

THIS AGREEMENT MADE AS OF THIS 28st DAY OF APRIL, 2021

BETWEEN:

ASIG CANADA LTD. DBA MENZIES AVIATION
Edmonton, Alberta
(hereinafter called the "COMPANY")
OF THE FIRST PART,

AND:

GENERAL TEAMSTERS, LOCAL UNION NO. 362
affiliated with the International
Brotherhood of Teamsters.
(Hereinafter called the "UNION")
OF THE SECOND PART.

May 3, 2022 – May 2, 2025

TABLE OF CONTENTS

INTERPRETATION AND EXTENT	1
UNION SECURITY	1
HIRING.....	3
NEW CLASSIFICATIONS.....	3
DISCHARGE OF EMPLOYEES	3
MANAGEMENT RIGHTS.....	4
WAGES AND WAGE STATEMENTS.....	4
HOURS OF WORK AND OVERTIME	4
SENIORITY	9
Probationary Period	9
Company Seniority.....	9
Classification Seniority.....	9
Layoff & Rehire	10
Loss of Seniority.....	10
PART-TIME EMPLOYEES.....	11
GENERAL HOLIDAYS.....	12
ANNUAL VACATIONS.....	13
GENERAL WORKING CONDITIONS AND RULES	15
Health & Safety	15
Higher Classification	16
Protective Clothing.....	17
Footwear	18
Employee Parking.....	18
Union Board	18
Transportation	18
LEAVES OF ABSENCES.....	18
Jury Duty	18
Bereavement Leave.....	19
Medical Examinations	20
Leave of Absence	20
DISCIPLINE	20
GRIEVANCE PROCEDURE.....	21
HEALTH & WELFARE PROTECTION	22
TECHNOLOGICAL CHANGE.....	24
SAVING CLAUSE	25
DURATION.....	25
SUCCESSORS RIGHTS	25
MAINTENANCE OF ACTIVITIES	25

SEVERANCE PAY	25
CONFLICTING AGREEMENT	26
APPENDIX "A"	27
Wages	27
Fuellers	27
Facility	27
Trainer Premium	28
Overtime	28
Facility-personnel	28
Utility personnel.....	28
Tool Insurance	28
Lead Hands	28
Relief Supervisor.....	28
Mechanic Wage Table	29
Apprentice Mechanic.....	29
Apprentice Rates.....	30
APPENDIX "B"	31
Pension Plan	31
APPENDIX "C"	32
Tool List	32
LETTER OF UNDERSTANDING #1	34
Shift Posting	34
LETTER OF UNDERSTANDING #2.....	35
Wage Increases	35
LETTER OF UNDERSTANDING #3.....	36
Class 3Q License Premium	36

WHEREAS, it is the intention and purpose of the Company and the Union to promote and foster harmonious industrial relations between the Company and its employees.

ARTICLE NO. 1 - INTERPRETATION AND EXTENT

Interpretation:

- 1.01 In the event that any word, phrase, sentence, Section or Article of this Agreement, is declared invalid by any Court of competent jurisdiction only such word, phrase, sentence, Section or Article shall be affected and this Agreement shall be otherwise unaffected and shall continue in full force and effect.

ARTICLE NO. 2 - UNION SECURITY

Coverage:

- 2.01 The Company recognizes the Union as the sole Bargaining Agent for the employees covered by this certification and working at the classified occupations listed in Appendix "A" and for such other employees as may be assigned to new classifications coming under the Union's certification , CIRB Order No. 10628-U.

Membership:

- 2.02 It is agreed that as a condition of employment, each employee shall become, and remain, a member in good standing of the Union.

For the purpose of this Agreement, the sole definition of Membership in good standing means that they must pay in accordance with the provisions of this Agreement, the regularly prescribed initiation fee, regular monthly Union Dues, periodic assessments uniformly required of all Members in the Bargaining Unit, and/or other accessorial charges, as levied against them by the Union, and so indicated on the monthly Check-off List as provided by the Union to the Company.

- 2.03 Any employee who does not remain a member in good standing shall not be retained in the employment of the Company, subject to the Canadian Labour Code.
- 2.04 Any employee who has been laid off for any reason and who does not retain their membership in the Union will not retain their seniority with the Company.
- 2.05 The Union will supply the Company with application forms for Union Membership and Dues Deduction. The employer agrees that when it hires new employees, the employer shall have such new employees fill in the required Union Application for Membership cards prior to commencing work and mail same in to the Union office.
- 2.06 The Employer shall deduct and pay over to the Secretary-Treasurer of the Union, any monthly Union dues, initiation fees and/or assessments which may be levied in accordance with the Union's By-laws, owing by said employees hereunder to the Union.

Within fifteen (15) days of an employee commencing employment, they will have an amount equivalent to the monthly dues of the Local Union deducted from their wages, and that amount, along with the employee's name, will be added to the current Local Union checkoff which is to be emailed to the Local Union office. The Employer will commence deductions of the Initiation Fee from the employee in the first (1st) calendar month following the calendar month in which the employee was employed. The deduction of the Initiation Fee will be in increments of fifty dollars (\$50.00) per month until the Local Union Initiation is fully paid.

The Employer shall deduct the monies from the first pay of an employee each month, and remit such monies by Electric Funds Transfer (EFT) to the Secretary-Treasurer of the Union on or before the fifteenth (15th) day of the following month in which the monies are deducted, together with one (1) copy of the Check-off list by an emailed statement which will include the names of the employees for whom the deductions were made, and the amount of each deduction. (Note: for the purpose of definition: "Check-off List" is the updated Union's Pre-Billing statement as indicated below).

Should the employee have no earnings during the first pay period of the month, the Employer will deduct as indicated on the next available pay period to reconcile the Local Union Checkoff.

The Employer will, at the time of making each remittance hereunder to the Secretary-Treasurer of the Union, update the Union's Pre-Billing statement showing all monthly dues submitted for Members along with current address, postal code, date of hire and Social Insurance Number.

The Monthly Check-off List will reference any:

- New Members to be listed in alphabetical order with current address, postal code, date of hire and Social Insurance Number;
- Terminations or resignations are to be clearly identified with current address, postal code, Social Insurance Number and date of termination or resignation;
- Any current address change to be updated as well as name changes (i.e. marriage).
- If an employee works anytime during a month, the Employer assures the Union that the total amount of the monthly dues as specified by the Secretary-Treasurer of the Union will be deducted and forwarded to the Local Union. Probationary employees included.

Picket Lines:

- 2.07 It shall not be a violation of this Agreement or cause for discharge of any employee, in the performance of their duties, to refuse to cross a legal airline picket line recognized by the Union. In the event the company provides alternate means of entering the work place without crossing the picket lines, employees will continue to perform their duties in a normal manner.

Strike and Lockout:

- 2.08 The Company and the Union agree to abide by all the procedures provided by this Agreement and the Canada Labour Code, for the purpose of peaceful settlements of disputes. This Code provides that employees may legally strike and the Company may lock-out following the completion of the bargaining and conciliation process at the termination of an Agreement. However, in view of the orderly procedure established by this Agreement, as required by the Code for settling of disputes, the Union agrees that during the life of this Agreement, there shall be no strike or stoppage of work, either complete or partial and the Company agrees that there shall be no lock-out either complete or partial. Any employee violating this Section may be subject to immediate dismissal and such dismissal shall be subject to the Grievance Procedure as set forth in this Agreement.

Business Representative:

- 2.09 The business representative of the Union shall be permitted access to the Company to attend to Union matters concerning employees in such departments, providing that such visits do not interfere with the operation of these departments. The Union representative will notify the office before making such visits.

Shop Stewards:

- 2.10 The Union shall appoint or elect Shop Stewards from Regular Employees who have completed their probationary period and shall notify the Company in writing of the appointment or election. The Company shall only recognize such Shop Stewards when notified in writing by the Union and shall not discriminate against them for lawful Union activity.

Shop Stewards will suffer no loss of regular pay when processing grievances under the Grievance Procedure, including while on shift for purposes of assisting Member(s) with questions or providing explanation.

- 2.11 The Company shall allow time off without pay to any employee who is serving on a Union committee or as a delegate providing all requests for time off are reasonable and do not interfere with the proper operations of the business and provided forty-eight (48) hours written notice is given to the Company by the Union specifying the length of time off.

ARTICLE NO. 3 - HIRING

- 3.01 In the event that a person not a member of the Union shall be taken into employment by the Employer, such person shall join the Union within seven (7) days of their hiring or be replaced. Joining the Union means filling out an application card.
- 3.02 The Employer shall furnish to the Union, a list of new employees taken into employment by the Employer by adding the names and Social Insurance Numbers of said employees to the monthly check-off list.

Contract and Hired Trucking:

- 3.03 The Company agrees not to sub-contract the fuelling of aircraft to any other Company except in the case of emergency situations created by mechanical breakdown of company equipment or fuel related issues such as supply or quality provided no employee suffers a loss of pay or overtime opportunity. Under normal circumstances it shall fuel all aircraft and any other equipment with its own employees within the Bargaining Unit.

Contract Work:

- 3.04 The Company agrees not to sub-contract mechanical work unless the Company does not have the facilities, or skills to perform the work or for warranty work. If there is a reduction of mechanical staff it will not be a result of the contracting out of mechanical work.

