

THE INTERNATIONAL ASSOCIATION
OF
HEAT AND FROST INSULATORS AND ASBESTOS WORKERS
LOCAL #131

AND

THE INDIVIDUAL EMPLOYERS OF THE PROVINCE
OF
PRINCE EDWARD ISLAND

January 1, 2021 – December 31, 2025

ARTICLE

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ARTICLE 1 - APPLICATION OF AGREEMENT

- 1.1 The provisions of the Agreement shall be binding upon the parties hereto within the Province of Prince Edward Island.
- 1.2 The Employer further agrees that on all operations outside of the chartered territory of the Union he will abide by the rates of pay, rules and working conditions established by Collective Bargaining Agreement between the local Insulation Contractors and the Local Union in that jurisdiction. Employers may send a Journeyman, and in the event of insufficient supply of local labour in that territory, such additional Employees as may be necessary, and in addition to payment of transportation costs, the wages and other conditions established in this Agreement in force in the area where the work is done, whichever is most favourable to the Union, shall apply.
- 1.3 This agreement covers the rates of pay, rules and working conditions of all Journeymen and Apprentices covered by this Agreement and employed by an Employer signatory to or otherwise committed to abide by this Agreement, regardless of the location of their employment within the jurisdiction of Local No. 131, when they are engaged in the preparation, fabrication, alteration, application, erection, assembling, moulding, spraying, pouring, mixing, handling, adjusting, repairing, dismantling, reconditioning, maintenance, finishing, and/or weather-proofing or cold or hot thermal insulation with such materials as may be specified when these materials are to be installed for thermal purposes in voids, or to create voids, or on either piping fittings, valves, boilers, ducts, flues, tanks, vats, equipment, or on any hot or cold surfaces for the purpose of thermal control, fireproofing, or sound proofing and the application of all protected finishes and asbestos removal.

This is also to include all labour connected with the handling and distribution of thermal insulating materials on job premises and all other such work that is within the jurisdiction of Local No. 131. This article does not include the manufacture of pipe covering and/or fittings in one piece halves nor the facing of flexible blanket duct insulation.

Where the Employer's Journeymen and Apprentices are fully employed, or are not properly qualified and the employer is not able to employ members of the Union who are qualified for a particular job, the Employer may subcontract for the same to an established registered insulation company who is or is willing to become signatory to this Agreement.

- 1.4 The foregoing is to include alterations and repairing of work similar to the above and the use of all materials for the purpose mentioned.

ARTICLE 2 - RECOGNITION OF UNION

- 2.1 The Employer hereby recognizes the Union as the exclusive Collective bargaining agent for Journeymen and Apprentices who perform any of the duties as described in Article 2 hereof.
- 2.2 The Employer will notify the Union by phone when an Employee is hired or laid off or terminated within forty-eight (48) hours.

ARTICLE 3 - SUBCONTRACTING

- 3.1 The Employer agrees that he will not sublet or contract out any work described in Article 2 except as noted therein and the Union agrees not to contract, sub-contract or estimate on work nor allow its membership to do so nor act in any trade capacity other than that of workman. It is also agreed that no member of a firm or officer of a corporation or their representative or agents shall execute any of the work of application of materials and in no case shall any member of the Union estimate on or give any labour figures.
- 3.2 The Union agrees not to supply their members or to permit their members to work directly or indirectly for any individual or corporation who have called tenders in any manner from one or more insulation contractors and then proceeded to do the work themselves.

ARTICLE 4 - MANAGEMENT RIGHTS

4.1 The Union recognizes and acknowledges that it is the undisputed right of the Employer to operate and manage its business and that, subject to the terms and provisions of this Agreement the right to select, hire, transfer, promote, demote, layoff, suspend or discharge an Employee for just cause and to maintain discipline and efficiency of the Employees is the exclusive function and responsibility of the Employer and that, in order to provide opportunities for continued employment, good working conditions, and good wages, the Employer must maintain a position enabling it to compete in a competitive business and to operate at the lowest possible costs, consistent with fair labour standards.

