

SECTION IV - CONVERTING

A. Working Status of Employees in Case of Breakdown Standing Committee Meeting - September 26, 1968

It was agreed that the following procedure would be followed in determining working status of employees in case of breakdown of converting units:

1. Employees working on the unit prior to breakdown who wish to go home voluntarily rather than transfer to another unit may do so.
2. Should employment not be available for the remainder of the employees, spare employees working in the department would be replaced by posted employees.
3. Should employment not be available for remaining employees, following steps (1) and (2), senior employees qualified would replace junior employees.

B. Converting Overtime Procedure Department Agreement - June 4, 1992 Standing Committee Meeting – March 12, 2008 Standing Committee Meeting – May 4, 2017

1. 12 Hour Shift Overtime Procedure

- a) Spareboard employees who are trained to perform the job and who will not have worked 40 hours in the week will be given the first opportunity to work. This priority applies for overtime on one full shift or more than one shift.
- b) For 12 hour worker overtime; see incumbency Converting – 12-Hour Shift Coverage chart:

Crew Absent	Shift	Incumbent Crew	Shift	Incumbent Crew
A	1 st Day	B	2 nd Day	C
	1 st Night	D	2 nd Night	D
B	1 st Day	C	2 nd Day	D
	1 st Night	A	2 nd Night	A
C	1 st Day	D	2 nd Day	A
	1 st Night	B	2 nd Night	B
D	1 st Day	A	2 nd Day	B
	1 st Night	C	2 nd Night	C

Example: 272 Senior Operator on Shift “C” would be an incumbent:

- First day off covering for Shift “D” 1st night shift.
 - Second day off covering for Shift “A” 2nd day shift or Shift “D” 2nd night shift.
 - Third day off covering for Shift “B” 1st day shift.
- i) First incumbent is the employee regularly scheduled over the course of an 8-week cycle on the incumbent crew.
 - ii) Other trained employees on the incumbent crew by seniority.
 - iii) Other regularly scheduled employee in the job over the course of an 8-week cycle on the other crews.
 - iv) By seniority of trained employees on all 12 hour crews.
 - v) By seniority and availability of trained employees.

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2. 8 hour worker overtime procedure:

- a) Spareboard employees who are trained to perform the job and who will not have worked 40 hours in the week will be given the first opportunity to work. This priority applies for overtime on one full shift or more than one shift.
- b) If the overtime shift is on a weekday (Monday to Friday). For 8 hour worker overtime see the following incumbency 8-Hour Shift Coverage chart to establish the incumbent crew(s):

Overtime Shift	1st Incumbent Shift	2nd Incumbent Shift
Day Shift	Afternoon Shift	N/A
Afternoon Shift	Day Shift	Graveyard Shift
Graveyard Shift	Afternoon Shift	N/A

- i) Double shifts will be the first incumbent for overtime.
 - ii) First incumbent is the employee doing the job on the incumbent shift in question.
 - iii) Other trained employees on the incumbent shift by seniority.
 - iv) Employee doing the job on the 2nd incumbent shift (if applicable).
 - v) Other trained employees on the 2nd incumbent shift (if applicable) by seniority.
 - vi) By seniority and availability of trained employees.
- c) If the overtime shift is on a weekend day (Sunday or Saturday)
- i) For 8 hour workers, the first incumbent is the employee posted to the job and shift in question during the scheduling week, the second incumbent is the employee that did or will do the job for the majority of the scheduling week (3 shifts or more).
Note: 8-week cycle incumbency will override their posting incumbency.
 - ii) Other trained employees on all 8-hour shifts by seniority.
 - iii) By seniority and availability of trained employees.

Note 1: If an employee has an assigned overtime shift, the employee will not be considered for a second overtime shift unless, after following steps i) through iii) above, no one is available. They then will be considered by virtue of seniority, training, and availability.

Note 2: Weekend students are not eligible to work a double until after steps i) through iii) have been exhausted and all regular employees have been offered to work a double first.

C. Converting Seniority

Memorandum of Agreement - April 22, 1988

Memorandum of Agreement – June 9, 2025

1. Departmental seniority shall override machine seniority in cases of cutbacks in personnel because of automation, reduced activity, or breakdowns, except where specific ability or experience is required.
2. On some occasions (vacation, heavy demands, etc.), posted employees may be scheduled on other units (on which they have been trained) in order to adequately operate the department. This will be kept to a minimum and, wherever possible, shall be within the same shift schedule.

