

# COLLECTIVE AGREEMENT

between:

**INTERNATIONAL ASSOCIATION OF MACHINISTS  
AND AEROSPACE WORKERS, LOCAL LODGE 99**



and

**KAL TIRE**



April 1, 2011 to March 31, 2014



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# **MEMORANDUM OF AGREEMENT**

Made this 1<sup>st</sup> day of April, 2011

Between

## **KAL TIRE**

Hereinafter referred to as the "Employer"  
OF THE FIRST PART

– and –

## **INTERNATIONAL ASSOCIATION OF MACHINISTS AND AEROSPACE WORKERS, LOCAL LODGE 99**

Hereinafter referred to as the "Union"  
OF THE SECOND PART

WHEREAS the Union is certified as Bargaining Agent under Alberta Labour Relations Board certificate Number 56-2006 for the following:

"All Employees of Fort McMurray, Mildred Lake, Mildred Lake Section Shop, Albian Sands Plant Sites, Syncrude Canada Limited plant sites and Fort MacKay Industrial Park except clerical and sales personnel."

AND WHEREAS the Employer and the Union desire to establish and maintain conditions covering the hours of work, rates of pay and other working conditions between the Employer and Employees in order to maintain a harmonious relationship between the Employer and Employees covered by the terms of this Agreement, and desire to provide a method of fair and amicable adjustment of disputes which may arise between them;

NOW THEREFORE THE EMPLOYER AND THE UNION MUTUALLY AGREE AS FOLLOWS:

## **CLAUSE 1 – BARGAINING AGENCY**

- 1.01** The employer agrees to recognize the Union as the sole and exclusive bargaining agent for purposes of collective bargaining on behalf of the above noted Employees at the following locations:
- Fort McMurray Town Store
  - Syncrude Plant Sites
  - Mildred Lake Tire Shop
  - Mildred Lake Section Shop
  - Albion Sands Plant Sites
  - CNRL Plant Site
  - Fort MacKay Industrial Park
- 1.02** The employer agrees to deal only with the Executive Officers and/or Business Representative of the Union in matters relating to changes of any terms or conditions of the Agreement.
- 1.03** If a bargaining unit Employee is required to perform duties of an Employee normally excluded from the bargaining unit for a period of thirty (30) days or longer, that Employee shall be excluded as provided for in Clause 1.01 until he or she returns to former duties.

## **CLAUSE 2 – UNION SECURITY**

- 2.01** The Employer agrees that as a condition of continued employment, all Employees for whom the Union is recognized as the sole bargaining agent in accordance with Clause 1 hereof, must become

members of the Union immediately upon commencing employment and must maintain membership in good standing in the Union, and the Union agrees to accept into membership in good standing all those who are so employed.

- 2.02** In the event any such person refuses to join the Union, (except for the religious exemption as provided for in the Labour Relations Code), or fails to maintain membership in good standing with the Union, the Employer shall forthwith upon being so notified by a member of the Union Executive or the Business Representative dismiss that Employee. Provided, however, that the Employer shall not be bound to dismiss any Employee who is expelled from the Union for other than reasonable, good and sufficient cause.

## **CLAUSE 3 – DUES AND DEDUCTIONS**

- 3.01** The Employer agrees to deduct from the wages of each Employee, upon written authorization from the Employee which the Employer shall submit to the Employee for signature at the time of hire, such monthly dues or assessments as are provided therein.
- 3.02** Notification of any change in dues or assessment shall be given by a member of the Union Executive or the Business Representative to the employer. The money deducted during the month shall be forwarded by the Employer to the Union Office not later than the fifteenth (15<sup>th</sup>) of the month following the date of deduction, together with a written statement of Name, Location, Employment Date

and Termination Date of the Employees from whom deductions were made and the amount and purpose of each deduction. Any employees not paying dues in a specific period for reasons of compensation or sick leave shall be so noted.

## **CLAUSE 4 – SENIORITY**

- 4.01** An Employee who transfers to a position outside of the bargaining unit shall continue to accumulate Company seniority, but will not continue to accumulate seniority for the purposes of layoff if ever he/she returns to the bargaining unit. Upon return, layoff seniority would be as of the day they left the bargaining unit.
- 4.02** Seniority may be exercised only in the location where the Employee is currently employed. If an Employee is transferred to another location by the Employer, his seniority shall be continued without interruption.
- 4.03** Employees shall serve a probationary period of three (3) calendar months. Seniority becomes effective when an Employee completes the probationary period and then shall date from the first day of service.
- 4.04** Seniority shall be determined by the total period of an Employee's service including vacations, authorized leave, sick leave and layoffs lasting less than one (1) year, except as follows:
- (a) If an Employee is absent for more than seven (7) days without permission, or
  - (b) If an employee fails to report to the employer every thirty (30) days when off duty to sickness or injury, or



(c) If an Employee fails to return to work with one (1) week of notice requiring him to do so after a lay-off. The employer will notify the Union immediately if an Employee cannot be contacted.

**4.05** Seniority shall be considered to end when an Employee has been discharged or voluntarily leaves the service of the Employer, or has been laid-off for a period longer than one (1) year. Where it is found that an Employee is wrongfully discharged, that Employee shall not suffer any loss of seniority if reinstated to employment.

**4.06** A seniority list will be composed by the employer, with all Union Members working at locations covered by this C/A, in order of the first day they started with Kal Tire and the IAM Local 99 starting from the most senior to the least senior, and provided to the Union office every month on the last day of the month. **(list can be provided by email as an attachment).**

## **CLAUSE 5 – VACANCIES, POSTINGS, PROMOTION AND LAY-OFF**

**5.01** Where a vacancy occurs within the locations described in Clause 1.01 or a new position is created, a notice will be posted on bulletin boards for a minimum of 15 working days at all Kal Tire locations. Application for the posting may be made to the Location Manager during the posting period.

**Copies of every posted vacancy, for locations covered by this C/A, will be provided to the Union office.**

Confirmation will be provided to all applicants prior to the closing date of the posting for which they have applied.

