

Gordon Hamilton



COLLECTIVE AGREEMENT

BETWEEN

AVRO AIRCRAFT LIMITED

AND

TECHNICAL ASSOCIATES

LODGE 2030

INTERNATIONAL ASSOCIATION OF
MACHINISTS

**SCHEDULE
"A"
OF THE MASTER
AGREEMENT
CONTAINED
HEREIN**

EFFECTIVE DECEMBER 10th 1957

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AND

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of the

MASTER AGREEMENT

contained herein

Effective December 10th, 1957

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AND

TECHNICAL ASSOCIATES LODGE 3030

INTERNATIONAL ASSOCIATION OF MACHINISTS

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MASTER AGREEMENT

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MEMORANDUM OF MASTER AGREEMENT made this tenth day of December 1957.

BETWEEN:

A. V. ROE CANADA LIMITED
hereinafter called the "Parent Company"

AVRO AIRCRAFT LIMITED
hereinafter called the "Aircraft Company"

ORENDA ENGINES LIMITED
hereinafter called the "Engine Company"

THE INTERNATIONAL ASSOCIATION OF MACHINISTS
hereinafter called the "International Union"

TECHNICAL ASSOCIATES LODGE 2030, I.A.M.,
hereinafter called the "Aircraft Lodge"

TECHNICAL ASSOCIATES LODGE 1922, I.A.M.,
hereinafter called the "Turbo Lodge"

WHEREAS the Aircraft Lodge and the Aircraft Company have entered into a collective agreement of even date herewith (hereinafter called the "Aircraft Agreement"), Schedule "A", attached hereto;

AND WHEREAS the Turbo Lodge and the Engine Company have entered into a collective agreement of even date herewith (hereinafter called the "Turbo Agreement"), Schedule "B", attached hereto;

AND WHEREAS the Parent Company and the International Union have been made parties hereto for the purpose of giving the guarantee as hereinafter provided;

NOW THEREFORE THIS AGREEMENT WITNESSETH:

1. For the purposes of both the Aircraft Agreement and the Turbo Agreement there shall be established a committee of Union representatives and a committee of Management representatives which may meet jointly from time to time.

The Union committee shall consist of the following:

- (a) The President of the Aircraft Lodge.
- (b) The President of the Turbo Lodge.
- (c) The Chairman of the Office Committee, Aircraft Lodge.
- (d) The Chairman of the Office Committee, Turbo Lodge.

The Management committee shall consist of the following:

- (a) Two representatives of the Aircraft Company.
- (b) Two representatives of the Engine Company.

A representative of the International Union may attend joint meetings of these Committees in an advisory capacity.

2. It is agreed that whenever a matter in dispute under the Aircraft Agreement or the Turbo Agreement is common to both the Aircraft Company and the Engine Company the matter will at the request of either party to the Aircraft Agreement or the Turbo Agreement be referred to the Joint Committees before being taken to arbitration. No such matter in dispute shall be referred to the Joint Committees that has not been referred to and dealt with jointly by the Industrial Relations Manager of the Aircraft Company and the Office Committee of the Aircraft Lodge, or by the Industrial Relations Manager of the Engine Company and the Office Committee of the Turbo Lodge, as the case may be. If the Joint Committees agree on the matter in dispute that decision shall be final and binding upon all parties in interest. If the Joint Committees do not agree on the matter in dispute the matter shall be referred to arbitration under the Aircraft Agreement or the Turbo Agreement as the case may be and the decision of the arbitrator shall be final and binding on all parties in interest.
3. If notice of intention to amend or terminate either the Turbo Agreement or the Aircraft Agreement is given pursuant to the provisions therein contained, negotiations with respect thereto shall be conducted jointly by representatives of both the Aircraft Company and the Engine Company and representatives of both the Aircraft Lodge and the Turbo Lodge.
4. The Parent Company hereby guarantees performance of the obligations of the Aircraft Company and the Engine Company under the Aircraft Agreement and the Turbo Agreement. The International Union hereby guarantees the performance of the obligations of the Aircraft Lodge and the Turbo Lodge under the Aircraft Agreement and the Turbo Agreement.
5. This Agreement shall be read with and form part of the Aircraft Agreement, Schedule "A" attached hereto, and of the Turbo Agreement, Schedule "B" attached hereto, and,

subject to the express provisions hereof, the administration of the Aircraft Agreement shall be carried out by the Aircraft Company and the Aircraft Lodge and the administration of the Turbo Agreement shall be carried out by the Engine Company and the Turbo Lodge.

IN WITNESS WHEREOF the parties hereto have executed this Agreement.

For **A. V. ROE CANADA LIMITED**
CRAWFORD GORDON,

President and General Manager.

W. H. DICKIE,
Vice-President, Industrial Relations.

For **AVRO AIRCRAFT LIMITED**
FRED T. SMYE,

President and General Manager.

E. F. ALDERTON,
Industrial Relations Manager.

For **ORENDA ENGINES LIMITED**
W. R. McLACHLAN,

President and General Manager.

J. E. NESBITT,
Personnel and Industrial Relations Manager.

For the **JOINT NEGOTIATING COMMITTEE**
M. A. O'BRIEN,
Chairman.

J. L. O'HAGAN,
J. J. BIRIBAUER,
J. V. GOODISON,
D. G. LAING,
A. C. LEMAY,
ROY G. STUART,
GEORGE C. PULKER,
PETE ROGERS,
TOM BROWNE,

E. HOLMES,
Business Representative.

A. BREADMAN,
Business Representative.

MIKE RYGUS,
For the I.A. of M.
WILLIAM BOOTHROYD,
For the I.A. of M.

SCHEDULE "A"

COLLECTIVE AGREEMENT

BETWEEN:

AVRO AIRCRAFT LIMITED, of the County of Peel, hereinafter called the 'COMPANY'

— and —

TECHNICAL ASSOCIATES LODGE 2030, I.A.M., hereinafter called the 'LODGE'.

ARTICLE I PURPOSE

- 1.01 The purpose of this Collective Agreement is to establish the salaries, hours of work and other working conditions of employees covered by this Agreement, and to establish the procedure for final settlement without stoppage of work, on application of either party, of differences concerning the interpretation or violation of any of the provisions of this Agreement.

ARTICLE II RECOGNITION

- 2.01 The Company recognizes the Lodge as the exclusive bargaining agent for the employees covered by this Agreement.
- 2.02 Employees covered by this Agreement shall be all weekly salaried employees of the Company except the following:
- (a) those employed in a confidential capacity;
 - (b) employees who are registered members of the Association of Professional Engineers of Ontario or who are qualified to become registered members thereof without further examination or who are classified as engineers, it being agreed that no classification shall be titled an engineering classification unless the education normally required for the proper performance of the work is the equivalent of that required to qualify for the said registered membership;
 - (c) employees in security and plant protection departments;

- 2.02 (d) employees in Industrial Relations and Personnel Departments;
- (e) employees in the Mailing Department other than mail carriers;
- (f) Sub-foremen and Group Leaders;
- (g) persons who are occupied solely in receiving training and who are not required to perform work or services of use or value to the Company and who are not otherwise classified pursuant to Article XXVII.

ARTICLE III RIGHTS OF MANAGEMENT

- 3.01 The Lodge acknowledges that it is the exclusive function of the Company
- to determine the policy of the Company and manage and direct its operations,
 - to maintain order, discipline and efficiency, and to hire, classify, transfer, promote, demote, discipline, lay off and dismiss employees, provided that a claim that an employee with seniority has been so dealt with without reasonable cause may be the subject of a grievance, which shall be settled as hereinafter provided.
- 3.02 The Company agrees that its exclusive functions provided by this Agreement shall be exercised in a manner consistent with all provisions of this Agreement.

ARTICLE IV UNION DUES AND UNION MEMBERSHIP

- 4.01 As a condition of employment of every employee under this Agreement the Company shall deduct the amount of monthly Union Dues from his salary each month and shall remit the same to the Lodge on or before the twenty-fifth day of the month in which it is deducted.
- 4.02 The Company shall deduct from the salary of an employee any initiation fee due from him to the Lodge and shall remit the same to the Lodge on or before the twenty-fifth day of the month in which it is deducted.

- 4.03 As a condition of employment every employee covered by this Agreement who is or shall become a member of the Lodge shall remain a member during the life of this Agreement.

ARTICLE V STRIKES AND LOCKOUTS

- 5.01 Whereas this Agreement provides for the just settlement of differences concerning the interpretation or violation of any of the provisions of this Agreement and binds the parties hereto to accept and abide by the decision of a Committee of Arbitration should they fail to settle any dispute by negotiation;
- 5.02 it is therefore promised and agreed by the parties hereto that during the life of this Agreement or while negotiations for its amendment or renewal are in progress there shall be no strike, slowdown, stoppage of work, or other interference with the operations of the Company by the employees hereby covered or any lockout by the Company.

ARTICLE VI NO DISCRIMINATION

- 6.01 The Lodge and its officials and members shall not use coercion or intimidation or discriminatory action in obtaining new members or in persuading any employee of the Company to participate in Lodge activities; and solicitations of memberships shall not be carried on during working hours.
- 6.02 No employee shall be discriminated against by the Company because of membership or activity in the Lodge, so long as such activities are not carried on during working hours, except as specifically permitted by this Agreement.

ARTICLE VII LODGE REPRESENTATION

- 7.01 The Lodge shall name an Office Committee consisting of four members who shall be employees of the Company covered by this Agreement.
- 7.02 Matters pertaining to the interpretation, application or administration of this Agreement shall be discussed and adjusted by the Company and the Office Committee, who

shall meet at least once each month during working hours with a prepared agenda of matters to be discussed and adjusted. Only Office Committee members shall be present at any such meeting unless the Company shall otherwise agree, except that an International Officer of the International Association of Machinists may be present if either party so requests.