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3. Relief Q.A. Testers, after passing their 90-day trial period, will retain their departmental seniority in Converting but will not be eligible to apply for departmental machine postings.

D. Converting Scheduling Agreement

1. Holiday allotment will be restricted to a maximum of fifteen (15) Converting employees who will be permitted to take vacation at any one time during the year as follows:
 - i. 246 – one person per crew
 - ii. 252 – one person per crew
 - iii. 260 – one person per crew
 - iv. 261 – one person per crew
 - v. 272 – two person per crew
 - vi. 276 – two person per crew
 - vii. 277 – two person per crew

Subject to the above limitations all holidays will be granted on based on department seniority until the confirmation date. The list will be up by March 1st and will come down by 7:00 a.m. on April 1st.

All regular posted employees will be given preference (this includes Core Machine). Department spares will only be permitted to take vacations if the maximum of fifteen (15) employees are not already scheduled.

First confirmation - Converting employees can only apply for two (2) weeks during prime time (June 15th to September 15th).

Second confirmation – Once the two weeks have been confirmed (approximately April 5th) the list will be re-posted again for a period of 8 days, during which time those Converting employees who do not have two weeks confirmed will have an opportunity to choose from any remaining time. Indicate your vacation preferences by number. Please keep in mind Seniority will prevail. Second confirmation will be finalized by approximately April 20th.

Further holidays beyond the confirmation date will be approved on the first request first approved system. If too many people are off (due to holidays) on any one shift, some Converting employees may be disrupted in order to maintain runnability. Every attempt will be made to grant extra holidays whenever possible. However, long-term disability and absenteeism are the main governing factors concerning the granting of extra holidays.

2. Trading of shifts will be permitted provided the individuals trading having approval from their scheduled shift supervisors. Trading of shifts may only be approved provided that the individuals who are requesting the trade are scheduled on equal job rates.
3. Four shifting crews will be selected as dictated by seniority rights for the job at the time of scheduling. These crews will complete a full four-shift cycle (eight weeks) once scheduled. This procedure will repeat itself every eight weeks. Holiday relief for all four-shift schedule employees will be by seniority rights regardless of which shift the relief employee is on.

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4. In any event, management reserves the right to disrupt continuous shift rotation in order to maintain runnability as deemed necessary.

E. Converting Posting Policy

Date: Revised June 9, 2025
October 11, 2017 Revision #8
May 29, 1996, Original

Guiding Principles

1. The Posting Committee will continue to be an active group.
2. The Converting Spare position is the only entry level into the department.
3. Permanent Department Postings
 - a) Converting employees may apply for a permanent position based on their department seniority. If the position cannot be filled through department seniority, then mill seniority will apply.
 - b) A job opening will be posted for a minimum of seven days. Only applications received during that time shall be considered.
 - c) Selection for a posting shall be based on department seniority, ability, and other records (absenteeism, past performance, etc.).
4. All future postings will require a 60-day probationary period. Applicants must successfully complete a 60 calendar day/or 60 working day probationary period before a new position is posted. The company and employee can mutually agree to waive the 60 days.
5. There will be an ongoing dialogue regarding the status of postings in the department between a company representative and the department representative.
6. An unresolvable conflict between crew members will be reviewed by the Department Representative and the Company to determine what alternatives are available to resolve the conflict. Where appropriate, and at the discretion of the Company, crew moves will be made to resolve a conflict. The intent is to achieve a satisfactory resolution to all parties if possible.
7. Every effort will be made to supply full crewing on 272.

Temporary 8-Week Cycle Postings

There is an expectation by the Company and the Union that if employees take an 8-week posting, they will complete the full 8-week cycle.

To qualify for an 8-week cycle posting an employee must be trained to do the job that they are applying for or refreshed within a reasonable period time.

To be accepted on an 8-week cycle posting an employee must be available for half of the shifts in the cycle (for example time on vacation or as a QA Spare would be considered not available). This requirement does not apply to employees that are posting to consecutive 8-week cycle postings.

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For units temporarily scheduled on four shifts, a fourth shift temporary posting will be filled once every eight-week cycle. Employee's original posting is not affected. Any unit scheduled on four shifts for six months or longer will be posted by overall seniority on a voluntary basis. Your original posting is not affected.