- 5.02** Posted positions shall be filled in accordance with the provisions of Clause 5.03. When a suitable applicant is not found within the bargaining unit, the Employer may fill the position from other applicants either within or outside of the Company.
- 5.03** The employer agrees to recognize seniority together with training, knowledge, experience, physical fitness, efficiency and ability to perform the work when considering applicants to a posting.
- Preference for all postings, at locations covered by this agreement, will be given to IAM Lodge 99 members over Kal Tire employees that are not from within this bargaining unit.
- 5.04** Lay-off criteria will be in reverse order of seniority, which means that the least senior Employee of a category in a location affected will be laid-off first.
- 5.05** Recall of laid-off Employees will be carried out in order of seniority, with the most senior Employee of a category in a location affected being recalled first.
- The recall period is one year after layoff.

## **CLAUSE 6 – HOURS OF WORK AND OVERTIME**

- 6.01** This clause, where it defines the normal hours of work and workweek, shall not be construed as a guarantee of hours of work per day or per week, but merely provides the basis for the calculation of overtime. Neither shall it serve as a restriction on the scheduling of a longer or shorter workday or workweek.
- 6.02** The Employer agrees to notify, and mutually agree with the Union, before making a change in the normal hours of work or implementing a new shift.

- 6.03** Each Employee who has left the premises and is called in for overtime work shall be entitled to a minimum of two (2) hours pay for such work
- 6.04** All hours worked in excess of eight (8) hours per day or forty (40) hours per week shall be paid at one and one-half (1 ½) times the regular hourly rate, except as provided in Schedule "B" of this Agreement
- 6.05** Overtime shall be distributed as equitably as possible. First among all Employees within the department and then among those Employees qualified to perform the work. An overtime list will be posted on the Bulletin Board at each location and will be kept up to date.
- 6.06** The hours of work shall be consecutive with the exception of a fifteen (15) minute rest break during the first four (4) hours of the shift, an unpaid lunch break not to exceed one (1) hour and a fifteen (15) minute rest break during the last four (4) hours of the shift.  
Employees on 12 hour shifts (as per Schedule "B" Special Conditions) will take a 15 minute paid rest break within the first 4 hours of their shift, and a ½ hour paid lunch break in the middle of their shift, and a 15 minute paid rest break within the last 4 hours of their shift.
- 6.07** When overtime work of more than one (1) hour is to be performed, immediately before or after a regular shift, the Employee shall be given a fifteen (15) minute rest break.
- 6.08** When overtime work of more than two (2) hours is to be performed immediately before or after a regular shift, the Employee is also entitled to a meal allowance of \$12.00 for a meal and beverage, except when a meal is provided.

- 6.09** The regular workweek will be Monday through Friday. However, an exception is made for the scheduling of a Tuesday through Saturday shift to serve the retail tire trade and mechanical business. The number and classification of Employees affected by the excepted shift schedule shall be determined by mutual agreement following notice to implement such a shift.
- 6.10** A day shift shall be considered as any shift commencing between the hours of 6:00 a.m. and 11:00 a.m.; an afternoon shift will be any shift commencing between the hours of 11:01 a.m. and 5:00 p.m.; a night shift will be any shift commencing between 5:01 p.m. and 5:59 a.m.
- 6.11** Employees required to be on-call shall be paid one (1) hour at overtime rate each day. Additionally, each call-out shall be paid by at least two (2) hours at overtime rate or overtime rate for actual hours worked, whichever is greater.

## **CLAUSE 7 – PAID HOLIDAYS**

- 7.01** The Employer will recognize the following Holidays, for which Employees will be paid at regular rates for all Holidays in the Agreement, regardless of which day these may occur. Alternatively, an Employee shall receive a paid day off in lieu of a Holiday falling on a day which the Employee is not scheduled to work.

Family Day	Labour Day
Good Friday	Thanksgiving Day
Victoria Day	Remembrance Day
Canada Day	Christmas Day

Heritage Day

Boxing Day

New Year's Day

The Employer agrees to make all reasonable efforts to give the Employees a half (½) day paid holiday on Christmas Eve.

- 7.02** In order to receive pay for a Holiday the Employee must work on the last scheduled shift preceding and the first scheduled shift following the Holiday, unless failure to work on those days is accounted for by a letter in writing from a qualified medical practitioner to the effect that the Employee was unable to work due to illness, or if in the opinion of the Employer the Employee had a reasonable excuse for failing to work.
- 7.03** Notwithstanding 7.02 an Employee is eligible for this payment provided that a regularly scheduled leave of absence has been approved for the date preceding and/or following the holiday. Such leave must be approved in advance of the Holiday by the Department Manager.
- 7.04** When an employee is required to work on a Holiday he shall receive one and one-half (1½) times his regular pay for hours worked in addition to regular pay for the holiday.
- 7.05** Where the Employer is under a contractual obligation to a 3rd party to maintain its operations on a Holiday, as listed in Clause 7.01, an Employee required to work on that Holiday shall in all cases receive one and one half (1 ½) times his regular rate of pay for hours worked in addition to regular pay for the holiday.
- 7.06** An employee will be allowed to bank three (3) stat holidays per calendar year regardless if the stat is

worked or not, subject to approval from immediate supervisor. Banked stat holidays are intended to fill up a block of vacation. The banked stats are not intended to gain extra vacation.

Employees working 7 day (7 on and off) shifts will be allowed to bank 4 (four) Statutory Holidays, and Employees working 6 day (6 on and off) shifts will be allowed to bank three (3) Statutory Holidays regardless if the Stat is worked or not. These banked stats are to be used with blocks of vacation and when to take them is subject to Supervisor approval per clause 8.02.

