

APPENDIX B: LETTER OF AGREEMENT, MULTI-SKILLED JOURNALIST

WHEREAS the parties agree that, to better address the growing multi-platform consumption habits of local news consumers, a more innovative approach to local news coverage is required.

WHEREAS CTV Ottawa (CJOH TV) (hereinafter referred to as the “Company”), UNIFOR LOCAL 715M and the OTTAWA NEWSPAPER GUILD LOCAL 30205 wish to set out the terms of their agreement herein.

NOW THEREFORE the parties agree as follows:

At CTV Ottawa (CJOH TV), addressing the growing multi-platform consumption habits of local news consumers will be achieved in part through the creation of a new “Multi-Skilled Journalist (MSJ)” role/job classification which moving forward will exist in both the UNIFOR LOCAL 715M and OTTAWA NEWSPAPER GUILD LOCAL 30205 collective agreements.

JOB FUNCTION

The “Multi-Skilled Journalist (MSJ)” will be responsible for all local newsgathering and local news reporting functions at CTV Ottawa (CJOH TV). This includes, but is not limited to, the shooting/writing/performing/editing of packaged news stories, video/audio recordings, interview clips, still photography and news copy and filing these local news items to all platforms — Television, Radio and Digital. A detailed job description for the position is attached as Appendix A of this agreement.

The “Multi-Skilled Journalist (MSJ)” role/job classification replaces the current UNIFOR LOCAL 715M “ENG Camera/Editor” role/job classification as well as the current OTTAWA NEWSPAPER GUILD LOCAL 30205 “Reporter/Editor/Producer” role/job classification.

The parties agree that MSJ’s will not be required to perform the work of another classification in addition to the work of an MSJ in any single shift. If an MSJ is required to backfill another classification, due to unforeseen circumstances, they will not perform the functions of an MSJ for that shift but, as per current practice, can still “front” packaged news stories during the same shift using material gathered from other sources. “Fronting” is restricted to the reading/writing of a news story. It is agreed that the intent of this language is not to deprive members of the opportunity for overtime, nor is it a mechanism for the Company to eliminate permanent full-time positions, or to prevent the hiring of permanent full-time employees.

STRUCTURE

At the time of agreement on the creation of the “Multi-Skilled Journalist (MSJ)” role/job classification in each of the UNIFOR LOCAL 715M and OTTAWA NEWSPAPER GUILD LOCAL 30205 collective agreements, there will be an equitable split in the number of positions between the union locals.

When combined with newly created and existing “digital news” roles in each union local, the split in local newsgathering staff is equal as per the breakdown below.

UNIFOR LOCAL 715M

Multi-Skilled Journalist (Ottawa)
Multi-Skilled Journalist (Ottawa)
Multi-Skilled Journalist (Ottawa)
Multi-Skilled Journalist (Ottawa)
Multi-Skilled Journalist (Ottawa)
Multi-Skilled Journalist (Ottawa)
Multi-Skilled Journalist (Ottawa)
Multi-Skilled Journalist (Pembroke)
Electronic Graphic Artist – Digital
Electronic Graphic Artist – Digital
Electronic Graphic Artist - Digital

OTTAWA NEWSPAPER GUILD LOCAL 30205

Multi-Skilled Journalist (Ottawa)
Multi-Skilled Journalist (Ottawa)
Multi-Skilled Journalist (Ottawa)
Multi-Skilled Journalist (Ottawa)
Multi-Skilled Journalist (Ottawa)
Multi-Skilled Journalist (Ottawa)
Multi-Skilled Journalist (Kingston)
Multi-Skilled Journalist (Brockville)
Reporter/Editor/Producer – Digital
Reporter/Editor/Producer – Digital
Reporter/Editor/Producer – Digital

When a vacancy occurs in the “Multi-Skilled Journalist (MSJ)” job classification, the position will be filled in either UNIFOR LOCAL 715M or OTTAWA NEWSPAPER GUILD LOCAL 30205 based on the particular union membership of the previous incumbent.

In the event that a workforce reduction is required, in the “Multi-Skilled Journalist (MSJ)” job classification, UNIFOR LOCAL 715M and OTTAWA NEWSPAPER GUILD LOCAL 30205 seniority lists for the position will be combined and the workforce reduction shall proceed in inverse order of respective union seniority. Staff impacted by the workforce reduction will then revert to their particular UNIFOR LOCAL 715M or OTTAWA NEWSPAPER GUILD LOCAL 30205 collective agreement for applicable workforce reduction terms and provisions.

In the event that a workforce increase is required within the “Multi-Skilled Journalist (MSJ)” job classification, in Ottawa, these will alternate between UNIFOR LOCAL 715M and OTTAWA NEWSPAPER GUILD LOCAL 30205 with the number in each unit remaining as equitable as possible at all times.

It is agreed by all parties that it is a job requirement for “Regional Multi-Skilled Journalist (MSJ)” staff working in Kingston, Brockville and Pembroke to reside in the immediate vicinity of the communities that they serve. Regional Multi-skilled Journalists (MSJs) that are laid off and bump into the Ottawa market will have their “home base” reset as the National Capital Region, meaning any travel time or travel expenses related to getting to and from work become the sole responsibility of the employee should they decide not to relocate.