- 7.03 An executive officer of the Lodge or an Office Committee member shall not be required to work on a shift other than the day shift except with his consent.

Stewards and Chief Stewards

- 7.04 The Lodge may designate and the Company shall recognize Stewards and Chief Stewards for such work areas or groups as shall be agreed by the parties hereto to be reasonable and proper. The Company shall be kept informed of the name of each Steward and Chief Steward and the work area or group for which the Lodge has designated him.
- 7.05 A Steward or Chief Steward shall be permitted the necessary time during working hours without loss of pay to perform the functions provided by Article VIII hereof for the settlement of a complaint or grievance, he shall not leave his work except as provided by the said Article VIII and only after having informed his supervisor as to the nature of his business.
- 7.06 A Chief Steward shall be permitted access to any part of the area for which he is designated (except to such plant areas to which his access is not permissible for reasons of secrecy or security) to deal with complaints and grievances as provided by Article VIII hereof but only after having explained the nature of his business to the Supervisor or Foreman of any work area to which he desires access.
- 7.07 Stewards and Chief Stewards shall exercise the privileges herein provided in such manner as to promote good order and discipline and with the least possible interference with the regular duties of their employment.
- 7.08 The Lodge may name one representative as a member of the Safety Committee.

ARTICLE VIII GRIEVANCE PROCEDURE

- 8.01 The parties hereto desire that every complaint shall be dealt with as it justly deserves as quickly as possible and that adjustment of every justified complaint shall be promptly made.
- 8.02 An employee who has a complaint shall discuss it with his supervisor either alone or with his Steward with a view to prompt and fair adjustment.
- 8.03 An employee seeking a change in his classification shall present his request to his supervisor in writing on the appropriate form and shall receive acknowledgement of receipt on a copy of the same and, if the supervisor grants the request, the change of classification shall be effective from the start of the next pay period thereafter.
- 8.04 During the discussion of a grievance if it is mutually agreed that witnesses would aid in settling the grievance they may be requested to attend.

Grievance Procedure—Step No. 1

- 8.05 Should an employee not receive satisfaction from his supervisor in regard to a complaint made as provided in Section 8.02 hereof, or within three (3) working days of a request for change of classification made as provided in Section 8.03 hereof, he may state his grievance in writing in quadruplicate on the appropriate form and his Steward shall present it to the supervisor concerned with such explanation and discussion as may be necessary for proper understanding of the matter. Within two (2) working days thereafter or within such longer period as may be agreed the supervisor shall return three copies of the form to the Steward with his decision in writing stated thereon.

Grievance Procedure—Step No. 2

- 8.06 Should the employee not receive satisfaction in Step No. 1 the said written grievance may be presented by the Chief Steward to the appropriate supervisor with such further explanation or discussion as may be necessary, provided that it shall be presented within three (3) working days

of receipt of the supervisor's reply in Step No. 1. Within three (3) working days thereafter or within such longer period as may be agreed the said supervisor shall state his decision in writing on each copy of the form and return the same to the Chief Steward.

Grievance Procedure—Step No. 3

- 8.07 Should the employee not receive satisfaction in Step No. 2 he may refer the grievance to the Office Committee. It shall be the duty of the Office Committee to seek a just settlement of the grievance; to this end the Chief Steward and the Chairman of the Office Committee or the President of the Lodge shall, during working hours and without loss of pay, take such time and shall have access to any such plant area where work is being performed by employees covered by this Agreement, (except to plant areas to which their access is not permissible for reasons of secrecy or security) as may be reasonably necessary for the proper investigation of the grievance, provided that they shall properly inform all foreman and supervisors concerned as to the nature of their business.
- 8.08 Should the Office Committee consider that a just settlement has not been found it shall present the grievance in writing to the duly authorized representative of the Company within ten (10) working days from the date of the decision provided for by Step No. 2 or within such longer period as may be agreed.
- 8.09 Within ten (10) working days after he has received the grievance or within such longer period as may be agreed the Company's representative shall meet the Office Committee to adjust the grievance. An International Officer of the International Association of Machinists shall be present should either party so request.
- 8.10 Within ten (10) working days after such discussion or such further time as may be mutually agreed to be necessary, the Company's representative shall present the Company's final decision in writing to the Lodge.

Settlements Relating to Classification

- 8.11 Any change in an employee's classification made in settlement of a grievance shall take effect at the beginning of the next pay period following the date on which the grievance was presented in Step No. 1 as provided by Section 8.05 hereof unless some other date shall be agreed to in the settlement.
- 8.12 Any matter discussed by the Company and the Office Committee pursuant to Article 7.02 hereof which is not adjusted to the satisfaction of both parties and any dispute over the settlement of a grievance at the third step may be required by either party to be submitted to arbitration provided that it shall be deemed to be settled or abandoned if within ten (10) working days after a final decision has been announced neither party shall have given written notice of intent to submit the matter to arbitration; provided, however, that pursuant to Section 2 of the Master Agreement certain matters may be referred by either party to the Joint Committees for which provision is made in the Master Agreement before the said matters are submitted to arbitration.

ARTICLE IX ARBITRATION

- 9.01 Any matter or question arising from the interpretation, application, administration, or an alleged violation of this Agreement, including the question of whether a matter is arbitrable, may be submitted to arbitration by the parties hereto as herein provided.
- 9.02 No matter shall be submitted to arbitration by the parties hereto unless and until they shall have attempted to arrive at a settlement by the means provided by Article VII and VIII hereof.
- 9.03 Within five (5) working days after notice of intent to arbitrate has been given as provided by Section 8.12 hereof the Company and the Lodge shall each name an arbitrator. No person may be named as an arbitrator who has participated in an attempt to settle the grievance or dispute.

- 9.04 The parties hereto shall jointly in writing stipulate the matter to be arbitrated and the two arbitrators shall then meet and attempt to arrive at a settlement.
- 9.05 If the said nominees fail to reach agreement within two (2) days or within such longer period as they may agree upon they shall attempt to agree upon a Chairman with whom they shall become the Arbitration Board. Failing such agreement within two (2) days the Minister of Labour for the Province of Ontario shall appoint a Chairman.
- 9.06 The Arbitration Board shall not make any decision inconsistent with the provisions of this Agreement nor shall it alter, modify or amend any part of this Agreement.
- 9.07 The proceedings of the Arbitration Board shall be expedited by the parties hereto.
- 9.08 The decision of the majority of the Arbitration Board shall be final and binding upon the parties hereto and upon any employee concerned in or effected by the said decision.
- 9.09 Each of the parties hereto shall bear the expenses of the arbitrator appointed by it, and the parties shall jointly bear the expenses of the Chairman of the Arbitration Board.

ARTICLE X PROBATION

- 10.01 An employee shall be a probationary employee for the first three months of employment by the Company during which period the Company may assess whether he is suitable to be retained and, if so, where in the Company's operations he may best be employed.
- 10.02 Absence with or without leave shall not be included in the said three months' probationary period.
- 10.03 In respect of a probationary employee no act of the Company in exercise of the functions provided in Article III hereof shall be subject to grievance or arbitration.

- 10.04 Any person re-employed by the Company after having separated from its employment shall, when re-employed, again be a probationary employee as herein provided. For the purpose of this Section 10.04 a laid-off employee, who retains seniority as provided by Article XII hereof or an employee on leave of absence as provided by Article XIV hereof shall not be deemed to have separated from employment by the Company and shall not again be a probationary employee should he return to work.

ARTICLE XI SENIORITY

- 11.01 On completion of his probationary employment an employee of the Company shall have three (3) months' seniority and thereafter shall accrue seniority as provided herein.

Seniority

- 11.02 Subject to any provision of this Agreement affecting the same, an employee's seniority shall be according to the length of his continuous weekly-salaried employment by the Company and by A. V. Roe Canada Limited. Employment in any capacity by the predecessors of A. V. Roe Canada Limited and employment continuing therefrom without a break as employment by A. V. Roe Canada Limited shall count as seniority provided that lay-off not exceeding an aggregate period of one year shall not be deemed a break and further provided that the employee was a weekly-salaried employee of A. V. Roe Canada Limited on November 2nd, 1948.

Loss of Seniority

- 11.03 An employee shall lose all seniority
- should he be granted leave of absence for more than thirty (30) days, except as otherwise provided by Article XIV hereof, or
 - should he be absent for five (5) consecutive working days without reporting to the Company and without reasonable explanation, or
 - should he voluntarily quit the employment of the Company, or
 - should he be dismissed for just cause, or
 - should he fail to respond to recall pursuant to Articles 12.10 and 12.11 hereof.

Restoration of Seniority

- 11.04 By agreement of the parties hereto lost seniority may be restored in whole or in part to any employee.
- 11.05 An employee with seniority heretofore or hereafter transferred from an occupation covered by this Agreement to salaried or hourly paid employment by the Company not covered by this Agreement shall retain his seniority and shall continue to accrue seniority while so employed but he shall be excluded from the coverage of this Agreement and from any of its terms and conditions while so employed.

ARTICLE XII LAY-OFF AND RECALL

- 12.01 For the purposes of this Article XII, Schedules are annexed hereto, as follows:

- (a) Schedule 3, enumerating the seniority groups and seniority divisions in which seniority within an occupational group applies.
- (b) Schedule 4, enumerating the occupational groups of classifications.

