

Human Resources Policies and Procedures

And

Employee Working Agreement

Wellington North Power Inc.

Employee Entitlements
The employee entitlements contained in this document are in effect from January 1, 2011 to December 31, 2013.

Human Resources Policies and Procedures and Employee Working Agreement Wellington North Power Inc.

Process for Amending this Document:

The following is a summary of Human Resources policies and procedures for the Wellington North Power Inc. (Company). Contained within the policies and procedures are the agreed upon employee entitlements which comprise the basis of the Employee Working Agreement.

The policies and procedures are established by the Company in consultation with employees and management and can be amended by the authority of the Board of Directors.

The entitlements are negotiated agreements between the Company and the employees and can only be amended with the agreement of a majority of the employees and the Board of Directors.

Process for Review and Amendments:

The policies and procedures within this document may be reviewed and amended at anytime. The review of a policy and procedure may be in response to an employee request or upon the advisement of management.

When changes to policies and procedures are being considered the following steps will be followed:

1. The proposed change will be reviewed by the Management Committee of the Board of Directors.
2. Employees will be informed of the proposed change, including effective date, and invited to submit their comments.
3. Employee Feedback will be reviewed by the Management Committee of the Board of Directors and a recommendation prepared for the Board of Directors.
4. The recommended change will be reviewed and approved by the Board of Directors.
5. Employees will be informed of the change to policy or procedure.

A complete review of the policies and procedures by an external party will be conducted upon expiration of the employee working agreement.

The employee entitlements within this document may be reviewed and amended only upon the expiration of the employee working agreement.

Within ninety (90) days of the expiration of the agreement, employees are invited to submit their proposed changes to the employee entitlements.

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A Negotiating Committee consisting of two (2) representatives of the Board and/or Management and two (2) employee representatives will meet to discuss the proposed changes to the employee entitlements.

Through discussions in this committee, a tentative agreement on amendments to employee entitlements will be prepared for recommendation to the employees and the Board of Directors. The employee representatives may attend the portion of the Board meeting where the recommended changes are presented to the Board.

Section 1 - Employee Categories

Probationary Employee

- 1.01 Probationary employees are those who are hired on a trial basis to determine their suitability for employment in regular positions. An employee shall be considered probationary for a period of six (6) calendar months worked.
- 1.02 The probationary period may be extended at the discretion of the Management.
- 1.03 During this period of probation, he or she shall not be considered as having regular status and shall not be entitled to any of the benefits or privileges accruing to regular employees.
- 1.04 Probationary employees may be dismissed at the sole discretion of management without recourse.

Temporary Employee

- 1.05 A temporary employee is one who is hired for a limited time (not to exceed twelve months) to assist in the operations of the corporation, for a special project or to replace another employee(s) who is on approved leave (i.e. sick, maternity, parental) or is temporarily transferred to another position.
- 1.06 A temporary employee shall not be considered as having regular status and shall not be entitled to any of the benefits or privileges accruing to regular employees.

Regular Employee

- 1.07 A regular employee is one who has satisfactorily served a probationary period, works a minimum of thirty-five (35) hours per week and is currently in the employ of the Company.
- 1.08 The term "employee" when used in this document shall mean "regular employee" unless specifically stated otherwise.

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Regular Part-time Employee

- 1.09 A regular part-time employee is one who regularly works a minimum of thirty (30) hours per week and has a pre-determined work schedule.
- 1.10 A regular part-time employee shall be considered as having regular status and shall be entitled to the benefits or privileges accruing to regular part-time employees as set out in this agreement.

Casual Part-time Employee

- 1.11 A casual part-time employee is one who does not have any guaranteed minimum hours of work, may be called to work as and where required and has no regular scheduled hours.
- 1.10 A casual part-time employee shall not be considered as having regular status and shall not be entitled to any of the benefits or privileges accruing to regular employees.

Section 2 - Company Service Credit

- 2.01 Company Service Credits shall be defined as the length of continuous service a regular employee has established with the Company from the most recent date the employee entered the employ of the Company as a probationary employee.
- (i) Temporary, probationary, and casual part-time employees shall not be considered to have accrued service credit except that a regular employee shall be granted service credit for the period served as a probationary, temporary or casual part-time employee, provided that there is no break in service.
 - (ii) When an employee is removed from the payroll, all employee benefits shall cease and a break in service shall be deemed to have occurred.
 - (iii) No Company Service Credit shall accrue to an employee during the period of a break in service, unless the regular employee is reinstated through special permission of the Company.
 - (iv) Service shall be retained and continue to accrue while an employee is on WSI or on pregnancy/parental leave.
 - (v) Service shall be retained but not accrue while an employee is on short term disability or an approved leave of absence in excess of one month.

