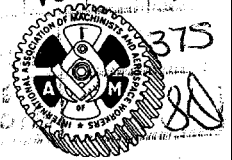


SOURCE	Co.		
EFF.	93	03	0
TERM.	95 08 31		
NO. OF EMPLOYEES	375		
NON-REPRESENTED	80		



**AGREEMENT**  
 between  
**AIR CANADA**  
 and the  
**INTERNATIONAL ASSOCIATION OF MACHINISTS AND AEROSPACE WORKERS**  
 on behalf of those  
**EMPLOYEES OF THE FINANCE BRANCH OF AIR CANADA**  
 represented by  
**DISTRICT LODGE 148**  
 Effective: March 1, 1993

**JAN 11 1995**

0286005

**AGREEMENT**  
between  
**AIR CANADA**  
and the  
**INTERNATIONAL ASSOCIATION OF  
MACHINISTS  
AND AEROSPACE WORKERS**  
on behalf of those  
**EMPLOYEES OF THE  
FINANCE BRANCH OF AIR CANADA**  
represented by  
**DISTRICT LODGE 148**  
Effective: March 1, 1993

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## DEFINITIONS

- (1) **COMPANY** - means Air Canada as represented through Officers and Supervisors at appropriate levels or their delegated representative.
- (2) **UNION** - means the International Association of Machinists and Aerospace Workers as represented through District Lodge 148 by means of General Chairmen, Committees and Stewards or their delegated representative duly elected and/or approved in accordance with the Union Constitution by-Laws.
- (3) **AGREEMENT** - means that agreement in effect including amendments or interpretations thereto agreed upon and covered by letters signed and/or confirmed by responsible Company and Union Officers.
- (4) **BRANCH** - means, for the purpose of this Agreement, Branches designated as such in the Corporate Organization section of the Company's Regulation Manual, i.e. Finance Branch.
- (5) **SUPERVISORY PERSONNEL** - means any employee whose duty includes the administrative supervision of others and who is not covered by this Agreement.
- (6) **CATEGORY** - means a set of similar classifications.
- (7) **CLASSIFICATION** - means the status of an employee within a category.
- (8) **BUMPING** - means the adjustment process by which personnel laid off assert their seniority rights over less senior personnel.
- (9) **SETBACK** - means a reclassification to a lower classification because of changes in classification strength under circumstances where vacancies exist in the lower classifications.
- (10) **DEMOTION** - means a reclassification to a lower classification because of lack of ability or disciplinary action.
- (11) **WORK SCHEDULE** - means a projection of an employee(s) shifts with regard to days worked to days off.

- (12) SHIFT - means a period of time within a day as described in a work schedule for which an employee is required to be present.
- (13) SECTION - means a grouping of employees for the purpose of vacation selection and transfers **within** a classification.
- (14) REQUIREMENTS OF THE **SERVICE** - means an unforeseen circumstance, or combination of circumstances, which calls for immediate action as well as that planning which is intended both to prevent such situations and to maintain normal operations.
- (15) EMPLOYEE - means an employee in the bargaining unit covered **by this Agreement.**
- (16) SINGLE VERTICAL LINE - means a paragraph revision effective with the current Agreement.

.02 Where the provisions of this Agreement are at variance with the Company Regulations. the former shall take precedence.

#### ARTICLE 2 - UNION RECOGNITION

**2.01** The Company **recognizes** the Union as the sole bargaining agent for all personnel in the Finance Branch within the territorial limits of Canada save and except those specifically **excluded** by the certification as granted by the Canada Labour Relations Board.

**2.02** Notwithstanding the terms of Article **2.01** and the exclusions specified in the certification order granted by the Canada Labour Relations Board on December **20, 1976**, it is agreed between the Company and the Union that employees designated as Lead Agents in the **Flight** Performance Information Section will be covered by the terms of this Agreement. It is also agreed that the **newly** created classification of Finance Specialist is excluded from the terms of the Collective Agreement.

#### ARTICLE 3 - MANAGEMENT RIGHTS

**3.01** Subject to the provisions of this Agreement, the control and **direction** of the working forces including the right to hire, suspend or discharge for just cause, dispense with, to advance or set back in classification, to reassign, to transfer or lay off because of lack of work or for other legitimate reasons, is vested solely in the Company.

**3.02** These enumerations shall not be deemed to exclude other prerogatives not enumerated, and any of the rights, powers or authority of the Company are retained by the Company, except those which are subject to the provisions of this Agreement.

**3.03** It is understood that none of the foregoing shall detract from the right of the employee to lodge a grievance in the manner and to the extent herein provided.

#### **ARTICLE 4 - CATEGORIES AND CLASSIFICATIONS**

4.01 All employees covered by this Agreement shall fall within the following categories and classifications:

##### **Category I - Clerical**

###### **Classification**

Finance Agent 1  
Finance Agent ..2  
Finance Agent...3  
Finance Agent 4  
Finance Agent...5

##### **Category II - Stenographic**

###### **Classification**

Word Processing Agent

#### **4.02 LEAD AGENT**

.01 The Company may designate a Finance Agent or a Word Processing Agent in any classification as a Lead Agent who may, at the discretion of the Company, in addition to performing some or all of his/her described duties, ensure work area is maintained in a manner which promotes an efficient working environment by providing advice, guidance and direction on the conduct and quality of work performed; check work for accuracy; coordinate work; provide training on work methods; assist employees with problems; monitor work flow; maintain satisfactory department of those employees under his/her direction.

.02 The number and designation of Lead Agents will be established at the sole discretion of the Company. However, the Company agrees that a Lead Agent shall be responsible for not more than a normal work force of fifteen (15) employees.

#### **4.03 STATUS OF EMPLOYEE**

.01 The status of an employee shall be either temporary-term or permanent.



.02 Temporary-term employment may be **utilized** by the Company to fill vacancies **resulting** from additional seasonal workload, acting management assignments, leaves of absence, vacancies as a result of any short term needs, e.g., special work programs, etc.

.03 Temporary-term employment will be limited to twenty-six **(26)** weeks. In the event such employees are retained beyond this period, they will be designated as "permanent", provided they have successfully completed the probationary period.

#### ARTICLE 5 -RATES OF PAY

**5.01** Rates of pay, as enumerated, are on a weekly basis and are established on the basis of a working week of forty **(40)** hours.

**5.02** The Company, at its discretion, may commence a **newly** hired permanent or temporary-term employee at any published rate within the wage scale of the **classification** into which the employee was hired, but not in excess of the maximum published rate of the **classification**

**5.03** Scheduled advancement within the wage scale established for each classification will be up to the maximum shown in the wage scale for each classification, subject to the following provisions:

**.01** Finance Agent 1 (Finance Agent **3**, Steps 1 to **12**, inclusive), Finance Agent 4 and Finance Agent 5

(i) Twenty-six **(26)** weeks must have elapsed since the date of the last scheduled advancement or reclassification.

(ii) During the twenty-six **(26)** weeks period, the employee must have **actually** worked a minimum of one hundred and nineteen **(119)** days on a **5/2** work schedule and one hundred and ten **(110)** days on a **6/3** work schedule or its equivalent, whichever is the greater, subject to the provisions that time allowed as annual vacation shall be considered as time worked.

(iii) The advancement in pay will be granted upon the **first** day of the pay **period** following completion of the requirements specified above.

**.02 Finance Agent 3, Steps 13 to 18, inclusive:**

- (i) Thirty-nine (39) weeks must have elapsed since the date of the last scheduled advancement or reclassification.
- (ii) During the thirty-nine (39) week period the employee must have actually worked a minimum of one hundred and **seventy-nine (179)** days on a **5/2** work schedule or one hundred and **sixty-five (165)** days on a **6/3** work schedule or its equivalent, whichever is greater, subject to **the** provisions **that** time allowed as annual vacation shall be considered as time worked.
- (iii) The advancement in pay will be granted upon the **first** day of the pay period following completion of the requirements specified above.

**5.04 .01** The following are the rates of pay for all classifications covered by this agreement.

501A  
1

FINANCE AGENT 1

Effective March 01, 1993 - September 11, 1993

8 -

	<u>Weekly Rate</u>	<u>Hourly Equivalent</u>	<u>Monthly Equivalent</u>
STEP 1	\$287.93	\$ 7.20	\$1,251.97
STEP 2	\$298.91	\$ 7.47	\$1,299.72
STEP 3	\$309.89	\$ 7.75	\$1,347.47
STEP 4	\$320.90	\$ 8.02	\$1,395.36
STEP 5	<del>\$331.90</del>	<del>\$ 8.30</del>	<del>\$1,443.15</del>
STEP 6	\$342.87	\$ 8.57	\$1,490.86
STEP 7	\$353.88	\$ 8.85	\$1,538.75
STEP 8	\$364.84	\$ 9.12	\$1,586.40
STEP 9	\$375.83	\$ 9.40	\$1,634.20
STEP 10	\$386.84	\$ 9.67	\$1,682.04
STEP 11	\$397.82	\$ 9.95	\$1,729.79
STEP 12	\$407.91	\$10.20	\$1,773.67
STEP 13	\$417.98	\$10.45	\$1,817.46
STEP 14	\$428.03	\$10.70	\$1,861.15
STEP 15	\$438.15	\$10.95	\$1,905.17
STEP 16	\$448.24	\$11.21	\$1,949.05
STEP 17	\$458.26	\$11.46	\$1,992.60
STEP 18	\$465.13	\$11.63	\$2,022.47

Effective September 12, 1993 - September 10, 1994

STEP 1	\$276.41	\$ 6.91	\$1,201.89
STEP 2	\$286.95	\$ 7.17	\$1,247.72
STEP 3	\$297.49	\$ 7.44	\$1,293.55
STEP 4	\$308.06	\$ 7.70	\$1,339.51
STEP 5	\$318.62	\$ 7.97	\$1,385.42
STEP 6	\$329.16	\$ 8.23	\$1,431.25
STEP 7	\$339.72	\$ 8.49	\$1,477.17
STEP 8	\$350.25	\$ 8.76	\$1,522.96
STEP 9	\$360.80	\$ 9.02	\$1,568.83
STEP 10	\$371.37	\$ 9.28	\$1,614.79
STEP 11	\$381.91	\$ 9.55	\$1,660.62
STEP 12	\$391.59	\$ 9.79	\$1,702.71
STEP 13	\$401.26	\$10.03	\$1,744.76
STEP 14	\$410.91	\$10.27	\$1,786.72
STEP 15	\$420.62	\$10.52	\$1,828.94
STEP 16	\$430.31	\$10.76	\$1,871.07
STEP 17	\$439.93	\$11.00	\$1,912.90
STEP 18	\$446.52	\$11.16	\$1,941.56

FINANCE AGENT 1

Effective September 11, 1994 - March 11, 1995

	<u>Weekly Rate</u>	<u>Hourly Equivalent</u>	<u>Monthly Equivalent</u>
STEP 1	\$282.17	\$ 7.05	\$1,226.93
STEP 2	\$292.93	\$ 7.32	\$1,273.72
STEP 3	\$303.69	\$ 7.59	\$1,320.50
STEP 4	\$314.48	\$ 7.86	\$1,367.42
STEP 5	\$325.26	\$ 8.13	\$1,414.30
STEP 6	\$336.01	\$ 8.40	\$1,461.04
STEP 7	\$346.80	\$ 8.67	\$1,507.96
STEP 8	\$357.54	\$ 8.94	\$1,554.66
STEP 9	\$368.31	\$ 9.21	\$1,601.49
STEP 10	\$379.10	\$ 9.48	\$1,648.40
STEP 11	\$389.86	\$ 9.75	\$1,695.19
STEP 12	\$399.75	\$ 9.99	\$1,738.19
STEP 13	\$409.62	\$10.24	\$1,781.11
STEP 14	\$419.47	\$10.49	\$1,823.94
STEP 15	\$429.39	\$10.73	\$1,867.07
STEP 16	\$439.28	\$10.98	\$1,910.08
STEP 17	\$449.09	\$11.23	\$1,952.73
STEP 18	\$455.83	\$11.40	\$1,982.04

Effective March 12, 1995 - August 26, 1995

STEP 1	\$287.93	\$ 7.20	\$1,251.97
STEP 2	\$298.91	\$ 7.47	\$1,299.72
STEP 3	\$309.89	\$ 7.75	\$1,347.47
STEP 4	\$320.90	\$ 8.02	\$1,395.36
STEP 5	\$331.90	\$ 8.30	\$1,443.15
STEP 6	\$342.87	\$ 8.57	\$1,490.86
STEP 7	\$353.88	\$ 8.85	\$1,538.75
STEP 8	\$364.84	\$ 9.12	\$1,586.40
STEP 9	\$375.83	\$ 9.40	\$1,634.20
STEP 10	\$386.84	\$ 9.67	\$1,682.04
STEP 11	\$397.82	\$ 9.95	\$1,729.79
STEP 12	\$407.91	\$10.20	\$1,773.67
STEP 13	\$417.98	\$10.45	\$1,817.46
STEP 14	\$428.03	\$10.70	\$1,861.15
STEP 15	\$438.15	\$10.95	\$1,905.17
STEP 16	\$448.24	\$11.21	\$1,949.05
STEP 17	\$458.26	\$11.46	\$1,992.60
STEP 18	\$465.13	\$11.63	\$2,022.47

FINANCE AGENT 2

Effective March 1, 1993 - September 11, 1993

	<u>Weekly Rate</u>	<u>Hourly Equivalent</u>	<u>Monthly Equivalent</u>
STEP 1	\$397.82	\$ 9.95	\$1,729.79
STEP 2	\$407.91	\$10.20	\$1,773.67
STEP 3	\$417.98	\$10.45	\$1,817.46
STEP 4	\$428.03	\$10.70	\$1,861.15
STEP 5	\$438.15	\$10.95	\$1,905.17
STEP 6	\$448.24	\$11.21	\$1,949.05
STEP 7	\$458.26	\$11.46	\$1,992.60
STEP 8	\$468.36	\$11.71	\$2,036.53
STEP 9	\$478.45	\$11.96	\$2,080.41
STEP 10	\$488.43	\$12.21	\$2,123.78
STEP 11	\$498.57	\$12.46	\$2,167.89
STEP 12	\$508.63	\$12.72	\$2,211.63
STEP 13	\$518.67	\$12.97	\$2,255.27
STEP 14	\$526.45	\$13.16	\$2,289.11

Effective September 12, 1993 - September 10, 1994

STEP 1	\$381.91	\$ 9.55	\$1,660.62
STEP 2	\$391.59	\$ 9.79	\$1,702.71
STEP 3	\$401.26	\$10.03	\$1,744.76
STEP 4	\$410.91	\$10.27	\$1,786.72
STEP 5	\$420.62	\$10.52	\$1,828.94
STEP 6	\$430.31	\$10.76	\$1,871.07
STEP 7	\$439.93	\$11.00	\$1,912.90
STEP 8	\$449.63	\$11.24	\$1,955.08
STEP 9	\$459.31	\$11.48	\$1,997.17
STEP 10	\$468.89	\$11.72	\$2,038.83
STEP 11	\$478.63	\$11.97	\$2,081.18
STEP 12	\$488.28	\$12.21	\$2,123.14
STEP 13	\$497.92	\$12.45	\$2,165.06
STEP 14	\$505.39	\$12.63	\$2,197.54



FINANCE AGENT 2

Effective September 11, 1994 - November 26, 1994

	<u>Weekly Rate</u>	<u>Hourly Equivalent</u>	<u>Monthly Equivalent</u>
STEP 1	\$389.86	\$ 9.75	\$1,695.19
STEP 2	\$399.75	\$ 9.99	\$1,738.19
STEP 3	\$409.62	\$10.24	\$1,781.11
STEP 4	\$419.47	\$10.49	\$1,823.94
STEP 5	\$429.39	\$10.73	\$1,867.07
STEP 6	\$439.28	\$10.98	\$1,910.08
STEP 7	\$449.09	\$11.23	\$1,952.73
STEP 8	\$458.99	\$11.47	\$1,995.78
STEP 9	\$468.88	\$11.72	\$2,038.78
STEP 10	\$478.66	\$11.97	\$2,081.31
STEP 11	\$488.60	\$12.22	\$2,124.53
STEP 12	\$498.46	\$12.46	\$2,167.40
STEP 13	\$508.30	\$12.71	\$2,210.19
STEP 14	\$515.92	\$12.90	\$2,243.32

FINANCE AGENT 3

Effective March 1, 1993 - September 11, 1993

	<u>Weekly Rate</u>	<u>Hourly Equivalent</u>	<u>Monthly Equivalent</u>
STEP 1	\$458.26	\$11.46	\$1,992.60
STEP 2	\$468.36	\$11.71	\$2,036.53
STEP 3	\$478.45	\$11.96	\$2,080.41
STEP 4	\$488.43	\$12.21	\$2,123.78
STEP 5	\$498.57	\$12.46	\$2,167.89
STEP 6	\$508.63	\$12.72	\$2,211.63
STEP 7	\$518.67	\$12.97	\$2,255.27
STEP 8	\$528.74	\$13.22	\$2,299.06
STEP 9	\$538.81	\$13.47	\$2,342.85
STEP 10	\$548.87	\$13.72	\$2,386.59
STEP 11	\$558.94	\$13.97	\$2,430.37
STEP 12	\$569.02	\$14.23	\$2,474.21
STEP 13	\$579.09	\$14.48	\$2,517.99
STEP 14	\$587.77	\$14.69	\$2,555.74

