



FORTIS ALBERTA



*FortisAlberta Inc. and the
United Utility Workers' Association*

Collective Agreement



January 1, 2014 to December 31, 2017

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AGREEMENT

Effective **January 1, 2014** to **December 31, 2017**

Between

FortisAlberta Inc.

hereinafter designated and referred to as the “Company”

and the

United Utility Workers’ Association of Canada

hereinafter designated and referred to as the “Association”

ARTICLE 1 - SPIRIT OF AGREEMENT

WHEREAS the Company, its management and employees, comprise a team wherein the money of investors is combined with the judgment, abilities, experience and energy of the management and employees to provide public utility services to our consumers - the public, industry, wholesale and retail business, and to the farmer and others engaged in basic industries, and

WHEREAS it is agreed that the service rendered by the Company and its employees directly or indirectly to electric consumers is essential to the welfare of these consumers, and

WHEREAS it is essential to the livelihood and in the best interests of the Company and its employees to direct their respective efforts towards the efficient and economical operation of the Company's business,

THEREFORE, this Agreement recognizes and accepts the principles and spirit of good teamwork, based upon mutual responsibility, respect, confidence, loyalty, integrity and friendliness and,

THIS AGREEMENT further recognizes that all successful employer-employee contacts must be mutually advantageous, fair and just, not more favourable to one than to the other and of the same spirit of cooperation and friendliness in which this Agreement is reached.

ARTICLE 2 - RECOGNITION

2.1 Recognition

The Company recognizes the Association as the exclusive bargaining agent for all employees of the Company that come within the scope of the Association's unit of Certification.

2.2 Permanent Employee

A "Permanent Employee" is a Full-Time or Part-Time Employee who occupies a position permanently established by the Company and is subject to the Probationary Period in accordance with the Collective Agreement.

2.3 Term Employee

A "Term Employee" is a Full-Time or Part-Time Employee who occupies a position established by the Company for a specified duration of no more than two (2) years, unless otherwise agreed by the Association and the Company, and is subject to the Probationary Period in accordance with the Collective Agreement.

The term may be reduced for operational reasons provided the employee receives a minimum of two (2) weeks notice, unless a greater period of notice is required by legislation.

2.4 Temporary Employee

A "Temporary Employee" is a Full-Time or a Part-Time Employee who is hired as casual to perform emergency or other work on an irregular basis, or to perform work for a period of six (6) months or less. Temporary Employees are subject to the Probationary Period in accordance with the Collective Agreement.

Notwithstanding the above, Registered Apprenticeship Program (RAP) Students are not covered by this Collective Agreement.

2.5 Part-Time Employee

A "Part-Time Employee" is an employee that will work an aggregate of nine (9) months or less in each calendar year. This equates to 1,560 hours per year for Field and Contact Centre classifications, and 1,462.5 hours per year for Office classifications. The computation of aggregate part-time hours shall not include:

1. hours to provide coverage for medical purposes;
2. hours on or covering for Association business;
3. hours for training or covering for training purposes.

Part-Time Employees shall identify exceptions to the aggregate hours and communicate those exceptions to their direct supervisor. If it appears that a Part-Time Employee's hours may exceed the aggregate of nine (9) months in a calendar year, the Company shall notify the Association. The Company and the Association share the responsibility to create a mutually acceptable arrangement.

2.6 Probationary Period

The first six (6) months worked by a Permanent, Term, or Temporary Employee shall be a Probationary Period. An employee may be terminated at the Company's discretion at any time during the Probationary Period. The employee's progress shall be reviewed and discussed with the employee within the first four (4) months of employment.

2.7 Policies and Procedures

The Company shall provide the Association with copies of all Policies and Procedures that affect employees covered by this Agreement.

2.8 Interpretation

Wherever the singular is used throughout this Agreement, the same shall be construed as meaning the plural where the context or the parties so require.

ARTICLE 3 - ASSOCIATION RELATIONSHIPS

3.1 Dues Deduction as a Condition of Employment

As a condition of employment, all employees shall pay to the Association, on each pay period, an amount equal to the established dues.

3.2 Dues Report and Remittance

a) The dues referred to in Clause 3.1 and other levies and assessments, shall be deducted from the employee's salary and remitted to the Association within fifteen (15) days following the deduction, accompanied by a list of employees from whom the deductions have been made. The list shall include the employee's name, number, payroll date, base salary, dues amount and adjustment amount, as shown by the Company records.

b) Headcount List

The Company shall provide the Association with the Headcount List within fifteen (15) days following the dues deduction. The List shall include the employee's number, employee name, position title, status, cost centre, department, name of supervisor, employee's work location and address, work telephone number, home address, home telephone number, pay scale, level, hours, and employment date.

c) Employee Change List

The Company shall provide the Association with an Employee Change List the first week of each month with information for the previous month. The List shall include the action, Company code, employee name, date of action, reason, position code, position title, current salary, previous salary, cost centre, organizational unit, personnel sub area, and employee subgroup.

3.3 Dues Payment and Membership

The payment of dues does not require the employee to become a member. Should an employee's membership be refused or revoked by the Association, the employee's continued employment shall not be affected.

3.4 Liability

The Company shall not be liable for any claims that may be made against the Company for amounts deducted in accordance with the above.

3.5 Association Membership

The Company shall not discriminate against any employee because of the employee's connection with the Association, or the employee's activities related thereto which are permitted by the Company, sanctioned by the terms of the Collective Agreement or are in accordance with those rights and privileges defined in the Employment Standards Code and the Labour Relations Code, nor shall the Association discriminate against any employee because of the employee's non-membership in the Association.

3.6 No Work Stoppages

During the life of this Agreement, the Company shall not cause or direct any lockout of its employees, nor shall the Association cause, permit, or in any way encourage employees to participate in any strike, walkout, slowdown or suspension of work.

3.7 Introduction to Association Representative

When a new employee is hired, the Company will advise the employee that there is a collective agreement in effect and introduce the employee to the local Association Representative.

The Company will also provide the Association Representative an opportunity to meet with the new employee, to welcome them to the Association and to familiarize the employee with the Collective Agreement and the Association. The meeting would normally not exceed one-half (1/2) hour.

3.8 Bulletin Boards

The Company will provide access to bulletin boards and a specified location on the Company's intranet, suitable for the posting of Association material and will permit such material to be posted. Material deemed suitable for posting shall be notices concerning elections, meetings, reports, and other official Association business, or notices of recreational and social activities. Any disputes regarding the appropriateness of the material posted will be referred to the Business Manager and the Director, Human Resources, or designate(s) for discussion and resolution.

These methods shall not serve to reduce or replace any existing methods of communication or information distribution within the Company.

3.9 Collective Agreements

The Company will arrange and pay for the printing and distributing of collective agreements to the Association and all bargaining unit employees, in a format and process agreed to by the Company and the Association.

3.10 Collective Agreement Familiarization

After signing the Collective Agreement, the Company agrees to hold meetings with Supervisors and Association representatives to present the terms and interpretation of the new Agreement. The Association Business Manager, or designate(s), shall attend all such meetings.

ARTICLE 4 - ASSOCIATION BUSINESS

4.1 Time Off For Association Business

Employees attending to the business of the Association pertaining to the affairs of the Company shall not suffer the loss of straight time pay while attending meetings with the Company, mediation or investigating grievances. This excludes any arbitration cases as per Article 6.

4.2 Maximum Time Off For Association Business

Where the Association requests time off for representatives to attend to the affairs of the Association, unrelated to the Company, the Company shall not unreasonably deny such requests, to a combined maximum of 60 workdays per year. The employee shall be kept whole for all wages and entitlement. The Company will invoice the Association for the employee's wages.

4.3 Bargaining Committee

Up to seven (7) members of the Association Bargaining Committee, who are employees of the Company, shall receive their normal basic rate of pay while traveling to, and attending a negotiating meeting with the Company. As far as practicable, all meetings between the Company and the Association will be held during working hours. No employee shall suffer loss of straight time pay by reason of attending such meetings.

4.4 Leave of Absence For Full-Time Elected Positions

An employee who has been elected to a full-time office of the Association shall be entitled to leave of absence without pay for the period during which they are elected to hold office. Where an employee ceases to hold such office, they shall be entitled to return to their previous or equivalent position within the bargaining unit that is in line with the skills the employee holds at the time of their return, provided the employee's leave does not extend beyond four (4) consecutive years.

4.5 Labour Relations Training Fund

The Company will make available to the Association in each calendar year, a Labour Relations Training Fund of \$30,000.00 to be used for labour relations education and training for members of the bargaining unit.

The Association shall invoice the Company once per calendar year for the entire amount of the fund (\$30,000.00). The entire fund is to be used for labour relations education and training in the same calendar year as it is paid. Funds not used during the calendar year will not carry forward to the next calendar year. Each year the Association shall provide to the Company a summary of the education and training use of the fund by the members in the prior year.

ARTICLE 5 - MANAGEMENT FUNCTIONS

5.1 Management Rights - Employees

The Association recognizes the right of the Company to hire, promote, demote, layoff, classify and transfer in accordance with the terms of the Agreement. The Association further recognizes the right of the Company to demote, discipline, suspend and discharge employees for cause. In cases of demotion, discipline, suspension and discharge, the employee, if the employee so desires, may request the Association to review the action taken by the Company.

5.2 Management Rights - Business

The Association further recognizes the right of the Company to operate and manage its business in all respects in accordance with its commitments and responsibilities. In particular, without restricting the generality of the foregoing, the Association agrees that the Company has the sole authority and is exclusively responsible for assigning and scheduling of work; determining the number of employees needed at any time in any classification and in any section, department or plant; directing its working forces except to the extent that these rights have been specifically limited by this Agreement. The Company also has the right to make and alter from time to time rules and regulations to be observed by the employees. Such rules and regulations shall not be inconsistent with the terms of this Agreement.

ARTICLE 6 - GRIEVANCES

6.1 Grievance and Arbitration

Any difference concerning the interpretation, application, or administration or alleged violation of the provisions of this Agreement shall be dealt with in the following **procedure. Should the Association or the Company wish to initiate a grievance, it shall commence at the Third Step of the grievance procedure.**

Step One

An employee who feels they have a grievance shall discuss the matter with their Supervisor, or in the case of a selection grievance, with the hiring Supervisor. The matter should be raised without undue delay, but in any event should be raised within thirty (30) calendar days of knowledge of the event giving rise to the dispute. An Association Representative shall be present for this meeting unless the grievor requests that the Representative not attend. The Supervisor shall reply within two (2) working days of the meeting.

Step Two

Failing satisfactory settlement at step one, the Association may submit the grievance in writing to the Department Head who shall arrange a meeting with the Association Representative. The Department Head shall reply within five (5) working days of the meeting.

Step Three

Failing satisfactory settlement at step two, the Association may submit the grievance to the Director of Human Resources who shall arrange a meeting with the Association Representative. The Director shall reply within five (5) working days of the meeting.

A Company initiated grievance shall be submitted to the Association Business Manager.

Step Four

Failing satisfactory settlement at **previous steps, the grieving party (Association or Company)** may refer the grievance to arbitration by serving notice to the Company **or the Association, as the case may be.** Notice to arbitrate must be filed with the Company **or the Association** within thirty (30) working days following the decision from **the previous step.**

By mutual agreement, any step may be bypassed, or any expressed time limit waived.

Arbitration Procedure

The parties shall discuss the appointment of a sole Arbitrator or panel. Where no agreement is reached, the matter shall be heard by a three (3) member Arbitration Board. Each party shall advise the other in writing of their appointee to the Board, and the appointees shall appoint a third person who shall be the chairperson.

In the event that either party fails to identify its appointee, or the appointees fail to agree on a chairperson, then either party may request that the appropriate government Minister make the necessary appointments.

The Arbitration Board or sole Arbitrator shall hear and determine the difference and shall issue an award, in writing. The award of the majority is the award of the Arbitration Board, but if there is no majority, the decision of the chairperson governs and shall be deemed to be the award of the Board. The decision of the Board or sole Arbitrator is final and binding upon the parties and upon any employee affected by it. The decision shall not alter, amend, or change the terms of this Agreement.

Each party shall bear the expense of its nominee to the Arbitration Board. The fees and expenses of the chairperson or sole Arbitrator shall be borne equally by the parties to the dispute.

ARTICLE 7 - DISCIPLINE, RESIGNATIONS AND TERMINATIONS

7.1 Resignation - Notice

A Permanent Employee who wishes to resign shall give two (2) weeks' notice in writing to the employee's Supervisor or Department Head.

7.2 Job Abandonment

An employee who fails to report for duty for the lesser of:

- a) five (5) consecutive scheduled shifts, or
- b) fourteen (14) calendar days

without informing their Supervisor of the reason, without justifiable reason, for their absence will be deemed to have resigned from the Company.

7.3 Discipline and Discharge

Employees shall not be disciplined or discharged except for just cause.

7.4 Association Representative

The Company must identify the purpose of a meeting prior to its commencement. Employees have the right to have an Association Representative present at any meeting that is disciplinary in nature.

7.5 Notice of Discipline

In situations where employees are formally disciplined, the Supervisor shall give the employee notice in writing as to the reason(s) for such action, with a copy sent to the Association.

7.6 Disciplinary Record

After twenty-four (24) months, the Company shall automatically remove the Disciplinary Record from the employee's file and shall not refer to it or use it against the employee.

7.7 Notice of Layoffs

In the event of a permanent work force reduction of employees covered by this Collective Agreement, the Company shall, where practical, give the Association not less than eight (8) weeks advance notice or statutory notice, whichever is greater, for such change or closure.

Upon such notice, the Company will meet with the Association to discuss the impact of the change on the employees affected. The Company agrees to cooperate with the Association in considering alternatives to mitigate the effects of the proposed layoffs.

7.8 Layoff Order

In the event of a layoff of employees, the layoff shall be conducted on the basis of seniority and overall job performance.

7.9 Severance Due To Layoffs

When the Company wishes to terminate the services of a Permanent Employee due to layoff, such employee shall be given one month notice, or pay in lieu of notice, except when the employee is discharged for just cause. The Company commits to providing severance pay that would be no less than what 'common law' would provide. This is not applicable when an employee is discharged for Just Cause.

ARTICLE 8 - PROMOTIONS, TRANSFERS AND JOB POSTINGS

8.1 Selection

The Company agrees to fill vacancies from Permanent Employees and then from Term Employees, whenever qualified personnel are available, subject to the following provisions:

In all promotions, voluntary demotions and transfers, the Company shall award the position based on qualifications, ability, job performance and seniority.

Applicants being considered may be subject to such additional tests or examinations as the Company may require and are relevant.

8.2 Transfer of Employees

The Company shall not necessarily be obliged to consider the transfer of any employee with less than one (1) year of service with the employee's present accountabilities. This restriction shall not apply in cases of promotion.

The Company shall not necessarily be obliged to consider the transfer, including promotion, of Apprentice Power Line Technicians with less than three (3) years of service in their current service point.

8.3 Postings and Selection

All vacancies shall be posted. Notice shall be placed in a common and accessible location for employees to see and shall be posted for not less than ten (10) working days prior to the close of the posting. No more than two (2) postings shall be required in any one (1) sequence with the exception that all work leader positions will be posted.

The hiring of Temporary Employees shall not require a job posting.

All postings shall include the job title, location and pay scale.

All applicants shall be notified of the results of the job posting within thirty (30) days of the selection and acceptance of the successful candidate. Notification of the successful candidate will be in writing, and the Association will be copied.

Under normal circumstances, the time taken for placement of the successful applicant into a new role shall not exceed thirty (30) working days. However, where circumstances require more time to transition to the new role, the Company will notify the employee of the expected date that they are to start their new role within five (5) working days from when they accept the position. Where the Company is unable to release the employee on the said date, their pay rate will be adjusted to the rate of the new position as if the employee had been assigned to the new role. In any event, the employee shall be released no later than forty-five (45) working days without the approval of the Association.

Any employee who submitted a bid on a posted position and whose application was not successful shall upon the employee's request be given the reason for not being selected.