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- 2.02 An employee shall lose Company Service Credit, and cease to be an employee of the Company if he or she:
- (i) Quits voluntarily.
 - (ii) Is discharged.
 - (iii) Retires.
 - (iv) Is laid off for a period exceeding twelve (12) calendar months.
 - (v) Fails to report for work, after a lay-off within ten (10) working days of recall, notice of which has been mailed by the Company to the last address which the employee has notified Management.
 - (vi) Is absent from work for three (3) working days or more without leave without notification.

Section 3 - Hours of Work and Overtime

- 3.01 The normal work week for full-time office employees shall be thirty-five (35) hours of work per week to be scheduled within the normal hours of operation.
- 3.02 The normal hours of operation for the office will be between 8:00 a.m. and 5:00 p.m. Monday to Friday.
- 3.03 The normal work week for full-time non-office employees shall be forty (40) hours of work per week to be scheduled within the normal hours of operation.
- 3.04 The normal hours of operation for the non-office will be between 7:30 a.m. and 4:30 p.m. Monday to Friday.
- 3.05 All employees are required to take a minimum ½ hour unpaid lunch break.
- 3.06 It is acknowledged that from time to time it will be necessary for employees to perform work outside of the normal schedules at all hours of the day or night and Management has the right to authorize such work as required.
- 3.07 Authorized work performed in excess of forty (40) hours in a one week period shall be paid in accordance with the following:

Employee Entitlement
<ol style="list-style-type: none">1. Monday to Friday, Saturday and Sunday inclusive – time and one half for all hours worked in excess of forty (40) hours per week.2. Overtime shall not apply for hours worked as flextime.

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3. Time and one half of all hours worked when on-call as per the conditions in Section 4.
4. Recognized holidays and vacations, time and one half of all hours worked plus regular pay for the normal statutory holiday or another regular working day off with pay.
5. For the term of this agreement only, the hours of work for office employees will be between thirty-five (35) and forty (40) per week as required to complete the work. Hours worked in excess of 40 hours per week must be authorized by management.

- 3.08 Full-time and regular part-time employees can accumulate authorized overtime to be taken as compensating time. Such time off shall be taken, where possible, within 90 days of being accumulated, at a mutually agreeable time in hours, single or multiple days. When an employee has reached the maximum hours that can be banked, any overtime worked must be taken as pay.

Employee Entitlement
1. A maximum of sixteen (16) hours of authorized overtime may be banked to use at a later date.

Flex-time

- 3.09 When authorized by management, employees may flex their start and finish times and lunch hour to accommodate personal appointments and needs.
- 3.10 Hours worked in excess of eight hours per day or forty hours per week under flextime will be paid at straight time, not overtime rates.
- 3.11 All flex time hours must be recorded on the timesheet
- 3.12 Management will report ongoing flexed hours to the Board of Directors.

Hours Free From Work

- 3.13 Except during exceptional circumstances employees will receive at least 11 consecutive hours off work each day.

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- 3.14 Except during exceptional circumstances, employees will receive at least eight hours off work between shifts.
- 3.15 Exceptional circumstances would include emergencies or unforeseen situations that could interrupt power supply and delivery.

Section 4 - On Call

- 4.01 On-call duty is defined as that duty performed by qualified employees who are required by the Company to be readily available within thirty (30) minutes of the normal work headquarters for service at other than normal working hours.
- 4.02 Qualified employees will be required to perform on-call duty on a weekly basis in accordance with arrangement with Management. The employee on on-call duty is required to be readily available to respond outside normal working hours to calls.
- 4.03 On-call week will run from Wednesday at 8:00 a.m. to 8:00 a.m. the following Wednesday.
- 4.04 The on-call premium will be increased by the same percentage whenever the salary scale is adjusted.