Should an MSJ vacancy occur in the Ottawa market, “Regional Multi-Skilled Journalists (MSJs)” will be given first consideration for this vacancy. Regional MSJs hired in the Ottawa market will carry their union seniority with them when hired.

GENERAL WORKING CONDITIONS

The normal work product output for each “Multi-Skilled Journalist (MSJ)” is six (6) items per day. This includes the daily production of two (2) television news items, two (2) digital news items, one (1) radio news item and the posting of item updates/final television news items to social media across multiple platforms (considered one (1) item). At the discretion of the News Director or their designate, work product output will be reduced to five (5) items or less per day when a “Multi-Skilled Journalist (MSJ)” is assigned a news feature item.

Each “Multi-Skilled Journalist (MSJ)” will participate in the newsroom morning editorial meeting held at 10AM each day. Participation in the newsroom afternoon editorial meeting is not required for “Multi-Skilled Journalists (MSJs)” provided each has updated the Assignment Desk on the status of their work assignment in advance of the meeting.

The “CTV News @ Noon Producer” will provide Assignment Desk support and the on-shift “Reporter/Editor/Producer – Digital” will provide digital support to “Multi-Skilled Journalists (MSJs)” as may be required.

The Company agrees to meet quarterly with its “Multi-Skilled Journalists (MSJs)” as a group to review and potentially adjust workload/work flow demands as may be required.

HOURS/SCHEDULING OF WORK

The working day for full-time staff in the “Multi-Skilled Journalist (MSJ)” role/job classification shall consist of seven and one-half hours (7½) within eight (8) hours. The other one-half (½) hour will be used for a paid meal period, as per the respective collective agreements. The forty (40) hour work week for the position will be five (5) work days scheduled within seven (7) calendar days commencing at 00:01 Sunday of each week. Two (2) daily fifteen (15) minute break periods are to be taken, in and around work duties, at the discretion of each “Multi-Skilled Journalist (MSJ)”. Break periods are not paid if not taken.

In addition to the above noted 8 hours per day (7.5 hours plus paid half hour lunch), each MSJ will work an extra half-hour per day and will be compensated through the talent fee described in the compensation section of this agreement.

The regular tour of duty for “Multi-Skilled Journalists (MSJs)” will be 10:00AM - 6:30PM for those assigned a “day shift” and 3:35PM – 12:05AM for those assigned an “evening shift”.

NOTE: The parties agree to reassign “Multi-Skilled Journalist (MSJ)” Dave Charbonneau to a Monday – Friday “day shift” and “Multi-Skilled Journalist (MSJ)” Jackie Perez to a Sunday “day shift”.

OVERTIME

The Employer shall compensate for all assigned overtime as follows:

At the rate of one and one-half (1½) for the first two and one-half (2½) hours of overtime worked in any one day;

At the rate of double time for the hours worked past two and one-half (2½) hours of overtime worked in any one day.

Overtime shall be defined as work beyond the unit of hours in the work day or days in the work week or any work performed outside of properly posted scheduled hours.

MODIFIED WORK WEEK

The Company will consider requests from UNIFOR LOCAL 715M “Multi-Skilled Journalists (MSJs)” for a modified work week the same way they consider such requests from members of OTTAWA NEWSPAPER GUILD LOCAL 30205.

Requests shall be submitted to the News Director, or their designate, in writing at least thirty (30) days prior to the commencement of the schedule change and thirty (30) days notice shall be given should either the employee or the Company elect to discontinue the modified work week.

Upon return from child care leave, employees choosing to work a modified week shall receive prorated postnatal leave pay as provided by the UNIFOR LOCAL 715M Collective Agreement.

Proposals for a modified work week must be approved by UNIFOR LOCAL 715M prior to the commencement of the schedule change.

COMPENSATION

Wages for the “Multi-Skilled Journalist (MSJ)” role/job will be as per Appendix B.

MSJ’s shall additionally be paid a Radio Talent Fee of \$25 per day for every regular tour of duty worked. The Radio Talent Fee will be retroactive to January 1, 2021.

MSJ’s shall be assigned company credit cards to cover **pre-approved** work-related expenses.

CLOTHING ALLOWANCE

It is agreed, because the role involves on-air work, that all full-time staff in the “Multi-Skilled Journalist (MSJ)” job classification will be entitled to a clothing allowance of \$3,000 per year with this amount payable upon submission of verifiable receipts. Clothing allowances do not cover jewelry or undergarments. Footwear will be supplied based on specific needs.

WINTER WEAR CLOTHING

It is agreed that all staff transitioning into the “Multi-Skilled Journalist (MSJ)” role/job classification will be provided with new branded winter coats prior to January 31, 2020 and every three (3) years thereafter. Newly hired “Multi-Skilled Journalist (MSJ)” staff will be supplied with the same no later than the first December 1 following their hire. Should an eligible employee not receive a new winter coat by December 1 in the year they are eligible, the Company will pay each a \$350 penalty.