For continuous operation less than 8 weeks; i.e., a short cycle, posted employees will be allowed to return to their unit.

Employees posted to a job that is on a 4-shift schedule cannot post for an 8-week cycle.

In the event of long-term illness, retirement, etc., move-ups will occur at the start of a new 8-week cycle.

Relief Procedure For Vacations Or Long Term Absence, Greater Than One Week

Relief for 246, 252, and 272 Senior Operators will come from the Junior Operators on the same unit and same shift.

Relief for all other positions will be filled by trained spares by seniority and rate of pay.

Absences Greater Than 8 Weeks

Relief for 246, 252, and 272 Senior Operators will be offered to all Junior Operators on the unit by seniority.

Relief for all other positions will be filled by trained spares by seniority and rate of pay.

Temporary Medical Postings

Once the Medical Department deems the absence to be long-term (anticipated to be greater than 6 months), a temporary posting will be put up. The expectation is that the temporary posting must be held for a minimum of 6 months.

All Temporary Medical Postings will be reposted with the first 8-week cycle after April 30 of each year.

Cutbacks

1. For cutbacks of less than two weeks, employees move into any open posted position on the same shift; if there is no position on the same shift then they will move into any open position on any other shift. If no positions are available, they bump the junior person on the same shift provided they are trained to perform that job.
2. For cutbacks of any duration grandparented packers move into any open packing position. If no position is available, grandparented packers bump the junior employee in a packer position.
3. For cutbacks of two weeks or more employees will bump according to the following table:

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Group A	Group B
272 Sr Op (17)	272 Jr Op (9)
252 Sr Op (15)	252 Jr Op (8)
246 Sr Op (13)	Core Machine (8)
	246 Jr Op (6)
	272 Packer (6)

- a) Employee(s) in Group A will bump the junior employee(s) within that group by virtue of department seniority.
 - b) The junior employee(s) who is bumped from Group A will bump the next most junior employee(s) (ie. the employee immediately beneath them in department seniority) in Group B.
 - c) Displaced employee(s) within Group B will bump the junior employee(s) within that group by virtue of department seniority.
 - d) By virtue of Department Seniority the junior posted employee(s) from Group B will be returned to the Converting Department spare pool.
4. Employees posted to Lines of Progression will be curtailed according to each line of progression's policy.
 5. For permanent cutbacks, the Posting Committee will meet to discuss the bumping process for the whole Converting Department (including the Lines of Progression).

F. 260/261 Folder Line of Progression Policy

Guiding Principles:

260 and 261 will exist as a line of progression consisting of three jobs:

- 261 Operator
- 260 Operator
- 261 Helper

The 261 Helper will be scheduled on an as needed basis and will be scheduled for 12 hour shifts (Compressed Work Week) or 8 hour shifts depending on the shift schedule that 261 is being scheduled on. For example, if 261 is scheduled on 12 hour shifts and the 261 Helper is required it will be scheduled to work a 12 hour shift under the Compressed Work Week agreement.

260 and 261 will exist as a block unto itself for scheduling purposes.

260/261 Folder Line of Progression Spares will move up automatically by seniority into vacant positions in the line of progression.

Future entry into the 260/261 Folder Line of Progression will be through a 260/261 Folder Line of Progression Spare posting.

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The Company will establish how many employees are considered to be posted within the 260/261 Folder Line of Progression and cannot hold another permanent posting. Initially the six most senior employees will be considered to be posted to the line of progression. The balance of the employees in the line of progression will be considered to be 260/261 Folder Line of Progression Spares and may hold another posting. With 30 days notice the Company can change the quantity of employees considered to be posted to the line of progression. It is understood that all line of progression spares will work in the line of progression when required.

Relief Procedures for Vacations or Absences less than a Week/Tour:

For all vacancies of less than a week/tour employees posted to 260 and 261 will keep their shift schedule and spares will be scheduled by 260/261 Folder Line of Progression seniority to fill vacancies.

Relief Procedures for Vacations or Absences a Week or more & less than 8 Weeks:

If both 260 and 261 are scheduled to work on the same shift schedule (for example: 260 on 3 shifts and 261 on 3 shifts) individuals will move up on the shift in question.

If 260 and 261 are scheduled to work on different shift schedules (for example: 260 on 3 shifts and 261 on 4 shifts) employees will move up based upon line of progression seniority to fill vacancies regardless of crew.