Employee Entitlement
<p>1. Employees will be paid the following on call premium for the weeks they are on call:</p> <ul style="list-style-type: none">• Effective January 1, 2011 to December 31, 2011 - \$203.74• Effective January 1, 2012 to December 31, 2012 - \$209.85• Effective January 1, 2013 to December 31, 2013 - \$216.15 <p>2. When an employee is called out to perform work outside normal working hours not contiguous with assigned hours he/she shall be paid as follows subject to the following provisions:</p> <ul style="list-style-type: none">• A minimum of three (3) hours pay at time and one half when called out between normal quitting time and normal starting time (regular, not flex hours). All calls received within one (1) hour of the previous call shall be considered the same call for purposes of this provision.

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Section 5 – Rest Periods

- 5.01 Each employee shall be entitled to a fifteen (15) minute rest period in the first half and second half of each scheduled workday, at a place designated by Management.

Section 6 - Recognized Holidays

- 6.01 Regular and probationary full-time employees of the Company will be entitled to payment of normal basic wages for the holidays granted by the Company provided they have worked the full scheduled shift, which immediately precedes and the full scheduled shift which immediately follows such holidays, unless they can show reasonable cause for failing to work. (As per the Employment Standards Act)

6.02 **Holidays**

Statutory Holidays include:

New Year's Day	Christmas Day
Good Friday	Boxing Day
Victoria Day	Canada Day
Labour Day	Thanksgiving
Family Day (3 rd Monday in February)	

Employee Entitlement						
<p>1. In addition to the statutory holidays, regular and probationary full-time employees will receive the following paid holidays:</p> <table><tbody><tr><td>New Year's Eve (½ day)</td><td>Christmas Eve (½ day)</td></tr><tr><td>Easter Monday</td><td>Civic Holiday</td></tr><tr><td>Remembrance Day</td><td></td></tr></tbody></table>	New Year's Eve (½ day)	Christmas Eve (½ day)	Easter Monday	Civic Holiday	Remembrance Day	
New Year's Eve (½ day)	Christmas Eve (½ day)					
Easter Monday	Civic Holiday					
Remembrance Day						

- 6.03 Holiday pay for part-time and temporary employees will be calculated by adding all of the regular wages and vacation pay from the four work weeks ending just before the work week with the public holiday and dividing this sum by twenty (20). (As per Employment Standards Act)
- 6.04 When a public holiday falls on a day that is not ordinarily a working day for an employee, or during the employee's vacation, the employee is entitled to a substitute holiday off with public holiday pay. (As per Employment Standards Act)

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- 6.05 If statutory holiday falls on a Saturday or Sunday, a substitute holiday will be designated by the Company.

Section 7 – Vacations

- 7.01 The vacation year runs from January 1 to December 31.
- 7.02 Vacation is taken in the same year that it is earned. Employees who have not worked for the full year will receive vacation on a pro-rated basis.
- 7.03 In general vacation is not cumulative from one (1) year to the next. If an employee is unable to take his/her full yearly vacation because of extenuating circumstances or the requirement of work and works that vacation he/she shall be paid at the end of the vacation year for any unused vacation days.
- 7.04 Vacations will, as far as it is practicable, be granted at the times most desired by the employee, providing this does not impede the efficient operation of the Company's business.
- 7.05 An employee must notify the Management of his or her preferred vacation. However, the Company shall retain the authority to designate vacation periods for all employees in a manner consistent with efficient operation of the Company.
- 7.06 Probationary, casual part-time and temporary employees shall be granted vacation pay and vacation entitlement as provided by the Employment Standards Act of Ontario.
- 7.07 Regular part-time employees will receive vacation pay and vacation entitlement as provided in the schedule below. Length of service will be calculated on the basis of 1820 hours worked for office employees and 2080 hours worked for non-office employees is equal to one year of service.
- 7.08 An employee shall not be granted more than two (2) weeks vacation at any one period of time except with permission of the Company.
- 7.09 Employees leaving the company who have taken vacation that was not yet earned will reimburse the company for such vacation.

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Employee Entitlement		
1. Employees will be eligible for vacation accrual according to the following schedule:		
Length of Service	Regular Full-time Employees	Regular Part-time Employees
0 to 5 years of service	2 weeks vacation	4%
6 to 10 years of service	3 weeks vacation	6%
11 to 15 years of service	4 weeks vacation	8%
16 to 20 years of service	5 weeks vacation	10%
21 years of service and up	6 weeks vacation	12%
2. Employees may carry over one week vacation to the next year with the permission of management.		