## **CLAUSE 8 – VACATION WITH PAY**

- 8.01** Employees shall earn and receive vacation with pay subject to terms and conditions set out as follows:
- 8.02** Preference for vacations shall be based on seniority except where the Employer considers it necessary or advisable to alter such preference in order to maintain an efficient operation. Employer will post vacation schedules by February 15<sup>th</sup> of each year.
- 8.03** In the event that a Holiday occurs during an Employee's vacation period, the Employee may take an extra day at the beginning or end of his vacation period, or one days pay in lieu thereof. The Employee must notify his Immediate Supervisor, regarding his intent, prior to commencing his vacation.
- 8.04** Employees who have been employed continuously by the Employer for two (2) years or more shall be entitled to three (3) weeks vacation with pay. Employees who have been employed continuously by the Employer for eight (8) years or more shall be entitled

to four (4) weeks vacation. Employees who have been employed continuously by the Employer for twenty (20) years or more shall be entitled to five (5) weeks vacation with pay. One vacation week (time off) will be equal to 40 hours.

- 8.05** In accordance with Alberta Labour Regulations an Employee is not allowed to work in lieu of taking at least two (2) weeks of annual vacation.
- 8.06** Vacation pay for all hourly workers shall be computed on the basis of one week's regular pay for every week of vacation to which the Employee is entitled. Any residual vacation shall be paid out immediately after January 1st annually.
- 8.07** A common anniversary date of January 1st shall be used for the purpose of scheduling annual vacation. New Employees and Employees that change vacation weeks, will accrue and be allowed vacation per the formula set out in Employment Standards legislation. For Employees that have been employed for less than one year, and for Employees that have reached one year of employment and change years of vacation allowed per clause 8.04, their accrual and allowance to take vacation will be as per how the Employment Standards sets it out even with the Common Anniversary date.

## **CLAUSE 9 – GENERAL PROVISIONS**

- 9.01** It is agreed between the parties hereto that, except as provided herein, time off shall not be given in lieu of overtime unless in the discretion of the Employer it is deemed necessary or advisable to do so and the Employee agrees.

- 9.02** Without limiting the Union's recognition of Management as found in Clause 12 hereof, the Employer agrees that no member of the bargaining unit shall be in a position to exercise any function of Management relating to discipline or discharge of any Employee.
- 9.03** It is agreed that Part-time Employees shall not displace or replace any Permanent Employee.
- 9.04** Supervisors and other Employees outside the bargaining unit shall not perform bargaining unit work, except in the case of instruction, emergency, or peak workload conditions.
- 9.05** The Employer agrees to make reasonable provisions for the maintenance of acceptable health and safety standards in the workplace and shall comply with the Occupational Health and Safety Act.
- 9.06** The Employer agrees to supply sufficient coveralls to Employees, as required, free of charge. The Employer agrees to supply winter clothing for Employees working outside.
- 9.07** Banking of overtime hours will be available as agreed between the Employer and the Employee.
- 9.08** Discipline notices older than one (1) year will be null and void provided there is no further discipline imposed during that period
- 9.09** A Safety Boot Allowance will be paid to each Employee once per calendar year within one pay period of employee submitting receipt. The boot allowance amount will be to a maximum of \$250.00 to all permanent employees, supported by receipts.
- 9.10** A Tool Allowance will be paid to mechanics and/or apprentices of 3% or \$0.75 per hour whichever



is greater, based on proof of purchase for new or replacement tools required to perform their duties.

**9.11** Employees called for Jury Duty or as a Crown Witness will receive their normal pay for work days missed.

**9.12** Kal Tire will provide financial support for employees who seek to further their education in the following areas:

1. Apprenticeship programs in Tire Service, and, Align and Brake Mechanic.
2. Courses offered by Community Colleges which aid employees in performing their present duties at Kal Tire, or in becoming qualified for other positions within the company. If you wish to take advantage of this program, you are required to obtain pre-approval from your supervisor, and provide proof of successful completion of the course. The company will reimburse the course fees once you have submitted an official transcript of your marks.
3. Specific courses and seminars offered by private firms, which have been approved by your immediate supervisor.

**9.13** Persons not covered by this Agreement, except in cases of emergency job training purposes, shall not perform work that is normally performed by Employees covered by this agreement, except in abnormal peak workload conditions.

**9.14** Any "Substance/Drug" policy that is to be implemented by the Employer will be negotiated between the parties, and if agreement cannot be reached in 60 days, or the Company is required by its customers as a condition of contract continuance, then the

Company shall implement a substance drug policy that is in the best interest of all concerned.

- 9.15** The Tool Insurance coverage paid by Kal Tire will be increased to \$20,000 for losses suffered by the Employee that are directly related to a theft that is the subject of a proper police investigation or through fire to the Kal Tire premises. The Employee is personally responsible to provide Kal Tire at all times with an updated list of his tools and to mutually agree with the Immediate Supervisor on the reasonable values thereof. The Employee is solely responsible for the \$100 deductible portion on any insurance claims.
- 9.16** In the event of the serious illness of a member of the immediate family of an Employee as such members are described in Clause 13.04, then the Employee may apply to his Supervisor for a permitted temporary absence on compassionate grounds to assist and support such family member. The decision as to whether such temporary absence will be permitted and the conditions thereof, including the length and whether with or without pay, will be determined at the sole discretion of the immediate supervisor. The granting of any such temporary absence or refusal thereof, shall not at any time be deemed to be an established precedent or accepted past practice as regards the possible granting or refusal of any other employees' similar application including any conditions thereof, (e.g. However, any Employee being refused their application may request that the next level of Management review such decision).
- 9.17** If an employee is required to travel outside of the Municipality of Wood Buffalo on a regularly scheduled work day for medical reasons, then he/she will

receive one (1) day's pay at the applicable wage rates once per calendar year. The employee will supply a doctor's note verifying the appointment and/or visit.

## **CLAUSE 10 – NO DISCRIMINATION**

- 10.01** No Employee shall be transferred, dismissed or discriminated against in any way for any lawful Union activity, or for serving in a responsible capacity with the Union, or for reporting to the Union any violation of the provisions of this agreement.
- 10.02** Any Employee alleging wrongful transfer, dismissal or discrimination, may place his complaint before Union representatives and may lodge a grievance subject to the Grievance Procedure established in this Agreement.
- 10.03** This Collective agreement will include no discrimination for all that is included in the individual Rights Protection Act of Alberta.