8.4 Change in Pay Level - Not a Vacancy

It is agreed that a change in Pay Level for any position does not constitute a vacancy unless there is a change of incumbent.

8.5 Promotion Pay Increase

- a) When a promotion occurs, the employee concerned shall be placed in that position within the employee's new pay level which reflects an increase in pay which shall be no less than one (1) step in the level from which the employee was promoted or to the bottom of the new pay level, whichever is the greater.

Example 1:

Employee is currently at Level B3, Step 5 moving to Level B4 position.

Employee would be moved from Level B3, Step 5 to B3, Step 6. The pay rate from this move would be used to place them into level B4 at the closest higher rate to B3, Step 6.

Example 2:

Employee is currently at Level B3, Step 7 (highest Step in this Level) moving to Level B4 position.

B3 Step 7 minus (-) B3 Step 6 = difference. Add this difference to B3, Step 7 rate and the result is the new rate to be applied at the next highest rate in B4.

- b) On any promotion in the same pay schedule (a) above shall be adjusted as required so that no promoted employee shall receive less than the employee's immediate subordinate and subject to Clause 16.2 the employee shall not be held at the same rate as the employee's subordinate for more than six (6) months.
- c) A Part-Time Employee's change in status to Full-Time, in the same position, shall not be a promotion under this clause.

ARTICLE 9 - HOURS OF WORK

The hours of work stated in this Article shall not be construed as a guarantee of any minimum nor as a restriction on any maximum hours to be worked, but serves only as a basis for the calculation of overtime and establishing work schedules.

9.1 Office Staff

a) Office Staff - General (37.5 hours per week)

Applies to all positions, except as identified elsewhere in this article, where the primary work location is in an office. See Classifications List.

1. Seven (7) hours and fifty-five (55) minutes shall constitute a regular work day and five (5) days shall constitute a regular work week. A Monday or Friday off per month shall be designated by the Company for each employee (ERD - Earned Rest Day).
2. Normal office hours shall be from 7:35 a.m. to 4:30 p.m. Monday through Friday with one (1) hour off for lunch. If mutually agreeable between the Company and an employee, or by five (5) days written notice by the Company, normal starting time may be changed providing the regular hours of work occur between 6:00 a.m. and 5:30 p.m. If mutually agreeable between the Company and an employee, the duration of the lunch period may be varied by up to one-half (1/2) hour.

b) Office Staff - Contact Centre and Dispatch (40 hours per week)

Applies to Contact Agents, Lead Contact Agents, Real Time Manager, Dispatchers and Senior Dispatchers.

1. The Dispatch/Contact Centre

Will operate with the varied shifts required, as scheduled by the Company. It is understood that the Dispatch/Contact Centre may operate on a 24-hour basis, seven (7) days per week, 365 days per year, as determined by the Company. It is understood that Saturday and Sunday are considered regular work days for all employees.

2. Contact Centre - Five Day Per Week Employees

Eight (8) hours and thirty (30) minutes shall constitute a regular work day and five (5) days shall constitute a regular work week, unless otherwise indicated. One (1) day off per month, consecutive with the regular two (2) days off, shall be designated by the Company for each employee working this schedule (ERD - Earned Rest Day).

3. Dispatch - Five Day Per Week Employees

Eight (8) hours shall constitute a regular work day and five (5) days shall constitute a regular work week.

4. Three Days Per Week Employees (Weekend Shifts)

Employees regularly working a weekly schedule of three (3) - twelve (12) hour shifts shall be considered Full-Time Employees whose regular work week shall be thirty-six (36) hours per week. There is no intent by the Company to schedule such employees more than thirty-six (36) hours per week.

5. Consecutive Days Off

The Company agrees to schedule Full-Time Employees, during each four (4) week period, at least two (2) sets of at least two (2) consecutive days off, one of which shall result in three (3) consecutive days off as per Clause 9.1 b.2.

6. Shift Trading

Employees may give away scheduled shifts. The shift giveaway must be documented and submitted by the employee originally scheduled for the shift, and approved by the employee's supervisor or designate.

9.2 Field Staff - General (40 hours per week / 80 hours biweekly)

Applies to all Field Staff, except as identified elsewhere in this article, where the primary work location is outside an office. See Classifications List.

Regular hours of work for nine (9) hour days shall be 7:00 a.m. to 4:30 p.m., with a one-half (1/2) hour off for lunch. If mutually agreeable between the Company and an employee, or by five (5) days written notice by the Company, normal starting time may be changed provided the regular hours of work occur between 7:00 a.m. and 5:30 p.m.

Regular hours of work for eight (8) hour days shall be 7:00 a.m. to 3:30 p.m., with a one-half (1/2) hour off for lunch. If mutually agreeable between the Company and an employee, or by five (5) days written notice by the Company, normal starting time may be changed provided the regular hours of work occur between 7:00 a.m. and 4:30 p.m.

Week 1	Four (4) nine (9) hour days Monday through Thursday; and one (1) eight (8) hour day on Friday.
Week 2	Four (4) nine (9) hour days Monday through Thursday or Tuesday through Friday and an unpaid scheduled day off.

Note: Weeks 1 and 2 shall fall within the same pay period.

9.3 Acheson Service Centre

Acheson Service Centre Employees and High River Warehouse Employees (40 hours per week / 80 hours biweekly)

Regular hours of work for nine (9) hour days shall be 6:30 a.m. to 4:00 p.m. with a one-half (1/2) hour off for lunch.

Regular hours of work for nine (8) hour days shall be 6:30 a.m. to 3:00 p.m. with a one-half (1/2) hour off for lunch.

Week 1	Four (4) nine (9) hour days Monday through Thursday; and one (1) eight (8) hour day on Friday.
Week 2	Four (4) nine (9) hour days Monday through Thursday or Tuesday through Friday and an unpaid scheduled day off.

Note: Weeks 1 and 2 shall fall within the same pay period.

9.4 If mutually agreeable between the Company and the employee, another workday may be substituted for the designated day off (ERD) or (SDO).

9.5 Part-Time Employees

Given the Company need for flexibility in scheduling Part-Time Employees to get the work done, hours of work for individual Part-Time Employees may vary.

Prior to January 1 of each calendar year, supervisors and individual Part-Time Employees shall hold a conversation to reach general agreement on the hours to be worked over the coming twelve (12) month period. Such agreement shall not be construed as a guarantee of any minimum nor as a restriction to any maximum hours to be worked.

Working hours and lunch periods will be aligned with those of the Full-Time Employees in the same work unit.

9.6 Work Breaks

The Company shall schedule paid work breaks in the Contact Centre.

Other areas, not requiring such a formalized schedule, shall administer paid work breaks in a reasonable manner.

ARTICLE 10 - OVERTIME

10.1 Overtime Rate

Employees shall receive overtime pay at the rate of two (2) times their regular rate of pay for authorized overtime worked outside their scheduled hours of work on a regular workday and for all time worked on scheduled days off and Holidays as specified in Clause 14.1 of this Agreement.

10.2 Minimum Overtime

When employees are scheduled to work overtime and the scheduled overtime is cancelled by the Company with less than eight (8) hours notice to the employee, the employee will receive two (2) hours pay at overtime rates.

10.3 Maximum Hours of Work and Period of Rest

- a. The Company and the Association consider safety to be of paramount importance. An employee may be required to work extended hours and must be provided with the necessary rest break to complete the work safely. If an employee requires a rest break, the employee shall notify the supervisor in advance so alternate arrangements can be made.
- b. Employees shall not be required to work more than sixteen (16) continuous hours, or sixteen (16) cumulative hours in a twenty-four (24) hour period. The Supervisor is responsible for ensuring replacement employees complete the work, or rescheduling the work for a later date.

i. 8 Hours Rest After 16 Hours in 24 Hours

The Supervisor shall grant sufficient time for an employee, who has worked sixteen (16) hours, to rest so that the employee can work in a safe manner. The employee must receive a minimum of eight (8) consecutive hours rest.

ii. Weekend - 8 Hours Rest After 16 Hours Cumulative

The Supervisor shall grant sufficient time for an employee, who has worked sixteen (16) cumulative hours from the end of the regular hours of work to the start of the next regular shift on scheduled days off. The employee must receive a minimum of eight (8) consecutive hours rest.

iii. Overtime Between 2 and 8 Hours Prior to Start of Shift - 8 Hours Rest

An employee who is required to work overtime during the period between two (2) and eight (8) hours prior to the start of their regular shift, shall be paid at double the employee's regular rate of pay until the employee is relieved for an eight (8) hour Period of Rest. If an

employee's subsequent period of rest is interrupted, they shall be paid at the overtime rate until the employee is relieved for an eight (8) hour period of rest.

- c. An employee relieved from duty shall be paid at the employee's regular rate of pay for the employee's regular hours of work which fall within the prescribed period of rest.
- d. If, as a result of the period of rest falling within the employee's regular shift, an employee is required to report to work for two (2) hours or less of their regular shift, then that employee shall be required to report for work only if the Company requires the employee to work overtime after their regular shift. Otherwise, the employee will not be required to report for their regular shift but shall be paid the straight time rate for the two (2) hours or less remaining in their regular shift.

10.4 Travel For Training

Employees who travel on a scheduled day off, Earned Rest Day or outside of their regular hours of work for the purposes of attending mandatory training, will be paid at the overtime rate. Mandatory Training is any training that the employee is required by the Company to attend.

Apprentices who travel on a scheduled day off or outside of their regular hours of work for the purposes of attending Apprentice Period Training, will be paid straight time pay for all hours traveling to such training. Where reasonable, the Company shall arrange travel during regular work hours.

In cases where the employee is involved in other training, travel time occurring outside of the employee's regularly scheduled hours of work shall not be paid.

10.5 Banked Overtime

An employee may choose to bank any portion of their overtime hours.

- a) An employee may have no more than the equivalent of sixty (60) overtime hours (120 regular hours) in their bank at any given time.
- b) An employee may request that any portion of their Banked Overtime be paid out on a regular pay date in accordance with established payroll deadlines.
- c) Any hours banked and not taken prior to December 31st in any year shall be paid out to the employee at the rate at which the hours were banked.
- d) An employee shall give fifteen (15) working days' notice when requesting Banked Overtime as time off. Lack of such notice shall not preclude the granting of banked time off, where possible.
- e) As far as possible, employees will be granted their choice of Banked Overtime periods, but the right to allot Banked Overtime periods is reserved by the Company.
- f) Employees must take at least three (3) weeks of vacation; in accordance with clause 13.5. These weeks cannot be substituted with banked time.
- g) All remaining vacation entitlement which is substituted with Banked Overtime will be assumed to be carried forward to the following year. Rescheduling of such vacation in the current year shall require Managerial approval.

ARTICLE 11 - CALLOUTS

- 11.1 Callout Pay - After Normal Work Day
Employees called out for emergency and maintenance work following their normal work day or shift and after they have left the Company workplace, including Company owned and rented vehicles, shall be paid a minimum of two (2) hours at the applicable overtime rate subject to the provisions of Clause 10.1.
- 11.2 Callout Pay - Before Normal Work Day
Employees called out during the two (2) hours preceding the commencement of their normal work day or shift shall be paid at their applicable overtime rate for the time worked and the time remaining until the start of their work day or shift.
- 11.3 Callout Pay - Scheduled Days Off
Employees called out for work on scheduled days off and Company recognized Holidays shall be paid a minimum of two (2) hours at two (2) times the basic hourly rate.
- 11.4 Callout Pay - Employees on Standby
Employees on standby shall be paid for callouts on the same basis as employees not on standby.
- 11.5 Callout - Length of Duty and Multiple Callouts
Where employees are called out for work, they are deemed to be on duty for the specified minimum period or until the work for which they have been called out is completed, whichever is the longer period. Further calls received during this period shall be considered a continuation of the initial callout and shall not be subject to minimum callout pay.

ARTICLE 12 - STANDBY

- 12.1 Standby Pay Eligibility
Employees shall receive standby pay only when on scheduled standby or when specifically requested to perform standby duties.
- 12.2 Standby Rate
Employees who are requested to standby at their headquarters or work location shall receive:
- a) the equivalent of the top L1 Journeyman Power Line Technician hourly rate per day for each scheduled work day;
 - b) the equivalent of twice the top L1 Journeyman Power Line Technician hourly rate per day for scheduled days off;
 - c) the equivalent of three (3) times the top L1 Journeyman Lineman Power Line Technician hourly rate per day for Company recognized holidays (14.1a);

plus applicable overtime rate for all call-outs.

Year	Scheduled Work Days	Scheduled Days Off	Holidays
2014	\$50.09	\$100.18	\$150.27
2015	\$51.84	\$103.68	\$155.52
2016	\$53.65	\$107.30	\$160.95
2017	\$55.66	\$111.32	\$166.98

- 12.3 Availability of Employee on Standby
Employees on standby to handle trouble calls and maintain good service to our customers shall be available for the full twenty-four (24) hours of each Standby day.

12.4 Resources For Standby

The number of employees required for standby in each district or location shall be determined from time to time by the Company and arranged by the Supervisor or the employee in charge.

12.5 Scheduling Standby

The Supervisor shall be responsible for scheduling standby duties as equitably as possible having regard for safety and experience.

12.6 Standby Duty

Standby duty will be scheduled on a weekly basis (dependent on business needs, employees may be scheduled daily, weekly or weekends) and will be distributed as equitably as possible amongst all affected employees. Employees may exchange or give away standby without any additional cost to the Company. The standby schedule will be posted three (3) full months prior to its effective date.

No employee shall be required to standby for more than fifteen (15) consecutive days except by mutual agreement between the Company and the employee concerned. Where there is no agreement to an extension beyond the fifteen (15) days, the Company will arrange to relieve the employee of standby duties for the following seven (7) days.

An employee required to standby for a weekend, shall be considered to be on standby from normal quitting time on Friday afternoon (or Thursday afternoon if Friday is a Company recognized Holiday) until normal starting time on Monday morning (or until normal starting time on Tuesday morning if Monday is a Company recognized Holiday). The employee shall be paid three (3) days Standby pay (one (1) day at the scheduled workday rate and two (2) days at the scheduled day off rate). On weekends which include a Company recognized Holiday, the employee shall be paid an additional day at the Holiday rate.

ARTICLE 13 - VACATIONS

13.1 Vacation Entitlement (See Reference Table below)

Temporary Employees shall receive vacation pay on each pay cheque. Full-Time Employees shall earn vacation with pay at an accrual rate as follows:

Vacation Entitlement shall be equal to the number of vacation days multiplied by the hours as applicable:

1. Office Staff: vacation days x 7.5 hours;
2. Office Staff - Contact Centre and Dispatch: vacation days x 8 hours;
3. Field Staff: vacation days x 8 hours.

Effective January 1, 2012:

Years of Service Completed (to be completed during the calendar year)	Vacation Earned Office	Vacation Earned Contact Centre, Dispatch & Field
Less than 1 and up to 6 years	15 days = 112.5 hours	15 days = 120 hours
7 to 15 years	20 days = 150 hours	20 days = 160 hours
16 to 23 years	25 days = 187.5 hours	25 days = 200 hours
24 to 29 years	30 days = 225 hours	30 days = 240 hours
30 years +	35 days = 262.5 hours	35 days = 280 hours

Vacation usage shall deplete an employee's vacation credit based on the hours normally worked.

Example 1: An employee working a 7.5 hour schedule would use 7.5 hours of vacation for each vacation day taken.

Example 2: An employee working an 8 hour schedule would use 8 hours of vacation for each vacation day taken.

Example 3: An employee working the four 9's and an 8 hour schedule, would use 9 hours of vacation for each vacation day taken on the 9 hour scheduled days, and 8 hours for the 8 hour day (Week 1 = 44 hours, Week 2 = 36 hours).