Section 8 – Sick/Family Leave

- 8.01 Each regular part-time and full-time employee is granted sick/family leave each year with any unused days to be paid to the employee at the end of each year.
- 8.02 Employees are required to report their absence to Management as soon as possible.

To qualify for payment of sick/family leave pay, an employee must:

- i) Be suffering from a bona fide illness or injury which prevents his or her useful employment and is not covered under the Workers Safety Insurance Board and was not received while performing paid work for an employer other than the Company, or

An immediate family member (parent, child, legal ward or spouse) must be suffering from a bona fide illness or injury and the employee is required to care for that individual.
- ii) Submit written verification of his or her illness signed by a qualified doctor if requested, or if absent for three (3) days.
- iii) Submit to medical examination paid by the Company by a doctor designated by Management upon request.
- iv) Return to work as soon as possible following recovery of illness.

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- 8.03 An employee who successfully sues a third party, for losses sustained or purported to be sustained during an absence for which sick leave credits were expended by the Company, is required to reimburse the Company, to the full extent of that expenditure in exchange for reinstatement of equivalent sick/family leave credit.

Employee Entitlement
<ol style="list-style-type: none">1. Each regular full-time employee will be granted nine (9) days sick leave per year.2. Regular part-time employees will be granted six (6) days sick leave per year.

Section 9 – Employee Benefits

Pension

- 9.01 All eligible employees with the Company must participate in the Company Pension and Insurance as follows:

- i) Ontario Municipal Employee Retirement System (OMERS) basic on an equally shared basis with the company as per the terms and conditions set out by OMERS.
- ii) Canada Pension Plan (CPP) as per legislation.

- 9.02 Regular part-time employees may choose to join OMERS when they become eligible. A regular part-time employee is eligible to join OMERS when they have worked at least 700 hours and have earned at least 35% of the CPP earnings limit in both of the previous two calendar years. (As per OMERS requirements). The company will share the cost of OMERS contributions.

Short-Term Disability (STD)

- 9.03 Regular full-time employees who are unable to perform their duties due to non-occupational illness or injury and have completed their probationary period are entitled to short term disability insurance.

- 9.04 The Benefits Provider will determine eligibility.

Employee Entitlement
<ol style="list-style-type: none">1. Benefit Amount: 75% of weekly earnings to a maximum of \$700

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2. Qualifying Period – normally 3 working days, 0 for accident, 1st day of hospitalization
3. Maximum Benefit Period – 17 weeks
4. The company will maintain extended health, dental and life insurance benefits while the employee is on STD.

Long Term Disability (LTD)

9.05 Regular full-time employees who have completed their probationary period and are off work for seventeen (17) weeks due to a non-occupational illness or injury shall be eligible to apply for long-term disability benefits.

9.06 Eligibility for LTD will be assessed and determined by the benefits provider.

Employee Entitlement
<ol style="list-style-type: none">1. Benefit Amount: 75% of monthly earnings on the date of disability to a maximum of \$5,000 per month.2. Qualifying Period – 119 days3. The company will maintain extended health, dental and life insurance benefits for a period of 24 months from the date of disability.

Life Insurance and AD&D

9.07 Regular full-time employees will receive life insurance and AD&D.

Employee Entitlement
<ol style="list-style-type: none">1. Company shall pay (100%) of the premium for regular full-time employees.2. Life Insurance – 1.5 times annual salary, plus .5 time annual salary3. Extended Life – ½ annual salary at retirement4. AD&D – 1.5 times annual salary.

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Extended Health and Dental

9.08 Regular full-time employees will receive health and dental coverage.

Employee Entitlement
<ol style="list-style-type: none">1. Company shall pay (100%) of the premium as for regular full-time employees.2. Extended Health<ul style="list-style-type: none">• Semi-private hospital• Vision Care (including eye examination) - \$500 per calendar year for children under 18, \$500 every 2 calendar years for 18 and over• 100% of prescriptions3. Out-of- Province4. Dental<ul style="list-style-type: none">• 6 month recall• Major Services - \$1,500 per calendar year per covered person

9.09 The Company may substitute another benefit carrier for any of the insured plans providing a level of benefits will be equivalent to plans presently in effect.