ARTICLE 5 - WAGES, RATES AND CLASSIFICATIONS

5.1 (A) All Journeymen in charge of jobs shall be paid the following: 0-5 men shall receive One Dollar (\$1.00) per hour more than the journeyman rate; Journeyman in charge of 6-10 men shall receive Two Dollars (\$2.00) per hour more than the journeyman rate; Journeyman in charge of more than 10 men shall receive Three Dollars (\$3.00) per hour more than the journeyman rate.

(B) Journeyman shall be paid at the following rates during the terms of this Agreement:

HOURLY RATES:

	On Signing	2nd Year	3rd Year	4th Year	5th Year
Base Rate	\$ 24.23	\$ 24.91	\$ 25.59	\$ 26.26	\$ 26.94
11% Vacation Pay	\$ 2.67	\$ 2.74	\$ 2.81	\$ 2.89	\$ 2.96
H&W	\$ 3.29	\$ 3.29	\$ 3.29	\$ 3.29	\$ 3.29
Pension	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00
Total	\$ 31.19	\$ 31.94	\$ 32.69	\$ 33.44	\$ 34.19

(C) Vacation Pay Remittance, It is agreed that all Vacation Pay will be paid in accordance with the P.E.I. Employment Standards Act Vacation Pay Section, except that the rate will be at Eleven per cent (11%) of their wages. All vacation Pay is to be paid weekly in the regular pay cheque. This should be taxed and shown on the Employee's pay stub.

5.2 (A) Apprentices shall be paid at the following rate during the term of this Agreement.

1st Yr Apprentice 60%

2nd Yr Apprentice 65%

3rd Yr Apprentice 75%

4th Yr Apprentice 85%

(B) Wages are to be paid by cheque weekly or direct deposit during regular working hours. All deductions must be clearly shown. If paid by cheque the Employer shall pay on Thursday by three o'clock (3:00) of each week. If paid by cash the Employee shall be paid on Friday at twelve noon (12:00). If a holiday should fall on a Friday, then the employee shall be paid by cheque on Wednesday or cash on Thursday. If cheques fail to arrive, then suitable arrangements will be provided to cash same.

5.3 (A) When an Employee leaves the company of his own accord, he shall be paid on the next regular pay day.

(B) Where employment is terminated by the Employer, the Employee shall be given at least two (2) hours notice. Every reasonable effort will be made to have his unemployment separation certificate, wages mailed within forty-eight (48) hours of termination of employment, UIC Separation Certificate to be dated last day worked.

5.4 Apprentices shall be required to work 2,000 hours or 250 days in order to complete each year of his apprenticeship.

5.5 (A) The Employer agrees that it shall be a condition of employment of all Employees, subject to the terms of this Agreement, that from commencement of employment, all Employees shall pay the regular Union Dues. Said dues to be deducted weekly and forwarded to the Union on the fifteenth (15th) of each month, along with a list of names of the Employees from whom deductions have

been made. New Employees names, social insurance number, and address to be forwarded to the Union.

(B) Employees shall contribute \$0.40 per hour worked into the Local 131 Market Recovery Fund. See Appendix A and Appendix B for Enablement procedure and Market Recovery Program.

ARTICLE 6 - HOURS OF WORK

6.1 (A) The regular hours of work for employees shall be ten (10) hours a day between 7:00 a.m. and 5:30 p.m., forty (40) hours a week, such work to be performed from Monday through Thursday inclusive, with an interval of one-half (1/2) hour for lunch. There shall be two (2) rest periods of ten (10) minutes duration; one (1) in the first five (5) hours of the shift and one in the second five (5) hours of the shift. The hour of commencement of work may be varied by mutual consent of both parties.

If the customer of the project requires 5 x 8 hour days, then it will be up to the Contractor to set the schedule at no extra cost.

- (B) When an Employee reports for work, and there is no work due to job conditions or inclement weather, he shall receive two (2) hours pay.
- (C) During regular working hours should it become necessary to close the job down due to inclement working conditions, the Employees shall be paid two (2) hours in excess of hours worked up to a maximum of ten (10) hours per day when working a ten (10) hour shift or eight (8) hours per day when working an eight (8) hour shift. Employees to remain on job.
- (D) When it is found necessary on a job to have continuous work through the regular lunch hour, time and one-half (1 ½) shall be paid, and will continue until such time as an appropriate lunch hour shall be given.
- (E) Should an Employee be unable to go to work by 9:00 a.m. he shall phone his Foreman or if there is no Foreman, then his head office, collect, to advise his absence.