Vacation Entitlement Reference Table

Year Hired	4 Weeks as of January 1,	5 Weeks as of January 1,	6 Weeks as of January 1,	7 Weeks as of January 1,
1970	1977	1986	1994	2012
1971	1978	1987	1995	2012
1972	1979	1988	1996	2012
1973	1980	1989	1997	2012
1974	1981	1990	1998	2012
1975	1982	1991	1999	2012
1976	1983	1992	2000	2012
1977	1984	1993	2001	2012
1978	1985	1994	2002	2012
1979	1986	1995	2003	2012
1980	1987	1996	2004	2012
1981	1988	1997	2005	2012
1982	1989	1998	2006	2012
1983	1990	1999	2007	2013
1984	1991	2000	2008	2014
1985	1992	2001	2009	2015
1986	1993	2002	2010	2016
1987	1994	2003	2011	2017
1988	1995	2004	2012	2018
1989	1996	2005	2013	2019
1990	1997	2006	2014	2020
1991	1998	2007	2015	2021
1992	1999	2008	2016	2022
1993	2000	2009	2017	2023
1994	2001	2010	2018	2024
1995	2002	2011	2019	2025
1996	2003	2012	2020	2026
1997	2004	2013	2021	2027
1998	2005	2014	2022	2028
1999	2006	2015	2023	2029
2000	2007	2016	2024	2030
2001	2008	2017	2025	2031
2002	2009	2018	2026	2032
2003	2010	2019	2027	2033
2004	2011	2020	2028	2034
2005	2012	2021	2029	2035

Year Hired	4 Weeks as of January 1,	5 Weeks as of January 1,	6 Weeks as of January 1,	7 Weeks as of January 1,
2006	2013	2022	2030	2036
2007	2014	2023	2031	2037
2008	2015	2024	2032	2038
2009	2016	2025	2033	2039
2010	2017	2026	2034	2040
2011	2018	2027	2035	2041
2012	2019	2028	2036	2042
2013	2020	2029	2037	2043
2014	2021	2030	2038	2044
2015	2022	2031	2039	2045
2016	2023	2032	2040	2046
2017	2024	2033	2041	2047

Part-Time Employees will receive vacation pay on each pay cheque. Vacation pay will be based on the employee's years of service **completed** and basic rate calculated as follows:

Effective January 1, 2014:

Years of Service Completed	% of Basic Rate
less than 1 year	4%
1 to 6 years	6%
7 to 15 years	8%
16 to 23 years	10%
24 to 29 years	12%
30 years +	14%

13.2 Vacation Pay

Pay for vacations under Clause 13.1 shall be at the employee's basic scheduled rate of pay applicable during the employee's vacation period. "Basic scheduled rate" for vacation pay purposes exclude overtime pay and standby pay.

13.3 Vacation Utilization

As far as possible, employees will be granted their choice of vacation periods, but the right to allot vacation periods is reserved by the Company in order to ensure efficient operations. In situations where employees request additional vacation during restricted periods, the Company will not unreasonably deny the request.

13.4 Vacation Payout Upon Termination of Employment

In the event that an employee is laid off, resigns or is discharged, the employee will be compensated in money in lieu of the accrued vacation due.

Employees, while working a twenty-four (24) hour continuous rotating shift schedule shall receive one (1) days additional vacation day upon completion of two (2) years of continuous shift service and an additional vacation day upon completion of each subsequent year of continuous shift service up to a combined maximum of forty (40) hours. For the purpose of this clause, continuous service shall accrue beginning January 1, 1981. Vacation pay earned under this clause will not be paid on voluntary termination.

13.5 Vacation Carryover

- a) Employees must take at least three (3) weeks vacation each year.
- b) When an employee has vacation entitlement of more than three (3) weeks and they choose not to take all of their vacation days in the calendar year, they may carry forward up to twenty (20) days to the next calendar year.
- c) Vacation will not be paid out except in accordance with this Agreement or in special circumstances. Employees requesting vacation payout must submit a written request to the Company and the Association. Payout will only be granted upon Company and Association agreement.

13.6 Sickness During Vacation

An employee who becomes seriously ill or injured before or during their vacation may reschedule only the vacation days that were affected by the illness within the same calendar year, or, with managerial approval, in the next calendar year. Employees who become incapacitated during their vacation period shall notify the Company as soon as possible and will be requested to provide a physician's documentation of the illness / injury and the name, address and phone number of the doctor who provided treatment. Such information shall be submitted to, and may be verified by, the Company's Disability Administrator.

13.7 Vacation Bridging for Affiliates

An employee who transfers to the Company from an affiliate within the Fortis group of companies (the "Affiliate") shall receive a Vacation Entitlement with the Company equivalent to the Vacation Entitlement they received while at the Affiliate. An employee's combined years of service with the Affiliate and the Company shall be used to determine the employee's ongoing Vacation Entitlement with the Company.

ARTICLE 14 - HOLIDAYS

14.1 Holidays and Holiday Pay

a) The following days will be recognized as paid Holidays:

- | | |
|------------------|-----------------------|
| - New Year's Day | - Heritage Day |
| - Family Day | - Labour Day |
| - Good Friday | - Thanksgiving Day |
| - Easter Monday | - Remembrance Day |
| - Victoria Day | - Christmas Day |
| - Canada Day | - Boxing Day |

b) Holiday Pay shall be paid based on the number of hours an employee would have worked, had it not been a Holiday. Schedules shall not be adjusted or changed to avoid paying the higher number of hours for the Holiday. A Holiday shall have the effect of reducing the regular work week by one day.

Example 1: An employee working a 7.5 hour schedule shall be paid 7.5 hours of Holiday Pay.

Example 2: An employee working an 8 hour schedule shall be paid 8 hours of Holiday Pay.

Example 3: An employee working a four 9's and an 8 hour schedule shall be paid 9 or 8 hours of Holiday Pay depending on which day the Holiday falls.

Example 4: An employee working a four 10 hour days schedule shall be paid 10 hours of Holiday Pay.

c) Part-Time Employees

1. Part-Time Employees – Regular Schedule

Part-Time employees who would normally work the day on which a Holiday falls will be paid Holiday Pay for the hours they would normally have worked, had it not been a Holiday.

2. Part-Time Employees - Irregular Schedule

If during at least five (5) of the last nine (9) weeks, the employee regularly worked on the day of the week that the Holiday falls, the Holiday is to be considered a day that would normally have been a work day for the employee.

14.2 Additional Holidays

Any additional Holidays proclaimed by the Provincial and/or Federal Governments, and generally recognized by industry, will be recognized as paid Holidays.

Any additional Holidays proclaimed by the Civic Governments, and generally recognized by industry, will be recognized as paid Holidays, if approved by the Company.

14.3 Holiday Period of Time

The period of time recognized as a Holiday is the twenty-four (24) hour period beginning at 00:01K on the day which is observed as the Holiday.

14.4 Holidays on Weekends and Holidays for Shift Employees

When any of the Holidays listed above fall on a Saturday or Sunday, the Company, at its discretion, shall declare either the preceding Friday or the following Monday as the day to be observed. When Christmas Day is observed on a Monday, Boxing Day will be observed on the following Tuesday. Shift employees shall observe the Holidays listed in Clause 14.1 on the calendar days on which they fall.

14.5 Holidays on Day Off

When one of these Holidays is observed on an employee's day off, the employee shall receive a regular day's pay or another day off in lieu of the Holiday, the election of which shall be at the discretion of the Company.

ARTICLE 15 - EXPENSES

15.1 Reasonable Expenses

The payment of expenses to employees is made upon the principle that employees should be reimbursed for reasonable 'out of pocket' expenses so incurred. It is considered that employees should neither lose nor profit from expense allowances. This principle shall be followed in dealing with questions that may arise in connection with expenses. **All reasonable expenses not specifically noted within the remainder of Article 15 (e.g. taxi, parking, out of province) incurred and approved by the supervisor shall be reimbursed by the Company upon submission of receipts.**

15.2 Travel Expenses

While working away from headquarters, employees shall be reimbursed for actual expenses of board and lodging. Rooms, as required, shall be arranged for by the employee in charge.

15.3 Meal Allowance

If a meal is provided as part of the work or training assignment (by the Company, the training vendor or other external party) then the meal allowance for that meal shall not be claimed. For a meal, an employee shall only receive a Meal Allowance under one provision of this article.

Receipts are not required for those meal allowances claimed below:

a. Meal Allowances for Employees requiring an overnight absence

Employees on business requiring an overnight absence are eligible for meal allowances based on the following criteria:

- i. Where an overnight absence is required on the evening prior, the employee shall be entitled to a breakfast allowance of seventeen dollars (\$17.00).
- ii. Where the employee works that day and is required to have an overnight absence either the evening prior or that evening, the employee shall be entitled to a lunch allowance of twenty dollars (\$20.00).
- iii. Where the employee is required to have an overnight absence that evening, the employee shall be entitled to a dinner allowance of thirty-three dollars (\$33.00).

b. Noon Meals

While working at or out of headquarters (generally within an eight (8) kilometre (five (5) mile) radius or ten (10) minutes one way travel time from permanent headquarters), employees shall normally provide their own noon meals.

If an employee is working beyond the guide limits stated above, the employee shall, with the approval of his or her supervisor, be reimbursed for the actual cost of the restaurant meal purchased.

This clause does not apply to employees on the L pay scale.

c. Overtime Meal Allowance

An employee shall be entitled to an overtime meal allowance of sixteen dollars (\$16.00) when the employee is required to work more than two (2) hours overtime immediately before a regular shift, three (3) hours overtime after a regular shift, or when called out without having had reasonable time to have a meal.

An employee who is called out to work overtime after they have completed their normal day's work and left their place of employment shall be entitled to an overtime meal allowance at the expiration of four (4) hours of such overtime.

Should such overtime continue, an overtime meal allowance shall be provided at the expiration of each successive four (4) hour period thereafter.

15.4 Transportation

Transportation between headquarters and the job shall be arranged by the Company.

15.5 Kilometre Allowance

Employees who are authorized to use their personal vehicle while on Company business shall be reimbursed at:

- a) The Canada Revenue Agency (CRA) Automobile Allowance rate in effect for the first 5000 kilometres claimed in a calendar year and;

b) The CRA Automobile Allowance rate in effect for kilometres thereafter.

15.6 Transfer Expenses

Transfer Expenses shall be paid in accordance with Attachments 1 and 2 at the back of this Agreement.

15.7 Incidental Expenses

Any employee who is required to work away from the employee's headquarters shall be paid Incidental Expenses of **ten dollars (\$10.00)** per night for all such nights away from headquarters. Incidental Expenses shall not be paid while the employee is attending formal training classes.

ARTICLE 16 - SALARIES, RATES OF PAY AND OTHER PAYMENTS

16.1 Wages and Pay Schedules

During the life of this Agreement, the Company agrees to pay the rates in the Pay Schedules which are attached and the Association agrees to the principle of a full day's work for a full day's pay.

16.2 Scheduled Step Increases

Scheduled increases are intended to be paid for satisfactory progress. The interval from one step to the next shall be six (6) months. In the event that an employee is not making satisfactory progress, one (1) or more step increases may be withheld, provided the performance gap has been formally discussed with the employee concerned and sufficient time has been given to the employee to improve. In the event a progression step is withheld, the Association will be notified in writing of the reason for withholding such increases. Should the employee fail to give satisfactory service following the withholding of an increase, the employee may be demoted, or discharged at the discretion of the Company, subject to the provisions of Articles 6 and 7 of this Agreement.

16.3 Higher Classification/ Temporary Work Leader

An employee temporarily assigned to a position of higher classification, or as a temporary work leader shall, from the first day, be paid at the next higher pay rate applicable to the new classification. Determination of pay placement shall be in accordance with 8.5, Promotion Pay Increase.

The opportunity to work as a temporary work leader shall be made available to qualified employees, and the selection shall be at the discretion of the Company.

16.4 Temporary and Acting Assignments

Temporary assignments shall not exceed twelve (12) months without the written agreement of the Association.

Management shall canvass for volunteers and shall ensure equal opportunity for qualified volunteers. No employee shall be required to accept a temporary assignment for which they have not volunteered.

The Company may restrict the canvass to the department or location where the temporary assignment exists.

Any vacancy created, by a Permanent Employee moving into a temporary assignment, shall not be filled on a permanent basis. Upon completion of a temporary assignment, the employee shall be returned to their previous position.

Should a temporary position become permanent, it shall be posted and filled in accordance with the job posting process.

16.5 Acting Assignments Outside of the Bargaining Unit

Employees assigned to positions outside of the bargaining unit, will receive a premium of 5% of their base hourly rate. This premium will not be included with the base hourly rate in computing overtime or other premium pay.

An employee on an acting assignment shall remain a member of the bargaining unit.

16.6 Pay Protection

No employee shall be required to take a lesser rate of pay when assigned at the Company's request to temporarily perform the duties of another employee or position. The foregoing shall not be construed as applying to demotion for just cause.

16.7 Transfer To A Lower Paying Job Classification

Where a permanent employee is required to transfer to a lower paying job classification because of technological, organizational change or an accommodation, the employee's hourly rate of pay shall remain at their current rate of pay.

The employee's hourly rate of pay shall remain at this current rate of pay until such time as the rate of the lower paying job classification, through wage increases collectively bargained, equals or exceeds the employee's rate of pay.

16.8 Shift Differential - Contact Centre and Dispatch Groups

Employees scheduled to work between **6:00** pm and 6:00 am, shall receive in addition to regular pay, two dollars **and thirty cents (\$2.30*)** per hour for all hours worked between **6:00** pm and 6:00 am effective January 1, **2014**.

***This rate shall be increased at the same time and percentage as all negotiated wage increases.**

Year	Increase	Rate
2015	3.5%	\$2.38
2016	3.5%	\$2.46
2017	3.75%	\$2.55

16.9 Pyramiding

If two (2) or more premiums are applicable to the same hours worked, an employee shall receive only the highest premium applicable to such hours. For the same hours worked, an employee shall not receive a premium rate under more than one (1) provision of this Agreement unless otherwise specifically provided.

16.10 Height Premium

An employee who is required to work at or above a height of twenty-four and four tenths (24.4) meters [eighty (80) feet] free fall above ground level will receive, in addition to their regular rate of pay, a premium of one (1) times their normal straight time rate while so engaged. Premium height pay will be paid for each hour or part of an hour so worked. The provision of Clause 16.9 shall not apply to height pay premium.

16.11 Sick Pay

Sick Pay will be in accordance with the provisions of the "Group Salary Continuance Plan" in effect throughout the Company.

16.12 Negotiated Increases

a) In order to be eligible for any negotiated increases, an employee must be employed when the Agreement is ratified.

b) Employees who retire between the expiration date of the previous Agreement and the date the increases are paid, shall receive the retroactive negotiated increases.

ARTICLE 17 - JOB EVALUATION

17.1 Job Evaluation System

Bargaining unit positions shall be evaluated in accordance with the existing job evaluation system, unless the Company and the Association mutually agree to implement a new system or change the existing system.

17.2 Training in Job Evaluation

The Company shall provide the necessary training in job evaluation to a representative as appointed by the Association.

17.3 Job Description Requests

Upon request, employees, or the Association, shall be provided with a current job description for their position or in the case of the Association any position within the bargaining unit.

17.4 New Job Classifications

When new job classifications are established, or existing jobs re-evaluated, the Company shall work with the Association's designate to collect appropriate data to establish and implement the wage rate. The Company shall notify the Association within 14 days of the classification being established.

17.5 Job Evaluation Process

When significant changes are effected to existing job classifications to the extent that the job requires re-evaluation, or the job is re-evaluated as a result of the job evaluation maintenance program, the following procedure shall be followed:

- a) Where, in the opinion of the Association, a job classification requires re-evaluation, it shall request the Company to proceed with re-evaluation and the Company shall do so within one hundred and twenty (120) days. Upon completion of any evaluation, the Company shall promptly inform the Association of any changes arising there from.
- b) Should a request for re-evaluation, resulting from changes in job content be initiated by an employee, or by the Association on the employee's behalf, and the re-evaluation results in a reclassification to a higher pay level, the reclassification shall be retroactive to the date the Company received the "Request for Review" application.
- c) When the Company initiates a re-evaluation of a job and the re-evaluation results in reclassification to a higher pay level as a result of changes in job content, the reclassification shall be retroactive to the date the employee returns the updated job description to the Company after receiving the "Notification of Review" letter.