Section 10 – Leave of Absence

Bereavement Leave

10.01 In the case of the death of a member of a regular full-time or regular part-time employee's family, whether the relationship is through marriage or common-law (as defined by the Family Law Act R.S.O. 1990, c. F.3), a leave of absence with pay will be granted for the purpose of arranging or attending the funeral.

Employee Entitlement
<ol style="list-style-type: none">1. Spouse, common-law spouse, child or step-child – 5 working days2. Mother, father, brother, sister, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandchild, grandparent, grandparent-in-law, brother-in-law, sister-in law – 3 working days.3. Aunt, uncle, niece, nephew, or first cousin – 1 working day.4. Bereavement leave will be granted to regular part-time employees on a pro-rated basis.

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- 10.02 If the bereavement leave falls on a paid holiday or vacation period the employee will be credited for the vacation or paid holiday.

Unpaid Leave of Absence

- 10.03 Written requests from regular full-time employees for an unpaid leave of absence will be considered on an individual basis by the Board of Directors, or designate. Requests for a leave of absence should be made as far in advance as possible.
- 10.04 Benefit coverage will be maintained for leaves less than 30 calendar days. For leaves in excess of 30 days, the employee may continue with the benefit coverage provided that they pay the premiums.

Personal Emergency Leave

- 10.05 Probationary, temporary, regular part-time, casual part-time and regular full-time employees are eligible to take up to ten (10) unpaid days leave due to personal illness, injury, or medical emergency of the employee or an immediate family member of the employee. (As per the Employment Standards Act).

Family Medical Leave

- 10.06 Probationary, temporary, regular part-time, casual part-time and regular full-time employees may take an unpaid leave of absence of up to eight (8) weeks in a 26-week period to provide care or support to family members with a serious medical condition. (As per the Employment Standards Act).
- 10.07 Service will not accrue during a family medical leave.
- 10.08 Regular full-time employees may maintain their benefit coverage provided that they pay the insurance premiums during the leave of absence.

Jury Duty

- 10.09 Leave of absence with pay will be granted to duly subpoenaed, regular employee called upon to perform jury duties or act as a witness on behalf of the Company provided the fees paid for such duties are turned over to the Company for deposit to the credit of the Company. The employee shall present proof of service and amount of payment received.

Volunteer Firefighters

- 10.10 Leave of absence with pay will be granted to volunteer firefighters responding to alarm calls during working hours. Permission must be received from the supervisor prior to leaving the workplace in order to respond to the alarm. To be reviewed annually.

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Inclement Weather

- 10.11 When an employee has made an earnest effort to reach the workplace during adverse weather conditions which makes driving hazardous or when local roads are closed, the employee shall have the option of using a vacation day, ~~or~~ accumulated lieu time, or a sick day. The employee will notify Management as soon as possible of his/her inability to attend work.

Section 11 – Retirement

- 11.01 The normal retirement date is the end of the month following the employee's 65th birthday. However, the employee may choose to retire at an earlier age or continue working past their 65th birthday.
- 11.02 Employees approaching the normal retirement date should contact the Administrator at least six (6) months prior to their retirement date to confirm their intention to retire or that they will continue in their current position beyond their normal retirement date. Information regarding the employee's retirement benefits will be provided through OMERS.
- 11.03 An employee may exercise his or her option for early retirement under OMERS. Eligibility and retirement benefits shall be subject to the terms and conditions as set out by OMERS.
- 11.04 Extended health and dental benefits are available to employees who retire early. Benefits are subject to the Carrier's terms and conditions for the provisions of the benefits plan.
- 11.05 Post retirement life insurance coverage is provided for all retiring full-time employees who qualify for coverage under the provisions of the benefit plan. Post retirement life insurance is a taxable benefit. The employer will provide to the retiree the required tax remittance forms. The covered retiree is not permitted to opt out of this coverage.

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- 11.06 If a retired employee were rehired on a part-time or temporary full-time basis, the employer would pay 100% of their benefit costs for the course of their employment or up to age 65.
- 11.07 Employees may choose to continue working past their normal retirement date. Employees who do so will not be required to make contributions to OMERS or CPP as per the terms and conditions of those plans.
- 11.08 Upon retirement the employee would be entitled to be paid for any vacation earned but not taken at the time of retirement. In addition the employee would receive pay for any banked overtime and any sick leave earned but not used. Note: that vacation and sick leave would be pro-rated for the year in which the employee retires.
- 11.09 Employees would be required to reimburse the Employer for any vacation time or sick leave taken that was not earned.
- 11.10 At the discretion of the Board, retirees with a minimum of ten years' continuous service will be celebrated in the form of a distinct gift and letter from the Board that recognizes the employee's service. They will be presented at a Board meeting just prior to the employee's retirement date.