## **CLAUSE 11 – RATES OF PAY**

- 11.01** The Employer agrees that during such times as this Agreement is in force, it will pay all persons covered by the terms of this Agreement who are hourly Employees not less than the rates set forth in Schedule "A" entitled rates of pay, which is attached hereto and made part of this Agreement, and if any Employee is receiving a wage rate in excess of the rates herein contained such wage shall not be reduced by reason of the signing of this Agreement.

- 11.02** It is agreed that in the event a new job classification is instituted, other than those set forth in Schedule "A" attached hereto, the Employer and the Union shall meet and negotiate a rate of pay and job description for such Employees.
- 11.03** All employees covered by this agreement, other than those employed at the Town Store, shall be paid not less than the rates set out in Schedule "B" Special Conditions.
- 11.04** The Employer agrees to perform annual performance appraisals; the review will consist of a written evaluation, which will be discussed with the Employee.
- 11.05** Payday will be every two (2) weeks on Thursday. All earnings accrued in a two (2) week period shall be remitted on the payday of the week following the end of a pay period.
- 11.06** The employer agrees to hold job discussions twice annually prior to January 1st and July 1st for all employees who are covered by this agreement and are either class "C" or class "B" rate in any category.

## **CLAUSE 12 – UNION RECOGNITION OF MANAGEMENT**

- 12.01** The Union recognizes the right of the Employer to exercise the functions of Management including, without limiting the generality thereof, the right to hire new Employees and to direct the working force, to promote and demote, transfer, lay-off due to lack of work, suspend or otherwise discipline or discharge for just cause any Employee subject to the right of the Employee to lodge a grievance in the manner and to the extent hereinafter provided,

and the Employer agrees to give to the Union notice of discharge for cause of any Employee within three (3) days of occurrence.

- 12.02** The Union also recognizes the right of the Employer to operate and manage its business in all respects in accordance with its obligations and to make and alter from time to time reasonable rules and regulations to be observed by Employees, which shall not be inconsistent with the provisions of this Agreement.
- 12.03** The Employer agrees to use its authority in a fair and reasonable manner.
- 12.04** The Employees and the Union agree that the foregoing enumeration of Management's rights shall not be deemed to exclude any other recognized functions of Management not specifically covered in this Agreement.

## **CLAUSE 13 – GROUP INSURANCE, SICKNESS BENEFITS AND BEREAVEMENT LEAVE**

- 13.01** Employees shall pay one hundred (100) percent of Alberta Health Care insurance costs.

The Employer agrees to maintain a Life Insurance and a supplementary Health Insurance plan. A permanent Employee shall become a member of this plan three (3) months after the date of hire. The Employer agrees to pay one hundred (100) percent of the premium costs of this plan for each Employee commencing one year after the date of hire.

The Employer agrees to maintain a long-term salary continuance plan and the Employees agree to

pay the full premium cost thereof. The benefit will be 66⅔% up to a maximum of \$5,000 per month

The Employer has agreed to include Eyeglass coverage/contact lens coverage in the benefit package with a 2-year maximum of \$200.00 per member or dependent.

For Employees who require corrective lenses, Kal Tire will pay the costs of one pair of safety lenses and frames excluding any expenses thereof for any photo grading or tinting of such lenses or any non-standard frames. Kal Tire will also pay the costs of an Employee's eye examination and any replacement lenses for such safety glasses if the examination is reasonably required because of an Employee's astigmatism changing during a period less than 2 years. Kal Tire will not be responsible to pay the costs of repairing or replacing such safety glasses unless such relates to extraordinary damage related to any Employee's work and not to an Employee's negligence. An Employee must obtain their Supervisor's approval for these safety glasses and examination costs beforehand and submit proper receipts thereafter.

- 13.02** The Employer agrees to maintain a dental benefits program providing coverage with limits and conditions set forth in the plan for group dental insurance. Unless modified by mutual consent between the Employer and the Union, The plan shall cover dental expenses in accordance with the current Alberta Fee Guide. A permanent Employee shall become a member of this plan three (3) months after the date of hire. The Employer agrees to pay one hundred (100) percent of the premium costs of this plan for

each Employee commencing one year after the date of hire. A booklet describing benefits under the plan shall be available to Employees and the Union Office from the Employer.

### **13.03 SHORT TERM SICKNESS AND DISABILITY BENEFITS**

All Employees covered by this Agreement shall be entitled to benefits subject to the following conditions:

An Employee must report to his Immediate Supervisor and claims will be calculated from the time a report was made; telephone or personal contact must be maintained on a weekly basis; the sickness must not be self inflicted through misuse of drugs, alcohol, or recklessness; sickness or disability lasting two (2) days or more must be substantiated with a letter from a qualified Medical Practitioner to the effect that the Employee is unable to work due to sickness.

The benefit schedule applies each time a sick-pay claim is made and covers sixty-four (64) working days for eight (8) hour shift employees and forty three (43) working days for twelve (12) hour shift employees in a ninety (90) calendar day period. One extra day without pay will be deducted from the third and subsequent sick pay claim made within the calendar year; these extra days off shall be cumulative.

<b>8 – Hour Shifts</b>			
<b>Length of Service</b>	<b>First Days Not Paid</b>	<b>Work Days Full Pay</b>	<b>Work Days % of Pay</b>
0–3 months	—	—	E.I. benefits only
3–12 months	2	0	62 @ 60%
1–2 years	1	5	58 @ 75%
2–3 years	0	15	49 @ 75%
3–4 years	0	30	34 @ 75%
4–5 years	0	45	19 @ 75%
5 yrs and over	0	64	64 @ 100%
64 x 8 hour shifts = 512 hours of coverage			

<b>12 – Hour Shifts</b>			
<b>Length of Service</b>	<b>First Days Not Paid</b>	<b>Work Days Full Pay</b>	<b>Work Days % of Pay</b>
0–3 months	—	—	E.I. benefits only
3–12 months	2	0	41 @ 60%
1–2 years	1	3	39 @ 75%
2–3 years	0	10	33 @ 75%
3–4 years	0	20	23 @ 75%
4–5 years	0	30	13 @ 75%
5 yrs and over	0	43	43 @ 100%
43 x 12 hour shifts = 516 hours of coverage			

When hospitalization is necessary in case of sickness or accident, the first days of no pay may be waived. Sickness or disability cases exceeding ninety (90) calendar days will be submitted to the Long Term Disability benefits program.