17.6 Job Evaluation Dispute Resolution

Should a dispute arise between the Association and the Company regarding a job evaluation, a Board of four (4) persons shall be established, within ten (10) working days of receipt by the Company, of the Association's notice of appeal to attempt to resolve the dispute. Two (2) representatives will be appointed by the Company and two (2) representatives will be appointed by the Association, each of the four (4) persons having one (1) equal vote. It is understood that a Job Evaluation Analyst and the Association's Job evaluation appointee, will be on the Board. Every effort should be made to resolve the dispute within ten (10) working days of the Board's appointment. In the event that the dispute remains unresolved, the following method of settlement shall be adopted:

The Company and the Association shall submit the dispute jointly to two (2) appointees qualified in wage determination and administration, one (1) appointed by the Company and the other by the Association. Such appointees shall meet and hear all pertinent matters and render a decision within

fourteen (14) days of their first meeting. In the event that the appointees cannot reach unanimity in their decision, they may appoint a third party of similar qualifications to act as Chairman, such party to be experienced in the field of job evaluation. The unanimous decision of the first two (2) appointees, or a majority decision of the three (3) appointees, shall be final and binding upon both parties.

17.7 Tentative Rating

When a job classification has been evaluated and assigned a tentative rating, the classification shall be reviewed and a rating confirmed within twelve (12) months, provided the classification has been filled by the same employee.

ARTICLE 18 - MATERNITY AND PARENTAL LEAVE

18.1 Leave Preceding Delivery Date

A pregnant employee will be entitled to maternity leave without pay consisting of a period not exceeding fifteen (15) weeks starting at any time during the twelve (12) weeks immediately preceding the estimated date of delivery.

18.2 Notice of Maternity Leave

The pregnant employee shall give the Company two (2) weeks' notice in writing of the day upon which she intends to commence maternity leave and, if requested, provide a medical certificate certifying that she is pregnant and the estimated date of delivery.

18.3 Minimum Maternity Leave

An employee on maternity leave must take a period of leave at least six (6) weeks immediately following the date of delivery, unless the employee and the Company agree to shorten the period. In such cases, the employee shall provide the Company with a medical certificate indicating that resumption of work will not endanger her health.

18.4 Leave of Absence

The Company shall grant an employee a leave of absence without pay for a maximum of thirty-seven (37) weeks:

- a) immediately following the last day of maternity leave;
- b) or, a period of not more than thirty-seven (37) consecutive weeks within fifty-two (52) weeks after the child's birth;
- c) and, in the case of an adoptive parent, a period of not more than thirty-seven (37) consecutive weeks within fifty-two (52) weeks after the child is placed with the adoptive parent for the purpose of adoption.

18.5 Parental Leave Entitlement

An employee's entitlement to parental leave for the purposes of adoption is conditional on having at least twelve (12) months of continuous service immediately preceding the estimated adoption date.

18.6 Leave When Both Parents Are Employed by the Company

Where both prospective parents are employees of the Company and they intend to share parental leave, they must advise the Company of their intention.

18.7 Adoption

Prior to the adoption, the employee shall notify the Company in writing of their intent to adopt, giving the estimated adoption date unless:

- a. the medical condition of the birth mother or child makes it impossible to comply with this requirement;
- b. the date of the child's placement with the adoptive parent was not foreseeable.

18.8 Return to Work Notice

An employee who wishes to resume employment upon the expiration of maternity or parental leave shall give the Company two (2) weeks' notice in writing of the day on which the employee intends to resume employment.

18.9 Reinstatement Upon Return to Work

The Company will reinstate the employee in the position they occupied at the time maternity or parental leave commenced or provide the employee with alternative work of a comparable nature at not less than the earnings and other benefits that had accrued to the employee when the maternity or parental leave started.

18.10 Benefits During Leave

During maternity and parental leave, the Company will make premium contributions to continue coverage based on the employees benefit selection and the employee will be required to pay any contribution based on their benefit selection that is over and above the plan credits prior to commencing their leave. Upon reinstatement, the employee will be given full credit for seniority that had accrued to the date that the employee commenced maternity and parental leave.

18.11 Leave to Attend Birth or Adoption of a Child

A Permanent Employee or Term Employee, upon request, may be granted a leave of absence with pay for one (1) day for the purpose of attending the birth of the employee's child, or for attending to the release from hospital of the spouse who has given birth, or on the day on which they first obtain custody of an adopted child.

ARTICLE 19 - MEDICAL AND DENTAL APPOINTMENTS

19.1 Medical and Dental Appointments

Employees shall make every effort to schedule medical and dental appointments outside of working hours. Where this is not reasonably possible, appointments should be made so as to minimize absence from work. Employees shall notify their supervisor of such appointments as far in advance as possible. Such required absences shall be paid except where such absences are frequent or extended, in which case the employee will make up the time, take the leave without pay, use vacation credits, or use banked overtime.

ARTICLE 20 - BEREAVEMENT LEAVE

20.1 In the event of a death in the immediate family of an employee, the Employee shall be granted Bereavement Leave with pay. **In the event of a death of a spouse (including common-law), parent, child, or stepchild, the length of such absence shall be five (5) days.**

20.2 **For other immediate family**, the length of such absence shall be three (3) days. An additional two (2) days shall be granted if required for travel or when the Employee is involved with the responsibilities of making funeral arrangements.

20.3 If the funeral is held out of the country for an immediate family member, the Company may accommodate the Employee by providing an additional Bereavement Leave without pay, if operational requirements permit.

- 20.4 The term 'other immediate family' shall mean: brother, sister, **parent-in-law**, sister-in-law, brother-in-law, **son-in-law**, **daughter-in-law**, **grandparent (including spouse's)**, **grandchild**, **guardian**, or any other relative living in the household of the Employee.
- 20.5 In the event of death of an aunt, uncle, niece, or nephew, **or where the employee is acting as a Pallbearer**, an employee will be eligible for Bereavement Leave with pay for one (1) day to attend the funeral, provided that this day falls on a regular scheduled working day.
- 20.6 Bereavement Leave without pay to attend funeral services only for persons related more distantly than those listed herein may be granted at the discretion of the supervisor.
- 20.7 In the case of a death of a working associate, **or former working associate**, an employee may be given time off with pay to attend the funeral. This will be subject to service requirements and management approval.
- 20.8 To qualify for Bereavement Leave, the Employee shall be required to notify the immediate supervisor.
- 20.9 Bereavement occurring during an employee's scheduled vacation period shall extend the vacation or reschedule the vacation by the amount of days allowed for Bereavement Leave.

ARTICLE 21 - PROTECTIVE CLOTHING AND FOOTWEAR

21.1 Fire Resistant ("FR") Work Wear And Safety Footwear

For all eligible employees listed in Table 1, the Company shall provide:

- a) **A Safety Footwear Allowance of three hundred and seventy five dollars (\$375.00) per Routine Exposure employee or two hundred dollars (\$200.00) per Sporadic Exposure employee, which shall be paid in January of each year. No receipts required.**
- b) **Fire Resistant rated outerwear including those items listed in Table 2 and Table 3. These items must be sourced through the Company approved vendor. Replacement will be made on evidence of fair wear and tear.**
- c) **Employees who are new to a position requiring FR Work Wear will receive an initial allotment of \$3,200 (routine exposure) and \$1,200 (sporadic exposure) in the first year. This shall include the cost of boots.**
- d) **Employees may purchase approved Safety Footwear from the supplier of their choice**
- e) **Should it be necessary, positions, garment selection, and allotments shall be adjusted, by the Company, after discussions with, and input from, the Association.***
*** Note: In 2014 a new supplier will be selected through the clothing trial that is in progress, with input from the Joint Health and Safety Committee.**
- f) **Items not addressed by this Article shall continue to be provided under existing terms and conditions.**

TABLE 1 FIRE RESISTANT ELIGIBLE EMPLOYEES

ROUTINE EXPOSURE	SPORADIC EXPOSURE
Regular Full Time employees who work with energized equipment	Regular Full Time employees who work near energized equipment
Including but not limited to, the following positions	Including but not limited to, the following positions
Power Line Technician (Apprentice & Journeyman)	Design Assistant
Lead Power Line Technician	Design Specialist/Technologist Design Specialist/Technologist II Senior Design Specialist/Technologist
Area Coordinator	Engineering Technologist
Construction Foreman	Technical Training Specialist EDC
Area Foreman	Production Operator Technical Services
Field Metering & Equipment Technologist	Technical Services Technologist
Reconditioning Services Technician	Senior Maintenance Planner
Area Coordinator Maintenance	Maintenance Planner
Work Methods Specialist	Forestry Field Representative
Heavy Equipment Technician	Senior Designer
Fleet Services Coordinator	Project Manager
Field Service Representative	Yard Operator
Field Technical Support Technologist	Land Agent Senior Land Agent
	Health & Safety Advisor

TABLE 2 FIRE RESISTANT GARMENTS & SAFETY FOOTWEAR

Summer Coveralls	Pants	Summer Jacket
Winter Coveralls	Hoodies	Winter Jacket
Short Sleeve T-Shirts	Rain Gear (Complete)	3 in 1 Jacket
Long Sleeve T-Shirts	Rain Gear (Jacket Only)	Bib Summer Overalls
Short Sleeve Shirts	Rain Gear (Pants Only)	Bib Winter Overalls
Long Sleeve Shirts	Insulated Vest	Approved Safety Footwear

TABLE 3 ACCESSORIES

Balaclava	Faceshield	Neck Tube
Chin Strap	Gear Bag (non FRW)	Traffic Vest
Disposable Coveralls	Hard Hat Liner (Heavy & Light Duty)	Non-prescription Safety Glasses, including sunglasses

21.2 Other Protective Clothing and Footwear

This clause applies to those employees who are not covered under 21.1 Fire Resistant Work Wear & Safety Footwear.

- a) Employees whose work is damaging or destructive to clothing shall be provided with coveralls/overalls or smocks/aprons, as appropriate. Employees will initially be issued one pair of coveralls/overalls or one smock/apron. Approval for all replacements will be the responsibility of the immediate Supervisor, based on evidence that the previous item requires replacement.
- b) Employees working in warehouse or yard environments, who are required to work outdoors, shall be provided with one (1) winter jacket every four (4) years, or sooner if the Supervisor deems the jacket needs to be replaced. Rain wear will be available on-site for use.

- c) Employees who are required to wear safety footwear shall be reimbursed for the cost of such footwear to a maximum of two hundred dollars (\$200.00) each year.

ARTICLE 22 - WORK SECURITY

22.1 Protection of Rights and Employment

Performance of work for the Company by contractors will not serve to alter any right under the terms of this Agreement, nor cause the direct layoff of any employee, provided they have the necessary skills to replace the contractor.

22.2 Hiring Contractors

In addition to the right of the Company to contract out, contractors may be hired to perform work that otherwise might be considered to fall under the scope of the Association in the following circumstances:

- a) When the work required to be performed is to cover peak workloads when sufficient resources are not available; or to replace internal resources when they are completing special assignments; or of a short term nature; or
- b) When the skills required are considered special and not available internally or not available for individual hire in the employment market or when not required on a permanent basis.

ARTICLE 23 - TERMINATION OF AGREEMENT

23.1 Term of Agreement

This Agreement shall be effective from **January 1, 2014** and shall remain in full force up to and including **December 31, 2017** and shall continue in force thereafter unless in any year not more than one hundred and twenty (120) days, and not less than sixty (60) days before the date of its termination, either party shall furnish the other with notice of intention to amend this Agreement. Both parties agree to commence negotiations within thirty (30) days from date of notice.

23.2 Continuation of Agreement

If notice to negotiate has been given by either party prior to date of termination, this Agreement shall remain in full force and effect during any period of negotiations, in accordance with the provisions of the Labour Relations Code.

23.3 Altering the Agreement

In the event that the Company and the Association wish to alter any Article or Attachment during the term of this Agreement, the parties may, by mutual agreement, negotiate such alterations.

As agreed on the **17th** day of December, **2013** at Calgary, Alberta.

PAY SCHEDULES

Effective **January 1, 2014**: Increase Hourly Rates by **3.25%**

Effective **January 1, 2015**: Increase Hourly Rates by **3.5%**

Effective **January 1, 2016**: Increase Hourly Rates by **3.5%**

Effective **January 1, 2017**: Increase Hourly Rates by **3.75%**

Business Services

2014

Business Services: Effective January 1, 2014, 3.25% Increase Over 2013										
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
B1	\$20.64	\$22.34	\$24.05	\$25.79	\$27.51					
B2	\$23.40	\$24.96	\$26.52	\$28.06	\$29.61	\$31.18				
B3	\$25.34	\$26.79	\$28.15	\$29.57	\$30.99	\$32.39	\$33.80			
B4	\$28.62	\$29.97	\$31.32	\$32.71	\$34.05	\$35.43	\$36.78	\$38.13		
B5	\$33.62	\$35.01	\$36.46	\$37.84	\$39.22	\$40.64	\$42.07	\$43.43	\$44.84	
B6	\$38.17	\$39.61	\$41.05	\$42.46	\$43.92	\$45.36	\$46.79	\$48.26	\$49.73	\$51.18

Bi-Weekly 37.5 Hour Work Week										
B1	\$1,548.00	\$1,675.50	\$1,803.75	\$1,934.25	\$2,063.25					
B2	\$1,755.00	\$1,872.00	\$1,989.00	\$2,104.50	\$2,220.75	\$2,338.50				
B3	\$1,900.50	\$2,009.25	\$2,111.25	\$2,217.75	\$2,324.25	\$2,429.25	\$2,535.00			
B4	\$2,146.50	\$2,247.75	\$2,349.00	\$2,453.25	\$2,553.75	\$2,657.25	\$2,758.50	\$2,859.75		
B5	\$2,521.50	\$2,625.75	\$2,734.50	\$2,838.00	\$2,941.50	\$3,048.00	\$3,155.25	\$3,257.25	\$3,363.00	
B6	\$2,862.75	\$2,970.75	\$3,078.75	\$3,184.50	\$3,294.00	\$3,402.00	\$3,509.25	\$3,619.50	\$3,729.75	\$3,838.50

Bi-Weekly 40 Hour Work Week										
B1	\$1,651.20	\$1,787.20	\$1,924.00	\$2,063.20	\$2,200.80					
B2	\$1,872.00	\$1,996.80	\$2,121.60	\$2,244.80	\$2,368.80	\$2,494.40				
B3	\$2,027.20	\$2,143.20	\$2,252.00	\$2,365.60	\$2,479.20	\$2,591.20	\$2,704.00			
B4	\$2,289.60	\$2,397.60	\$2,505.60	\$2,616.80	\$2,724.00	\$2,834.40	\$2,942.40	\$3,050.40		
B5	\$2,689.60	\$2,800.80	\$2,916.80	\$3,027.20	\$3,137.60	\$3,251.20	\$3,365.60	\$3,474.40	\$3,587.20	
B6	\$3,053.60	\$3,168.80	\$3,284.00	\$3,396.80	\$3,513.60	\$3,628.80	\$3,743.20	\$3,860.80	\$3,978.40	\$4,094.40

2015

Business Services: Effective January 1, 2015, 3.5% Increase Over 2014

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
B1	\$21.36	\$23.12	\$24.89	\$26.69	\$28.47					
B2	\$24.22	\$25.83	\$27.45	\$29.04	\$30.65	\$32.27				
B3	\$26.23	\$27.73	\$29.14	\$30.60	\$32.07	\$33.52	\$34.98			
B4	\$29.62	\$31.02	\$32.42	\$33.85	\$35.24	\$36.67	\$38.07	\$39.46		
B5	\$34.80	\$36.24	\$37.74	\$39.16	\$40.59	\$42.06	\$43.54	\$44.95	\$46.41	
B6	\$39.51	\$41.00	\$42.49	\$43.95	\$45.46	\$46.95	\$48.43	\$49.95	\$51.47	\$52.97