- (F) Where special circumstances make it necessary to work other than the regular hours, exclusive of overtime and holidays and in case of two or more shifts being employed, the second shift shall be paid at time and one-eighth. The third shift shall be paid at time and one-quarter.
- (G) Employees shall have eight (8) hours free time between shifts an overtime shall be paid for the shifts or hours worked.

ARTICLE 7 - OVERTIME

7.1 (A) Overtime will commence after eight (8) hours work when working eight (8) hour shifts and ten (10) hours when working ten (10) hour shifts of forty (40) hours of work per week.

Overtime, if instructed by the Employer, shall be at the rate of time and one-half (1½) the regular rate for the first four (4) hours overtime per day from Monday through Friday inclusive. Saturday will be paid at the rate of time and one-half (1½) of the regular rate.

(B) Sunday and observed Holidays to be paid at double time regardless of job location. Employees called to work Sunday and Holidays will be guaranteed three (3) hours pay at double time should they work less than eight (8) hours. When called back during the regular week, two (2) hours guaranteed at time and one-half (1½) the regular rate. Employee must remain on the job to qualify. Overtime work is not compulsory; however, Union officials will encourage the working of overtime during an emergency.

(C) The observed unpaid Holidays are:

- | | |
|------------------|-----------------|
| New Year's Day | Labour Day |
| Islander Day | Good Friday |
| Queen's Birthday | Canada Day |
| Thanksgiving Day | Remembrance Day |
| Christmas Day | Boxing Day |

and any other day proclaimed by the Federal or Provincial Government as a Holiday and in the event any such Holiday falls on a Saturday or Sunday, the day observed by the Federal or Provincial Government shall be deemed the Holiday.

(D) Employees not given twenty-four (24) hours notice that they will be working overtime, will have a meal furnished by the Employer or will receive pay for their meal hour at overtime rates. In addition to this, meals will be provided every four (4) hours while working overtime, or receive pay for their meal hour at overtime rates.

- 7.2 No work shall be performed on Labour Day except in special cases of emergency and then only when Triple Time is paid. When a holiday falls on Saturday or Sunday, the day designated by statute shall be observed.

ARTICLE 8 - RATIO

- 8.1 Each Employer shall maintain the ratio as described by the Apprenticeship & Tradesman Qualification Act of Prince Edward Island. However, when all local Journeymen are working, the ratio shall be altered so local Apprentices can be hired to supply the employers' work force, also when all local Apprentices are working, the ratio shall be altered so local Journeymen can be hired to supply the employers work force. The Union shall maintain a ratio of one (1) apprentice to two (2) journeymen in its membership in P.E.I.

TABLE TO THIS ARTICLE

1 Mechanic	1 Apprentice
2 "	1 "
3 "	1 "
4 "	2 "
5 "	2 "
5 "	3 "
7 "	3 "
8 "	4 "

ARTICLE 9 - HIRING PROCEDURE

- 9.1 The employer or his representative shall not contact a member at home for employment. The employer recognizes the union out-of-work list as the source of members for employment.

In the geographical areas of Local 131 P.E.I., the employer is allowed to name hire one employee as foreman from the union out-of-work list. Once an employer has one employee in the geographical area as stated there will be no name hires thereafter.

On hiring the employer shall contact the business manager's office and specify the number of men required.

If in the event the employer requires additional employees after employing all Island members the employer may name hire from the Province of New Brunswick.

ARTICLE 10 - DAILY TRAVEL

- 10.1 The employer shall have the option to disregard travel allowance if suitable transportation is provided.

One (1) "Free Zone" having a radius of 20 km shall be maintained from employees' residence. Employees travelling to the work site outside the "Free Zone" shall be paid at the following rates starting from the perimeter of the Zone:

On signing -	\$0.42/kilometre
Second Year -	\$0.44/kilometre
Third Year -	\$0.46/kilometre
Fourth Year -	\$0.48/kilometre

Kilometers to be determined as round kilometres using the shortest practical measurements from the "Free Zone" perimeter to the job site.

