

# **COLLECTIVE AGREEMENT**

**BETWEEN**

**PRIMEFLIGHT AVIATION**

**(The “Company”)**



**AND**

**INTERNATIONAL ASSOCIATION OF  
MACHINISTS AND AEROSPACE WORKERS**



**FOR**

**TRANSPORTATION DISTRICT LODGE 140  
LOCAL LODGE 16**

**AGREEMENT # 1**

**AUGUST 12, 2022 – AUGUST 11, 2024**

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## **ARTICLE 1 – PURPOSE**

- 1.01** The purpose of this Agreement is to define the relations between PrimeFlight Aviation Services (the “Company”) and the IAM & AW (the “Union”), the wages and working conditions of employees of the Company represented by the Union, and a means by which complaints, grievances and disputes shall be disposed of promptly and equitably.

## **ARTICLE 2 – RECOGNITION**

- 2.01** The Company recognizes the Union as the sole and exclusive Collective Bargaining Agent for all ramp and grooming agents and leads providing ramp handling and aircraft cleaning services and all employees providing ground service equipment maintenance services employees employed by Primeflight Aviation at Vancouver International Airport, Richmond, British Columbia, excluding the Administrative, Supervisors and those above the rank of Supervisor in accordance with the Certification 11729-U issued by the Canada Industrial Relations Board.
- 2.02** Employees not covered by this Agreement will not perform work normally performed by Members of the Bargaining Unit, except:
- a) For situations requiring immediate attention. In such situation, the Company will make every reasonable effort to first use Bargaining Unit Members.
  - b) If any bargaining work is performed by a person outside of the bargaining unit, Management will notify the General Chairperson via email as soon as practicable .
  - c) The parties agree that when management provides training and direction to bargaining unit members they may perform work normally performed by members of the bargaining unit for that purpose. Such work will not be a violation of this Article and management performing such work does not need to notify the Union.

## **ARTICLE 3 – RIGHTS OF MANAGEMENT**

**3.01** The Union acknowledges that it is the exclusive function of the Company:

- a) To maintain order, discipline and efficiency, and,
- b) To hire, classify, direct, assign duties, transfer, promote, demote, lay-off or dismiss employees, provided that a complaint that an employee with seniority has been so dealt with without reasonable cause may be the subject of a grievance which shall be settled as hereinafter provided, and,
- c) To operate and manage its business in all respects in accordance with, and not incompatible with any of the provisions of this Agreement.
- d) The Company agrees to give written notice to employees seven (7) calendar days before it intends to make any change in Rules and Regulations unless the change is effective immediately and notice cannot be given within the time period. The Company will provide a copy of the proposed change to the Union.

The foregoing statements of Rights of Management and of Company functions are not all inclusive, but indicate the type of matters which belong to and are inherent in Management and shall not be construed in any way to exclude other Company functions not specifically enumerated. Any of the rights, power or authority the Company had when there was no Agreement are retained by the Company, except where amended by this Agreement.

**3.02** The Company agrees that its exclusive functions provided by this Agreement shall be exercised in a manner consistent with all provisions of this Agreement.

## **ARTICLE 4 – UNION DUES AND UNION MEMBERSHIP**

- 4.01** The parties hereto agree that all employees covered by this Agreement shall become Members of and maintain Membership in the Union as a condition of employment.
- 4.02** Membership in the Union shall be available to any employee eligible under the Constitution of the Union on payment of initiation or reinstatement fees uniformly required of all other such applicants by the Union Local. Membership shall not be denied for reasons of race, national origin, colour, sex or religion or any other ground protected by the Canadian Human Rights Act.
- 4.03** New employees shall become Members of the Union the date they commenced employment and shall maintain Membership as a continuing condition of employment.
- 4.04** The Company shall deduct bi-weekly from the wages of all employees covered by this Agreement all membership dues as defined by the Canada Labour Code.

The Company shall deduct bi-weekly from the wages of all employees covered by this Agreement the union dues amount that have been authorized by the Union.

The Company agrees to remit monthly to the Union, a report indicating the employees name, employee number, the employee address, and the dues amount deducted by no later than the twentieth (20th) day of the following month.

- 4.05** The Union shall advise the Company in writing the amount to be deducted from employees' wages by the Company for Union dues. The Company shall be notified in writing of the name of the Union official to whom the union dues monies deducted and check off report shall be sent.
- 4.06** If the wages of an employee payable on the payroll for the last pay period of any month are insufficient to permit the deduction of the full amount of the dues, no such deduction shall be made from the wages of such employee by the Company in such month. The Company shall not, because the employee did not have sufficient wages payable to him on the designated payroll, carry forward and

deduct from any subsequent wages the dues not deducted in an earlier month. The Union will not seek from the Company any dues not deducted from an employee because the employee did not have sufficient wages payable to him on the designated payroll.

- 4.07** The Company shall provide the IAMAW District Lodge 140, on a quarterly basis, with the names, addresses and phone numbers of the employees in the Bargaining Unit. These shall be emailed to the Union office in Richmond, BC.

## **ARTICLE 5 – STRIKES AND LOCK-OUTS**

- 5.01** It is hereby agreed that it is the intention of parties hereto to prohibit strikes in any form, for any reason, during the term of this Agreement. Therefore, the Union, on behalf of itself and the employees it represents, expressly waives the right to engage in any type of strike or job action, including but not limited to, sympathy strikes or job actions, or unfair labour practice strikes or job actions, and shall not in any way authorize, encourage or participate in any strike or job action, walk-out, suspension of work or slow-down on the part of any employee or group of employees during the term of this Agreement.

In addition, the Company and the Union agree to abide by all the procedures provided by the Canada Labour Code, Part I for the purpose of peaceful settlement of disputes . The Canada Labour Code provides that employees may legally strike, and the Company may lockout, following completion of the bargaining and conciliation process at the termination of an Agreement.

## **ARTICLE 6 – NO DISCRIMINATION**

- 6.01** Neither the Employer, nor its representatives , the Union, or the employees may discriminate against anyone because of race, national or ethnic origin, colour, religion, age, sex, sexual orientation, gender identity or expression, marital status, family status, genetic characteristics, disability and conviction for an offence for which a pardon has been granted or in respect of which a record suspension has been ordered, or any other ground protected by the Human Rights Act.

- 6.02** The Union and its officials and Members shall not use coercion or intimidation or discriminatory action in persuading any employees of the Company to participate in Union activities.
- 6.03** No employee shall be discriminated against by the Company nor suffer any loss of employment because of Membership or activity in the Union so long as such activities are not carried on during working hours except as explicitly permitted by this Agreement.
- 6.04** Where the word "he" is used in this Collective Agreement, it also means "she" or "they".
- 6.05** The Company and Union agree to abide by the Canada Labour Code and the Human Rights Act in all matters of discrimination and harassment.

## **ARTICLE 7 - SPECIFIC PERFORMANCE**

- 7.01** The waiver of any of the provisions of this Agreement or the breach of any of its provisions by any of the parties shall not constitute a precedent for any further breach.

## **ARTICLE 8 – UNION REPRESENTATION AND SAFETY**

- 8.01** The Union will provide the Company a list, on a yearly basis, of the names of all Shop Stewards. In the event that a Shop Steward is required and there are no scheduled Shop Stewards on shift, the Company will contact a Shop Steward and if available he will attend and will be paid according to Article 18. If no Shop Steward is available, then the Company will contact the General Chairperson and the parties will consider other methods of conducting the meeting depending on the nature and circumstances. Those alternate methods could be conference call, video conference etc.
- 8.02** Matters pertaining to the interpretation, application, or administration of this Agreement may be discussed and this Agreement amended by mutual written agreement between the Company and the Union Negotiations Committee. The Company and the Negotiations Committee will endeavour to meet during working hours as often as may be deemed necessary indicating the necessity for such meeting by submitting an agenda of matters to

be discussed. Only an Officer of the Union shall be present at the meeting with the Company.

- 8.03**
- a) The Union may designate, and the Company shall recognize Shop Stewards. The Company shall be kept informed of the name of each Shop Steward and the Union has so designated him/her.
  - b) The Company and Union agree to establish a Health and Safety Committee consisting of not less than one (1) unionized Member and one (1) Management member.
  - c) The Safety Committee shall be released to attend meetings on shift and be paid four (4) hour call out to attend meeting when off shift.

The Company and the Union agree to abide by the Canada Labour Code in all matters of safety.

- 8.04**
- The Company recognizes that the necessity for performance by a Shop Steward and Local Lodge Executive of the functions provided by Article 9 hereof for settlement of a complaint or grievance, can commonly arise during his regular scheduled working hours and agrees that, within reason, he shall be permitted the necessary time off without loss of pay to perform such functions. Before leaving his regular Company duties to attend to such matters he shall obtain permission of his immediate Supervisor, such permission not to be unreasonably withheld. and when resuming his regular duties, he shall report to the Supervisor.

- 8.05**
- The Shop Stewards and Local Lodge Executive shall perform the functions herein provided in such manner as to promote good order and shop.

- 8.06**
- The Union Negotiating Committee shall be granted the time off work with pay necessary to draft proposals and conduct the business of negotiating with the Company for a new Collective Agreement.

The Negotiating Committee shall consist of two (2) members whose names are to be submitted to the Company in writing.



- 8.07** The District Chairperson or his/her designate will be allocated one (1) hour of time during the initial training of new employees in order to familiarize the employees with the Union and the Collective Agreement.