Employee Entitlement	
1.	Extended health and dental benefits are available to employees with twenty years of continuous service with Wellington North Power, who take early retirement.
2.	Benefits are available from the date of retirement until the employee reaches age 65.
3.	The retired employee is required to pay fifty percent (50%) of the premium costs, at least 30 days in advance.

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4. All health and dental benefits cease at age 65.
5. Post retirement life insurance is provided at no cost to the retired employee and continues past the age of 65.
6. Extended health and dental benefit coverage will cease on the 1st day of the month following their 65th birthday.

Section 12 – Employee Complaints

- 12.01 It is the desire of the Company that employee concerns be dealt with and resolved as quickly as possible. Prior to submitting a formal complaint the employee will discuss the matter with his or her immediate supervisor. This should occur within ten (10) days of the incident that gave rise to the concern.
- 12.02 If the matter remains unresolved, the employee may submit a written complaint to his or her immediate supervisor.
- 12.03 The immediate supervisor will reply in writing within five (5) days of receiving the written complaints.
- 12.04 If the matter remains unresolved, the employee may submit a written complaint to the Management Committee within five (5) days of receiving the written response from the immediate supervisor.
- 12.05 The Management Committee will review the complaint at their next regularly scheduled meeting and will provide a response in writing to the employee within five (5) days of the meeting.

Section 13 – Job Posting

- 13.01 All permanent vacancies and any temporary vacancies, created through leaves of absence and anticipated to be of more than three (3) months duration, will be posted internally.

Section 14 – Travel

- 14.01 For the purpose of insurability and to demonstrate that they hold the proper license, probationary, temporary, regular part-time, casual part-time and regular full-time employees in positions required to hold a valid driver's license must provide a driver's abstract at the time and on an annual basis thereafter as a

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condition of employment. The employer will reimburse the employee for the cost associated with providing a driver's abstract.

14.02 Probationary, temporary, regular part-time, casual part-time and regular full-time employees using their own vehicles for business travel must provide proof of \$1 million liability insurance.

14.03 Probationary, temporary, regular part-time, casual part-time and regular full-time employees who are required to use their personal vehicles on Company business will be paid a mileage allowance.

Employee Entitlement
1. Mileage will be paid at fifty (\$0.50) cents per kilometer effective January 1,, 2011 to December 31, 2013.

Section 15 – Allowance

15.01 Clothing Allowance

The Company will provide regular full-time and regular part-time employees with all tools, safety equipment and clothing to be used by the employee in the safe performance of his or her assigned duties for the Company as deemed necessary.

Traffic Safety Clothing - Fire Resistant/Traffic Safety clothing replacement will be made only on presentation of the damaged or worn out article to be replaced.

15.02 Prescription Safety Glasses

Upon approval of management, the Company will reimburse to any full time employee who performs work where safety glasses are required upon presentation of a receipt to their Supervisor.

15.03 The clothing allowance will be increased by the same percentage whenever the salary scale is adjusted.

Employee Entitlement
1. All regular full-time employees will receive an annual clothing allowance to purchase boots and clothing: <ul style="list-style-type: none">• Effective January 1 to December 31, 2011 - \$286.87• Effective January 1 to December 31, 2012 - \$295.47• Effective January 1 to December 31, 2013 - \$304.34

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Section 16 – Wages and Progression

- 16.01 Employees will be paid according to the salary range for their position on the Internal Equity Salary Scale.
- 16.02 Employees will be paid bi-weekly by direct deposit.
- 16.03 New employees who meet the qualifications advertised for a position are placed at the starting level of the appropriate job grade for the position.
- 16.04 If difficulty is encountered filling the vacancy at the start rate, or if an incumbent has significant related experience, then the incumbent may be placed at a higher step on the salary scale.
- 16.05 Employees that do not meet the minimum qualifications of the position may be hired at a training rate of 90% of the Start rate for their position.