- 10.2 When the Association member requires men, and the Union is not able to supply them within the Province, the employer shall pay a Board Allowance of Eighty (\$80.00) dollars per day worked or receipts and one bridge fare per week per employee from out of Province.

ARTICLE 11 - QUALITY OF WORK

- 11.1 Employees shall be considered "at work" for a shop from the time they start employment and they shall proceed to and execute said work in a faithful workmanlike manner and not quit same until after reasonable notice has been given to the employer.
- 11.2 Journeyman in charge of out-of-town operation where Board is paid shall complete the same before leaving shop of Employer.
- 11.3 All Employees shall own and be in possession of the following necessary tools of the trade on the job site at all times. The Employees are required to sign for all hand tools not listed below and are required to return same after completion of job, or at the Employer's request.

- 1 set Dividers
- 1 - 11" Flat Trowel
- 3 Pair Aviation Snips M1-M2-M3
- 1 screwdriver
- 1 pair 10" Scissors
- 1 Ice Pick
- 1- 6" Pointer
- 2 Springs and/or Rubber Bands
- 1- 4" Paste Brush
- 1-8" Cutter Pliers
- 1 -10" Knife
- 1 - 3 Meter Metric Tape - 1 12" Ft. Imperial tape
- 1- 18" Double-sided Saw
- 1 Hammer

The Employer reserves the right to conduct random tool inspections on site at the Employers discretion.

- 11.4 Complaints arising from inferior workmanship shall be referred to the Union. When work is not complete to the satisfaction of the owner and/or Employer and/or has not met specifications, the Employer may refer the matter to the Union, which shall

meet to consider the complaint within two (2) days of the making of the complaint. If the Union considers that the inferior workmanship is the result of negligence or faulty work of an Employee such Employee shall return to complete the inferior work in a proper manner at his own expense and without payment of wages.

- 11.5 The Union and Company agrees there shall be no limitation or restrictions placed upon the individual working efforts of Employees.

ARTICLE 12 - UNION OFFICE

- 12.1 The Union shall have a permanent office address with telephone service, where their business manager or authorized officer can be communicated with each working day for the purpose of answering inquiries and providing necessary service to the trade.

ARTICLE 13 - INVALID CLAUSE

- 13.1 Any portion of this Agreement found to be in violation of existing Federal or Provincial Law shall become inoperative and the balance of the Agreement as such continue in full force and effect until date of expiration.

ARTICLE 14 - UNION SECURITY

- 14.1 All Journeymen and Apprentices now in the employ of the Employer shall become and remain members in good standing in the Union during the term of this Agreement. Apprentices must make application to the Union after one (1) month at the trade.
- 14.2 Notwithstanding anything herein contained the Employer shall be obliged to discharge any Employee because his Union membership is terminated except where his membership is terminated by voluntary resignation or by expulsion for non-payment of dues..
- 14.3 Employer agrees to give preference to qualified members of Local #131 P.E.I.
- 14.4 In the event of a lay-off, the Employer must notify the Business Manager.

14.5 A Shop Steward may be appointed by the Business Manager on Job Sites where Union Members per shift are Employed.

Appointee shall be in good standing from Local 131.

Employer shall be notified in writing of such appointment.

Shop Steward's tenure will apply to individual jobs only and will cease upon completion of the job.

ARTICLE 15 - HEALTH AND WELFARE

15.1 (A) It shall be a condition of employment and be compulsory that all Employees will pay Seventy-Five Cents (\$0.25) per hour worked from his hourly rate for Health and Welfare.

(B) The Employer shall pay Four Dollars and Twenty-Nine Cents (\$4.29) for each hour worked under this Collective Agreement on a straight time basis to the Trust Fund. From this Four Dollars and Twenty-Nine Cents (\$4.29) the Trustee shall:

- I) Apply One Dollar (\$1.00) from each hour worked by an employee (straight time) to the acquisition of pension benefits for the Employee, and;
- II) Apply the remaining amount on a straight time basis to the NB Heat and Frost Trust Fund for the purchase of Life Insurance, Medical, Vision Care, and Dental Benefits for the Employee.