## **ARTICLE 9 – COMPLAINTS, GRIEVANCES AND DISPUTES**

- 9.01** The Company and the Union agree that it is the purpose of the grievance procedure to amicably and justly settle any complaints and disagreements concerning the employees, the Union and the Company, without, so far as is possible, resorting to arbitration. The parties further agree that the settlement of any grievance shall be deemed not to conflict with the provisions of the Agreement.
- 9.02** It is the mutual desire of the parties that complaints of employees shall be dealt with as quickly as possible, out of the view of the public eye. Furthermore, it is agreed that an employee has no grievance until he/she has followed Step one referenced in Article 9.08.
- 9.03** Should any difference arise between the Company and any of the employees as to the interpretation, application, administration or alleged violation of the provisions of the Agreement that cannot be satisfactorily dealt with pursuant to Article 8.02, the Union shall have the right to file a grievance.
- 9.04** A grievance involving termination of employment, suspensions greater than three (3) days, job posting, safety, health, harassment or sexual harassment may be filed directly at the Second Step of the grievance procedure provided by Article 9.09 hereof. In the event of a grievance for discipline, the right to grieve shall be deemed to be waived if a grievance has not been presented within seven (7) calendar days after the aforesaid disciplinary action.
- 9.05** The Company agrees that after a grievance has been initiated by the Union, the Company's representative will not enter into any discussions or negotiations with respect to the grievance, either directly or indirectly with the aggrieved employee without consent of the Union Representative.
- 9.06** First Step

An employee who has a complaint shall discuss it with his manager and with his Shop Steward (or his designate) present with a view to prompt and fair adjustment. The employee will be provided time during his/her regularly scheduled hours to meet with his/her Shop Steward and with their immediate Manager to discuss the complaint, without wage loss. If after 2 business days, the parties cannot reach an agreement then the employee can proceed to Second Step.

#### **9.07**      Second Step

If an employee's complaint is not resolved at the First Step within seven (7) calendar days, he may state his grievance in writing on the appropriate form and the Shop Steward or his designee shall present it to the Manager or his designated representative. The grievance shall provide an adequate statement of the alleged violation and indicate the settlement requested. Within seven (7) calendar days thereafter, or within such longer period as may be jointly agreed, the Shop Steward or his designee shall meet with the Manager or his designee to attempt to resolve the grievance. Barring influences outside the Company's control, within five (5) calendar days following this meeting, the Manager, or his designee, shall deliver to the Union and Employee his answer in writing.

#### **9.08**      Third Step

Should the Union consider that a just settlement has not been found, it may present the grievance to the National Director, Labour Relations or his designate (Local Human Resources Manager or General Manager) within seven (7) calendar days after the date of the decision rendered in the Second Step. Within ten (10) calendar days, a meeting to discuss the grievance at Third Step shall be arranged between the National Director, Labour Relations and/or his designate and the Union Business Representative, or his designate. Barring influences outside the Company's control, within seven (7) calendar days thereafter, the National Director, Labour Relations or his designate shall present the Company's final decision in writing to the Union and Employee.

#### **9.09**      The parties may waive any Step in this procedure and/or extend the time limits by written agreement which will not be unreasonably withheld by either party. The extension must be for a fixed time.

## **9.10 Unsettled Disputes**

Any matter discussed by the Company and the Union pursuant to Article 8.02 hereof which is not adjusted to the satisfaction of both parties and any dispute over the settlement of a grievance at the Third Step may be required by either party to be submitted to arbitration provided that it shall be deemed to be settled or abandoned if, within twenty-one (21) calendar days after a final decision has been announced neither party have given Written Notice of Intent to submit the matter to arbitration.

**9.11** An employee will be entitled to have a Union representative present when being required to attend a meeting with the Company, and the purpose of the meeting is to consider disciplinary action against the employee.

**9.12** When an employee is required to attend a meeting, the purpose of which is to render disciplinary action, the employee concerned is entitled to have, before the discipline is imposed, reasonable notice of the meeting. A Union representative must attend these meetings. This does not preclude the Company from holding an employee out of service pending investigation, nor does it preclude the Company from sending an employee home if that employee's presence creates a hazard to himself or other employees . Except for suspensions pending discharge, employees will be paid for all time held out of service due to the above. This does not apply to Company issued suspensions.

Within three (3) working days following the discipline or dismissal, the Union and employee shall be notified in writing of any discipline or dismissal as well as the Company's reasons for same.

It is hereby also agreed that all forms of discipline from an employee's file will be removed after twelve (12) months.

Except in the case of violence, unsafe behaviour or harassment, if the discipline includes a suspension without pay, or a loss of premiums will not be served until all Steps of the grievance procedure, including arbitration, if applicable, have been exhausted.

- 9.13** The time limits set out in this Article 9 are mandatory and not discretionary.

## **ARTICLE 10 – ARBITRATION**

- 10.01** Any matter or question arising from the interpretation, application, administration, or an alleged violation of this Agreement, including the question of whether a matter is arbitrable, may be submitted to arbitration by the parties hereto by either party serving notice, in writing, of its intention to proceed to arbitration ("Notice of Intent").

- 10.02** No matter shall be submitted to arbitration by the parties hereto unless and until they have attempted to arrive at a settlement by the means provided by Article 8.02 and Article 9 hereof.

- 10.03** Within ten (10) calendar days after Notice of Intent to arbitrate has been given, as provided in Article 10.01 hereof, the Company and the Union shall name an Arbitrator from the following list:

1. Julie Nichols
2. Corrin Bell
3. Mark Brown
4. Ken Saunders

Where the first person named on the list is unable to hear the matter within six (6) months, or such other times as the parties may agree, the next person will be selected and so on. In the event of the unavailability of the above-noted arbitrators, the parties shall mutually agree to an arbitrator. In the event that no single arbitrator can be agreed, the party serving Notice of Intent may request the Minister of Labour to appoint one for each case.

- 10.04** The Arbitrator to hear each case will be the person whose name follows that of the person on the list who heard the previous case.

- 10.05** The Arbitrator shall not make any decision inconsistent with the provisions of this Agreement nor shall he alter, modify or amend any part of this Agreement.

- 10.06** In hearing disputes arising out of the suspension or dismissal of an employee, the Arbitrator, where he finds such suspension or dismissal was improper, may modify the penalty.

- 10.07** The proceedings of the arbitration shall be expedited or single format as mutually agreed by the parties. It is understood and agreed that in the event mutual agreement is not obtained then the single format will apply.

Process as follows:

Single:

Standard formal arbitration as directed by the Arbitrator.

Expedited:

1. Hearings will be in Vancouver at locations agreed to by the parties, unless mutually agreed otherwise.
2. Grievances shall be presented by a designated representative of the Union and a designated representative of the Company (i.e. not outside representatives such as lawyers).
3. All representations are to be short and concise with:
  - (i) Comprehensive opening statement dealing with the facts and provisions of the Collective Agreement upon which reliance is placed.
  - (ii) Limited use of precedential authorities.
  - (iii) Parties endeavouring to conclude cases within one working day.

Nothing in the foregoing limits either party from introducing all the evidence they believe relevant to this case.

4. Decisions will be:
  - (i) Rendered verbally to parties within three (3) working days of hearing.
  - (ii) Confirmed inwriting within two (2) calendar weeks of hearing.

- (iii) Written and shall set forth a brief explanation of the facts and the terms of the Agreement and/or law, relied upon for decision.
  - (iv) Without precedent or prejudice to future proceedings unless otherwise agreed by the parties.
  - (v) Binding on both parties.
  - (vi) Consistent with the terms of the Agreement.
5. Fees and expenses of the Arbitrators shall be shared equally by the parties.

It is understood that changes to this procedure may be made at any time by agreement between the parties. Additionally, the hearings will be governed by the following guidelines, which can be amended by agreement between the parties at any time.

- (i) A brief of pertinent documents will be jointly presented to the Chairperson.
- (ii) If possible, a statement of agreed to facts will be jointly presented to the Chairperson.
- (iii) Responses to opening statements will cover any facts, which are in dispute and any additional facts available.
- (iv) The hearing will be conducted in an informal manner with limited objections by the parties and without concern for procedural irregularities.
- (v) Hearsay evidence and extrinsic evidence will be allowed to be entered without objection from the opposing party and given the appropriate weight by the Chairperson.
- (vi) Witnesses will only be used to enter evidence relative to facts in dispute or for expert explanations and their testimony will be guided to the issues of fact.
- (vii) Arguments will be presented only to points in issue.

Mediation of the issue by the Chairperson will be permitted if the parties both agree, but the parties must have authority to settle the issue at the table.

**10.08** The decision of the Arbitrator shall be final and binding upon the parties hereto and upon any employee concerned in or affected by the said decision and shall be acted upon no later than fifteen (15) working days after receipt of the award.

**10.09** The parties hereto will jointly share the fee and expense of the Arbitrator.

**10.10** Multiple Hearings

The Arbitrator may hear and determine only one (1) grievance at a time without the express agreement of the Company and the Union.

## **ARTICLE 11 - PROBATION**

**11.01** The first ninety (90) days worked shall be a probationary period during which the Company will assess whether an employee is suitable to be retained. In the event that an employee may fail probation, the Company will discuss with the Shop Steward. If an employee successfully completes the probationary period(s) seniority will be counted from the initial date of hire.

The Company shall have the right to dismiss a probationary employee if the Company concludes that the employee is unsuitable for the position, at the Company's sole discretion, at any time during the probationary period. When a probationary employee is terminated or disciplined, the employee may have access to the grievance procedure, including arbitration, unless the Company exercises its' discretion to discharge the probationary employee for cause. A termination for cause shall not be subject to any grievance or arbitration, unless the discretion has been exercised in bad faith, arbitrarily or contrary to the Canadian Human Rights Act.

In lieu of dismissing an employee, the parties may agree to extend the probationary period.

Note: Initial training and absence from work will not apply as probationary time.

- 11.02** Any person re-employed by the Company after having separated from its employment shall, when re-employed, again be a probationary employee as herein provided. A laid-off employee who retains seniority as provided by Article 13.00 hereof or an employee on Leave of Absence, as provided by Article 14.00 hereof, shall not be deemed to have separated from employment and shall not again be a probationary employee should he return to work .