Bi-Weekly 37.5 Hour Work Week

B1	\$1,602.00	\$1,734.00	\$1,866.75	\$2,001.75	\$2,135.25					
B2	\$1,816.50	\$1,937.25	\$2,058.75	\$2,178.00	\$2,298.75	\$2,420.25				
B3	\$1,967.25	\$2,079.75	\$2,185.50	\$2,295.00	\$2,405.25	\$2,514.00	\$2,623.50			
B4	\$2,221.50	\$2,326.50	\$2,431.50	\$2,538.75	\$2,643.00	\$2,750.25	\$2,855.25	\$2,959.50		
B5	\$2,610.00	\$2,718.00	\$2,830.50	\$2,937.00	\$3,044.25	\$3,154.50	\$3,265.50	\$3,371.25	\$3,480.75	
B6	\$2,963.25	\$3,075.00	\$3,186.75	\$3,296.25	\$3,409.50	\$3,521.25	\$3,632.25	\$3,746.25	\$3,860.25	\$3,972.75

Bi-Weekly 40 Hour Work Week

B1	\$1,708.80	\$1,849.60	\$1,991.20	\$2,135.20	\$2,277.60					
B2	\$1,937.60	\$2,066.40	\$2,196.00	\$2,323.20	\$2,452.00	\$2,581.60				
B3	\$2,098.40	\$2,218.40	\$2,331.20	\$2,448.00	\$2,565.60	\$2,681.60	\$2,798.40			
B4	\$2,369.60	\$2,481.60	\$2,593.60	\$2,708.00	\$2,819.20	\$2,933.60	\$3,045.60	\$3,156.80		
B5	\$2,784.00	\$2,899.20	\$3,019.20	\$3,132.80	\$3,247.20	\$3,364.80	\$3,483.20	\$3,596.00	\$3,712.80	
B6	\$3,160.80	\$3,280.00	\$3,399.20	\$3,516.00	\$3,636.80	\$3,756.00	\$3,874.40	\$3,996.00	\$4,117.60	\$4,237.60

2016

Business Services: Effective January 1, 2016, 3.5% Increase Over 2015										
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
B1	\$22.11	\$23.93	\$25.76	\$27.62	\$29.47					
B2	\$25.07	\$26.73	\$28.41	\$30.06	\$31.72	\$33.40				
B3	\$27.15	\$28.70	\$30.16	\$31.67	\$33.19	\$34.69	\$36.20			
B4	\$30.66	\$32.11	\$33.55	\$35.03	\$36.47	\$37.95	\$39.40	\$40.84		
B5	\$36.02	\$37.51	\$39.06	\$40.53	\$42.01	\$43.53	\$45.06	\$46.52	\$48.03	
B6	\$40.89	\$42.44	\$43.98	\$45.49	\$47.05	\$48.59	\$50.13	\$51.70	\$53.27	\$54.82

Bi-Weekly 37.5 Hour Work Week										
B1	\$1,658.25	\$1,794.75	\$1,932.00	\$2,071.50	\$2,210.25					
B2	\$1,880.25	\$2,004.75	\$2,130.75	\$2,254.50	\$2,379.00	\$2,505.00				
B3	\$2,036.25	\$2,152.50	\$2,262.00	\$2,375.25	\$2,489.25	\$2,601.75	\$2,715.00			
B4	\$2,299.50	\$2,408.25	\$2,516.25	\$2,627.25	\$2,735.25	\$2,846.25	\$2,955.00	\$3,063.00		
B5	\$2,701.50	\$2,813.25	\$2,929.50	\$3,039.75	\$3,150.75	\$3,264.75	\$3,379.50	\$3,489.00	\$3,602.25	
B6	\$3,066.75	\$3,183.00	\$3,298.50	\$3,411.75	\$3,528.75	\$3,644.25	\$3,759.75	\$3,877.50	\$3,995.25	\$4,111.50

Bi-Weekly 40 Hour Work Week										
B1	\$1,768.80	\$1,914.40	\$2,060.80	\$2,209.60	\$2,357.60					
B2	\$2,005.60	\$2,138.40	\$2,272.80	\$2,404.80	\$2,537.60	\$2,672.00				
B3	\$2,172.00	\$2,296.00	\$2,412.80	\$2,533.60	\$2,655.20	\$2,775.20	\$2,896.00			
B4	\$2,452.80	\$2,568.80	\$2,684.00	\$2,802.40	\$2,917.60	\$3,036.00	\$3,152.00	\$3,267.20		
B5	\$2,881.60	\$3,000.80	\$3,124.80	\$3,242.40	\$3,360.80	\$3,482.40	\$3,604.80	\$3,721.60	\$3,842.40	
B6	\$3,271.20	\$3,395.20	\$3,518.40	\$3,639.20	\$3,764.00	\$3,887.20	\$4,010.40	\$4,136.00	\$4,261.60	\$4,385.60

2017

Business Services: Effective January 1, 2017, 3.75% Increase Over 2016

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
B1	\$22.94	\$24.83	\$26.73	\$28.66	\$30.58					
B2	\$26.01	\$27.73	\$29.48	\$31.19	\$32.91	\$34.65				
B3	\$28.17	\$29.78	\$31.29	\$32.86	\$34.43	\$35.99	\$37.56			
B4	\$31.81	\$33.31	\$34.81	\$36.34	\$37.84	\$39.37	\$40.88	\$42.37		
B5	\$37.37	\$38.92	\$40.52	\$42.05	\$43.59	\$45.16	\$46.75	\$48.26	\$49.83	
B6	\$42.42	\$44.03	\$45.63	\$47.20	\$48.81	\$50.41	\$52.01	\$53.64	\$55.27	\$56.88

Bi-Weekly 37.5 Hour Work Week

B1	\$1,720.50	\$1,862.25	\$2,004.75	\$2,149.50	\$2,293.50					
B2	\$1,950.75	\$2,079.75	\$2,211.00	\$2,339.25	\$2,468.25	\$2,598.75				
B3	\$2,112.75	\$2,233.50	\$2,346.75	\$2,464.50	\$2,582.25	\$2,699.25	\$2,817.00			
B4	\$2,385.75	\$2,498.25	\$2,610.75	\$2,725.50	\$2,838.00	\$2,952.75	\$3,066.00	\$3,177.75		
B5	\$2,802.75	\$2,919.00	\$3,039.00	\$3,153.75	\$3,269.25	\$3,387.00	\$3,506.25	\$3,619.50	\$3,737.25	
B6	\$3,181.50	\$3,302.25	\$3,422.25	\$3,540.00	\$3,660.75	\$3,780.75	\$3,900.75	\$4,023.00	\$4,145.25	\$4,266.00

Bi-Weekly 40 Hour Work Week

B1	\$1,835.20	\$1,986.40	\$2,138.40	\$2,292.80	\$2,446.40					
B2	\$2,080.80	\$2,218.40	\$2,358.40	\$2,495.20	\$2,632.80	\$2,772.00				
B3	\$2,253.60	\$2,382.40	\$2,503.20	\$2,628.80	\$2,754.40	\$2,879.20	\$3,004.80			
B4	\$2,544.80	\$2,664.80	\$2,784.80	\$2,907.20	\$3,027.20	\$3,149.60	\$3,270.40	\$3,389.60		
B5	\$2,989.60	\$3,113.60	\$3,241.60	\$3,364.00	\$3,487.20	\$3,612.80	\$3,740.00	\$3,860.80	\$3,986.40	
B6	\$3,393.60	\$3,522.40	\$3,650.40	\$3,776.00	\$3,904.80	\$4,032.80	\$4,160.80	\$4,291.20	\$4,421.60	\$4,550.40

Information Technology

2014

Information Technology: Effective January 1, 2014, 3.25% Increase Over 2013

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
I1	\$34.68	\$36.14	\$37.58	\$39.03	\$40.46	\$41.91	\$43.33	\$44.78	\$46.26	
I2	\$39.02	\$40.45	\$41.89	\$43.32	\$44.77	\$46.19	\$47.64	\$49.10	\$50.51	\$52.01
I3	\$42.54	\$44.11	\$45.67	\$47.23	\$48.81	\$50.40	\$51.97	\$53.51	\$55.08	\$56.69

Bi-Weekly 37.5 Hour Work Week

I1	\$2,601.00	\$2,710.50	\$2,818.50	\$2,927.25	\$3,034.50	\$3,143.25	\$3,249.75	\$3,358.50	\$3,469.50	
I2	\$2,926.50	\$3,033.75	\$3,141.75	\$3,249.00	\$3,357.75	\$3,464.25	\$3,573.00	\$3,682.50	\$3,788.25	\$3,900.75
I3	\$3,190.50	\$3,308.25	\$3,425.25	\$3,542.25	\$3,660.75	\$3,780.00	\$3,897.75	\$4,013.25	\$4,131.00	\$4,251.75

2015

Information Technology: Effective January 1, 2015, 3.5% Increase Over 2014

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
I1	\$35.89	\$37.40	\$38.90	\$40.40	\$41.88	\$43.38	\$44.85	\$46.35	\$47.88	
I2	\$40.39	\$41.87	\$43.36	\$44.84	\$46.34	\$47.81	\$49.31	\$50.82	\$52.28	\$53.83
I3	\$44.03	\$45.65	\$47.27	\$48.88	\$50.52	\$52.16	\$53.79	\$55.38	\$57.01	\$58.67
Bi-Weekly 37.5 Hour Work Week										
I1	\$2,691.75	\$2,805.00	\$2,917.50	\$3,030.00	\$3,141.00	\$3,253.50	\$3,363.75	\$3,476.25	\$3,591.00	
I2	\$3,029.25	\$3,140.25	\$3,252.00	\$3,363.00	\$3,475.50	\$3,585.75	\$3,698.25	\$3,811.50	\$3,921.00	\$4,037.25
I3	\$3,302.25	\$3,423.75	\$3,545.25	\$3,666.00	\$3,789.00	\$3,912.00	\$4,034.25	\$4,153.50	\$4,275.75	\$4,400.25

2016

Information Technology: Effective January 1, 2016, 3.5% Increase Over 2015

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
I1	\$37.15	\$38.71	\$40.26	\$41.81	\$43.35	\$44.90	\$46.42	\$47.97	\$49.56	
I2	\$41.80	\$43.34	\$44.88	\$46.41	\$47.96	\$49.48	\$51.04	\$52.60	\$54.11	\$55.71
I3	\$45.57	\$47.25	\$48.92	\$50.59	\$52.29	\$53.99	\$55.67	\$57.32	\$59.01	\$60.72
Bi-Weekly 37.5 Hour Work Week										
I1	\$2,786.25	\$2,903.25	\$3,019.50	\$3,135.75	\$3,251.25	\$3,367.50	\$3,481.50	\$3,597.75	\$3,717.00	
I2	\$3,135.00	\$3,250.50	\$3,366.00	\$3,480.75	\$3,597.00	\$3,711.00	\$3,828.00	\$3,945.00	\$4,058.25	\$4,178.25
I3	\$3,417.75	\$3,543.75	\$3,669.00	\$3,794.25	\$3,921.75	\$4,049.25	\$4,175.25	\$4,299.00	\$4,425.75	\$4,554.00

2017

Information Technology: Effective January 1, 2017, 3.75% Increase Over 2016

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
I1	\$38.54	\$40.16	\$41.77	\$43.38	\$44.98	\$46.58	\$48.16	\$49.77	\$51.42	
I2	\$43.37	\$44.97	\$46.56	\$48.15	\$49.76	\$51.34	\$52.95	\$54.57	\$56.14	\$57.80
I3	\$47.28	\$49.02	\$50.75	\$52.49	\$54.25	\$56.01	\$57.76	\$59.47	\$61.22	\$63.00
Bi-Weekly 37.5 Hour Work Week										
I1	\$2,890.50	\$3,012.00	\$3,132.75	\$3,253.50	\$3,373.50	\$3,493.50	\$3,612.00	\$3,732.75	\$3,856.50	
I2	\$3,252.75	\$3,372.75	\$3,492.00	\$3,611.25	\$3,732.00	\$3,850.50	\$3,971.25	\$4,092.75	\$4,210.50	\$4,335.00
I3	\$3,546.00	\$3,676.50	\$3,806.25	\$3,936.75	\$4,068.75	\$4,200.75	\$4,332.00	\$4,460.25	\$4,591.50	\$4,725.00

Operational Services

2014

Operational Services: Effective January 1, 2014, 3.25% Increase Over 2013							
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
O1	\$23.24	\$25.55	\$27.29	\$29.00	\$30.69	\$32.39	\$34.09
O2	\$28.48	\$30.07	\$31.65	\$33.25	\$34.82	\$36.41	\$38.00
O3	\$31.57	\$33.31	\$35.06	\$36.83	\$38.57	\$40.33	\$42.12
Bi-Weekly 40 Hour Work Week							
O1	\$1,859.20	\$2,044.00	\$2,183.20	\$2,320.00	\$2,455.20	\$2,591.20	\$2,727.20
O2	\$2,278.40	\$2,405.60	\$2,532.00	\$2,660.00	\$2,785.60	\$2,912.80	\$3,040.00
O3	\$2,525.60	\$2,664.80	\$2,804.80	\$2,946.40	\$3,085.60	\$3,226.40	\$3,369.60

2015

Operational Services: Effective January 1, 2015, 3.5% Increase Over 2014							
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
O1	\$24.05	\$26.44	\$28.25	\$30.02	\$31.76	\$33.52	\$35.28
O2	\$29.48	\$31.12	\$32.76	\$34.41	\$36.04	\$37.68	\$39.33
O3	\$32.67	\$34.48	\$36.29	\$38.12	\$39.92	\$41.74	\$43.59
Bi-Weekly 40 Hour Work Week							
O1	\$1,924.00	\$2,115.20	\$2,260.00	\$2,401.60	\$2,540.80	\$2,681.60	\$2,822.40
O2	\$2,358.40	\$2,489.60	\$2,620.80	\$2,752.80	\$2,883.20	\$3,014.40	\$3,146.40
O3	\$2,613.60	\$2,758.40	\$2,903.20	\$3,049.60	\$3,193.60	\$3,339.20	\$3,487.20

2016

Operational Services: Effective January 1, 2016, 3.5% Increase Over 2015							
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
O1	\$24.89	\$27.37	\$29.24	\$31.07	\$32.87	\$34.69	\$36.51
O2	\$30.51	\$32.21	\$33.91	\$35.61	\$37.30	\$39.00	\$40.71
O3	\$33.81	\$35.69	\$37.56	\$39.45	\$41.32	\$43.20	\$45.12
Bi-Weekly 40 Hour Work Week							
O1	\$1,991.20	\$2,189.60	\$2,339.20	\$2,485.60	\$2,629.60	\$2,775.20	\$2,920.80
O2	\$2,440.80	\$2,576.80	\$2,712.80	\$2,848.80	\$2,984.00	\$3,120.00	\$3,256.80
O3	\$2,704.80	\$2,855.20	\$3,004.80	\$3,156.00	\$3,305.60	\$3,456.00	\$3,609.60

2017

Operational Services: Effective January 1, 2017, 3.75% Increase Over 2016							
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
O1	\$25.82	\$28.40	\$30.34	\$32.24	\$34.10	\$35.99	\$37.88
O2	\$31.65	\$33.42	\$35.18	\$36.95	\$38.70	\$40.46	\$42.24
O3	\$35.08	\$37.03	\$38.97	\$40.93	\$42.87	\$44.82	\$46.81
Bi-Weekly 40 Hour Work Week							
O1	\$2,065.60	\$2,272.00	\$2,427.20	\$2,579.20	\$2,728.00	\$2,879.20	\$3,030.40
O2	\$2,532.00	\$2,673.60	\$2,814.40	\$2,956.00	\$3,096.00	\$3,236.80	\$3,379.20
O3	\$2,806.40	\$2,962.40	\$3,117.60	\$3,274.40	\$3,429.60	\$3,585.60	\$3,744.80