Effective September 12, 1993 - September 10, 1994

STEP 1	\$439.93	\$11.00	\$1,912.90
STEP 2	\$449.63	\$11.24	\$1,955.08
STEP 3	\$459.31	\$11.48	\$1,997.17
STEP 4	\$468.89	\$11.72	\$2,038.83
STEP 5	\$478.63	\$11.97	\$2,081.18
STEP 6	\$488.28	\$12.21	\$2,123.14
STEP 7	\$497.92	\$12.45	\$2,165.06
STEP 8	\$507.59	\$12.69	\$2,207.10
STEP 9	\$517.26	\$12.93	\$2,249.15
STEP 10	\$526.92	\$13.17	\$2,291.15
STEP 11	\$536.58	\$13.41	\$2,333.16
STEP 12	\$546.26	\$13.66	\$2,375.25
STEP 13	\$555.93	\$13.90	\$2,417.29
STEP 14	\$564.26	\$14.11	\$2,453.52

FINANCE AGENT 3

Effective September 11, 1994 - November 26, 1994

	<u>Weekly Rate</u>	<u>Hourly Equivalent</u>	<u>Monthly Equivalent</u>
STEP 1	\$449.09	\$11.23	\$1,952.73
STEP 2	\$458.99	\$11.47	\$1,995.78
STEP 3	\$468.88	\$11.72	\$2,038.78
STEP 4	\$478.66	\$11.97	\$2,081.31
STEP 5	\$488.60	\$12.22	\$2,124.53
STEP 6	\$498.46	\$12.46	\$2,167.40
STEP 7	\$508.30	\$12.71	\$2,210.19
STEP 8	\$518.17	\$12.95	\$2,253.11
STEP 9	\$528.03	\$13.20	\$2,295.98
STEP 10	\$537.89	\$13.45	\$2,338.85
STEP 11	\$547.76	\$13.69	\$2,381.77
STEP 12	\$557.64	\$13.94	\$2,424.73
STEP 13	\$567.51	\$14.19	\$2,467.65
STEP 14	\$576.01	\$14.40	\$2,504.61

Effective November 27, 1994 - March 11, 1995

STEP 1	\$409.62	\$10.24	\$1,781.11
STEP 2	\$419.47	\$10.44	\$1,823.94
STEP 3	\$429.39	\$10.73	\$1,867.07
STEP 4	\$439.28	\$10.98	\$1,910.08
STEP 5	\$449.09	\$11.23	\$1,952.73
STEP 6	\$458.99	\$11.47	\$1,995.78
STEP 7	\$468.88	\$11.72	\$2,038.78
STEP 8	\$478.66	\$11.97	\$2,081.31
STEP 9	\$488.60	\$12.22	\$2,124.53
STEP 10	\$498.46	\$12.46	\$2,167.40
STEP 11	\$508.30	\$12.71	\$2,210.19
STEP 12	\$515.92	\$12.90	\$2,243.32
STEP 13	\$528.03	\$13.20	\$2,295.98
STEP 14	\$537.89	\$13.45	\$2,338.85
STEP 15	\$547.76	\$13.69	\$2,381.77
STEP 16	\$557.64	\$13.94	\$2,424.73
STEP 17	\$567.51	\$14.19	\$2,467.65
STEP 18	\$576.01	\$14.40	\$2,504.61

**Effective November 27, 1994 - March 11, 1995**

STEP 1	\$409.62	\$10.24	\$1,781.11
STEP 2	\$419.47	\$10.44	\$1,823.94
STEP 3	\$429.39	\$10.73	\$1,867.07
STEP 4	\$439.28	\$10.98	\$1,910.08
STEP 5	\$449.09	\$11.23	\$1,952.73
STEP 6	\$458.99	\$11.47	\$1,995.78
STEP 7	\$468.88	\$11.72	\$2,038.78
STEP 8	\$478.66	\$11.97	\$2,081.31
STEP 9	\$488.60	\$12.22	\$2,124.53
STEP 10	\$498.46	\$12.46	\$2,167.40
STEP 11	\$508.30	\$12.71	\$2,210.19
STEP 12	\$515.92	\$12.90	\$2,243.32
STEP 13	\$528.03	\$13.20	\$2,295.98
STEP 14	\$537.89	\$13.45	\$2,338.85
STEP 15	\$547.76	\$13.69	\$2,381.77
STEP 16	\$557.64	\$13.94	\$2,424.73
STEP 17	\$567.51	\$14.19	\$2,467.65
STEP 1 a	\$576.01	\$14.40	\$2,504.61

FINANCE AGENT 3

Effective March 12, 1995 - August 26, 1995

	<b>Weekly Rate</b>	<u>Hourly Equivalent</u>	<u>Monthly Equivalent</u>
STEP 1	\$417.98	\$10.45	\$1,817.46
STEP 2	\$428.03	\$10.70	\$1,861.15
STEP 3	\$438.15	\$10.95	\$1,905.17
STEP 4	\$448.24	\$11.21	\$1,949.05
STEP 5	\$458.26	\$11.46	\$1,992.60
STEP 6	\$468.36	\$11.71	\$2,036.53
STEP 7	\$478.45	\$11.96	\$2,080.41
STEP a	\$488.43	\$12.21	\$2,123.78
STEP 9	\$498.57	\$12.46	\$2,167.89
STEP 10	\$508.63	\$12.72	\$2,211.63
STEP 11	\$518.67	\$12.97	\$2,255.27
STEP 12	\$526.45	\$13.16	\$2,289.11
STEP 13	\$538.81	\$13.47	\$2,342.85
STEP 14	\$548.87	\$13.72	\$2,386.59
STEP 15	\$558.94	\$13.97	\$2,430.37
STEP 16	\$569.02	\$14.23	\$2,474.21
STEP 17	\$579.09	\$14.48	\$2,517.99
STEP 1a	\$587.77	\$14.69	\$2,555.

FINANCE AGENT 4

Effective March 1, 1993 - September 11, 1993

	<u>Weekly Rate</u>	<u>Hourly Equivalent</u>	<u>Monthly Equivalent</u>
STEP 1	\$518.67	\$12.97	\$2,255.27
STEP 2	\$528.74	\$13.22	\$2,299.06
STEP 3	\$538.81	\$13.47	\$2,342.85
STEP 4	\$548.87	\$13.72	\$2,386.59
STEP 5	\$558.94	\$13.97	\$2,430.37
STEP 6	\$569.02	\$14.23	\$2,474.21
STEP 7	\$579.09	\$14.48	\$2,517.99
STEP 8	\$589.16	\$14.73	\$2,561.78
STEP 9	\$599.22	\$14.98	\$2,605.52
STEP 10	\$609.28	\$15.23	\$2,649.26
STEP 11	\$619.36	\$15.48	\$2,693.09
STEP 12	\$629.43	\$15.74	\$2,736.88
STEP 13	\$639.51	\$15.99	\$2,780.71
STEP 14	\$649.10	\$16.23	\$2,822.42



Effective September **12, 1993** - September **10, 1994**

STEP 1	\$497.92	\$12.45	\$2,165.06
STEP 2	\$507.59	\$12.69	\$2,207.10
STEP 3	\$517.26	\$12.93	\$2,249.15
STEP 4	\$526.92	\$13.17	\$2,291.15
STEP 5	\$536.58	\$13.41	\$2,333.16
STEP 6	\$546.26	\$13.66	\$2,375.25
STEP 7	\$555.93	\$13.90	\$2,417.29
STEP 8	\$565.59	\$14.14	\$2,459.30
STEP 9	\$575.25	\$14.38	\$2,501.30
STEP 10	\$584.91	\$14.62	\$2,543.31
STEP 11	\$594.59	\$14.86	\$2,585.40
STEP 12	\$604.25	\$15.11	\$2,627.40
STEP 13	\$613.93	\$15.35	\$2,669.49
STEP 14	\$623.14	\$15.58	\$2,709.54

**Effective September 2, 1993 - September 10, 1994**

STEP 1	\$497.92	\$12.45	\$2,165.06
STEP 2	\$507.59	\$12.69	\$2,207.10
STEP 3	\$517.26	\$12.93	\$2,249.15
STEP 4	\$526.92	\$13.17	\$2,291.15
STEP 5	\$536.58	\$13.41	\$2,333.16
STEP 6	\$546.26	\$13.66	\$2,375.25
STEP 7	\$555.93	\$13.90	\$2,417.29
STEP 8	\$565.59	\$14.14	\$2,459.30
STEP 9	\$575.25	\$14.38	\$2,501.30
STEP 10	\$584.91	\$14.62	\$2,543.31
STEP 11	\$594.59	\$14.86	\$2,585.40
STEP 12	\$604.25	\$15.11	\$2,627.40
STEP 13	\$613.93	\$15.35	\$2,669.49
STEP 14	\$623.14	\$15.58	\$2,709.54

**Effective March 12, 1995 - August 26, 1995**

STEP 1	\$518.67	\$12.97	\$2,255.27
STEP 2	\$528.74	\$13.22	\$2,299.06
STEP 3	\$538.81	\$13.47	\$2,342.85
STEP 4	\$548.87	\$13.72	\$2,386.59
STEP 5	\$558.94	\$13.97	\$2,430.37
STEP 6	\$569.02	\$14.23	\$2,474.21
STEP 7	\$579.09	\$14.48	\$2,517.99
STEP 8	\$589.16	\$14.73	\$2,561.78
STEP 9	\$599.22	\$14.98	\$2,605.52
STEP 10	\$609.28	\$15.23	\$2,649.26
STEP 11	\$619.36	\$15.48	\$2,693.09
STEP 12	\$629.43	\$15.74	\$2,736.88
STEP 13	\$639.51	\$15.99	\$2,780.71
STEP 14	\$649.10	\$16.23	\$2,822.42

FINANCE AGENT 5

Effective March 1, 1993 - September 11, 1993

	<u>Weekly Rate</u>	<u>Hourly Equivalent</u>	<u>Monthly Equivalent</u>
STEP 1	\$579.09	\$14.48	\$2,517.99
STEP 2	\$589.16	\$14.73	\$2,561.78
STEP 3	\$599.22	\$14.98	\$2,605.52
STEP 4	\$609.28	\$15.23	\$2,649.26
STEP 5	\$619.36	\$15.48	\$2,693.09
STEP 6	\$629.43	\$15.74	\$2,736.88
STEP 7	\$639.51	\$15.99	\$2,780.71
STEP 8	\$649.58	\$16.24	\$2,824.50
STEP 9	\$659.67	\$16.49	\$2,868.38
STEP 10	\$669.72	\$16.74	\$2,912.07
STEP 11	\$679.80	\$16.99	\$2,955.90
STEP 12	\$689.87	\$17.25	\$2,999.69
STEP 13	\$699.95	\$17.50	\$3,043.52
STEP 14	\$710.44	\$17.76	\$3,089.15

Effective **September 12, 1993** - September 10, 1994

STEP 1	\$555.93	\$13.90	\$2,417.29
STEP 2	\$565.59	\$14.14	\$2,459.30
STEP 3	\$575.25	\$14.38	\$2,501.30
STEP 4	\$584.91	\$14.62	\$2,543.31
STEP 5	\$594.59	\$14.86	\$2,585.40
STEP 6	\$604.25	\$15.11	\$2,627.40
STEP 7	\$613.93	\$15.35	\$2,669.49
STEP 8	\$623.60	\$15.59	\$2,711.54
STEP 9	\$633.28	\$15.83	\$2,753.63
STEP 10	\$642.93	\$16.07	\$2,795.59
STEP 11	\$652.61	\$16.32	\$2,837.68
STEP 12	\$662.28	\$16.56	\$2,879.73
STEP 13	\$671.95	\$16.80	\$2,921.77
STEP 14	\$682.02	\$17.05	\$2,965.56

FINANCE AGENT 5

Effective September 11, 1994 - March 11, 1995

	<u>Weekly Rate</u>	<u>Hourly Equivalent</u>	<u>Monthly Equivalent</u>
STEP 1	\$567.51	\$14.19	\$2,467.65
STEP 2	\$577.38	\$14.43	\$2,510.56
STEP 3	\$587.24	\$14.68	\$2,553.44
STEP 4	\$597.09	\$14.93	\$2,596.27
STEP 5	\$606.97	\$15.17	\$2,639.23
STEP 6	\$616.84	\$15.42	\$2,682.14
STEP 7	\$626.72	\$15.67	\$2,725.10
STEP 8	\$636.59	\$15.91	\$2,768.02
STEP 9	\$646.48	\$16.16	\$2,811.02
STEP 10	\$656.33	\$16.41	\$2,853.85
STEP 11	\$666.20	\$16.66	\$2,896.77
STEP 12	\$676.07	\$16.90	\$2,939.69
STEP 13	\$685.95	\$17.15	\$2,982.65
STEP 14	\$696.23	\$17.41	\$3,027.35

Effective March 12, 1995 - August 26, 1995

STEP 1	\$579.09	\$14.48	\$2,517.99
STEP 2	\$589.16	\$14.73	\$2,561.78
STEP 3	\$599.22	\$14.98	\$2,605.52
STEP 4	\$609.28	\$15.23	\$2,649.26
STEP 5	\$619.36	\$15.48	\$2,693.09
STEP 6	\$629.43	\$15.74	\$2,736.88
STEP 7	\$639.51	\$15.99	\$2,780.71
STEP 8	\$649.58	\$16.24	\$2,824.50
STEP 9	\$659.67	\$16.49	\$2,868.38
STEP 10	\$669.72	\$16.74	\$2,912.07
STEP 11	\$679.80	\$16.99	\$2,955.90
STEP 12	\$689.87	\$17.25	\$2,999.69
STEP 13	\$699.95	\$17.50	\$3,043.52
STEP 14	\$710.44	\$17.76	\$3,089.15

WORD PROCESSING AGENT

Effective March 1, 1993 - September 11, 1993

	<u>Weekly Rate</u>	<u>Hourly Equivalent</u>	<u>Monthly Equivalent</u>
STEP 1	\$362.88	\$ 9.07	\$1,577.88
STEP 2	\$374.59	\$ 9.36	\$1,628.81
STEP 3	\$386.32	\$ 9.66	\$1,679.78
STEP 4	\$398.06	\$ 9.95	\$1,730.85
STEP 5	\$409.79	\$10.24	\$1,781.83
STEP 6	\$421.50	\$10.54	\$1,832.76
STEP 7	\$433.21	\$10.83	\$1,883.69
STEP 8	\$444.96	\$11.12	\$1,934.76
STEP 9	\$456.70	\$11.42	\$1,985.83
STEP 10	\$468.40	\$11.71	\$2,036.71
STEP 11	\$480.14	\$12.00	\$2,087.73
STEP 12	\$491.88	\$12.30	\$2,138.80
STEP 13	\$503.58	\$12.59	\$2,189.69
STEP 14	\$515.02	\$12.88	\$2,239.42
STEP 15	\$526.45	\$13.16	\$2,289.11



Effective September 12, 1993 - September 10, 1994

STEP 1	\$348.36	\$ 8.71	\$1,514.74
STEP 2	\$359.61	\$ 8.99	\$1,563.66
STEP 3	\$370.87	\$ 9.27	\$1,612.62
STEP 4	\$382.14	\$ 9.55	\$1,661.62
STEP 5	\$393.40	\$ 9.84	\$1,710.58
STEP 6	\$404.64	\$10.12	\$1,759.46
STEP 7	\$415.88	\$10.40	\$1,808.33
STEP 8	\$427.16	\$10.68	\$1,857.38
STEP 9	\$438.43	\$10.96	\$1,906.38
STEP 10	\$449.66	\$11.24	\$1,955.21
STEP 11	\$460.93	\$11.52	\$2,004.22
STEP 12	\$472.20	\$11.81	\$2,053.22
STEP 13	\$483.44	\$12.09	\$2,102.09
STEP 14	\$494.42	\$12.36	\$2,149.84
STEP 15	\$505.39	\$12.63	\$2,197.54

WORD PROCESSING AGENT  
Effective September 11, 1994 - March 11, 1995

	<u>Weekly Rate</u>	<u>Hourly Equivalent</u>	<u>Monthly Equivalent</u>
STEP 1	\$355.62	\$ 8.89	\$1,546.31
STEP 2	\$367.10	\$ 9.18	\$1,596.22
STEP 3	\$378.59	\$ 9.46	\$1,646.19
STEP 4	\$390.10	\$ 9.75	\$1,696.23
STEP 5	\$401.59	\$10.04	\$1,746.19
STEP 6	\$413.07	\$10.33	\$1,796.11
STEP 7	\$424.55	\$10.61	\$1,846.03
STEP 8	\$436.06	\$10.90	\$1,896.08
STEP 9	\$447.57	\$11.19	\$1,946.12
STEP 10	\$459.03	\$11.48	\$1,995.95
STEP 11	\$470.54	\$11.76	\$2,046.00
STEP 12	\$482.04	\$12.05	\$2,096.01
STEP 13	\$493.51	\$12.34	\$2,145.88
STEP 14	\$504.72	\$12.62	\$2,194.62
STEP 15	\$515.92	\$12.90	\$2,243.32

Effective March 12, 1995 - August 26, 1995

STEP 1	\$362.88	\$ 9.07	\$1,577.88
STEP 2	\$374.59	\$ 9.36	\$1,628.81
STEP 3	\$386.32	\$ 9.66	\$1,679.78
STEP 4	\$398.06	\$ 9.95	\$1,730.85
STEP 5	\$409.79	\$10.24	\$1,781.83
STEP 6	\$421.50	\$10.54	\$1,832.76
STEP 7	\$433.21	\$10.83	\$1,883.69
STEP 8	\$444.96	\$11.12	\$1,934.76
STEP 9	\$456.70	\$11.42	\$1,985.83
STEP 10	\$468.40	\$11.71	\$2,036.71
STEP 11	\$480.14	\$12.00	\$2,087.73
STEP 12	\$491.88	\$12.30	\$2,138.80
STEP 13	\$503.58	\$12.59	\$2,189.69
STEP 14	\$515.02	\$12.88	\$2,239.42
STEP 15	\$526.45	\$13.16	\$2,289.11

#### LONGEVITY PAY

Employees covered by this Agreement will receive longevity pay as follows:

After completion of ten (10) years of continuous service: Ten cents (10¢) per hour.