## **ARTICLE 12 - SENIORITY**

### **12.01**    Definition

Company seniority for all employees shall be the length of service with the Company and shall govern:

- a) Vacation entitlement and preference.
- b) Any other matter agreed to in writing between the parties.

Classification seniority for all employees shall commence from the date of entry into the classification. Classification seniority shall govern:

- a) Retention as a result of lay-off.
- b) Recall following lay-off.
- c) Displacement rights.
- d) Filling of vacancies.
- e) Rest days and shift selection.

### **12.02**    Use of Seniority

Seniority shall be used to determine the relative rights of employees within a classification as expressly set forth in this Agreement and as set out in Article 12.01. Seniority shall not be deemed to establish any right to the continuation of the performance of any work at the Company nor to the continuation of any particular job



classification or arrangement of duties within any job classification at the Company.

**12.03** Termination of Seniority

Employee status and seniority shall both terminate when:

- a) An employee voluntarily terminates his employment.
- b) An employee is discharged.
- c) An employee has been on lay-off according to Article 13.02.
- d) An employee fails to report for work after a recall from lay-off within seven (7) calendar days of receipt of Notice of Recall. Such notice to be sent by courier or mail, with proof of signature, to the employee's last known address with the Company.
- e) An employee fails to report for work at termination of Leave of Absence.
- f) An employee retires.
- g) An employee is absent for three (3) consecutive scheduled working days without notice to the Company of such absence and without providing satisfactory reason to the Company.

**12.04** The Company will post classification seniority lists two times per year at six (6) month intervals and will provide the Union with a copy. The seniority list will display the last name, first name, classification, and hire date. It is displayed for thirty (30) days. It shall be the responsibility of each individual employee to ensure that his seniority as listed is correct.

Employees shall have fourteen (14) days from the first day of posting to grieve for the purpose of having the seniority list corrected after which time the list will not be changed. Employees on vacation or sick leave at the time of posting will have fourteen (14) days from their return to work to seek corrections. Furthermore, the Company will, prior to posting, verify the seniority list with the Union.

**12.05** Any employee performing a temporary function that is outside the scope of this Agreement must not exceed one hundred and twenty (120) days in a twelve (12) month period. Employees will continue to accrue seniority and salary progression during this period. Should the employee exceed one hundred and twenty (120) days, he will forfeit all seniority. The calculation starts the first day of his acting assignment. It is understood that employees will pay Union dues during this period.

**12.06** For seniority purposes, Lead Hand is not a separate classification and for all purposes to which classification seniority applies, the employee will continue to accrue classification seniority from the classification last employed in.

**12.07** Same Day Hiring

The seniority of employees hired on the same day (relative to the other employees hired on the same day) will be determined by a numbers draw. There will be double the numbers from which to draw as there are employees drawing. The highest number drawn will be the most senior. This draw will be done right after hiring during training with all involved employees present. The trainer will be responsible for administering the draw and providing the Union with a copy of the results. The random number drawn by the employee will remain their permanent random tie-breaker number. If a Shop Steward cannot be present, any IAMAW Member in good standing can witness the draw. Union Membership applications will be given out as part of the hiring package.

## **ARTICLE 13 - LAY-OFF AND RECALL**

**13.01** Should cause such as a fire, flood, explosion, Act of God, national war emergency, revocation of the Company's business license, , any unforeseeable work stoppage by employees of an airline serviced by the Company, or other such causes beyond the control of the Company, , make it necessary to reduce the working force, the employees affected thereby shall be laid-off according to seniority with twenty-four (24) hours' notice from the commencement of the work stoppage providing that seniority shall apply during such lay-off subject to Article 12. In the event of a partial resumption of operations, the employees affected shall be recalled by seniority.

## **13.02**    Lay-off and Recalls

- a) The Company has the right to lay-off employees to the extent it determines to be necessary. In the event of a lay-off, the Company shall lay-off in reverse order of classification seniority.

The Company agrees to meet the Union in the event of a lay-off to discuss displacement rights.

Recalls from such lay-offs shall be in order of classification seniority.

An employee who has been laid off shall be listed according to seniority after the date of lay-off and remain on the seniority list for recall in accordance with the following:

- 1) For employees with less than two (2) years' service, for a maximum of twelve (12) months.
- 2) For employees with at least two (2) years' service, for a maximum of twenty-four (24) months.

If not recalled to work during that time, the employee's name shall be removed from the seniority list.

- b) It is agreed that should a staff reduction become necessary, the Company and the Union will discuss mitigation programs in order to try and mitigate the reduction.

The Company will also agree to meet with the Union for the purpose of discussing voluntary severance options, or other means mutually agreeable to the parties in an effort to further mitigate the lay-off.

**13.03**    The Company shall notify the Union as soon as possible prior to any lay-off. All employees shall receive at least fourteen (14) days' notice of any lay-off, except in the case of lay-off as defined in 13.01.

**13.04**    Recall shall be by courier or mail, with proof of signature, to the address last filed by the employee with the Company. The Union shall receive a copy of each Letter of Recall. A previous employee

with seniority must keep the Company informed of any change of address.

**13.05** If within five (5) calendar days after the date of receipt of the Letter of Recall, an employee shall have failed to notify the Company that he intends to return to work or, if within fourteen (14) calendar days of the same date an employee shall have failed to return to work or to have satisfied the Company that he is unable to return because of injury or illness or other sufficient cause, he shall lose all seniority and his name shall be removed from the seniority list.

**13.06** Laid off employees will be provided with severance pay as required by and in accordance with the Canada Labour Code.

## **ARTICLE 14 – LEAVES OF ABSENCE**

### **14.01 Voluntary Leave of Absence Without Pay**

Employees may be granted a Voluntary Leave of Absence Without Pay upon application to their immediate manager on at least two (2) weeks written notice, for a period not less than one (1) day and not exceeding ninety (90) calendar days. All leaves of absence and the length of such leaves must be approved by the Company, in its sole discretion, except as may be required by the Canada Labour Code.

Voluntary Leaves of Absence Without Pay will not be granted if the employee's absence will reduce the efficient operations of the Company or if is being requested to work for another employer. Voluntary leaves of Absence Without Pay will be granted on a first come basis but will not precede vacation bids. The Company shall give its reply to a voluntary leave of absence without pay application within ten (10) working days of receipt of an application.

**14.02** Voluntary Leave of Absence without pay in excess of ninety (90) calendar days may be granted only where there is written authorization from the General Manager and District 140 General Chairperson, except for a leave pursuant to Article 14.04 and as may be required for leaves pursuant to the Canada Labour Code.

**14.03** An employee on a Voluntary Leave of Absence will not engage in other employment unless there is written authorization from the General Manager and District 140 General Chairperson.

**14.04 Union Leaves**

On written request of the Union, the Company shall not unreasonably deny a leave of absence without pay to officials of the Union or their delegates for such transaction of Union business ("Union Leave") provided that such Union Leaves shall not exceed an aggregate of ninety (90) days in any calendar year for any such employee, except that Union Leave not exceeding two (2) weeks at any one time shall be granted such officials or delegates for the purpose of attending trade Union conferences and training courses. In any event, such Union Leave shall be restricted at any one time to a maximum of one (1) employee.

**14.05** On written request from the Union, the Company shall grant Leave of Absence without pay to an employee for a period not exceeding eight (8) years for full-time employment by the International Association of Machinists and Aerospace Workers, provided that only one (1) employee at any time, shall be granted such Leave. Seniority shall continue to accrue during such Leave of Absence.

**14.06 LEAVE FOR EMPLOYEES WITH CHILDCARE RESPONSIBILITIES**

Qualifying employees shall be granted maternity and/or parental leave (the "Childcare Leaves") as required by and in accordance with the Canada Labour Code.

Following any Childcare Leave, the employee will be reinstated to the position held prior to the leave or given a comparable position, if it is not possible to place the employee in the former position. The comparable position will have the same wage and benefits and be in the same location as the former position. If, during a Parental Leave, the wages and benefits of a group of employees are reduced as part of a reorganization plan, an employee who is reinstated in that group will receive no more than the wages and benefits she or he would have received if she or he had been at work during the reorganization.

If an employee has applied to take a Childcare Leave or is on a Childcare Leave, the Company shall not discipline, lay off, demote, suspend or dismiss, that employee.

On an employee's written request, the Company shall inform the employee of every employment and training opportunity or promotion that arises while the employee is away on leave.

No employee will be laid off while on a Childcare Leave. However, this shall not prevent the Company from laying-off active employees who are senior to the employee during a Childcare Leave.

Every employee who intends to take a Leave of Absence under these clauses shall:

- I. Give at least four (4) week's notice in writing to the Company unless there is a valid reason why such notice cannot be given.
- II. Inform the Company in writing of the length of Leave intended to be taken.

Note: Nothing in the foregoing shall prohibit the employee from returning to work prior to the expiration of the Childcare Leave upon providing the Company with at least four (4) weeks advance written notice of the intention to return to work prior to the expiration of the Childcare Leave.

#### **14.07     Benefit Continuation while on Childcare leaves**

- a) The Health and Disability Benefits, and seniority of any employee who is on Childcare Leave from employment under this Article shall accumulate during the entire period of the Childcare Leave, provided employees pay any contributions they would normally pay in accordance with Article 14.07 (b) below.
- b) Where a monetary contribution is normally required of an employee, for the employee to be entitled to a benefit referred to in the above paragraph, the employee is responsible for and must continue to pay any contributions they would normally pay. If an employee does not continue to pay the contributions they

would normally pay during the Childcare leave, then the Company will not be required to pay its share of the contributions.

- c) For the purposes of calculating the future Health and Disability Benefit of an employee, non-payment of the monetary contribution required by paragraph (b) above by the employee, has no impact on the employee's employment status. The Health and Disability Benefit will lapse during the leave period, but employment upon reinstatement is considered to be continuous with employment before the employee's leave.