Technical Services

2014

Technical Services: Effective January 1, 2014, 3.25% Increase Over 2013											
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
T1	\$26.10	\$28.04	\$29.98	\$31.91	\$33.85	\$35.77	\$37.71	\$39.65	\$41.61	\$43.55	\$47.28
T2	\$28.38	\$30.28	\$32.14	\$34.05	\$35.92	\$37.82	\$39.74	\$41.62	\$43.51	\$45.39	\$48.67
T3	\$29.19	\$31.14	\$33.08	\$35.02	\$37.00	\$38.95	\$40.89	\$42.85	\$44.78	\$46.72	
T4	\$38.04	\$39.84	\$41.66	\$43.47	\$45.26	\$47.10	\$48.90	\$50.72			
T5	\$39.07	\$40.91	\$42.79	\$44.63	\$46.49	\$48.35	\$50.21	\$52.06			
T6	\$48.35	\$50.21	\$52.07	\$54.18							
Bi-Weekly 36 Hour Work Week											
T1	\$1,879.20	\$2,018.88	\$2,158.56	\$2,297.52	\$2,437.20	\$2,575.44	\$2,715.12	\$2,854.80	\$2,995.92	\$3,135.60	\$3,404.16
T2	\$2,043.36	\$2,180.16	\$2,314.08	\$2,451.60	\$2,586.24	\$2,723.04	\$2,861.28	\$2,996.64	\$3,132.72	\$3,268.08	\$3,504.24
T3	\$2,101.68	\$2,242.08	\$2,381.76	\$2,521.44	\$2,664.00	\$2,804.40	\$2,944.08	\$3,085.20	\$3,224.16	\$3,363.84	
T4	\$2,738.88	\$2,868.48	\$2,999.52	\$3,129.84	\$3,258.72	\$3,391.20	\$3,520.80	\$3,651.84			
T5	\$2,813.04	\$2,945.52	\$3,080.88	\$3,213.36	\$3,347.28	\$3,481.20	\$3,615.12	\$3,748.32			
T6	\$3,481.20	\$3,615.12	\$3,749.04	\$3,900.96							
Bi-Weekly 37.5 Hour Work Week											
T1	\$1,957.50	\$2,103.00	\$2,248.50	\$2,393.25	\$2,538.75	\$2,682.75	\$2,828.25	\$2,973.75	\$3,120.75	\$3,266.25	\$3,546.00
T2	\$2,128.50	\$2,271.00	\$2,410.50	\$2,553.75	\$2,694.00	\$2,836.50	\$2,980.50	\$3,121.50	\$3,263.25	\$3,404.25	\$3,650.25
T3	\$2,189.25	\$2,335.50	\$2,481.00	\$2,626.50	\$2,775.00	\$2,921.25	\$3,066.75	\$3,213.75	\$3,358.50	\$3,504.00	
T4	\$2,853.00	\$2,988.00	\$3,124.50	\$3,260.25	\$3,394.50	\$3,532.50	\$3,667.50	\$3,804.00			
T5	\$2,930.25	\$3,068.25	\$3,209.25	\$3,347.25	\$3,486.75	\$3,626.25	\$3,765.75	\$3,904.50			
T6	\$3,626.25	\$3,765.75	\$3,905.25	\$4,063.50							
Bi-Weekly 40 Hour Work Week											
T1	\$2,088.00	\$2,243.20	\$2,398.40	\$2,552.80	\$2,708.00	\$2,861.60	\$3,016.80	\$3,172.00	\$3,328.80	\$3,484.00	\$3,782.40
T2	\$2,270.40	\$2,422.40	\$2,571.20	\$2,724.00	\$2,873.60	\$3,025.60	\$3,179.20	\$3,329.60	\$3,480.80	\$3,631.20	\$3,893.60
T3	\$2,335.20	\$2,491.20	\$2,646.40	\$2,801.60	\$2,960.00	\$3,116.00	\$3,271.20	\$3,428.00	\$3,582.40	\$3,737.60	
T4	\$3,043.20	\$3,187.20	\$3,332.80	\$3,477.60	\$3,620.80	\$3,768.00	\$3,912.00	\$4,057.60			
T5	\$3,125.60	\$3,272.80	\$3,423.20	\$3,570.40	\$3,719.20	\$3,868.00	\$4,016.80	\$4,164.80			
T6	\$3,868.00	\$4,016.80	\$4,165.60	\$4,334.40							

2015

Technical Services: Effective January 1, 2015, 3.5% Increase Over 2014

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
T1	\$27.01	\$29.02	\$31.03	\$33.03	\$35.03	\$37.02	\$39.03	\$41.04	\$43.07	\$45.07	\$48.93
T2	\$29.37	\$31.34	\$33.26	\$35.24	\$37.18	\$39.14	\$41.13	\$43.08	\$45.03	\$46.98	\$50.37
T3	\$30.21	\$32.23	\$34.24	\$36.25	\$38.30	\$40.31	\$42.32	\$44.35	\$46.35	\$48.36	\$50.37
T4	\$39.37	\$41.23	\$43.12	\$44.99	\$46.84	\$48.75	\$50.61	\$52.50	\$54.35	\$56.20	\$58.05
T5	\$40.44	\$42.34	\$44.29	\$46.19	\$48.12	\$50.04	\$51.97	\$53.88	\$55.79	\$57.70	\$59.61
T6	\$50.04	\$51.97	\$53.89	\$56.08							

Bi-Weekly 36 Hour Work Week

T1	\$1,944.72	\$2,089.44	\$2,234.16	\$2,378.16	\$2,522.16	\$2,665.44	\$2,810.16	\$2,954.88	\$3,101.04	\$3,245.04	\$3,382.56
T2	\$2,114.64	\$2,256.48	\$2,394.72	\$2,537.28	\$2,676.96	\$2,818.08	\$2,961.36	\$3,101.76	\$3,242.16	\$3,382.56	\$3,522.96
T3	\$2,175.12	\$2,320.56	\$2,465.28	\$2,610.00	\$2,757.60	\$2,902.32	\$3,047.04	\$3,193.20	\$3,337.20	\$3,481.92	\$3,626.64
T4	\$2,834.64	\$2,968.56	\$3,104.64	\$3,239.28	\$3,372.48	\$3,510.00	\$3,643.92	\$3,780.00	\$3,916.08	\$4,051.20	\$4,186.32
T5	\$2,911.68	\$3,048.48	\$3,188.88	\$3,325.68	\$3,464.64	\$3,602.88	\$3,741.84	\$3,879.36	\$4,016.32	\$4,153.76	\$4,291.20
T6	\$3,602.88	\$3,741.84	\$3,880.08	\$4,037.76							

Bi-Weekly 37.5 Hour Work Week

T1	\$2,025.75	\$2,176.50	\$2,327.25	\$2,477.25	\$2,627.25	\$2,776.50	\$2,927.25	\$3,078.00	\$3,230.25	\$3,380.25	\$3,523.50
T2	\$2,202.75	\$2,350.50	\$2,494.50	\$2,643.00	\$2,788.50	\$2,935.50	\$3,084.75	\$3,231.00	\$3,377.25	\$3,523.50	\$3,669.75
T3	\$2,265.75	\$2,417.25	\$2,568.00	\$2,718.75	\$2,872.50	\$3,023.25	\$3,174.00	\$3,326.25	\$3,476.25	\$3,627.00	\$3,777.75
T4	\$2,952.75	\$3,092.25	\$3,234.00	\$3,374.25	\$3,513.00	\$3,656.25	\$3,795.75	\$3,937.50	\$4,076.25	\$4,215.00	\$4,353.75
T5	\$3,033.00	\$3,175.50	\$3,321.75	\$3,464.25	\$3,609.00	\$3,753.00	\$3,897.75	\$4,041.00	\$4,184.25	\$4,327.50	\$4,470.75
T6	\$3,753.00	\$3,897.75	\$4,041.75	\$4,206.00							

Bi-Weekly 40 Hour Work Week

T1	\$2,160.80	\$2,321.60	\$2,482.40	\$2,642.40	\$2,802.40	\$2,961.60	\$3,122.40	\$3,283.20	\$3,445.60	\$3,605.60	\$3,758.40
T2	\$2,349.60	\$2,507.20	\$2,660.80	\$2,819.20	\$2,974.40	\$3,131.20	\$3,290.40	\$3,446.40	\$3,602.40	\$3,758.40	\$3,914.40
T3	\$2,416.80	\$2,578.40	\$2,739.20	\$2,900.00	\$3,064.00	\$3,224.80	\$3,385.60	\$3,548.00	\$3,708.00	\$3,868.80	\$4,029.60
T4	\$3,149.60	\$3,298.40	\$3,449.60	\$3,599.20	\$3,747.20	\$3,900.00	\$4,048.80	\$4,200.00	\$4,348.80	\$4,496.00	\$4,643.20
T5	\$3,235.20	\$3,387.20	\$3,543.20	\$3,695.20	\$3,849.60	\$4,003.20	\$4,157.60	\$4,310.40	\$4,463.20	\$4,616.00	\$4,768.80
T6	\$4,003.20	\$4,157.60	\$4,311.20	\$4,486.40							

2016

Technical Services: Effective January 1, 2016, 3.5% Increase Over 2015

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
T1	\$27.96	\$30.04	\$32.12	\$34.19	\$36.26	\$38.32	\$40.40	\$42.48	\$44.58	\$46.65	\$50.64
T2	\$30.40	\$32.44	\$34.42	\$36.47	\$38.48	\$40.51	\$42.57	\$44.59	\$46.61	\$48.62	\$52.13
T3	\$31.27	\$33.36	\$35.44	\$37.52	\$39.64	\$41.72	\$43.80	\$45.90	\$47.97	\$50.05	
T4	\$40.75	\$42.67	\$44.63	\$46.56	\$48.48	\$50.46	\$52.38	\$54.34			
T5	\$41.86	\$43.82	\$45.84	\$47.81	\$49.80	\$51.79	\$53.79	\$55.77			
T6	\$51.79	\$53.79	\$55.78	\$58.04							

Bi-Weekly 36 Hour Work Week

T1	\$2,013.12	\$2,162.88	\$2,312.64	\$2,461.68	\$2,610.72	\$2,759.04	\$2,908.80	\$3,058.56	\$3,209.76	\$3,358.80	\$3,646.08
T2	\$2,188.80	\$2,335.68	\$2,478.24	\$2,625.84	\$2,770.56	\$2,916.72	\$3,065.04	\$3,210.48	\$3,355.92	\$3,500.64	\$3,753.36
T3	\$2,251.44	\$2,401.92	\$2,551.68	\$2,701.44	\$2,854.08	\$3,003.84	\$3,153.60	\$3,304.80	\$3,453.84	\$3,603.60	
T4	\$2,934.00	\$3,072.24	\$3,213.36	\$3,352.32	\$3,490.56	\$3,633.12	\$3,771.36	\$3,912.48			
T5	\$3,013.92	\$3,155.04	\$3,300.48	\$3,442.32	\$3,585.60	\$3,728.88	\$3,872.88	\$4,015.44			
T6	\$3,728.88	\$3,872.88	\$4,016.16	\$4,178.88							

Bi-Weekly 37.5 Hour Work Week

T1	\$2,097.00	\$2,253.00	\$2,409.00	\$2,564.25	\$2,719.50	\$2,874.00	\$3,030.00	\$3,186.00	\$3,343.50	\$3,498.75	\$3,798.00
T2	\$2,280.00	\$2,433.00	\$2,581.50	\$2,735.25	\$2,886.00	\$3,038.25	\$3,192.75	\$3,344.25	\$3,495.75	\$3,646.50	\$3,909.75
T3	\$2,345.25	\$2,502.00	\$2,658.00	\$2,814.00	\$2,973.00	\$3,129.00	\$3,285.00	\$3,442.50	\$3,597.75	\$3,753.75	
T4	\$3,056.25	\$3,200.25	\$3,347.25	\$3,492.00	\$3,636.00	\$3,784.50	\$3,928.50	\$4,075.50			
T5	\$3,139.50	\$3,286.50	\$3,438.00	\$3,585.75	\$3,735.00	\$3,884.25	\$4,034.25	\$4,182.75			
T6	\$3,884.25	\$4,034.25	\$4,183.50	\$4,353.00							

Bi-Weekly 40 Hour Work Week

T1	\$2,236.80	\$2,403.20	\$2,569.60	\$2,735.20	\$2,900.80	\$3,065.60	\$3,232.00	\$3,398.40	\$3,566.40	\$3,732.00	\$4,051.20
T2	\$2,432.00	\$2,595.20	\$2,753.60	\$2,917.60	\$3,078.40	\$3,240.80	\$3,405.60	\$3,567.20	\$3,728.80	\$3,889.60	\$4,170.40
T3	\$2,501.60	\$2,668.80	\$2,835.20	\$3,001.60	\$3,171.20	\$3,337.60	\$3,504.00	\$3,672.00	\$3,837.60	\$4,004.00	
T4	\$3,260.00	\$3,413.60	\$3,570.40	\$3,724.80	\$3,878.40	\$4,036.80	\$4,190.40	\$4,347.20			
T5	\$3,348.80	\$3,505.60	\$3,667.20	\$3,824.80	\$3,984.00	\$4,143.20	\$4,303.20	\$4,461.60			
T6	\$4,143.20	\$4,303.20	\$4,462.40	\$4,643.20							

2017

Technical Services: Effective January 1, 2017, 3.75% Increase Over 2016

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
T1	\$29.01	\$31.17	\$33.32	\$35.47	\$37.62	\$39.76	\$41.92	\$44.07	\$46.25	\$48.40	
T2	\$31.54	\$33.66	\$35.71	\$37.84	\$39.92	\$42.03	\$44.17	\$46.26	\$48.36	\$50.44	\$52.54
T3	\$32.44	\$34.61	\$36.77	\$38.93	\$41.13	\$43.28	\$45.44	\$47.62	\$49.77	\$51.93	\$54.08
T4	\$42.28	\$44.27	\$46.30	\$48.31	\$50.30	\$52.35	\$54.34	\$56.38			
T5	\$43.43	\$45.46	\$47.56	\$49.60	\$51.67	\$53.73	\$55.81	\$57.86			
T6	\$53.73	\$55.81	\$57.87	\$60.22							

Bi-Weekly 36 Hour Work Week

T1	\$2,088.72	\$2,244.24	\$2,399.04	\$2,553.84	\$2,708.64	\$2,862.72	\$3,018.24	\$3,173.04	\$3,330.00	\$3,484.80	
T2	\$2,270.88	\$2,423.52	\$2,571.12	\$2,724.48	\$2,874.24	\$3,026.16	\$3,180.24	\$3,330.72	\$3,481.92	\$3,631.68	\$3,782.88
T3	\$2,335.68	\$2,491.92	\$2,647.44	\$2,802.96	\$2,961.36	\$3,116.16	\$3,271.68	\$3,428.64	\$3,583.44	\$3,738.96	\$3,893.76
T4	\$3,044.16	\$3,187.44	\$3,333.60	\$3,478.32	\$3,621.60	\$3,769.20	\$3,912.48	\$4,059.36			
T5	\$3,126.96	\$3,273.12	\$3,424.32	\$3,571.20	\$3,720.24	\$3,868.56	\$4,018.32	\$4,165.92			
T6	\$3,868.56	\$4,018.32	\$4,166.64	\$4,335.84							