- 12.02 If it becomes necessary to reduce the number of employees in an occupational group those to be retained shall be those with most seniority therein, except that the Company shall have the right to retain employees pursuant to Section 12.03 and 12.04 hereof without regard to their seniority (subject to the provisos stated in Section 12.03), and subject also to the following:

- (a) An employee with less than one (1) year's seniority shall have the right to be retained in place of an employee with less seniority in the same classification as his own or in another classification of the same or lower job level in the same occupational group but only within the seniority group in which he is employed.
- (b) An employee with seniority of one (1) year or more shall have the right to be retained in place of an employee with less seniority in the same classification as his own or in another classification of the

same or lower job level in the same occupational group but only within the seniority division in which he is employed, unless the said occupational group is designated by the Company as having company-wide application in which case he shall have this right anywhere in the Company.

- 12.03 Subject always to the provisos that pursuant to this Section 12.03 no employee shall be displaced by or laid off in place of an employee from a classification in a job level lower than his own and no employee with three (3) years' seniority or more shall be displaced by or laid off in place of any other employee, the Company may retain employees who would otherwise be displaced or laid off pursuant to Section 12.02 hereof, as follows:

Should it be necessary to lay off only one employee from an occupational group, the Company may retain the employee with least seniority therein provided that the employee next senior to him in a classification of the same or lower job level in the said occupational group who is not retained because of the aforesaid provisos shall be laid off in his place;

Similarly, if more than one employee is to be laid off from an occupational group the Company may select employees to be retained as follows:

if the number of employees to be laid off is 2, 3, or 4 the Company may select any one of them to be retained;

if the number of employees to be laid off is 5, 6, 7, 8, or 9 the Company may select any one or two of them to be retained;

if 10 or more employees are to be laid off the Company may select any of them to be retained, up to one-quarter ($\frac{1}{4}$) or the total number to be laid off;

provided that if any employee is thus retained, the employee in a classification in the same job level or in a lower job level in the said occupational group next senior to him who is not retained pursuant to this Section 12.03 or because of the aforesaid provisos shall be laid off in his place.

- 12.04 The Company's right to select employees to be retained pursuant to Section 12.03 hereof, shall be according to the number of employees laid off from an occupational group within any period of twenty (20) working days.

- 12.05 No employee with seniority of one (1) year or more shall be separated from employment by lay-off without being given opportunity to claim any job held by a probationary employee in any classification in a job level not higher than the job level of his own classification, and if he is competent to do the work he shall be retained in place of the said probationary employee; if his seniority is less than one (1) year this right shall be restricted to the seniority division in which he is employed.

- 12.06 An employee reclassified pursuant to Section 12.05 hereof shall be paid the job rate for his new classification or his rate before reclassification, whichever is the lower, except that in no event shall he be paid less than the minimum rate for his new classification: if paid less than the said job rate his rate shall be progressively increased pursuant to Article XXIX hereof.

- 12.07 In the event of lay-off, Executive Officers of the Lodge, Chief Stewards and members of the Office Committee shall be retained in employment so long as work is available which they are qualified to perform.

- 12.08 The Company will notify the Lodge as soon as possible of any lay-off; no employee shall be separated from employment by lay-off without at least seven (7) days' notice and no employee who has five (5) years' service or more shall be separated from employment by lay-off without at least two (2) weeks' notice.

- 12.09 An employee who has been separated from employment by lay-off shall be listed according to seniority for a period of time equal to his seniority at the date of lay-off but not exceeding one year after the date on which he was laid off. If not recalled to work during the said period his name shall then be removed from the list and the Lodge shall be so advised.

- 12.10 Should a vacancy occur in an occupational group, seniority in the same at the time the vacancy occurs shall determine the employee to be recalled thereto. Every previous employee having seniority in an occupational

group shall be recalled before any other person is transferred into or hired into it.

- 12.11 Recall shall be by registered mail to the address last filed with the Company by the employee or by personal interview by the placement office. The Lodge shall receive a copy of each letter of recall and notification of each recall made by personal interview.

ARTICLE XIII DISMISSAL

- 13.01 With reasonable promptitude the Company shall notify the Lodge of any dismissal and on request from the Lodge shall furnish the reason for the same.
- 13.02 An employee with more than three months' service who feels that he has been unjustly dismissed may present a grievance and the same shall be dealt with as provided by Articles 8.08 and 8.09 hereof, provided that the right to grievance shall be deemed to be waived if no grievance has been presented within five (5) working days after the separation.
- 13.03 Failing settlement by the said grievance procedure, a grievance regarding dismissal may be submitted to arbitration as provided by Article IX hereof, and the arbitrators or Arbitration Board shall make such settlement as they deem just.

ARTICLE XIV LEAVE OF ABSENCE

- 14.01 Leave of absence without pay granted by the Company for a period of thirty (30) calendar days or less shall be without loss of seniority and with accrual of seniority.
- 14.02 The Company shall inform the Lodge of leave of absence without pay granted by the Company for more than thirty (30) calendar days. Such leave of absence shall occasion loss of all seniority except as otherwise agreed between the Company and the Lodge.
- 14.03 On request from the Lodge the Company may grant leave of absence without pay to officers of the Lodge or their delegates for the transaction of union business provided that such leave of absence shall not exceed three calendar days in any calendar month for any such employee; except that leave of absence not exceeding two weeks at any one time may be granted such officers or delegates for the purpose of attending trade union conferences.

- 14.04 On request from the Lodge the Company shall grant leave of absence without pay to an employee for a period not exceeding one (1) year for full-time employment by the Lodge or the International Association of Machinists, provided that the number of employees who at any one time shall be granted such leave shall be mutually agreed.

ARTICLE XV TRANSFERS

- 15.01 Should an employee wish to transfer from one classification or department to another classification or department he shall present his request in writing to his supervisor. His supervisor shall forward the request to the employment office and shall state his wishes in the matter and his opinion as to the fitness of the request. The employment officer shall deal with the request on the basis of its merits, the availability of work within the desired classification or department, and the availability of an adequate replacement.
- 15.02 At any time within two (2) months after a transfer the supervisor accepting the employee on transfer may advise the employment officer that he deems the said employee unsuitable; or within the same two month period the said employee may request to be returned to his former place. The employment officer shall then return the said employee to his former place or shall arrange a new transfer for him.
- 15.03 Three (3) months after the date of the request an employee's request for transfer shall be removed from the employment office file should no vacancy have occurred or should no transfer have been arranged. An employee shall be informed immediately when his request for transfer has been removed from the file.

ARTICLE XVI PROMOTIONS

- 16.01 Promotion shall be made on the basis of merit as determined by the Company. In cases of equal merit, consideration will be given to length of service with the Company.

ARTICLE XVII POSTING NOTICES

- 17.01 The Lodge may post notices approved by the Company at specified places on the Company's premises.

ARTICLE XVIII HOURS OF WORK

- 18.01 The standard hours of work and shift arrangements shall be as provided hereby; any hours of work or shift arrangements not hereby provided shall be as agreed by the parties hereto.
- 18.02 The standard daily hours of work on either the day shift or the night shift shall be either seven and one-half ($7\frac{1}{2}$) hours, herein referred to as "staff hours", or eight (8) hours, herein referred to as "shop hours". The work week shall normally be five days each week from Monday to Friday inclusive; the standard work week shall accordingly be thirty-seven and one-half ($37\frac{1}{2}$) hours per week on staff hours and forty (40) hours per week on shop hours.
- 18.03 Where there are two shifts they shall alternate every four (4) weeks. Employees working on the night shift shall be paid the night shift premium provided by Article 23.01 hereof.
- 18.04 Starting and stopping times shall be as provided by Schedule 1 annexed hereto.
- 18.05 Permanent work which is directly accessory to and functionally associated with shop work may be performed on shop hours, always provided that shop hours shall not be used where they are not essential to the efficient operation of the shop, and particularly and specifically provided that they shall not be used as a substitute for overtime.
- 18.06 The classifications of employees who may be required to work on shop hours shall be as listed in Schedule 2 annexed to this Agreement. Any change from one standard hour or shift arrangement to another shall be after discussion with the Lodge and with reasonable notice to the employees affected.
- 18.07 The Company shall consult with the Lodge before changing starting and stopping times.
- 18.08 Female employees shall be permitted a rest period of ten (10) minutes both in the morning and in the afternoon, provided that the Company may, as it deems necessary,

allow any female employee or group of female employees a lunch period of one hour instead of the said rest periods.

- 18.09 At the Company's discretion deduction may be made from an employee's salary for time lost by unpunctual attendance.

ARTICLE XIX OVERTIME

- 19.01 An employee under this Agreement may be required to work occasional necessary overtime up to one hour's duration without extra payment.
- 19.02 Except as otherwise provided in this Article, authorized time worked by an employee in excess of his regular hours (seven and one-half ($7\frac{1}{2}$) hours per day on "staff hours" or eight (8) hours per day on "shop hours") shall be overtime and shall be paid for by the hour at one and a half times the hourly equivalent of weekly salary. Authorized absence with pay, including sick leave pursuant to Article XXII hereof, shall be regarded as time worked but time lost due to lateness or other absence shall not be so regarded in computing overtime.
- 19.03 Overtime ending more than two hours after an employee's regular stopping time shall include an unpaid break or lunch period of three-quarters ($\frac{3}{4}$) of an hour unless otherwise specifically authorized by his supervisor.
- 19.04 Authorized work on Saturdays shall be paid for by the hour at one and a half times the hourly equivalent of the rate of weekly salary for the first seven and one-half ($7\frac{1}{2}$) hours and at double time thereafter until there is a break of at least eight (8) hours. Authorized work on Sundays and on the holidays observed by the Company provided by Article XXI shall be overtime and shall be paid for by the hour at double the hourly equivalent of weekly salary.
- 19.05 An employee who is called in to work overtime shall receive a minimum of four hours' pay at the appropriate overtime rate, as provided by this Article XIX.

ARTICLE XX TIME CARDS

- 20.01 Every employee shall punch his time card immediately on entering the Company's premises to start work. An employee working standard hours is not required to punch out.

