

DATE: April 23, 2020

TO: Works Council
Executive Committee
Rick Hazelaar
Al Pedro
Dale Fleming/Chris Viau
Guy Bilodeau
Trevor Cochrane
Quarry
Bulletin Boards
Catherine Barsby

FROM: Peter Schmidt

FILE: I-36

SUBJECT: Works Council Meeting – March 31/ April 1st/April 15th 2020

Present:

Chris Georgei (Sawhouse)
Dave Fletcher (Pressing)
Tony Pedro (Pressing)
Brad Shoemaker (Finishing)
Trevor Bruce (Sawhouse)
Ken Dairies (Quarry) April 15, 2020

Management:

Jason Nieman
Peter Schmidt
Chris Viau
Trevor Cochrane
Rick Hazelaar

Absent:

John Galway- March 31 (Maintenance) present for April 1,15
Mark Trueman – March 31 (Finishing) present for April 1,15
Brad Shoemaker – April 15 (Finishing) present for March 31/ April 1
Tony Pedro – April 15 (Pressing) present for March 31/April 1

Works Council meetings were called on March 31st, April 1st and April 15th, 2020.

The meetings were held with via conference call with some Works Council members being present at all three, and some being present at ones as listed above.

Jason Nieman welcomed everyone and opened the meeting.

March 31st, 2020

Resuming Production/Call Back Protocols

Management – At this time (March 31st) we're preparing to resume production at reduced levels. That said, the final decision about the date has not been made. The numbers of press shifts and finishing lines that will be called back have yet to be determined. We're planning on calling employees back based on seniority within the recall procedures, but we'd like the opportunity to offer a choice to returning employees due to the fact that older employees are at higher risk if they contract the virus. Also, there will be employees who are at higher risk due to pre-existing health conditions or health conditions of loved ones who are living with employees. The method that we'd like to do this would require a one-time amendment to the 2020 Works Council Agreement.

If an employee choses to stay on layoff when offered a recall, we'd like to give that employee the option of returning at a later date if they choose to do so. If an employee did come back, they would bump the least senior employee from the department, who would then be laid off.

Works Council- Why would you use the contract now? You didn't use it when you laid people off on March 13th.

Management – Are you referring to people with Sawhouse bumping rights?

Works Council- Yes

Management – We did initially indicate that there would be no bumping but after review of the contract we realized that by the contract, bumping should be allowed. Based on skill classifications, the 2 employees who had bumping rights, bumped into the Sawhouse. We believe the contract was followed.

Works Council- What about our attendance system? If you call people back and they get sick or if they have to isolate because a family member is sick, will that be held against them as an occurrence?

Management – It will not. We adhere to what the Government of Ontario has put in place under the Employment Standards Act as far as attendance goes. Given the circumstances, anyone who is mandated to stay home, will not have it impact their occurrence numbers.

Works Council- When employees are brought back what will Arriscraft do to ensure employees do not get sick?

Management – We are working with Nelson and all the Supervisors to implement a series of policies and procedures to keep our employees safe. We're treating this the same way we treat any workplace hazard. These policies will be reviewed with the JHSC over the next couple of days and will be discussed with employees upon their return.

Works Council- If an employee does not want to return, can they get sick pay?

Management – No, we can't pay sick pay to employees who aren't sick. We can offer employees the choice of returning or not depending on their personal comfort level.

Works Council- What happens to an employee who took the vacation option but doesn't want to return?

Management – They'll be laid off and issued a ROE.

Works Council- Will benefits continue for laid off employees?

Management – Yes.

Works Council- Have you received clearance from the Provincial Government to return to work?

Management – As of right now (March 31st) we're considered an essential service, so clearance is not necessary.

Works Council- Does Arriscraft qualify for the wage subsidy announced by the government?

Management – Not at this time, we haven't lost 30% of our earnings.

Works Council- Can we get back to the attendance system? Are you taking it down?

Management – As mentioned, we always follow what the government mandates. Do you have a specific concern?

Works Council- If someone has to isolate for more than 2 weeks will it affect their attendance? How will this be opened up?

Management - As we've said, we're going to follow whatever the government mandates.

Works Council- Will you send someone home if they're sick?

Management – Yes we will. We're developing a set of policies and procedures with the JHSC that we'll communicate to everyone when we call back. There are a few issues, like how many people in the change rooms at a time, that we're going to look for suggestions from the floor on how to best proceed, but we'll have things in place for when employees return.

