

Practices and procedures endorsed by the members of Division 528

1) Allowances and expenses paid to Division Officers & members of the local committee's of adjustment

The following divisional officer's positions are entitled to receive an allowance for time and work in union service:

President \$ 200.00 /month

Secretary/Treasurer \$350.00/month

Trustee (3) \$ 50.00 on day of annual audit

The following members of the local committee of adjustments are entitled to receive an allowance for time and work in union service:

Local Committee of Adjustment – London and Windsor – Locomotive Engineers

Local Chairman \$ 300.00 /month

Vice Local Chairman \$150.00/month

Local Committee of Adjustment – London – Conductor, Trainmen and Yardmen

Local Chairman and Vice-Local Chairman(s)- A flat rate per day for each day in service of the division members as stipulated in the By-laws of the General Committee of Adjustment, C.P. Eastern Region - Trainpersons- Item 4, 1st paragraph. (\$230.00 per day as of January, 2008)

Local Committee of Adjustment – Windsor – Conductor, Trainmen and Yardmen

Local Chairman and Vice-Local Chairman(s)- A flat rate per day for each day in the service of the division members as stipulated in the By-laws of the General Committee of Adjustment, C.P. Eastern Region - Trainpersons- Item 4, 1st paragraph. (\$230.00 per day as of January, 2008)

Lost wages experienced by a member of a local committee of adjustment in the service of the membership will be redressed in the following manner:

Local Committee of Adjustment – London and Windsor – Locomotive Engineer's

- actual lost wages

2) Conditions of Office:

Any member submitting an expense or wage claim to the Division do so on a standard prescribed form and that the executive report their monthly activities to the division, and that this directive be executed as follows;

Meetings, Investigations and Statements

All elected positions of the division will provide a written report on the prescribed form(s) at each local meeting. The report will contain the time, date, duration, subject matter and all attendees of any and all meetings, investigations and statements attended for the period of time since the day of the previous months regularly scheduled meeting day. Such report will also contain a summary of any other activities engaged in by the elected positions in carrying out their respective duties.

Grievances

At each local meeting, the local chairman of each respective Committee will provide a written report of all grievances currently active. The report will provide details as to the member who submitted the grievance, what the subject matter of the grievance is, in addition to any/all correspondence associated with the grievance. Such report will also contain information as to what step in the grievance procedure the grievance is at.

Expenses, including requests for reimbursement of lost wages

At each division meeting, all elected positions will provide a written summary report of all submitted requests for reimbursement. Receipts for any and all purchases of services or goods for which they are submitting for reimbursement will be required.

Claims for reimbursement of lost wages or any payment in lieu of lost time will be accompanied by the reason for such claim, a copy of the trip record for the lost time, and in the case of an investigation and/or statement, a copy of same.

No payment will be made by the division without the required receipts and/or documentation as stipulated in these guidelines being supplied to the Division Secretary/Treasurer.

Division endorsed forms will be supplied for the use of all elected positions for completion and submission to the Secretary / Treasurer at each meeting.

Elected officers and committeemen of the division will report all instances of having taken union leave, and will do so on the prescribed form.

A verbal presentation of the contents of each officer's reports as recorded on the prescribed forms will be given at the meeting by the submitter.

LOCAL CHAIRMAN UNION OR COMPANY BUSINESS

The Local Chairman or his representative required to attend Company offices for investigation, meetings or other Union business may book up to 24 hours rest upon completion of Company or Union business.

DIVISION 528 EXECUTIVE HOLDING TURN

President, Local Chairman, 1st and 2nd Vice, Secretary Treasurer, and Legislative Representative or designates of Division 528 may hold their turn(s) first out to attend meetings but that turn may only be held for a period of twelve hours after the meeting has terminated.

ROCOUPING LOST TURNS

When the President, Local Chairman, 1st and 2nd Vice, Secretary Treasurer and Legislative Representative of Division 528 must lose turns on any pool or spareboard to attend meetings that officer shall regain his / her turn on the list ahead of the man who worked upon his arrival at the home terminal. He / she shall be permitted to book eight hours rest at the home terminal and pick up his / her turn on successive trips until such time he has re-established himself in his / her original turn. The officer concerned must notify the Crew Dispatcher upon his / her arrival to regain his / her turn.

LOCAL CHAIRMAN ANNUAL VACATION

The Local Chairman of Division 528 will take annual vacation in accordance with the Collective Agreement but may arrange such vacation at a time which will not conflict with the duties of office.

MEETING DAY

The Local Chairman or acting Local Chairman of Division 528 will not be required to accept out of town assignments other than normal road trips on the day of division meetings.

APPOINTING REPLACEMENT

In the event the Local Chairman of Division 528 is on annual vacation or leave of absence, he will appoint a member of the Grievance Committee to assume the duties of the office and will arrange to advise Company Officers, the Crew Dispatcher and the membership.

3) Regular Meetings

The meetings will be held on the first Monday of each month at 1330, with any variance in time or location to be decided during the previous meeting and posted with the monthly notice for the meetings. This will apply except when the 1st. Monday of the month falls on a statutory holiday, in which case the meeting will be held on the following Monday.

Meetings will be non-smoking and breaks will be scheduled.

Alcohol will not be permitted in the meetings.

4) Bereavement tributes

Division 528 will allow payment of up to \$100.00 for floral tribute or to the charity of choice on behalf of the deceased, on the death of any past and present members. It will be the responsibility of the Division Secretary/Treasurer to ensure administration.

5) Christmas – contributions to sick and disabled members

Each December, the Secretary/Treasurer shall identify those members who, on December 1st, are off sick and whose status indicates that they will remain so during the Christmas season. The identified members shall each be issued a cheque in the amount of \$75.00.

6) Retiring members

Members retiring from employment with the company will be presented with a Teamsters coat paid for the division. The cost of such coat will not exceed \$200.00.

Members retiring from employment with the company will be invited to join elected members of the division for a lunch to be paid for by the division (retiree's lunch only). The cost of this event will not exceed \$50.00.

7) Internet Site


The division shall maintain a web site, the cost of which shall be borne equally by all members. The present cost is \$150.00. No increase for service unless authorized by the membership.

This document represents the practices, procedures and principles put into effect by this division through past motions properly put before the membership

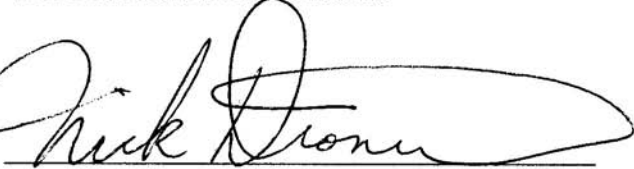
Division 528 Executive Board Members



President John Zrjhi



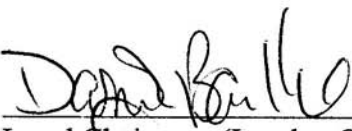
Vice President Scott Boorman




Secretary Treasurer Nick Dionne



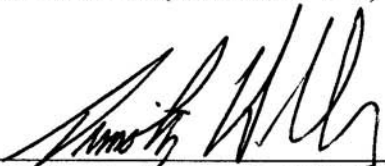
Local Chairman (LE) Tom Sonier



Local Chairman (London C-T-Y) Butch Baillie



Local Chairman (Windsor C-T-Y) Ray Vigneux



Legislative Representative Timothy Organ

Date: Oct 06 2008