ARTICLE XXI HOLIDAYS OBSERVED BY THE COMPANY

21.01 The following shall be holidays with pay:

| | |
|----------------|------------------|
| New Year's Day | Civic Holiday |
| Good Friday | Labour Day |
| Victoria Day | Thanksgiving Day |
| Dominion Day | Christmas Day |

and also the half-day immediately preceding Christmas Day and the half-day immediately preceding New Year's Day.

21.02 By mutual agreement of the parties hereto any employee or all employees may be permitted to be absent for the whole day immediately preceding Christmas Day or the whole day immediately preceding New Year's Day or both without loss of salary, provided that the Company may require the working time so lost to be made up at some other time to be agreed without extra payment.

ARTICLE XXII SICK LEAVE WITH PAY

22.01 For absence due to illness or injury other than injury compensable under the Workmen's Compensation Act, an employee shall be granted sick leave with pay according to the following schedule:

| | |
|---|---|
| During the first three months of employment by the Company in any capacity..... | none |
| During the next nine months of such employment..... | seven working days |
| During the second year of such employment | fourteen working days |
| During the third year of such employment | twenty-one working days |
| Thereafter | 21 working days or more by special consideration. |

22.02 The Company may require proof of illness or incapacity due to injury in support of any claim for sick leave with pay.

22.03 Entitlement to sick leave with pay shall not be cumulative from year to year.

ARTICLE XXIII SPECIAL ALLOWANCES

23.01 A premium of twelve cents (12c) per hour shall be paid for time worked on the second of two standard shifts, and a premium of twenty cents (20c) per hour shall be paid for time worked on the third shift of three standard shifts.

Flight Test Bonus

23.02 Employees who have been properly authorized to, and who are required to make flights in the carrying out of their duties of recording the performance of Aircraft, Power Plant, Equipment, Accessories, or Instruments and/or adjusting or operating Equipment, Accessories, or Instruments shall be paid in addition to their salary a bonus at the rate of five dollars (\$5.00) per hour calculated to the next highest half-hour in any one day. The bonus shall be paid monthly.

ARTICLE XXIV PAYMENT OF SALARY

24.01 Salaries of employees working at Malton shall be paid in cash every seven days during working hours. Statement of total earnings and deductions for the pay period shall appear on each pay envelope. An employee who was not available on pay day and employees working elsewhere than at Malton may at the Company's discretion be paid by cheque.

ARTICLE XXV ANNUAL VACATION

25.01 Commencing in respect of the holiday year ending June 30th, 1958,

- (a) every employee who has been in continuous service of A. V. Roe Canada Limited, Avro Aircraft Limited, and/or Orenda Engines Limited for ten years or more shall receive three weeks' vacation with pay at his salary rate as of June 30th, subject to the Company's right to require an employee who is entitled to three weeks' vacation to forgo the third week of vacation and be paid one week's salary in lieu thereof or to take one week of vacation when the Company may direct.

- (b) Employees who at June 30th are salaried employees in the employ of the Company, and who have been in the employ of the Company as such for one year or more but with less than ten years' continuous service, shall be given two weeks' vacation with pay at the rate as of June 30th.
- 25.02 Employees who at June 30th are salaried employees in the employ of the Company, and who have been in the employ of the Company as such for less than one year, shall be given for each full calendar month of employment one day's vacation with pay but not exceeding two work weeks.
- 25.03 An employee who is in the employ of the Company at June 30th and has been transferred during the preceding year from the salaried staff to the hourly rate or from the hourly rate to the salaried staff shall receive as vacation pay for the period in which he or she was on the salaried staff four per centum of his or her total earnings in that period, or six per centum if he or she is entitled to three weeks' vacation pursuant to Section 25.01(a) hereof.
- 25.04 If the plant is shut down for holiday purposes, salaried employees may be required to lay off for the full time of the shut-down. This lay-off shall be without remuneration other than vacation pay as provided by this Article.
- 25.05 Any employee, whose service with the Company terminates, shall receive in lieu of vacation pay, vacation credits to the amount of four per centum of his total earnings in the current period, or six per centum if he is entitled to three weeks' vacation pursuant to Section 25.01(a) hereof.
- 25.06 The Company shall announce its vacation programme not later than April 1st each year.

ARTICLE XXVI GROUP INSURANCE

- 26.01 The Company will provide and bear the entire cost of life insurance, accidental death and disability insurance, weekly indemnity for non-occupational sickness and accident, and a comprehensive insured plan of hospital, medical and surgical benefits.

- 26.02 An employee shall be eligible for the said group insurances as soon as he has completed three months of full time employment by the Company.

- 26.03 Life insurance benefits (available to employees only and not for their dependents) are as follows:—

For male employees whose regular weekly salary (on 'staff hours' or 'shop hours') exclusive of bonus pay, premium pay or any special allowance is:

| | |
|--------------------------------|------------|
| \$97.40 or over | \$7,000.00 |
| \$97.39 or less | 5,000.00 |
| For all female employees | 3,000.00 |

- 26.04 The accident and sickness benefits available for employees and their dependents shall be those specifically shown in the certificate of insurance which shall be issued to each employee who is enrolled in the plan.
- 26.05 Insurance coverage for an employee or for his dependents shall commence on the date of his enrolment in the plan and, except as provided by Section 26.06 hereof, shall continue until the last day of the calendar month during which the employee is separated from the Company's employ.
- 26.06 An employee who is laid off pursuant to the provisions of Article XII hereof shall continue to be protected by his insurance coverage until thirty-one (31) clear days have elapsed from the date on which he was separated from employment by lay-off.

ARTICLE XXVII CLASSIFICATION OF EMPLOYEES

- 27.01 Every employee covered by this Agreement shall be classified under a Job Title and Job Description appropriate to the occupation in which he is normally and regularly employed. The classification in which employees may be classified are those listed by Job Title and Salary Group in Schedule 5 annexed hereto as from time to time amended as this Agreement provides or otherwise by Agreement of the parties hereto.

ARTICLE XXVIII SALARY GROUPS, SALARY RATES & RANGES

28.01 Each classification in which employees may be classified pursuant to Article XXVII hereof shall be placed in one of twelve (12) Salary Groups, herein also referred to as Job Levels, for which the range of rates of weekly salary and the job rate for the standard week of thirty-seven and one-half (37½) hours provided by Article XVIII hereof shall be as follows:

| Salary Group | Minimum | Job Rate |
|--------------|-------------|--------------|
| A or 1 | 40.30 | 48.30 |
| B or 2 | 45.60 | 53.60 |
| C or 3 | 50.80 | 58.80 |
| D or 4 | 56.10 | 64.10 |
| E or 5 | 62.30 | 70.30 |
| F or 6 | 67.60 | 75.60 |
| G or 7 | 73.60 | 81.60 |
| H or 8 | 78.90 | 86.90 |
| I or 9 | 85.20 87.60 | 93.20 95.60 |
| J or 10 | 90.50 93.00 | 98.50 101.00 |
| K or 11 | 95.80 | 103.80 |
| L or 12 | 101.10 | 109.10 |

28.02 Employees working 'shop hours' as provided by Article XVIII hereof shall be paid the above rates increased by 6.67%.

ARTICLE XXIX APPLICATION OF RATES

29.01 Subject to all the provisions of this Article a new employee or a reclassified employee may be paid the minimum salary for his classification, or a higher salary, two dollars, four dollars, or six dollars above the minimum, or the job rate, as the Company may determine having due regard to his experience, qualifications, ability, and application to his work.

29.02 If pursuant to Section 29.01 hereof an employee is paid the minimum salary for his classification or if he is paid more than the said minimum but not more than the job rate for the same he shall receive an increment of two dollars to his weekly salary rate every three months until a salary rate of two dollars below the job rate is reached and six months thereafter shall be paid the job

rate; provided that should an employee's salary rate be less than the job rate by an amount other than two dollars or a multiple thereof, the first such increment shall be such as to bring his rate to an even two dollars or multiple thereof below the job rate or to the job rate as the case may be; and further provided that any absence totaling more than five days in any of the said three months or six months period shall cause a corresponding delay in adding the said increment or receiving the said rate.

29.03 Salary rates above the job rate shall be at the Company's discretion.

ARTICLE XXX REVISIONS AND NEW CLASSIFICATIONS

30.01 To provide for the introduction of new work or where there has been substantial change in the work assignments of an existing classification, the Company may revise an existing job description or create a new classification under a new Job Title and Job Description and place it in an appropriate Job Level, and shall notify the Lodge accordingly. It shall be open to the Lodge by written notice to the Company to allege that there is new work, or that there has been such substantial change, or to hold that new or changed work could reasonably be assigned under the terms of an existing job description, or that the new or revised classification should be placed in a different job level, and if so the Company and the Office Committee without delay shall seek to agree on the matter. Pending settlement of any disagreement relating thereto, the Company may classify or continue to classify employees under the existing classification or the new or revised classification, as the case may be. A new or revised Job Title, Job Description and Job Level shall be deemed to be agreed if the Lodge has not signified its disagreement in writing within fifteen (15) working days after notification to the Lodge of the first classification of an employee thereunder.

30.02 If the Office Committee and the Company have not agreed within fifteen (15) working days after the Lodge has served notice pursuant to Section 30.01 hereof the Lodge shall have the right to notify the Company of its intent to refer the matter to a sole umpire, who shall

have power, upon representation of the parties, to decide the matters hereinafter enumerated—

- (a) whether there has been substantial change, or new work introduced,
- (b) which, if any, of the classifications referred to him is reasonably appropriate to the work in question,
- (c) in which job level a new or revised classification which is reasonably appropriate to the work should be placed, on the basis of the relationship the disputed work bears to the work of other classifications listed in Schedule 5.