Absences Greater Than 8 Weeks:

Vacancies will be filled by a move up in the line of progression based upon line of progression seniority regardless of crew.

Temporary 8 Week Cycle Postings

Employees posted to 261 will not be eligible to post onto other units for temporary 8 week cycles.

Employees posted to 260 will not be eligible to post to temporary 8 week cycles if 260 is working on the Compressed Work Week.

260/261 Folder Line of Progression Spares are not restricted from 8 week cycle postings.

Temporary Medical Postings

A limit of one employee from the 260/261 Folder Line of Progression at a time can be on a Temporary Medical Posting.

A 260/261 Folder Line of Progression employee who accepts a Temporary Medical Posting cannot take another Temporary Medical Posting until the employee has worked for one year in the 260/261 Folder Line of Progression following the end of the first Temporary Medical Posting.

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260/261 Folder Line of Progression employees who are on a Temporary Medical Posting will maintain their position of Seniority in the line of progression.

Shift Reductions / Curtailments:

In the event of a curtailment or reduction in crewing, crews will be reduced in accordance with their line of progression seniority.

Vacation Entitlement:

All individuals posted in the 260/261 Folder Line of Progression will have to first qualify for vacations under the current department policies and

Either party may cancel the “260/261 Folder Line of Progression Policy” with 60 days notice.

G. 276 Line of Progression Policy

Guiding Principles:

276 will exist as a line of progression consisting of four jobs:

- 276 Lead Operator
- 276 Tech #1 A
- 276 Tech #1 B
- 276 Broke

276 will exist as a group unto itself for scheduling purposes and all employees regularly scheduled into a 276 job will not be eligible to post onto other units for temporary 8 week cycles.

276 Spare operators will move up automatically by seniority into vacant 276 Broke position.

Future entry into the 276 line of progression will be through a 276 Spare posting.

Temporary Medical Postings:

A limit of two 276 employees at a time can be on a Temporary Medical Posting.

A 276 employee who accepts a Temporary Medical Posting cannot take another Temporary Medical Posting until the employee has worked for two consecutive years on 276 following the end of the first Temporary Medical Posting.

276 employees who are on a Temporary Medical Posting will maintain their position of Seniority in the 276 line of progression.

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Relief Procedures for Vacations or Absences less than 8 weeks:

Individuals will move up on the shift in question.

Absences greater than 8 weeks:

Vacancies will be filled by seniority regardless of crew.

Shift Reductions / Curtailments:

In the event of a curtailment or reduction in crewing, crews will be reduced in accordance with the line of progression.

Either party may cancel the “276 Line of Progression Policy” with 60 days notice.

H. 277 Line of Progression Policy

Guiding Principles:

277 will exist as a line of progression consisting of three jobs:

- 277 Lead Operator
- 277 Junior Operator
- 277 Broke

277 will exist as a block unto itself for scheduling purposes.

277 Line of Progression Spares will move up automatically by machine seniority into vacant 277 Broke positions.

Future entry into the 277 Line of Progression will be through a 277 Line of Progression Spare posting.

Relief Procedures for Vacations or Absences of less than 8 Weeks:

Individuals will move up on the shift in question.

Absences Greater Than 8 Weeks:

Vacancies will be filled by a move up in the line of progression based upon line of progression seniority regardless of crew.

Temporary 8 Week Cycle Postings

Employees posted to 277 will not be eligible to post onto other units for temporary 8 week cycles.

277 Line of Progression Spares are not restricted from 8 week cycle postings.

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Temporary Medical Postings

A limit of one employee from the 277 Line of Progression at a time can be on a Temporary Medical Posting.

A 277 Line of Progression employee who accepts a Temporary Medical Posting can not take another Temporary Medical Posting until the employee has worked for one year in the 277 Line of Progression following the end of the first Temporary Medical Posting.

277 Line of Progression employees who are on a Temporary Medical Posting will maintain their position of Seniority in the line of progression.

Shift Reductions / Curtailments:

In the event of a curtailment or reduction in crewing, crews will be reduced in accordance with their line of progression seniority.

Vacation Entitlement:

All individuals posted in the 277 Line of Progression will have to first qualify for vacations under the current department policies.

Either party may cancel the “277 Line of Progression Policy” with 60 days notice.