

# Evraz Inc. NA Apprenticeship Program –Regina

## FOREWORD

Evraz Inc. NA and the USW Local 5890 and Local 6673 recognize the need for continuous training to maintain the high levels of skill and competence demanded in the trades and to provide adequate numbers of skilled workers for our facilities. The Parties recognize the importance of re-implementing an Apprenticeship Program at Evraz, both for the benefit of the Company and for the members of the USW.

## PURPOSE

The purpose of the Apprenticeship Program is to encourage careful selection of persons entering the trade, to assist with the anticipated demand for skilled tradesmen to meet the Company's future manpower needs.

## APPRENTICESHIP ADVISORY COMMITTEE

A Committee will be formed comprised of two representatives selected by the Company and one member selected by each USW Local. The Committee shall meet as required to:

- establish minimum standards of training and experience
- develop a basic schedule of training for each trade
- address all apprentice complaints dealing with the Apprentice program
- review and make recommendations relative to any determination of credit in connection with an apprentice's previous experience
- keep in touch with all parties concerned - apprentices, Company, journeyman and appropriate agencies

The initial meeting of this Committee will be in Regina with all Committee members present. All subsequent meetings will be handled via conference call.

The Parties agree that from time to time other participants may be invited to assist the Parties, but not as voting members of the Committee.

## ELIGIBLE TRADES

The trades eligible for apprenticeship bids are those Journeyman trades as identified in either the Calgary or Regina Collective Agreements.

## **ELIGIBILITY TO BID ON APPRENTICESHIPS**

Employees must pre-qualify by successfully completing the appropriate aptitude testing. This includes but is not limited to pre-trade training, trade-specific testing, and previous work experience. To be eligible to bid on an apprenticeship position, the employee must have a grade 12 diploma or equivalent and meet the requirements set out by the Provincial Apprenticeship Branch for the specific trade. Employees will only be allowed to participate in one company-sponsored apprenticeship. Those wishing to bid on a posting must complete a job posting application, following the normal bidding process within their Division.

## **APPRENTICESHIP SELECTION COMMITTEE**

The Apprenticeship Selection Committee in each facility will be comprised of:

- Local Union President or Designate
- Works Manager or Designate
- Maintenance General Foremen
- Two Trades Employees Appointed by the Union
- One HR Department Representative

## **HOW ARE APPRENTICES SELECTED**

All applicants are required to take the Federal Government General Aptitude Test Battery (GATB). Applications are reviewed by the Apprenticeship Selection Committee whose decision will be based on:

- 40 Points Maximum For Seniority – The most senior applicant gets the maximum number of points. Other applicants get a pro-rated number of points.
- 25 Points Maximum For Work Related Experience (includes experience gained at Evraz as well as experience gained working elsewhere) – The applicant with the most related work experience gets the maximum number of points. All other applicants get a pro-rated number of points.
- 20 Points Maximum For GATB Results – The applicant with the highest score gets the maximum 20 points. All other applicants get a pro-rated number of points.
- 15 Points Maximum For Observed Ability and Potential – Things taken into consideration include the applicant's ability to work with others, ability to follow instructions, dependability, attendance, etc. As this is a subjective rating, all raters will be asked to give their reasons to the other members of the Selection Committee before any of them give their personal rating on this category.

After discussing the merits of each applicant, each rater will be asked to complete their own rating on each of the four rating categories. The average of the six raters on each of the four rating categories will be used. Apprenticeship bids will be filled by the qualified applicant with the greatest combined score on the above four criteria.

Seniority	Experience	GATB Results	Ability/Potential
0-40 Points = The senior applicant gets the maximum number of points. The other applicants get a pro-rated number of points.	0-25 Points – The applicant with the most related work experience gets the maximum number of points. The other applicants get a pro-rated number of points.	0-20 Points – The applicant with the highest score gets the maximum number of points. The other applicants get a pro-rated number of points.	0-15 points – The applicant deemed to have the best ability/potential would get the maximum number of points and the other applicants would get a pro-rated number of points.
<b>40 points</b>	<b>25 points</b>	<b>20 points</b>	<b>15 points</b>

Note: If the members of the Apprenticeship Selection Committee unanimously agree to place millwright or electrical apprentices into Maintenance Operator positions as part of their apprenticeship program training, the Parties agree they have the flexibility to do so.