### **13.04 BEREAVEMENT LEAVE**

Bereavement leave without loss of pay will be provided upon the death of a member of an Employee's immediate family. The maximum amount of bereavement leave with pay allowed will be three (3) days. Immediate family is defined as an Employee's spouse, parents, grandparents, mother-in-law, father-in-law, brother-in-law, sister-in-law, plus sons, daughters, brothers, sisters, or their spouses, nieces, nephews and step-children.

**13.05** The Employer at his discretion shall grant Leave of Absence without pay and without loss of seniority to any Employee requesting such leave for good and sufficient cause. Leave of Absence applications must be made one (1) month in advance of leave, in writing. The Employer will render a decision within thirty (30) days of receipt of the application for leave.

## **CLAUSE 14 – WORKERS' COMPENSATION**

**14.01** Any Employee entitled to receive Workers' Compensation benefits as the result of an injury or illness suffered must notify his Department Manager and complete an accident report as required by the Workers' Compensation Act. The amount of benefit shall be as determined by the Workers' Compensation Act, and is payable from the Workers' Compensation Board directly to the Employee.

## **CLAUSE 15 – GRIEVANCE PROCEDURE**

**15.01** The Employer and the Union both agree that the settlement of any complaint or grievance arising

out of the terms of this agreement should, so far as possible, be arranged between Employee and his Immediate Supervisor.

- 15.02** A difference between the Employer and the Union as to the meaning and application of the provisions of this Agreement shall be considered a policy grievance. Any policy grievance will be processed by the Executive of the Union and shall be submitted to the Employer under Step 2 of the Grievance Procedure.
- 15.03** Unless a grievance of an Employee or a policy grievance is presented to the Employer within ten (10) working days of the grievor, from the date when the grievance first arose, or in the case of dismissal within ten (10) working days of the grievor's notification to the Union, the grievance is waived and the Employee or the Union shall not be permitted to present the same to the Employer thereafter.
- 15.04** Any complaint, disagreement or difference of opinion between the parties hereto concerning interpretation, application, operation, or any alleged violation of the terms of this Agreement shall be considered a grievance and the procedure of settlement shall be as follows:
- Step 1** If the complaint or grievance is not satisfactorily resolved in discussion between the Employee and his Immediate Supervisor, it shall be set out in writing citing the alleged violation of the Collective Agreement including the Clause(s) affected. It shall be submitted in this form to the Immediate Supervisor within the time limits specified in Clause 15.03. A decision will be forwarded to the Union within ten (10) working days of receiving the grievance.

**Step 2** If the grievance is not resolved in Step 1, within ten (10) days the Union shall submit the grievance to the Area Manager or Zone Manager in writing clearly stating the alleged violation of the Collective Agreement including the Clause(s) which were allegedly violated. This submission must be made within ten (10) working days of receiving the Step 1 response. The Area Manager or Zone Manager will make the decision known to the Union within ten (10) working days of receiving the grievance.

**Step 3** If the grievance is not satisfactorily resolved in Step 2, within ten (10) days the Union shall submit to the General Manager or Senior Zone Manager, a request to hold a meeting between the Union Executive and the General Manager or Senior Zone Manager, to hear the grievance. A full hearing of the grievance will be held within ten (10) days of receiving written request to do so. A decision will be forwarded to the Union within ten (10) working days of the hearing.

If the decision is unsatisfactory to the Union, the grievance may be submitted to Arbitration, notice will be given in writing within 10 days of receiving the written reply from the Employer.

**15.05** The time limits expressed in the foregoing shall exclude Saturdays, Sundays, designated Holidays and normal time off.

It is understood and agreed that the time limits specified in Steps 1, 2 or 3 may be altered by mutual agreement between the Employer and the Union.

## **CLAUSE 16 – STRIKES AND LOCKOUTS**

**16.01** There shall be no lockouts by the Employer and no interruption, strike, work stoppage, sit-down or slowdown by an Employee or Employees during the term of this Agreement.

## **CLAUSE 17 – UNION RELATIONSHIPS**

**17.01** The Union shall keep the Employer advised in writing with up to date lists of names of Executive Officers and Stewards who are authorized to act on behalf of the Union with the Employer. The Employer agrees to recognize only those representatives whose names have been submitted in writing.

**17.02** Stewards shall be regular full-time Employees with the Employer. They must have at least six (6) months service; an exception shall be made where an employee cannot be found with six (6) months service to three (3) months service. Stewards may be selected in any manner determined by the Union. Management will be informed of the names of the Stewards on a regular basis.

**17.03** Stewards shall be appointed to represent each department at all locations as may be required from time to time.

**17.04** Stewards shall meet with representatives of the Employer monthly, if required by either party, in order to discuss problems, which may arise.

Whenever possible, stewards will be present when the employer is discussing any discipline or termination of employees.

- 17.05** Stewards will be allowed a reasonable amount of time per month (up to 2 hours), without loss of pay, to present grievances to representatives of the Employer under Steps 1 and 2 of the Grievance Procedure, provided they first obtain permission from their Immediate Supervisor to leave their work assignment.
- 17.06** Employees having grievances shall not discuss them with Stewards during working hours unless they have first obtained permission from their Immediate Supervisor. The Employer agrees such permission will not be unreasonably refused.
- 17.07** The Employer agrees to permit Union Representatives a reasonable amount of time off, without pay, to attend to the necessary business of the Union.
- 17.08** Kal Tire will pay a total of 192 hours of Employee's regularly scheduled time, to be divided amongst Union Bargaining Committee members, during negotiations.
- 17.09** Bulletin board space will be reserved for the purpose of posting official Union notices and papers. The Union agrees that such notices and papers will not contain references detrimental to the maintenance of a harmonious relationship between the Employer and the Union. On customer mine sites, subject to customer approval, company supplied bulletin board space at each location.
- 17.10** When an Employee is elected to a "Full Time" position in the Union, the company shall grant to a Leave of Absence to that employee for the duration of the elected term. Seniority will continue to accumulate for this Employee. If the term is three (3) years or less, the employee shall return to his/her previous posi-

tion. If the term is more than three (3) years then the employee shall return to a position mutually agreed to by the employer and the Union at the current wage rate.