Bi-Weekly 37.5 Hour Work Week

T1	\$2,175.75	\$2,337.75	\$2,499.00	\$2,660.25	\$2,821.50	\$2,982.00	\$3,144.00	\$3,305.25	\$3,468.75	\$3,630.00	
T2	\$2,365.50	\$2,524.50	\$2,678.25	\$2,838.00	\$2,994.00	\$3,152.25	\$3,312.75	\$3,469.50	\$3,627.00	\$3,783.00	\$3,940.50
T3	\$2,433.00	\$2,595.75	\$2,757.75	\$2,919.75	\$3,084.75	\$3,246.00	\$3,408.00	\$3,571.50	\$3,732.75	\$3,894.75	\$4,056.00
T4	\$3,171.00	\$3,320.25	\$3,472.50	\$3,623.25	\$3,772.50	\$3,926.25	\$4,075.50	\$4,228.50			
T5	\$3,257.25	\$3,409.50	\$3,567.00	\$3,720.00	\$3,875.25	\$4,029.75	\$4,185.75	\$4,339.50			
T6	\$4,029.75	\$4,185.75	\$4,340.25	\$4,516.50							

Bi-Weekly 40 Hour Work Week

T1	\$2,320.80	\$2,493.60	\$2,665.60	\$2,837.60	\$3,009.60	\$3,180.80	\$3,353.60	\$3,525.60	\$3,700.00	\$3,872.00	
T2	\$2,523.20	\$2,692.80	\$2,856.80	\$3,027.20	\$3,193.60	\$3,362.40	\$3,533.60	\$3,700.80	\$3,868.80	\$4,035.20	\$4,203.20
T3	\$2,595.20	\$2,768.80	\$2,941.60	\$3,114.40	\$3,290.40	\$3,462.40	\$3,635.20	\$3,809.60	\$3,981.60	\$4,154.40	\$4,326.40
T4	\$3,382.40	\$3,541.60	\$3,704.00	\$3,864.80	\$4,024.00	\$4,188.00	\$4,347.20	\$4,510.40			
T5	\$3,474.40	\$3,636.80	\$3,804.80	\$3,968.00	\$4,133.60	\$4,298.40	\$4,464.80	\$4,628.80			
T6	\$4,298.40	\$4,464.80	\$4,629.60	\$4,817.60							

CLASSIFICATIONS LIST

B2 – Office

- Billing Assistant I
- Office Services Assistant
- Receptionist

B3 – Office

- Accounts Payable Assistant
- Administrative Assistant
- Billing Assistant II
- Customer Service Representative (40 Hours)
- Contracts Assistant
- Customer Connections Support Assistant
- Damage Claims Assistant
- Information Management Assistant
- Land Assistant
- Meter Data Management Assistant
- Planned Power Outage Assistant
- Training & Safety Administrator

B4 – Office

- Accounts Payable Coordinator
- Billing Coordinator
- Call Quality Coordinator
- Customer Connections Coordinator
- Customer Operations Coordinator
- Customer Relations Coordinator
- Field Administration Coordinator
- Fleet Capital Analyst
- Fleet Services Analyst
- Load Settlement Coordinator
- Maintenance Coordinator
- Meter Data Management Coordinator
- Payroll Coordinator
- Project Assistant
- Project Coordinator
- Projects Accounting Coordinator
- REA Accounting Coordinator
- Scheduling Coordinator
- Site ID Coordinator
- Site Management Coordinator
- Technical Services Coordinator
- Training Coordinator

B5 – Office

- Accountant Professional Development
- AMFM Analyst
- Billing Analyst
- Buyer
- Contact Centre Team Lead (40 hours)
- Contact Centre Trainer (40 hours)
- Contracts Analyst
- Customer Connections Support Work Leader
- Information Management & Printing Services Work Leader
- Interval Analyst
- Inventory Control Analyst
- Operational Business Analyst
- Payroll Analyst
- Senior Land Coordinator
- Senior Material Services Analyst
- Site Management Work Leader
- Technical Services Analyst
- Workforce Management Analyst

B6 – Office

- Supply Chain Contracts Work Leader
- Supply Chain Procurement Work Leader

I1 – Office

- Service Desk Technician
- Technical Analyst

I2 – Office

- Service Desk Analyst
- Systems Analyst

I3 – Office

- Senior Systems Analyst

L1 – Field

- Power Line Technician

L2 – Field

- Lead Power Line Technician

L3 – Field

- Area Coordinator
- Construction Foreman
- System Operator

L4 – Field

- Area Foreman
- Health & Safety Advisor
- Work Methods Specialist
- Senior System Operator

O1 – Field

- Technical Services Warehouse Operator
- Warehouse Operator

O2 - Field

- Production Operator Technical Services
- Yard Operator

O3 – Field

- Material Coordinator
- Team Lead Warehouse

T1 – Field

- Field Service Representative
- Dispatcher
- Reconditioning Services Technician

T1 – Office

- Customer Connections Analyst
- Design Assistant

T2 – Field

- Heavy Equipment Technician

T2 – Office

- Fleet Standards Specialist

T3 – Field

- Design Specialist/Technologist
- Field Technical Support Technologist
- Reconditioning Services Technologist
- SCADA Technologist
- Technical Services Technologist

T3 – Office

- AMFM Data Integrity Coordinator
- Building Operations Technician
- Distribution Planner
- Drafting & AMFM Data Integrity Coordinator
- Environmental Coordinator
- Facilities Planner
- Maintenance Planner
- Meter Data Management Technologist
- Quotation Analyst

T4 – Field

- Fleet Services Coordinator
- Senior Dispatcher

T5 – Field

- Design Specialist/Technologist II
- Engineering Technologist
- Land Agent
- Reconditioning Services Work Leader
- Technical Services Work Leader

T5 – Office

- AMFM Data Integrity Work Leader
- Customer Connections Work Leader
- Distribution Planning Work Leader
- Engineering Technologist

T6 – Field

- Field Metering & Equipment Technologist
- Forestry Field Representative
- Project Manager
- Senior Design Specialist/Technologist
- Senior Land Agent
- Technical Training Specialist - EDC
- Training Specialist

T6 – Office

- Senior Maintenance Planner

OFFICE - 37.5 Hours per Week

FIELD - 40 Hours per Week

EXCEPT AS NOTED

ATTACHMENT 1

TRANSFER EXPENSES - IN-SCOPE EMPLOYEES

The intent of the following transfer expense enhancements is to support the career choice of staff while strengthening our capacity to do business.

Part 1

When an employee is transferred at the request of the Company or is transferred as a result of being the successful bidder for a posted job, the following shall apply, provided the employee moves within one (1) year from the date of transfer and the position bid to is assessed by the Company to add value to the employee and the Company (e.g. includes lessening of responsibility where there is reasonable potential for that employee's growth in the near future to justify the investment).

a) Travel and Living Expenses of Employee and Members of Employees Family

- 1) Any trips that an employee makes to investigate a vacant position will be at the employee's expense and on the employee's own time.
- 2) One (1) round trip to the new location for the employee (and spouse, if applicable) to locate suitable permanent accommodation, including mileage, meals and three (3) nights lodgings (effective January 1, 2000).
- 3) Transportation to the new location for the employee and one (1) round trip later to transport the employee's family. Transportation expenses will be limited to bus fare or payment for the use of the employee's personal vehicle at the current Company vehicle allowance rate.
- 4) Lodging and meals, if required, for the employee and the employee's family while en-route to the new location.
- 5) After reaching the new location, reimbursement will be limited to living expenses, including lodging and meals for the employee and members of the employee's family until relocation or up to a maximum of fourteen (14) days, whichever is the shorter period of time.
- 6) Telephone, parking and gratuity expenses directly involved with the move.

b) Moving of Household Furnishings

- 1) Cost of packing, moving and unpacking normal household possessions being moved from the employee's former principal residence to the employee's new location.
- 2) Cost of insurance for normal household possessions while being moved or held in storage.
- 3) Cost of storage up to sixty (60) days when an employee is required to vacate their old residence before being able to occupy suitable accommodation at the new location.

When the Supervisor has been advised and agrees that the original accommodation is unsatisfactory for permanent living quarters, allowable expenses will include the cost of a second move up to a maximum of seven-hundred fifty dollars (\$750.00).

c) Miscellaneous Transfer Expenses

Payment of up to a maximum of seven hundred dollars (\$700.00) to cover actual miscellaneous expenses resulting from a transfer, but not to include replacement of drapes and/or rugs. Receipts are not required by the Company for miscellaneous expense claims of two hundred dollars (\$200.00) or less. If claims are in excess of two hundred dollars (\$200.00) receipts are required for all expenses claimed.

d) Duplicate Housing Expenses

Allowable expenses will consist of the following items, if duplication of costs occur:

- 1) Interest on mortgage or equivalent financing at former principal residence.
- 2) Real estate taxes at former principal residence.
- 3) Utility accounts at former principal residence.
- 4) House, garage and locker rent.
- 5) Room and board.

These expenses will be allowed from the date the employee begins to incur duplicate expenses and will continue up to a maximum period of three (3) months or until duplicate expenses stop, whichever is the shorter period.

e) Expenses Incurred on the Sale and Purchase of a Transferred Employee's Principal Residence

1. Actual brokerage fee to a licensed realtor up to a maximum of seven percent (7%) of the first \$100,000 and three percent (3%) on the balance of the selling price of the employee's principal residence, providing the home is sold within three (3) months of the transfer. If the residence is not sold within three (3) months, the brokerage fee to be paid will be based on an appraisal at the time of transfer or the actual sale price, whichever is the lower. The brokerage fee is to be supported by receipts.
2. Actual legal expenses up to a maximum of the tariff schedule of the Law Society of Alberta providing the fees are supported by receipts.
3. Actual lender-assessed interest penalty upon breaking a first mortgage up to a maximum of three (3) months. The penalty fee is to be supported by receipts.

f) Interim Financing

In cases where an employee must purchase a residence at the new location before having realized equity from the sale of the employee's former principal residence, the Company will pay the interest on interim financing for a period not to exceed ninety (90) days.

The amount of interim financing on which the Company will pay interest will be a maximum of the equity in the former principal residence that is being sold (equity being the guaranteed price less any mortgages and/or loans and less 1.5 % of the guaranteed price to cover closing adjustments)

g) Exceptions

When extraordinary or unforeseen circumstances arise, exceptions may be allowed to the above policy, but at the sole discretion of the Company.

Part 2

When an employee is transferred at the request of the Company or is transferred as a result of being the successful bidder for a posted job, the following shall apply provided the employee moves within one (1) year from the date of transfer and the position bid is assessed by the Company as a lateral or demotion to a position not at a salary grade B1, O1, or T1.

a) Travel and Living Expenses of Employees and Members of Employee's Family

1. Any trips that an employee makes to investigate a vacant position will be at the employee's expense and on the employee's own time.
2. Transportation to the new location for the employee and one (1) round trip later, to transport the employee's family. Transportation expenses will be limited to bus fare or payment for the use of the employee's personal vehicle at the current Company vehicle allowance rate.
3. Lodging and meals, if required, for the employee and the employee's family while en-route to the new location.
4. After reaching the new location, reimbursement will be limited to living expenses, including lodging and meals for the employee and members of the employee's family until relocation or up to a maximum of fourteen (14) days, whichever is the shorter period of time.
5. Telephone, parking and gratuity expenses directly involved with the move.

b) Moving of Household Furnishings

1. Cost of Packing, moving and unpacking normal household possessions being moved from the employee's former principal residence to the new location.
2. Cost of insurance for normal household possessions while being moved or held in storage.
3. Cost of storage up to sixty (60) days when an employee is required to vacate the employee's old residence before being able to occupy suitable accommodation at the new location.

When the Supervisor has been advised and agrees that the original accommodation is unsatisfactory for permanent living quarters, allowable expenses will include the cost of a second move up to a maximum of seven-hundred fifty dollars (\$750.00).

c) Miscellaneous Transfer Expenses

Payment of up to a maximum of seven hundred dollars (\$700.00) to cover actual miscellaneous expenses resulting from a transfer, but not to include replacement of drapes and/or rugs. Receipts are not required by the Company for miscellaneous expense claims of two hundred dollars (\$200.00) or less. If claims are in excess of two hundred dollars (\$200.00) receipts are required for all expenses claimed.

d) Duplicate Housing Expenses

Allowable expenses will consist of the following items, if duplication of costs occur:

1. Interest on mortgage or equivalent financing at former principal residence.
2. Real estate taxes at former principal residence.
3. Utility accounts at former principal residence.

4. House, garage and locker rent.

5. Room and board.

These expenses will be allowed from the date the employee begins to incur duplicate expenses and will continue up to a maximum period of three (3) months or until duplicate expenses stop, whichever is the shorter period.

e) Exceptions

When extraordinary or unforeseen circumstances arise, exceptions may be allowed to the above policy, but at the sole discretion of the Company.

Part 3

When an employee is transferred at the request of the Company or is transferred as a result of being the successful bidder for a posted job, the following shall apply provided the employee moves within one (1) year from the date of transfer and the position bid is assessed by the Company at salary grade B1, O1, or T1.

Employees transferred as a result of being the successful bidder for a posting at one of the salary grades mentioned above, are eligible for reimbursement of either:

- a) Half the cost of packing, moving and unpacking normal household possessions from the employee's former principal residence to the new location or,
- b) The full cost of renting a moving vehicle for the purpose of moving normal household possessions from the employee's former principal residence to the new location.

These transfer expenses apply providing the employee moves within one year from the date of transfer.

ATTACHMENT 2

TRANSFER EXPENSES - MOBILE HOMES

When an employee is transferred at the request of the Company or is transferred as a result of being the successful bidder for a posted job, the moving of a mobile home and eventual reimbursement will be at the most competitive rate based on estimates received from three (3) carriers. All proposed moving arrangements will be approved by the applicable Supervisor.

Persons transferred under the provisions of this policy are eligible for reimbursement, as outlined below, provided the employee moves within one (1) year from date of transfer.

a) The Following Are Considered Allowable Expenses in the Moving of a Mobile Home

1. The towing by one (1) tractor unit of a single width mobile home and by two (2) tractor units for a double width mobile home from the employee's former location to the employee's new location.
2. The unblocking, packing, reblocking, separation, rejoining of the mobile home and the rental of wheels.
3. Dead mileage charges where no local moving firm is available and the moving must be contracted to a firm from another city.
4. Pilot car service as required by law.
5. Insurance for the mobile home and for normal household possessions, while being moved, where sufficient insurance is not provided by the moving firm.
6. Temporary parking, up to a maximum of ninety (90) days, of the mobile home at the new location when an employee is required to vacate the employee's old location and is unable to immediately secure permanent mobile home rental space.
7. Payment of up to a maximum of seven hundred dollars (\$700.00) to cover actual miscellaneous expenses resulting from a transfer, but not to include replacement of drapes and/or rugs. Receipts are not required by the Company for miscellaneous expense claims of two hundred dollars (\$200.00) or less. If claims are in excess of two hundred dollars (\$200.00) receipts are required for all expenses claimed.
8. Auxiliary transportation for such items as: fuel tanks, blocks, skirts, sheds, fences and porches, up to fifty percent (50%) of the hauling cost of a single width mobile home (see item 1 above).

b) Travel and Living Expenses of Employee and Members of Employee's Family

1. Transportation to the new location for the employee and one (1) round trip later, to transport the employee's family. Transportation expenses will be limited to bus fare or payment for use of the employee's personal vehicle at the current Company vehicle allowance rate.
2. Lodging and meals, if required, for the employee and the employee's family while en-route to the new location.
3. After reaching new location, reimbursement will be limited to living expenses, including lodging and meals for the employee and members of the family until relocation or up to a maximum of fourteen (14) days, whichever is the shorter period of time.
4. Telephone, parking and gratuity expenses directly involved with the move.

c) Exceptions

When extraordinary or unforeseen circumstances arise, exceptions may be allowed to the above policy but at the sole discretion of the Company.

ATTACHMENT 3

EXTENSIVE OVERNIGHT ABSENCES

The intent of this provision is to recognize and provide additional vacation to compensate for the disruption and inconvenience resulting from extensive occurrences of overnight absences from home.

Overnight absences in excess of twenty (20) per calendar year will be credited towards additional vacation days as described below.