- 30.03 In considering matters arising under Section (b) of 30.02 the umpire shall have regard to the following definition: "A reasonably appropriate classification is one involving a degree of difficulty consistent with the work in question and which requires the same kind of experience for the satisfactory performance of the work".
- 30.04 The written decision of the umpire shall be binding upon the parties and upon all persons affected, for the life of the Collective Agreement.
- 30.05 The salary group in which a classification is placed pursuant to Article XXVIII hereof shall not be lower after revision pursuant to this Article XXX than it was before revision.
- 30.06 By reason solely of the application of this Article XXX no employee's salary rate shall be reduced nor shall he be placed in a lower-rated classification.
- 30.07 Any change in salary resulting from any agreement or decision arrived at under the provisions of this Article shall be effective from the date of written notice given by either party pursuant to Section 30.01 hereof.

ARTICLE XXXI SCHEDULES AND APPENDIX

- 31.01 Annexed to and part of this Agreement are the following:
Appendix "A"—Supplemental Agreement, covering the execution of this Agreement.
- Schedule 1 —Starting and stopping times.
 - Schedule 2 —Classifications of employees who may be required to work "shop hours".
 - Schedule 3 —Schedule of seniority groups and seniority divisions.
 - Schedule 4 —Schedule of Occupational Groups.
 - Schedule 5 —Schedule of Classifications.

ARTICLE XXXII RENEWAL, AMENDMENT AND TERMINATION

- 32.01 This Agreement shall be in effect for one (1) year from December 10th, 1957, and shall continue from year to year after that date unless either party gives notice in writing of its intention to terminate the Agreement within a period of not less than thirty (30) days and not more than sixty (60) days prior to any such yearly date of termination.
- 32.02 If notice of intention to amend is given by either party in writing pursuant to the provisions of the preceding paragraph negotiations in accordance with the provisions of Section 3 of the Master Agreement shall commence not later than ten (10) days after the date of such written notice and if such negotiations do not result in agreement prior to the date of termination of this Agreement, or within forty (40) days after such negotiations have commenced, whichever is the later date, then this Agreement shall terminate, subject always to the right of the parties to extend the period of negotiations by mutual agreement.

32.03 SIGNED at Toronto, in the County of York, in the Province of Ontario this tenth day of December, 1957.

For AVRO AIRCRAFT LIMITED

FRED T. SMYE
President and General Manager.

E. F. ALDERTON
Industrial Relations Manager.

For JOINT NEGOTIATING COMMITTEE

M. A. O'BRIEN
Chairman.

J. L. O'HAGAN

J. J. BIRIBAUER

J. V. GOODISON

D. G. LAING

A. C. LEMAY

ROY G. STUART

GEORGE C. PULKER

PETE ROGERS

TOM BROWNE

E. HOLMES
Business Representative.

A. BREADMAN
Business Representative.

MIKE RYGUS
For the I.A. of M.

WILLIAM BOOTHROYD
For the I.A. of M.

APPENDIX 'A'

SUPPLEMENTAL AGREEMENT

BETWEEN:

AVRO AIRCRAFT LIMITED of the County of Peel, hereinafter called the 'COMPANY'

— and —

TECHNICAL ASSOCIATES LODGE 2030,
I.A.M., hereinafter called the 'LODGE'.

1. This Agreement supplements the Collective Agreement between the parties hereto which they have signed this tenth day of December, 1957.

2. General Increase

Effective December 7th, 1957, the 'staff hour' rate of salary of every employee covered by the Collective Agreement shall be increased according to the job level of his classification, as follows:

| | | |
|--------------------------------|-------|-----------------|
| Salary Groups A - D, inclusive | | \$4.00 per week |
| E - H, inclusive | | \$5.00 per week |
| I - L, inclusive | | \$6.00 per week |

3. Retroactive Settlement

Every employee covered by the Collective Agreement on the date of signature hereof who received weekly salary for the entire period September 21st, 1957, to December 6th, 1957, inclusive, shall be paid an amount determined by the job level of his classification on the said date of signature, as follows:

Salary Groups A - D (1-4) inclusive —

| | |
|-----------------------------------|---------|
| For employees on staff hours..... | \$44.00 |
| For employees on shop hours..... | \$46.95 |

Salary Group E - H (5-8) inclusive —

| | |
|-----------------------------------|---------|
| For employees on staff hours..... | \$55.00 |
| For employees on shop hours..... | \$58.70 |

Salary Groups I - L (9-12) inclusive —

| | |
|-----------------------------------|---------|
| For employees on staff hours..... | \$66.00 |
| For employees on shop hours..... | \$70.40 |

The said amounts shall be reduced pro-rata for each week during the said period in which an employee received no weekly salary.

SIGNED at Toronto, in the County of York, in the Province of Ontario, this tenth day of December, 1957.

For AVRO AIRCRAFT LIMITED

FRED T. SMYE
President and General Manager.

E. F. ALDERTON
Industrial Relations Manager.

For JOINT NEGOTIATING COMMITTEE

M. A. O'BRIEN
Chairman.

J. L. O'HAGAN

J. J. BIRIBAUER

J. V. GOODISON

D. G. LAING

A. C. LEMAY

ROY G. STUART

GEORGE C. PULKER

PETE ROGERS

TOM BROWNE

E. HOLMES
Business Representative.

A. BREADMAN
Business Representative.

MIKE RYGUS
For the I.A. of M.

WILLIAM BOOTHROYD
For the I.A. of M.

SCHEDULE 1

STARTING AND STOPPING TIMES

(reference - Article 18.04)

| | DAYS |
|-------------|------------------|
| Shop Hours | Start: 7:45 a.m. |
| | Quit: 4:15 p.m. |
| Staff Hours | Start: 8:30 a.m. |
| | Quit: 4:45 p.m. |

***NIGHTS**

| | |
|-------|-----------|
| Start | 5:30 p.m. |
| Quit | 2:00 a.m. |

*Note: For the convenience of employees in regard to transportation, staff hours are normally the same as shop hours. The alternative, 5:30 p.m. to 1:45 a.m. is a permissible arrangement.

SCHEDULE 2

CLASSIFICATIONS OF EMPLOYEES WHO MAY BE REQUIRED TO WORK SHOP HOURS

1. Employees in the classifications listed hereunder may be required to work shop hours.

| Title | Code No. |
|---|----------|
| Analyst, Quality Control..... | 531 |
| Analyst, Spares Packaging..... | 467 |
| Attendant, Blueprint Crib..... | 259 |
| Chauffeur | 1069 |
| Clerk, Inspection Records..... | 713 |
| Clerk, Laboratory Stores 'A'..... | 550 |
| Clerk, Laboratory Stores 'B'..... | 1254 |
| Clerk Maintenance | 389 |
| Clerk, Maintenance Records..... | 421 |
| Clerk, Maintenance Schedules..... | 382 |
| Clerk, Material Control..... | 1104 |
| Clerk, Order Issue..... | 007 |
| Clerk, Programme Chart..... | 1214 |
| Clerk, Schedule—Production Control..... | 1215 |
| Dispatcher, Vehicle..... | 134 |
| Estimator, Cost 'A'..... | 714 |
| Estimator, Cost 'B'..... | 805 |
| Expediter 'A'..... | 1191 |
| Expediter 'B'..... | 1192 |
| Expediter 'C'..... | 715 |

| Title | Code No. |
|--|----------|
| Liaison Man, Manufacturing..... | 1194 |
| Observer, Time Study..... | 825 |
| Operator, Switchboard..... | 375 |
| Operator, Switchboard, Night Senior..... | 374 |
| Planner, Process 'A'..... | 1284 |
| Planner, Process 'B'..... | 1283 |
| Planner, Process 'C'..... | 548 |
| Printer, Loft 'A'..... | 524 |
| Printer, Loft 'B'..... | 525 |
| Technician, Lab. 'A', Electronic Instrumentation.... | 1082 |
| Technician, Lab. 'A', Structural Test Instrumentation | 1276 |
| Technician, Lab. 'B', Structural Test Instrumentation | 450 |
| Technician, Lab. 'A', Test Instrumentation..... | 1367 |
| Technician, Lab. 'B', Test Instrumentation..... | 451 |
| Technician, Lab. 'C'..... | 1267 |
| Timekeeper | 1125 |
| Time Study Man..... | 824 |

2. Employees in the classifications listed hereunder shall be required to work shop hours but only when their work is directly associated with that of employees in classifications listed in Section 1 who work shop hours, or with Shop Supervisors.

| Title | Code No. |
|-------------------------------|----------|
| Clerk 'A'..... | 1244 |
| Clerk 'B'..... | 716 |
| Clerk File 'A'..... | 1127 |
| Clerk Senior..... | 1126 |
| Clerk Typist 'A'..... | 1059 |
| Clerk Typist 'B'..... | 717 |
| Stenographer 'A'..... | 435 |
| Stenographer 'B'..... | 1061 |
| Stenographer Secretarial..... | 1058 |

SCHEDULE III

SENIORITY DIVISIONS AND SENIORITY GROUPS FOR THE PURPOSE

ARTICLE XII

(as provided by Section 12.01)

Operating Unit numbers are as listed in the Cost Accounting Manual in effect on December 6th, 1957.