Merit/Step Increases

- 16.06 Merit/step increases within the salary scales may be granted to employees conditional on satisfactory performance. Consideration will be given to completion of educational/training programs, special projects, and day-to-day job performance when determining eligibility for merit increases.
- 16.07 Employees receiving merit increases will move up one full step on their salary scale.
- 16.08 Merit increases are not to be considered automatic.
- 16.09 To be eligible for an increase, the employee must have been in his/her current position for at least six months.
- 16.10 Full-time Employees: Merit increases will be effective on June 1st.
- 16.11 Part-time Employees: Merit increases will be considered after each 1820 hours of work for office employees and 2080 hours of work for non-office employees, starting July 1, 2006.

Journeyman/Apprentice

- 16.12 Employees who are Journeyman Apprentices will be hired at the appropriate step in the journeyman salary range based on their level of training and experience.

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16.13 Employees will move to the next level in the journeyman salary range when they have completed the required training level and hours.

16.14 After completion of the Journeyman Training Course, the Journeyman must work for one (1) year to prove his on-the-job competence before receiving the Journeyman rate of pay.

2011 Salary Scales – Based on a 3% Increase Effective January 1, 2011

1. Internal Equity Salary Scale - January 1, 2011 to December 31, 2011

Job Grade	Start/Step 1	Step 2	Job Rate
1	\$ 14.28	\$ 15.04	\$ 15.82
2	\$ 17.38	\$ 18.29	\$ 19.25
3	\$ 20.47	\$ 21.54	\$ 22.67
4	\$ 23.57	\$ 24.80	\$ 26.11
5	\$ 26.66	\$ 28.06	\$ 29.54
6	\$ 29.75	\$ 31.31	\$ 32.95
7	\$ 32.85	\$ 34.57	\$ 36.39
8	\$ 35.93	\$ 37.82	\$ 39.81
9	\$ 39.02	\$ 41.08	\$ 43.24
10	\$ 42.11	\$ 44.32	\$ 46.66
11	\$ 45.21	\$ 47.60	\$ 50.10
12	\$ 48.31	\$ 50.85	\$ 53.52

2. Apprentice Salary Scale - January 1, 2011 to December 31, 2011

Apprentice	Start	Step 1 (Upon successful completion of probation)	Step 2 (After completion of Level 1 training and 2000 hours)	Step 3 (After completion of Level 2 training and 4000 hours)	Step 4 (After completion of Level 3 training and 6000 hours)	Step 5 (After completion of Level 4 training and 8000 hours)
	\$21.42	\$23.07	\$24.71	\$26.36	\$28.01	\$29.66
% Of Job Grade 6	65%	70%	75%	80%	85%	90%

**Human Resources Policies and Procedures and Employee Working Agreement
Wellington North Power Inc.**

2012 Salary Scales – Based on a 3% Increase Effective January 1, 2012

1. Internal Equity Salary Scale - January 1, 2012 to December 31, 2012

Job Grade	Start/Step 1	Step 2	Job Rate
1	\$ 14.71	\$ 15.49	\$ 16.29
2	\$ 17.90	\$ 18.84	\$ 19.83
3	\$ 21.08	\$ 22.19	\$ 23.35
4	\$ 24.28	\$ 25.54	\$ 26.89
5	\$ 27.46	\$ 28.90	\$ 30.43
6	\$ 30.64	\$ 32.25	\$ 33.94
7	\$ 33.84	\$ 35.61	\$ 37.48
8	\$ 37.01	\$ 38.95	\$ 41.00
9	\$ 40.19	\$ 42.31	\$ 44.54
10	\$ 43.37	\$ 45.65	\$ 48.06
11	\$ 46.57	\$ 49.03	\$ 51.60
12	\$ 49.76	\$ 52.38	\$ 55.13

2. Apprentice Salary Scale - January 1, 2012 to December 31, 2012

Apprentice	Start	Step 1 (Upon successful completion of probation)	Step 2 (After completion of Level 1 training and 2000 hours)	Step 3 (After completion of Level 2 training and 4000 hours)	Step 4 (After completion of Level 3 training and 6000 hours)	Step 5 (After completion of Level 4 training and 8000 hours)
	\$22.06	\$23.76	\$25.46	\$27.15	\$28.85	\$30.55
% Of Job Grade 6	65%	70%	75%	80%	85%	90%

**Human Resources Policies and Procedures and Employee Working Agreement
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2013 Salary Scales – Based on a 3% Increase Effective January 1, 2013