Winter Safety/Protective Footwear shall be provided to all staff in the “Multi-Skilled Journalist (MSJ)” role/job classification as required with the cost shared 80/20 between the Company and the Employee.

SENIORITY/VACATIONS

Members in the ONG and UNIFOR will maintain their seniority within their Local Union and within the MSJ classification. MSJ vacation selection will be by seniority within each Local union and will not be impacted by the vacation selection of the other Local union.

COLLECTIVE BARGAINING

The parties agree moving forward to jointly bargain with UNIFOR LOCAL 715M and ONG LOCAL 30205 on all matters related to the “Multi-Skilled Journalist (MSJ)” role/job classification with the understanding that, independent of union local, staff performing the same job function at CTV Ottawa (CJOH TV) should be treated equally. This includes, but is not limited to, discussions related to hours and scheduling of work, wage scales, clothing allowances and winter wear clothing.

Upon request by UNIFOR LOCAL 715M and ONG LOCAL 30205, the Company will release without loss of pay or other benefits, two (2) employees from each local for “Multi-Skilled Journalist (MSJ)” joint negotiation meetings.

The Company also agrees to release with pay and no loss of leave credits or other earned benefits, the two members of the bargaining committee from both Unifor 715M and ONG 30205 for one (1) day upon request of the Unions, to attend preparatory meetings prior to collective bargaining for “Multi-Skilled Journalist (MSJ)” related articles. A written request for such release shall be submitted fourteen (14) days in advance of the requested day off.

JURISDICTION

Given that the ONG and UNIFOR have agreed to share the job function of a “Multi-Skilled Journalist (MSJ)”, and that the number of positions and news gathering work will be equitably shared between the two Union Locals, it is agreed that this agreement is an exception to the jurisdiction articles of the ONG and UNIFOR agreements and pertains only to the classification of “Reporter/Editor/Producer” (ONG) and ENG Camera/Editor (UNIFOR)— to now be known as a “Multi-Skilled Journalist (MSJ)”. All other classifications in the ONG or UNIFOR agreements and the work associated with these classifications will remain within the jurisdiction of the respective agreements.

It is agreed that for all matters related to the employment of individuals in the “Multi-Skilled Journalist (MSJ)” role/ job classification at CTV Ottawa (CJOH TV) not specifically spelled out in this “Letter of Agreement”, the respective UNIFOR LOCAL 715M and OTTAWA NEWSPAPER GUILD LOCAL 30205 collective agreements terms will apply.

The parties agree that this “Letter of Agreement” will automatically become part of each of the next new Collective Agreements to be negotiated between the parties (the Company and UNIFOR LOCAL 715M and the Company and ONG LOCAL 30205).

MULTI-SKILLED JOURNALIST (MSJ) - DETAILED JOB DESCRIPTION

RESPONSIBILITIES:

- Contribute to CTV News by gathering video, writing news stories, and creating multi-platform content for TV, Radio and Digital
- Identify, research, select and write original multi-platform news stories, headlines and captions
- Conduct interviews for multi-platform news coverage
- Check for accuracy of facts, typos and technical errors prior to posting information
- Operate ENG equipment for news gathering
- Edit news material in the station and in the field
- Setting-up and operating live equipment (i.e., Dejero boxes and/or Dejero App, Atlas Kits, etc., with the exception of live hits, where there exists substantive perceived risk, another MSJ or live Camera Operator will be assigned)

MULTI-SKILLED JOURNALIST (MSJ) – WAGE SCALE

| | | Jan 1, 2021 (+ 1.50%) (retroactive) | Jan 1, 2022 (+ 1.50%) | Jan 1, 2023 (+ 1.75%) |
|---------|--|---|--------------------------|--------------------------|
| Start | | \$67,456 | \$68,468 | \$69,666 |
| 1 Year | | \$71,670 | \$72,745 | \$74,018 |
| 2 Years | | \$75,264 | \$76,393 | \$77,730 |
| 3 Years | | \$79,035 | \$80,221 | \$81,624 |
| 4 Years | | \$82,967 | \$84,212 | \$85,685 |
| 5 Years | | \$87,140 | \$88,447 | \$89,995 |
| 6 Years | | \$91,473 | \$92,845 | \$94,470 |
| 7 Years | | \$96,045 | \$97,486 | \$99,192 |
| 8 Years | | \$100,862 | \$102,374 | \$104,166 |

ELECTRONIC GRAPHIC ARTIST, DIGITAL (UNIFOR LOCAL 715M) – DETAILED JOB DESCRIPTION

RESPONSIBILITIES:

- Develop and implement multi-platform creative concepts for TV, Radio and Digital
- Design, prepare and produce multi-platform graphics, animations and art materials as requested for TV, Radio and Digital
- Maintain and organize directory/archive of electronic graphics
- Digitizing content to the Production Server as required for broadcast
- Other duties as required
- DESIGN + POST

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