#### **14.08 General**

- a) In the case of a female employee applying for Leave under this Clause, she shall provide the Company with a medical certificate stating the expected confinement date.
- b) The Company shall not require an employee to take a Childcare Leave because the employee is pregnant, unless the Company can show that the employee is unable to perform an essential function of their job and no appropriate alternative job is available for the employee.
- c) If an employee is unable to work because of a pregnancy related or unrelated illness she shall be allowed to use her Sick Leave under this Agreement. This shall not be construed to mean that she shall be allowed Sick Leave while on Maternity or Child Care Leave.
- d) Should there be complications during childbirth causing the spouse to be detained in hospital Leave of Absence without pay will not unreasonably be denied.

#### **14.09 Compassionate Care Leave**

Qualifying employees shall be granted Compassionate Care Leave as required by and in accordance with the Canada Labour Code.

#### **14.10 Bereavement Leave**

Qualifying employees shall be granted Bereavement Leave as required by and in accordance with the Canada Labour Code.

For the purposes of Bereavement Leave under the Canada Labour Code. Immediate family means:

- a) the employee's spouse or common-law partner;
- b) the employee's father and mother and the spouse or common-law partner of the father or mother;
- c) the employee's children and the children of the employee's spouse or common-law partner;
- d) the employee's grandchildren;
- e) the employee's brothers and sisters;
- f) the grandfather and grandmother of the employee;
- g) the father and mother of the spouse or common-law partner of the employee and the spouse or common-law partner of the father or mother; and
- h) any relative of the employee who resides permanently with the employee or with whom the employee permanently resides.

#### **14.11**    Personal Leave

Qualifying employees shall be granted Personal Leave as required by and in accordance with the Canada Labour Code.

#### **14.12**    Leave Related to Critical Illness

Qualifying employees shall be granted Leave Related to Critical Illness as required by and in accordance with the Canada Labour Code.

#### **14.13**    Leave Related to the Disappearance of a Child



Qualifying employees shall be granted Leave Related to the Disappearance of a Child as required by and in accordance with the Canada Labour Code

**14.14**    Leave for Victims of Family Violence

Qualifying employees shall be granted Leave as a victim of family violence as required by and in accordance with the Canada Labour Code.

**14.15**    Leave for Traditional Aboriginal Practices

Qualifying employees shall be granted Leave for Traditional Aboriginal Practices as required by and in accordance with the Canada Labour Code.

**14.16**    Medical Leave

Qualifying employees shall be granted Medical Leave as required by and in accordance with the Canada Labour Code.

**14.17**    Leave of Absence for Members of the Reserve Force

Qualifying employees shall be granted Leave as a member of the Reserve Force as required by and in accordance with the Canada Labour Code.

**ARTICLE 15 - PAYMENT OF WAGES**

**15.01**    Employees will be paid via Direct Deposit.

**15.02**    Underpayments in a pay cheque due to a Company error which is in excess of one hundred dollars (\$100.00) "gross", will be reimbursed within five (5) business days of the Company becoming aware of the underpayment.

**15.03**    The Company will provide, on each employee's pay stub, the RRSP contributions that have been submitted on their behalf for the pay period.

**15.04**    Overpayments that the Company discovers within one (1) year can be recovered by payroll deduction to a maximum of two hundred

dollars (\$200.00) "net" per month for a full-time employee, and one hundred dollars (\$100.00) "net" per month for part-time employees. Overpayments in excess of \$2,400 can be recovered by the Company by payroll deduction to a maximum of two hundred dollars (\$200.00) "net" per month for a full-time employee, and one hundred dollars (\$100.00) "net" per month for part-time employees if the overpayment is discovered within two (2) years.

## **ARTICLE 16 - POSTING OF NOTICES**

- 16.01** The Company will provide one (1) lockable bulletin board that shall be maintained for the posting of Union Notices. While the content of the notices shall be at the sole discretion of the Union, they shall not contain notices that are illegal, abusive, libellous, of a defamatory nature, or that could be contrary to good customer relations. The Union will provide the Company with an advance copy of any posting, other than those of a routine nature.

The Company will provide the Union with an advance copy of any posting, other than those of routine nature.

## **ARTICLE 17 – HOURS OF WORK AND SHIFT ARRANGEMENTS**

- 17.01** It is recognized the Company may operate a continuous operation (24 hours a day, 7 days a week, 365 days a year). As such, the Company needs to schedule employees to meet those demands. Employees shall not work more than sixteen (16) consecutive hours in a day.
- a) The standard work week for full-time employees shall be forty (40) hours with two (2) consecutive rest days. The standard working day for full-time employees will be eight (8) hours plus one-half (1/2) hour unpaid meal break.
  - b) Part-time employees shall be scheduled for varied hours depending on the needs of the operation, but no less than sixteen (16) hours and no more than 32 hours in a work week, and a minimum of four consecutive (4) hours to a maximum of eight consecutive (8) hours inclusive of 1/2-hour unpaid meal period. Part time shifts will have two (2) consecutive days off per week.

- d) The Company reserves the right to introduce modified work schedules with the agreement of the Union.

## **17.02 Meal Breaks**

- a) All employees will receive a thirty (30) minute unpaid meal break during every period of five (5) consecutive hours.
- b) Meal periods will be scheduled as close to the middle of the shift as possible.

## **17.03 Scheduling of Work**

- a) It is understood that the Company will arrange staffing requirements to meet their contractual commitments and to cater to fluctuation and changes to airline schedules. It is further understood that Management and the Union will form a Joint Shift Committee to design and implement schedules that work to the benefit of both parties. The final decision and implementation of any schedules remains that of the Company if an agreement cannot be reached within the Joint Shift Committee.
- b) The shift bid process will take place a minimum of two (2) times per year and a maximum of six (6) times per year.
- c) The Joint Shift Committee will post the final shift bid for a minimum of seven (7) calendar days.
- d) Shifts will be bid in order of classification seniority date. There is no separate classification seniority dates for the classification of Lead Agents.
- e) Active Employees will have the opportunity to bid by paper, phone, or in person. The Company reserves the right to introduce electronic or online bidding as technology permits.
- f) An active employee who fails to bid will be assigned an available work schedule within his classification after completion of the bid. An active employee who bids late, but while the bid process is ongoing, will be permitted to bid on remaining lines at the time he bids.

g) Once the work schedule bidding process has completed, the bid awards will be posted at least seven (7) calendar days prior to effective start date of the new work schedule bid.

**17.04** The Company will endeavour to allow employees that were inactive at the time of the bid and return to work prior to a new bid to mirror a line that their seniority would have allowed them to bid at the time of the bid.

**17.05** The line of an active employee who bids and then becomes inactive, in which the anticipated absence is to be sixty (60) calendar days or more, based on supporting documentation, will be posted immediately. This will be a one-time posting and there will be no domino effect. Further, upon the return to work of an inactive employee holding a bid line, article 17.04 will apply.

**17.06** Employees who have quit or have been terminated shall have their shift posted immediately for bid. This will be a one-time posting and there will be no domino effect.

**17.07** The Company will transfer successful bidders as referenced in articles 17.04 and 17.05 to their new position within seven (7) calendar days of the award date, unless otherwise agreed between the Union and the Company.

**17.08** The Company may cancel employees scheduled work day due to flight cancellation with a minimum of three (3) days' notice provided to the employee.

**17.09** In the event that a change to the shift schedule is required, the affected employee(s) shall be provided with at least seven (7) calendar days written notice before such change is implemented. The Company will make every reasonable effort to avoid adjusting employees' bid shift start and/or stop time, however, if start and/or stop time changes are unavoidable, an employee's bid schedule may be modified up to a maximum of one (1) hour ,one (1)time per shift bid, on a temporary or permanent basis, or as otherwise agreed with the Union. Modifications shall not result in a change of rest days or a reduction in hours.

**17.10 Relief Lines**

- a) The Company, in consultation with the Joint Shift Committee, will determine the number of relief shifts available prior to the shift bid. It is understood that the relief lines may be used to cover all absences, for any reason, from the workplace and airline changes.
- b) The Joint Shift Committee will, prior to any shift bid, make available to the bargaining unit agreed to rules for relief lines for the duration of that existing bid.
- c) Employees temporarily assigned to a higher rated classification shall be paid the applicable rate for all time worked in such classification. Employees temporarily assigned to a lower rated classification shall not have their rates of pay reduced.

**17.11** Employees who bid a Lead line who, at their own choice, drop their position at any bid in the future will be penalized by not being able to bid another Lead line for one (1) year.

Employees who have dropped their bid lines per the above will not lose their qualifications and still be eligible for temporary or acting assignments.

## **ARTICLE 18 - OVERTIME AND OVERTIME BANK**

- 18.01**
  - a) Employees will be eligible for overtime pay at the rate of one and one half (1 1/2) time for time worked at the Company's request beyond their regularly scheduled working hours specified per shift.
  - b) All overtime must be approved by the General Manager or designate prior to the overtime being worked.
- 18.02**
  - a) The Company and the Union agree that overtime will be voluntary, except the Company reserves the right to draft on-duty employees for mandatory overtime work in reverse order of seniority because of operational urgency to protect the integrity of the Company's operational commitments. Employees will not be required to work more than two (2) hours of mandatory overtime per shift.

Voluntary overtime will be distributed to the senior employee as described in Article 18.02(d).

b) The Company will post an overtime control sheet in an overtime binder located in the administrative office. The overtime control sheet shall state and contain the following:

1. Name of employee
2. Regular shift schedule and hours
3. Overtime shift schedule and hours
4. Time called
5. Employee acceptance, or refusal or no answer or if message left
6. Supervisors authorization

c) In order to accelerate the selection for voluntary overtime, employees will indicate their availability for overtime by signing the overtime control sheet, as appropriate, in the overtime binder in the Administrative office.

d) Voluntary overtime work shall be distributed as follows:

1. Overtime work less than four (4) hours will be offered as follows:
  - a) Senior employee(s) on shift that has signed up in the overtime control sheet.
  - b) Senior employee(s) on shift.
2. Overtime work four (4) consecutive hours or more will be offered as follows:
  - a) Senior employee in overtime control sheet.
  - b) Senior employee on shift.
  - c) Employees on day off not in overtime control sheet.

