 1, 2024, January 1, 2025 as determined by the average of the percent increase in the Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) as published by the US Department of Labor Bureau of Labor Statistics and the Canadian Consumer Price Index as published by statistics Canada. (Language taken from the January 1, 2023, IAMAW Constitution)~~

A general wage increase shall apply to all classifications pursuant to the following schedule:

- **Effective January 1st, 2026 – 2.65%**
- **Effective January 1st, 2027 – 3%**
- **Effective January 1st, 2028 – 3%**

CATEGORY 1

Office Assistant

CATEGORY 2

Administrative Assistant 1

CATEGORY 3

Administrative Assistant 2

1. ~~Regular part time employees shall be subject to the regular employee wage progression scale.~~
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Signed off this 22nd day of July 2026

For the Union



For the Employer



APPENDIX "A" **CATEGORIES, CLASSIFICATIONS AND SALARIES**

Effective January 1, 2023		7.66%	
	START	6 MTH	12 MTH
CATEGORY 1:			
Hourly	\$35.12	\$35.74	\$36.34
Casual/Temporary	\$36.34		
CATEGORY 2:			
Hourly	\$36.65	\$37.30	\$37.89
Casual/Temporary	\$37.89		
CATEGORY 3:			
Hourly	\$38.21	\$38.83	\$39.45
Casual/Temporary	\$39.45		
Effective January 1, 2024		3.68%	
	START	6 MTH	12 MTH
CATEGORY 1:			
Hourly	\$36.41	\$37.06	\$37.68

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For the Employer



Casual/Temporary	\$37.68		
CATEGORY 2:			
Hourly	\$38.00	\$38.67	\$39.28
Casual/Temporary	\$39.28		
CATEGORY 3:			
Hourly	\$39.62	\$40.26	\$40.90
Casual/Temporary	\$40.90		

Effective January 1, 2025		% TBD	
	START	6 MTH	12 MTH
CATEGORY 1:			
Hourly	\$36.41	\$37.06	\$37.68
Casual/Temporary	\$37.68		
CATEGORY 2:			
Hourly	\$38.00	\$38.67	\$39.28
Casual/Temporary	\$39.28		
CATEGORY 3:			
Hourly	\$39.62	\$40.26	\$40.90
Casual/Temporary	\$40.90		

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For the Union



For the Employer



Union			
Number	Affected Article/MOU	Date:	Time:
EP 17	Appendix B	<i>Amend</i>	

APPENDIX "B"

JOB DESCRIPTIONS

CATEGORY 1 - Office Assistant

Employees in this category work under direct supervision, perform and are responsible for the following:

BASIC PURPOSE

- To assist with basic clerical support functions on an as and when needed basis.

DUTIES AND RESPONSIBILITIES

1. Performs a variety of basic clerical and support functions including answering telephones, stuffing envelopes, assisting with mail-outs, filing, and data entry as needed.
2. Lays out and types from rough draft or verbal instructions a variety of material including correspondence.

Note: Employees in this category are expected to perform data entry functions and may use spreadsheets for the data entry.

EQUIPMENT USED

- Photocopier, postage machine, folder, fax, personal or network computer, phone – switchboard, printer, shredder, adding machine/calculator, ~~typewriter~~, spiral binding machine, **and any other office equipment as required.**

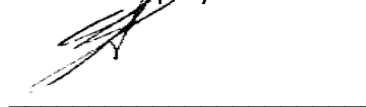
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Signed off this 22nd day of July 2026

For the Union



For the Employer



QUALIFICATIONS

- Grade 12 with 1-2 years office experience or equivalent.
- Word Processing.
- Demonstrates a positive attitude and has the ability to work as part of a Team.

CATEGORY 2 - Administrative Assistant 1

Employees in this category perform a variety of office functions with or without supervision. Employees may perform duties ranging from a basic to intermediate level in the use of office applications. Exercises independent judgement and acts in a confidential manner.

BASIC PURPOSE

- To provide intermediate clerical and/or administrative support to the office.