### **JOB POSTINGS AND LINES OF PROGRESSION**

For the purpose of the Apprenticeship Program, the Parties agree that Article 12.08(a) in the Regina CBA (page 44) and Article 12.06(a) of the Calgary CBA (page 41) shall, for the duration of the current CBA's, include: "(vi) Apprenticeship Bids" as an exception.

### **CONTINUITY OF EMPLOYMENT**

The Company intends and expects to give the Apprentice continuous employment. However, the Company reserves the right to layoff Apprentices whenever conditions of business make it necessary. If an Apprentice is *cut back* or laid off because of lack of work, an opportunity will be given for recall to the Apprenticeship Program before any other person is employed as an Apprentice in that trade.

*In the event of a cut back or layoff, the Apprenticeship Selection Committee will review how to complete existing apprenticeships, even if in the other Division, before posting new apprenticeship bids in the same trade.*

### **LAYOFFS**

- Journeymen will not be allowed to displace any Apprentices scheduled for any reason except for layoff. Also, Apprentices will not be allowed to displace any other Apprentice as scheduled for any reason. Apprentices will be laid off prior to any Journeyman layoffs in the same trade.
- The Employer will ensure that each employee who is accepted into the Apprenticeship Program and who is unaffected in the above bullet will receive the required work hours as an Apprentice to complete each year of the Apprenticeship Program.

### **OVERTIME**

Apprentices will be allowed to work overtime, for which they are qualified to work, but will not be utilized to displace Evraz Journeymen for overtime.

## **HOW DOES AN APPRENTICE PROGRESS**

Having successfully bid on a job posting, the employee enters the Apprenticeship Program as a first year Apprentice, Job Class 8. Upon receipt of marks indicating successful completion of first year studies, the Apprentice will be moved to a Job Class 10. Similarly, upon completion of second year studies, the Apprentice will be awarded Job Class 12. Successful completion of third year results in Job Class 14. After six months at Job Class 14, the Apprentice is moved to Job Class 16. After the Apprentice passes all of his exams and is deemed a qualified Tradesperson, they will be awarded the current Job Class for the trade, as per the CBA and will be deemed a Tradesman (Extra to Workforce) until an opening exists for a tradesman at which point seniority determines the promotion.

At each stage of the process the Apprentice will be given a regular evaluation of their progress by their supervisor, with the input of the Tradesman they are working under. A copy of each of these regular evaluations will be sent to the members of the Apprenticeship Advisory Committee. [Note: We will develop an evaluation form specific to apprenticeships.]

Note: A successful bidder on an Apprentice position who qualifies to begin the program at a level higher than the first level, may advance through the program quicker and be placed at the appropriate job class above based on which level of training they just completed.

## **HOW IS THIS TRAINING FINANCED**

While attending trades school, the Apprentice will continue to be paid their regular hourly rate of pay plus COLA, exclusive of any overtime pay. The Apprentice will be paid as though he is working five eight-hour day shifts, Monday to Friday.

- If an Apprentice fails at any level, they will be given one opportunity only to re-qualify. This is a maximum of one failure per Apprentice, not one failure per level of the Program.
- If in the assessment of the Apprenticeship Branch the Apprentice is no longer eligible to participate in the Program, they will be removed from the Program and given the right to bump into any position he may be qualified to bump using his seniority.
- In the event that an employee does not successfully complete his ninety (90) day trial period as an apprentice, he shall return to his previous job without interruption of department seniority. If an employee requests another trial period and the Selection Committee agrees that he shall have another trial period and the employee does not successfully complete the second trial period, he shall then forfeit his right to his previously held job. If Management requests a further trial period and the employee is unsuccessful in this trial period, then the employee shall return to his previous job without interruption of the department seniority.

### **ACCOMMODATION**

The Company will pay the Apprentice two days pay to find suitable accommodation for training to be held in a city other than their regular place of employment. This will include reimbursement for mileage and hotel accommodations for 2 days. There is no pay for travel time or reimbursement for meals. Apprentices are encouraged to contact the Human Resources Department at least one calendar month prior to the commencement of the school term, should they encounter difficulty in obtaining satisfactory accommodation.

### **OTHER COSTS**

The Company will reimburse the Apprentice for the cost of the Apprentice application fee at the time it is paid. The Company will reimburse the Apprentice for the cost of the books required to complete the Program, upon successful completion of each level.

### **COST OF TOOLS**

The Company will pay for the cost of tools; however the tools remain the property of the Company and must be returned to the Company on the employee's last day of work.

### **THE APPRENTICESHIP AGREEMENT**

Once the employee has been accepted as an Apprentice by the Apprenticeship Selection Committee they will be required to complete an Apprenticeship Agreement (see attached). The Apprenticeship Agreement states the length of the apprenticeship term, allowing for any appropriate trade training or experience acquired. It sets forth minimum wages of the Apprentice. The Apprenticeship Agreement is completed by the Apprentice upon notification from the Human Resources Department.

### **TRAINING**

Apprenticeship training is offered at SAIT in Calgary or SIAST in Saskatchewan. Other institutions may be used depending on class restrictions and availability. ***Providing there is no excessive or unnecessary delay, training will be provided at the location nearest to the employee's home. All such requests shall be subject to review by the Apprenticeship Selection Committee.*** The training under the Apprenticeship Program is designed to meet the general standards demanded of tradesmen in Alberta/Saskatchewan and where applicable for the Interprovincial standard.

***Individual apprenticeship training will take place in the Division of the bid unless it is advantageous to both the Company and the apprentice to have some of the training take place in the other Division.***

### **ONE-YEAR REVIEW**

One year after implementing this program, the parties agree to meet, along with the 6 members of the Apprenticeship Advisory Committee to review recommendations to improve the Program.

## Apprenticeship Program - Points System

### Seniority (Maximum of 40 points available)

- The scoring system for seniority will be based on the following formula, with the senior applicant being awarded 40 points and all other candidates a pro-rated number of points.

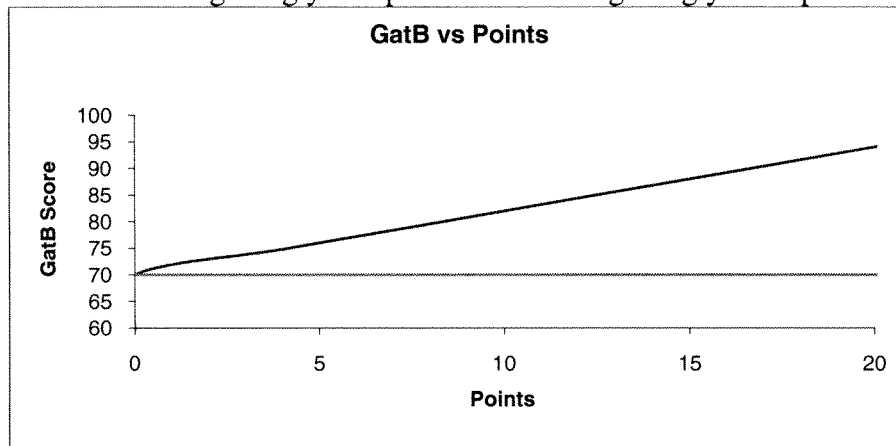
**Formula: Junior Applicant X 40 Point / Senior Applicant = Points**

### Related Work Experience (Maximum of 25 points available)

- This graph is used to determine the number of points obtained. Linear scale is set up to pro rate the individual based on the related work to that trade. Any individual that has prior apprenticeship experience will be credited work experience points as follows:
  - 1 year experience = 5 points
  - 2 years experience = 10 points
  - 3 years experience = 15 points
  - 4 years experience = 20 points
- All other relative experience will be evaluated on a case by case basis.

### GATB (Maximum of 20 points available)

- This graph is used to determine the number of points obtained. Since any score below 70% is classed as a fail the scores above this grade point will be prorated on the final 30% available. 70% getting you 0 points and 100% getting you 20 points.



### Ability and Potential (Maximum of 15 points available)

- The applicant deemed to have the best ability/potential (ability to work with others, ability to follow instructions, dependability, attendance, etc.) would get the maximum number of points and the other applicants would get a pro-rated number of points.