SENIORITY DIVISION NO. 1

| SENIORITY GROUP 1.1. | DEPARTMENT NUMBERS |
|-------------------------------------|---|
| Design Drafting and Layout | 2909, 2917, 2919 |
| Engineering Administration | 2908, 2916, 3073, 3074, 3075, 3080, 3001 |
| Photography | 3072 |
| SENIORITY GROUP 1.2. | |
| Experimental Engineering, Technical | 3110, 3120, 3140 |
| Experimental Engineering, General | 3100 |
| Metallurgical | 3130 |
| SENIORITY GROUP 1.3. | |
| Experimental Planning | 3210, 3211, 3212, 3214 |
| Experimental Manufacturing | 3300, 3310, 3320, 3330 |
| SENIORITY GROUP 1.4. | |
| Design, Technical | 2912, 2911, 2921, 2923, 2939 |
| Design, General | 2900, 2902, 2910, 2920, 2930, 2990 |
| SENIORITY GROUP 1.5. | |
| Special Projects | 7001, 7002, 7101, 7102 |

SENIORITY DIVISION NO. 2

| SENIORITY GROUP 2.1. | DEPARTMENT NUMBERS |
|-----------------------------|---------------------------------------|
| Material Assessment | 4802 |
| Purchasing and Sub-Contract | 4804, 4805, 4806, 4807, 4808 |
| Storekeeping | 4901, 4902, 4903, 4904, 4905, 4906 |

| SENIORITY GROUP 2.2. | |
|---------------------------------|------------------|
| Production Engineering, General | 4301 |
| Production Engineering | 4304 |
| Tool Room | 4401, 4408, 4410 |

| SENIORITY GROUP 2.3. | |
|----------------------|--|
| Production Control | 3503, 3504, 3505, 3506, 3508, 3509, 3510, 3511, 3512, 3513, 3514, 3516, 3517, 3518, 3520, 3521, 3522, 3523 |

| SENIORITY GROUP 2.4. | |
|---------------------------|------------------------|
| Industrial Engineering | 4602 |
| Estimating and Time Study | 4603, 4604, 4606, 4607 |

| SENIORITY GROUP 2.5. | |
|----------------------|---|
| Plant Engineering | 5701, 5702, 5703, 5704, 5705, 5706, 5707 |
| Maintenance | 5711 |

| SENIORITY GROUP 2.6. | |
|----------------------|---|
| Production Shops | 3701, 3901, 4001, 4101, 5401, 5402, 5501 |

| SENIORITY GROUP 2.7 | |
|---------------------|------|
| Flight Services | 4202 |

| SENIORITY GROUP 2.8 | |
|--------------------------------------|------|
| Test Pilots Office Administration | 7701 |

SENIORITY DIVISION NO. 3

| SENIORITY GROUP 3.1 | |
|-------------------------|---------------------------------|
| Tabulating | 2108 |
| Payroll and Timekeeping | 2104, 2106 |
| Accounting | 2101, 2102, 2103, 2105, 2107 |

| SENIORITY GROUP 3.2 | |
|---------------------|--|
| Office Services | 2201, 2202, 2203, 2204, 2205, 2206, 2207, 2208, 2209 |

SENIORITY DIVISION NO. 4

| SENIORITY GROUP 4.1 | |
|---------------------|---------------------------------|
| Service | 1002, 1003, 1004, 1006, 1007 |
| Contracts and Sales | 0901, 0902 |
| Parts | 1101, 1102, 1201, 1202 |

SENIORITY DIVISION NO. 5

| SENIORITY GROUP 5.1. | |
|------------------------------|--|
| Quality Control & Inspection | 2301, 2303, 2304, 2305, 2307, 2309, 2401, 2501, 2502, 2601, 2701, 2801 |

SCHEDULE IV

SCHEDULE OF OCCUPATIONAL GROUPS

The occupational groups in which seniority shall be recognized are listed hereunder pursuant to Article 12.01 of the Collective Agreement. Every tentative job title established pursuant to Article 30 shall be added to an existing occupational group in this list or new occupational group shall be added hereto as mutually agreed by the parties hereto.

| Occup. Group | Job Title | Job Level | Code Number |
|-----------------|--|--------------|----------------|
| 1 | Typist Vari | 4 | 1088 |
| | Clerk Departmental | 4 | 166 |
| | Clerk Typist 'A' | 3 | 1059 |
| | Typist Proportional Spacing | 3 | 1087 |
| | Clerk Typist 'B' | 2 | 717 |
| 2 | Stenographer Secretarial | 4 | 1058 |
| | Stenographer 'A' | 3 | 435 |
| | Stenographer 'B' | 2 | 1061 |
| 3 | Clerk 'A' | 3 | 1244 |
| | Clerk File 'A' | 3 | 1127 |
| | Clerk, Circulation Library | 3 | 1274 |
| | Clerk 'B' | 1 | 716 |
| | Clerk Records Production Control | 2 | 442 |
| | Clerk Bindery | 2 | 1049 |
| | Operator Transfer Posting Machine | 2 | 1228 |
| | Operator Addressograph 'B' | 2 | 1139 |
| | Attendant Blueprint Crib | 2 | 259 |
| | Messenger | 1 | 1102 |
| | Folder Blueprints | 1 | 789 |
| 4 | Compiler Capital Inventory | 5 | 1184 |
| | Clerk Office Services 'A' | 5 | 425 |
| | Clerk Stationery Stores 'A' | 4 | 1186 |
| | Clerk Records Storage | 3 | 371 |
| | Clerk Office Services 'B' | 3 | 1226 |
| | Clerk Stationery Stores 'B' | 2 | 534 |
| 5 | Operator Bookkeeping Machine— Gen. Acct. | 5 | 556 |
| 6 | Operator Comptometer | 3 | 1100 |
| 7 | Operator Xerography Machine | 3 | 1282 |
| | Operator Reproduction Machine | 3 | 079 |
| 8 | Operator Switchboard Night Senior | 4 | 374 |
| | Operator Switchboard | 3 | 375 |

| Occup. Group | Job Title | Job Level | Code Number |
|-----------------|---|--------------|----------------|
| 9 | Designer A/C | 11 | 1167 |
| | Checker Design 'A' | 11 | 1303 |
| | Liaison Man Engineering 'A' | 11 | 1287 |
| | Draftsman Layout | 9 | 530 |
| | Draftsman Design | 9 | 1209 |
| | Checker Design 'B' | 9 | 701 |
| | Liaison Man Engineering 'B' | 9 | 700 |
| | Draftsman 'A' | 7 | 1169 |
| | Draftsman 'B' | 5 | 586 |
| | Draftsman 'C' | 3 | 587 |
| 10 | Draftsman Design Mechanical 'A' | 10 | 1096 |
| | Draftsman Design Mechanical 'B' | 8 | 1095 |
| 11 | Draftsman Design Architectural 'A' | 10 | 1089 |
| | Draftsman Design Architectural 'B' | 8 | 1090 |
| 12 | Draftsman Design Electrical 'A' | 10 | 362 |
| | Draftsman Design Electrical 'B' | 8 | 1091 |
| *13 | Designer Tool | 11 | 1177 |
| | Draftsman Design Tool | 8 | 1178 |
| *14 | Loftsmen Lines 'A' | 10 | 725 |
| | Loftsmen 'A' | 10 | 505 |
| | Loftsmen Lines 'B' | 8 | 510 |
| | Loftsmen 'B' | 8 | 506 |
| | Loftsmen 'C' | 6 | 722 |
| | Loftsmen 'D' | 3 | 508 |
| 15 | Estimator Weights Project | 9 | 1157 |
| | Estimator Weights Control | 9 | 1170 |
| | Estimator Weights 'A' | 8 | 1054 |
| | Estimator Weights 'B' | 6 | 1055 |
| 16 | Technician Metallurgical | 10 | 1305 |
| | Technician Laboratory 'A'—Metallurgy | 8 | 1295 |
| | Technician Laboratory 'B'—Metallurgy | 6 | 1292 |
| 17 | Chemist 'A' | 9 | 1294 |
| | Chemist 'B' | 6 | 1293 |
| 18 | Radiologist | 11 | 528 |
| 19 | Technician Laboratory 'A'— Structural Test | 9 | 1276 |
| | Technician Laboratory 'B'— Structural Test | 7 | 450 |
| | Technician Laboratory 'C' | 4 | 1267 |

| Occup. Group | Job Title | Job Level | Code Number |
|-----------------|--|--------------|----------------|
| 20 | Technician Laboratory 'A' Electronic Instrumentation | 9 | 1082 |
| | Technician Laboratory 'A' Test Instrumentation | 8 | 1367 |
| | Technician Laboratory 'B' Test Instrumentation | 6 | 451 |
| | Technician Laboratory 'C' | 4 | 1267 |
| 21 | | | |
| 22 | Technician Flight Safety Equipment | 7 | 458 |
| 23 | Clerk Laboratory Stores 'A' | 6 | 550 |
| | Clerk Laboratory Stores 'B' | 4 | 1254 |
| 24 | Photographer Publicity | 9 | 172 |
| | Cameraman Motion Pictures | 9 | 583 |
| | Cameraman Process, Plate Maker 'A' | 9 | 584 |
| | Photographer 'A' | 7 | 174 |
| | Cameraman Loft 'A' | 7 | 169 |
| | Cameraman Process, Plate Maker 'B' | 7 | 585 |
| | Photographer 'B' | 5 | 175 |
| | Cameraman Loft 'B' | 5 | 170 |
| | Assistant Darkroom | 3 | 176 |
| 25 | Printer Loft 'A' | 6 | 524 |
| | Printer Loft 'B' | 3 | 525 |
| 26 | Calculator, Lines Loft 'A' | 8 | 512 |
| | Assistant Engineering 'A' | 7 | 560 |
| | Assistant Engineering 'B' | 5 | 561 |
| | Calculator, Lines Loft 'B' | 5 | 513 |
| 27 | Computer 'A' | 4 | 748 |
| | Computer 'B' | 3 | 747 |
| *28 | Illustrator 'A' | 10 | 479 |
| | Illustrator Technical 'A' | 10 | 480 |
| | Illustrator 'B' | 8 | 478 |
| | Illustrator Technical Airbrush | 8 | 477 |
| | Illustrator Technical 'B' | 8 | 476 |
| | Illustrator Technical 'C' | 5 | 475 |
| 29 | Operator I.B.M. 'A' | 4 | 1107 |
| | Operator Key punch Senior | 4 | 379 |
| | Operator I.B.M. 'B' | 3 | 1108 |
| | Operator I.B.M. 'C' | 1 | 1109 |
| 30 | Printer Offset Senior | 7 | 562 |
| | Printer Offset 'A' | 5 | 1121 |
| | Printer Offset 'B' | 3 | 1122 |