On signing this will make a total payment by the Employer and Employee of Four Dollars and Fifty-Four Cents (\$4.54) per hour worked.

NOTE: Health and Welfare payment are to be mailed to:

BELMONT FINANCIAL GROUP
133 Prince William St #605
Saint John, NB
E2L 2B5

Cheques are to be made payable in the name of the Heat and Frost Trust Fund.

ARTICLE 16 - GRIEVANCE PROCEDURE

16.1 (A) Where a difference arises between the parties relating to the interpretation, application or administration of this Agreement, including any questions as to whether a matter is arbitrable, or where an allegation is made that this Agreement has been violated wither by the Employer, by an Employee, it shall be settled in accordance with this Article. Any grievance not filed within Seven (7) working days of first knowledge of such events will be deemed not to have occurred.

(B) The grievor shall first present his grievance verbally to the Foreman under whose direction he is, or, in the case of a dismissal, was working. The Employee may be accompanied by his Union Stewart. The Foreman shall give his answer not later than 12:00 noon the following working day on each grievance that is presented to him. If the decision of the Foreman is unacceptable, the grievance shall be submitted in writing, not later than Two (2) working days following the day of the Foreman's answer, to the Superintendent Representative who shall render his decision not lote than 12:00 noon of the working day following the day on which the grievance is presented to him.

(C) the Union shall be entitled to submit a grievance in writing directly to the Superintendent of the Employer concerned or Employer's Representative who shall render his decision not later than two (2) working doys following presentation of the grievance to him (this is subject to 18.01 (A)).

(D) The Employer or his representative shall be entitled to submit a grievance in writing directly to the Union Representative or to any other Union Official who shall render his decision not later than two (2) working days following presentation of the grievance to him (this is subject to 18.01 (A)).

(E) Where a policy grievance arises, sub-section 18.01 (A), 18.01 (B) and 18.01 (C) shall not be required and the parties can proceed directly to arbitration. Before introducing policy grievance to arbitration, all efforts shall be made to settle the grievance.

(F) After exhausting the procedures set out in the foregoing paragraphs, either one of the parties involved shall notify the other party in writing of its desire to submit the difference of allegations to arbitration, and the notice shall contain the name of the party's appointee to the Arbitration Board.

ARTICLE 17 - ARBITRATION PROCEDURE

17.1 (A) Either one of the parties may, after exhausting the grievance procedure established by this Agreement, notify in writing the other party of its desire to submit the differences or allegations to arbitration, and the notice shall contain the name of the party's appointee to an Arbitration Board. The recipient of the notice shall within Two (2) regular working days, advise the other party of the name of its appointee to the Arbitration Board.

(B) The Two (2) appointees selected shall, within Three (3) regular working days of the appointment of the second of them, appoint a third person who shall be Chairman. If the recipient of the notice fails to appoint a Chairman, within the time limit, the appointment shall be made by the Minister of Labour of Prince Edward Island upon the request of either party.

(C) The Arbitration Board shall hear and determine the difference or allegation and shall issue a decision and the decision shall be final and binding upon both parties.

(D) The decision of a majority shall be the decision of the Arbitration Board, but if there is no majority, the decision of the Chairman shall govern.

(E) All cost pertaining to the Chairman shall be borne equally by both parties; all costs pertaining to each party's appointee to the Arbitration Board shall be borne by the party making the appointment or on whose behalf the appointment was made.

(F) Upon mutual agreement, the grievance may be referred to a single arbitrator.

(G) Any and all time limits fixed by Articles 18 and 19 may be modified by mutual agreement between the Employer and the Union.

(H) If advantage of the provisions of the Grievance or Arbitration procedures is not taken by each party within the time specified herein, the matter in dispute shall be deemed to have been abandoned unless the parties otherwise, mutually agree.