**18.03** a) If an employee is called into work, the employee shall be paid a minimum of four (4) hours at applicable rate.

- b) An employee who has completed their regular shift and has swiped out, and is then recalled to work extra time, shall receive a minimum of four (4) hours pay at their base rate of pay.

**18.04** Employees acting out of scope on a temporary basis are ineligible to work overtime until they return to the Bargaining Unit position. The exception to the rule is if the overtime list has been exhausted.

## **ARTICLE 19 - STATUTORY HOLIDAYS**

**19.01** The following Statutory Holidays shall be observed:

New Year's Day	Truth & Reconciliation Day
Good Friday	Thanksgiving Day
Victoria Day	Remembrance Day
Canada Day	Christmas Day
Labour Day	Boxing Day

**19.02** Employees who are required to work on a Statutory Holiday shall be paid, in addition to their regular wages for the day, one and one-half times their regular rate of pay for hours worked on the holiday. The employee may be granted a day off with pay as the holiday at a later date convenient to both the employee and the Company, provided it is taken within 90 days of the date of the holiday.

**19.03** If a Statutory Holiday falls on an employee's regularly scheduled day off, the employee's next scheduled work day becomes the holiday and the employee will be paid in accordance with Article 19.02.

**19.04** Full-time and part-time employees scheduled to work on the Statutory Holiday and who have had their request granted to have the day off will be paid straight time for their scheduled hours.

**19.05** Should a Statutory Holiday fall within an employee's vacation, such vacation period may be extended by one (1) working day for each such Statutory Holiday, if operations permit. If operations do not permit, the employee's next scheduled workday becomes the holiday and will be paid in accordance with Article 19.02.

## **ARTICLE 20 - JURY DUTY AND CROWN WITNESS**

- 20.01** Qualifying employees shall be granted leave from work as required by and in accordance with the Canada Labour Code in order to appear in a judicial proceeding as a witness , juror, or as a candidate in a jury selection process. Employees must provide the Company with advance written notice and proof or verification for such attendance.
- 20.02** Employees who are required to appear in court for reasons of other than those mentioned in Article 20.01 shall be granted local leaves of absence for one (1) day without pay provided they supply advance written proof or verification for such attendance.

## **ARTICLE 21 - ANNUAL VACATION**

- 21.01** The vacation year shall be from January 1<sup>st</sup> to December 31<sup>st</sup> of the calendar, inclusive.
- 21.02** All employees shall receive vacations with pay in accordance with the following schedule, exclusive of Statutory Holidays:
- a) Employees who, at December 31<sup>st</sup> of the year preceding the year in which the vacation is to be taken, have less than one (1) year of service shall receive vacation pay calculated at the rate of four percent (4%) of their earnings with the Company for the period of their employment during the months preceding December 31 51. Vacation entitlement in the following year is one (1) work day per completed calendar month of service for a total of ten (10) work days.
  - b) Employees who, at December 31<sup>st</sup> of the year preceding the year in which the vacation is to be taken, have one (1) year or more of continuous service (or whose seniority is equivalent to one (1) year or more) shall receive vacation pay calculated at the rate of four percent (4%) of their earnings with the Company during the twelve (12) months ending December 31 51 and shall be entitled to two (2) weeks' vacation.
  - c) Employees who, at December 31<sup>st</sup> of the year preceding the year in which the vacation is to be taken, have five (5) years or more of continuous service, or whose seniority is equivalent to



five (5) years or more, shall receive vacation pay calculated at the rate of six percent (6%) of their earnings with the Company during the twelve (12) months ending December 31<sup>st</sup> and shall be entitled to three (3) weeks' vacation

- 21.03** The vacation selection date shall mean the employee's confirmed vacation starting date. Vacation leave must be taken in conjunction with regular days off. All days taken off for vacation will be a day-for-a-day (i.e., 4 on, 4 off).

Example:

Employee scheduled to work a 5/2 with two weeks' vacation, will receive 10 work days off.

Employee scheduled to work a 5/2 with three weeks' vacation, will receive 15 work days off.

Employee scheduled to work a 4/3 with two weeks' vacation, will receive 8 work days off.

Employee scheduled to work a 4/3 with three weeks' vacation, will receive 12 work days off.

Employee scheduled to work a 4/4 with two weeks' vacation, will receive 8 work days off.

Employee scheduled to work a 4/4 with three weeks' vacation, will receive 11 work days off

- 21.04**
- a) Vacation pay shall not be paid for vacations not taken except to an employee who quits, is dismissed, or is laid off . Such an employee shall receive accrued but unpaid vacation pay at the time his employment ceases, except for an employee who has been temporarily laid-off, as provided in Section 13.01 hereof, shall receive vacation pay at the time of his vacation.
  - b) If for unforeseen circumstances an employee was unable to take his vacation during the calendar year, the Company will pay out the remaining balance on the first pay period of the following year.

- c) The Company will provide, on each employee's pay stub, the vacation bank accrual that has been accumulated on their behalf for the pay period.

**21.05** Except where a classification has mutually agreed on another vacation scheduling system, the following vacation scheduling system will apply:

- a) Vacations shall be selected and taken in accordance with the following ratio: Divide liability with number of weeks in a calendar year in order to establish the amount of vacation blocks needed. There will be a minimum of one (1) employee allowed off per week. If the liability exceeds fifty-two (52) the Company will make available 3 blocks off in non-primetime and 1 block off in prime. If the liability exceeds one hundred twenty (120) weeks , then the Company will make available 5 blocks off in non-prime time and 2 blocks off in prime time.

Note: Prime Weeks are identified as (mid-June to mid-September) and (mid-December to mid-January) total prime weeks not to exceed 18 weeks. (

- b) Vacation bids will be by Company seniority in the employee's respective classifications and will be completed annually by November 1st for the following year. However, should an employee wish to divide up his vacation entitlement into a minimum of one (1) week increments, a rotation through the seniority list will apply. That is, the most senior employees will have first choice of the first "division" of his vacation; then the next most senior will have choice of his first "division"; and so on through the seniority list. There is no limit on how many divisions an employee may next take (i.e., up to the number of days that he is entitled).
- c) Once this rotation has been achieved one time, the bids start again at the top of the seniority list. The most senior employee with vacation entitlement remaining then chooses the second "division" of his vacation; the next most senior chooses his second "division" and so on again through the seniority list.
- d) This rotation will continue in the above fashion until each employee in turn has bid for all his vacation entitlement.

- e) When all employees in the department have indicated by bid their vacation choice, employees who fail to bid by the deadline will have their vacation assigned by the Company. The Company will approve the list within fifteen (15) working days.
- f) After completion of the annual vacation bid, should an employee request to change his scheduled vacation, he must request change in writing. Requests must be made prior to the relief schedule being bid and will be subject to availability except in the event of a verified emergency. An employee will not be entitled to change his scheduled vacation if his regularly scheduled shift has already been assigned to another employee.
- g) Should any vacation blocks become available after the completion of the bid, the Company will post open vacation blocks when they become available. Vacation blocks will be awarded based on seniority.

**21.06** The vacation bidding will be conducted jointly by the Company and the Union. Employees will have the opportunity to bid by phone, e-mail, paper and or in person. The company reserves the right to introduce electronic or on-line bidding as technology permits.

**21.07** The Company shall update the vacation calendar monthly.

## **ARTICLE 22 - BENEFITS**

**22.01** Employees may enroll in the Company Benefit Plan after six (6) months of service.

**22.02** The Company Benefit Plan is optional. A summary of the current coverages and costs through December 31, 2022 is set out in Appendix "A".

**22.03** Effective January 1, 2023, the Company will pay one hundred percent (100%) of the premium contribution for the employee only coverage for Extended Health & Dental coverage under the Company Benefit Plan. Employees will pay 100% of the premium contribution for all other coverages elected, including without limitation dependent/family coverage. A summary of the coverages

and maximum employee costs effective January 1, 2023 is set out in Appendix "B".

- 22.04** Benefits equivalent to that set out in Appendix "A" will be maintained for the life of the agreement. The Company will advise the Union prior to implementation of any changes to the Benefit Plan.
- 22.05** If an employee does not enroll in the Company Benefit Plan, the Company will provide the employee with \$25/month gross before applicable withholdings for taxes, etc.
- 22.06** The Company will make available an RRSP plan, effective January 1, 2023. After one (1) year of service, the Company will match the contributions of eligible employees to a maximum of one hundred (\$100.00) per month.
- 22.07** Parking paid one hundred percent (100%) by the Company. Employees that do not require a parking pass will be compensated \$30.00 per month gross in lieu of a parking pass.

## **ARTICLE 23 - CLASSIFICATION OF EMPLOYEES**

- 23.01** Every employee covered by this Agreement shall be classified under a job title and job description appropriate to the work he normally performs. There shall be one job classification for the Ramp, Grooming, Maintenance, and Lead Agent positions.

### **Ramp Agent**

#### Normal Duties

1. Loading and unloading of baggage, cargo, mail and freight on and off aircraft, carts, trucks and containers.
2. Transport cargo, baggage, and mail between terminals and aircraft, receiving, delivering , weighing and documenting cargo in freight specific warehouse of a loading area.
3. Reads and fills out cargo documents and forms necessary to the operational requirements of the airline.