| Occup. Group | Job Title | Job Level | Code Number |
|-----------------|---|--------------|----------------|
| 31 | Compositor Printer | 6 | 1050 |
| *32 | Planner Process 'A' | 11 | 1284 |
| | Planner Process 'B' | 8 | 1283 |
| | Planner Process 'C' | 5 | 548 |
| 33 | Planner Material Handling | 9 | 646 |
| 34 | Control Man Programme | 5 | 598 |
| 35 | Buyer 'A' | 10 | 1149 |
| | Buyer 'B' | 8 | 1148 |
| | Expediter 'A' | 8 | 1191 |
| | Expediter 'B' | 7 | 1192 |
| | Clerk Material Special Contracts | 7 | 316 |
| | Liaison Man Manufacturing | 7 | 1194 |
| | Expediter 'C' | 6 | 715 |
| 36 | | | |
| 37 | Liaison Man Technical 'A' | 12 | 1189 |
| | Liaison Man Technical 'B' | 9 | 1190 |
| | Liaison Man Technical 'C' | 6 | 151 |
| 38 | Estimator Cost 'A' | 10 | 714 |
| | Timestudy Man | 9 | 824 |
| | Estimator Cost 'B' | 8 | 805 |
| | Observer Timestudy | 6 | 825 |
| 39 | Clerk Programme Chart | 5 | 1214 |
| 40 | Serviceman Office Machines 'A' | 9 | 370 |
| | Serviceman Office Machines 'B' | 6 | 369 |
| | Serviceman Office Machines 'C' | 4 | 549 |
| 41 | Clerk Senior | 5 | 1126 |
| 42 | Liaison Man Change Production Control | 7 | 571 |
| | Liaison Man Change Material Procurement | 6 | 501 |
| | Clerk Material Surplus | 6 | 470 |
| | Clerk, Schedule Production Control | 6 | 1215 |
| | Clerk Material Control | 5 | 1104 |
| | Clerk Order Issue | 5 | 007 |
| | Clerk Parts & Material Requirements | 5 | 720 |
| | Clerk Sub-Contracts Requirements | 5 | 721 |
| | Clerk Cost Summary | 4 | 719 |
| 43 | Clerk Maintenance | 6 | 389 |
| | Clerk Maintenance Schedules | 5 | 382 |
| | Clerk Maintenance Records | 5 | 421 |

| Occup. Group | Job Title | Job Level | Code Number |
|-----------------|--|--------------|----------------|
| 44 | Clerk Customs | 7 | 192 |
| | Clerk Traffic | 7 | 190 |
| | Clerk Customs Drawback | 6 | 426 |
| | Clerk Customs Clearance | 4 | 159 |
| 45 | Clerk Accounting 'A' | 6 | 723 |
| | Clerk Coding Senior | 6 | 465 |
| | Expediter Accounts Payable | 5 | 1141 |
| | Clerk Material Accounting | 5 | 554 |
| | Clerk Payroll | 5 | 1136 |
| | Clerk Accounting 'B' | 4 | 718 |
| | Clerk Coding | 4 | 1129 |
| 46 | Timekeeper | 5 | 1125 |
| 47 | | | |
| 48 | Liaison Man Change Engineering | 10 | 527 |
| | Planner Engineering | 7 | 1171 |
| | Compiler Master Equipment Catalogue | 6 | 499 |
| | Clerk Master Records 'A' | 5 | 570 |
| | Clerk Master Records 'B' | 3 | 1365 |
| 49 | Cashier | 5 | 1123 |
| | Cashier Assistant | 3 | 1006 |
| *50 | Analyst Service 'A' | 11 | 497 |
| | Analyst Service 'B' | 9 | 496 |
| | Analyst Spares Requirements | 7 | 474 |
| | Analyst Spares Packing | 7 | 467 |
| 51 | Writer Technical 'A' | 10 | 484 |
| | Writer Technical 'B' | 8 | 1235 |
| | Layout Man Copy Publications | 8 | 460 |
| 52 | Analyst Procedures | 7 | 1275 |
| 53 | Co-ordinator Machine Tool | 9 | 1094 |
| 54 | Inspector Construction | 10 | 381 |
| 55 | Dispatcher Vehicle | 6 | 134 |
| | Chauffeur | 5 | 1069 |
| 56 | Analyst Quality Control | 11 | 531 |
| 57 | Clerk Publication Production Control | 5 | 588 |
| | Clerk Records Service | 5 | 455 |
| | Clerk Spares Control | 5 | 390 |
| 58 | Clerk Records Inspection | 5 | 713 |

Note: The Occupational Groups designated with an asterisk () have Company-wide application pursuant to Article 12.02(b).

SCHEDULE V

SCHEDULE OF CLASSIFICATIONS

| Job Title | Code No. | Job Level | Occupational Group |
|--|-------------|--------------|-----------------------|
| Analyst, Procedures..... | 1275 | 7 | 52 |
| Analyst, Quality Control..... | 531 | 11 | 56 |
| Analyst, Service 'A'..... | 497 | 11 | 50 |
| Analyst, Service 'B'..... | 496 | 9 | 50 |
| Analyst, Spares Packaging..... | 467 | 7 | 50 |
| Analyst, Spares Requirements..... | 474 | 7 | 50 |
| Assistant, Darkroom..... | 176 | 3 | 24 |
| Attendant, Blueprint Crib..... | 259 | 2 | 3 |
| Buyer 'A'..... | 1149 | 10 | 35 |
| Buyer 'B'..... | 1148 | 8 | 35 |
| Calculator, Lines Loft 'A'..... | 512 | 8 | 26 |
| Calculator, Lines Loft 'B'..... | 513 | 5 | 26 |
| Cameraman, Loft 'A'..... | 169 | 7 | 24 |
| Cameraman, Loft 'B'..... | 170 | 5 | 24 |
| Cameraman, Motion Pictures..... | 583 | 9 | 24 |
| Cameraman, Process, Plate Maker 'A'..... | 584 | 9 | 24 |
| Cameraman, Process, Plate Maker 'B'..... | 585 | 7 | 24 |
| Cashier | 1123 | 5 | 49 |
| Cashier, Assistant..... | 1006 | 3 | 49 |
| Chauffeur | 1069 | 5 | 55 |
| Checker, Design 'A'..... | 1303 | 11 | 9 |
| Checker, Design 'B'..... | 701 | 9 | 9 |
| Chemist 'A'..... | 1294 | 9 | 17 |
| Chemist 'B'..... | 1293 | 6 | 17 |
| Clerk 'A'..... | 1244 | 3 | 3 |
| Clerk, Accounting, 'A'..... | 723 | 6 | 45 |
| Clerk, Accounting, 'B'..... | 718 | 4 | 45 |
| Clerk 'B'..... | 716 | 1 | 3 |
| Clerk, Bindery..... | 1049 | 2 | 3 |
| Clerk, Circulation Library..... | 1274 | 3 | 3 |
| Clerk, Coding..... | 1129 | 4 | 45 |
| Clerk, Coding Senior..... | 465 | 6 | 45 |
| Clerk, Cost Summary..... | 719 | 4 | 42 |
| Clerk, Customs | 192 | 7 | 44 |
| Clerk, Customs Clearance..... | 159 | 4 | 44 |
| Clerk, Customs Drawback..... | 426 | 6 | 44 |
| Clerk, Departmental..... | 166 | 4 | 1 |
| Clerk, File 'A'..... | 1127 | 3 | 3 |

| Job Title | Code No. | Job Level | Occupational Group |
|--|----------|-----------|--------------------|
| Clerk, Laboratory Stores 'A' | 550 | 6 | 23 |
| Clerk, Laboratory Stores 'B' | 1254 | 4 | 23 |
| Clerk, Maintenance | 389 | 6 | 43 |
| Clerk, Maintenance Record | 421 | 5 | 43 |
| Clerk, Master Record 'A' | 570 | 5 | 48 |
| Clerk, Master Record 'B' | 1365 | 3 | 48 |
| Clerk, Maintenance Schedules | 382 | 5 | 43 |
| Clerk, Material Accounting | 554 | 5 | 45 |
| Clerk, Material Control | 1104 | 5 | 42 |
| Clerk, Material, Special Contracts | 316 | 7 | 36 |
| Clerk, Material Surplus | 470 | 6 | 42 |
| Clerk, Office Services 'A' | 425 | 5 | 4 |
| Clerk, Office Services 'B' | 1226 | 3 | 4 |
| Clerk, Order Issue | 007 | 5 | 42 |
| Clerk, Payroll | 1136 | 5 | 45 |
| Clerk, Parts & Material Requirements | 720 | 5 | 42 |
| Clerk, Programme Chart | 1214 | 5 | 39 |
| Clerk, Publications Production Control | 588 | 5 | 57 |
| Clerk, Records, Production Control | 442 | 2 | 3 |
| Clerk, Records Service | 455 | 5 | 57 |
| Clerk, Records, Storage | 371 | 3 | 4 |
| Clerk, Records, Inspection | 713 | 5 | 58 |
| Clerk, Schedule Production Control | 1215 | 6 | 42 |
| Clerk, Senior | 1126 | 5 | 41 |
| Clerk, Spares Control | 390 | 5 | 57 |
| Clerk, Stationery Stores 'A' | 1186 | 4 | 4 |
| Clerk, Stationery Stores 'B' | 534 | 2 | 4 |
| Clerk, Sub-Contract Requirements | 721 | 5 | 42 |
| Clerk, Traffic | 190 | 7 | 44 |
| Clerk, Typist 'A' | 1059 | 3 | 1 |
| Clerk, Typist 'B' | 717 | 2 | 1 |
| Compiler, Capital Inventory | 1184 | 5 | 4 |
| Compiler, Master Equipment Catalogue | 499 | 6 | 48 |
| Compositor, Printer | 1050 | 6 | 31 |
| Computer 'A' | 748 | 4 | 27 |
| Computer 'B' | 747 | 3 | 27 |
| Control Man, Programme | 598 | 5 | 34 |
| Co-ordinator, Machine Tool | 1094 | 9 | 53 |
| Designer A/C | 1167 | 11 | 9 |
| Designer, Tool | 1177 | 11 | 13 |
| Dispatcher, Vehicle | 134 | 6 | 55 |
| Draftsman 'A' | 1169 | 7 | 9 |