**17.11** The Union and Kal Tire have agreed to include Kal Tire's "Base Plan" as part of the Collective Agreement. The Base Plan as outlined in the Kal Team Handbook Version 2.0 and in a letter to the Union from Ken Finch dated June 24, 1996 will apply to all members of this Collective Agreement.

Specific information is contained in the Kal Team Handbook and the Ken Finch letter.

Generally, the Base Plan is funded with 2% Employee contributions of gross pay deducted from each pay cheque and from profit sharing contributions made annually which are 15% of total profits from all stores after concessions, which are lumped together in an R.R.S.P. with Canada Life in the Employee's name.

Kal Tire will pay once annually, 5% of employee's annual earnings or the standard percentage (%) on "Stores Division" profits, whichever is greater, into each employee's Base Plan Accounts.

(Note: Each employee has an RRSP account with Canada Life Insurance.)

## **CLAUSE 18 – BOARD OF ARBITRATION**

**18.01** The Board of Arbitration shall consist of a single Arbitrator, who shall be one of the persons named in 18.05, and shall be selected as follows:

a) The person named on the schedule who has the number 1 beside his name shall hear and decide the first arbitration.

b) The person named on the Schedule who has the number 2 beside his name shall hear and decide the second arbitration case held after the said date, and so on until the last person named on the Schedule has heard and decided an arbitration case. Thereafter the person who has the number 1 beside his name shall hear and decide the next case, and so on.

c) In the event that the person whose turn it is to be Arbitrator is unwilling or unable to hear and decide the case within thirty (30) days after he is contacted, or in the event that that such person is directly interested or involved in the out come of the controversy under consideration, then in any such event that person shall be passed over in favor of the person next named in 18.05.

**18.02** It is understood and agreed that the time limits set forth herein may be altered by mutual agreement between the Employer and the Union.

**18.03** Any grievance submitted to arbitration shall be governed by the provisions of this Agreement. The Arbitrator shall not be vested with the power to change, modify or alter this Agreement in any of its parts, but may however interpret its provisions.

The expense of the arbitrator shall be borne equally by the Employer and the Union, unless otherwise provided by law. The findings and decision of the Arbitrator shall be binding and enforceable on all parties.

**18.04** The Arbitrator shall have the power to ameliorate any penalty or disciplinary measure and in the case of any grievance involving a discharge shall be entitled to substitute lesser disciplinary penalty than was imposed by the Employer.

**18.05** Arbitrators: 1. Andrew Simms 2. Bill McFetridge

## **CLAUSE 19 – NEW TECHNOLOGY CHANGE**

**19.01** Both the Employer and the Union agree that it is important to discuss the introduction and implications of technological change in the workplace where that change will affect Employees. Where the Employer intends to introduce technological or procedural change in the workplace, it will meet with the Union to discuss the implications of the change 90 days prior to implementation.

Technological change will be considered the introduction of new or modified equipment and/or processes, which will displace any Employees in a Location. The Employer will provide information about the new technology and the impact on the Employees.

Where an Employee needs some skills upgrading to assume another position within the department or location, the Employer and the Union will encourage the Employee to participate in the skills upgrading. This may involve attending a course inside or outside the Company. The Employer will assume the cost of any agreed to course.

If any Employee is not able to be placed in a suitable position, the severance pay provisions of the Agreement will apply.

Any changes to wage categories, rates or layoff classifications necessitated by the introduction of the change will be negotiated by the Union and the Employer.



## **CLAUSE 20 – DURATION OF AGREEMENT**

**20.01** This agreement shall be effective from April 01, 2011 until March 31, 2014 and thereafter to the date when a new Collective Agreement comes into force, or until a strike or lockout occurs, whichever is first. All rate pay changes in this Agreement (with the exception of tool allowance) are effective from the date of signing Memorandum.

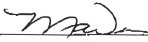
## **CLAUSE 21 – LAYOFF PAY IN LIEU OF NOTICE**

**21.01** Layoff pay is to be paid in lieu of notice per the following schedule:

- a) One week, if the employee has been employed by the employer for more than 3 months but less than 2 years.
- b) 2 weeks, if the employee has been employed by the employer for 2 years or more but less than 4 years.
- c) 4 weeks, if the employee has been employed by the employer for 4 years or more but less than 6 years.
- d) 5 weeks, if the employee has been employed by the employer for 6 years or more but less than 8 years,
- e) 6 weeks, if the employee has been employed by the employer for 8 years or more but less than 10 years, or
- f) 8 weeks, if the employee has been employed by the employer for 10 years or more.

IN WITNESS WHEREOF the parties hereto have caused these presents to be executed on the day and year first above written.