ARTICLE NO. 4 - NEW CLASSIFICATIONS

- 4.01 If the Company desires to place new classifications of work under this Agreement the Parties agree to negotiate immediately the wages and benefits for such new classification and these wages and benefits shall be retroactive to the date of commencement of the new classification.

ARTICLE NO. 5 - DISCHARGE OF EMPLOYEES

- 5.01 The Company has the right to discharge any employee for just cause. Employees shall be notified in writing, the reason for their dismissal and Employees will have the right to have a Shop Steward or another available Union Representative in attendance. A copy shall also be forwarded to the Union Office.

ARTICLE NO. 6 - MANAGEMENT RIGHTS

- 6.01 The Union recognizes the exclusive right of the Company to manage and direct the Company's business in all respects and in accordance with its commitments, and to alter from time to time rules and regulations shall not be inconsistent with this Agreement. The employer will post notices of changes to the rules and regulations at least five (5) days prior to implementation and will notify the Union Stewards at least forty-eight (48) hours in advance of posting notices. All rules and procedures are to be detailed in writing.
- 6.02 The Company shall always have the right to hire and to discipline, demote or discharge employees for just cause.

ARTICLE NO. 7 - WAGES AND WAGE STATEMENTS

Wages:

- 7.01 The Company shall pay wages to every employee covered by this Agreement at the hourly rates contained in Appendix "A" for the various classifications listed therein. Appendix "A" shall be deemed to be contained in and form part of this Agreement.

Statement:

- 7.02 The Company shall provide every employee covered by this Agreement with an Electronic Pay Statement(s) in respect of all payments made to such employee of the Company. Such statement shall show the hours worked, the total overtime hours worked, the gross amount of wages, vacation pay and pay for Statutory Holidays and all deductions made therefrom. Upon request by Employee(s), the Company will supply printed copies or a computer and printer to print off their Itemized Electronic Statement(s) at no cost to Employee(s).
- 7.03 Employees shall be paid on Thursday of each week. Employees shall receive their pay by direct deposit into employees Bank Account. Documentation authorizing the Company to make direct bank deposits must be on file with the Company in advance of such implementation.
- 7.04 Vacation pay shall be paid by direct deposit prior to start of vacations upon written request of the employee two weeks prior to the applicable vacation period.
- 7.05 If an employee terminates on their own accord they will be paid on the next scheduled pay day of the following week.
- 7.06 In the event an error of eight (8) hours pay or more is made to an employees pay it shall be promptly corrected by issuing a separate cheque or direct deposit to cover any such error.
- 7.07 The Company will indicate the amount deducted for Union Dues in the appropriate box on the Employee's T-4 slips.

ARTICLE NO. 8 - HOURS OF WORK AND OVERTIME

Hours of Work:

- 8.01 The work week for all Full-time Employees covered by this Agreement shall be five (5) consecutive days of eight (8) hours duration each, with two (2) consecutive days off. Sunday followed by Saturday shall be considered consecutive days off. All Full-time Employees shall work eight (8) straight hours per day which will include a thirty (30) minute lunch period. All employees shall be dressed and ready to work at the start of their shift.

Washing Facility

Proper washing facilities shall include hot and cold water, hand cleaner, towels, showers and wash basins. These shall be made available by the Company. In addition, there shall be provided adequate lunchrooms, which shall be kept clean and tidy.

Employees will be allowed a ten (10) minute wash up period prior to termination of their shift.

The work week for all full-time employees covered by this Agreement who elect to work extended hours, shall be four (4) consecutive days of ten (10) hours duration each, with three (3) consecutive days off. Sunday followed by Saturday shall be considered consecutive days off. All full-time employees who elect to work these extended hours shall work ten (10) straight hours per day which will include a thirty (30) minute lunch period for every five (5) consecutive hours worked.

- 8.02 a) Shift Premium - regular day shift hours for full-time and full-time floater employees shall be between 08:00 - 15:59 hours. Forty-five cents (\$0.45) shall be paid for all hours worked between the hours of 16:00 - 23:59.
- b) A shift premium of sixty cents (\$0.60) per hour shall be paid for all hours worked between the hours of 00:01 - 08:00 for all full-time and full-time floater employees.

- 8.03 When a full-time employee reports for duty on their regular scheduled work day the employee shall be guaranteed a minimum of eight (8) hours work and or pay from their regular scheduled starting time unless the employee leaves of their own volition.

When a full-time employee who works extended hours reports for duty on their regular scheduled work day they shall be guaranteed a minimum of ten (10) hours work and/or pay unless the employee leaves of their own volition.

- 8.04 When full-time employees report for duty on a call back basis inconsistent with their regular scheduled work day or shift they shall be guaranteed a minimum of four (4) hours work. However, should the employee choose to leave of their own volition after completion of the duties they were called in for, and with the consent of Management, the employee will be paid a minimum of two (2) hours pay at the applicable overtime rates.
- 8.05 When an employee completes a continuous period of work of a duration which would not allow eight (8) hours off duty, before the start of the next schedule shift, the Employer shall have the option of granting the necessary time off with pay, or granting the employee the opportunity to work such hours at the rate of one and one-half times (1 ½ x) the employee's base rate of pay.

- 8.06 All shifts will be bid on to coincide with Airline Schedules. These shifts will be posted within thirty (30) days of the airline schedule effective date and posted for seven (7) days for bidding purposes. The shifts shall be effective seven (7) days after the bidding process has been completed. Seniority by Classification will prevail for purposes of bidding.

The Company shall have the right to revise shift schedules at any time to meet airline scheduling changes. Revised shifts will be posted and bid as noted above.

- 8.07 All new jobs or vacancies will be posted within seven (7) days of such vacancy or new job and will remain posted for seven (7) days for bidding. Classification Seniority, as described in Article 9.05, shall prevail for shift preferential, new jobs or vacancies provided the employee is qualified. There shall be no job bumping privileges except in the case of senior employees being displaced on their shift by a layoff or shift discontinuance.

The senior employees may exercise their seniority over junior employees in the same classification and be placed on a shift of their choice. The senior employee may only exercise this preference once in each case of layoff or shift discontinuance.

When an employee has been awarded a vacated shift, the employee will assume that shift seven (7) days later; if the shift which the employee is leaving creates an undue hardship in scheduling, the company may postpone the transition to the new shift to a maximum of fourteen (14) days or when the vacancy is filled, whichever is less.

Voluntary Overtime:

- 8.08 a) Any shift of four (4) hours or more, will be first offered to part-time employees who have not been scheduled forty (40) hours, provided such shift will not exceed their forty (40) hours, then by seniority to those full-time employees on their day off, full-time employees prior to or after their scheduled shift, and finally to everyone else, on the basis of classification seniority and availability.
- b) Shift overtime shall be allotted wherever possible on the basis of classification seniority, in a voluntary manner, provided the employee is capable of doing the job.
- c) Overtime beyond the end of employee's regular shift is considered operational overtime and will be offered, in seniority order as follows:
1. Full time employees on shift
 2. Part time employees on shift
 3. Full time employees coming on shift
 4. Part time employees coming on shift
 5. Employees on Regular Days off by seniority

Mandatory Overtime:

- d) Upon reaching the bottom of the list with respect to classification seniority, the junior employee on shift shall be required to work the overtime. For the purpose of this Article, the junior employee shall be the employee with the least classification seniority. The Company shall use its best efforts to ensure any employee forced to work overtime shall be relieved with a voluntary replacement as soon as possible.
- e) No employee shall be required to work overtime in excess of eight (8) hours per week.
- 8.09 a) All time worked immediately prior to and/or immediately following the employee's regularly established shift for that employee and which is in excess of eight (8) hours per day shall be considered overtime and paid at the established overtime rate of time and one-half (x 1 ½) for all overtime hours worked.

All time worked immediately prior to and/or immediately following the employee's regularly established shift, and which is in excess of ten (10) hours per day, shall be considered overtime and paid at the established overtime rate of time and one-half (x 1 ½) the base rate of pay for all overtime hours worked.

- b) All hours worked on a call-out or call-back basis on an employee's designated days of rest which are in excess of forty (40) straight time hours will be deemed overtime. The employee performing such work shall be paid at the rate of time and one-half (1 ½) the base rate of pay for all hours worked.
- c) An employee working overtime in excess of two (2) hours, shall be allowed a thirty (30) minute meal period with pay, at the overtime rate, between the tenth (10th) and twelfth (12th) hours for lunch. This meal period will be taken prior to punching out. If circumstances permit the Supervisor will allow the employee to leave early without loss of pay.

An employee on an extended hours shift working overtime in excess of two hours, shall be allowed a (30) minute meal period with pay, at the overtime rate, between the eleventh (11th) and thirteenth (13th) hours worked.
- d) Any full-time employee on designated days of rest who works on a call out or call back basis on a General Holiday shall be paid at a rate of time and one-half (x 1 ½) the base rate of pay for all hours worked. Additionally, said employee shall receive one-half time (1/2 x) the base rate for all hours worked to a maximum of eight (8) hours.

