

**Memorandum of Understanding for the  
Flex Work Week at Irving Oil Limited (Saint John)**

Between

**The Quality Control Council of Canada  
(Union)**

And

**The NDT Management Association  
(Association)**

As per Article 6 of the Quality Control Agreement 2018-2021 (Flexible Work Week), when a flexible work week has been agreed upon between a signatory employer and the Union's Area Representative, the parties agree to the following terms and conditions:

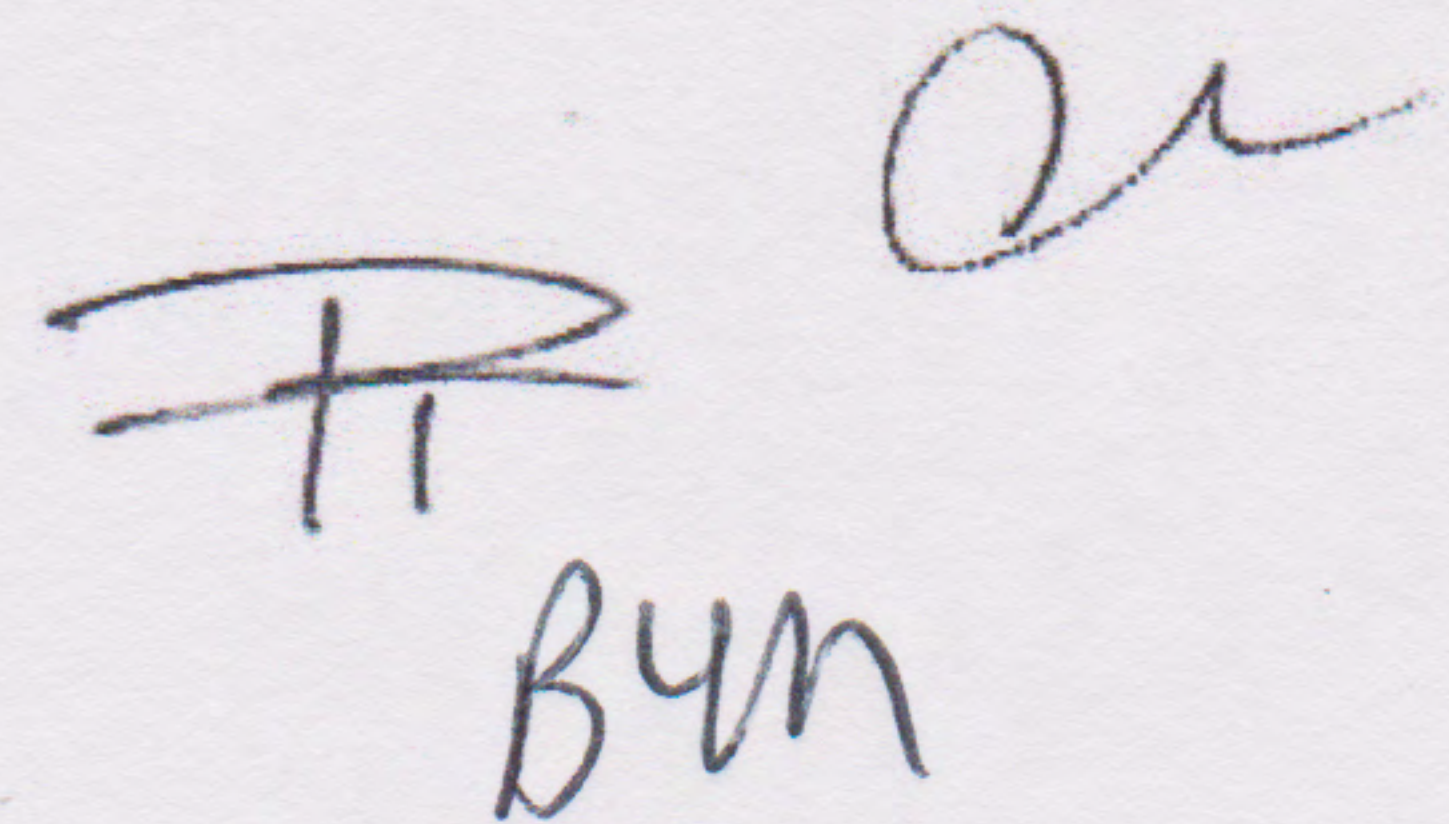
### Geographic Scope

The geographic scope of this agreement shall be the properties of Irving Oil Ltd identified as the Refinery Complex, East Saint John Facilities, CanaPort Crude, and CanaPort LNG.

### Flex Work Week

The flex work week must adhere to the following rules:

- Must be 4 consecutive days of 10-hour normal shifts.
- Flex Work Week Configurations:
  - **Configuration 1:** Monday to Thursday – Friday is considered the 5<sup>th</sup> day
  - **Configuration 2:** Tuesday to Friday – Monday of the same week is considered the 5<sup>th</sup> day.
  - There will be no changing a member from one configuration to another configuration during the same week.
  - In the event, the employer requires a member to start their work week on a flex work week, the member must finish the work week on a flex work week regardless of the location of the work.
  - In the event that a member starts their work week on a regular work week, the employer will not move the member to a flex work week for the remainder of the work week regardless of the location of the work.
  - Both configurations may be used during the same week, with different members in each one.

  
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## Overtime

- All hours after 10 hours on the first 4 days are at Double Time (2x).
- **5<sup>th</sup> Working Day** - Time and one-half (1.5x) will be paid on the first 10 hours, with Double Time (2x) paid for all hours after on the fifth day.
- **Saturday** – Time and one-half (1.5x) will be paid on the first 8 hours on Saturday, with Double Time (2x) paid for all remaining hours,
- **Sunday and recognized Holidays** – Double Time will be paid for all hours worked.
- **Travel Time** – The members will receive Travel Time as per the Quality Control Agreement.
- Article VII 7.01 (b) (i) of Appendix "B" will require this agreement to be reviewed and modified where and when necessary.

## Holidays & Absences

- In such cases where a recognized Holiday falls during the Flex Work Week, overtime will be paid after 30 hours straight time worked.
- In the case of absences during the week, the employer will not require the member to make up a straight time day on the 5<sup>th</sup> working day.

