

Update from Common Interest Forum Regarding Utilization of Students

Today, the Common Interest Forum (CIF) would like to update you on work we have been doing to improve employees' access to time off during the summer months and throughout the year, during evenings and weekends. We have been exploring how we can utilize Students to improve employees' access to time off during these periods. When discussing the issue of time off in the summer for employees, we identified that using trained students is a good way to provide flexibility to our regular workforce, either by enabling them to cover evening and weekend shifts so that our regular employees can spend more time with their families or by having trained students to provide summer vacation relief to allow more regular employees to take summer vacation. The Company has access to a trained workforce that it can draw upon to meet peak workloads, so that customer service can be maintained. Hiring students is also a good way to assess these same employees for long term employment in the future.

In an effort to attract and retain a student workforce that we can employ throughout the year, we need to enable students to continue their program of studies and at the same time, work for us during evenings, weekends and summer periods. To enable this, we have agreed that students, who can work with us throughout the year, will be allowed to share the minimum number of hours associated with a Part Time position. Two students, who share the same classification and Reporting Area, can be combined, from a scheduling perspective, to cover off the minimum 22.5 hours per Scheduling Week. Each week that a pair of students is scheduled to work, they will divide the minimum number of hours so that between them, at least 22.5 hours are worked.

Students who can commit to working for the duration of their school career can be hired with the understanding that they will be paired with another student in the same classification and Reporting Area. Work schedules will have to be developed to ensure that the two employees are sharing the minimum hours available, during weeks they are scheduled to work. In no situations will the hours worked for either student exceed 975 in a calendar year.

Recruitment Consultants in HR will receive applications from interested students and match them with requests from managers who are looking for students to supplement their workgroup. Based on requests received, Recruitment will pair up students and notify the appropriate managers that students have been hired for their area. It will be the responsibility of the two hiring managers to ensure that the Students share the minimum 22.5 hour requirement when they are scheduled to work. If one Student leaves the arrangement for any reason, following a one month transition period, the remaining student will need to work the minimum hours required until another

student in the Classification and Reporting Centre can be found to share in the minimum hours required in a Scheduling Week.

This arrangement does not apply to students who are hired only for a period of summer vacation relief employment. While those students are, of course, required to work a minimum of 22.5 hours each Scheduling Week they are scheduled to work, there is no requirement to pair them with another student in the classification and Reporting Centre, as they are not working the minimum number of hours.

We believe this approach will enable employees more access to time off in the summer, either through evenings and weekends, or just through the summer weeks, as students will give us access to trained resources to service our customers.

We welcome any questions you may have regarding this approach.

Thank you,

Common Interest Forum

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