Staggered Start Times:

- 8.10 a) It is permissible for the Company to utilize staggered shift start times.
- b) There will be only one (1) employee with staggered start times per shift. For clarification the shifts are AM, PM and Midnight.
- c) Staggered shift start times will not have a variance that exceeds four (4) hours.
- 8.11 Full-time floater shall be utilized as follows:
 - a) There shall be a maximum of seven (7) employees in the block at any given time.
 - b) These positions shall be posted for bid and awarded based on Company seniority to the employee who is available for up to forty (40) hours per week.
 - c) Full-time floaters will be guaranteed forty (40) hours per week.
 - d) These employees shall be utilized primarily to fill vacancies created, i.e. vacations, compensation, leaves of absence, etc.
 - e) The Company will increase the number of full-time/part-time positions to match the number of vacation slots as identified on the shift bid as floater.
 - f) It is recognized that this number may fluctuate given the total number of employees entitled to take vacation time in any given period.

Meal Break

- 8.12 a) The meal break shall not commence before three (3) hours from the employee's starting time, or commence later than five and one-half (5 ½) hours from the employee's starting time. Employees not receiving any meal period time will receive one-half (1/2) hour at time and one and one half (1 ½) their base rate of pay.

The meal break for employees working extended hours shall not commence before four (4) hours from the employee's starting time or commence later than six and one half (6 ½) hours from the employee's starting time. Employees not receiving any meal period time will receive one-half (1/2) hour at time and one-half (1 ½) their base rate of pay.

- b) If the employee's lunch is interrupted, it is agreed that all attempts will be made to ensure the employee will be given thirty (30) minutes between three (3) hours and five and one-half (5 ½) hours.

Banked Overtime

8.13 All employees shall be entitled to accumulate overtime to create a "bank" of funds which may be taken at their discretion at a later date. The process shall include:

- a) a written request from the employee will be provided to the company for the pay period in which they wish overtime to be accrued to their "bank".
- b) overtime to be allocated to the "bank" will be dollar for dollar at the established overtime rate as per Article 8.09 (i.e. one hour of overtime worked, one hour at one and one-half (1 ½) times the base rates credited to the "bank". No partial payments such as half (½) time on pay cheque and straight time banked.)
- c) the maximum amount which may be banked will be the equivalent of maximum eighty (80) hours.
- d) the "bank" will be recorded in a dollar value, and not in time owed. The Company will produce a statement of banked amounts owing upon request of the employee.
- e) Banked overtime is intended for use during periods of illness, accident or injury. The Company will use its best efforts to allow employees to utilize the banked overtime in the event of family emergencies or for extended bereavement leave.
- f) The employee will submit a written request to receive payment from their banked pay. Amounts requested cannot exceed the amount of contributions made by the employee, and payment will be made to the employee on the next scheduled payroll.
- g) Banked amounts may be carried from one year to the next. However, the total maximum amount which may be contained in the bank remains at the equivalent of two weeks pay as noted in item "c" above.
- h) An employee may request the employer to transfer the banked balance (or portion thereof) to an RRSP of their choice. Such transfers may only be requested once annually by an individual employee.

ARTICLE NO. 9 - SENIORITY

- 9.01 a) Seniority of each employee covered by this Agreement, within this Bargaining Unit shall be established after a probationary period of a minimum of one hundred and twenty (120) calendar days and successful application and receipt of a Restricted Area Identification Card (RAIC). Maximum time to complete the probationary period will be thirty (30) working days after receipt of an RAIC or one hundred and eighty (180) days, whichever comes first. All time off for injury disability, illness, authorized leave of absence, or restricted hours of work in case of Part-time employees etc. shall be added to the probation period. If the employee is retained in the service of the Company beyond that date, their seniority will date from the day the employee was last hired at the Edmonton International Airport. During the probationary period full-time employees will be covered by and entitled to, unless specifically excluded, all of the terms and conditions of this Agreement, except that they may be displaced or discharged. The purpose of the probationary period is to determine, in the opinion of the Employer, the suitability of the employee for continued employment. Reasons for discharge shall be forwarded to the Union Office. Such discharge shall be deemed to be made with proper cause.

Any employee of the Company transferring into the Bargaining Unit will be considered as a new employee and will be added to the bottom of the seniority list in the classification to which they are transferring. The seniority date will be the first date worked at the Edmonton International Airport and will result in starting at the bottom of the wage scale for said classification. The only seniority that will be transferred will be Company seniority for the sole purpose of vacation entitlement for continued years of service.

- b) Company Seniority shall be based upon date of hire at the Edmonton International Airport, and is applicable to;
- amount of annual vacation entitlement
 - in the event of layoff, bumping privileges from their existing classification to any other classification for which they are deemed to be qualified.
- c) Classification Seniority shall be based upon their commencement date within the classification at the Edmonton International Airport, and is applicable to;
- shift bidding purposes
 - annual vacation bidding purposes
 - General Holiday bidding purposes
 - overtime
 - layoff / rehire

Seniority List and Classification:

- 9.02 The Company shall keep on its premises an up-to-date list of all employees showing the date when each commenced their employment and classification. The Company will forward a copy of this list to the Union Office, at least once every three (3) months, or upon request, and shall be forwarded with the Check-off List.

Layoff and Rehire:

- 9.03 a) In the event it becomes necessary for the Employer to reduce staff levels in the form of a layoff, the following procedure will apply.

The Employer will first notify the Local Union office of its intent to lay off employees with as much notice as possible prior to any lay-off, and will meet with the Local Union to discuss possible mitigation of the surplus.

The Employer will copy the Local Union office on all correspondence to employees regarding layoff and recall.

- b) Employees shall receive seventy-two (72) hours notice of layoff except as follows:

Where any labour dispute disrupts the movement of aircraft at the Edmonton International Airport.

- c) The Company when laying off employees shall lay them off in reverse order of their seniority of employment within their classification. The senior employee being layoff may bump the junior employee in a different classification provided they are qualified to perform the work.

- 9.04 When vacancies occur, the Company shall rehire laid off employees according to their seniority within their classification.

- 9.05 There shall be three classifications of seniority:

- a) Facility
- b) Fuellers
- c) Mechanic

Any employee wishing to transfer from one classification will make application to the Company in writing and will be given preference over a new applicant provided the employee can meet the Company's qualifications for said classification.

When an employee transfers from one classification to another classification, they may retain their seniority in their former classification for a maximum of ninety (90) calendar days. The Company will make all attempts to assist employees through their qualifying period in new classifications. However, during the ninety (90) day qualifying period, should the Company determine the employee is not suitable in the new position, the employee will be moved back to their original position without loss of seniority.

Loss of Seniority:

- 9.06 Seniority will not be retained by any Employee who is laid off for lack of work and who is not recalled within a period of twelve (12) months from the date of layoff.

- 9.07 An employee laid off due to a reduction of forces shall, when laid off file their address with the Company and thereafter keep the Company informed of their current address.

In rehiring after layoff, the Company agrees to recall employees by job classification in the reverse order in which they were laid off (last one out, first one back), provided that the period of layoff does not exceed one (1) year. Notice of re-call shall be sent by courier to the last address filed with the Company. Failure to respond within seven (7) days of the courier being confirmed received by registered mail, automatically closes out the Employee's record. Further, if the Employee refuses to return for the work assignment specified by the Company, the Company shall consider the Employee to have resigned and close out the Employee's record.

9.08 Employees who are promoted out of the bargaining unit into a permanent position shall continue to retain and accrue seniority under this Agreement for a period not to exceed six (6) months. If the employee continues to perform in such job past the six (6) month period, their name will be removed from the Seniority List.

ARTICLE NO. 10 – PART-TIME EMPLOYEES

10.01 **Part-time Employees** - All part-time employees will be hired into the applicable classification, as deemed necessary by the Company.

- a) It is permissible for the Company to utilize Part-Time Employees on split shifts.
- b) It is not a requirement for the Company to schedule Part-Time Employees with consecutive days off.
- c) It is permissible for the Company to buy out the vacation entitlement of the Part-Time Employees upon mutually agreed between both Parties.
- d) For a maximum of six (6) weeks, the Company may schedule newly hired Part-time employees up to forty (40) hours a week for training purposes only. Such scheduling requirements will be communicated to newly hired Part-time employees during the hiring process.
- e) At no time shall Part-time employees exceed twenty percent (20%) of the Full-time staffing levels.

10.02 a) Part-time employees may be used to supplement peak operating periods, and to replace regular employees on sick leave, vacation, General Holidays, or authorized leave of absence.

- b) When a part-time employee is called, and reports for duty, said employee shall be guaranteed a minimum of four (4) hours work and/or pay.
- c) Should a part-time employee work more than eight (8) hours in a day, or forty (40) hours in a week, said employee shall be paid overtime rates in accordance with the overtime provision of this Agreement.
- e) Part-time employees shall be excluded from the Health and Welfare benefits, Pension, and shift premium provisions of this Agreement.
- f) Part-time employees will be hired into the respective classifications at the effective hiring rate. Rate increases for years of service will be based on actual hours work. (i.e. 1040 hours worked, they will receive the six month increase, 2080 hours worked, and they will receive the one year increase).
- g) A part time employee shall:
 - a. be carried on a part-time roster, and where practicable shall be called in to work according to their position on that roster.
 - b. be given first opportunity to qualify as full-time employees as openings become available and will then be placed at the bottom of the full-time employees seniority list, providing they meet all Company qualifications and requirements.
 - c. not accrue seniority within the full-time classification of seniority.

