

## **Memorandum Of Agreement**

**BETWEEN:**

**UNIFOR**

(the "Union")

-and-

**BELL TECHNICAL SOLUTIONS**

(the "Company")

***RE: Accumulated HMP Banked time***

(the "Subject")

**WHEREAS**, the Company wishes to introduce a new process to allow Fulltime and Part-time employees the ability to schedule accumulated hours in their HMP bank. This process is intended to be similar to the treatment of the scheduling and payout of TGP.

**AND WHEREAS**, the Company wishes to reach an agreement with the Union to facilitate this new process.

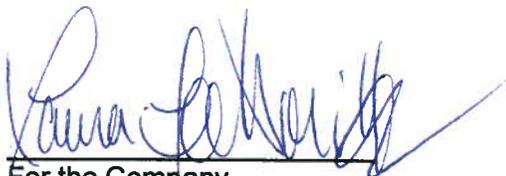
**AND WHEREAS**, the Union is open to the new process as discussed at the April 4<sup>th</sup> 2017 Labour Relations Committee meeting.

**NOW THEREFORE**, it is agreed as follows:

1. Where an employee has worked a statutory holiday and accumulated time off in their HMP bank in accordance with article 18.07 of the collective agreement, the following rules will apply. With the understanding the Company maintains the Collective Agreement rights under 18.07 (b) regarding the scheduling of Part-Time Employees.
  - a) Hours accumulated in an Employee's HMP bank may be used at a time or date that is mutually agreed upon between the employee and his Operations Manager.
  - b) Where employees provide one (1) month notice of the HMP request, the Company shall grant the HMP, except for Saturdays and Holidays. The total number of employees granted their HMP and those granted compensated time off bank (TGP), and vacation shall not exceed the percentage of employees entitled to be on vacation at the same time as per article 19.06 for Fulltime employees, and 19.07 (b) for Part-time employees.
  - c) HMP request will be granted by seniority; however, if similar requested time has been previously granted to a junior employee, said time shall not be displaced by a senior employee.
  - d) Requests for HMP hours that have been granted shall not be cancelled or changed without the consent of the employee.
  - e) Six (6) times per calendar year, an employee may request payment of any amount of the outstanding balance of hours in his HMP bank by notifying the Payroll Validation department and completing the proper request form. Payment will be received on the regular pay following the receipt of the form.

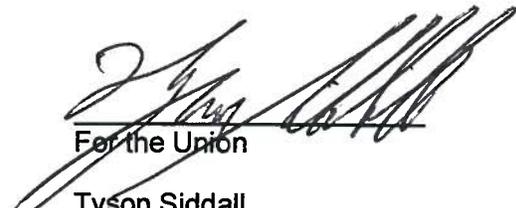
2. Notwithstanding the above, hours accumulated can be held in the HMP bank for a period no greater than 12 months from the date the statutory holiday was worked and the hours were banked. Any such time not taken by the employee within the 12 month period will automatically be paid out by the employer.

Signed at Mississauga this 24<sup>th</sup> day of April 2017.

  
\_\_\_\_\_  
For the Company

Laura-Lee Hamilton

April 24, 2017  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
For the Union  
Tyson Siddall

April 24, 2017  
\_\_\_\_\_  
Date