After completion of fifteen (15) years of continuous service: Fifteen cents (15¢) per hour.

After completion of twenty (20) years of continuous service: Twenty cents (20¢) per hour.

The longevity pay will become effective with the beginning of the pay period following completion of ten (10), fifteen (15) or twenty (20) years of continuous service, as applicable, in classifications covered by the Agreement.

#### 5.05 SHIFT PREMIUM - Shift premium shall be paid as follows:

Afternoon Shift - Commencing between 1200 hours and 1959 hours inclusive: 41 cents per hour. *44/100041*

Midnight Shift - Commencing between 2000 hours and 0659 hours inclusive: 49 cents per hour. *45/100045*

Irregular Shift (in lieu of all other shift premiums) - All hours worked on scheduled shifts commencing from 0200 hours to 0559 hours (inclusive) or terminating from 0200 hours to 0600 hours (inclusive): 54 cents per hour.

- .01 A shift starting on or after 0700 hours but before 1200 hours is a day shift;  
A shift starting on or after 1200 hours but before 2000 hours is an afternoon shift;  
A shift starting on or after 2000 hours but before 0700 hours is a midnight shift.
- .02 In case of overtime, a shift premium, equivalent to that applicable to the employee's preceding regular shift, shall be paid for all overtime hours actually worked.
- .03 Shift premium shall be recorded daily for all hours and minutes on which it applies, whether these are scheduled shift hours or overtime hours. The total time will be paid at the end of each pay period.

**5.06** LEAD AGENT/CLERK PREMIUM - An employee designated by the Company as a Lead Agent shall be paid a premium of seven percent (7%) above his/her current rate of pay, or seven percent (7%) above the rate of pay of the highest classification which he/she is directing, whichever is the greater.

**5.07 PROMOTIONAL WAGE INCREASES** - An employee who is permanently promoted to a higher classification shall receive a rate of pay on the new wage scale which is two steps higher than his/her rate of pay in his/her former wage scale. In any event, the rate of pay shall not be less than the minimum of the higher classification.

**5.08** An employee permanently promoted to a higher classification will establish a new review date effective the date the employee commences work in the new classification.

In either case, scheduled advancement within the new wage scale shall be in accordance with the provisions of Article 5.03.

#### **ARTICLE 6 - HOURS OF WORK, SCHEDULES, SHIFTS, MEAL AND REST PERIODS**

**6.01 HOURS OF WORK** - The standard working week shall be **forty** <sup>34</sup> (40) hours. The standard working day shall be eight (8) **consecutive** hours, including meal periods. Where it is not practical to <sup>4000</sup> relieve employees two days in seven, the number of days off in a complete work schedule cycle shall not be less than two-sevenths of the total number of days in the cycle.

**6.02 WORK SCHEDULES AND SHIFTS** - It is **recognized** that the **staffing**, preparation, posting and administration of **work** schedules and shifts is the responsibility of the Company. The Company agrees that prior to implementing new or revised shifts or work schedules these will be discussed with the Union and the Union's recommendations will be given full consideration.

**NOTE 1:** The Company may, with the concurrence of the majority of employees involved, implement a **6-3** type work schedule or equivalent variations thereof. In such cases,

the standard work week may be modified accordingly. Where such a schedule is implemented, the statutory holidays will be included in the work schedule and the holiday will not attract holiday premium pay, time credits per 13.02.02 nor extend vacation periods.

**NOTE 2:** The last day of a group of consecutive days off shall terminate at the start of the next regularly scheduled shift.

**NOTE 3:** Employees who work shifts shall be rotated periodically between day, afternoon and/or midnight shifts according to work schedules mutually acceptable to the Company and the majority of the employees involved. In the event the majority of the affected employees do not accept the required shifts and/or work schedules they will propose an alternate shift and/or work schedule to meet the coverage requirements of the Company, or work the required shifts and/or work schedules pending a final decision on their complaint,

**6.03** When an employee is notified that he/she will be working a shift other than his/her published shift, or a projection of days on and days off other than his/her published work schedule, such notice will be confirmed in writing with a copy to the local Union.

**6.04** When the Company introduces new or revised work schedule(s) or when the Company requires an employee to work a shift other than his/her scheduled shift, the employee will not be debited for time lost, but will be credited at straight time with any time gained on account of the change.

**6.05 MEAL PERIODS** - Employees shall be allowed a one-half(%) hour paid meal period scheduled between the third and fifth hours of the shift, unless otherwise arranged between the local Union representative and the Company. It is recognized that occasionally, due to the requirements of the service, the meal period may fall outside these limits.

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**6.06** MEAL PERIOD ON OVERTIME - Employees required to work overtime (consecutive with a scheduled **shift**) at Company request in excess of two (2) hours on a scheduled work day, will be allowed a one-half (1/2) hour ~~paid meal period~~.

**6.07** Employees required to **work** overtime in excess of four (4) hours on a scheduled day off will be allowed a one-half (1/2) hour paid meal period as provided for in Article **6.06**.

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**6.08** REST PERIOD - Employees shall be provided with two rest periods of ten (10) minutes, one in each half of the shift but not in conjunction with the meal period. In the event an employee works overtime he/she shall be granted an additional rest period during each two (2) hour period of overtime. It is agreed that rest periods shall be scheduled in such a manner as to provide the benefits for which they are intended.

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**6.09** If an employee does not have eight (8) hours off-duty prior to the start of a regular **shift** or prior to the start of overtime in conjunction with this shift, he/she normally will not be required by the Company to report for duty until the eight (8) hours have elapsed (without time debit). In the event he/she is required to report for his/her regular **shift** start, he/she will be -or those hours by which his/her off-duty period is less than eight (8) hours.

**6.10** FIELD WORK AWAY FROM WINNIPEG - When employees are, by order of the Company, required to engage in field work away from Winnipeg, they shall be compensated for such work on the same basis as they were compensated at their normal location.

The time consumed in travelling will be compensated for on the same basis as normal time worked at their location and, in cases where an employee both works and travels in any one day (24 hours beginning at the start of his/her regular shift), he/she shall be compensated for the total of such time provided that under no circumstances will more than eight (8) hours be allowed for travelling in any one twenty-four (24) hour period. Time spent waking at an airport when the employee is unable to travel as planned, will be considered as travelling time for the purposes of this provision.

## ARTICLE 7 - OVERTIME

**7.01** No overtime shall be worked except on **authorization** of proper management personnel of the Company.

**7.02** For the purpose of overtime **calculations**, the **working day shall** be the twenty-four (24) hour period following the start of a regularly scheduled **shift**. Days off, statutory and other **authorized** holidays shall be calculated on a similar basis using the starting time of the preceding regularly scheduled shift.

**7.03** **Authorized** time worked in excess of the total hours of the scheduled shift shall be considered as overtime. Complete minutes of undertime or overtime worked will be recorded and overtime extended at the applicable rate in accordance with Article **7.04**.

**7.04** Employees covered by this Agreement will have their overtime credited in accordance with the following:

**.01** Overtime on a **regular** work day:

Time and one-half - for all time in excess of the scheduled hours up to ten (10) hours.

Double Time - for all time in excess of ten (10) hours.

**NOTE 1:** When an employee is required to work overtime on a **regular work day after having completed and left** his/her shift, he/she shall be credited with a minimum of four (4) hours at the applicable rate of pay.

**NOTE 2:** When an employee is required to work overtime on a regular work day more than two (2) hours prior to the start of his/her scheduled shift, the employee shall be credited **with** a minimum of four (4) hours at the applicable rate of pay.

**.02** Overtime on a group of scheduled **days off:**

Time and one-half - on the first day worked for all time worked up to six (6) hours.

Double Time - for all **time** worked in excess of six (6) hours on the **first** day worked, up to a maximum of twelve (12) hours.

**.03** **Double Time** - on the **second and subsequent days worked** up to a maximum of eight (8) hours each day.



NOTE 1: When an employee is required to work overtime on a scheduled day off, the employee shall be credited with a minimum of four (4) hours at the applicable rate of pay; however, in the event of an employee working over four (4) hours, the employee shall be credited with a minimum of eight (8) hours at the applicable rate of pay.

NOTE 2: Employees shall be prohibited from working in excess of the maximum hours referred to above.

7.05 There shall be no pyramiding of overtime credits and the maximum overtime credit under any circumstances shall be double time.

7.06 ~~At the end of each pay period, all time credits/debits will be paid/~~ deducted at the hourly rate. However, at the request of the employee, credits or debits may be accumulated in a Time Bank as provided in paragraph 7.09.

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7.07 When an employee's Time Record contains overtime credits, compensatory time off, in lieu of payment, may be granted in accordance with the wishes of the employee concerned and consistent with the requirements of the Company.

7.08 The Company will post on appropriate bulletin boards, a pay period listing, showing the employee's name, number, and all overtime, undertime and shift premium accumulated as of the last day of the previous pay period. The list will be posted no later than ten (10) calendar days from the end of the previous period.

#### 7.09 TIME BANK

- .01 The Time Bank shall be limited to plus twenty-four (+24) hours and minus twenty-four (-24) hours.
- .02 At the end Of each pay period all time credits in excess of twenty-four (+24) hours will be paid at the hourly rate in accordance with Article 7.06.
- .03 In the event an employee's Time Record standing at a minus figure of more than twenty-four (-24) hours, such time will be deducted in accordance with Article 7.06.

.04 Employees participating in the Time Bank will be given two (2) options relative to clearing time credits or debits as follows:

(a) An employee may elect to have the Time Bank cleared annually on the last pay period of the calendar year,

OR

(b) An employee may elect to have the Time Bank cleared once in a calendar year upon written request otherwise a clearance will not take place.

When clearance has been requested, all time credits or debits will be provided on the pay cheque no later than the second pay period following the written request.

.05 Employees electing to utilize the Time Bank shall advise the Company in writing on the appropriate form. Once having elected to participate in the Time Bank, the arrangement shall continue until such time the employee subsequently advises the Company in writing of his/her desire to opt out of the Time Bank. If an employee opts out, he/she may only elect to utilize the Time Bank again at the beginning of a subsequent year.

.06 Time off will be granted in accordance with Article 7.07 of the Agreement.

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#### ARTICLE 8 - RELIEF DUTIES AND TEMPORARY ASSIGNMENTS

8.01 An employee covered by this Agreement may be required to work in another category or classification covered by this Agreement temporarily provided the local Union is given advice of such action.

8.02 An employee who is temporarily assigned to assume the duties of an employee in a higher classification shall be paid an increase of eight percent (8%) above his/her current rate for each day of the assignment.

**8.03** An employee covered by this Agreement who accepts a temporary assignment to perform in Management or Finance Specialist positions shall be paid an increase of eight percent (8%) above his/her current rate for each day of the assignment. The eight percent (8%) not to exceed a maximum differential of \$52.90 per week.

**8.04** Where an employee has acted or has been assigned to act in a higher classification for six (6) months or more in a calendar year, the employee will be paid the rate of the higher classification while on vacation.

Where the employee has already taken his/her vacation for that year, he/she will be paid the rate of the higher classification while on vacation during the following year.

**ARTICLE 9 - PROBATION** 8/1/80

**9.01** A person hired into a classification covered by this Agreement shall be required to serve a probationary period of twenty-six (26) weeks from date of employment and have worked a minimum of one hundred and nineteen (119) days on a 5/2 work schedule and one hundred and ten (110) days on a 6/3 work schedule or its equivalent, whichever is greater. Time spent in training or time allowed in annual vacation shall be considered as time at work.

**9.02** The Company reserves the sole right to make decisions regarding the termination, retention or work assignment of an employee at any time during the probationary period.

**9.03** Employees whose services are terminated during their probationary period lose all rights and privileges.

**9.04** An employee changing from one classification to a different classification under the scope of this Agreement shall not be subject to serving a new probationary period.

**9.05** Upon successful completion of the probationary period, the employee shall have the status of a permanent employee.

**ARTICLE 10 - SENIORITY**

**10.01 PRINCIPLE -**

Seniority shall be based upon the principle of preference consideration for employees with long service.

**10.02 RECOGNITION -**

The principle of seniority will be recognized as applicable in accordance with the provisions outlined under:

- (a) Categories
- (b) Classifications
- (c) Seniority.

**10.03 PRIVILEGES -**

.01 Seniority, as governed by the provisions of this Article, shall be a factor in:

- (a) Promotion
- (b) Transfers
- (c) Reduction in forces
- (d) Recall after layoff
- (e) Bumping as a result of layoff.

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**10.04 CATEGORIES -**

Seniority shall be recognized in each category outlined in Article 4 and shall be applicable within that category regardless of work location or assignment. Seniority shall be non-transferable from one category to another.

**10.05 CLASSIFICATIONS -**

Seniority shall be recognized and applicable in each classification outlined in Article 4 and shall be non-transferable from one classification to another.

**10.06 SENIORITY DATES -**

.01 Unless otherwise provided by this Agreement, a seniority date once established by the provisions of this Agreement cannot be changed, **altered** or removed, except as a result of:

(a) **Resignation**

(b) Discharge for just cause

(c) **Services** dispensed with

(d) Desertion of service

(e) Retirement

(f) Permanent **demotion** as a result of disciplinary action or lack of ability

(g) Failure to regain permanent employment with the Company within **five (5)** years while on laid-off status

(h) Seniority list changes or corrections in accordance with this Article.

.02 Employees hired for temporary-term employment shall not establish seniority in the **classification** concerned. In cases where such employees become permanent, they shall receive full seniority for the total time **employed** in such **classification** provided that service is **unbroken in** the classification.

NOTE: There shall be no seniority **date** granted to any permanent employee for any temporary assignment.

.03 In determining **seniority** of employees with equal **seniority**, the **following** procedures will be used and seniority position shall be established immediately. A **decision can** be made by the application of the following steps in the order written.

(a) Compare length of service in the category.

(b) Compare total length of service in the Branch in classifications covered by this Agreement.

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(c) Compare dates on Air Canada application forms.

(d) The last three (3) digits of the employee number backwards, with the lowest number identifying the more senior employee (OM) being the lowest possible number).

(e) In cases where the above factors will not determine the position on the Seniority List, the position will be jointly determined by the Company and the General Chairman.

**10.07** Employees will be granted seniority credit on a day-for-a-day basis, the seniority date being that of permanent entry into the classification concerned. In the case of a new employee whose probationary period was satisfactory, the seniority date will be that of hiring.

**10.08** Employees hired into a classification above the basic **classification** of Finance Agent 1 will in addition be credited with equal seniority in the basic classification. The seniority date **established** in the basic classification in accordance with this paragraph, shall be the date of permanent entry into the higher classification.

#### **10.09 SENIORITY LISTS**

01 (a) Each year the Company shall have prepared and furnished to the Union a **complete Seniority** List of all classifications and categories within **the** scope of this Agreement. Copies of an appropriate seniority list of all applicable **classifications** and categories will **also** be provided to all locations within the Finance Branch. These lists to be furnished as of January **1st** of the subsequent year.

(b) This list shall be kept open for correction for a period of thirty (30) calendar days from January **1st**.

(c) ~~All corrections shall be finalized during the thirty (30) calendar~~ days following the termination of the posting period and shall be published as an amendment to the Seniority List. This amended Seniority List shall become effective on the day following termination of the sixty (60) days period covered above.

- (d) This amended Seniority List shall be the approved list and shall remain in full force and effect until a new list has been published and approved in the above manner. **Subject** to the provisions of paragraph (g), (h) and (f) following, no corrections shall be made to this approved list during the period in which **it** remains in force.
- (e) It shall be the responsibility of each individual employee to examine the applicable portion of the list and make writ ten request (**3** copies) for any correction during the thirty (**30**) day posting period. An employee may tile a request for correction only once, except upon his/her presentation of new and **pertinent** evidence.
- (f) One copy of this request for correction must be forwarded to Labour Relations -Air Canada Headquarters. One copy will be forwarded to the appropriate General Chairman by the employee concerned. The third copy will be forwarded to the Local Union.
- (g) In the event that it is notpossible to settle a complaint in the stipulated period, the **necessary** correction will be made and **will** be effective as of the date the final **correc tion** is published.
- (h) Notwithstanding the foregoing regulations, the appropriate General Chairman may request corrections to the seniority list at times other than the stipulated period. Such corrections, if mutually agreed upon, will be incorporated in the new list of the subsequent year. However if, prior to the time the new list is effective, circumstances arise such that an employee's:
- eligibility to continue in or regain employment in his Classification,
  - **eligibility** to a subsequent Promotion, or
  - eligibility to a subsequent transfer,
- is **jeopardized**, such correction will be published **immedi- ately and ~~will be effective as of the date of publication~~**

- (i) Employees exercising seniority retained under paragraph 12.01.10 will have their seniority dates adjusted and position on the seniority list altered to account for time during which seniority was not accumulated.
- (j) Any action on the basis of a published seniority list stands as final, regardless of any corrections to the list which may subsequently be made.