| Job Title | Code No. | Job Level | Occupational Group |
|---|----------|-----------|--------------------|
| Draftsman 'B' | 586 | 5 | 9 |
| Draftsman 'C' | 587 | 3 | 9 |
| Draftsman, Design | 1209 | 9 | 9 |
| Draftsman, Design, Architectural 'A' | 1089 | 10 | 11 |
| Draftsman, Design, Architectural 'B' | 1090 | 8 | 11 |
| Draftsman, Design, Electrical 'A' | 362 | 10 | 12 |
| Draftsman, Design, Electrical 'B' | 1091 | 8 | 12 |
| Draftsman, Design, Mech. 'A' | 1096 | 10 | 10 |
| Draftsman, Design, Mech. 'B' | 1095 | 8 | 10 |
| Draftsman, Design Tool | 1178 | 8 | 13 |
| Draftsman, Layout | 530 | 9 | 9 |
| Engineering Assistant 'A' | 560 | 7 | 26 |
| Engineering Assistant 'B' | 561 | 5 | 26 |
| Estimator, Cost 'A' | 714 | 10 | 38 |
| Estimator, Cost 'B' | 805 | 8 | 38 |
| Estimator, Weights 'A' | 1054 | 7 | 15 |
| Estimator, Weights 'B' | 1055 | 5 | 15 |
| Estimator, Weights Control | 1170 | 9 | 15 |
| Estimator, Weight, Project | 1157 | 9 | 15 |
| Expediter 'A' | 1191 | 8 | 36 |
| Expediter, Accounts Payable | 1141 | 5 | 45 |
| Expediter 'B' | 1192 | 7 | 36 |
| Expediter 'C' | 715 | 6 | 36 |
| Folder, Blueprint | 789 | 1 | 3 |
| Illustrator 'A' | 479 | 10 | 28 |
| Illustrator 'B' | 478 | 8 | 28 |
| Illustrator, Technical 'A' | 480 | 10 | 28 |
| Illustrator, Technical, Airbrush | 477 | 8 | 28 |
| Illustrator, Technical 'B' | 476 | 8 | 28 |
| Illustrator, Technical 'C' | 475 | 5 | 28 |
| Inspector, Construction | 381 | 10 | 54 |
| Layout Man, Copy, Publications | 460 | 8 | 51 |
| Liaison Man, Change, Engineering | 527 | 10 | 48 |
| Liaison Man, Change, Production Control | 571 | 7 | 42 |
| Liaison Man, Change, Material Procurement | 501 | 6 | 42 |
| Liaison Man, Engineering 'A' | 1287 | 11 | 9 |
| Liaison Man, Engineering 'B' | 700 | 9 | 9 |
| Liaison Man, Manufacturing | 1194 | 7 | 35 |
| Liaison Man, Technical 'A' | 1189 | 12 | 37 |
| Liaison Man, Technical 'B' | 1190 | 9 | 37 |

| Job Title | Code No. | Job Level | Occupational Group |
|--|----------|-----------|--------------------|
| Liaison Man, Technical 'C'..... | 151 | 6 | 37 |
| Loftsman 'A'..... | 505 | 10 | 14 |
| Loftsman 'B'..... | 506 | 8 | 14 |
| Loftsman 'C'..... | 722 | 6 | 14 |
| Loftsman 'D'..... | 508 | 3 | 14 |
| Loftsman, Lines 'A'..... | 725 | 10 | 14 |
| Loftsman, Lines 'B'..... | 510 | 8 | 14 |
| Messenger | 1102 | 1 | 3 |
| Observer, Time Study..... | 825 | 6 | 38 |
| Operator, Addressograph..... | 1139 | 2 | 3 |
| Operator, Bookkeeping Machine, Gen. Acct. | 556 | 5 | 5 |
| Operator, Comptometer | 1100 | 3 | 6 |
| Operator, I.B.M. 'A'..... | 1107 | 4 | 29 |
| Operator, I.B.M. 'B'..... | 11.08 | 3 | 29 |
| Operator, I.B.M. 'C'..... | 1109 | 1 | 29 |
| Operator, Key Punch, Senior..... | 379 | 4 | 29 |
| Operator, Reproduction Machine..... | 079 | 3 | 7 |
| Operator, Switchboard | 375 | 3 | 8 |
| Operator, Switchboard, Night Senior..... | 374 | 4 | 8 |
| Operator, Transfer Posting Machine..... | 1228 | 2 | 3 |
| Operator, Xerography, Machine..... | 1282 | 3 | 7 |
| Photographer 'A'..... | 174 | 7 | 24 |
| Photographer 'B'..... | 175 | 5 | 24 |
| Photographer, Publicity..... | 172 | 9 | 24 |
| Planner, Engineering..... | 1171 | 7 | 48 |
| Planner, Material Handling..... | 646 | 9 | 33 |
| Planner, Process 'A'..... | 1284 | 11 | 32 |
| Planner, Process 'B'..... | 1283 | 8 | 32 |
| Planner, Process 'C'..... | 548 | 5 | 32 |
| Printer, Loft 'A'..... | 524 | 6 | 25 |
| Printer, Loft 'B'..... | 525 | 3 | 25 |
| Printer, Offset 'A'..... | 1121 | 5 | 30 |
| Printer, Offset 'B'..... | 1122 | 3 | 30 |
| Printer, Senior Offset..... | 562 | 7 | 30 |
| Radiologist | 528 | 11 | 18 |
| Service Man, Office Machine 'A'..... | 370 | 9 | 40 |
| Service Man, Office Machine 'B'..... | 369 | 6 | 40 |
| Service Man, Office Machine 'C'..... | 549 | 4 | 40 |
| Stenographer 'A'..... | 435 | 3 | 2 |

| Job Title | Code No. | Job Level | Occupational Group |
|--|----------|-----------|--------------------|
| Stenographer 'B'..... | 1061 | 2 | 2 |
| Stenographer, Secretarial..... | 1058 | 4 | 2 |
| Technician, Flight Safety Equipment..... | 458 | 7 | 22 |
| Technician, Laboratory 'C'..... | 1267 | 4 | 19/20 |
| Technician, Laboratory 'A', Electronic Instrumentation | 1082 | 9 | 20 |
| Technician, Laboratory 'A', Metallurgy..... | 1295 | 8 | 16 |
| Technician, Laboratory 'B', Metallurgy..... | 1292 | 6 | 16 |
| Technician, Laboratory 'A', Structural Test | 1276 | 9 | 19 |
| Technician, Laboratory 'B', Structural Test | 450 | 7 | 19 |
| Technician, Laboratory 'A', Test Instrumentation..... | 1367 | 8 | 20 |
| Technician, Laboratory 'B', Test Instrumentation..... | 451 | 6 | 20 |
| Technician, Metallurgical..... | 1305 | 10 | 16 |
| Timekeeper | 1125 | 5 | 46 |
| Time Study Man..... | 824 | 9 | 38 |
| Typist, Proportional Spacing..... | 1087 | 3 | 1 |
| Typist, Vari..... | 1088 | 4 | 1 |
| Writer, Technical 'A'..... | 484 | 10 | 51 |
| Writer, Technical 'B'..... | 1235 | 8 | 51 |

| 1957 | DECEMBER | | | | | | 1957 |
|------|----------|----|----|----|----|----|------|
| 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 | | | | | |

| 1958 | JANUARY | | | | | | 1958 |
|------|---------|----|----|----|----|----|------|
| 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 | | |

| 1958 | FEBRUARY | | | | | | 1958 |
|------|----------|----|----|----|----|----|------|
| 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 | | |

| 1958 | MARCH | | | | | | 1958 |
|------|-------|----|----|----|----|----|------|
| 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 | | | | | | |

| 1958 | APRIL | | | | | | 1958 |
|------|-------|----|----|----|----|----|------|
| 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 | | | | |

| 1958 | MAY | | | | | | 1958 |
|------|-----|----|----|----|----|----|------|
| 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 | |

| 1958 | JUNE | | | | | | 1958 |
|------|------|----|----|----|----|----|------|
| 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 | | | | | | |

| 1958 | JULY | | | | | | 1958 |
|------|------|----|----|----|----|----|------|
| 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 | | | |

| 1958 | AUGUST | | | | | | 1958 |
|------|--------|----|----|----|----|----|------|
| 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 | | | | | | | |

| 1958 | SEPTEMBER | | | | | | 1958 |
|------|-----------|----|----|----|----|----|------|
| 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 | | | | | |

| 1958 | OCTOBER | | | | | | 1958 |
|------|---------|----|----|----|----|----|------|
| 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 | | |

| 1958 | NOVEMBER | | | | | | 1958 |
|------|----------|----|----|----|----|----|------|
| 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 | | | | | | | |