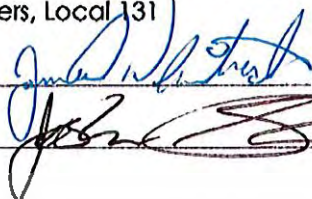
(I) The Employer must notify the Union if there is any preliminary objections within Ten (10) days after arbitration procedures have commenced.

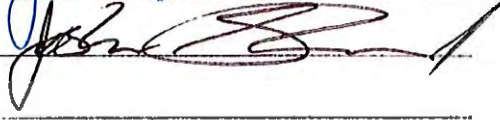
ARTICLE 1B - TERM AND DURATION

- 1.1 If either of the contracting parties desires to alter or amend the terms of this Agreement at its termination, at least Two (2) calendar months notice shall be given previous to its expiration, and every effort shall be made to reach a settlement

The termination date of this Agreement is February 1, 2026. IN WITNESS WHEREOF the parties hereto have hereunto set their hand sand seals, this 5th day of February, A.D., 2021.

Signed on behalf of The International Association of Heat and Frost & Asbestos Workers, Local 131





Signed on behalf of the Contractor:

Guildfords Inc.  5-Feb-21
Aluma Safeway  FEB 19/21

APPENDIX "A"

Enabling Procedures

1. The term "enabled project" means a project or job covered by the Enabling Request Form forming part of this Appendix.
2. An Employer wishing to obtain agreement for an enabled project shall complete the Enabling Request Form and forward it to the Union.
3. In the event that the Union is prepared to amend or delete any of the terms or conditions in this Collective Agreement it shall, under the signature of the Union Business Representative or his designate, complete the Enabling Request Form by certifying those terms or conditions which are to be amended or deleted and, in the case of an amendment, particulars of the amendment.
4. The Union shall, at the time when the Enabling Request Form is signed by the Union and is returned to the Employer, advise the Saint John Construction Association Inc. that it has agreed to an enabled project and file a copy of the Enabling Request Form with them. The Union agrees, subject to the terms of this Appendix, to offer the same terms and conditions to other Employers bidding on the enabled project.
5. The Employer shall, upon receipt of the Enabling Request Form signed by the Union, be entitled to bid on the enabled project using the terms contained in the Enabling Clause Information Sheet. Except as specifically modified in the Enabling Clause Information Sheet, the Employer shall be governed by the terms and conditions of this Collective Agreement.
6. The parties specifically acknowledge and agree that the insurance of an Enabling Request Form shall be at the sole discretion of the Union. The parties further acknowledge and agree as follows:
 1. The terms and conditions granted in respect to an enabled project apply only to Employers, whether contractors, subcontractors or otherwise, who are parties to this Collective Agreement.
 2. Where an Employer subcontracts work to a party who is not a party to this Collective Agreement, the Enabling Request Form signed by the Union shall be of no effect and the Employer shall not be entitled to rely upon any of the terms and condition set out in the Enabling Request Form but shall be subject to the terms and conditions of this Collective Agreement.
 3. Where an Employer is, in the opinion of the Union, in any way, associated or affiliated with, or the directors, officers or Employees of an Employer carry on the same or a similar business through, an entity that is not a party to this Collective Agreement (such an entity being hereafter referred to as a "related organization"), that Employer shall not be eligible to obtain or rely upon an Enabling Request Form under this Appendix nor shall such Employer be entitled to any information on the terms of an Enabling Request Form issued to any other Employer under this Appendix unless the Employer provides assurances, satisfactory to the Local Union, that the enabled project will only be bid by it and not by any related organization.

7. The terms of an Enabling Request Form shall continue for the duration of the enabled project notwithstanding that this Collective Agreement may expire prior to the completion of the project.
8. The exercise by the Local Union of any discretion under this Appendix shall not be subject to any grievance or arbitration procedure.