- d. bid annual vacation after all full-time employees have been awarded their annual vacation and General Holiday entitlements.
- h) Part time employees will be required to work a minimum of sixteen (16) hours per week. Part time employees must provide two (2) week availability by the last Wednesday of the month for the following two (2) weeks and again by the second (2nd) Wednesday of the month for the following two (2) weeks. The availability will be broken down into day, afternoon and nights. Total scheduled shifts will be no more than thirty-two (32) hours per week, except during periods of training.

In the event that the Part time employee needs to make adjustments to their availability, the Part time employee must give the Company notice prior to the Wednesday for the upcoming work week. In the event that the schedule is posted and the Part time employee is not required to work, the said employee will not be held to their original availability in the event a shift needs to be filled. The Company shall not unreasonably withhold authorization of such requests made by Part time employees.

If an employee fails to submit availability, they will not be scheduled for any shifts during that current two (2) week period. The Company will provide a written letter informing the Member that failure to provide availability and failure to provide for the following two (2) week period will be considered this as job abandonment and terminate the employee.

ARTICLE NO. 11 - GENERAL HOLIDAYS

Entitlement:

- 11.01 a) Regular hourly rated employees will receive eight (8) hours pay at their regular hourly work time job classification rate for the General Holidays listed. The following General Holidays shall be observed:

- | | |
|---|------------------|
| New Year's Day | Labour Day |
| Family Day (February) | Thanksgiving Day |
| Good Friday | Remembrance Day |
| Victoria Day | Christmas Day |
| Canada Day | Boxing Day |
| National Day for Truth and Reconciliation | |

If the Federal Government declares an official General Holiday it will be observed and paid for as such.

- b) Due to the continuous nature of the operation, it may be necessary for employees to work on a General Holiday. In such cases the employee will be given an alternate day off with pay in lieu of the General Holiday.

The General Holidays schedule shall be made up of one block of five (5) days, or five (5) days taken individually. In order to take the five (5) individual days, the employee must provide a minimum of two (2) weeks prior notice and approval will not be unreasonably withheld. In the event that an employee wishes to have single days' paid out, the request is to be made to the employer. The remaining five (5) days will be paid to the employee in one block, upon a minimum of two (2) weeks notice from the employee.

Such General Holidays (block of five (5) days to be taken) will be given at a time which is mutually agreed upon by the employee and the Company and may be taken in conjunction with Annual Vacations provided it does not interfere with another employee's Annual Vacation.

The Employee will receive pay at one and one-half (1 ½) times the applicable rate of pay for all hours worked on a General Holiday.

- c) Employees are eligible for a General Holiday provided that the employee is entitled to wages for at least fifteen (15) days during the thirty (30) calendar days immediately preceding the General Holiday.

Employees shall not lose entitlement for absence caused by a Workers' Compensation claim that has been accepted.

- d) In the event of a General Holiday falling on an employee's day off, the employee will receive another day off with pay in lieu of that General Holiday.
- e) In the event of a General Holiday falling during an employee's vacation, the Holiday shall be taken per the entitlements under Article 12.03.
- f) An employee who works on a Holiday shall be paid in accordance with the Canada Labour Code.

11.02 If an employee is laid off within thirty (30) days of any General Holiday(s) and then rehired within thirty (30) days of that Holiday, the employee shall receive Statutory Holiday(s) credit, i.e. extra day's pay or day off with pay for each General Holiday falling within that period.

ARTICLE NO. 12 - ANNUAL VACATIONS

12.01 Vacations will be granted on the basis of calendar years of service with the Company. A calendar year will be from January 1 to December 31 of each year.

Employees working extended hours, who have completed less than twelve (12) months of continuous service on January 1st of any given year, will be entitled to the number of paid working hours of vacation in accordance with the number of months of employment as specified in the totals below:

<u>Months of Continuous Employment</u>	<u>Hours of Vacation</u>
1	10
2	20
3	20
4	30
5	30
6	40
7	50
8	50
9	60
10	70
11	70

- (i) Employees commencing employment with the Company between the dates of January 1 and June 30, will have January 1 in the year in which employment commenced as their anniversary date for accumulating calendar years of service for vacation entitlement purposes only.
- (ii) Employees commencing employment with the Company between the dates of July 1 and December 31, will have January 1 in the year following commencement of employment for their anniversary date for accumulating calendar years of service for vacation entitlement purposes only.
- (iii) In the first year of employment employees will be credited with one (1) day of vacation for each month of employment to a maximum of ten (10) days during that calendar year. Such vacation is to be taken in the period between January 1 and December 31 in the calendar year following the commencement of employment. Vacation pay will be four percent (4%) of the gross wages paid that employee in the portion of the year worked.

All employees will receive:

- a) All employees who have completed one (1) year of continuous service with the Company will receive in the next succeeding year of employment and each succeeding year thereafter two (2) weeks' vacation with pay in an amount equal to four percent (4%) of the gross wages paid that employee during the year in which they qualified for such vacation,
 - b) All employees who have completed five (5) years of continuous service with the Company will receive in the next succeeding year of employment and each succeeding year thereafter three (3) weeks vacation with pay in an amount equal to six percent (6%) of the gross wages paid that employee during the year in which they qualified for such vacation, or;
 - c) All employees who have completed ten (10) years of continuous service with the Company will receive in the next succeeding year of employment and each succeeding year thereafter four (4) weeks vacation with pay in an amount equal to eight percent (8%) of the gross wages paid that employee during the year in which they qualified for such vacation.
 - d) Who have completed twenty (20) years of continuous service with the Company shall receive in the next succeeding year of employment and each succeeding year thereafter, five (5) weeks vacation. Payment for such vacation shall be in the amount equal to ten percent (10%) of the gross wages paid that employee during the year in which they qualified for such vacation.
- 12.02 Employees will not be called out to work during their scheduled week(s) of vacation. The vacation week shall be considered seven (7) consecutive days, commencing 00:01 hours Sunday and ending 23:59 hours Saturday.
- 12.03 Should a General Holiday occur while an employee is on Annual Vacation, the employee shall receive another day off with pay, in lieu of said General Holiday.
- 12.04 It is understood that employees will be given access to the full year (January 1 to December 31) for vacation purposes.

12.05 a) To preclude the loss of vacation time during the year in which it is to be taken, vacation lists will be posted on November 1st of the year immediately preceding the year in which it is to be taken. Employees shall designate their choice of vacation time prior to December 15th of the year immediately preceding in which the vacation is to be taken. To ensure that overlapping of vacations does not occur, vacations shall be taken from Sunday through Saturday regardless of the Employee's days off. If no overlapping occurs, the Employee will be allowed to take vacation between scheduled days off. In the event an employee fails to designate their choice of vacation on such listing while posted by August 1st of the vacation year, vacation time for said employee shall be allocated at the discretion of the Company. The Company shall post the completed vacation schedule by December 31st and it shall remain posted for the balance of the year. During the vacation bidding period, no vacations shall be granted with less than two (2) weeks notice being provided by the employee and seniority shall prevail. Once bidding is closed, it becomes first come first served.

b) Based on the number of employees eligible for vacation in any given year, the following formula will establish the number away at any given time.

<u>Total # of Eligible employees working in classification</u>	<u>Total # of employees in the classification who may be off on vacation at one time</u>
1 – 10 employees	1 employee off
11 - 20 employees	2 employees off
21 - 30 employees	3 employees off
31 - 40 employees	4 employees off
41 - 50 employees	5 employees off
blocks of 10 thereafter	

For this process only, there will be three (3) classifications 1) Fuellers; 2) Facility; 3) Mechanics.

Preference for vacation shall be by seniority within each classification.

c) Annual vacation shall be allotted before General Holidays and classification seniority shall prevail.

12.06 Employees shall take their annual vacation within the calendar year they are entitled to the said vacation.

ARTICLE NO. 13 - GENERAL WORKING CONDITIONS AND HEALTH AND SAFETY

Health and Safety:

13.01 In keeping with the regulations of Canada Labour Standards, a Safety Committee shall be established, consisting of a minimum of one (1) members from within the bargaining unit and one (1) member of Management and will operate as per the Canada Labour Code. The Committee shall meet every month or earlier if required to discuss and recommend on safety matters and to promote a co-operative interest in the safety of the work force. Copies of the minutes of said meetings shall be forwarded to the Union Office and posted on the bulletin board.

In conjunction with the Safety Meetings, the Company and the Union will conduct joint industrial relations meetings on a quarterly basis to deal with operational issues not addressed by the Collective Agreement. This is not intended to preclude either party from proceeding grievances/issues on a timely basis as required and these meetings are not part of the grievance procedure.

13.02 Whenever the Company or the Canada Labour Standards regulations require equipment to be worn on the job, such equipment shall be provided by the Company at no cost to the employee. The employee shall wear such equipment while in performance of their duties and shall be held responsible for such equipment and shall be charged for any damage or loss for which the employee can reasonably be held responsible.