#### 10.10 STAFF REDUCTIONS

.01 Prior to the Company implementing a staff reduction, the number of employees in each classification will be reviewed by the Company and should a permanent vacancy exist in a lower classification, the most junior employee in the classification where the surplus exists will be set-back in accordance with Article 12.03.01 provided the affected employee holds seniority in the **classification** where the vacancy exists.

.02 Staff reductions will be made by category and classification in inverse order of seniority and **only** after **all** probationary employees in the **classification** where the surplus exists have been **first** dispensed with.

NOTE: In the event the remaining employees in the **classification** are unable to perform the work, the situation will be reviewed in detail by the Company with the General Chairman and the staff will be adjusted **accordingly** in order to meet the requirements of the service.

.03 Surplus employees will be reduced as required and those affected in each classification, including those who may be bumped, will be notified in writing and afforded the opportunity of bumping as outlined in Article 10.11. The effect of staff reductions upon the number of employees in each **classification** will not be considered until **after** the bumping process has been completed. The remaining staff will then be adjusted as required and employees may be reassigned within their classification as necessary.



- .04 Employees shall not accumulate Company service for the period laid off.
- .05 Employees, when laid off, must file their address with the Company, and notify then Winnipeg Personnel Services Office of any change of address. Any communication or notice to the employee's last known address will, for the purpose of this Agreement, be considered as notification to the employee.

#### 10.11 BUMPING

- .01 Bumping shall be a recognized seniority privilege of personnel on laid-off status, and may be exercised only by such personnel. This privilege is restricted in application to the bumping of an equal number of employees on the bottom of the Classification Seniority List, and also providing that the forfeiture of the bumping privilege by one or more of the laid off employees automatically reduces the number of employees who may be bumped.
- .02 Bumping shall be restricted in application by:
  - (a) Category.
  - (b) Classification.
- .03 Employees who are laid off may, consistent with their seniority, exercise such seniority and elect to bump the most junior employee in the next lower classification in which they hold seniority.
- .04 An employee holding seniority in another category who is unable to retain employment by bumping in his/her current category may exercise seniority in the other category in accordance with these provisions.
- .05 An employee will be given fourteen (14) calendar days notice of layoff and advised of his/her right to bump the most junior employee in the next lower classification in the category in which he/she holds seniority.

- .06 The employee must notify the Company of intent to bump not later than seventy-two (72) hours from receipt of notice. A form will be provided for this purpose and must be completed in accordance with instructions thereon. In the event of failure to so notify the Company, the employee will be considered to have elected laid-off status with recall privileges to that classification only.
- .07 Employees being laid off must work for the full period of their notice unless extenuating circumstances warrant other handling mutually agreeable to the Company and Union.
- .08 Employees who have signified intent to exercise bumping privileges, and who subsequently reverse their decisions, will be considered as having deserted the service of the Company, with subsequent loss of all rights and privileges, subject to consideration by the Company and the General Chairman of exceptional circumstances.

#### 10.12 RECALL

- .01 Recalls will be in order of seniority in the classification as follows:
  - (a) Notice of vacancy shall be sent, by prepaid telegram or other alternative written advice, to senior laid off employees involved.
  - (b) Notified employees must advise the Company, by prepaid telegram or other alternative written advice, within seventy-two (72) hours of date of notice if they wish to be considered for recall. The senior employee of those replying within the seventy-two (72) hour limit shall be recalled.
  - (c) In the event that the employee does not wish to be considered for the position, he/she must so advise the Company, by prepaid telegram or other alternative written advice, within seventy-two (72) hours from the date notice was sent out.

category and classification from which laid off, he/she will lose all rights and privileges in that category and **classification**. During the period of layoff, seniority will accumulate in the category and classification in which such an employee **has exercised bumping privileges, however, previously established seniority in the former category and classification will be retained.**

- .05 An employee who has exercised bumping privileges in a lower classification shall be considered as being laid off in the higher classification, consistent with his/her seniority. If the employee does not, within seventy-two (72) hours, accept the first such recall, he/she will lose all rights and privileges in the higher **classification**.
- .06 Employees in the basic classification who are laid off as a result of a reduction in staff, shall be recalled on the basis of highest **classification** seniority of those employees desiring recall.
- .07 Employees in above basic classification, who are laid off as a **result** of a reduction in staff, shall be recalled on the basis of highest classification seniority of the employees desiring recall.

#### **ARTICLE 11 - LEAVES OF ABSENCE AND SICK LEAVE**

**11.01 VOLUNTARY LEAVE OF ABSENCE WITHOUT PAY** - Voluntary leave of absence of fifteen (15) calendar days or more shall be in accordance with the following:

- .01 When the requirements of the Company permit, an employee, upon written request through his/her manager at least twenty-one (21) calendar days in advance of requested commencement date, may be granted a voluntary leave of absence or extension thereof without pay for a period not to exceed a total of ninety (90) consecutive calendar days. The twenty-one (21) day requirement may be waived, subject to extenuating circumstances.

- .02 Approval for the voluntary leave of absence without pay shall be in **writing**, stating the date the leave of absence is to commence and terminate.
- .03 If the request for voluntary leave of absence without pay is denied, the employee **shall** be so advised in writing, **with the** reasons therefore.
- .04 The voluntary leave of absence without pay may be extended for additional periods upon written request to the Director, General & Cargo Accounting and copy to the local Union, however, an extension or **extensions** to the leave of absence beyond ninety **(90)** days will be granted **only with** the mutual consent of the Director, General 8 Cargo Accounting and the **local Union**. **Such requests must be made no later than** twenty-one **(21)** calendar days prior to the termination of the **authorized** voluntary leave of absence. The twenty-one **(21)** day requirement may be waived subject to extenuating circumstances.
- .05 When a voluntary leave of absence without pay, or extension thereof, is granted, the employee shall continue to accrue seniority during the leave of absence. Any effect the leave of absence might have on Company service, insurance or other benefits shall be in accordance with Company **Regulations**.
- .06 Should the employee engage in other employment while on voluntary leave of absence, **his/her** name shall be removed from the seniority list and his/her **service with** the Company shall be terminated unless special permission has first been obtained **from** the Company and the local Union. When such permission has been granted, the employee shall be so advised, in writing by the Company and copies shall be sent to the local Union.
- .07 An employee returning from an approved voluntary leave of absence, shall be returned to his/her former position or a comparable position in the same classification, subject to Article 10.

.05 Reference herein to a medical certificate shall mean a certificate signed by a qualified medical practitioner chosen by the employee.

.06 Every employee who intends to take or is on maternity leave shall give at least four (4) weeks notice in writing of any change in the length of leave intended to be taken.

.07 An employee returning from authorized an maternity leave shall be returned to her former position or to a comparable position in the same classification subject to Article 10.

**11.03 ADOPTION LEAVE** - A leave of absence without pay shall be granted to employees in accordance with the following:

.01 Every employee with six (6) months of continuous service will be granted an adoption leave in accordance with Articles 11.03.02 through 11.03.06.

.02 Upon receipt of notice as to the effective date of adoption, the employee will advise the Company, in writing, stating the desired date the leave will commence and terminate, and provide a copy of documentation associated with the adoption.

*611.03*  
*024* .03 The leave will commence on the day the child comes into the employee's care and will consist of a period not to exceed twenty-four (24) weeks.

.04 Every employee who intends to take or is on adoption leave shall give at least four (4) weeks notice in writing of any change in the length of leave intended to be taken.

.05 If two (2) employees are involved, the aggregate amount of adoption leave in respect of the adoption of any one child shall not exceed twenty-four (24) weeks.

.06 An employee returning from an authorized adoption leave shall be returned to his/her former position or to a comparable position in the same classification subject to Article 10.

**11.04 CHILD CARE LEAVE** - A leave of absence without pay shall be granted to employees in accordance with the following:

- .01 Every employee with six (6) months of continuous service who has or will have the actual care and custody of a newborn child shall be granted a child care leave in accordance with Articles 11.04.02 through 11.04.07.
- .02 The employee(s) must request child care leave in writing at least four (4) weeks in advance of the date such leave is desired.
- .03 The request must specify the desired date the leave will commence and terminate.
- .04 The leave will consist of a period not exceeding twenty-four (24) weeks commencing, as the employee(s) elects in accordance with 11.04.04.01 and 11.04.04.02.
  - .01 In the case of a female employee:
    - a) on the expiration of her maternity leave, *5818 / 024*
    - b) on the day the child is born, or
    - c) on the day the child comes into her actual care and custody.
  - .02 In the case of a male employee: *6317 / M*
    - a) on the expiration of any leave of absence taken in respect of the child by a female employee,
    - b) on the day the child is born, or
    - c) on the day the child comes into his actual care and custody.
- .05 Every employee who intends to take or is on child care leave shall give at least four (4) weeks notice in writing of any change in the length of leave intended to be taken.
- .06 If two (2) employees are involved, the aggregate amount of child care leave in respect of the birth of any one child shall not exceed twenty-four (24) weeks.

.07 An employee returning from an authorized child care leave shall be returned to his/her former position or to a comparable position in the same classification subject to Article 10.

11.05 SICK LEAVE <sup>77</sup>~~88~~55

.01 Sick leave will be allowed in accordance with provisions in Company Regulations Manual.

11.06 BEREAVEMENT LEAVE

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.01 When a death occurs in the immediate family of an employee, the employee shall be entitled to bereavement leave of four (4) consecutive calendar days. If the employee has completed three (3) consecutive months of employment, this leave will be with pay.

.02 **Definition - "Immediate Family"**: Includes the spouse of the employee and the following relatives of either the employee or spouse (including common-law spouse): son, daughter, parent, grandparent, grandchildren, sister, brother, and including other relatives residing with the employee.

**NOTE:** The conditions of eligibility of a common-law spouse are the same as those which apply under the Company's Free and Reduced Rate Transportation program (refer to Publication 715, Chapter 3 for details).

.03 In unusual circumstances, where the deceased is not a member of the immediate family (e.g. guardian), bereavement leave will be at the discretion of the Company.

.04 Bereavement leave will normally commence on the day immediately following the day of death and shall include both working and non-working days. Subject to prior approval of the Company, this leave may be deferred to include the funeral should the funeral not take place within the four (4) days immediately following the death.

ARTICLE 12 -PROMOTIONS, TRANSFERS, SET-BACKS OR  
DEMOTIONS

12.01 PROMOTIONS

*NK*  
.01 When the Company declares a permanent vacancy in a **classification** above the basic classification Finance Agent 1; it will be advertised, by means of a Promotional Bulletin, to employees within the Branch who are covered by this Agreement.

.02 The Promotional Bulletin shall contain such information as: Category, Classification, Location, Qualifications, Required Knowledge, Education, Skills and Closing Date of the Bulletin.

.03 Employees in the classification to whom the Bulletin is addressed will be entitled to make written application in accordance with the remarks section of the Bulletin.

.04 Copies of applications to Promotional Bulletins must also be sent to the local Union by the applicant.

.05 In the selection of employees for promotion, the decision shall rest with the Company, provided that in the case of employees with equal qualifications. the employee possessing the greater seniority shall receive the preference, such selections being made in consultation with the local Union.

Where there are active inter-category transfer requests on file, the selection process will be governed by 12.02.11.

.06 An employee selected for promotion will be given a reasonable length of time in which to prove his/her capabilities in the new assignment.

.07 In the event that there are no qualified applicants to a Promotional Bulletin, the Vacancy will be filled at the discretion of the Company.



- .02 A request for transfer shall be initiated by the employee in writing on Form **ACF759B**.
- .03 The request will be prepared in **quadruplicate** and will be **distributed** in accordance with the instructions on Form **ACF759B**.
- .04 Failure to comply with the above distribution may render the request invalid.
- .05 Incorrect completion of the form, errors and/or omissions may render the request invalid.
- .06 The recipient of the original and first copy will acknowledge in writing to the employee concerned, receipt of the transfer request(s) and specify the registration date of the request. A **copy of the acknowledgement will be forwarded to the IAM&AW, Finance Lodge 2603.**
- .07 Transfer requests shall be considered active for a period of twelve **(12)** months from the date of registration of the request.
- .08 .01 If a transfer request is not **actioned** during the active period the request will be considered as expired and should an employee still desire to transfer a new request must be submitted in accordance with paragraphs **12.02.01** through **12.02.03** inclusive.
- .02 Renewal requests **received** and registered within **forty-five (45)** days prior to the **expiry** date of the original request shall retain the original transfer request registration date.
- .03 Renewal requests not received and registered prior to the **expiry** date of the original request for transfer shall be considered as new requests.
- .09 To be eligible for consideration, the request for transfer must be registered at least **thirty (30)** days prior to the vacancy becoming available on a permanent basis.

- .10 Category II employees shall be considered for Finance Agent 3 Promotional Bulletins.
- .11 In the selection of employees for Finance Agent 3 Promotional Bulletins, the decision shall rest with the Company, provided that in the case of employees with equal **qualifications**, the employee possessing the greater Category I or II seniority as applicable shall receive the preference, such selection being made in consultation with the local Union.
- .12 Employees in Category II **with** valid inter-category transfer requests on file may refuse two offers of transfer to a position advertised in a Finance Agent 3 **Promotional Bulletin** and their transfer request will remain valid for future consideration.
- .13 Employees who refuse a third offer of a transfer will have their request for transfer cancelled and will not be permitted to submit another request for transfer for a period of **twenty-six (26)** weeks.
- .14 An employee transferring from one category to another will be given a reasonable length of time in which to prove **his/her** capabilities in the new category. However in no case will this period of time exceed twenty-six **(26)** weeks.
- .15 Salaries of transferred employees will not be in excess of the maximum **published rate of the classification**
- .16.01 Employees transferring from one Category to another shall retain and continue to accrue **seniority** in the category and classification for six **(6)** months from the date of transfer but shall not accumulate any additional seniority **thereafter**.
- .02 Such seniority **shall** be effective **only** in the event that an employee:
  - (a) is laid off and is unable to retain employment by bumping within the current category.
  - (b) is unable to prove his/her **capabilities** in the new category, subject to a permanent vacancy being available.

- .03 Employees may request to return to their former category, such transfers are subject to a permanent vacancy being available.
- .17 Employees permanently transferring from a position covered by this Agreement to a non-management position outside the scope of the Agreement shall retain their seniority within the classification and category from which transferred for a period not to exceed six (6) months. At the expiration of six (6) months, the employee must return to his/her previous category and classification or forfeit all seniority privileges therein. The ability to return is subject to a permanent vacancy being available.

#### **12.03 SET-BACKS OR DEMOTIONS**

- .01 An employee who is set back one or more classifications due to a change in the classification strength, or any other circumstances not resulting from lack of ability or disciplinary action, shall retain seniority in previous established classifications and shall be recalled to those classifications in accordance with his/her seniority therein. Employees set back, as outlined in this paragraph, shall be considered as having been laid off and shall have recall privileges as outlined under Article 10.12.
- .02 An employee who is permanently demoted one or more classifications due to lack of ability or disciplinary action, shall forfeit seniority privileges in those classifications from which demoted.
- .03 An employee who is again promoted to a classification from which he/she has previously been permanently demoted because of lack of ability or disciplinary action shall establish a seniority date coincidental with the date of latest permanent entry into the classification.

#### **12.04 INTER-SECTION TRANSFERS**

- .01 Employees who have completed their probationary period and wish to transfer from one section to another section, within the same classification and category, will make their request in accordance with the following:

- (a) A request for transfer shall be initiated by the employee in writing on Transfer Request Form ACF759B.
- (b) A separate transfer request form must be submitted for each Section to which the employee desires to transfer. Refer to 12.04.04 for a listing of the sections. Up to a maximum of five (5) transfer requests may be submitted by any employee desiring to transfer.
- (c) The request will be prepared in quadruplicate and will be distributed in accordance with the instructions on Transfer Request Form ACF759B.
- (d) Failure to comply with the above distribution may render the request invalid.
- (e) Incorrect completion of the form, errors and/or omissions may render the request invalid.
- (f) The Manager, Personnel Services will acknowledge in writing to the employee concerned, receipt of the transfer request(s) and specify the registration date of the request. A copy of the acknowledgement will be forwarded to the IAMAW, Finance Lodge 2603.
- (g) Transfer requests shall be considered active for a period of twelve (12) months from the date of registration of the request.
- (h) If a transfer request is not actioned during the active period, the request will be considered as expired and should an employee still desire a transfer to the previously requested section(s), a new request must be submitted in accordance with 12.04.01 paragraphs a) to e) inclusive.
- (i) Renewal requests received and registered within forty- five (45) days prior to the expiry date of the original request shall retain the original transfer request registration date and section(s).
- (ii) Renewal requests not received and registered prior to the expiry date of the original request for transfer shall be considered as new requests.