Brenda Lyon  
Area Manager - Mining  
Kal Tire - Ft. McMurray

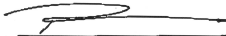
  
MIKE WEIR, OPERATIONS MANAGER - CANADA

Jeff Leyer  
Senior Zone Manager - Store  
Kal Tire - Edmonton




Bob Bennett  
G.M. Mining Kal Tire

Bob MacKinnon  
President/ Business Representative  
I.A.M.A.W. Local Lodge 99



Jim Haywood  
I.A.M.A.W. Local Lodge 99 Representative



Mike Bryan  
I.A.M.A.W. Local Lodge 99 Representative



Gary Thompson  
I.A.M.A.W. Local Lodge 99 Representative



**SCHEDULE "A" – WAGE CATEGORIES,**  
**EFFECTIVE APRIL 01, 2011 (2.25%)**

	<b>April 1, 2011</b>
Earthmover T/S Leadhand	\$28.62
Earthmover T/S A	\$27.54
Earthmover T/S B	\$26.61
Earthmover T/S C	\$25.53
Earthmover T/S Probation	\$23.20
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Truck T/S Leadhand	\$27.24
Truck T/S A	\$25.53
Truck T/S B	\$24.33
Truck T/S C	\$22.91
Truck T/S Probationary	\$20.65
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T/S Leadhand	\$27.24
T/S Class A	\$24.33
T/S Class B	\$22.91
T/S Class C	\$21.72
T/S Probationary	\$18.87
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J/an Mechanic Leadhand	\$35.35
Journeyman Mechanic	\$31.80
4 <sup>th</sup> Year Apprentice	\$28.48
3 <sup>rd</sup> Year Apprentice	\$25.75
2 <sup>nd</sup> Year Apprentice	\$25.41
1 <sup>st</sup> Year Apprentice	\$21.77
<p>*T/S – Tire serviceman            AFTERNOON or NIGHT shift premium – 6% additional to day shift rate above.            *Due to agreement in Memorandum April 1, 2011 wages only are retro-active to April 1, 2011.</p>	

**SCHEDULE "A" – WAGE CATEGORIES,**  
**EFFECTIVE APRIL 01, 2012 (2.75%)**

	<b>April 1, 2012</b>
Earthmover T/S Leadhand	\$29.41
Earthmover T/S A	\$28.30
Earthmover T/S B	\$27.34
Earthmover T/S C	\$26.23
Earthmover T/S Probation	\$23.84
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Truck T/S Leadhand	\$27.99
Truck T/S A	\$26.23
Truck T/S B	\$25.00
Truck T/S C	\$23.54
Truck T/S Probationary	\$21.23
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T/S Leadhand	\$27.99
T/S Class A	\$25.00
T/S Class B	\$23.54
T/S Class C	\$22.32
T/S Probationary	\$19.39
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J/an Mechanic Leadhand	\$36.32
Journeyman Mechanic	\$34.42
4 <sup>th</sup> Year Apprentice	\$32.67
3 <sup>rd</sup> Year Apprentice	\$29.26
2 <sup>nd</sup> Year Apprentice	\$26.11
1 <sup>st</sup> Year Apprentice	\$22.37
*T/S – Tire serviceman AFTERNOON or NIGHT shift premium – 6% additional to day shift rate above.	

**SCHEDULE "A" – WAGE CATEGORIES,**  
**EFFECTIVE APRIL 01, 2013 (2.75%)**

	<b>April 1, 2013</b>
Earthmover T/S Leadhand	\$30.22
Earthmover T/S A	\$29.08
Earthmover T/S B	\$28.09
Earthmover T/S C	\$26.96
Earthmover T/S Probation	\$24.50
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Truck T/S Leadhand	\$28.76
Truck T/S A	\$26.96
Truck T/S B	\$25.69
Truck T/S C	\$24.19
Truck T/S Probationary	\$21.81
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T/S Leadhand	\$28.76
T/S Class A	\$25.69
T/S Class B	\$24.19
T/S Class C	\$22.93
T/S Probationary	\$19.92
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J/an Mechanic Leadhand	\$37.32
Journeyman Mechanic	\$35.37
4 <sup>th</sup> Year Apprentice	\$33.57
3 <sup>rd</sup> Year Apprentice	\$30.06
2 <sup>nd</sup> Year Apprentice	\$26.83
1 <sup>st</sup> Year Apprentice	\$22.99
*T/S – Tire serviceman AFTERNOON or NIGHT shift premium – 6% additional to day shift rate above.	

As of March 9, 2005 all employees currently holding a valid first aid certificate will be grandfathered and will be eligible for the 2% honorarium for the duration of the agreement provided the certificate is kept current.

## **SCHEDULE "B"**

### **SPECIAL CONDITIONS**

The following special conditions apply to Employees working at the Syncrude Mine Sites, Mildred Lake shop, Mildred Lake Section Shop, Albian Sands Plant Sites, CNRL Plant Site, Fort MacKay Industrial Park and Fort McMurray town shop:

- (1) With the exception of transportation to and from the Town Store, the Employer agrees to provide to these Employees transportation to and from the worksite without charge.

With the exception of those employees who have been banned from Company provided transportation for whatever reason – effective April 1, 2011, the Employer agrees to notify the Union and discuss the circumstances related to the "banning" prior to removing this benefit.

- (2) Shift scheduling at Mildred Lake, Mildred Lake Section Shop, Syncrude Mine Sites, Albian Sands Mine Sites, CNRL Mine Site, Ft. MacKay Industrial Park will be based on 12 hour shifts and will be paid based on 12 hours at straight time.
- (3) For the purpose of job postings the Syncrude Mine Sites, Mildred Lake shop, Mildred Lake Section Shop, Albian Sands Plant Sites, CNRL Plant Site and Fort MacKay Industrial Park will be considered as one Operation separate from the town store. In case of lay-off all 6 Fort McMurray area shops will be combined and overall seniority applies
- (4) Where an Employee from the Town Store is temporarily assigned to work at the Syncrude Mine Sites, Mildred Lake Shop, Mildred Lake Section Shop, Albian Sands Plant Sites, CNRL Plant Site or Fort

MacKay Industrial Park, he will be paid at the wage rate listed below.

- (5) Sick Pay (STD) for KalTire Employees working twelve (12) hour shifts at Syncrude plant sites, Mildred Lake shop, Mildred Lake Section Shop, Albian Sands Plant Sites, CNRL Plant Site and Fort MacKay Industrial Park will be calculated based on 12 hours of straight time per day, the same amount as normally paid for a days work as per the 12 hour table in clause 13.03.

Sick Pay (STD) for Kal Tire employees working 8-hour shifts at the Town Shop shall be paid as per the 8-hour table in clause 13.03.