13.03 a) It is to the mutual advantage of both the Company and the employee that employees shall not operate vehicles which are not in safe operating condition. No employee will be required to operate equipment that is not in compliance with the appropriate safety requirements for mobile equipment. Additionally, employees will not be required to operate equipment in an unsupervised manner until they have been provided training by the Company on such equipment.

Proper training will be provided to operate company equipment.

b) It shall be the duty of the employee to report in writing on the appropriate forms of the Company promptly but not later than the end of the shift, all safety and/or mechanical defects on the equipment which they have operated during that shift.

c) Should an unsafe condition, which could cause bodily harm, develop with a piece of equipment and it appears to be unsafe to operate, the Supervisor shall investigate the alleged unsafe condition and the Company will make every effort to replace or repair such equipment, to prevent an employee from becoming injured. Such equipment will not be used in the interim period by bargaining unit employees. The said event will then be reviewed by the Local Health and Safety Committee and follow the procedures outlined in the Canada Labour Code.

d) It shall be the obligation of the Company to direct the repair as necessary to confirm with the safe and efficient operation of the equipment.

13.04 It shall not be reason for discharge or suspension if any employee refuses to work in any area involving bomb scares or highjackings. If recognized airport authorities or those in charge decide any other area is unsafe, such area shall be included under this clause.

13.05 The Company shall provide First Aid provisions in accordance with the Workers' Compensation Act.

13.06 When an employee is injured while on duty, which prevents them from completing their shift and the injury requires medical care, the employee shall be compensated for the full shift on that day.

Higher Classification:

13.07 If an Employee starts their day's work, they shall not be paid less than their regular posted rate for the day. If work is to be made available at a lower classification the employee shall be notified the day previous.

If an employee works at a classification of a higher rate for more than two (2) hours, they shall be paid a minimum of four (4) hours at the higher rate and if the employee works at a classification of a higher rate for more than four (4) hours, the employee shall be paid the higher rate for the whole shift.

Protective Clothing

13.08 a) Protective clothing shall be supplied by the Company consisting of raincoats, rain pants and noise suppressors. Such clothing is to be returned after use Four (4) pairs of leather gloves will be issued in spring for summer use; and three (3) pairs of leather mitts with liners will be issued in the fall for winter use. Should the employee wish to purchase their own gloves, they must be approved by the Company in advance and will reimburse the employee equivalent to the cost of the Company supplier gloves and/or mitts.

b) Once each two (2) years the Company shall provide the following options to full time employees at no cost to the employee.

- 1) Three (3) pairs of pants and five (5) shirts and four (4) sets of coveralls, or
- 2) Five (5) pairs of pants and seven (7) shirts and no coveralls, or
- 3) Seven (7) sets of coveralls

Employees will be responsible for cleaning and maintaining all issued shirts and pants. The Company will provide cleaning for all sets of coveralls issued. They are expected to be worn on the job only and will be replaced when worn out issued clothing are turned in. Abuse of issued clothing will render the employee liable for the cost of same.

Part time employees will be issued with two (2) pairs of pants, two (2) shirts or three (3) sets of coveralls. If shirts and pants are selected the employee will be responsible for cleaning and maintaining all issued shirts and pants. The Company will provide cleaning for all sets of coveralls issued.

Should the Company require the employees to wear any uniform, the Company will supply and maintain such uniform at no cost to the employees.

The Company will supply a spring/fall type jacket replaced every thirty-six (36) months.

A mutually acceptable winter parka will be fully paid for by the Company and replaced every twenty-four (24) months upon return of previous issue. Should the employee choose to purchase insulated coveralls rather than the winter parka, the Company will reimburse the employee for the cost of such purchase up to the Company's purchase price of the parkas in that year. The Company agrees to share the costs of the parkas for the given year with the Business Agent of the Union. The employee shall provide an acceptable proof-of-purchase to the Company for reimbursement. The Company will bear the cost of dry cleaning parkas used at work up to two (2) times per year.

c) If any of the above items are lost or subjected to needless wear and tear, the employee will be required to replace them themselves. Any employee leaving the employ of the Company must return all of the above items in their possession at the time their employment ceases.

d) Areas of suitable size shall be provided by the Company for protection of the employee's clothes and personal belongings and will provide full size lockers for each employee, provided space permitted.

Foot Wear:

- 13.09 Full-time employees, who have completed one (1) year of service, will receive, within fifteen (15) days of their anniversary date, a footwear subsidy of one hundred and seventy-five dollars (\$175.00) which will be paid for approved footwear (summer or winter) acceptable to the Company. In subsequent years of employment the Company shall pay the footwear subsidy upon submission of the receipt. By the sole option of the employee, employees will be given the ability to receive half of the amounts from the boot allowance upon submission of a receipt.

Any unused footwear allowance(s) will carry over for one (1) additional calendar year to maximum of three hundred dollars (\$300.00).

Footwear allowance will include boot repairing upon submission of the receipt.

Part-time employees must complete two thousand and eighty (2080) hours of service to be eligible for an initial footwear subsidy in the amount noted above. Part-time employees will receive subsequent footwear subsidies for each additional two thousand and eighty (2080) hours worked with a limit of one footwear subsidy per calendar year.

Employee Parking:

- 13.10 In those cases where the Company is unable to provide parking facilities for the employees, employee parking fees at the Airport Authority parking facilities will be paid by the Company.

Union Board

- 13.11 The Company agrees to provide space that is readily accessible for the Union notices of direct interest to the employees.
- 13.12 Under normal operating conditions, supervisors will not perform work covered under this Agreement. Any misuse of this provision will be referred to the Union Business Agent for resolve.

Transportation:

- 13.14 When employees are required to use their own vehicles to provide transportation while on Company business, or to provide transportation to or from work at locations other than Edmonton International Airport they will receive a travelling allowance of forty-five cents (\$.45), including GST, per kilometre.

The Company agrees to pay for the cost of parking for employee's automobile if and when it is required.

ARTICLE NO. 14 – LEAVES OF ABSENCES

- 14.01 Paid and unpaid personal leave(s) will be granted by the Company to Employee(s) as per prescribed in the Canada Labour Code.

Jury Duty

- 14.02 A full-time Employee having attained seniority who is required to perform Jury Service or Jury Duty on a day on which they would normally have been scheduled to work, will be reimbursed by the Company for the difference between the pay received for Jury Service or Jury Duty and the straight time hourly rate of pay for their regularly scheduled hours of work. It is understood that such reimbursement shall not be for hours in excess of five (5), eight (8) or four (4), ten (10) hour working days, to a total of forty (40) hours per week, less pay received for Jury Service or Jury Duty. The employees will be required to furnish proof of Jury Service and Jury Duty pay received.

Further, should an employee be summoned as a witness to event(s) which occurred while said employee was performing duties on behalf of the Company, the Company shall continue to pay the employee for regularly scheduled hours during such absence. Provided however that all sums received by the employee by way of payment for attending as a witness shall be payable to the Company, to the end that no employee shall receive both their regular applicable rate from the Company and payment from other sources for the same period of time.

Bereavement Leave

14.03 Full-time employees who have attained seniority shall have Bereavement Leave entitlement as follows:

a) The Company agrees that in the event of bereavement in the immediate family of an employee as indicated below, to allow the said employee five (5), eight (8) or four (4), ten (10) hours working days off with pay to total of forty (40) hours to grieve, attend the funeral or look after legal requirements of the estate. Supporting documentation may be requested by the Company in situations where Employee(s) have taken multiple bereavement leaves within one (1) calendar year. Supporting documentation may be requested only within seven (7) days from Employee(s) returning from said bereavement leave.

- Wife (includes common law and same sex) five (5) eight (8) or four (4), ten (10) hours working days
- Husband (includes common law and same sex) five (5) eight (8) or four (4), ten (10) hours working days
- Son (includes step son) five (5) eight (8) or four (4), ten (10) hours working days
- Daughter (includes step daughter) five (5) eight (8) or four (4), ten (10) hours working days

b) The Company agrees that in the event of bereavement in the family of an employee as indicated below, to allow the said employee, upon request, such time off as is necessary to attend the funeral, and to pay for the days which they would otherwise have worked at their regular scheduled hours and regular hourly rate:

- Father four (4) calendar days
- Mother four (4) calendar days
- Sister four (4) calendar days
- Brother four (4) calendar days
- Mother-in-Law four (4) calendar days
- Father-in-Law four (4) calendar days
- Grandparents four (4) calendar days
- Spouse's Grandparents four (4) calendar days
- Grandchildren four (4) calendar days

Any relative of the employee who resides permanently with the employee or with whom the employee permanently resides will also be considered as immediate family, as per the Canada Labour Code, and will be given the same opportunity to time off and benefits as listed above.

Any other persons covered by the Canada Labour Code, not covered in item (a) above, will be added to item (b) and will not exceed four (4) calendar days. At the employee's discretion, paid and unpaid leave for bereavement may be taken in one (1) or two (2) periods starting on the day on which the death occurs, and ending six (6) weeks after funeral, burial, memorial service, or celebration of life.

In addition to (a) & (b) above, should additional time off be requested by the employee, an additional six (6) days will be granted without pay.

