



EXPERTECH Clerical and Associated Employees

August 28, 2016

The Union and the Company have come to an agreement on the National Policy Grievance on the HDP day for members who move to the 5/4 schedule.

For members who filed grievances on this issue you will have until October 31, 2016 to schedule the day that you lost when you moved to the 5/4. The day must be mutually agreed between yourselves and your manager.

Going forward, the following will apply:

December 1 will be the trigger date for the HDP day.

If an employee is on a 5/4 or other alternate work week, schedule on December 1, they will not be eligible for an additional HDP day to be used in the subsequent 12 month period.

- Even if an employee switches to the SDO schedule at some point during that 12 month period they will not be eligible for the additional day or any pro-rated amount.

If an employee is on the SDO schedule they will be eligible for an additional SDO, to be used in the subsequent 12 month period.

- If they are approved to switch to a 5/4 or other alternate work week, during the 12 month period, the Company will request that the employee use the HDP day before the change of schedule will take effect.

If you have any questions please contact Stephanie Brownlee-Newell.

In solidarity,

Maureen Dawson – National Representative
Stephanie Brownlee-Newell – Bargaining Representative