4. Service water, lavatory, portable electricity, airstart, and preconditioned air.
5. Arrival and departures of aircraft including pushing, towing, and related guide person functions.
6. Operate safely and efficiently all types of equipment and vehicles.
7. Operate, position, remove, connect, and disconnect ground power and air start units.
8. Any other duties associated with this job classification as assigned.
9. Must have a valid D/A.

## **Groomer**

### Normal Duties

1. Directly responsible for the cleaning of the interior of the aircraft and other ancillary functions.
2. Responsible for the stock requirements and good housekeeping of the cleaning vehicles.
3. Responsible for the housekeeping of the stock make-up area including but not limited to the make-up of kits.
4. Responsible for the cleaning of the supply room and its inventory as directed by the Company.
5. Responsible to do deep grooming.
6. Responsible to do cleaning on the lounges.
7. Any other duties associated with this job classification.

## **GSE Mechanic (Certified)**

### Normal Duties

Responsible for performing maintenance and repairs on motorized and non-motorized airline & aircraft ground support equipment, vehicles and other related equipment and facilities.

1. Service ground support equipment.
2. Operate and test ground support equipment for performance assessment.
3. Transport ground support equipment to be repaired by driving and towing.
4. Inspect and test parts and/or ground service equipment to identify defects, order parts, and carry out repairs as required in a timely manner.
5. Log equipment numbers to be repaired with description of work to be done on each piece.
6. Diagnose problems using test equipment and applicable manuals.
7. Complete work orders, time cards, and provide status updates on any open work orders.
8. Perform other related duties as assigned.
9. Confer with supervisor excluded from the bargaining unit for complex repairs which require direction or approval for ordering parts.

### Qualifications

1. Valid Provincial Driver's License with a verifiable safe vehicle operating record.
2. Must possess complete set of tools to carry out duties;

3. Must hold a current Journeyman Accredited Certification in automotive service technician, or Heavy-Duty Equipment Technician or Truck and Transport Mechanic or Industrial Mechanic (Millwright).

### **GSE MECHANIC (Non Certified)**

#### Normal Duties

1. Generate work orders.
2. Transport equipment to be repaired by driving, towing.
3. Inspect parts and/or ground service equipment to identify defects and carry out repairs as required in a timely manner;
4. Completes work orders, time cards and provides status on any open work orders;
5. Performs other related duties as assigned.

#### Qualification/Certification

1. Must possess complete set of tools to carry out duties;
2. The Equipment Mechanic Apprentice will participate in the Provincial Apprenticeship Program for equipment mechanics and must pass the appropriate examinations.

### **GSE MECHANIC HELPER/APPRENTICE (Non Certified)**

#### Normal Duties

1. Perform routine service and maintenance on equipment.
2. Assist other mechanics.
3. Performs other related duties as assigned.

#### Qualification/Certification

1. Must possess complete set of tools to carry out duties;

2. The Equipment Mechanic Apprentice will participate in the Provincial Apprenticeship Program for equipment mechanics and must pass the appropriate examinations.

## **LEAD AGENT**

### Normal Duties

A Lead Agent is an employee required to perform the same work as any employee in his basic classification, but in addition acts as a working leader to those employees assigned to him. He shall assign work, or execute assignment directed by management; give direction on proper use of equipment, work methods and safety practices; see that assigned personnel and equipment are properly utilized; instruct new employees on the job; finalize all load sheets; and discuss aspects of the operation with the customer.

### Qualifications

1. Must have thorough understanding of the job requirements of his classification.
2. Must be able to organize job functions within his classification and direct and supervise other employees on performance of these functions.
3. Must have the necessary qualifications related to his classification.
4. Must be of good character, and safety minded.
5. Must have a full RAIC and D/A.
6. All Lead Agent applicants must successfully complete Company approved training.

## **LEAD AGENT POOL**

The Company will create and administer a "Lead Agent Pool" ("LAP") of employees who are either trained or in the process of being trained to serve as a Lead Agent. Employees enter the LAP on a voluntary basis. Any trained and qualified employee in the LAP



cannot refuse to perform work as a Lead Agent when the Company requests.

Training shall be provided as needed. Preference in selection of trainees shall be given to employees who have the knowledge, ability and qualifications to perform the Lead Agent duties and shall include consideration of an employee's disciplinary and safety record. Should more than one (1) employee within the LAP meet those requirements, then preference shall be given to the senior employee. Once selected as a trainee, employees shall have two (2) weeks to meet the qualifications of Lead Agent. If not successful, the employee will be removed from the LAP.

1. The Company will apply Article 18.02 prior to offering shifts to employees in the LAP.

Once an employee assumes Lead Agent duties, the employee will receive the Lead Agent premium for their entire shift.

Employees electing to join the LAP must remain in the LAP for a minimum of two shift bids or one year, whichever is greater. Employees wishing to leave the LAP must give two (2) months prior written notice.

## **ARTICLE 24 - PROTECTION OF EMPLOYEES' UNIFORM**

- 24.01** All employees are required to wear uniform/personal protective equipment(PPE) while performing the duties within his classification.

### **Boot Allowance**

The Company will reimburse employees up to sixty (\$60.00) per year for approved CSA safety footwear upon presentation of receipt after completion of probation.

The Company will provide the following uniforms to employees:

- 5 shirts and 5 pants
- 1 jacket
- 1 set of rain gear every two (2) years
- 1 Hat

- 1Toque

Note: If work wear and tear warrants replacements will be provided.

The Company will provide PPE to all employees as required to perform the job.

The Company agrees to provide all Bargaining Unit Members with lockers.

## **ARTICLE 25 – BULLYING & HARASSMENT**

- 25.01** Every employee has the right to work in an environment free of harassment. This right includes the responsibility to eliminate harassment in our workplace, either as a participant or as an observer.
- 25.02** Any form of harassment, violence or bullying will not be tolerated on company premises, while engaged in activities pertaining to the workplace, or while a Company employee is conducting company business at other location. Any act of violence, bullying, or harassment committed by an employee against any other employee is unacceptable and will be subject to disciplinary action up to and including termination and/or legal action.
- 25.03** The workplace is defined as all Company facilities and premises (including in Company vehicles), on Company business, at Company-sponsored activities and programs, and on business-related trips.
- 25.04** Harassment and violence means "any action, conduct or comment, including of a sexual nature, that can reasonably be expected to cause offence, humiliation or other physical or psychological injury or illness to an employee, including any prescribed action, conduct or comment. This includes all types of harassment and violence, including sexual harassment, sexual violence and domestic violence.
- 25.05** Bullying means acts or verbal comments that could psychologically or 'mentally' hurt or isolate a person in the workplace. Bullying usually involves repeated incidents or a pattern of behaviour that is

intended to intimidate, offend, degrade or humiliate a particular person or group of people.

Harassment, violence, and bullying includes but is not limited to:

- aggressive or threatening behaviour, including verbal threats or abuse
- physical assault
- spreading malicious rumors or gossip about an individual or a group
- socially excluding or isolating someone
- damaging, hiding or stealing someone's personal belongings or work equipment
- persistently criticizing, undermining, belittling, demeaning or ridiculing someone
- swearing at someone or using inappropriate language toward them
- using the Internet to harass, threaten or maliciously embarrass someone
- using the Internet to make sexual threats, or to harass or exploit someone sexually
- abusing authority by publicly ridiculing or disciplining a subordinate
- abusing authority by interfering with a subordinate's performance or job (for example, blocking applications for leave, training or promotion in an arbitrary manner)
- abusing authority by soliciting a sexual or romantic relationship from a subordinate, or making social invitations with sexual overtones to a subordinate
- making abusive or derogatory remarks or jokes about someone's gender, gender identity or gender expression, sex or sexual orientation (for example, homophobic remarks)
- sexual touching (for example, patting, pinching, caressing, kissing, fondling)
- sexual invitations or requests in return for a promise of a reward (such as a promotion)
- displaying offensive posters, cartoons or images of a sexual nature
- sending inappropriate electronic communications (for example, sexually explicit emails)
- domestic violence (also called intimate partner violence domestic abuse or relationship abuse) is a workplace hazard

when it occurs in the workplace (it puts the targeted worker at risk and may pose a threat to coworkers).

All employees are expected to treat others with courtesy and consideration and to discourage harassment.

## **25.06 OBLIGATION OF EMPLOYEES**

Employees are encouraged to bring any complaint of harassment, violence, or bullying first to the harasser if possible, failing resolution then to the Company or the Union as soon as possible. If the Company/Union is not made aware of any issues of harassment, violence, or bullying, they may be unable to address such issues.

## **25.07 WHAT BULLYING AND HARASSMENT IS NOT**

Properly discharged supervisory responsibilities including work allocation, disciplinary action, follow-up on work absences or the requirement of job performance standards or conduct that does not interfere with a climate of understanding and respect for the dignity and worth of all employees are not considered bullying or harassment. Neither is this policy meant to inhibit free speech, expressing differences of opinion, or interfere with the normal social relations that are a part of life in a working environment.

## **25.08 FILING A COMPLAINT**

If an employee (the "Principal Party") believes that they have been the object of harassment, violence, or bullying in the workplace (an "Occurrence"), or is witness to an employee being the object of harassment, violence, or bullying in the workplace, on the basis of any of the ground stated above, that employee should:

- Tell the alleged harasser(s) (the "Responding Party") to stop, if possible;
- Document the event(s), complete with the time, date, location, names of witnesses and details of each event, if possible;
- If the Principal Party does not feel able to approach the Responding Party directly, or if, after being told to stop, the Responding Party directly continues, the harassed employee should: Lodge a complaint ("Notice of Occurrence") either

directly or through a person on their behalf with the Company's human resources in Canada or station leadership and Union Representative (the '4Designated Recipient').