Medical Examinations

- 14.04 The Company shall pay employees, who are requested by the Company to take a physical examination. The examination shall be during working hours. If, following a Company requested medical examination, any employee is deemed to be physically incapable of carrying out their regularly assigned duties, the following procedure shall be applied:

In the event it is claimed that the employee is totally incapacitated, the Company shall notify the Union of the medical findings in respect of the employee. Should the Union or the employee disagree with the said findings, the employee at their own expense, shall have the right to be examined by their personal physician. Where there is no agreement between the two physicians on the condition of the employee, the two physicians shall select a Medical Consultant to examine the employee with respect to the dispute.

The findings of the consultant shall be final and binding. The remuneration of the consultant shall be borne by the Company and the Union on an equal basis.

Should the consultant deem the employee to be capable of carrying out their regularly assigned duties, then the employee shall not suffer any loss of earnings caused by their having been removed from or temporarily suspended from their regularly assigned duties.

Employees that have completed one (1) or more years of employment with the Company and who are required to take Government Physical Medical Examinations for the purpose of their Vehicle Operator's License, will, upon receipt of their doctor's report, make it available to the Company for copying. The Company will then reimburse the employee the cost of such physical examination upon presentation of a receipt showing the employee has paid for such examination.

Leave of Absence:

- 14.05 a) Leaves of Absence shall be granted at the discretion of the Company. All applications for leaves of absence must be made in writing, all applications will be replied to in writing within three (3) working days and a copy of such will be remitted to the Union Office. Employees seniority protection shall be in accordance with the Labour Agreement.

Any employee hereunder on Leave of Absence engaged in gainful employment without prior permission from the Company and Union shall forfeit their seniority and their name will be stricken from the Seniority List and the employee will no longer be considered as an employee of the Company.

- b) An employee who goes to work for the Local Union which represents the employee in his/her bargaining unit, may apply for an unpaid Leave of Absence from the employer for a period not to exceed one (1) calendar year. Such Leave will not be unduly withheld, and when granted, the Employer will do so in writing, with a copy to the Union. The employee will continue to accrue seniority during such Leave. At the expiration of the one (1) calendar year, the employee must return to their former position or relinquish all seniority rights with the Employer. The Employer will not be responsible for paying any premiums to the benefit plan or pension plan during such leave.

ARTICLE NO. 15-- DISCIPLINE

- 15.01 Where an employee is held out of service by the employer pending investigation, such time off will be without pay for a maximum of three (3) days. In the event the investigation takes longer than three (3) days and the employee remains off, the extra days off will be with pay while the employer makes the decision on the outcome.

15.02 When an employee is required to attend a meeting, the purpose of which is to conduct an investigation, disciplinary hearing, or render a disciplinary decision, the employee is entitled to have, at their request, an available representative of the Union in attendance.

15.03 An employee will receive a copy of any disciplinary record placed on their file, including reprimands, with a copy to the Union Office. The incident causing such disciplinary actions will not be taken in account to compound other disciplinary actions taken against the employee if there has not been a similar incident in the previous twelve (12) months for all forms of discipline or Letters of Expectation. For the purpose of this Article, "similar" will be defined in two (2) categories: Attendance related and Work Performance related.

The severity of the discipline will be determined by the employer, taking into consideration the circumstances of the case and the seriousness of the offense, however, in most cases the Company shall follow the set out process to determine progressive discipline.

1. Verbal
2. Written
3. One (1) day suspension
4. Three (3) day suspension
5. Five (5) day suspension
6. Termination

15.04 Upon request, employees will be permitted to review their personal file.

ARTICLE NO. 16 - GRIEVANCE PROCEDURE

All questions, disputes and controversies arising under this Agreement or any supplement hereto shall be adjusted and settled within the terms and conditions as set forth in this Agreement in the manner provided by this Article, unless otherwise expressly provided in this Agreement, the procedure for such adjustment and settlement shall be as follows:

No employee will have a grievance until the employee has discussed the complaint with their on duty Supervisor. An employee covered by this Agreement may informally discuss a problem with their Supervisor at any time. Nothing in this Agreement shall prevent an employee from resolving any problem consistent with this Agreement and the law, with or without the presence of a Union Representative. The resolution of a problem reached by the employer and an employee shall not be binding on the Union. If the employer does not promptly settle the matter to the employee's satisfaction; an employee's proper grievance may be processed as follows:

STEP 1: - Any grievance of an employee shall first be taken up between such employee and the Company supervisor as noted above.

Time limit to institute grievances:

- a) Termination or layoff - seven (7) days.
- b) All others - ten (10) days.

However, such employee will be entitled to representation by a Shop Steward or a Union representative.

STEP 2: Failing settlement under Step 1 such Grievance shall be reduced in writing and taken up between a representative of the Local Union or Shop Steward and the Resident Manager. Step 2 must be completed within five (5) working days from the completion of Step 1.

STEP 3: Failing settlement under Step 2, such Grievance and any question, dispute or controversy that is not of a kind that is subject to Steps 1 and 2, the grieving Party shall reduce their Grievance in writing and it will be referred to and taken up between the Secretary or other bargaining representative of the Union and the Manager authorized by the President of the Company. Such referral must take place within five (5) working days from the completion of Step 2.

STEP 4: The Company and the Local Union may mutually agree to use the Federal Mediation and Conciliation Services mediation / arbitration option prior to proceeding to arbitration. The cost of the Federal Mediation and Conciliation Services will be shared equally between Parties.

Should the Parties not reach a mutual agreement on either of the above the matter will be referred to an agreed upon neutral person to act as an Arbitrator who will meet with the Parties to hear both sides of the case. Failing to agree upon a neutral person, the Department of Labour will be requested to appoint a neutral Arbitrator.

The Arbitrator will be required to hand down their decision within fourteen (14) calendar days following the completion of the hearing and their decision shall be final and binding on the two Parties to the dispute.

The Arbitrator shall not have the authority or power to add to, or delete from or amend any term of this Agreement.

The cost of an Arbitrator will be borne equally by the Company and the Union.

The Company and the Union may mutually agree to waive any of the above steps and/or time limits in the Grievance Procedure.

ARTICLE NO. 17 – HEALTH & WELFARE PROTECTION:

17.01 When an employee goes off work ill, or on Compensation, the Company shall continue to pay both their Health & Welfare premiums and Union Dues, so that the employee shall be protected to the utmost, provided:

- a) the employee reimburses the Company for such contributions normally paid by said employee, and is at no time more than three (3) months in arrears, and
- b) the period of such coverage shall exceed six (6) months, only by mutual agreement by the two Parties.

When an employee returns to work, the employer will deduct the earnings up to two (2) times of the regular Health and Welfare deduction per pay period, which the Company have paid out in respect to their contributions. Employer must notify employee in writing before extra deduction is made

In the event an employee does not return to work, and the employee refuses or neglects on demand at their last known address to make restitution for such monies paid out, the Union shall then reimburse the Company for said amount.

Health & Welfare Plan

- 1) The Company shall arrange for the "Prairie Teamsters Health and Welfare Plan" for its full-time and full-time floater employees who are members of the Union and their eligible dependents coming under the jurisdiction of this Agreement. The Company's only obligation with respect to these insured benefits is to arrange for them, to remit the required premiums and make contributions toward the premiums as detailed below. Any claim for entitlement will be governed by the terms of the applicable plan documents, which do not form part of this Collective Agreement and are not arbitrable.

- 2) Membership in the Health and Welfare Plan shall be compulsory for full-time and full-time floater employees.
 - a) Any member of the Union who is in the employ of the Company on a full-time or full-time floater basis on the effective date of the Health and Welfare plan shall join the Plan on that date.
 - b) Any full-time or full-time floater employee or member of the Union who is hired by the Company after the effective date of the Health and Welfare Plan, shall join the Plan on the first day of the month immediately following one hundred and twenty (120) calendar days from their date of employment with the Company.
 - c) The cost of the Plan and Provincial Medicare (where applicable) shall be borne as follows:

Provincial Medicare - 100% by the employees

Health and Welfare Plan:

1 through 2 years of service	Fifty-five percent (55%) by the Company, forty-five percent (45%) by the participating member
Upon completion of 2 years	Sixty percent (60%) by the Company, forty percent (40%) by the participating member
Upon completion of 4 years	Sixty-five percent (65%) by the Company, thirty-five percent (35%) by the participating member
Upon completion of 5 years	Seventy percent (70%) by the Company, thirty percent (30%) by the participating member

- 3) It will be the responsibility of the Company to ensure that all employees are enrolled in the Health and Welfare Plan and for making premiums remittances on their behalf. Failure of the Company to enroll employees, forward completed forms and/or remit premiums on the due date, being the tenth (10th) day of each month, to the Trustees will cause the Company to be liable for any claims arising thereof.

Timely payments of contributions to the Trust Funds provided for in this Agreement, is essential for the protection of the beneficiaries. Delinquency and continued failure to remit contributions to the Trust Fund shall be dealt with as follows:

 - a) The Union will advise the Company in writing of delinquency.
 - b) If the Company has failed to respond within forty-eight (48) hours of receipt of notification, exclusive of Saturday, Sunday, and Holidays, the Union may then request a meeting with the Company, to provide for the payment of funds.

