

STATEMENT of POLICY and PROCEDURE TOLKO INDUSTRIES LTD.			
Manual:	Human Resources		
Section:	Employee-Related Policies	Issued:	April 20, 2011
Subject:	TEMPORARY VACANCY POLICY	Effective:	April 20, 2012
Issued To:	Heffley Creek Division	Replaces:	December 1 2006 1.0
Owner:	Plant Manager	Version:	2.0

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. In order for a vacancy to be filled, the successful applicant must have been deemed competent for the position.

3 SCOPE

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

4 PROCEDURES

Temporary Vacancies Less Than 30 Days

4.01 Where a Temporary Vacancy occurs during the work week, the Supervisor/Chargehand will determine whether to call in a replacement for the position, reallocate the available manning and call in a replacement for another position, and/or run shorthanded. The senior qualified employee on shift may be directed to fill a vacant position where deemed necessary by the Supervisor. Operational requirements may result in differing solutions being applied on subsequent days of the vacancy.

4.02 Subject to managing of the vacancy as noted above, if the incumbent is still off the following work week, the vacancy shall be filled by the senior qualified employee within the shift or on the alternate rotation (ie. Days or Afternoons) who requests to fill it.

4.03 When the duration of the vacancy exceeds one week and no qualified operator wishes to fill the vacancy, the Company retains the right to direct the junior qualified operator to fill the vacancy until such time as a person can be trained and qualified to accept the position.

- 4.04 An employee filling a Temporary Vacancy shall do so for the duration of the vacancy. An employee may only go to another position through the posted bidding procedure or when a superior temporary position becomes available for which the employee has the qualifications and seniority to hold. Superior position is defined as a position that has a higher rate of pay than the temporary position currently being held.
- 4.05 Upon completion of a Temporary Vacancy the employee will return back to their bid position.

Temporary Vacancies Over 30 Days

- 4.06 All Temporary Vacancies over 30 days will be posted as per the Job Posting Procedure.
- 4.07 Subject to the restrictions noted in 4.02 above, the temporary position will be awarded to the senior qualified applicant accepting the position.
- 4.08 Upon completion of the Temporary Vacancy, the employee will return to their bid position.