- If the Principal Party or a witness wishes to make a complaint orally, the Company will fill out a Notice of Occurrence form on their behalf to document the incident. The form must contain:
  - the name of the Principal Party and Responding Party, if known
  - the date of the occurrence, and
  - a detailed description of the occurrence

## **25.09 RESOLVE THE INCIDENT WITH THE COMPLAINANT**

Employee complaints of bullying, violence, or harassment will be resolved as required by and in accordance by the Canada Labour Code.

### **Step 1**

When the Company or the Designated Recipient receives a complaint, the Company will inform the Principal Party who is the object of the Occurrence within 7 days that:

- the Company received their complaint, or
- they were identified as the object of an Occurrence of harassment and violence in a complaint provided by a witness.

### **Step 2**

In the Company's official response to the Notice of Occurrence to the Principal Party, the Company will inform the Principal Party of the following:

- their complaint has been received or that they have been named or identified as the principal party in a complaint provided by a witness;
- how they can access the workplace harassment and violence prevention policy;
- each step of the complaint resolution process; and
- they may be represented during the resolution process (such as, by a family member, colleague, friend, union representative, or other support person)

### **Step 3**

The Company or the Designated Recipient must set up a meeting with the Principal Party (in person, virtually, or by phone) within 45 days of receiving the complaint to begin negotiated resolution. The Company, the Designated Recipient and the Principal Party must make every reasonable effort to resolve the Occurrence through this process.

### **Step 4**

As part of negotiated resolution, the Company or the Designated Recipient will jointly review with the Principal Party the complaint against the definition of harassment and violence. The Company or the Designated Recipient is required to proceed with the resolution process if:

- the Company or the Designated Recipient and the Principal Party cannot agree on whether the occurrence falls under the definition of harassment and violence, and
- the Principal Party wishes to proceed with the resolution process. The Company must complete the resolution process in a transparent manner within 1 year of receiving the complaint.

### **Step 5**

If the Occurrence is not resolved through negotiated resolution, the Company must give the Principal Party the option of seeking resolution through a discussion or series of discussions that is mediated by a neutral third party (a "Conciliation") and/or an investigation. These options may run parallel to continued efforts under negotiated resolution.

If the Principal Party chooses to proceed with Conciliation:

- Both the Principal Party and the Responding Party will have to jointly agree to participate in conciliation. Both will also have to agree on who will act as the conciliator. A conciliator can be a professional mediator, a supervisor, an Elder, a religious figure, a colleague.

If the principal party chooses to proceed with investigation:

- The Company or the Designated Recipient must provide the Principal Party and the Responding Party with notice that an investigation will be carried out. The Company can appoint an investigator from a list of investigators that has been jointly developed with the workplace committee.

If there is no jointly developed list of investigators as above, then the Company or the designated recipient are required to jointly decide with the Principal and Responding Party on who will act as the investigator. The parties must jointly reach a decision within 60 days starting when the Company or the designated recipient provided notice of an investigation.

### **Step 6**

If the Company or Designated Recipient, the Principal Party and the Responding Party cannot agree on the investigator within 60 days after the day on which the Company or Designated Recipient provided the notice of an investigation, the Company can select a qualified investigator from the list provided by the Canadian Centre for Occupational Health and Safety.

### **Step 7**

At the end of the investigation, the investigator will submit a report that provides:

- a general description of the occurrence
- the investigator's conclusions, and
- the investigator's recommendations to eliminate or minimize the risk of a similar occurrence in the future.

Once the Company has received the investigator's report the Company must meet with the workplace committee or the health and safety representative. Together they will determine which of the recommendations set out in the investigator 's report should be implemented.

## **Step 8**

The Company will:

- record all occurrences of harassment and violence that have been reported to it, and
- report them to the Labour Program, even if they are resolved internally with the affected employee(s)

The parties recognize the damage a false complaint made under this policy may bring upon an employee. Therefore, if during the investigation it is found that such a complaint of bullying, harassment, or violence was made with malicious intent, disciplinary action may be taken against the complainant consistent with progressive discipline.

Where changes in the workplace are considered necessary due to demonstrated bullying, harassment, or violence, the Responding Party may be subject to changes such as transfer or reassignment, except where the complainant is transferred at their request, and may be subject to discipline consistent with progressive discipline.

The purpose of this policy and procedure is to allow the Union and the Company the opportunity to address and resolve internal problems related to the objective of achieving a harassment free workplace. This policy and procedure in no way precludes the complainant's right to seek action under the Canadian Human Rights Act.

## **ARTICLE 26 - SHIFT TRADES**

**26.01** Shift trades are a privilege. The purpose of this privilege is to reduce absenteeism by allowing employees to handle unexpected situations.

Under no circumstances can a shift trade cause an employee to be paid at overtime rates.

An employee may ask another employee to work his shift, on condition that he has received his Manager or designate authorization to do so. The approval for the request will be at the discretion of Management but will not be unreasonably denied.



It is the employee's responsibility to ensure his shift trade, whether traded away or picked up, has been approved. This approval must bear the signatures of the Manager or designate, and both employees involved. Once the request has been approved by the Company, the employees involved shall assume full responsibility for the shifts they have agreed to work.

Employees may only shift trade with others that are equally qualified to perform the work.

The Company reserves the right to temporarily or permanently withdraw this privilege from an employee who does not respect the established procedures or who abuses this privilege.

An employee who trades his shift away is ineligible to work overtime during the originally scheduled hours.

## **ARTICLE 27 – SUB CONTRACTING**

**27.01** The Company will not sub-contract out any work that is normally performed by employees in the Bargaining Unit.

## **ARTICLE 28 - RENEWAL, AMENDMENT AND TERMINATION**

**28.01** Except as otherwise provided herein, this Agreement shall be effective from August 12, 2022 until August 11, 2024 and thereafter shall continue from year to year unless either party gives notice in writing of its intention to terminate the Agreement or enter into negotiations for the purpose of amending the Agreement within a period of not less than thirty (30) days and not more than one hundred and twenty (120) days prior to any such yearly date of termination.

After the expiry date and until a revised Agreement is signed, this Agreement and all its provisions shall remain in full force and effect until such revised Agreement is signed without prejudicing the position of the revised Agreement in making any matter retroactive to any date detailed in such revised Agreement.

**28.02** If notice of intention to amend is given by either party in writing pursuant to Article 28.01, negotiations shall commence not later than thirty (30) days after the date of such written notice.

Dated this 12th day of August 2022

**FOR THE COMPANY**

A handwritten signature in black ink, appearing to be 'MA', written above a horizontal line.

Matthew Allard

**FOR THE UNION**

A handwritten signature in black ink, appearing to be 'TH', written above a horizontal line.

Todd Haverstock

## **SCHEDULE “A”**

### **WAGE SCALE, PREMIUMS**

#### **Ramp Agents**

<b>YEARS</b>	<b>YEAR 1</b>	<b>YEAR 2</b>
Start	\$19.00	\$19.38
1 Year	\$19.38	\$19.77
2 Year	\$19.77	\$20.17
3 Year	\$20.17	\$20.57
4 Year	\$20.57	\$20.98
5 Year	\$20.98	\$21.40

#### **Groomers**

<b>YEARS</b>	<b>YEAR 1</b>	<b>YEAR 2</b>
Start	\$17.00	\$17.34
1 Year	\$17.34	\$17.69
2 Year	\$17.69	\$18.40
3 Year	\$18.40	\$18.77
4 Year	\$18.77	\$19.15
5 Year	\$19.15	\$19.53

#### **Mechanics**

<b>CLASS</b>	<b>YEAR 1</b>	<b>YEAR 2</b>
Mechanic Helper/Apprentice (Level I)	\$25.00	\$25.50
Non-Certified Mechanic (Level II)	\$35.00	\$35.70
Certified Mechanic (Level III)	\$38.50	\$39.27

#### **PREMIUMS**

<b>PREMIUMS (on all hours worked)</b>	
Lead Hand	\$3.00
Clear Pass	\$1.00
D/A	\$1.00
Specialized Tows	\$35.00 per tow

**Note:**

The premium for aircraft tows will only be paid for tows where a "D" driving permit is required for the movement.

Should there be no member of the Union on-hand who has a "D" license and no time to call in a unionized member then the responsibility for moving the aircraft will go to management.

**Tool Allowance:**

Mechanics I Helpers are entitled to a maximum of six hundred dollars (\$600.00) (the "Tool Allowance") per calendar year upon submission of receipts. If the employee's employment is terminated by the employee or the Company for cause within the first four months of the calendar year, the employee must repay the Tool Allowance to the Company on a prorated basis within 30 days of the termination date.

## **MEMORANDUM OF AGREEMENT # 1**

The Company will pay full-time bargaining unit employees a \$2000.00 retention bonus and parttime bargaining unit employees a \$1000.00 retention bonus (the "Bonus") in four installments if the employee is still employed on the date of the payout by the Company as follows:

- 1) \$250 paid to full-time employees and \$125 to part-time employees six months after ratification of the Agreement;
- 2) \$250 paid to full-time employees and \$125 to part-time employees one year after ratification of the Agreement;
- 3) \$500 paid to full-time employees and \$250 to part-time employees 18 months after ratification of the Agreement; and
- 4) \$1000 paid to full-time employees and \$500 to part-time employees two years after ratification of the Agreement.

Only employees hired before date of ratification are eligible for the Bonus. Employees status on the last day of work before each payment will determine the amount of the Bonus employee is entitled to receive.

## **LETTER OF UNDERSTANDING # 1**

### **SUBCONTRACTING MAINTENANCE**

The parties agree that there may be times in the operation that require the outsourcing of work in the maintenance department. The parties agree that if it meets the criteria below then it is permitted and article 27 is not applicable.

- 1) Technical skills are not available from within the Mechanics; or
- 2) The required permits or licenses for the work cannot be obtained by the Mechanics represented by the Union; or
- 3) The necessary work cannot be performed at the Company's facilities; or
- 4) The required time of completion of the work cannot be met with the skills, personnel or equipment available; and
- 5) It does not cause the layoff or reduction of an employee's regular hours of work of employees represented by the Union.

