

ARTICLE 20 – TRANSFERS

PERMANENT TRANSFER PROCEDURE

- 20.01**
- a) Once a year, during the entire month of January, Full-Time and Senior Part-Time employees may put their names on the transfer list through written notice to their Operations Manager, using the form designed for this purpose.
 - b) Full-Time and Senior Part-Time employees shall identify to their Operations Manager two (2) Transfer Territories (as per "Appendix E") and/or Service Territories to which they would like to be transferred.
 - c) A copy of these updated lists shall be provided to Union Stewards, upon request.
 - d) Where the Company has a vacant Full-Time or Senior Part-Time position in a Transfer Territory, it shall give priority to the employee with the most seniority on the transfer list for this Transfer Territory, as long as this employee has more seniority than the next Part-Time employee eligible for upgrade in the same Team Territory.
 - e) It is expressly understood that transfer requests will only be considered for employees whose performance on their existing job meets requirements.
 - f) The transfer list prepared as per paragraph a) will be considered prior to both upgrade processes, in March and October.
 - g) Transfer costs are borne by the employee.
 - h) Where a Full-Time or Senior Part-Time employee is transferred as a result of one of his requests, his second request shall become null and void.

TEMPORARY TRANSFERS

- 20.02** A temporary transfer shall not exceed ninety (90) calendar days. However, if the parties agree during the application of Article 10 (Force Adjustment – Full-Time employees), a temporary transfer may exceed ninety (90) calendar days.
- 20.03** In the case of a temporary transfer, the work team shall agree on the choice of volunteers. If the team cannot reach an agreement, the Company shall transfer an employee qualified to do the job having the least amount of seniority within the team.

ARTICLE 21 – TRANSPORTATION ALLOWANCE AND LIVING EXPENSES

- 21.01** Where the Company transfers an employee as per Article 20.03 and the employee spends the night out of town, the Company agrees that, provided availability, each employee should be accommodated with private sleeping quarters. On such occasions, expenses will be compensated by a daily allowance of fifty-five dollars (\$55.00) which covers all personal expenses incurred i.e. meals, telephone, laundry, etc. When the employee is away for a portion of the day (as per Article 20.03) meals will be reimbursed to a maximum of \$10.00 for breakfast, \$15.00 for lunch and \$25.00 for dinner.