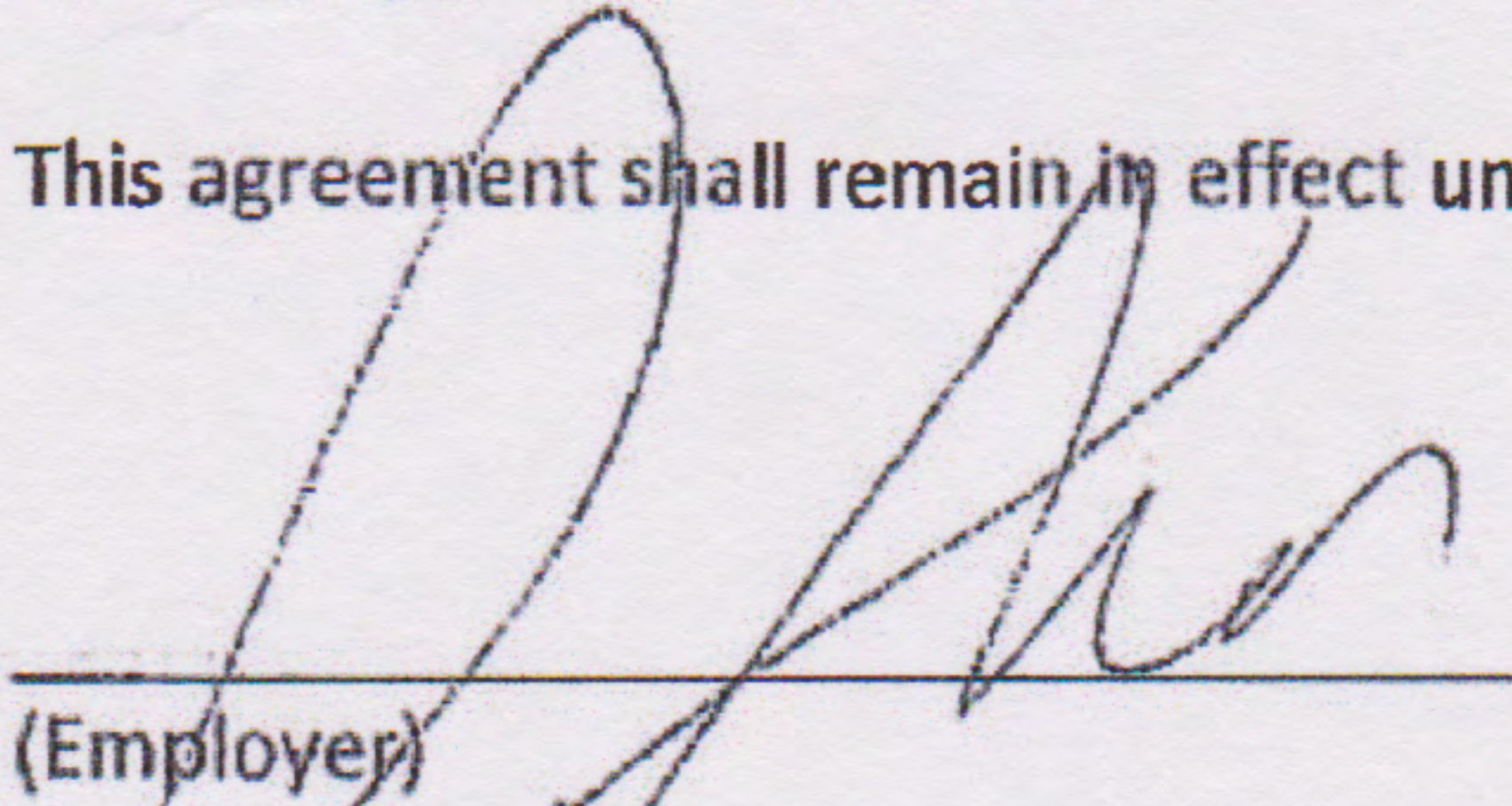
## Breaks Schedules

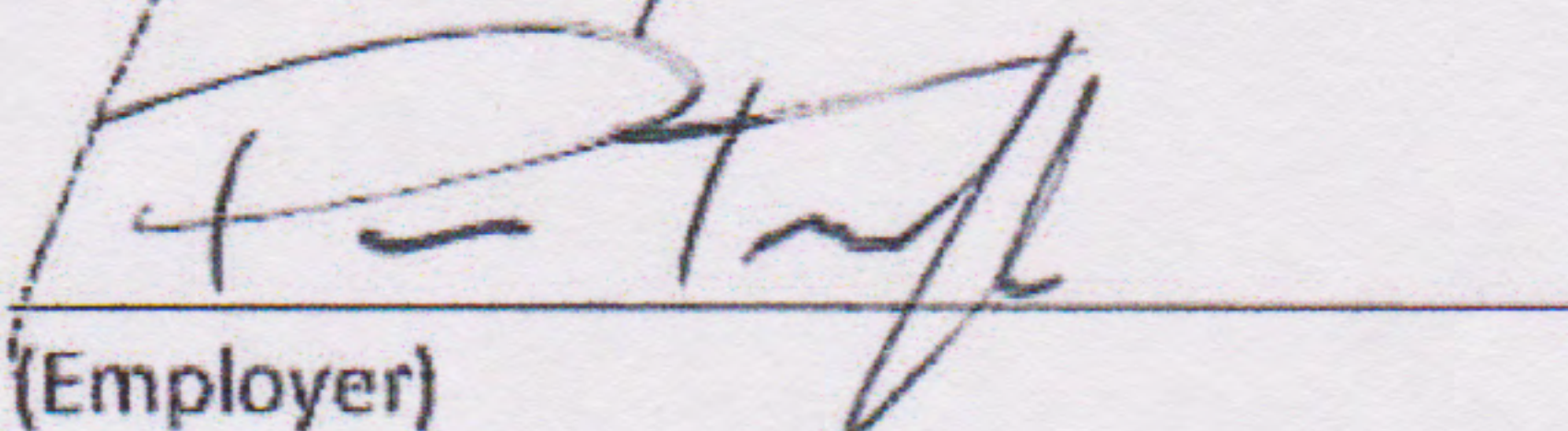
- The members will take breaks in accordance with the terms of the Quality Control Agreement 2018-2021.
- The employer may choose to implement a two (2) thirty (30) minute break system. The two breaks shall each be paid breaks at the applicable rate and the two breaks shall not be adjacent to each other.
- The employer must inform the members in advance (before start of week) of which break system is in effect.