1. Internal Equity Salary Scale - January 1, 2013 to December 31, 2013

Job Grade	Start/Step 1	Step 2	Job Rate
1	\$ 15.15	\$ 15.95	\$ 16.78
2	\$ 18.44	\$ 19.41	\$ 20.42
3	\$ 21.71	\$ 22.86	\$ 24.05
4	\$ 25.01	\$ 26.31	\$ 27.70
5	\$ 28.28	\$ 29.77	\$ 31.34
6	\$ 31.56	\$ 33.22	\$ 34.96
7	\$ 34.86	\$ 36.68	\$ 38.60
8	\$ 38.12	\$ 40.12	\$ 42.23
9	\$ 41.40	\$ 43.58	\$ 45.88
10	\$ 44.67	\$ 47.02	\$ 49.50
11	\$ 47.97	\$ 50.50	\$ 53.15
12	\$ 51.25	\$ 53.95	\$ 56.78

2. Apprentice Salary Scale - January 1, 2013 to December 31, 2013

Apprentice	Start	Step 1 (Upon successful completion of probation)	Step 2 (After completion of Level 1 training and 2000 hours)	Step 3 (After completion of Level 2 training and 4000 hours)	Step 4 (After completion of Level 3 training and 6000 hours)	Step 5 (After completion of Level 4 training and 8000 hours)
	\$22.72	\$24.47	\$26.22	\$27.97	\$29.72	\$31.46
% Of Job Grade 6	65%	70%	75%	80%	85%	90%

Section 17 - Internal Equity Maintenance Review Process

17.01 When a new position is established, the Company will prepare a job description for the job and the job will be evaluated, using the job evaluation plan, to determine the value of the job and the appropriate pay grade on the Internal Equity Salary Scale.

17.02 For existing positions, employees may request that their job descriptions be updated to reflect significant changes in their job duties. To initiate a review, a completed maintenance review form should be submitted to the Administrator by June 1 of each year.

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- 17.03 Positions may only be submitted for maintenance review once per year.
- 17.04 The maintenance review process will determine if there are any changes in the factor ratings and the final value of the job. The final value of the job will determine the pay grade for the job.
- 17.05 If the maintenance review results in a pay increase, the increase will be made retroactive to June 1st of that year.
- 17.06 Employees, whose positions are upgraded to a higher salary grade, will have their salary increased to the level on the grid of the higher grade, which ensures the incumbent a minimum annual increase of 2%.
- 17.07 Employees whose positions are downgraded to a lower salary grade, will be red-circled and will not receive cost of living or merit increases until the maximum of the lower salary grade meets the incumbent's current salary.

Section 18 – Employee Training and Education

- 18.01 The Company will be responsible for all mandatory testing or training of health and safety related issues.
- 18.02 The Company will consider the payment and or assistance of employee educational pursuit if:
- The training or educational course would be of direct benefit to the job performance of the employee and consequently beneficial to the Company.

Journeyman Apprentice

- 18.03 The company will pay the Provincial Powerline Technician Training Program direct and indirect costs and maintain the employee's salary while on the training courses.
- 18.04 The employee will be required to reimburse the Company for the direct costs (registration fees for the program) if he/she leaves the company to work for another power company within two years following the successful completion of all levels of the Powerline Technician Program.

Section 19 – Fitness for Duty

- 19.01 Employees shall not attempt work for which they are mentally or physically unfit.

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19.02 Any Employee having reason to believe that another employee is unfit for the work assigned shall make an immediate report to their supervisor.

19.03 Employees shall not be under the influence of alcohol or illegal drugs during working hours or on call.

Modified Work

19.04 Employees returning to work from an illness or injury may be eligible to participate in a modified work program.

19.05 When possible, the Company will provide modified work to employees who are medically able to return to work but are unable to perform all of the duties associated to their position or to work their regular hours of work.

Dated this

Resolution #

Moved by:

Wayne Lytle

Seconded by:

[Signature]

Be it Resolved

THAT the Board of Directors for Wellington North Power Inc. approve the amendments to the Employee Working Agreement including wage increases for January 1, 2011 to December 31, 2013 as contained in this document.

Chairman

Employees:

Harry Seston

[Signature]

[Signature]

[Signature]

[Signature]

[Signature]

Jessica Olchuk

Kathy Hill

[Signature]

[Signature]