.02 For transfer requests to be actioned, the Company must declare a permanent vacancy in the requested section.

- (a) When the Company has **actioned** a transfer request to fill a declared vacancy, it will only be obligated to consider transfer requests to fill a declared vacancy that was created by the initial transfer **action**. The Company may, however, consider filling any subsequently declared vacancies by **actioning** transfer requests or electing to fill the declared vacancies by the issuance of a Promotional Bulletin.
- (b) When the Company declares a vacancy, **it** may elect to delay the **actioning** of an active transfer request should it consider ~~that the actioning of the transfer would have an~~ adverse effect on the operation due to dilution of the skills in the section(s) involved. When the Company elects to delay a transfer, it will discuss the reason for ~~the~~ delay with the Union.
- (c) The employee requesting a transfer will be transferred provided that:
  - (i) The transfer request has been registered for thirty **(30)** days prior to the vacancy being declared.
  - (ii) The employee has served in his/her present classification and section for at least twelve **(12)** months.
  - (iii) The employee's on-the-job performance has been satisfactory.
  - (ii) The employee meets the necessary physical requirements, **if** applicable.
  - (v) The employee meets the necessary language requirements, **if** applicable.
  - (vi) The interests of the sections in question are not **jeopardized**.
  - (vii) The employee is "**qualified**" to perform the duties and/or is **able** to successfully complete an appropriate test(s) where applicable.

- (d) The term "qualified" means an employee whose qualifications, in the opinion of the supervisor, meet the minimum required to perform the work involved in the job declared vacant.
  - (e) Where more than one (1) employee meets the conditions outlined in **12.04.02** paragraph (c), the selection will be based on the **seniority** of the employees involved.
  - (f) When a vacancy does not exist and there are valid **transfer** requests on file which could result in the interchange of employees between sections, the Company may consider **actioning** the requests provided they are handled in accordance with paragraphs c) to e) inclusive. Each **interchange will be discussed with the Union prior to actioning** the requests.
  - (g) Permanent employees are not eligible to transfer to a temporary-ten vacancy.
  - (h) Employees who have been involuntarily displaced from their section shall be exempt from the time requirements provided for in **12.04.02** paragraph (c) (ii).
  - (i) The time limitations provided for in **12.04.02** paragraph (c) (i) will not prevent the Company from accommodating an employee who has not served in **his/her** present section for the specified period of time provided that such transfer(s) are mutually acceptable to the Company and to the Union.
- .03 The following shall apply to the subsequent handling of transfer requests.
- (a) An employee may withdraw his/her transfer request at any time prior to a transfer being offered. The withdrawal must be made in writing and the correspondence will be distributed in accordance **with** the distribution instructions on Transfer Request Form **ACF759B**.

- (b) Employees who have valid transfer requests on record will be advised when a permanent vacancy has been declared in a section to which they have requested a transfer and will be required to confirm in writing and the correspondence distributed in accordance with 12.04.01 paragraph c) within forty-eight (48) hours if they wish to be considered for the vacancy. Failure to reply within the specified time limit will result in the cancellation of the employee's request to transfer to the specific section and the employee shall be restricted from submitting a new request for transfer to the specific section for a period of twenty-six (26) weeks.
- (c) When an employee is offered the opportunity to transfer he/she will be given twenty-four (24) hours to respond to the Supervisor making the offer.
- (i) If the employee accepts the offer to transfer, all outstanding transfer requests for the employee will be cancelled and the employee will not be eligible to be considered for a transfer to another section until he/she has completed a minimum of twelve (12) months in the new section.
- (ii) If the employee declines the offer to transfer, the employee's request for transfer to the specific section will be cancelled and the employee shall be restricted from submitting a new request for transfer to the specified section for a period of twenty-six (26) weeks.
- (iii) If the employee accepts the offer to transfer, he/she will not be eligible to withdraw from or decline to transfer unless mutually acceptable to the Company and the Union. If the reversion is accepted, the request for transfer to the specific section will be cancelled and the employee shall be restricted from submitting a new transfer request to the specific section for a period of twenty-six (26) weeks.

.04 For the purpose of these transfer procedures, the following lists the sections within the Winnipeg Finance Branch organizations.

(a) **General & Cargo Accounting**

Cargo Accounting & Control  
Cargo Receivables  
Commercial Credit  
Disbursements  
Financial Reporting  
Payrolls  
P & E Accounting

(b) **Passenger Revenue Accounting**

Interline Controls  
Interline Pricing  
Passenger Reporting & Control  
Passenger Sales Results  
Refund Services  
**Sales** Accounting  
Sales Audit

(c) **Treasury**

**Treasury Operations**

.05 Sections in 12.04.04 paragraphs (a) to (c) will be amended as required through discussions, at Step 2 of the grievance procedure, between the Company and the Union to reflect organization changes without review of transfer procedures.

ARTICLE 13 - HOLIDAYS

13.01 The following holidays, equivalent time off or time credit will be granted to all employees covered by this Agreement.

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New Year's Day	Labour Day
Good Friday	Thanksgiving Day
Queen's Birthday	Remembrance Day
St. John the Baptist	Christmas Day
Canada-Day	Boxing Day
<b>August Civic Holiday</b>	



NOTE 1: St. John the Baptist will be granted on either June 24th or some other agreed-to day, within two (2) weeks of June 24th.

NOTE 2: New employees must be in the employ of the Company for at least thirty (30) calendar days prior to a Statutory Holiday to be eligible for such benefit.

NOTE 3: Employees who have been absent from work, excluding vacation, in excess of thirty (30) consecutive days immediately prior to a Statutory Holiday will not be eligible for such benefit. Interruption of this benefit will cease upon return to active employment.

13.02 Holidays will be time recorded as follows:

.01 Holiday on scheduled work day:

(a) Employee does not work: maintain regular pay.

(b) Employee works: maintain regular pay, plus all hours worked credited at the premium rate of time and one-half.

.02 In the event that an employee's regular scheduled day off falls on one of the above listed Statutory Holidays, he may be assigned, in lieu of such Statutory Holiday, an additional day off on the scheduled working day either immediately preceding or following the Statutory Holiday. Under circumstances where an employee is not assigned such a day off, he/she will be credited with twelve (12) hours at straight time.

13.03 Employees working a 6 x 3 type work schedule or equivalent variations thereof in accordance with Articles 6.02, NOTE 1, will not be entitled to this credit or time off.

13.04 In the event that a Statutory Holiday(s) falls during an employee's first fourteen (14) days of absence due to sickness or injury, he/she will be assigned in lieu of th Statutory Holiday(s) an additional day(s) off on a scheduled working day(s) before December 31st of the same year. In the event that the day(s) cannot be assigned by December 31st, the employee will be credited eight (8) hours at straight time in lieu of the holiday(s).

**13.05** If a Statutory Holiday(s) falls during a subsequent period when an employee is absent due to long-term sickness (G.D.I.P.) or injury (Worker's Compensation) and provided he/she works at least one (1) day in the calendar year within which the Statutory Holiday(s) falls, he/she will be assigned a scheduled working day(s) off for each of the Statutory Holiday(s) during this period which must be taken immediately following termination of G.D.I.P. or Worker's Compensation and prior to returning to work except as provided for in Article 13.01, Note 3.

#### ARTICLE 14 - VACATIONS

**14.01** Past Service Recognition - Notwithstanding the provisions of this article, it is understood and agreed that the employees covered by this Agreement will be subject to the provisions and regulations of the Company's policy on past service recognition.

**14.02** An employee shall have his/her vacation entitlement reduced due to personal leaves or absences without pay. Such leaves or absences shall be subject to a prorated vacation entitlement in accordance with Company regulations.

**14.03** An employee with more than six (6) months of service on a maternity leave of absence in accordance with Articles 11.02.01 through 11.02.07, or on adoptive leave of absence in accordance with Articles 11.03.01 through 11.03.06 shall not have vacation entitlement reduced for the following year.

Employees proceeding on child care leave of absence in accordance with Articles 11.04.01 through 11.04.07 will be entitled to full vacation in the following year.

**14.04** Employees who have completed less than one (1) year of continuous service by December 31st of each year will be granted vacation leave with pay in accordance with the following chart for each full month of continuous service up to December 31st.

The vacation leave will be exclusive of holidays as provided in Article 13.01 which may occur during the vacation period.

<u>Full Calendar Months Of Continuous Service</u>	<u>Calendar Days Of Vacation Leave <b>With Pay</b></u>
---	--

1	1
2	2
3	4
4	5
5	6
6	7
7	a
8	9
9	11
10	12
11	13

NOTE: A full calendar month of service for vacation purposes will be credited if an employee commences Company service on the **first** working day of the month, fall days of the month before **com** mencement are Statutory or Company declared holidays and/or **scheduled** days off of the employee's work cycle. *54/ 01-02*

**14.05** Employees who have completed one **(1)** year or more of continuous service by December **31st** of each year will be granted fourteen **(14)** calendar days vacation leave with pay, **exclusive** of holidays, as provided in Article **13.01**, which may occur during the vacation period. *03-03*

**14.06** Employees who have completed three **(3)** years or more of continuous service by December **31st** of each year will be granted twenty-one **(21)** calendar days vacation leave with pay, exclusive of holidays as provided in Article **13.01** which may occur during the vacation period. *10-04*

**14.07** Employees who have **completed** ten **(10)** years or more of continuous service by December **31st** of each year will be granted twenty-eight **(28)** calendar days vacation leave with pay, exclusive of holidays, as provided in Article **13.01**, which may occur during the vacation period.

18-05

- 14.06 Employees who have completed eighteen (18) years or more of continuous service by December 31st of each year will be granted **thirty-five (35)** calendar days vacation leave with pay, exclusive of holidays, as provided in Article 13.01, which may occur during the vacation period. 30-06
- 14.09 Employees who have completed thirty (30) years or more of continuous service by December 31st of each year will be granted forty-two (42) calendar days vacation leave with pay, exclusive of holidays, as provided in Article 13.01, which may occur during the vacation period.
- 14.10 Employees working a 6 x 3 type work schedule or equivalent variations thereof will be governed by Article 6.02, Note 1.
- 14.11 Vacation leave will be taken in consecutive days. Vacation leave is not cumulative and will be taken during the twelve (12) months immediately following the period for which it is granted unless special circumstances warrant otherwise and prior arrangements are made in writing with the Company.
- 14.12 It is recognized by the parties of this Agreement that restrictions on the selection of vacation times may be necessary. It is agreed, however, that such restrictions are undesirable and should be avoided where possible. Any restrictions on vacation dates must be declared by the Company prior to the employees selecting their vacation dates.
- 14.13 Selection of vacation shall be in accordance with the following:
- 01 Commencing on November 1st, Management shall provide lists and employees shall be required to indicate their preference for vacation periods in sufficient time to permit posting of approved vacation lists by December 20th of the year preceding that in which the vacation will be taken.
  - 02 Within Sections, preference shall be granted on the basis of the last permanent Company starting date for selection of vacation. Except that an employee transferring, reclassifying, relocating or exercising bumping privileges after the posting

date (December 20th) of each year, shall not affect the vacations that have been selected by employees with less Company service and may be required to adjust his/her vacation selection to comply with the approved allotment for his/her new Section. An employee who has transferred, reclassified, relocated or bumped prior to December 20th will have the right to exercise his/her Company service date in the selection of vacation dates in his/her new Section provided that the deadline for posting of dates has not expired.

- .03 Employees with two (2) or more weeks of vacation credits may elect to split their vacation in weekly increments.

The method of selection for the first period will be in accordance with Article 14.13.02. Selection of the second period will be determined after all employees have indicated their first choice. Selection of the third period will be determined after all employees have indicated their second choice. Selection of the fourth period will be determined after all employees have indicated their third choice. Selection of the fifth period will be determined after all employees have indicated their fourth choice. Selection of the sixth period will be determined after all employees have indicated their fifth choice.

- .04 Vacation dates shall not be exchanged between employees without prior approval of the local Manager and the local Union Committee.

- .05 An employee may change the established vacation date(s) subject to the Supervisor's agreement.

- .06 The Company shall have the sole right to alter the dates of an employee's vacation up to six (6) weeks prior to the dates established provided the vacation dates are not advanced.

- 14.14 When an employee with an outstanding vacation entitlement is placed on GDIP during a calendar year and does not return during that work year the employee will be given the option of either:

(a) Deferring the outstanding vacation, which must be taken immediately following termination of GDIP and prior to returning to work,

OR

(b) Being placed on "vacation" for the outstanding period prior to December 31st in order to receive normal pay and extend the benefit period.

14.15 Employees dispensed with, discharged or resigning from the service of the Company for any reason are entitled to receive pay in lieu of accrued vacation. The date of separation will not be extended beyond the date of actual termination of service.

#### **ARTICLE 15 - GRIEVANCE ~~PROCEDURE~~ - GENERAL**

15.01 It is the desire of the parties to this Agreement that complaints or grievances be settled as promptly as possible. This Article is to provide for the prompt handling of such matters as alleged misinter pretation or violation of the Agreement, or other causes for complaint, but excluding appeals from disciplinary action or discharge which are provided for in Article 16.

15.02 When an employee believes that he/she has been unjustly dealt with ~~or that any provision of the Agreement has been violated~~, he/she shall first attempt to settle the matter with his/her Supervisor. The employee may take this action on his/her own or accompanied by a Steward. Alternately, the employee may elect to have his/her Steward handle the matter on his/her behalf with the Supervisor.

NOTE: The application of Article 15.02 must occur within ninety (90) days of the occurrence or his/her knowledge of the incident.

15.03 Except as provided for in Article 15.04, all grievances which have not been settled by the above procedure shall be reduced to writing by the employee and appealed by the Union through the following steps.

Step 1: Immediate Manager, or his/her designated representative;

**Step 2:** Director, **General & Cargo Accounting, Winnipeg** Finance Division, or his/her designated representative;

**Step 3:** Director, Labour Relations, Montreal or his/her designated representative.

- 15.04** Grievances of a general or policy nature may be initiated by the Company or the Union at either Step 1 or Step 2 of the Grievance Procedure depending on the nature and the scope of such grievances.
- 15.05** If an acceptable decision is not received at any step in the Grievance Procedure, the grievance may be appealed through subsequent steps of the Grievance Procedure, subject to Article **15.07 until** all steps of the Grievance Procedure have been exhausted.
- 15.06** When a grievance is initiated, a hearing shall be held within seven (7) days of receipt by the Company of a written notice of grievance. All decisions shall be rendered within seven (7) days of the hearing and shall be communicated, in writing, to the parties concerned.
- 15.07** Requests for an appeal hearing must be lodged in writing within ~~seven (7) days of receipt~~ **of a decision. The appeal hearing shall** be held within seven (7) days of receipt by the Company of a written notice of appeal. All decisions shall be rendered within seven (7) days of the hearing and shall be communicated, in writing, to the parties concerned.
- 15.08** All time limits will be exclusive of Saturdays, Sundays and Holidays and may be extended by mutual agreement in writing.
- 15.09** Provided the grievance involves the interpretation or alleged violation of the provisions of this Agreement, any dispute not settled through the provisions of Article 15, may be submitted to arbitration by either party as provided for in Article 17.

- 15.10** All decisions arrived at between management of the Company and the employee and/or the Union shall be final and binding upon the Company, the employee and the Union. Decisions not appealed within the time limit prescribed shall be final and binding upon the party or parties concerned.
- 15.11** The Company and the Union shall endeavour to have the grievance appeal held in the city of the grievor(s) place of employment.
- 15.12** The Union and the Company may have any witnesses present who can give relevant evidence on the matter in question.
- 15.13** Witnesses who are employees of the Company shall, subject to the requirements of the service, be given leave of absence for a time sufficient to permit them to appear as witnesses. Space available transportation will be provided over the lines of the Company from the point of duty to the point of hearing and return.

#### **ARTICLE 16 - DISCIPLINE AND DISCHARGE PROCEDURES**

- 16.01** Under circumstances where as a result of an alleged misdemeanor, it is considered undesirable that an employee should be allowed on the Company premises and where there is doubt as to the appropriate charge and/or penalty the employee may be held out of service pending investigation for a period not to exceed three (3) clear calendar days exclusive of Saturdays, Sundays and Holidays.
- 16.02** When the Company is contemplating or taking discipline or discharge action and they believe it is necessary to question the employee(s), the employee(s) may request and will be granted the presence of the local Union Steward as an observer.
- 16.03** Where disciplinary action (letter of reprimand, disciplinary letter, suspension without pay, demotion or discharge) is considered necessary, the employee will be advised in writing. Where the decision of the Company is to discharge for just cause, the employee shall first be notified in writing that he/she is "Suspended Pending Discharge". This notification shall include the specific charge or charges precipitating the action.



**16.04** When an employee has been notified of disciplinary action he/she may request, in writing, an investigation and hearing before the:

Director, General & Cargo Accounting  
Winnipeg **Finance** Division  
**P.O.Box 768**  
Winnipeg, Manitoba  
**R3C 2N2**

or his/her representative, within three **(3)** calendar days, exclusive of Saturdays, Sundays and holidays, from the date of such notification.