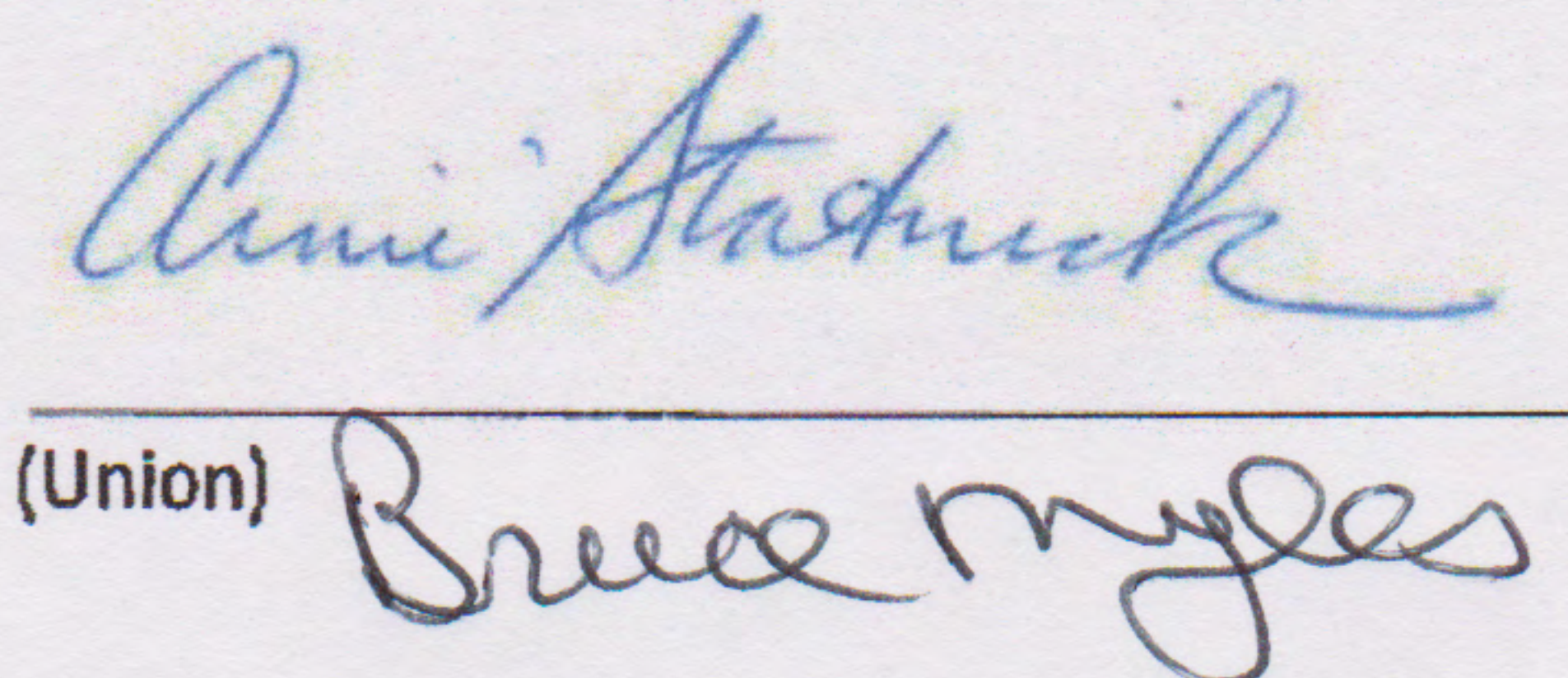
Should the Quality Control Agreement or any other agreement that impacts this agreement change, this agreement must be reviewed and modified where necessary.