Determining the Amount of Additional Vacation

After reaching twenty (20) nights the employee will be eligible for one additional day vacation for each eight (8) nights absence thereafter. At the end of the calendar year the number of additional vacation days earned will be determined by subtracting twenty (20) from the total overnight absences and dividing by eight (8). Any nights remaining will be carried over to the next year.

For example:

$$\frac{67 \text{ absences} - 20}{8} = 5 \text{ vacation days plus, 7 absences carried over to be credited to next year's total nights absent.}$$

No carryover will occur if the total number of absences is less than twenty (20).

For example:

$$\frac{18-20}{8} = 0 \text{ vacation days and 0 carried over.}$$

The maximum number of additional days that can be earned is ten (10). No carryover will be credited to the next year's total nights absent if an employee earns the maximum ten (10) days.

Scheduling Vacations

The additional days earned will be added to the subsequent year's vacation entitlement and will be administered as per the policy for regular vacation, termination payout will also be administered in accordance with the policy for regular vacation.

Some Absences Will Not Be Credited

Only overnight absences resulting from the performance of normal duties will be credited in determining additional vacation. For example, absences due to training or departmental meetings will not be credited.

LETTER OF UNDERSTANDING

Between
FortisAlberta Inc.
and the
United Utility Workers' Association of Canada

Benefits & Pension

The benefit and pension coverage (including options) and Company contributions in effect as of December 31, 2005 shall not be reduced or withdrawn during the term of this Collective Agreement.

Cristin Forbes
Senior HR Advisor
FortisAlberta Inc.

Grace Thostenson
Business Manager
UUWA

Dated: February 10, 2006
Re-signed: December 15, 2007
Re-signed: December 14, 2010
Re-signed: December 17, 2013

LETTER OF UNDERSTANDING
Between
FortisAlberta Inc.
and the
United Utility Workers' Association of Canada

Clause Titles

The parties agree to continue to work together to title clauses throughout the Collective Agreement as appropriate. Should the parties be unable to agree on any title, the existing format shall continue to apply for that clause.

The purpose of titling clauses is to assist readers in finding clauses. The titling of existing clauses shall not limit, restrict, or expand the meaning or intent of any clause unless the parties have so agreed.

This letter has no expiry date.

Originally Agreed February 10, 2006

Stanley MacDonald
Manager, Labour Relations
FortisAlberta Inc.

Grace Thostenson
Business Manager
UUWA

LETTER OF UNDERSTANDING
Between
FortisAlberta Inc.
And the
United Utility Workers' Association of Canada

Dispatcher Hours of Work - Weekend Shift

This Letter sets forth an understanding reached between the parties regarding the Hours of Work and Holiday Pay for **the** Dispatcher who **has bid and** works **the** weekend shift **on a consistent basis**.

It is agreed that the scheduled Hours of Work are:

- **Friday** 0600 to 1430
- Saturday 0600 to 1830
- Sunday **0600 to 1830**
- **Monday** **0600 to 1430**

It is agreed that Holiday Pay shall be ten (10) hours per holiday day.

Stephen Rex
Director, Human Resources
FortisAlberta Inc.

Grace Thostenson
Business Manager
UUWA

Dated: December 14, 2010

Revised and Re-signed: December 17, 2013

LETTER OF UNDERSTANDING
Between
FortisAlberta Inc.
and the
United Utility Workers' Association of Canada

Flexible Hours Of Work Agreements

The intent of this Letter of Understanding is to recognize that there are personal and work situations for employees and Supervisors alike where mutual advantage may be gained from agreement to modify the hours of work contained in the Collective Agreement. Either employees or Supervisors can propose flexible hour arrangements.

- 1) Proposals for flexible hours of work will be considered which meet the following conditions of satisfaction:
 - a. Flexible hour agreements will be entered into by employees and Supervisors on a voluntary basis.
 - b. In spirit, flexible hours proposals must foresee tangible benefits for the employee and the Company. For example, quality of life of employees, service to customers, quality of work or productivity improvements are tangible benefits where such benefits can be demonstrated.
 - c. All requests to introduce flexible hours of work will receive due consideration from impacted employee(s) and Supervisor(s). Where a request is declined, in the spirit of mutual understanding and co-operation, a substantiated explanation will be provided.
 - d. Any agreement to introduce flexible hours of work must include an understanding between the employee(s) and Supervisor involved of the hours to be worked, the duration of the agreement and the length of notice required to cancel the agreement. For clarity, the employee(s) and Supervisor are encouraged to have a written agreement.
 - e. Either party to a flexible hours of work agreement can end the flexible hours of work agreement provided they give the appropriate notice as per condition 1.d above. Neither party shall be discriminated against for declining to participate in a flexible hours of work agreement or for providing notice to end an agreement.
- 2) For purposes of Article 9 of the Collective Agreement the agreed upon hours of work shall become the "scheduled hours of work on a workday". Hours worked outside the agreed upon hours shall be overtime.
- 3) This Letter of Understanding shall come into effect on (1992-08-01) and will continue for a trial period expiring with the Collective Agreement. During this period this Letter of Understanding shall be considered to be part of the Collective Agreement in effect. At the end of this period the impact of this Letter of Understanding will be jointly evaluated by the Company and Association to determine if permanent changes to the Collective Agreement should be adopted.

Cristin Forbes
Senior HR Advisor
FortisAlberta Inc.

Grace Thostenson
Business Manager
UUWA

Re-signed: February 10, 2006
Re-signed: December 15, 2007
Re-signed: December 14, 2010
Re-signed: December 17, 2013

LETTER OF UNDERSTANDING
Between
FortisAlberta Inc.
and the
United Utility Workers' Association of Canada

Grandfathering Hours Of Work For Certain Employees

Full-Time Employees shall work the hours as indicated for their position in the Classification List with the exception of those employees listed below.

The parties agree that the employees listed in this Letter of Understanding are currently working a 40 hour work week and shall continue to do so while the employees remain in their current position. If an employee listed in this Letter of Understanding transfers into another position, that employee shall work the hours established for that position.

Any employee hired or transferred into the position vacated by the employees listed in this Letter of Understanding shall work 37.5 hours per week.

This grandfathering applies only to the following employees:

1. Cheryl **Johnson**, Technical Services Coordinator
2. Linda Felker, Project Coordinator
3. Patti Goodman, Quotation Analyst
4. Norma Jonson, Project Coordinator
5. Norm Nielsen, Business Analyst

Cristin Forbes
Senior HR Advisor
FortisAlberta Inc.

Grace Thostenson
Business Manager
UUWA

Dated: December 15, 2007
Re-signed: December 14, 2010
Revised and Re-signed: December 17, 2013

LETTER OF UNDERSTANDING
Between
FortisAlberta Inc.
and the
United Utility Workers' Association of Canada

Incentive Pay

The parties agree that all bargaining unit employees shall continue to be included in the Company's Short Term Incentive plan.

The incentive structure will be the corporate program and the targets will be the same for bargaining and non-bargaining unit employees. The targets and structure may change from year to year.

Cristin Forbes
Senior HR Advisor
FortisAlberta Inc.

Grace Thostenson
Business Manager
UUWA

Dated: February 10, 2006

Re-signed: December 15, 2007

Re-signed: December 14, 2010

Re-signed: December 17, 2013

LETTER OF UNDERSTANDING
Between
FortisAlberta Inc.
and the
United Utility Workers' Association of Canada

Reconnecting Service For Vacation Entitlements

This letter sets forth the understanding reached between FortisAlberta Inc. ("the Company") and the United Utility Workers' Association of Canada ("Association") that the Company shall reconnect service, for the purpose of vacation entitlement only, for those employees who were employed by EPCOR following the sale of the retail business, and rehired by the Company by December 31, 2002.

This will be implemented effective January 1, 2011 and shall be based upon confirmation of the employees' work records.

Cristin Forbes
Senior HR Advisor
FortisAlberta Inc.

Grace Thostenson
Business Manager
UUWA

Dated: December 14, 2010 (Included for reference)

LETTER OF UNDERSTANDING
Between
FortisAlberta Inc.
and the
United Utility Workers' Association of Canada

Reconnecting Service For Vacation Entitlements

This letter sets forth the understanding reached between FortisAlberta Inc. ("the Company") and the United Utility Workers' Association of Canada ("the Association") that the Company shall reconnect service, for the purpose of vacation entitlement only, for those employees who were laid off from TransAlta for a period of less than two (2) years and then rehired.

This will be implemented effective January 1, 2007 and shall be based upon confirmation of the employee's work records.

[Originally Signed April 19, 2007.]

Cristin Forbes
Sr. HR Advisor
FortisAlberta Inc.

Grace Thostenson
Business Manager
UUWA

Dated: April 19, 2007 (Included for reference)

LETTER OF UNDERSTANDING
Between
FortisAlberta Inc.
and the
United Utility Workers' Association of Canada

TRAVELLING CONSTRUCTION CREWS

The company may operate Travelling Construction Crews under the following terms:

1. Positions on Travelling Construction Crews shall be temporary assignments of up to one (1) year duration. An employee may terminate the temporary assignment for personal reasons by providing as much notice as possible to their supervisor. At the completion of the temporary assignment, employees shall be returned to their permanent position and location. The Headquarters for a crew shall be established prior to posting for the Temporary Assignment.
2. Successful candidates will not be required to live within any specified distance or time of the Crew headquarters. An employee working on the Crew shall be provided with a company vehicle or compensated for mileage when travelling between their primary residence to the Crew headquarters or worksite when the Crew headquarters or worksite differs from their permanent headquarters. Travel outside of regular hours shall be paid at the overtime rate as per Article 10.
3. Employees working on the Crew shall not participate in after hours and weekend standby.
4. There shall be one (1) Area Foreman Construction on each crew. There shall be a Lead Hand present on each work site. This reflects the crew complement as of the date of the signing of this Letter, i.e.
 - a. 1 Area Foreman Construction
 - b. 3 Lead Hands
 - c. 8 Power Line Technicians
5. Crew shall be scheduled four (4) consecutive ten (10) hour work days, Monday to Thursday or Tuesday to Friday, followed by three (3) consecutive days off. When employees voluntarily agree, they may work eight (8) consecutive ten (10) hour days followed by six (6) consecutive days off. Hours of work shall be 7:00 a.m. to 5:30 p.m.
6. Work schedules shall be posted a minimum of three (3) months in advance.
7. Schedules may be changed by mutual agreement.
8. Holidays falling on a work day of a rotation, shall be worked and paid in accordance with Article 10 or the employee shall remain, or be returned, home to observe the holiday. Any required travel shall be in accordance with Point 2 above.
9. All other terms of the Collective Agreement shall apply.

Stephen Rex
Director, Human Resources
FortisAlberta Inc.

Grace Thostenson
Business Manager
UUWA

Dated: December 17, 2013

LETTER OF UNDERSTANDING
Between
FortisAlberta Inc.
and the
United Utility Workers' Association of Canada

FORTISALBERTA CONTROL CENTRE

The purpose of this Letter of Understanding is to continue with the interim agreement signed February 12, 2013 for System Operators in the FortisAlberta Control Centre (FCC).

Scheduling in the FCC shall be done in a fair and consistent manner. The terms of this letter shall provide the Company with the ability to utilize staff complements efficiently and effectively while minimizing disruptions to shift workers' personal lives.

The parties agree to the following terms and conditions of employment which will apply to operators within the FCC.

Definitions

Shift – The hours of work in a day. (e.g. day or night shift)

Schedule – The days of work in a specified period. (e.g. Monday to Sunday)

Shift Cycle – Determines the number of weeks the cycle covers before it repeats itself. Each cycle shall average 40 hours per week over the cycle.

Scheduling

The Company has the right to determine the appropriate length of a shift cycle.

The Control Centre will operate with varied shifts required, as scheduled by the Company. A shift may be eight (8) to twelve (12) hours and an average of forty (40) hours shall constitute a week's work. The starting time of the day shift shall be arranged between 06:00 and 08:00, night shift between 18:00 and 20:00.

35 days prior to the end of the posted schedule the Company will release the next schedule, which covers, at minimum, the next 60 days following the end of the current schedule.

An employee shall be given 18 days' notice of intent to change their schedule or shifts.

Schedule changes with less than this notice may result in overtime per the following:

If the above schedule change affects days off in the 35-day period following, the employee will be paid the overtime rate for the first five (5) days worked which, under the previous schedule, would have been days off.

Shift changes with less than this notice may result in overtime per the following:

An employee will be paid at the overtime rate for the first two (2) affected shifts.

Upon mutual agreement, schedule or shift changes may be made with less than 18 days' notice with no payment of overtime.

If an employee owes time to the Company because of a schedule change, but is called out to work on his day off, the time worked will be paid at the overtime rate and not deducted from the time owed.

If an employee's schedule is changed, the supervisor or designee will either:

- a) Provide the employee written notice of the change, or
- b) Advise the employee of the change by telephone or in person and then send the employee a written confirmation of the change, making sure that the confirmation includes a note as to when the telephone or in person notice was given.

An employee shall give twenty-one (21) days' notice when requesting a change to their schedule or shifts.

An employee may change their schedule or shifts, subject to the following:

- a) The change must be approved by a supervisor or designee.

- b) The change must be documented.
- c) The change does not result in any additional costs to the Company.

The Company has the right to determine the appropriate continuous shift rotation including twelve (12) or eight (8) hour shifts. The appropriate schedule notice shall be maintained.

The Company has the right to adjust schedules within a shift cycle in order to ensure the optimum complement on each shift. The appropriate schedule notice shall be maintained.

12 Hour Shift Pay for Daylight Savings Time Change

Employees working the 11 hour shift during the spring time change will receive their normal 12 hours shift pay. Employees working the 13 hour shift during the fall time change will receive their normal 12 hour shift pay plus one (1) hour overtime. This one (1) hour overtime is eligible for shift differential.

Shift Differential

Shift differential will be granted in accordance with the rate as stipulated in Clause 16.8 of the Collective Agreement for any hours of work performed between 18:00 and 06:00 hours, excluding overtime.

Hours of Work, Overtime Pay

The standard work week is based on a 40 hour work week. However, the hours worked in a given week will vary below or above 40 hours. During a shift cycle the work week will average 40 hours.

If an employee's normal work week has averaged less than 40 hours over the shift cycle, the Company is entitled to recover this time during the next shift cycle.

It is understood that the Control Centre operates on a 24-hour basis, seven (7) days per week, 365 days per year as determined by the Company. Saturday and Sunday are considered regular work days for all employees.

Overtime is paid based on time worked outside of the scheduled hours of work.

For example an employee may work 4-12 hour days or 48 hours in one week, but less than 40 hours in other weeks to average 40 hours over the continuous shift rotation. In this example they would be paid regular pay, not overtime pay, because it was not above 40 hours per week over the shift cycle. Any work scheduled outside the days indicated on the schedule will be paid at the overtime rate excluding shift differential.

Meal Breaks

Meal Breaks will be paid and shall be taken at the work site.

Holiday Pay

An employee shall receive 12 hours Holiday Pay for each Holiday and the employee shall receive overtime pay for any time worked on the Holiday.

Should a Holiday fall on an employee's day off, the employee shall receive 12 hours Holiday Pay or another day off in lieu of the Holiday, the election of which shall be at the discretion of the Company.

Stephen Rex
Director, Human Resources
FortisAlberta Inc.

Grace Thostenson
Business Manager
UUWA

Dated: December 17, 2013

2013 Bargaining Committees

FortisAlberta Inc.

Stephen Rex
Cameron Aplin
Heather Speers
Grant Wiens

United Utility Workers' Association of Canada

Grace Thostenson
Chuck Pozzo
Wayne Ashton
Mike Donnelly
Paul Drew-Brook
Tyler Lyster
Veljko Sero

As agreed between the parties on the **17th** day of December, **2013** in Calgary, Alberta

Signed on behalf of FortisAlberta Inc.

Karl Smith
President & Chief Executive Officer

Annette Iwasaki
Vice-President, Human Resources & Corporate Communications

Signed on behalf of the United Utility Workers' Association of Canada

Chuck Pozzo
President, Local 200

Grace Thostenson
Business Manager