ARTICLE NO. 19 - SAVING CLAUSE

- 19.01 No employee, who prior to the date of this Collective Agreement, was receiving more than the rate of wages of this schedule, or working fewer hours than stipulated in this Agreement shall suffer a reduction in wages, special benefits or increase in hours because of the adoption of this Agreement, nor shall the Employer suffer any loss of flexibility, utilization of employees, or past practice as a result of the adoption of this Agreement, unless specifically dealt with in the terms and conditions of this Agreement.

ARTICLE NO. 20 - DURATION

- 20.01 This Agreement shall be for the period from and including the third (3rd) day of May, 2022 to and including the second (2nd) day of May, 2025 and from year to year thereafter, subject to the right of either Party to the Agreement within ninety (90) days immediately preceding the date of expiry of this Agreement which is the second (2nd) day of May, 2025 by written notice to require the other Party to the Agreement to commence collective bargaining.
- 20.02 The Collective Agreement shall be effective May 3, 2025, unless otherwise specified.
- 20.03 Should either Party give written notice to the other Party pursuant hereto, this Agreement shall thereafter continue in full force and effect until the Union shall strike or the Employer shall lock-out or the parties shall conclude a renewal or revision of the Agreement or a new Collective Agreement.

ARTICLE NO. 21 - SUCCESSORS RIGHTS

- 21.01 The purchase, transfer alienation by another in whole or in part of this undertaking shall not invalidate any certificate issued by the Labour Relations Board of Canada, any Collective Agreement or any preceding for the securing of a certificate, or for the making or carrying out of a Collective Agreement.
- 21.02 The new Employer, notwithstanding the purchase, transfer division, amalgamation or changed legal structure of the undertaking, shall be bound by the certificate or Collective Agreements as if the employee was named therein, and shall become ipso facto, a party to the proceedings relating thereto in place and instead of the former Employer.

ARTICLE NO. 22 - MAINTENANCE OF ACTIVITIES

- 22.01 Presently effective local customs or practices, written or oral, which are not specifically covered by provisions of this Agreement and which are not in conflict with its provisions, shall remain in effect during the term of this Agreement. Presently effective local customs or practices, written or oral, which provide benefits in excess of the specific benefits provided for through the provisions of this Agreement shall be continued for the term of this Agreement unless altered by mutual agreement.

ARTICLE NO. 23 - SEVERANCE PAY

- 23.01 In the event the Company should cease or suspend any operations, all affected employees shall receive severance pay as per Canada Labour Code.

ARTICLE NO. 24 – CONFLICTING AGREEMENT

24.01 The employer agrees not to enter into any agreement or contract with the employees covered by this Agreement, individually or collectively, which in any way conflicts with the terms and provisions of this Agreement or any statute of Canada. Any such agreement will be null and void.

SIGNED THIS 6th DAY OF _____ 2022

ON BEHALF OF THE COMPANY:

ASIG Canada Ltd. dba Menzies Aviation



William (Bill) Briggs
Director of Fueling Operations



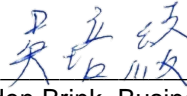
Romana Sajjad,
Regional Human Resources Manager



Marc Day
Station Manager – Edmonton International Airport

ON BEHALF OF THE UNION:

General Teamsters, Local Union No. 362



Pei Vanden Brink, Business Agent



Lukas Fominov, Business Agent

APPENDIX "A"

Wages – Full-Time Fuellers

CLASSIFICATION	MAY 3/21	MAY 3/22	MAY 3/23	MAY 3/24
Upon Completion of the below by May 3, 2022				
Start Rate	\$16.65	\$18.65	\$19.65	\$20.65
On May 3, 2022 Have Obtained Red Pass	\$17.30	\$19.30	\$20.30	\$21.30
On May 3, 2022 Have Completed Probation	\$17.95	\$19.95	\$20.95	\$21.95
On May 3, 2022 Have Completed 12 months	\$18.80	\$20.80	\$21.80	\$22.80
On May 3, 2022 Have Completed 18 months	\$19.55	\$21.55	\$22.55	\$23.55
On May 3, 2022 Have Completed 24 months	\$20.30	\$22.30	\$23.30	\$24.30
On May 3, 2022 Have Completed 36 months	\$20.80	\$22.80	\$23.80	\$24.80
On May 3, 2022 Have Completed 48 months	\$21.55	\$23.55	\$24.55	\$25.55
On May 3, 2022 Have Completed 60 months	\$22.54	\$24.54	\$25.54	\$26.54
On May 3, 2022 Have Completed 72 months	\$23.04	\$25.04	\$26.04	\$27.04
On May 3, 2022 Have Completed 84 months	\$24.24	\$26.24	\$27.24	\$28.24

Wages – Full-Time Facility

CLASSIFICATION- Full-Time Facility	MAY 3/21	MAY 3/22	MAY 3/23	MAY 3/24
Upon Completion of the below by May 3, 2022				
Start Rate	\$19.12	\$21.12	\$22.12	\$23.12
On May 3, 2022 Have Obtained Red Pass	\$19.72	\$21.72	\$22.72	\$23.72
On May 3, 2022 Have Completed Probation	\$20.32	\$22.32	\$23.32	\$24.32
On May 3, 2022 Have Completed 12 months	\$20.96	\$22.96	\$23.96	\$24.96
On May 3, 2022 Have Completed 18 months	\$21.46	\$23.46	\$24.46	\$25.46
On May 3, 2022 Have Completed 24 months	\$22.16	\$24.16	\$25.16	\$26.16
On May 3, 2022 Have Completed 36 months	\$23.05	\$25.05	\$26.05	\$27.05
On May 3, 2022 Have Completed 48 months	\$23.80	\$25.80	\$26.80	\$27.80
On May 3, 2022 Have Completed 60 months	\$24.46	\$26.46	\$27.46	\$28.46
On May 3, 2022 Have Completed 72 months	\$24.96	\$26.96	\$27.96	\$28.96
On May 3, 2022 Have Completed 84 months	\$26.22	\$28.22	\$29.22	\$30.22

Trainer Premium - It is understood that approved training instructors, who elect to be training instructors will be paid a premium of two dollars (\$2.00) per hour above their base rate of pay during training.

Overtime - All overtime will be paid at one and one-half (1 ½) times the base rate of pay.

Facility-personnel - Employed to maintain all Company equipment to include vehicle daily and monthly checks, preventative/routine vehicle maintenance (pumping equipment) as well as fuel farm duties to include, truck loading, receiving fuel, fuel farm daily and monthly checks, cleaning of hydrant pits and chambers, pit flushing, hydrant leak detection tests, OWS cleaning, courier service, parts pick up, painting, grounds keeping, janitorial, or any duties deemed necessary for the safe operation of the fuel farm and Company equipment.

Qualified facility personnel may be used as a fueler for short emergency periods, and may cover open overtime shifts provided all fuelers in the classification were asked to work.

Tool Insurance - The Company will provide tool insurance to cover Facility personnel tools. Each Facility-person will keep and maintain a minimum list of tools as provided by the Company in Appendix "D". Each year by May 3rd a tool inventory will be filed with the Manager. Tool insurance covering fire and theft to five thousand dollars (\$5,000.00) per person with a one hundred dollar (\$100.00) deductible shall be provided by the Company.

Lead Hands -

- a) Shall be defined as a person who is qualified and able to perform regular classification duties, and directs and instructs the work of others.
- b) Shall not have the authority to hire, fire, suspend or otherwise discipline other employees and the employee shall be a member of the Union.
- c) It is understood that the Lead Hand will be paid a premium of two dollars and fifty cents (\$2.50) per hour above their base rate of pay.
- d) Shifts will be bid upon in conjunction with shift bidding as defined in Article 8.06 of this Agreement. Only Company certified Lead Hands will be eligible to bid such shifts.
- e) The Company will use its best efforts to train and certify employees who wish to become future Lead Hands.
- f) The Company reserves the right to use Management staff for Lead Hand duties in the event the Company is unable to fill vacancies with qualified Union personnel.

Relief Supervisor

Relief Supervisors will be chosen at the discretion of Management and may supplement peak operating periods, and to replace regular supervisors on sick leave, vacation, general holidays, or authorized leave of absence.

A Relief supervisor may also be used to cover a vacant supervisor position for up to thirty (30) days per candidate (will not exceed the total period of ninety (90) days or three (3) candidates). This will allow the company to post the vacancy and evaluate potential candidates for the position.

Relief Supervisors will be paid a premium of three dollars (\$3.00) for all hours worked in that capacity. This premium will not be included in any overtime calculations.

6. Hours required for completing the Apprenticeship Program as set out by the Alberta College of Trades (currently eight thousand three hundred and twenty (8320) hours).
7. Upon completion/graduation of schooling, the Apprentice will have one (1) year in which to pass the Certificate of Qualifications. If Certificate of Qualifications is not attained within one (1) year of completion of school, the employee will be reduced to Facility rates (based on seniority) and will be classified as a Facility person, until such time as the employee produces proof of passing Certificate of Qualifications.
8. Rate increases will take effect upon completion and passing of each round of schooling

APPRENTICE RATES:

- 0-12 Months – 60 % of Top Rate Mechanic base hourly rate base hourly rate
- 12-24 Months – 70% of Top Rate Mechanic base hourly rate base hourly rate
- 24-36 Months – 80% of Top Rate Mechanic base hourly rate base hourly rate
- 36-48 Months – 90% of Top Rate Mechanic base hourly rate base hourly rate
- 25-36 Months – \$1 less than top rate until passing of C of Q

*Employees under mechanic apprentice program will not suffer any wage loss.