DUTIES AND RESPONSIBILITIES, CAN PERFORM AND ASSIST IN THE DUTIES OF A CATEGORY 1 POSITION AND IN ADDITION TO:

1. Lays out and types from rough draft or verbal instructions a variety of material including correspondence, reports, minutes of meetings and forms.
2. Performs various clerical duties including data entry, takes dictation, transcribes and operates ~~typewriter/word processing machines.~~ **computers.**
3. Performs a variety of accounting functions including utilizing basic and intermediate office applications to produce statistical, mathematical or financial applications; basic bookkeeping, prepares invoices, receives dues and incoming cash, and maintains membership records, ensures member is in good standing, and maintains dispatch records.

EQUIPMENT USED

- Photocopier, postage machine, folder, fax, personal or network computer, phone - switchboard, printer, shredder, adding machine/calculator, ~~typewriter~~, spiral binding machine., **and any other office equipment as required.**

QUALIFICATIONS

- Grade 12 or equivalent and dependent on the position and the needs of the office.

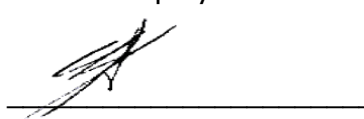
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For the Union



For the Employer



- 2 Years office experience and completion of a recognized secretarial program or successful completion of basic bookkeeping, or office systems, or word processing or formal data control training and one-year experience related to any of the programs noted above.
- Attention to detail.
- Demonstrates a positive attitude and has the ability to work as part of a Team.

CATEGORY 3 - Administrative Assistant 2

Employees in this category perform at an advanced level in the use of office applications. Employees work independently, referring unusual problems/concerns to supervisor. Exercises independent judgement and acts in a confidential manner.

BASIC PURPOSE

- Provides a variety of high level administrative, general clerical, accounting/bookkeeping, and basic technical office systems support functions.

DUTIES AND RESPONSIBILITIES, CAN PERFORM AND ASSIST IN THE DUTIES OF A CATEGORY 2 POSITION AND IN ADDITION TO:

1. Operates a personal computer (PC) to input, update, edit or analyze research information; prepares from draft a variety of reports, submissions, grievances **responses**, contract proposals, MOA's, Collective Agreements, media releases etc., for signature as appropriate. May perform advanced computer related functions to create and design elementary databases to process a variety of forms, communications, reports, statistics, and statements. This can include indexing, macros and mail merge, spreadsheets and tables and creates queries to extrapolate/manipulate data; also, graphics, basic desktop publishing and clipart methods for in-house or external printing.
2. Produces financial information/reports on membership dues, accounts payables/receivables, performs bookkeeping functions, monthly reconciliations, year-end financial statements; prepares accounting statements and performs some electronic banking.
3. Ensures adequate stock of office stationery and supplies including maintaining inventory of same.

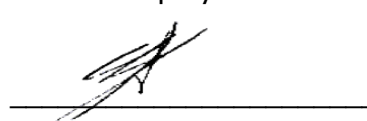
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For the Union



For the Employer



4. Assists in the planning of events, general meetings, conferences, annual banquets; this may include arranging for meals, reserving meeting rooms, arranging for travel and accommodation which may include negotiating rates.

EQUIPMENT USED

Photocopier, postage machine, folder, fax, personal or network computer, phone-switchboard, printer, shredder, adding machine/calculator, ~~typewriter~~, spiral binding machine, **and any other office equipment as required.**

QUALIFICATIONS

- Grade 12 or equivalent and three (3) years related experience or, depending on the position:
- successful completion of a recognized secretarial program ~~and~~ **or** two (2) years related experience.
- successful completion of bookkeeping courses ~~and~~ **or** two (2) years related experience.
- successful completion of office systems program ~~and two (2) years related experience.~~
- successful completion of word processing courses ~~and two (2) years related experience.~~
- Attention to detail.
- Demonstrates a positive attitude and has the ability to work as part of a Team.
- Ability to work independently and establish priorities.

E&OE

Signed off this 22nd day of July 2026

For the Union



For the Employer



Union			
Number	Affected Article/MOU	Date:	Time:
EP 20	LOU	<i>Amend</i>	

Administration of the Letters of Understanding:

- *The Parties agree to not renew LOU #2 (Re: ARTICLE 7 – HOURS OF WORK and OVERTIME)*
- *The Parties agree to renew LOU #3 (Re: HEALTH CARE PREMIUM)*
- *The Parties agree to not renew LOU #4 (Re: APPRENTICESHIP SCALE)*

E&OE

Signed off this 22nd day of July 2026

For the Union



For the Employer