- (6) **Syncrude Mine Sites, Mildred Lake shop, Mildred Lake Section Shop, Albian Sands Plant Sites, CNRL Plant Site and Fort MacKay Industrial Park – Wage Rates:**

<b>Earthmover T/S and O.T.R. REPAIR MAN RATES</b>				
<b>Category</b>	<b>Rates as of April 1<sup>st</sup>, 2010</b>	<b>Rates as of April 1<sup>st</sup>, 2011</b>	<b>Rates as of April 1<sup>st</sup>, 2012</b>	<b>Rates as of April 1<sup>st</sup>, 2013</b>
E/M <sup>1</sup> & O.T.R. Leadhand	\$41.33	\$42.57	\$44.06	\$45.60
E/M & O.T.R. A	\$36.68	\$38.15	\$39.67	
E/M & O.T.R. B	\$35.54	\$36.96	\$38.44	
E/M & O.T.R. C	\$34.09	\$35.45	\$36.87	
E/M & O.T.R. Probation	\$32.52	\$33.82	\$35.17	
*E/M—EARTHMOVER TIRE SERVICEMAN				
*O.T.R.—OFF THE ROAD TIRE REPAIRMAN				
<b>NOTE:</b> Rate changes only, are retroactive to April 1, 2011				

Night shift premium for employees working on 6x6



(days and nights) schedules will be 6%.

Night shift premium for employees working 7x7 (days and nights) schedules will be 7% - this will be included in the relevant LOU'S.

This appendix of the current Agreement remains in force unless amended by mutual agreement between the Employer and the Union at the expiration of the contract for service work between the employer and Syncrude.

**LETTER OF UNDERSTANDING - HOUSING SUBSIDY**

**Kal Tire will pay each permanent Employee a cost of living subsidy monthly, annualized on each regular pay cheque, as outlined below;**

**This benefit is limited to employees covered by this C/A and those on Short Term Disability only.**

Monthly Subsidy

effective April 1, 2010

2010.....	\$1,200
2011.....	\$1,200
2012.....	\$1,200
2013.....	\$1,200

## **LETTER OF UNDERSTANDING – INCONVENIENCE PAY**

Kal Tire will pay each eligible Employee \$33.00 per shift as inconvenience pay.

Effective upon ratification and not retroactive, Kal Tire will pay each eligible Employee \$35.00 per shift as inconvenience pay.

Effective April 1, 2013, Kal Tire will pay each eligible Employee \$40.00 per shift as inconvenience pay.

The letter of understanding will be modified to include employees scheduled to work at Syncrude Aurora, Albian Sands Plant Sites, CNRL Plant Site or Ft. McKay Industrial Park.

Kal Tire agrees to review the amount paid annually to ensure that it is consistent with the amount being paid by the Oil Sands Producers.

## **LETTER OF UNDERSTANDING – MINE SITE TRAINEES**

The Employer agrees to negotiate with the Union to create an LOU for “Minesite Trainees” including timeframe (ie: 90 days per mine site) and distribution of Over Time (consistent with 6.05 as part of the Mildred Lake group).”

**LETTER OF UNDERSTANDING**

**BETWEEN**

**Kal Tire and IAMAW LODGE 99**

June 17, 2011

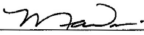

**RE: KEARL PROJECT UNIONIZED EMPLOYEES**

The parties agree that with respect to Kal Tire employees assigned to the Kearl Project, the terms and conditions of employment will be subject to negotiation and the existing collective agreement shall not necessarily apply.

The parties agree that negotiated terms and conditions of employment for Kearl sites will include, but not be limited to the following:

- Schedule and rotation - to be defined by the Customer
- Fly In – Fly Out requirements/restrictions - to be defined by the Customer
- Wages - minimum of \$35.00 per hour base rate
- STD – as per the Kal Tire Handbook for Alberta employee (12 paid sick days per calendar year – 90 day waiting period for LTD)
- Benefit Coverage (Dental, Medical, etc. – payment for coverage as per the existing C/A for Ft. McMurray employees)

This Letter of Understanding forms part of the Memorandum of Agreement and the Collective Agreement.

For Kal Tire		Date	JUNE 18/2011
For the Union		Date	JUNE 18/2011

## **ATTENTION ALL MEMBERS**

### **ARREARS IN DUES**

Excerpt from the IAM Constitution

Quote: *"As used in this "Constitution, delinquency is defined as the failure of a member to pay his/her dues. . ."*

*"Delinquency for 2 months in the payment of dues shall automatically cancel membership and all rights, privileges and benefits incident thereto."*

Unquote.

### **DUES ARE DEDUCTED BY PAYROLL DEDUCTION ONLY WHEN A MEMBER IS WORKING**

If a member is not working, for any reason, it is the member's responsibility to make sure that his/her own dues are kept up to date.

**NOTE:** *There have been errors in dues check-off remittances to the Union, and with the member's cooperation in advising the Union office, errors or non-remittance can be rectified.*

### **NON-PAYMENTS OF DUES**

When a member is laid off, or leaves the Employer for any reason, or simply forgets about his/her unemployed dues, the member is subject to a

### **MEMBERS OFF WORK DUE TO LAYOFF**

Please notify the Union office immediately. The member will then be entitled to an out of work stamp, for which he/she must remit \$2.00 (two) per month.

### **MEMBERS OFF WORK DUE TO ILLNESS**

Please notify the Union office immediately if you are off anytime during the last two (2) weeks of the month or longer. This is to ensure that member's dues are kept up to date.

## **CHANGE OF ADDRESS**

All members must notify the Union office of any change in address.

### **International Association of Machinists and Aerospace Workers**

#### **Local Lodge 99**

Suite 101, 10471 – 178 Street

Edmonton, Alberta T5S 1R5

Telephone: 780-414-1499

## **LODGE 99 DUES STRUCTURE**

Monthly working dues ..... Two (2) times hourly rate

Out of work dues..... Two (\$2.00) dollars per month

Reinstatement fees..... Six (6) times the hourly rate

# 2011

## January

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## February

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## August

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## November

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# 2012

## January

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## April

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## June

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## July

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## August

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## September

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

## October

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## November

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

## December

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

# 2013

## January

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## February

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

## March

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## April

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

## May

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## June

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

## July

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## August

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## September

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

## October

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## November

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## December

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				