The parties agree that this MOA expires with the collective agreement , unless expressly renewed by agreement of the parties.

## **LETTER OF AGREEMENT # 2**

### **REHABILITATION PROGRAM**

The Company and Union agree to a Rehabilitation Program for employees covered by this Agreement. The Program is intended to assist employees who are absent due to accident or illness to return to productive work by allowing them to work modified hours and/or duties, which, in some cases, may require the employee to work less than the standard working week and/or standard working day. The Company and the Union agree that workplace accommodations may require the cooperation of all three parties in order to be successful. They further agree that the Company, the Union and the employee have an obligation to facilitate the accommodation process.

Employees who identify themselves as candidates for this Program must inform both the Company and Union, locally that they wish to return to work on modified duties.

Before returning an employee to work, the Employee must have a company approved form completed by a qualified medical physician. The Company will reimburse a reasonable cost of the company approved to be completed. To be reimbursing, the Employee must submit the original receipt to the Company. Only completed company approved forms will be reimbursed.

Upon receiving a request for Return to Work on modified duties, the Company will schedule a tri-party meeting with the Chief Shop Steward or his designate and the employee. The Company will examine whether it can or cannot accommodate the request up to the point of undue hardship. The Company may ask the employee for more medical clarification and/or request the employee to see the Company doctor for medical assessment.

The Union may require information related to the employee's restrictions/modified duties where the seniority related rights of others may be affected. The Company will provide the union with a copy of the company approved form, no later than the tri-party meeting and a copy of the GRTW plan prior to it being approved and implemented.

The employee has the responsibility to schedule all activities, such as medical appointments, physiotherapy, etc., outside of the return to work schedule.

## **LETTER OF UNDERSTANDING # 3**

### **HEALTH AND SAFETY**

1. The Company and the Union realize the benefits to be derived from adherence to the appropriate Federal Canadian Occupational Health and Safety Regulations, policies, practices and procedures , all of which promote and maintain a safe and healthy workplace.

All employees will participate in a recurrent Health and Safety Orientation Program. The Program will include training on a Company specific Emergency Evacuation Plan, WHMIS and, Safe Lifting Practices. The Company will allow time, on the job, to complete the Health and Safety Orientation Program. New Hire employees will complete this training during new hire orientation.

2. The Company will make reasonable provisions for the safety and health of its employees during the hours they are actively at work including :
  - a) If at any time, in any work area, the conditions become unbearable to work in accordance to the Canada Labour Code Part 11, whether it is heat or cold, the Company will provide the necessary equipment to make the workplace bearable to work in.
3. The Union will co-operate to promote the adherence to the appropriate Federal Regulation, policies, practices and procedures.
4. A Health and Safety Committee(s) shall be established in accordance with the Canada Labour Code Part II and the Canadian Occupational Health & Safety Regulations, policies, practices and procedures including:
  - a. Membership chosen by and representing the workers and the Company, in no case shall the Company's representatives outnumber those of the workers ; and,
  - b. A Chairperson and Secretary elected from and by the Members of the Committee.
5. The workplace Health and Safety Committee(s) will:



- a. consider and expeditiously dispose of Health and Safety complaints;
- b. participate in the implementation and monitoring of programs to prevent workplace hazards;
- c. participate in all of the inquiries, investigations, studies, and inspections pertaining to employee health and safety;
- d. participate in the implementation and monitoring of a program for the provision of personal protective equipment, clothing, devices, or materials;
- e. ensure that adequate records are kept on work accidents, injuries and health hazards;
- f. cooperate with Health and Safety Officers;
- g. participate in the implementation of changes that may affect occupational health and safety including work processes and procedures ;
- h. assist the Company in investigating and assessing the exposure of employees to hazardous substances;
- i. inspect, each month, all or part of the workplace , so that every part of the workplace is inspected at least once per year; and,
- j. participate in the development of Health and Safety policies and programs.

## 6. Reporting of Unsafe Conditions

- a. Employees shall immediately report to their Supervisor, any equipment or conditions, which the employee has reasonable cause to believe, are unsafe. The Management shall immediately investigate the complaint and shall take steps deemed necessary to correct the unsafe condition. Any employee, at work, has the right to refuse dangerous work if they have reasonable cause to believe that:

- i. The use or operation of a machine or thing presents a danger to themselves or a co-worker; or
  - ii. A condition exists at work that presents a danger to them in order for an employee to refuse dangerous work
- b. In order for an employee to refuse dangerous work without asking their job or wages, the employee must follow the proper procedure as outlined in the Canada Labour Code Part II R.S., 1985, c.L-2.

# MEMORANDUM OF AGREEMENT

BETWEEN

PRIMEFLIGHT AVIATION

AND

IAM&AW

---

**WHEREAS** the parties are subject to a first Collective Bargaining Agreement.

**AND WHEREAS** the parties negotiated from October 25, 2021 to August 12, 2022;

**AND WHEREAS** the parties have come to a tentative agreement on August 12, 2022;

**NOW THEREFORE** the parties agree as follows:

1. The preamble forms an intricate part of this memorandum.
2. The tentative agreement will be as follows:
  - a. **Document 1 (Ratification Package):** tentative agreed items;
3. All articles are effective on the date of ratification by both parties unless otherwise expressly stated.
4. The Company will ensure that all employees currently enrolled in the family benefit plan at the time of ratification that elect to remain in the family plan effective January 1, 2023 will not have an employee contribution cost higher than \$107.25 per month The Company has provided the Union with the list and should there be any errors or omissions the parties will get together and resolve the dispute.
5. The Company will provide the Union with a list of all employees including contact information on file represented by the IAMAW within four (4) days of the signing of this agreement.

6. The Company confirms that any work currently being performed by a third party will cease by September 1, 2022.
7. The parties agree that there was no mechanism to break same day hiring seniority. The parties will get together immediately after ratification and conduct a draw for all same day hiring and once completed that will form the official seniority list.
8. The Union will conduct the ratification vote within fourteen (14) days of the signing of this agreement.

Signed on this August 12, 2022

**FOR THE COMPANY**



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Matthew Allard

**FOR THE UNION**



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Todd Haverstock

## APPENDIX "A"

### RATES EFFECTIVE UNTIL DECEMBER 31, 2022

Extended Health Care	
<b>Prescription Drug Coverage:</b> 70% Reimbursement  <b>Deductible:</b> \$50 Single \$100 Family  <b>Includes Drug Card</b>  <b>Annual Maximum – Unlimited</b>  <b>Vision Care:</b> \$250 every 2 years for Adults \$250 every 12 months for Children	<b>70% - \$300/ Paramedical Practitioner:</b> massage, physiotherapy, acupuncture, chiropractor etc.  <b>70% Hospital, Emergency Services, Medical Services and Supplies</b>  <b>100% Out-of-Country Emergency Medical Coverage</b> <i>Maximum Days per Trip: 60</i>

Dental Care	
<b>70% Basic Services Includes:</b> preventative procedures, fillings, extractions, root canals, gum surgery and repair  <b>\$1,500 Annual Maximum</b>	<b>Recall Exams</b> (regular check-ups) 1 every 9 months

Life Insurance and AD&D	
<b>Employee Life</b> Flat \$25,000 Life & Accidental Death and Dismemberment benefits <i>Proof of good health not required</i>	<b>Defendant Life</b> Spouse: \$10,000 Child: \$5,000

Critical Illness	
\$10,000 Benefit <i>No Medical Underwriting</i>	Critical Illness provides a lump-sum payment following the diagnosis and wait period satisfaction for 24 covered conditions.

Rates Effective until December 31, 2022	
Monthly Employee Costs	Bi Weekly Costs
Single \$52.87	\$24.40
Family \$107.25	\$49.50

## APPENDIX “B”

### RATES EFFECTIVE JANUARY 1, 2023

Extended Health Care	
<b>Prescription Drug Coverage:</b> 70% Reimbursement  <b>Deductible:</b> \$50 Single \$100 Family  <b>Includes Drug Card</b>  <b>Annual Maximum – Unlimited</b>  <b>Vision Care:</b> \$250 every 2 years for Adults \$250 every 12 months for Children	<b>70% - \$300/ Paramedical Practitioner:</b> massage, physiotherapy, acupuncture, chiropractor etc.  <b>70% Hospital, Emergency Services, Medical Services and Supplies</b>  <b>100% Out-of-Country Emergency Medical Coverage</b> <i>Maximum Days per Trip: 60</i>
Rates	
Single	Family
Free	Optional employee cost \$57.60

Dental Care	
<b>70% Basic Services Includes:</b> preventative procedures, fillings, extractions, root canals, gum surgery and repair  <b>\$1,500 Annual Maximum</b>	<b>Recall Exams</b> (regular check-ups) 1 every 9 months
Rates	
Single	Family
Free	Optional employee cost \$51.16

Life Insurance and AD&D		
<b>Employee Life</b> Flat \$25,000 Life & Accidental Death and Dismemberment benefits <i>Proof of good health not required</i>	<b>Defendant Life</b> Spouse: \$10,000 Child: \$5,000	
Rates		
	Single	Family
Life	Optional employee cost \$7.94	Optional employee cost \$7.94
Dependent Life	Optional employee cost \$2.22	Optional employee cost \$2.22
AD&D	Optional employee cost \$1.00	Optional employee cost \$1.00

<b>Critical Illness</b>	
<p style="text-align: center;">\$10,000 Benefit <i>No Medical Underwriting</i></p>	<p>Critical Illness provides a lump-sum payment following the diagnosis and wait period satisfaction for 24 covered conditions.</p>
<b>Rates</b>	
<b>Single</b>	<b>Family</b>
<b>Optional employee cost \$12.90</b>	<b>Optional employee cost \$12.90</b>