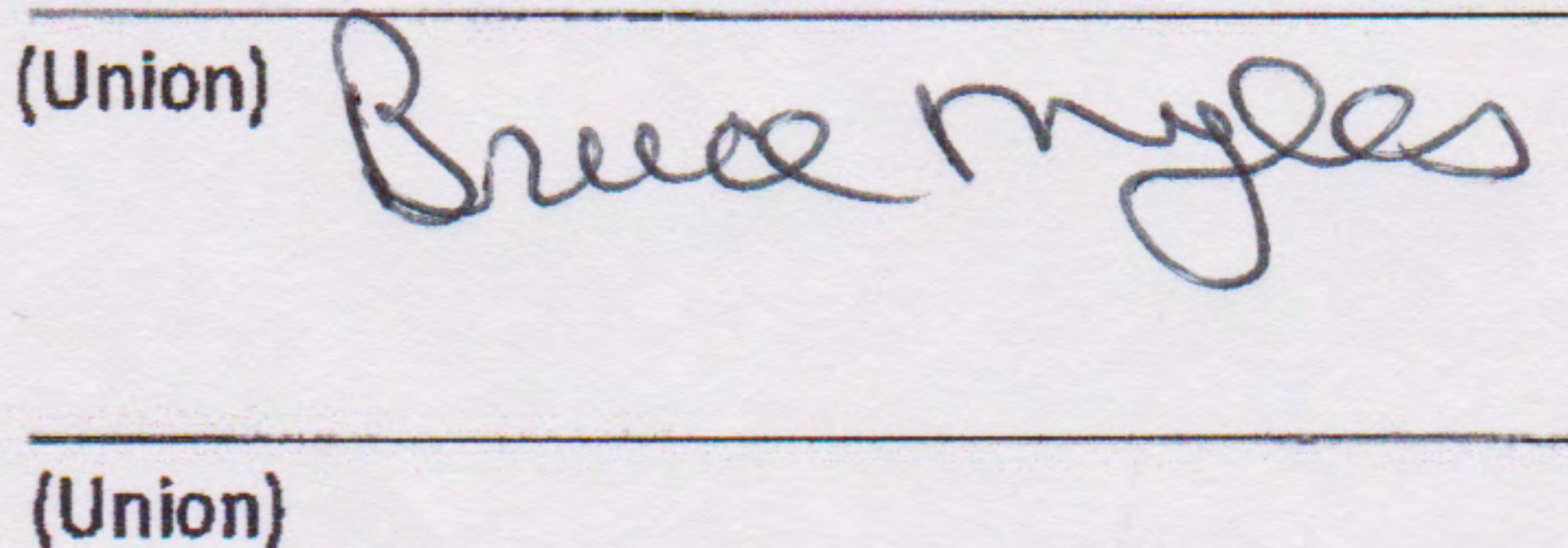
In the event of a disagreement between this agreement and the Quality Control Agreement, the Quality Control Agreement will prevail.

This agreement shall remain in effect until April 30<sup>th</sup>, 2021.

  
\_\_\_\_\_  
(Employer)

  
\_\_\_\_\_  
(Employer)

  
\_\_\_\_\_  
(Union)

  
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(Union)