**16.05** The appeal hearing shall be held within seven **(7)** clear calendar days, exclusive of Saturdays, Sundays and Holidays of the employee's written request, and a decision shall be rendered ~~within seven (7) days of the hearing~~ and **shall be communicated**, in writing, to the parties concerned.

Director, Labour Relations  
Air Canada  
**P.O.Box 14,000**  
Postal Station, St-Laurent  
Montreal, Quebec  
**H4Y 1H4**

**16.06** When the procedures outlined in Article **16.05** have been exhausted and if the employee does not receive an acceptable decision, an appeal may be lodged in writing, within seven **(7)** **days of receipt of the decision to:**

**16.07** The **final** appeal hearing shall be held within seven **(7)** clear calendar days, exclusive of Saturdays, Sundays and Holidays of the employee's written request, and a decision shall be rendered within seven **(7)** days of the hearing. The final decision of the Company shall be forwarded to the employee, the appropriate General Chairman and District Lodge **148** by double registered mail.

- 16.08** Disciplinary action involving loss of pay, *i.e.*, Suspension Without Pay, shall be withheld pending the **final** decision at the Third Level of the discipline appeal procedure.
- 16.09** Where **it** is considered desirable by the Company, appeals to discharge **decisions** may be **handled** by combining the above **appeal** levels.
- 16.10** **O**if the initial investigation and hearing is not requested in a discharge case, the employee may be discharged effective the day following the appeal **period specified** in Article **16.04** above. If an investigation and hearing is requested, and if the decision is to discharge, and provided that no further appeal is made within the time limit specified in Article **16.06** above, the discharge will be effective the day following this **limit**.
- 16.11** Throughout this procedure an employee shall have the right to be represented by an **authorized** Union Committee. In this event, and if the employee appeals to the Headquarters officers of the Company, he/she shall be represented at these latter levels by the General Chairmen. Subject to the other provisions of Article **16** and **17**, including time limits, the employee may throughout this procedure handle the matter on his own behalf **if** he/she so desires, including arbitration.
- ~~If **17** of the Union is not satisfied with the final decision of the Company,~~  
the matter may be submitted to arbitration subject to the provisions of Article **17** of this Agreement, provided the employee concerned has so requested in writing.
- 16.13** Nothing in **this** Agreement shall be construed as preventing the Company from **holding** an employee out of service pending an **investigation** and hearing or appeal. The Company's decision in the case of such hearings or appeals may, either uphold a previous Company **decision**, **fully** exonerate and reinstate the **employee with pay for all time lost**, ~~or~~ **render any decision as may be** considered just and equitable.
- 16.14** All correspondence to an employee concerning discipline shall remain on the employee's personal **file** for a **period** not to exceed two **(2)** years from the date the correspondence is written, subject to Article 16.16.

**16.15** In the event that the discipline is **modified** through the appeal or arbitration process, the original advice will be removed from the employee's personal file and replaced with the **final** decision, unless such decision is to exonerate the employee, in which case all correspondence will be removed.

**16.16** In the event subsequent disciplinary correspondence is placed on the employee's personal file, the previous correspondence relative to discipline shall remain on the employee's **personal** file until the **expiry** date of the subsequent correspondence, or until such time the two (2) year period has expired, whichever is the later.

#### ARTICLE 17 -ARBITRATION

**17.01 Disputes** other than specific employee grievances or disciplinary or discharge appeals may be submitted to arbitration by either of the parties hereto provided the issue in question concerns the **interpretation** or alleged violation of any provision of this Agreement.

**17.02** Should the Company and the Union fail to reach an agreement upon a **specific** employee grievance dealt with under Article 15, and provided the grievance involves the interpretation or the alleged violation of any provision of this Agreement, or should the **Union be dissatisfied with the final decision of the Company rendered** under Article 16 the Union shall **be** entitled to submit the case to arbitration. The **question** as to whether or not any such issue is **arbitrable** may also be submitted to arbitration.

**17.03** No dispute involving a **specific** employee grievance or disciplinary appeal shall be submitted to arbitration until it shall first have been handled through the preceding steps of the appropriate appeal procedure.

**17.04** The party contemplating arbitration shall **notify** the other party in writing within ten (10) clear calendar days after receipt of the decision or the action, of their intent to either:

(a) arbitrate, or

(b) extend the ten (10) clearcalendar day limit to **sixty (60)** days.

In the case of an extension requested as per paragraph (b) above, and should the party decide to arbitrate, written notification of intent to arbitrate must be provided to the other party not later than sixty (60) days after receipt of the decision or the action. All such written notifications shall be forwarded by double registered mail.

- 17.05** Any decision not submitted to arbitration within the time limits referenced in Article 17.04 shall be final and binding upon the Company, the employee and the Union.
- 17.06** Within five (5) clear calendar days of the receipt of this notice, the parties shall confer and endeavour to name the person chosen to act as the single Arbitrator.
- 17.07** Should the parties fail within ten (10) clear calendar days to agree on a single Arbitrator, the Minister of Labour for Canada shall be requested by the parties, acting jointly, or by either party acting separately, to appoint an Arbitrator.
- 17.08** The Arbitrator shall convene a meeting of the parties, take relevant evidence and make every effort to complete the hearing of the case within thirty (30) days of his/her appointment and to issue a written decision to the parties within fifteen (15) days of the hearing.
- 17.09** The decision of the Arbitrator shall be final and binding upon the Company, the employees and the Union.
- 17.10** The fees and expenses of the Arbitrator shall be borne equally by each party.
- 17.11** The Arbitrator shall not, in the case of a grievance appeal, make any decision inconsistent with the provisions of this Agreement, nor shall he/she alter, modify or amend any part of this Agreement, but he/she shall have the authority to determine, except as limited by the Agreement, the compensation to which an aggrieved may be entitled.
- 17.12** In the case of disciplinary or discharge appeals, the Arbitrator may either uphold the Company's final decision, fully exonerate

and reinstate the employee with pay for all time lost, or render such intermediate decision as he/she considers just and equitable.

**17.13** At the **written** request of either party, any matter may be **submitted** to an Arbitration Board for determination in accordance with **the provisions of this Article**. ~~In this event, the formation of the Board will be in accordance with the following:~~

- .01** The party electing an Arbitration Board in accordance with Article **17.13** shall **notify** the other party in **writing** within ten **(10)** clear calendar days after receipt of the decision or the action. This time limit will be extended up to **sixty (60)** clear calendar days upon the written request of **either** party.
- .02** As soon as possible, but not more than ten **(10)** clear ~~calendar days of the receipt of this notice; the parties shall confer~~ and endeavour to name the persons chosen to act as members of the **Arbitration** Board. This Arbitration Board will be comprised of one Chairman and two members.
- .03** Should the representatives fail within ten **(10)** clear calendar days to agree on an Arbitration Board Chairman, the Minister of Labour for Canada shall be requested by the two parties, acting jointly, or by either party acting separately, to appoint the Arbitration Board Chairman.
- .04** The Arbitration Board shall meet, take relevant evidence and make every effort to complete the hearing of the case **within** thirty **(30)** days of the appointment of the Chairman and to issue a written **decision** to the parties within **fifteen (15)** days of the hearing.
- .05** The decision of the majority is the decision of the Arbitration Board, but if there is no majority, the decision of the Chairman governs and, in either case, the decision shall be final and binding upon the Company, the employees and the Union.
- .06** The fees and expenses of the members shall be borne by each party. The party requesting the **Arbitration** Board **shall** pay for the fees and expenses of the Chairman of the Board.

.07 The Arbitration Board shall not in the case of a grievance appeal make any decision inconsistent with the provisions of this Agreement nor shall it alter, **modify** or amend any part of this Agreement, but shall have the authority to determine, **except as limited by the Agreement, the compensation, to which an aggrieved may be entitled.**

.08 In the case of disciplinary or discharge appeals, the Arbitration Board may either uphold the Company's final decision, fully exonerate and reinstate the employee with pay for all time lost or render such intermediate decision as it considers just and equitable.

#### ARTICLE 18 -GENERAL PROVISIONS

**18.01 LETTER OF UNDERSTANDING** - Any Letter of Understanding negotiated between the Company and Union shall be deemed to form a part of this Agreement as if it had been incorporated herein. A Letter of Understanding shall be identified by a heading and a number, and must be signed by representatives of both parties.

**18.02 UNION - MANAGEMENT HEADQUARTERS COMMITTEE** - It is **recognized** that meetings between the Company and the Union are essential to the maintenance of good employee-employer relations and the establish **ment** of mutual confidence and trust.

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.01 A Union-Management Headquarters Committee will be established to promote better communications, mutual respect and understanding between the Company and its employees. The work of this Committee shall not detract from the functioning of the **recognized** Local Grievance Committee.

.02 Meetings shall be **held** periodically for the purpose of dealing with all outstanding grievances and other issues that have been processed to the **Headquarters** level of the Company.

.03 The dates of such meetings will be established by mutual **agree ment** and decisions rendered at such meetings will be prepared and made available to all concerned.

### 18.03 SAFETY AND HEALTH COMMITTEES

- .01 While the question of safety is of paramount importance to all personnel, Supervisors are specifically charged with the duty of initiating and monitoring all practices necessary to ensure the safety and health of employees as well as ensuring the safety of all equipment.
- .02 Supervisors must be especially vigilant regarding both unsafe work habits of employees and work conditions and are required to act on any report by an employee of an unsafe work habit or condition.
- .03 An employee who observes an unsafe condition or act that he/she cannot personally correct shall notify his/her Supervisor or refer it to his/her Steward who will advise the Supervisor. Where the employee or the Steward is not satisfied that the Supervisor has in a reasonable period of time effectively dealt with the situation, the matter shall be referred to the appropriate Safety and Health Committee.
- .04 Where the Company has, in accordance with the code, authorized the establishment of a Committee, it shall consist of a number of employees who exercise managerial functions and a number who do not: at least half of the members must be employees who do not exercise managerial functions and have been selected by the Union.

NOTE: Where a Committee has not been authorized, any Safety & Health item should be promptly dealt with on a local basis by a designated employee who exercises managerial functions and one who does not.

- .05 The number of Committee members will be determined at each location, but that number should be large enough to permit productive interaction while small enough to keep the committee manageable. The number of committee members should not in any case be less than four nor more than twelve.
- .06 The Committee member's term of office shall be two (2) years, but any member may be reappointed; the employee representatives on the committee shall be appointed by the Union.

- .07 A committee shall have two Co-Chairmen of equal standing chosen from the members of the Committee, one being an employee **representative** selected by the employee representatives on the **Committee** and the other being a managerial representative selected by the managerial representatives on the Committee.
- .08 The Company will post the names and work locations of all the members of any committee it has established in a conspicuous place or places where they are likely to come to the attention of the employees the committee represents.
- .09 The powers and functions of the committee(s)
- (a) shall receive, consider and expeditiously dispose of complaints relating to the safety and health of the employees represented by the **committee**;
  - (b) shall maintain records pertaining to disposition of complaints relating to the safety and health of the employees represented by the committee;
  - (c) shall cooperate with any occupational health service established to serve the work place;
  - (d) may establish and promote safety and health programs for the **education** of the **employees** represented by **the** committee.;
  - (e) shall participate in all **inquiries** and investigations **pertain-**  
**ing** to occupational safety and health, including such **con-**  
**sultations** as may be necessary with persons who are professionally or **technically qualified** to advise the committee on those matters:
  - (f) may develop, establish and maintain programs, **mea-**  
**sures and procedures for the protection or improvement**  
of the safety and health of employees:
  - (g) shall regularly monitor programs, measures and procedures related to the safety and health of the employees;



- (h) shall ensure that adequate records are kept on work accidents, injuries and health hazards and shall regularly monitor data relating to those accidents, injuries and hazards;
- (i) shall cooperate with safety officers;
- (j) may request from an employer such information as the Committee considers necessary to identify existing or potential hazards with respect to materials, processes or equipment in the work place; and
- (k) shall have full access to all Government and employer reports relating to the safety and health of the employees represented by the Committee but shall not have access to the medical records of any person except with the consent of that person.

Information received by such Committees shall be treated as privileged information for the specific use of the Committee for the item being discussed. Full access to such information will be provided to Safety Officers of Labour Canada.

- 10 Minutes of Committee meetings shall be prepared in a format acceptable to the Regional Director of Labour Canada. The minutes must be approved and signed by the Co-Chairmen before they are released for distribution and posting.
- 11 The Co-Chairman selected by the managerial representative on the Committee shall ensure that a copy of the minute(s) of each Committee meeting is:
  - (a) posted at all work places within the area for which the Committee is established; and
  - (b) is given to the Company, District Lodge 148 and the appropriate General Chairman & Local Shop Committee for the area for which the Committee is established.
- 12 The Company shall send a copy of the minutes of each Committee meeting to the appropriate Regional Director of Labour Canada.

.13 A Committee will meet at least monthly during regular working hours or on an urgent basis as a result of an emergency or other special circumstance. All meetings of the Committee shall be called by the Committee Co-Chairmen. A majority of the members of a Committee, at least half of whom are employees who do not exercise managerial functions, shall constitute a quorum.

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.14 A member of a Committee will be granted such time from his/her work as is necessary to attend meetings or to carry out any other functions assigned by the Committee Co-Chairmen. Any time spent attending a meeting or carrying out any approved functions as a member of the Committee shall be considered as time worked and covered by existing time recording procedures and the provisions of the Agreement.

**NOTE:** In the event that neither of the Co-Chairmen are available, a Safety and Health Committee member may discuss the circumstances surrounding a safety issue which he/she believes requires immediate attention, with the Supervisor involved.

.15 No member of a Committee is personally liable for anything done by him/her in good faith while carrying out his/her role as a member of a Safety and Health Committee.

.16 Subject to the foregoing a Committee may establish its own procedures, rules and regulations. Committees may not, however, change work rules or procedures, allocate or commit Company funds or personnel without express approval of the appropriate Management authority.

.17 Matters not resolved by the Committee, may be referred to the Safety Officer of Labour Canada.

.18 The Committee(s) will function within the spirit and intent of Part II of the Canada Labour Code.

**18.04 HEALTH AND SAFETY OF VIDEO DISPLAY TERMINAL OPERATORS**

.01 An employee who furnishes the Company with a medical certificate attesting to her pregnancy and concerns that her working conditions, while operating a Video Display Terminal, Data Entry Terminal or any similar equipment may be physically dangerous to her unborn child, or to herself by reason of her pregnancy, may elect one of the following two (2) options:

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(a) Request to be reassigned in the same classification level or to a lower classification level (with a corresponding reduction in pay).

(b) Request a personal leave of absence without pay in accordance with Article 11.01

.02 Where possible, the Company will assign the employee to an alternate position within five (5) working days of the request. If unable to accommodate the employee within the time limit the Company will notify the Union and the parks will meet without delay in an effort to resolve the matter.

.03 In the event the Company is unable to accommodate the employee under Option (a), or in the event the employee does not accept the available position, Option (b) shall still be available to the employee.

.04 Following termination of the maternity leave, the employee will be reinstated to her former position or a comparable position in her original classification level.

.05 The Company will provide annual eye examinations on a voluntary basis to those employees who are required to operate on a full time basis a Video Display Terminal, Data Entry Terminal or any similar equipment.

*C/B*

**18.05 CORPORATE REORGANIZATION** - In the event that the Company changes ownership, merges with another company or in any way changes its corporate identity, this Agreement will

remain in full force and effect and the Union recognition now in effect and/or the **certifi cate** issued by the Canada Labour Relations Board then in existence shall not be affected in any way except as otherwise governed or directed by the Board. The Company further agrees to enter into negotiations **with** the Union relative to protection of employees' seniority and other conditions of this Agreement. Failing settle **ment**, the provisions of the Canada Labour Code will apply.

The parties agree that in the event of a merger, amalgamation or acquisition involving an **intermingling** of employees, the joint position of the parties in any proceeding(s) involving the resolution of competing claims to seniority will be that preferential seniority provisions in any relevant Collective Agreement should be of no **effect in establishing a merged seniority list.**

#### 18.06 ORDERS IN WRITING

- .01 All orders to a permanent employee involving a change in **loca tion** or assignment, promotion, demotion, dismissal, layoff, disciplinary action and leave of absence shall be stated in **writing**, copy of such orders being supplied to the local Union.
- .02 Employees whose period of temporary-term employment is **termina**ted will be **given** orders in writing covering such termination and a copy of such orders **will be supplied** to the local **Union**.

18.07 BULLETIN BOARD - The Union shall have the privilege of posting notices of meetings on Company notice boards in all locations where Union members **an?** employed.

#### 18.08 SEVERANCE PAY

- .01 A permanent employee covered by this Agreement who has completed one (1) year of continuous service under this **Agreement immediately prior to being laid-off through no fault or action of his/her own, including lay-off resulting from merger or geographical relocation, shall receive severance**

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pay as provided in paragraph .02, subject to the limitations and conditions set forth herein, but he/she shall receive no severance pay if any one or more of the following conditions exist:

- (a) He/She exercises his/her seniority in order to remain in the employ of the Company or accepts transfer.
- (b) He/She accepts any other employment with the Company or refuses to accept a job in a work classification under this Agreement.
- (c) He/She fails to exercise his/her seniority which would enable him/her to remain in the employ of the Company.
- (d) The layoff is caused by an act of God, a national war emergency, revocation of the Company's operating certificates or certificate, or grounding of a substantial number of Company aircraft for reasons beyond the Company's control.
- (e) The off-duty status results from a strike, lockout or picketing of the Company's premises.
- (f) He/She is on leave of absence on the effective date of lay off. In the case of an employee on leave of absence due to illness on the date of layoff, these provisions will become effective on the date that he/she is able and reports for work following termination of such leave of absence.
- (g) His/Her service is terminated as a result of discipline, retirement, medical reasons or resignation other than as a direct result of, or during a layoff.

