

<b>STATEMENT of POLICY and PROCEDURE TOLKO INDUSTRIES LTD.</b>			
Section:	Employee-Related Policies	Issued:	May 24, 2019
Subject:	<b>TEMPORARY VACANCY POLICY</b>	Effective:	June 10, 2019
Issued To:	Heffley Creek Division	Replaces:	<b>April 20, 2012 – 2.0</b>
Owner:	Plant Manager	Version:	3.0

## **1 POLICY**

1.01 This policy provides a process for filling Temporary Vacancies.

## **2 PURPOSE**

2.01 The purpose of this Temporary Vacancy Policy is to have a consistent and fair approach when filling vacancies on a temporary basis. For an employee to be eligible to fill a temporary vacancy they must already be competent on the position. In the event no qualified employees bid on the temporary position, training positions will be posted as required.

## **3 SCOPE**

3.01 This policy applies to all Tolko Employees who are bargaining unit members working at the Heffley Creek Division.

## **4 PROCEDURES**

### **Vacancies Less than Forty-Five (45) Days**

4.01 Vacancies less than forty-five (45) days will be managed on shift by the Supervisor and will not be posted. The vacancy will be offered to the senior qualified employee on the shift.

4.02 Upon completion of a temporary vacancy the employee will return to their bid position.

### **Vacancies Over Forty-Five (45) Days**

4.03 Temporary vacancies known to be over forty-five (45) days will be posted and awarded to the senior competent employee. Upon completion of the temporary vacancy, the employee will return to their bid position.

4.04 Only the first vacancy will be posted. Additional vacancies caused by the original position being posted will be filled on shift.

4.05 An employee filling a temporary vacancy shall do so for the duration of the vacancy. An employee may only leave the temporary vacancy if they are awarded a permanent position. An employee will not be permitted to move from a temporary vacancy to another temporary vacancy.

### **Temporary Vacancies Posted Permanent**

There are several other situations that may create vacancies, in which case they will be posted as permanent positions:

- 4.06 In an employee is off work due to injury or illness for a period of one (1) year, the Company and Union will meet to discuss any unique circumstances of their situation and their position will be posted as permanent. If the employee returns to work, they will return to the job they held when they went off work. All other affected employees will return to their previously held positions.
- 4.07 When a production employee is awarded an apprenticeship, they are on a 180-day probationary period in the Maintenance department. In this case, their position will be posted as permanent. In the event they don't successfully complete the probationary period, the employee will return to the previous position they held when they transferred into the Maintenance department. All other employees affected will return to their previously help positions.