APPENDIX "B"

Prairie Teamsters Pension Plan

- A. Full-time hourly rated employees who have completed their probationary period;

The Company will contribute effective date of ratification, one dollar and twenty-five cents (\$1.25) per hour for each hour worked to the Teamsters Prairie Provinces Pension Plan (T4P).

Effective May 3rd, 2023, the Employer will contribute one dollar and thirty-five cents (\$1.35) per hour for each hour worked to the Teamsters Prairie Provinces Pension Plan (T4P).

Effective May 3rd, 2024, the Employer will contribute one dollar and forty-five cents (\$1.45) per hour for each hour worked to the Teamsters Prairie Provinces Pension Plan (T4P).

If a future adjustment is required during the term of the Agreement, such cost will be borne by the employee, and wage rates contained in Appendix "A" will be reduced accordingly.

- B. Contributions and remittances referred to in "A" above shall be remitted monthly by Electric Funds Transfer (EFT) by the fifteenth (15th) day of the month following that month to which they refer together with a form supplied to the Company by the Union which shall provide full instructions.
- C. Timely payment of contributions to the Trust Funds provided for in this Agreement is essential for the protection of the beneficiaries. Delinquency and continued failure to remit contributions to the Trust Fund shall be dealt with as follows:
- D. The Union will advise the Company in writing of any delinquency.
- E. If the Company has failed to respond within forty-eight (48) hours of receipt of notification exclusive of Saturdays, Sundays and Holidays, the Union may then request a meeting with the Company to provide for payment of funds.
- F. In the case of failure of the Company to contribute into the funds on the due date and after steps "D" and "E" above have been followed, the Trustees in their joint names may take legal action against the Company for recovery of the amount due.
- G. For employees under seventy-one (71) years of age and are collecting their pension, the pension contributions will still be remitted to the Prairie Provinces Pensions Plan (T4P). The Prairie Provinces Pension Plan (T4P) will invest the pension contributions into a separate plan in line with the pension trust document.

APPENDIX "C"

TOOL LIST

1/4" Drive Sockets & Metric

1/8", 5/32", 3/16", 7/32", 1/4", 9/32", 5/16, 11/32", 3/8", 7/16"

Includes Drive Ratchet, 2 extensions, U-joint, and handle driver

3/8" Drive Sockets & Metric

3/8", 7/16", 1/2", 19/32, [5/8"], 11/16, 3/4, [13/16]

Includes Drive Ratchet, 3 extensions and U-joint

1/2" Drive Sockets & Metric

7/16, 1/2, 9/16, 11/16", 3/4", 25/32, 13/16", 7/8", 15/16", 1"

Includes Drive Ratchet, 3 extensions, and U-joints

Hex Drive Sockets

1/8, 5/32, 3/16, 7/32, 1/4, 5/16, 3/8, 1/2

Combination Wrenches

1/8, 11/32, 5/8, 5/32, 3/8, 11/16, 3/16, 7/16, 3/4, 7/32

1/2, 25/32, 1/4, 9/16, 13/16, 9/32, 7/8, 5/16, 1"

1-1/16", 1-1/18", 11/4"

6" & 10" Adjustable Wrench

1/2 LB. & 1 LB. Ball Pein Hammer

10 PC. Screwdriver Set

3 Robertsons

4 Round Shank

1/4 X 4, 3/8 X 8, 5/16 X 6, 3/8 X 10

3 Phillips

3/16 X 3, 5/16 X 6, 1/4 X 4

Chisels

5/16" Cut, 3/4" Cut, 1/2" Cut

Punches

1/8" Tip, 3/16" Tip, 1/4" Tip, 5/32" Tip, 1/2" Hex

Pliers

Vise Grips

Wire Strippers

Combination Snap Ring

8" Combination Slip Joint

20" Tongue and Groove

8" Linesman's

7" H. D. Diagonal Cutter

6" Chain Nose W/Cutter

Hex Key Set, 13 Keys

Torx Drive Set

Trouble Light

O-Ring Pick

8" Pipe Wrench

12" Pipe Wrench

Feeler Gauge Sets - Ignition and General

Tester Light

Tool Box (Drawered)

* - indicates standard and deep sockets

[] - indicates spark plug socket

Existing Facility employees will have one year from the date of ratification to purchase above noted tools. Newly hired facility employees will have one calendar year from permanent placement into the facility classification.

The Company will replace a garage Mechanic/Facility persons personal tools as per listed in the Appendix 'C' (or the like) that has been broken while performing their duties on Company equipment.

The Mechanic will present the broken tool to the Company with a report on the cause of breakage and the Company will replace said tool in a reasonable amount of time.

The tools being replaced, will be replaced with same brand or best match if that brand is not available.

LETTER OF UNDERSTANDING #1

BETWEEN: ASIG CANADA LTD. DBA MENZIES AVIATION
Edmonton International Airport
(herein referred to as the Company)

AND: GENERAL TEAMSTERS LOCAL UNION 362
(herein referred to as the Union)

RE: Shift Posting

Upon factual confirmation that an employee who is absent due to a Workmen's Compensation claim, illness or other injury which will cause said employee to be absent for a period in excess of sixty (60) days from date of confirmation, said employee's shift shall be posted for bid. It is understood that said shift shall only be temporary.

This shift will not be bid in the event of a regular scheduled shift bid, falling in the aforementioned sixty (60) day time period.

Employees are eligible for only one shift change during any scheduled shift period. (**Note:** Should now reflect shift bidding changes as per Article No. 8:06 of the Collective Agreement.)

SIGNED THIS 6th DAY OF July 2022

ON BEHALF OF THE COMPANY:
ASIG Canada Ltd. dba Menzies Aviation



William (Bill) Briggs
Director of Fueling Operations

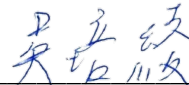


Romana Sajjad,
Regional Human Resources Manager

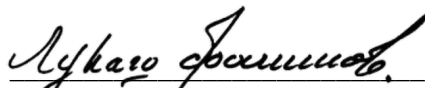


Marc Day
Station Manager – Edmonton International Airport

ON BEHALF OF THE UNION:
General Teamsters, Local Union No. 362



Pei Vanden Brink, Business Agent



Lukas Fominov, Business Agent

LETTER OF UNDERSTANDING #2

BETWEEN: ASIG CANADA LTD. DBA MENZIES AVIATION
Edmonton International Airport
(herein referred to as the Company)

Type text

AND: GENERAL TEAMSTERS LOCAL UNION 362
(herein referred to as the Union)

RE: Wage Increases

The Parties agree that in consultation with the Union, the Company at its sole discretion may increase the rates set forth in Appendix "A" of the Collective Agreement for either of the following reasons:

- That it is unable to hire qualified personnel at the existing rate
- That the turnover of such new employees cause training/overtime cost to become excessive.

It is further understood and agreed that any such increases put into effect by the Company shall not exceed the lowest rate of existing full-time employees in the next highest paid classification, as set forth in Schedule A of the existing Collective Agreement.

Further the Parties agree that by implementing the foregoing wage increases, all other aspects of the Collective Agreement will remain in place for the duration of the Collective Agreement.

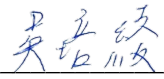
SIGNED THIS 6th DAY OF July 2022

ON BEHALF OF THE COMPANY:
ASIG Canada Ltd. dba Menzies Aviation


ON BEHALF OF THE UNION:
General Teamsters, Local Union No. 362



William (Bill) Briggs
Director of Fueling Operations




Pei Vanden Brink, Business Agent



Romana Sajjad,
Regional Human Resources Manager



Lukas Fominov, Business Agent



Marc Day
Station Manager – Edmonton International Airport

LETTER OF UNDERSTANDING #3

BETWEEN: ASIG CANADA LTD. DBA MENZIES AVIATION
Edmonton International Airport
(herein referred to as the Company)

AND: GENERAL TEAMSTERS LOCAL UNION 362
(herein referred to as the Union)


RE: Class 3Q License Premium

It is the understanding by both Parties that a Provincial Class 3Q Driver's License (which includes an airbrake endorsement) is no longer a requirement by the Company, however any employee that was receiving the twenty-five cents (\$0.25) per hour 3Q license premium prior to May 3rd, 2022 will continue to receive said premium, which will be added to the base rate throughout the life of this Agreement.

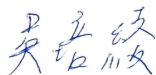
SIGNED THIS 6th DAY OF July 2022

ON BEHALF OF THE COMPANY:
ASIG Canada Ltd. dba Menzies Aviation


ON BEHALF OF THE UNION:
General Teamsters, Local Union No. 362



William (Bill) Briggs
Director of Fueling Operations




Pei Vanden Brink, Business Agent



Romana Sajjad,
Regional Human Resources Manager



Lukas Fominov, Business Agent



Marc Day
Station Manager – Edmonton International Airport