.02 The amount of severance pay due under this Article shall be based on the length of actual straight time continuous service with the Company under this Agreement, and shall be computed on the basis of the employee's regular straight time weekly rate at time of layoff, as follows:

If Employee Has Completed

$\frac{28}{010}$

Severance Allowance

$\frac{32}{10}$

$\frac{37}{20}$

1 to 3 years		2 weeks
3 years but less than 4 years of service		3 weeks
4 years but less than 5 years of service		4 weeks
5 years but less than 6 years of service		5 weeks
6 years but less than 7 years of service		6 weeks
7 years but less than 8 years of service		7 weeks
8 years but less than 9 years of service		8 weeks
9 years but less than 10 years of service		9 weeks
10 years but less than 11 years of service		10 weeks
11 years but less than 12 years of service		11 weeks
12 years but less than 13 years of service		12 weeks
13 years but less than 14 years of service		13 weeks
14 years but less than 15 years of service		14 weeks
15 years but less than 16 years of service		15 weeks
16 years but less than 17 years of service		16 weeks
17 years but less than 18 years of service		17 weeks
18 years but less than 19 years of service		18 weeks
19 years but less than 20 years of service		19 weeks
20 years and thereafter		20 weeks

- .03 The employee eligible for severance pay shall receive such pay starting at the time of layoff, and payments for the amount due shall be at regular pay periods and continue until all severance pay credit is used, except that in no event shall any such pay be due after the effective date of recall or acceptance of other employment, in the Company.
- .04 In the event that a laid off employee is recalled or obtains other employment with the Company without having used all his/ her severance pay, the unused time will be credited to his/her account; however, service for additional severance pay credits will only be accumulated from his/her date of recall to the position from which he/she was laid off.

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**18.09 SEXUAL HARASSMENT**

**.01 Definition** - "Sexual harassment" means any conduct, comment, gesture, contact of a sexual nature:

- (a) that is likely to cause **offense** or humiliation to any **employee; or**
- (b) that might, on reasonable grounds, be perceived by that employee as placing a condition of a sexual nature on employment or any opportunity for training or promotion.

**.02 Right of Employee** - Every employee is entitled to employment free of sexual harassment.

**.03 Responsibility of the Company** -

- (a) The Company shall make every reasonable effort to ensure that no employee is subjected to sexual harassment.
- (b) The Company will take appropriate disciplinary action against any person in its employ who subjects any other **employee to sexual harassment.**

**.04 Complaints.**

- (a) An employee who believes he/she has been sexually harassed may initiate a grievance at any of the steps of the grievance procedure. Alternatively, the grievance may be raised directly with the Manager, Human Resources Programs and Employee Appeals without foregoing the right to ultimately grieve under Article 15.

**Grievances submitted pursuant to this article shall be treated with the utmost expediency and in the strictest confidence.**

NOTE: Manager, Human Resources Programs  
and Employee Appeals  
Air Canada Centre  
Montreal International Airport (Dorval)  
P.O. Box 14000  
Postal station St-Laurent  
Montreal, Quebec  
Canada H4Y 1H4

(b) The Company will not disclose the name of the complainant or the circumstances related to the complaint to any person except where disclosure is necessary for the purposes of investigating the complaint or taking disciplinary measures in **relation** thereto.

**.05 Canadian Human Rights Act -**

The Canadian Human Rights Act contains discriminatory practices provisions which pertain to the rights of employees to seek redress under the Act in respect of sexual harassment. (See Section **13.1 (1)** and **(2)**).

**18.10 OFF-DUTY STATUS**

- .01** The Union acknowledges the Company's right to place employees on "off-duty status without pay" under circumstances where the Company discontinues its revenue operations due to an Act of God, national war emergency, revocation of the **Company's operation** certificates or **certificate**, strike, lockout or **picketing** of the Company's premises, grounding of a substantial number of Company aircraft or other circumstances over which the Company has no control.
- .02** The General Chairmen will be informed of the Company's intention to place employees on "off-duty status without pay" and the general handling of employees covered by the Agreement will be reviewed. At each location where employees are affected, local Union representatives will be advised of detailed handling.
- .03** Employees will be given a minimum of twenty-four (**24**) hours notice of intended action before being placed on "off-duty status without pay". Where such **notice** is verbal it will be subsequently confirmed in writing. In any event, "off-duty status without pay" will not commence until twenty-four (**24**) hours after cessation of service.
- .04** Where employees are retained or returned to duty to perform required work, **senior** qualified employees shall be assigned on the basis of classification seniority in the category.



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Exceptions may be made where special skills or job continuity is required. In cases where it is decided to carry on scheduled training programs, those employees already involved shall be retained.

- .05 The Company will not discriminate against Union Members with respect to clerical employees working in close relationship to employees covered by the Collective Agreement. This provision has no application to managerial, supervisory or confidential personnel in matters relating to labour relations.
- .06 Where employees covered by this Agreement are placed on "off-duty status without pay" other employees will not perform work that is normally done by employees of the bargaining unit.
- .07 No overtime will be worked in a classification/category while employees are on "off-duty status" in that classification/ category.

**18.11 EXPENSES**

Expenses payable to personnel for work and/or training assignments out-of-town are summarized here for the information of personnel covered by this Agreement. These rates are applicable for such assignments for a maximum period of sixty (60) days.

**.01 En route to and from assignment -**

Hotel and other actual and reasonable costs where encountered. Bus or taxi fare may also be claimed on the basis of actual and reasonable costs involved, including arrival and departure at the point of assignment as well as at home.

**.02 At point of assignment -**

Hotel plus a per diem allowance for all other expenses as follows:

- (a) FULL DAY - When flight departure is before 4 P.M. or when return arrival at base is after 4 P.M.

(b) HALF DAY - When flight departure is after 4 P.M. or when return arrival at base is before 4 P.M.

(c) FULL DAY - **\$40.00**  
HALF DAY - **\$20.00**

NOTE: For purposes of this allowance, a day is said to begin and end at 4 A.M.

- .03 The per diem is **primarily** applicable within Canada and the Company will continue to establish an appropriate rate for outside Canada as required. In any event the amount will not be less than the Canadian per diem.
- .04 Single room accommodation in hotels designated by the **Company, will be made available.**
- .05 **Daily** transportation is not claimable unless special **authorization** is first obtained locally. However, any transportation or allowance provided regularly for local employees will be made available.
- .06 Detailed expense accounts will be submitted in accordance with Company regulations.

#### 18.12 TECHNOLOGICAL CHANGE

- 2/10
- .01 Where a technological change impacts on the job security and conditions of employment of employees, the Company **is** committed to employment security within the Collective Agreement for all employees who may be so affected.
  - .02 Technological change means the introduction of equipment or material, different in nature, type or quantity from that previously **utilized** and/or to the manner in **which** work is carried on **related** to the introduction of such equipment.
  - .03 (a) **Where** the Company proposes to effect a technological change that is likely to affect the terms and conditions or security of employment the Company shall **give** notice to the ~~Union at Management Union~~ **Headquarters level not less** than one hundred and twenty **(120)** days prior to the date on **which** the technological change is to be effected.
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(b) The notice referred to in (a) above shall be in writing and shall state:

- (i) the nature of the technological change;
- (ii) the date upon which the employer proposes to effect the technological change;
- (iii) the approximate number and type of employees likely to be affected by the technological change;
- (iv) the effect that the technological change is likely to have on the terms and conditions or security of employment of the employees affected;
- (v) the Company's plan to minimize the impact of the technological change on the employees affected.

*2/10*  
.04 The Company shall provide the members of the Management/Union Headquarters Committee with materials pertaining to technological change which may be required to ensure that the fullest discussion on such matters as retraining, change of work methods, reorganization of work, change to the method of organization, etc., will take place in an effort to implement change with the least possible disruption and with the maximum possible benefits to the Company and employees.

#### ARTICLE 19 - CHECK-OFF OF UNION DUES

- 1 2 / 5 1*
- 19.01 The Company shall deduct on the payroll for each pay period from wages due and payable to each employee coming within the scope of the Collective Agreement such sum as may be uniformly assessed by the Union Constitution for monthly dues subject to the conditions set forth herein.
- 19.02 The amount to be deducted shall not be changed excepting to conform with a change in the Union's Constitution.
- 19.03 Membership in the Union shall be available to any employee eligible under the Constitution of the Union on payment of the initiation or reinstatement fees uniformly required of all other such applicants. Membership shall not be denied for reasons of race, national origin, colour, religion or sex.
- 2 / 1*

- 19.04** Deductions shall commence on the payroll for the **first** pay period following completion of thirty **(30)** calendar days **after** date of employment in a classification covered by this Agreement, but in no case shall deductions commence earlier than the payroll for the first pay period following completion of thirty **(30)** days after date of last entry into the Company.
- 19.05** If the wages of an employee payable on the payroll for the **first** applicable pay period of any month are **insufficient** to permit the deduction of a full amount of dues, no such deductions shall be made from the wages of such employee by the Company in such pay period. The Company shall not because the employee did not have sufficient wages payable to him/her on the designated payroll, carry forward and **deduct** from any subsequent wages the dues not deducted in an earlier pay period.
- 19.06** Only payroll deduction now or hereafter required by law, deduction of monies due or owing the Company, pension deductions and deductions for provident funds shall be made from wages prior to the **deduction** of dues.
- 19.07** The amounts of dues so deducted from wages accompanied by a statement of deductions from individuals shall be remitted by the Company to the Union as may be mutually agreed by the Union and the Company not later than thirty **(30)** calendar days following the pay period in which the deductions are made.
- 19.08** The Company shall not be responsible financially or otherwise either to the Union or to any employee, for any failure to make deductions or for making improper or inaccurate deductions or remittances. However, in any instance in which an error occurs in the amount of any deduction or dues from an employee's wages, the Company shall adjust it directly **with** the employee. In the event of any mistake by the Company in the amount of its remittance to the Union, the Company shall adjust the amount in a subsequent remittance. The Company's liability for any and all amounts deducted pursuant to the provisions of this Article shall terminate at the time it remits the amounts payable to the Union.



**19.09** The question of what compensation, if any, to be paid the Company by the **Union** in recognition of services performed under this Article shall be left in abeyance subject to reconsideration at the request of either party on **fifteen (15)** days notice in writing.

**19.10** In the event of any action at law against the Parties hereto **resulting** from any deduction or deductions made from payrolls or to be made by the Company pursuant to the first paragraph of this Article, both parties shall cooperate **fully** in the defence of such action. Each party shall bear its own costs of such defence except that if at the request of the Union counsel fees are incurred these shall be borne by the Union. Save as aforesaid, the Union shall indemnify and save harmless the Company from any losses, damages, costs, liabilities or expenses suffered or sustained by the Company as a result of any such deduction or deductions from payrolls.

**ARTICLE 20 -DURATION OF AGREEMENT**

**20.01** This agreement is effective from March 1, 1993 except as otherwise provided herein and shall remain in effect until August 31, 1995 and shall be subject to variation by mutual agreement between the parties. It shall remain binding from **year to year** thereafter unless notification in writing to amend, modify or change the **Agreement** is served by either of the parties hereto on the other, such notification to be served no later than **sixty (60)** days prior to the expiration date in any year. In the event that notice is given of intended amendments, modifications or changes, this Agreement shall remain in force and effect while negotiations are being carried on for the arrangement of a new Agreement.

**20.02** Letters of Understanding Nos. **1, 2, 3, 4, 5, 6, 7, 8, 9** and **10** will remain effective at the date of signing of this Agreement.

IN WITNESS WHEREOF, the parties hereto have signed this agreement  
this 3rd day of September, 1993.

ON BEHALF OF AIR CANADA	ON BEHALF OF INTERNATIONAL <b>ASSOCIATION</b> OF MACHINISTS AND AEROSPACE WORKERS
<b>P.J. Heinke</b>	<b>C. McBride</b>
Director, Labour Relations Chairman, Negotiating Committee	<b>Chairman, Negotiating Committee</b>
<b>W. Dawes</b>	<b>R. L. Fontaine</b>
Manager, Labour Relations	General Chairman, <b>District Lodge 148</b>
A. Belting	<b>K. Kristjansson</b>
<b>Director, General 8 Cargo Accounting</b>	Member, <b>Negotiating Committee</b>
<b>B. Best</b>	<b>R. Fairbairn</b>
<b>Director, Revenue Passenger Accounting</b>	Member, <b>Negotiating Committee</b>
<b>J. Sagriff</b>	<b>K. Bonnett</b>
<b>Employee Relations Coordinator</b>	Member, <b>Negotiating Committee</b>
	<b>R. Vvatis</b>
	Member, <b>Negotiating Committee</b>
	<b>T. Van Nest</b>
	Member, <b>Negotiating Committee</b>

LETTER OF UNDERSTANDING NO. 1  
GROUP INSURANCES

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**L1.01 GROUP LIFE INSURANCE**

The Company will pay the full cost of the Group Life Insurance premiums up to a maximum coverage of \$50,000. Coverage in excess of \$50,000 will be shared on a 50/50 basis. The level of coverage will be two and one-half times the basic annual salary up to a maximum of \$60,000. The maximum level of coverage upon retirement will continue to be one-quarter of the amount of coverage being paid for by the Company up to a maximum of \$10,000.

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**L1.02 GROUP DISABILITY INCOME INSURANCE**

The Company will pay the full cost of the Group Disability Income Insurance premiums.

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**L1.03 SUPPLEMENTAL HEALTH INSURANCE**

The Company will pay the full cost of the Supplementary Health Insurance premiums (Plan II).

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**L1.04 GROUP DENTAL INSURANCE**

The Company will pay the full cost of the Group Dental Insurance premiums.

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**L1.05 VISION CARE PLAN**

The Company will pay the full cost of the Vision Care Plan premiums.

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**L1.06 ACCIDENTAL DEATH, DISMEMBERMENT AND LOSS OF USE INSURANCE**

The Company will pay the full cost of the Accidental Death, Dismemberment and Loss of Use Insurance for the principal sum of \$25,000. The coverage will be in accordance with Publication 711, Chapter 13.

701e

**L1.07** The Company shall be the sole policyholder and administrator of the above mentioned insurance plans.

Signed and sealed this 2nd day of November, 1990.

**ON BEHALF OF  
AIR CANADA**

**P.J. Heinke**

Manager, Labour Relations  
Chairman, Negotiating Committee

**M. Leblanc**

Manager, Labour Relations

**A. Berting**

Director, General Accounting

**J. Sagriff**

Employee Relations Coordinator

**ON BEHALF OF  
INTERNATIONAL ASSOCIATION  
OF MACHINISTS AND  
AEROSPACE WORKERS**

**C. E. Bremner**

Chairman, Negotiating Committee

**R. L. Fontaine**

General Chairman,  
District Lodge 148

**K. Kristjansson**

Member, Negotiating Committee

**S. Kit**

Member, Negotiating Committee

**L. Elmore**

Member Negotiating Committee

**K. Bonnett**

Member, Negotiating Committee

**T. Van Nest**

Member, Negotiating Committee

**S. Zavac**

Member, Negotiating Committee



LETTER OF UNDERSTANDING NO. 2

The Company is aware of the Union's concern relative to the use of Supervisors primarily to reduce the number of employees covered by the Agreement. While some of the work historically performed by Supervisors **is** indeed similar to that of the employees, the parties **recognize** that it is not realistic to exclude supervisors from performing these duties altogether. 23/1

However, the Company agrees that it will not increase the number of supervisors for the primary purpose of reducing the number of employees, therefore, subject to the requirements of ensuring proper supervision, the Company will make every reasonable effort to assign such work to employees covered by the Agreement.

More **specifically**, it **is** agreed that supervisors will not be used on an overtime basis to perform work normally assigned to employees covered by this Agreement.

Signed and sealed this **20th** day of April, **1977**.