Works Council- Do we have masks?

Management- Yes. We have enough for a few months when employees return.

Works Council- Will laid off employees receive any of the Sawhouse bonus from the last 2 weeks?

Management – No. It's no different than what we always do. Your bonus is based on hours worked.

Works Council- Can Arriscraft implement a temporary layoff based on our contract?

Management – Yes we can and we have had previous temporary layoffs.

Works Council – We will need to discuss the contract amendment further.

Management - Would you like management to get off the phones, allowing you an opportunity to discuss the amendment to the agreement? We can hang up and you can continue.

Works Council- We have one more question, if employees are called back and come back, can you guarantee 52 weeks of employment?

Management – No, we won't be able to do that. What we're living with is unprecedented, so no one can predict what's going to happen one week from now, or 52 weeks from now. We may have strong demand when we come back, or we may not, we just don't know.

Works Council- Do you have any idea how many presses you're going to start up?

Management – We're looking at 2 different options, we have some immediate demand as we're low on product out in the yard, but there's a lot of things to consider from a Health and Safety point of view so we need a bit more time to make a decision.

Works Council- Thank you. If management could hang up we can discuss the amendment.

Management – Absolutely. Can we reconvene tomorrow morning at 9:30?

Works Council- Yes.

April 1st – 9:30 AM

Management – We are still working on some of the questions presented yesterday. We don't have all of the answers yet. We would like to identify other questions or concerns from Work's Council.

The new clause we are proposing would be:

7.4 Recall Procedure

(F) An employee who has chosen lay-off due to concerns about the COVID-19 virus can use his-her seniority at a later date to return to his-her skill classification if he-she has the necessary seniority. Management will complete the recall within one week of the request.

Works Council- Can it be changed to 2 weeks to give the employee time to get things in order?

Management – Yes, we agree to make that change. With that change does the Work's Council support it?

Works Council- Yes, we do support it.

Management – We will either text or email the document to each of you and ask that you send a response giving approval to the amendment.

Works Council- Understood. If someone calls in sick, do they need to be off 14 days?

Management – We will need to review this case by case. If for example someone is diabetic and calls in because their blood sugar is off, that is not related to COVID-19 then they would be able to return.

Works Council- If someone comes back from the layoff, but then decides it is not safe, can they go back off on layoff?

Management – Yes, they can leave and would be replaced with someone with lower seniority.

Works Council- Will we have contractors at the plant?

Management – Yes, many of our deliveries such as lime and silica come in through contractors, but we can keep them outside to limit exposure. Other contractors will be very limited, and we will keep them in areas that don't expose our employees. For example, if we were to have problems with the new wrapper on RL#2, we would need to have a contractor in to help, but the line would be down, and we can have them enter from the outside and then before starting the line back up we would do a wipe down of the area.

Works Council- What about the Renaissance Line where employees are within 2 m of each other to run?

Management – We will look at running the line slower to make it feasible for one person to do the inserts and the hoists. If we can't reduce this then we would look at making masks mandatory for these positions.

Works Council- If we need to talk to you or our supervisor can we have our cell phone be allowed on the floor?

Management – Not at this time, but we will look at it if it becomes necessary for communication. You will be able to talk to your foreman and he can get a hold of us. The phone in the foreman's office will still be available.

Works Council- If we go to another department does our pay reduce after 6 weeks?

Management – We will follow the contract for layoff procedure. The clause you are referring to may be triggered.

Works Council- What about mold changes, there are several employees involved in close proximity to get this done quickly?

Management – Once we get back, we will review procedures with the employees to get suggestions on what is acceptable. We understand it may take longer with the new procedures.

Works Council- If an employee is called back for Monday, but can't come back until Thursday what would happen?

Management – Then they are saying no to recall and will need to wait 2 weeks to return.

Works Council- Is the increase of hourly rate still taking effect? What about for salary employees?

Management – Yes, the increase, as negotiated and signed last fall in the contract, will take place for all hourly employees. The increase to salary employees has been delayed at this time.

Works Council- Why postpone salary, especially Foremen? When we return, they will have more responsibility?

Management – The decision has been made to delay salary increases.

Works Council- What about the subsidy the Federal Government is offering?

Management – If there is a subsidy that we qualify for we will investigate it.

Works Council- What happens if we run out of masks?

Management – If we run out of masks, we cannot run. We are looking at half mask respirators for some areas as the cartridges last longer and appear to be available. We will also ask employee to reuse masks as much as possible.

Works Council- How many shifts are you planning to return with?

Management – One or two.

Works Council- How many presses?

Management – We are still looking into that. We should be able to let you know later today or tomorrow.

Works Council- Should we get approval from the floor about this new clause?

Management – That is up to you. We can give you time to discuss amongst yourselves whether you can approve the clause without going to the floor.

Works Council- Yes, we would like to discuss.

Management – We will hang up and let you discuss this. We can reconvene at 10:15 a.m.

April 1st – 10:15 AM

Works Council- The Works Council has discussed the clause and agrees to proceed.

7.4 Recall Procedure

(F) An employee who has chosen lay-off due to concerns about the COVID-19 virus can use his-her seniority at a later date to return to his-her skill classification if he-she has the necessary seniority. Management will complete the recall within two weeks of the request.

Management – We will email the amendment to each member of the Works Council. If you would reply with your acceptance we will proceed with the change. When we offer a recall to employees we will let them know of this option.

Works Council - Will there be a policy for when to wear dust masks if positions on the line don't allow social distancing?

Management – Yes, we would do that. Thank you for your input.

Works Council- We would like to post the names and phone numbers for all the Works Council representatives for that department, so they can call us.

Management – Yes, absolutely.

April 1st – 4:00PM

Management – Thank you for joining us on the phone again. After much discussion and listening to the latest Provincial recommendations, we've decided to extend the layoff for another 2 weeks. All employees who had chosen the vacation option will now be given a layoff notice and this now includes the Sawhouse and Quarry employees.

This decision was not an easy one to make, but it's our understanding based on Public Health recommendations, that the next two weeks are going to be critical ones for transmitting the virus and keeping the curve as low as possible. At this time, we're looking at April 20th as the return date, but again, things can change quickly, and we do not want to put our employees at any undo risk. We have some holes in our inventory at the moment, but we believe it's worth the risk to our sales to keep employees safe.

Works Council- We thank you for taking the lead and making this decision and we support you 100%. We recognize that it was a difficult decision to make, a tough one, but also a necessary one. Will the amendment we agreed to this morning still hold when you recall employees?

Management – Yes.

Works Council- When will the layoff take effect for the Sawhouse and Quarry?

Management – Monday.

Works Council- Will the yard continue to work?

Management – For now and as long as we continue to ship, but as soon as shipping slows down, so will that department. We'll continue to keep you informed as we move forward.

Works Council- Thank you

April 15th – 4:45PM

Management – Thank you for joining us on the phone again. We intend to start up some production on Wednesday April 22nd.

Our start up is going to be measured:

April 22th – 2-3 lines in Finishing, some Sawhouse production and Maintenance.

April 27 - 2 Presses will begin operation.

April 20 - The Quarry will start up with 2 shifts and limited production, it won't be a full recall.

The limited startup will allow us to monitor and adjust the new Covid safety protocols and get a feel for product demand before opening any further.

Tomorrow, Thursday April 16, all employees will be called and updated regardless of call back status. Employees being called back will be given the option of taking the recall or not. As discussed, and approved by the Works Council on April 1st, if a senior employee decides that they would like to come back, they can give 2 weeks' notice and then bump in.

Works Council- That sounds good to us, thank you again for taking the lead on this and allowing employees the choice to return or not. Will it be 2-3 lines in Finishing or 2 shifts?

Management – Two- three lines and no overtime. Pressing will start at 8:00AM, not 7:50AM. The shift meeting will happen, just at 8:00AM.
Does anyone have any other questions?

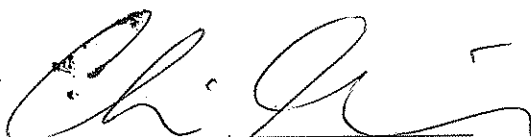
Works Council- No, not at this time.


Meeting adjourned at 5:05PM
Next Works Council meeting TBA

April 23rd

At the request of the Work's Council they have asked to add that this morning the Work's Council had a vote and would like to congratulate the new Chair for the Work's Council, Chris Georgei.

The Employee Assistance Program (EAP) is available to all Arriscraft Canada employee's including those currently on layoff. Their website is www.homewoodhealth.com or you may call 1-800-265-8310.


Works Council Representative


Management Representative