INTERNATIONAL ASSOCIATION OF HEAT AND FROST INSULATORS and ALLIED WORKERS LOCAL 131

ENABLING REQUEST FORM

Attention Local 131: Please accept this as a request to bid the project outlined herein under the terms of Article 14.6 of the Local 131 Commercial Agreement

Project Name:

Date of Request:

Owner/Client:

Location:

Value:

Bidding to:

Tender Closing Date:

Peak Manpower Required:

Start Date:

Completion Date:

Known Union Bidders:

Known Non-Union Bidders:

Signed by Contractor Representative: _____

Contractors are to fax the completed form to Local 131: 506-635-7825

~~~~~  
Local 131 agrees to the following items for this project only:

1.

2.

3.

4.

Signed by Local 131 Business Manager: \_\_\_\_\_

**Local 131 to fax the completed form to the Saint John Construction Association and known Union bidders**

## APPENDIX B

### MARKET RECOVERY PROGRAM

1. The Contractor may make application to the Union for market recovery fund assistance by completing Form 1.1 of Appendix B.
2. The Union, after approval of the application, Appendix B - Form 1.1, will submit a copy to the Saint John Construction Association notifying that these conditions will be made available for the project.
3. Appendix B - Form 1.2, must be completed and forwarded in triplicate weekly by the Job Foreman. 1 copy for the Foreman's records, 1 copy to the Contractor and 1 copy to the Union. Failure to do so may result in cancellation of the MRP Agreement.
4. The Contractor must submit to the Union on the 15<sup>th</sup> of each month Appendix B - Form 1.3 for payment. The Union will submit payment on the 1<sup>st</sup> of each month to the Contractor.



APPENDIX B  
FORM 1.1

APPLICATION FORM

Date: \_\_\_\_\_

Contractor Name: \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

Non-Union Competition: \_\_\_\_\_

Mechanical Contractors you are bidding to (list each one):

\_\_\_\_\_  
\_\_\_\_\_

Anticipated mechanical hours:

H.V.A.C.: \_\_\_\_\_

Plumbing: \_\_\_\_\_

Other: \_\_\_\_\_

Specify: \_\_\_\_\_

Bld Date: \_\_\_\_\_

Start Date: \_\_\_\_\_

Contractor Signature: \_\_\_\_\_

This form must be faxed or mailed immediately to the Union Office following contract with Local 131 about the above project.

H.F.I.M.R.P. Award

\_\_\_\_\_ Hours x \_\_\_\_\_ per hour = \_\_\_\_\_

\_\_\_\_\_ H+W \_\_\_\_\_ Pension \_\_\_\_\_ Board \_\_\_\_\_ Mileage

Local 131 Rep Signature: \_\_\_\_\_



APPENDIX B  
FORM 1.2

WEEKLY TIMESHEET

Project Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Weekending Date: \_\_\_\_\_

Contractor Name: \_\_\_\_\_

Assigned H.F.I.M.R.P. #: \_\_\_\_\_ Foreman's Name: \_\_\_\_\_

Please Print Name                      M    T    W    Th    F    Sat    Sun    Total Hours    Each Employee Must Sign Employee's Signature

|    | M | T | W | Th | F | Sat | Sun | Total Hours | Each Employee Must Sign Employee's Signature |
|----|---|---|---|----|---|-----|-----|-------------|----------------------------------------------|
| 1  |   |   |   |    |   |     |     |             |                                              |
| 2  |   |   |   |    |   |     |     |             |                                              |
| 3  |   |   |   |    |   |     |     |             |                                              |
| 4  |   |   |   |    |   |     |     |             |                                              |
| 5  |   |   |   |    |   |     |     |             |                                              |
| 6  |   |   |   |    |   |     |     |             |                                              |
| 7  |   |   |   |    |   |     |     |             |                                              |
| 8  |   |   |   |    |   |     |     |             |                                              |
| 9  |   |   |   |    |   |     |     |             |                                              |
| 10 |   |   |   |    |   |     |     |             |                                              |
| 11 |   |   |   |    |   |     |     |             |                                              |
| 12 |   |   |   |    |   |     |     |             |                                              |

Total Hours Worked this Report: \_\_\_\_\_

This report must be completed by a mechanic member of Local 131  
(only report base hours on project)

This is to verify and affirm that the above listed H.F.I.M.R.P.  
man-hours were worked in my presence and under my direction:

Foreman's Signature: \_\_\_\_\_

1 copy to Business Manager  
2 copy to Contractor  
1 copy to Foreman