ON BEHALF OF  
AIR CANADA

**D. F. Atkinson**

For Vice President, Finance

**N. A. Radford**

For Assistant **Vice** President  
Labour Relations

**G. H. Clifford**

**Witness**

**ON BEHALF OF**  
INTERNATIONAL **ASSOCIATION**  
OF MACHINISTS AND  
AEROSPACE WORKERS

**M. Pitchford**

President 8 Directing General  
Chairman, **District** Lodge **148**

**C. M. Edmonds**

President, Local Lodge **2603**

**J. Kalyniuk**

**Witness**

**LETTER OF UNDERSTANDING NO. 3**  
**SELECTION PROCESS FOR FINANCE AGENT 5**

- L3.01** When the Company declares a permanent vacancy in Finance Agent 5 classification, the vacancy will be advertised by means of a Position Vacancy Advice to all employees within the Branch who are covered by this agreement.
- L3.02** The Position Vacancy Advice will contain the following information:
- (a) description of the position
  - (b) rate of pay
  - (c) qualifications desired
  - (d) closing date of the Position Vacancy Advice
- L3.03** Applications will be sent in accordance with the Remarks Section of the Position Vacancy Advice for finalizing the selection process specified in L3.04, 3.05 and 3.06.
- L3.04** Suitable applicants, judged on the basis of qualifications and experience, will be selected for consideration. A letter will be sent to all applicants who were not considered among the most suitable in all respects for the position.
- L3.05** The selection procedure will then consist of:
- (a) interviews with the applicants considered suitable
  - (b) aptitude/technical tests, where required, to be conducted and/or monitored by the Training and Development Section
  - (c) assessments by the employees' Supervisor(s) noting:
    - (i) ability/performance on the job
    - (ii) ability to work with and for other people

**L3.06** The selection will be made by one or more of the Winnipeg Finance Senior Management and the Director, General & Cargo Accounting, Winnipeg Finance Division, taking into consideration the following points:

- (a) a minimum of two (2) years in Winnipeg Finance,
- (b) a reasonable knowledge of technical aspects of the section that has the vacancy,
- (c) Supervisor(s) assessment(s),
- (d) ability to lead and direct the work of subordinates,
- (e) seniority,
- (f) results of tests.

**L3.07** Selection will be made within thirty (30) calendar days of the closing date of the Position Vacancy Advice. This time limit may be extended by mutual agreement between the Company and the Union.

**L3.08** A letter will be sent to the unsuccessful candidates advising them of the outcome of the competition.

The above procedure will become effective immediately.

Signed and sealed this 3rd day of September, 1993.

ON BEHALF OF  
AIR CANADA

P.J. Heinke

Director, Labour Relations

ON BEHALF OF  
INTERNATIONAL ASSOCIATION  
OF MACHINISTS AND  
AEROSPACE WORKERS

C. McBride

General Chairman,  
District Lodge 148

LETTER OF UNDERSTANDING NO. 4

GRIEVANCE AND  
DISCIPLINE APPEAL LEVELS

		FINANCE BRANCH -WINNIPEG	
U N I O N	THIRD	COMMITTEE OF GENERAL CHAIRMEN	
	SECOND	LOCAL UNION COMMITTEE	
	F I R S T	STAGE 2	STEWARD
		STAGE 1	STEWARD
M A N A G E M E N T	THIRD	DIRECTOR, LABOUR RELATIONS OR DELEGATED REPRESENTATIVE	
	SECOND	DIRECTOR, GENERAL & CARGO ACCOUNTING, WINNIPEG FINANCE DIVISION OR DELEGATED REPRESENTATIVE	
	F I R S T	STAGE 2	MANAGER
		STAGE 1	SUPERVISOR

NOTE 1:

Appeals to discharge decisions will be handled as promptly as possible and, wherever practical, at the location concerned. These appeals, as well as **disciplinary** decisions involving loss of pay, will commence at the Second Level.

Where it is considered desirable by the Branch, appeals to discharge decisions may be handled by combining Second and Third Levels.

**NOTE 2:**

The **finalization** of selection of Promotional Bulletins or Vacancy **Notices** will commence at Second Level.

**NOTE 3:**

The hearing of appeals by the Management levels may be delegated but, in such cases, the Delegates' decision becomes the final decision for that level of appeals procedure.

Signed and sealed this **3rd** day of September, **1993**.

ON BEHALF OF  
AIR CANADA

**P.J. Heinke**

Director, Labour **Relations**

ON BEHALF OF  
INTERNATIONAL ASSOCIATION  
OF **MACHINISTS** AND  
AEROSPACE WORKERS

**C. McBride**

General Chairman,  
**District** Lodge **148**

LETTER OF UNDERSTANDING NO. 5  
EMPLOYEE PARTICIPATION

Following discussions it was **recognized** by the parties that, it is essential for the Company, the Union, and the employees to continually **strive for** a viable and economic operation which will contribute to future growth ~~while maintaining a competitive stance.~~

Combined efforts towards achieving and sustaining **efficiency** and economy of operations will provide, to the fullest extent possible, continued employment.

Therefore, there is a constant need to derive the full **benefits** of changes in technology, optimum **utilization** of manpower, and to avoid **inflexible** lines of work jurisdiction, outmoded procedures and inefficiencies, with their inherent costs.

~~In support of the above,~~ it is **essential that employees, individually and** collectively, be afforded the opportunity to present their views with respect to methods of achieving efficiency and economy of operation. It is also **recognized** that the "continuation of employment under conditions of reasonable hours, compensation and working conditions" must also be considered as an integral part of the overall objectives when arriving at a satisfactory arrangement to cover the **work** requirements.

Signed and sealed this **8th** day of February, **1985**.

ON BEHALF OF  
AIR CANADA

**J. J. Nosko**

Director, Labour Relations

**W. J. Brooks**

General Manager, Finance -Winnipeg

**G. H. Thorvaldson**

Member, Negotiating Committee

ON BEHALF OF  
**INTERNATIONAL ASSOCIATION**  
OF MACHINISTS AND  
AEROSPACE WORKERS

**C. E. Bremner**

General Chairman,  
**District Lodge 148**

**J. Kalyniuk**

Member, Negotiating Committee

**S. Kit**

Member, Negotiating Committee

#### LETTER OF UNDERSTANDING NO. 6

It is agreed to implement a modified corrective disciplinary procedure which incorporates the concept of eliminating most disciplinary suspensions and replacing such actions with progressive disciplinary letters.

It is further agreed that this procedure will be consistent with the following principles.

#### PRINCIPLES

1. Letters of Discipline will be given in place of most traditional disciplinary suspensions.
2. Such Letters of Discipline will have the full force and effect of disciplinary suspensions and will be considered as equivalent corrective discipline in reviewing the merits of any subsequent disciplinary action.
3. Such letters will be progressive in nature and will represent various levels of severity depending upon the offense and/or previous disciplinary record.
4. Letters of Discipline shall be presented to the employee with an explanation of the infraction and the future corrective action to be expected. When presented with such letters, the employee may have a Union Steward present as an observer if he/she so requests.
5. Depending on the nature of the incident(s)/infraction(s), disciplinary action may be initiated at any of the five steps.
6. The employee's Supervisor or other designated Management Representative will be responsible for administering this procedure.
7. This procedure will not affect the Company's current right to discharge employees for a single serious offense.
8. This procedure will not affect the employee's right to appeal all disciplinary action including Letters of Discipline.
9. The current practice of the issuance of a verbal reprimand under certain circumstances will not be affected by the implementation of this procedure.
10. This procedure may be modified by mutual agreement at the Headquarters Level.

**DISCIPLINARY PROGRESSION**

**Step I**

- six (6) month Letter of Reprimand
- other similar incident(s)/infraction(s) while letter active, extends period of retention on file to one (1) year or initiates progression to Step II.

**Step II**

- disciplinary letter in lieu of suspension
- equivalent to any minor suspension (one (1) to three day (3) duration)
- duration of retention on personal file -twelve (12) months
- other similar incident(s)/infraction(s) while letter active extends period of retention by six (6) months or initiates progression to Step iii.

**Step III**

- disciplinary letter in lieu of suspension
- equivalent to any major suspension (in excess of three (3) days)
- duration of retention on personal file -twenty four (24) months
- other similar incident(s)/infraction(s) while letter active extends period of retention by six (6) months or initiates progression to Step IV.

**Step iv**

- ten (10) day suspension (final opportunity to retain employment)
- duration of retention on personal file -twenty-four (24) months

**Step V**

- suspension pending discharge.

Signed this 2nd day of November, 1990

ON BEHALF OF  
AIR CANADA

ON BEHALF OF  
**INTERNATIONAL ASSOCIATION**  
OF MACHINISTS AND  
AEROSPACE WORKERS

P.J. Heinke

C. E. Bremner

\_\_\_\_\_  
Manager, Labour Relations

\_\_\_\_\_  
Chairman, Negotiating Committee



**LETTER OF UNDERSTANDING NO. 7**  
**PENSION PLAN (PUBLICATION 712)**

Discussions during this round of negotiations have resulted in an agreement for those employees covered by this **Collective** Agreement **that** the effective date of the Canadian Pension Reform as described in the Pension Benefit Standards Act, **1985** and Regulations will be January 1, **1987** rather than August **31, 1988** for all active members who are in classifications covered by this Collective Agreement as of August **31, 1988**. The terms "active members" includes employees under any leave of absence but excludes individuals who have terminated, died or retired prior to August **31, 1988**.

Signed this **8th** day of July, **1988**.

ON BEHALF OF  
AIR CANADA

ON BEHALF OF  
INTERNATIONAL **ASSOCIATION**  
OF **MACHINISTS** AND  
AEROSPACE WORKERS

**P.J. Heinke**

**C. E. Bremner**

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Manager, Labour Relations

Chairman, Negotiating Committee

LETTER OF UNDERSTANDING NO. 8  
**UMHQ** MINUTES -FINANCE BRANCH

Discussions during this round of negotiations have resulted in an **agreement** to form a Committee comprised of Company **representatives** and District Lodge **148** representatives to initiate a comprehensive review of existing **UMHQ** minutes **with** a view to:

- a) cataloguing the minutes by subject matter
- b) determining which minutes are obsolete by virtue of being **cancelled** and/or superseded by subsequent minutes or contract negotiations
- c) determining which minutes should be incorporated into the contract at future negotiations.

The Committee will consist of two (2) Union members and two (2) Management representatives who will undertake to **finalize** an **agreement** in the aforementioned areas subject to the concurrence of the Union Negotiating Committee.

Signed this **8th day** of July, **1988**.

ON BEHALF OF  
AIR CANADA

**P.J. Heinke**

**Manager**, Labour Relations

ON BEHALF OF  
INTERNATIONAL **ASSOCIATION**  
OF MACHINISTS AND  
AEROSPACE WORKERS

**C. E. Bremner**

**Chairman**, Negotiating Committee

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**LETTER OF UNDERSTANDING NO. 9**  
**PENSION PLAN - INCOME PROTECTION**

Discussions during this round of negotiations have **resulted** in an agreement between the Company and the Union providing for income protection for eligible retirees for a **five (5)** year period ending December **31, 1998** as outlined below.

**1. DEFINITIONS**

**CPI** - The Consumer Price Index for Canada is calculated periodically by **Statistics** Canada.

Duration - From January **1, 1993** until December **31, 1998**.

Adjustment Dates - January **1, 1994**  
January **1, 1994**  
January **1, 1994**  
January **1, 1994**  
January **1, 1994**

**Eligible Beneficiaries** - Includes eligible pensioners and eligible survivors.

**Eligible Pensioner** - Any disability pensioner who was a member of the **IAMAW** at time of retirement or any other pensioner who, on the adjustment date, has reached age **sixty (60)** and who, at retirement time, was a member of the **IAMAW**.

**Eligible Survivor** - Either the spouse of a deceased employee who was a member of the **IAMAW** at time of death or the spouse of a pensioner who was a member of the **IAMAW** at time of retirement and who is in receipt of a survivor income from the Air Canada Pension Plan.

**2. PENSION INDEX**

The Pension Index for a given year is calculated as the average for the twelve **(12)** month period ending October **31st** in the preceding year of the **CPI** for each month in that twelve **(12)** month period.

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PERCENTAGE ADJUSTMENT

The percentage adjustment for a given year shall be determined as follows:

- 86/13 / 2080
- (i) Calculate the percentage increase in the Pension Index of the current year over the Pension Index of the immediate preceding year, subject to a maximum increase to eight percent (8%), and
  - (ii) Multiply the percentage increase obtained in (i) by fifty percent (50%).

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4. PENSION ADJUSTMENT

Monthly pensions otherwise payable to eligible beneficiaries as of an adjustment date are increased by a percentage called the Pension Adjustment Factor determined as follows:

- (i) For eligible pensions who retire in the twelve (12) month period prior to the adjustment date, except for disability pensioners, the Pension Adjustment Factor is 1/12 of the pension adjustment for each full month prior to the adjustment date.
- (ii) For all other eligible pensioners and for all survivors, the Pension Adjustment Factor is equal to the applicable percentage adjustment.

Signed this 3rd day of September, 1993

ON BEHALF OF  
AIR CANADA

P.J. Heinke

Director, Labour Relations

ON BEHALF OF  
**INTERNATIONAL ASSOCIATION**  
OF MACHINISTS AND  
AEROSPACE WORKERS

C. McBride

Chairman, Negotiating Committee

LETTER OF UNDERSTANDING NO. 10  
SICK LEAVE

Discussions during this round of negotiations have resulted in agreement that employees covered by the Collective Agreement will be exempted from that portion of the Company Sick Leave Plan dealing with "eligibility for recommendation of sick leave" outlined in point .01 of Publication 707, Chapter 5, Page 6, sub-section 2.

Signed this 8th day of July 1988.

ON BEHALF OF  
AIR CANADA

**P.J. Heinke**

---

Manager, Labour Relations

ON BEHALF OF  
**INTERNATIONAL ASSOCIATION**  
OF MACHINISTS AND  
AEROSPACE WORKERS

**C. E. Bremner**

---

Chairman, Negotiating Committee

APPENDIX I

November 2, 1990

Mr. C.E. Bremner  
General Chairman  
District Lodge 148  
3767 Thimens Boulevard  
Suite 205  
St. Laurent, Quebec  
H4R 1W4

Dear Mr. Bremner:

Subject: Pension Plan/IAMAW - Finance

This letter will confirm that during the 1990 negotiations, the Company agreed to amend the Rules of the Air Canada Pension Plan - Canada to reduce from sixty (60) to thirty-six (36) the number of months used to determine an IAMAW-Finance Branch employee's average annual compensation for benefits, effective on the day following receipt of advice of ratification.

Yours very truly,

P.J. Heinke  
Manager, Labour Relations -  
International & Finance

APPENDIX II

November 2, 1990

Mr. C.E. Bremner  
General Chairman  
District Lodge 148  
3767 Thimens Boulevard  
Suite 205  
St. Laurent, Quebec  
H4R 1W4

Dear Mr. Bremner:

Subject: Insurances/IAMAW - Finance

This letter will confirm that during the 1990 negotiations, the Company agreed to amend Publication 711 in the following area:

GROUP DISABILITY INCOME INSURANCE -Chapter 6

The insurable earnings cap of three thousand dollars (~~\$3,000~~) monthly will be revised to four thousand dollars (~~\$4,000~~) monthly effective on the day following receipt of advice of ratification.

Yours very truly,

*75  
999 4000*

P.J. Heinke  
Manager, Labour Relations -  
international 8 Finance

APPENDIX IV

September 3, 1993

Mr. C.E. McBride  
General Chairman  
District Lodge 148  
3767 Thimens Boulevard  
Suite 205  
St. Laurent, Quebec  
H4R 1W4

Dear Mr. McBride:

Subject: Interruptions to Article 6.06 and Article 7

This letter will confirm that during the 1993 negotiations, the parties agreed that notwithstanding the provisions of Article 6.06, employees required to work overtime (consecutive with a scheduled shift) at Company request in excess of two (2) hours on a scheduled work day, will be allowed a one-half (1/2) hour meal period not paid for by the Company.

This letter will also confirm that during the 1993 negotiations, the parties agreed that notwithstanding the provisions of Article 7, all overtime will be compensated at time and one-half of the applicable rate of pay.

These modifications are not a permanent change to the collective Agreement and will expire on the day following the last day of the pay period prior to the expiry of the Collective Agreement.

Yours very truly,

P.J. Heinke  
Director, Labour Relations



JURISDICTION

'ED x  
ROV  
SSRA

AGREEM. EFFEC. DATE: 930301  
AGREEM. EXP. DATE: 950831  
NO. OF EMPLOYEES: 375

SETTLEMENT DATE: 930915  
WAGE EFFECTIVE DATE: 930301  
WAGE REOPENER DATE:

STAGE OF SETTLEMENT: B  
DUR. OF NEGOTIATION: 09

IC: 501  
COMPANY: Air Canada  
UNION: International Association of Machinists and Aerospace Worker  
LOCATION: Winnipeg, Man.

COLA: NONE DELETED X EXISTS INACTIVE  
COMMENTS:

CCUP.: FIN. AGENT 1-STEP 5  
HOURS WORKED: 40.00  
REV. NEG. BASE RATE: 8.300 + COLA FOLD-IN AMT:( 0.000 ) = 8.300

DATE	RATE	%	DATE	RATE	%	DATE	RATE	%
930301	8.300	0.00	930912	7.970	-3.98	940911	8.130	2.01
950312	8.300	2.09		0.000	0.00		0.000	0.00

WAGE INCREASES:  
0.0% - (-4.0%) - (-2.0) - 2.0%

LUMP SUM PAMNTS: >  
CHNGS. IN INCR.: >  
PEC. ADJ.: >  
OTHER:

\*\*\* PREVIOUS COLA INFORMATION \*\*\*

CARRY-OVER FLOAT = 0.000 FOLD-INS OF CARRY-OVER FLOAT: (Y or N)  
DATE AMOUNT | DATE AMOUNT | DATE AMOUNT | DATE AMOUNT | DATE AMOUNT

\*\*\* CURRENT COLA INFORMATION \*\*\*

PI TYPE: > c # OF CALC.: COMP. FQ.:  
COLA TYPE:

RIGGER: >  
AP: >  
COMP. PER.:

OLD-IN DTS: >  
OTHER: