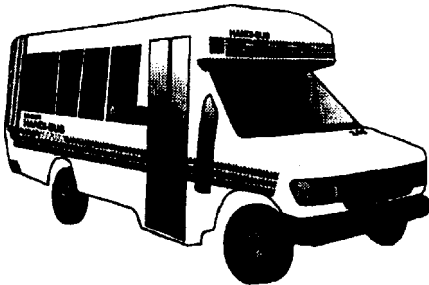




**COLLECTIVE AGREEMENT
BETWEEN
CALGARY HANDI-BUS ASSOCIATION
AND
AMALGAMATED TRANSIT UNION
LOCAL 583**



Jan 1, 2002 - Dec. 31, 2003

11376(03)

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©DEFINITIONS

EMPLOYER or HANDI-BUS:	Calgary Handi-Bus Association &/or Management
UNION:	Amalgamated Transit Union Local 583
EMPLOYEE:	A person employed by Handi-Bus and working in a position covered by this Agreement. Whenever the singular or masculine is used in this Agreement, it shall be considered as if the plural or feminine has been used where the context of the party or parties hereto so require.
SHIFT SIGN-ON:	The process of shift selection by Operators and Attendants referred to in Article 19.
SHIFT SIGN-UP:	The period during which time operators and Attendants perform the work selected at each sign-on referred to in Article 19.
HANDI-BUS SENIORITY:	Service time accumulated by an employee in all bargaining unit positions.
WORK AREA SENIORITY:	Service time accumulated by an employee in all classifications within one (1) work area.
CLASSIFICATION SENIORITY:	Unbroken service time accumulated by an employee in a permanent classification.
OPERATOR	A person employed by Handi-bus to operate a bus, possessing a valid driver's licence with the appropriate class, for the purpose of transporting passengers.

©

This symbol indicates clauses that apply to Casual positions

ARTICLE 1 - PURPOSE OF AGREEMENT

©1.01

The purpose of this Agreement is to maintain harmonious labour relations between the Employer and the Union by establishing the conditions and terms of employment as well as the procedures for the resolution of any disputes which may arise therefrom.

ARTICLE 2 - MANAGEMENT RIGHTS

©2.01

It shall be the Employer's right to exercise all of the management prerogatives and residual rights as are customary, to direct the work force, hire and fire, control the hours of work and make whatever decisions are necessary for the efficient operation as directed by the Board of Directors of Handi-Bus, always of course, subject to the terms of this Agreement.

ARTICLE 3 - UNION RIGHTS

©3.01

The Employer recognizes the Union as the sole collective bargaining agent for all employees of the Employer as described in the Alberta Labour Relations Certification Certificate No. 108, dated April 21, 1980.

©3.02

The Union shall exercise all rights as provided by this Agreement and the Alberta Labour Relations Code.

©3.03

The Union shall inform the Employer of all Union officers charged with the administration of this Agreement and those officers who shall be recognized by the Employer in the processing of grievances or negotiations with the Employer.

©3.04

The Employer will grant leave for up to three (3) Union officers to participate in the negotiations of the Collective Agreement during regular working hours. Such leave shall be granted with the Union reimbursing the Employer for the wages paid by the Employer to the Union officers. Regular wages and benefits (per Appendix 2) will continue for the employees and no benefits provided by this Agreement other than wages will be lost.

©3.05

For the processing of grievances the Employer will allow time during regular hours of work with no loss in pay or benefits to the employee or his Union representative.

©3.06

The Union shall list current appointments of Union Officers, Business Agents, and Shop Stewards in each work area. A copy of such current list(s) of Union appointments shall be forwarded to the Management.

ARTICLE 4 - UNION SECURITY AND MEMBERSHIP

©4.01

During the life of this Agreement, all employees covered by this Agreement shall become and remain members of the Union as a condition of employment.

©4.02

The Employer shall deduct from the wages of all employees covered by this Agreement all initiation fees, assessments and Union dues in such amounts as indicated by the Union to the Employer.

©4.03

The amounts deducted by the Employer, pursuant to Article 4.02, shall be forwarded by cheque to the Union office within **ten (10) working days of each bi-weekly pay date.**

©4.04

The Union shall indemnify and save the Employer harmless against any and all claims, demands, suits, actions and other forms of liability which may arise with respect to the deduction of any dues, initiation fees or assessments as provided for in Article 4.02.

©4.05

The Employer shall include a one and one-half (1.5) hour session during the training period for new employees to attend a Union orientation. Any employee unable to attend during their training period shall attend the next orientation. Employees required to attend a Union orientation on their own time shall be paid **two (2) hour's** pay at regular rates. Those employees failing to attend the later Union orientation shall forfeit all work assignments until such time as the employee is signed up as a Union member.

④4.06

The Employer shall include the amount of Union dues (including initiation fees) deducted on each applicable employee's T4 slip.

ARTICLE 5 - UNION/EMPLOYER CO-OPERATION

④5.01

A Committee entitled the Labour-Management Committee as established will meet on a regular basis for the purpose of discussing matters of mutual concern.

④5.02

The Union and the Employer shall each appoint three members to serve on the Labour-Management Committee.

④5.03

The Union and the Employer will alternate the chairing of regular meetings and the appropriate chairperson will prepare and circulate an agenda at least seven (7) calendar days prior to the date of a scheduled meeting.

④5.04

The Employer will take minutes at the meetings and will then provide copies of the minutes to all attendees. A copy of the minutes will be forwarded to the Union office.

ARTICLE 6 - GRIEVANCE COMMITTEE

④6.01

The Employer will recognize a Grievance Committee selected by the Union to represent employees in presenting their grievances to the Employer.

©6.02

Members of **this** Committee, while actively processing a grievance during regular hours of work, will not suffer any loss in pay or benefits.

©6.03

Such Committee shall be comprised of a reasonable number of members of the Union, but at no time will members referred to in Article 6.02 exceed three.

ARTICLE 7 - GRIEVANCE PROCEDURE

©7.01

The purpose of this Article is to establish procedures for discussion, processing, and settlement of grievances. A grievance shall be defined as any difference arising out of the interpretation, application, administration, or an alleged violation of this Collective Agreement.

It is the desire of the parties to this Agreement that grievances be settled promptly. Prior to initiating a grievance, any employee who feels that they have a grievance should first address their concerns with a Supervisor, at which time they shall be advised of their right to Union representation. Notwithstanding the above, this shall not preclude the employee's access to the grievance procedure or affect the grievance procedure as outlined in Article 7.

©7.02

Any grievance shall include the Articles of this Agreement that have allegedly been violated or misinterpreted, and the relief and remedy sought by the aggrieved employee.

©7.03

No grievance shall be considered where circumstances giving rise to such grievance should reasonably have been known to the employee or the Union for more than **six (6)** working days prior to the first filing of the grievance.

For the processing of grievances as provided herein, working days shall be considered as the days in which the Employer's administration offices are open to the public for the transaction of regular business.

©7.04

Grievances of non-permanent employees, arising from disciplinary action or dismissal, shall be considered as follows:

Employment Status	Hours Worked in all Classifications and Handi-Bus Service	Maximum Grievance Step
Casual	Up to 399 Hours 400 - 1,999 Hours 2,000 Hours and 2 Years Service	No Grievance Step 2 Step 4
Probationary	Up to 399 Hours 400 - 1,999 Hours 2,000 Hours and 2 Years Service	No Grievance Step 3 Step 4

©7.05

An aggrieved employee shall have the right to Union representation when processing a grievance. If the employee wishes they may present their grievance personally. The Employer will inform the Union office immediately if the grievance representation is to be made solely by the employee.

©7.06

Time limits as outlined in the grievance procedure may be extended by mutual agreement.

©7.07

STEP ONE - The grievance shall be presented in writing to the employee's Departmental Manager who shall hear the case within five (5) working days of filing. The Manager shall render a decision within three (3) working days of hearing the submission of the grievance.

©7.08

STEP TWO - Should the parties concerned be dissatisfied with the written decision of STEP ONE, the grievance shall be submitted in writing to the Director of Operations within five (5) working days of the written decision. The Director shall hear the grievance within five (5) working days of the filing. The Director shall render a written decision within four (4) working days of the date of hearing the grievance.

©7.09

STEP THREE - Should the parties concerned be dissatisfied with the written decision of STEP TWO, the grievance shall be submitted in writing to the General Manager within five (5) working days of the written decision. The General Manager shall hear *the* grievance within five (5) working days of the filing. The General Manager shall render a **written** decision within five (5) working days of the date of bearing the grievance.

©7.10

STEP FOUR - Within thirty (30) working days, the grievance may be referred by either party to an Arbitration Board for a final and binding settlement on all parties. The Arbitration Board shall be constituted as follows:

- a) one appointee of the Union
- b) one appointee of the Employer
- c) a neutral chairman selected by (a) and (b), or failing agreement by (a) and (b), as appointed by Alberta's Director of Mediation Services.
- d) the parties may by mutual agreement elect finalization by a single arbitrator
- e) if (d) is applied, appointment shall be as agreed by the Union and Employer and failing agreement, by appointment of Alberta's Director of Mediation Services.

Both parties agree to abide by the time limits established by the Labour Relations Code of Alberta, R.S.A. 1988, Chapter L-1.2 as amended, subject to the terms of this Collective Agreement.

©7.11

The Arbitrator or Arbitration Board shall enquire into the subject matter at issue and shall render a decision in writing which will be final and binding upon the parties and upon every employee affected thereby. The Arbitrator or Arbitration Board shall have the power to deal with matters involving the interpretation, application, or alleged violation of this Agreement but shall not be authorized to alter, amend, extend or otherwise change the terms of this Agreement. The Arbitrator or Arbitration Board shall render a decision within ninety (90) calendar days of the hearing.

ARTICLE 8 - UNFAIR DISCRIMINATION

©8.01

The Employer shall not refuse to employ or refuse to continue to employ or show unfair discrimination against any person, with regard to employment or any conditions of employment, because of race, religious beliefs, colour, gender, sexual orientation, marital status, age, ancestry, place of origin of that person, physical or mental disability. The Employer also agrees not to discriminate against any person because of their affiliation with the trade union movement.

©8.02

The Employer and the Union recognize the negative impact that harassment has in the workplace; they will make every reasonable effort to prevent harassment between employees and also between employees and outside parties.

ARTICLE 9 - DISCIPLINARY ACTIONS & RECORDS

©9.01

No employee shall be dismissed or disciplined for other than proper and just cause.

©9.02

An Employee shall have the right to representation by the Union and shall be informed of this right when disciplined and that discipline is to be a matter of record. At the employee's request, Union representation may be waived. The Employer will immediately advise the Union office when such Union representation is waived by an employee.

©9.03

In the event that an unfavourable report concerning an infraction or a record of discipline is made on an employee's personal file, a copy of the report or record shall be given to the employee and the Union office. Any unfavourable report received by the Employer that does not warrant disciplinary action shall not form part of the employee's personal file.

©9.04

All new policies and regulations shall be made known to the employees and will be posted in designated areas for at least one (1) month, prior to implementation, unless it can be shown that circumstances require immediate attention. Copies of all new policies and regulations shall be sent to the Union office.

Copies of all policies and regulations in effect will be made available for review by the employees, in a minimum of two (2) areas designated by the Employer.

©9.05

Rules and Procedures of the Employer shall be made known to the employees. Copies of these rules and procedures must be forwarded to the Union office.

9.06

When an employee is suspended for a minor misdemeanour, the Employer shall endeavour to give twenty-four (24) hours notice of said suspension.

©9.07

Both parties recognize the value of progressive discipline as being constructive and corrective when applied to particular employee infractions. When deemed appropriate, a process of progressive discipline shall be applied, but shall not be limited to exclude progressive discipline on the employee's overall employment record.

©9.08

All employees who drive Handi-Bus vehicles shall at all times be in possession of a valid driver's licence with the appropriate class and such licence shall be shown to the Employer upon request.

ARTICLE 10 - PERSONAL FILE

©10.01

Any employee wishing to review the contents of their personal file shall provide at least two (2) working days notice to the Manager of Employee Relations or, in their absence, their designate. and shall review the file in the presence of the Manager of Employee Relations or one with the authority to make necessary corrections.

10.02

Disciplinary documents on the employee's personal file shall be removed after one (1) year from the date of issue, except in cases where such documents are part of a cumulative record. In cases where a suspension of five (5) days or more is imposed (four (4) days for the 4 and 3 shift), the documentation will be retained on the employee's file for two (2) years from the date of issue. Any accumulation of ninety (90) or more calendar days' absence from work will be added to the one (1) or two (2) year period as the case may be.

©10.03

Verbal reprimands and letters of counsel are non-disciplinary in nature and, therefore, shall not be referred to as disciplinary action. Any documentation for such reprimands and letters will be retained on the employee's personal file for two (2) years from the date of issue. Any accumulation of ninety (90) or more calendar days' absence from work will be added to the two (2) year period.

©10.04

Any disciplinary documents requiring the signature of an employee will be copied to the Union office.

©10.05

Any employee may forward their written response to the Employer for issues or action taken related to discipline or their personal file. Any responses for such documentation will be retained on the employee's personal file per the timelines outlined in Article 10.

ARTICLE 11 - SENIORITY

©11.01

Employees having worked less than nine-hundred-sixty (960) hours in a permanent classification are considered to be on probation.

Any casual employee who has worked a total of four-hundred-eighty (480) or more hours in a casual classification and has subsequently been appointed to a permanent position shall be deemed as having served a four-hundred-eighty (480) hour probation, and shall serve only an additional four-hundred-eighty (480) work hours on probation in the permanent classification.

Any casual employee who has worked less than four-hundred-eighty (480) hours in a casual classification and is subsequently appointed into a permanent classification shall serve a full nine-hundred-sixty (960) work hours on probation in the permanent classification.

11.02

Seniority lists which include all employees' Handi-Bus seniority and Classification seniority will be posted as follows:

- a) Office and Maintenance Work Areas: Updated and posted every six months (January and July). Seniority numbers will be updated by **January 1** each year.
- b) Operator and Attendant Classifications: Updated and posted prior to each sign-on. Classification seniority lists shall be prepared annually in conjunction with the December sign-on. Operator and attendant seniority numbers will be updated with the December sign-on.

Copies of each posting will be sent to the Union office.

©11.03

An employee who transfers or is promoted to a new or different position within the bargaining unit shall be permitted to retain seniority in the classification from which the employee was transferred or promoted for a period not to exceed six (6) months, including the applicable assessment period as described in Article 12.02.

Such employee must work a minimum of three (3) months in the new or different position before they have the right to revert back to their previous position, unless otherwise directed by management

In the event of extenuating circumstances, Management will consider an employee's request to revert back to their previous position prior to the three (3) months. Any such reversion will be subject to approval by both the Union and Management.

11.04

Where an employee has transferred or is promoted to a new or different classification within a work area and that classification is subsequently affected by a reduction in staff, that employee shall use their Handi-Bus seniority to avoid being laid off. Such employees shall be able to return to their previous classification with their accumulated Handi-Bus seniority, provided they are qualified.

A returning employee shall replace the employee having the least Handi-Bus seniority in the classification to which they are returning: the employee so affected shall then be subject to lay off unless able to revert to their former position under the provisions of this Article.

©11.05

Where an employee leaves the Employer's service or is dismissed for cause, and is later rehired, that employee's seniority shall date only from the date of rehire into a permanent position.

©11.06

Where an employee moves to a position outside of the bargaining unit for a period not exceeding six (6) months and remains with the Employer's service, the employee retains classification seniority and is permitted to revert back to their bargaining unit position.

Where an employee moves to a position outside of the bargaining unit position for a period exceeding six (6) months and remains with the Employer's service, and subsequently returns to a bargaining unit position, their seniority shall date only from the date of return.

11.07

- a) Should Handi-Bus decide to lay off an employee(s), the Employer will meet to discuss such matters with the officers of the Union in advance of the notification to the employee(s) concerned, in order to seek alternatives to the lay off.
- b) When laying off an employee for less than sixty (60) calendar days, the Employer shall give to the Union and the employee affected as much advance notice as possible, but in no case less than two (2) weeks notice, or two (2) weeks pay at regular rates in lieu thereof.
- c) When laying off an employee for sixty (60) calendar days or more, the Employer shall give to the Union and the employee affected as much advance notice as possible, but in no case less than two (2) weeks notice or two (2) weeks pay at regular rates in lieu thereof, or the greater amount as specified in Alberta's Employment Standards Code, Chapter E-10.3, May 31, 2001 as amended.
- d) Upon receiving a notice of layoff, the employee affected must immediately reconfirm their address and telephone number with the Employer and keep this information current should any change occur

e) In the event of a lay off, employees shall be laid off in reverse order of their classification seniority within a work area. When notice of layoff is given, the Employer shall inform the employee as to whether the anticipated duration of the layoff will be less than sixty (60) calendar days, or, sixty (60) calendar days or more.

Employees on lay off shall maintain their accumulated Handi-Bus seniority and recall rights for a minimum of two (2) years, or the length of their accumulated Handi-Bus seniority, whichever is the greater

No new employees will be hired into a work area until those on lay off in that work area affected have been given an opportunity of recall, per the provisions of this Article.

f) Employees will be recalled, without a posting, in order of their classification seniority, as per the following:

Recall of employees (laid off less than 60 calendar days):

Laid off employees may decline a recall of four (4) work days or less without a loss of their seniority. For recalls of five (5) or more work days laid off employees will be offered the work. If declined, the least senior employee will be required to return for the recall, and failure to do so will mean that the employee has forfeited their position with the Employer and be considered to have voluntarily resigned.

Recall of employees (laid off 60 calendar days or greater).

Laid off employees may decline a recall of thirty (30) calendar days or less, without a loss of their seniority. When being recalled for more than thirty (30) calendar days, the Employer will send to their last known address a double-registered letter giving the employee a minimum of fourteen (14) calendar days from the date the letter is sent to report back for work. Employees not reporting for work within this period shall forfeit their position with the Employer and be considered to have voluntarily resigned.

The Union shall be copied on all recall notices

11.0B

The Employer shall provide written notification to the Union and all employees on layoff of all vacancies within the bargaining unit.

ARTICLE 12 - MOVEMENT OF PERSONNEL

12.01

Management reserves the right to determine if a vacant or newly-established position is to be filled. Where it is determined that a vacant or newly-established position will be filled, it shall be filled by employees within Local 583's bargaining unit, as described in Article 3.01. The vacancy, or any newly established positions, shall be posted for at least seven (7) calendar days, so that permanently employed staff may apply.

12.02

Employees selected under the above criteria shall be given an assessment period of up to six (6) months to prove their ability in the performance of the applicable duties. Failure to prove ability at any time during this period shall result in reversion of such employees to their previous position

12.03

A copy of all postings shall be forwarded to the Union office. When an appointment has been made, the Union office shall be notified of the appointee's name in order that the Union may place its objection, if any, before the employer.

12.04

Classification seniority shall commence on the completion of the probationary period and shall date from the first day of employment in that classification.

©12.05

Transfers shall be based on classification seniority. In filling a vacancy, transfers shall be given first priority. Permanent employees shall receive priority over Casual employees.

©12.06

Promotions shall be based on meeting the minimum qualifications of any vacancy. If the minimum qualifications are met the senior employee shall be the successful applicant.

12.07

Minimum qualifications for each position which would be filled by members of the Bargaining Unit shall be determined by the Employer. Should new qualifications be added or existing qualifications changed, the Employer shall advise the Union at least thirty (30) calendar days before the posting of a position requiring the new or different qualifications, that such changes will be made. Such changes shall be subject to the Grievance Procedure, as per Article 7.

©12.08

For the purpose of determining the order of advancement of casual employees into permanent positions, the following criteria shall be used for evaluation: overall service with Handi-Bus, hours worked in the casual classification, job performance based on documented records in the employee's personal file, and the employee's overall cumulative record since their date of hire with Handi-Bus.

Upon advancement into a permanent classification, employees shall accumulate Handi-Bus seniority as per Article 11.

ARTICLE 13 - WORK AREAS

©13.01

There shall be three (3) work areas:

- Office
- Operations
- Maintenance

©13.02

Each work area shall be a family. In transfers and promotions, the order of preference shall be given to classification seniority first, work area seniority second, Handi-Bus seniority third, and then outside applicants.

13.03

The position of Attendant/Passenger Agent shall be utilized to fill either Attendant or Passenger Agent vacancies created by temporary absences of the Regular employee in the particular position. The number of positions in this classification shall not exceed 10% of the total combined number of Regular Allendants and Regular Passenger Agents. Employees in this position are permanently employed by the Association and are required to work a minimum of 60 hours per pay period. Overtime rates shall apply as with all other positions covered by this Agreement. Employees in the Attendant/Passenger Agent position shall receive all applicable benefits as described in Appendix 2.

©13.04

Office:

There shall be three (3) classifications of office staff. These shall be:

- Passenger Agents
- Casual Passenger Agents
- Attendant/Passenger Agents

©13.05

Operations:

There shall be four (4) classifications of operations staff. These shall be:

- Operators
- Casual Operators
- Attendants
- Casual Attendants

©13.06

Maintenance:

There shall be eight (8) classifications of maintenance staff. These shall be:

- Lead Hand Mechanic
- Mechanics
- Casual Mechanics
- Caretakers
- Casual Caretakers
- Servicemen
- Casual Servicemen
- Automotive Mechanic Apprentice

13.07

Any new classifications shall be subject to the terms of Article 15.02.

ARTICLE 14 - OPERATOR CLASSIFICATION

©14.01

a) Operators who are permanently employed by Handi-Bus shall be required to participate in each shift sign-on as described in Article 19. At each sign-on, these Operators shall, by seniority, select either a regular shift or Spareboard.

b) operators selecting a regular shift are scheduled to work eighty (80) hours per pay period. Spareboard operators are also scheduled to work eighty (80) hours per pay period. Casual Operators may work up to a maximum of eighty (80) hours per pay period, but these operators and Spareboard operators shall not receive overtime until such maximum is reached.

c) The eighty (80) hours for Spareboard referenced in b) above shall not apply during Christmas, Easter, spring school breaks, summer, and known agency/program cancellations and closures of two (2) days or longer. During these periods a bi-weekly guarantee of seventy-two (72) hours will replace the eighty (80) hour guarantee.

In addition, Part-Time and Casual operators will not be pre-scheduled to work in excess of seventy-two (72) hours during these periods. In the event that this occurs, the equivalent number of Spareboard operators (by seniority order) who were available for, but did not work, the maximum available hours will be paid eighty (80) hours for that pay period.

d) The provisions of c) above will be effective on the first sign-on after ratification of the Collective Agreement, and may be amended upon agreement of both parties. Furthermore, either party may cancel this understanding upon serving a minimum of sixty (60) calendar days notice prior to the next sign-on.

All permanently employed Operators shall receive all applicable benefits as described in Appendix 2.

14.02

Spareboard Procedures:

Any permanent operator may sign onto Spareboard at shift sign-on, and shall be subject to all rules and regulations pertaining to Spareboard status, as outlined in this Collective Agreement.

a) Operators on the Spareboard shall be offered available shifts (per b) below) based on classification seniority

When all desired shifts have been selected, remaining shifts shall first be assigned to Spareboard operators who have not chosen a shift, then to Casual operators.

b) The following defines available shifts that will be posted for bid, provided that no major changes to the work are known (e.g. Christmas, Easter and spring breaks, summer, agency/program cancellations and closures, major events):

- Absences of one (1) week or greater for vacation (including deferred vacation), granted leave, relief supervision, operator training, and union business;
- Absences of two (2) weeks or greater for W.C.B. and Weekly Indemnity.

c) Shifts available for a duration of one (1) week shall be posted each Tuesday by 17:00 hours for the next weeks work. Bids for this work must be received by 09:00 hours Thursday, and the results will be posted by 17:00 hours.

Shifts available for a duration of two (2) weeks or greater shall be posted by 17:00 hours five (5) working days prior to bids closing. Bids must be received by 12:00 noon on the Tuesday prior to the next week's work, and the results posted by 17:00 hours.

d) Shifts available for a duration of less than the time frames as outlined in b) above will be assigned on a daily basis per Article 14.02 (a). However, in the event that major changes to the work are known, the work will first be rescheduled and then assigned.

e) Shifts that come available due to termination or resignation shall be posted for bid. In the event that the shift is not bid on, the shift will be assigned to the least senior Spareboard Operator for the remainder of the sign-up.

©14.03

Vacancies within the Spareboard shall be filled as per Article 12. If the provisions of 12.05 or 12.06 have been fulfilled, Spareboard vacancies shall be filled from the Casual Operator classification by way of posting.

©14.04

Casual Operators will serve in an "on call" capacity. Casual Operators shall be used to maintain Spareboard as outlined in 14.01. The total number of Casual operators (including Part-Time operators) shall not exceed twenty-six (26) percent of the sum of Permanent operators and Part-Time operators combined.

Notwithstanding the above, in the event that the Memorandum of Agreement dated October 21, 1999 (amended Dec 18, 2001) entitled PROJECT PROCEDURES FOR "PART-TIME / CASUAL OPERATORS" is discontinued, Casual operators who work more than sixty-four (64) hours per pay period shall become Spareboard operators for the balance of the sign-up or until the Permanent operator returns, whichever occurs first. Additionally, if the project is discontinued, the number of Casual operators shall not exceed twenty-seven (27) percent of the total number of Permanent operators.

ARTICLE 15 - CLASSIFICATIONS AND RATES OF PAY

©15.01

Classifications and rates of pay are as set forth in Appendix 1 which is attached to and forms part of this Agreement.

©15.02

In the event that a new classification of work is established by the Employer during the life of this Agreement, the Employer will notify the Union of the classification and the applicable rate of pay. Upon such notification, the new classification shall form part of Appendix 1.

©15.03

The Union may appeal the rate of pay within seven (7) calendar days of the receipt of such notice to the General Manager and the same may be negotiated during the term of this Agreement. If settlement cannot be reached within reasonable time, the Union may file a Notice to Arbitrate.

©15.04

Should a Notice to Arbitrate be filed under Section 15.03, the provisions of Article 7.11 shall apply.

©15.05

An employee shall suffer no loss of pay if required to relieve another employee in a lower paid classification.

©15.06

if an employee is required to relieve another bargaining unit employee in a higher paid classification for four (4) hours or longer, the employee shall be paid at the rate of pay for that higher classification for the time worked in that higher classification.

If a Passenger Agent is required to temporarily relieve an Attendant, the senior qualified Passenger Agents, who are available, may refuse the relief work if a junior qualified Passenger Agent is available; the junior Passenger Agent will then perform the relief work.

ARTICLE 16 - HOURS OF WORK

©16.01

a) A regular workday for employees working a five (5) days on and two (2) consecutive days off shift shall consist of eight (8) working hours.

b) A regular workday for employees working a four (4) days on and three (3) consecutive days off shift shall consist of ten (10) working hours. Exceptions to these three (3) days off may be made at each sign-on, only by mutual consent with the Local Chairman.

c) An employee's scheduled hours of work shall be confined within a period of twelve (12) consecutive hours in any one (1) workday. Provided that the work can be completed safely, hours may be extended beyond twelve (12) due to an accident or occurrence of unforeseeable unpreventable circumstances.

©16.02

- a) Rest periods scheduled within a shift will be comprised of one or a combination of the following:
- i) A paid coffee break of fifteen (15) consecutive minutes in duration. If more than one coffee break is scheduled within a shift, these shall occur in each half of the shift or be combined to provide for one paid rest period of thirty (30) consecutive minutes.
 - ii) Unpaid time of a variable length.
- b) Rest periods will be granted as per the following:

Scheduled hours of work	Rest period - paid	Rest period - unpaid
Less than 4	Nil	Nil
4 or more, but less than 7.5	1 of 15 mins	Variable*
7.5 or more, but less than 10	2 of 15 mins, or 1 of 30 mins	Variable
10, but not greater than 12.	1 of 30 mins	Minimum 1 of 30 mins (combined with paid 30 mins)

** For shifts in excess of 5 hours but less than 7.5 hours, 15 minutes paid time will be combined with a minimum of 15 minutes unpaid time in order to provide for a rest period of 30 consecutive minutes.*

- c) For shifts of 8 hours in duration with a single rest period, this will be scheduled to commence between two and one half (2½) and five and one half (5½) hours worked.
- d) For shifts of 10 hours in duration with a single rest period of sixty (60) consecutive minutes, this will be scheduled to commence between three and one half (3½) and six (6) hours worked.
- e) After the shift has commenced, rest periods will not be changed without the consent of the employee.
- f) The Employer shall determine the actual length of the rest periods.

©16.03

If there is more than one scheduled rest period within a shift,

- a) they must be scheduled after the first hour worked and prior to one hour before the shift end;
- b) a minimum of sixty (60) minutes must be scheduled between the rest periods;
- c) no employee working an eight (8) hour shift will be scheduled to work greater than five and one half (5%) hours without a rest period of at least fifteen (15) minutes; and
- d) no employee working a ten (10) hour shift will be scheduled to work greater than six (6) hours without a rest period of at least fifteen (15) minutes.

©16.04

Rest periods of sixty (60) consecutive minutes or greater will have a fixed portion called a "core period". Outside of this core period, rest periods may slide as follows:

- a) Rest periods of less than sixty (60) minutes will commence within the time frames outlined in 16.02 c); or
- b) Rest periods of sixty (60) minutes to eighty-nine (89) minutes, with the exception of those outlined in 16.02 d), can commence up to a maximum of fifteen (15) minutes prior to or fifteen (15) minutes after the designated start of the rest period; or
- e) Rest periods of ninety (90) minutes or greater can commence up to a maximum of thirty (30) minutes prior to or thirty (30) minutes after the designated start of the rest period.

©16.05

The employee must advise their immediate Supervisor by the time the rest period is scheduled to commence if unable to observe the scheduled rest period.

Employees not commencing a rest period by five and one half (5%) hours worked on the eight (8) hour shift and six (6) hours worked on the ten (10) hour shift will be paid an additional thirty (30) minutes at overtime rates of time-and-one-half (x 1½).

©16.06

The Employer has established the “4 and 3” shift as a method of providing optimal service to its customers. The Employer shall endeavour to maintain a current level of “4 and 3” shifts and endeavour to expand the number of shifts while maintaining consistency with the operational needs of the operation.

The Employer will endeavor to maintain the current ratio of “straight” eight (8) and ten (10) hours shifts versus all shifts.

©16.07

Employees required to report for work on a “standby” basis shall be guaranteed two (2) hours pay at the appropriate rate. In the event that the employee is subsequently provided with work within the standby period, their pay shall be calculated from first report time and all applicable overtime and other premiums shall apply.

16.08

Any employee directed by their Supervisor to call-in as part of that day’s work assignment will be paid thirty (30) minutes at regular rates for each call-in so directed.

It is agreed that when any employee is directed by their supervisor to call-in and is not provided with work, the thirty (30) minutes paid for such call-in will count towards the maximum hours per pay period as described in Article 14.04.

©16.09

Hours of Rest

a) The minimum hours of rest per day shall be:

Nine (9) hours as calculated from scheduled off-duty time to scheduled on-duty time the next day for all employees signed-up on regular shifts; Eight (8) hours as calculated from actual off-duty time to report time the next day for spareboard and casual employees, except in cases where a spareboard employee has hid on a work assignment of one (1) week’s duration or greater, in which case a minimum of nine (9) hours of rest will be applied.

b) Employees will be paid .5 times their regular rate of pay for the time worked that encroaches on the minimum hours of rest specified in (a) above. However, when an employee volunteers for overtime/special events, selects a shift at sign-up/weekly bid or is assigned alternate work as a result of a late report, the encroachment premium does not apply.

©16.10

When an employee calls-in late or arrives late for work, and subsequently loses their assigned work, the following conditions shall apply:

- (1) the employee loses all guaranteed work hours for that day; and
- (2) the employee, if available when required, shall be given work not previously assigned or covered before any work is given to other employees not scheduled to work that day; and
- (3) the employee's Supervisor, in attempting to provide the minimum applicable hours of rest, may assign work that does not constitute a normal full day's work.

ARTICLE 17 - PAY DAYS

©17.01

Employees shall be paid, by cheque or direct bank deposit, on alternate Fridays. Should a General holiday fall on a Friday, every effort will be made to pay employees on the preceding work day.

ARTICLE 18 - OVERTIME

©18.01

Employees, except Spareboard and Casual Operators who are covered under Article 14.01, shall be paid the rate of time-and-one-half ($\times 1\frac{1}{2}$) for actual time worked in excess of eight (8) hours daily (for the 5 on, 2 off shift), or ten (10) hours daily (for the 4 on, 3 off shift), or forty (40) hours per week, Notwithstanding the foregoing, this will not preclude the payment of daily overtime to Spareboard and Casual Operators.

18.02

Overtime for work performed on an employee's day off shall be paid at the rate of double time ($\times 2$).

©18.03

Overtime for General holidays will be paid in accordance with Article 20.

©18.04

In the giving out of overtime, the Employer agrees that such overtime will be distributed as equally as possible among employees, in a non-discriminatory fashion. At each shift sign-on referred to in Article 19.01, operators will be requested to sign-on for possible overtime available during the sign-up period. The Employer will keep a daily record of overtime distribution and will first assign known overtime in excess of one (1) hour to available operators on the sign-on listing, in seniority order. Priority will be given to operators working at the rate of time-and-one-half(x 1 1/2) over double(x 2) time rates.

18.05

Employees called into work during their days off or after they have signed out on the completion of their regular work day, shall be paid a minimum of two (2) hours double time.

©18.06

Overtime worked shall not be applied towards the accumulation of maximum hours referred to in Article 14.

ARTICLE 19 - SHIFT SIGN-ON

19.01

There shall be a shift sign-on of Operators conducted at four (4) month intervals, normally beginning on the first Wednesday of the months of April, August and December, and to take effect at each respective sign-up on the first Sunday of the first full pay period in the month of May and at the start of the school year in January and September, or by mutual consent with the Union office.

To ensure minimal disruption to employees and to the service provided to customers, Management shall endeavour to schedule operators to sign-on times which coincide with the start, split or finish times of the operators. Operators may be required, however, to sign-on during their normal hours of work. Further, operators who are required to sign-on at a time that is inconvenient to them may exercise other options available for signing-on, such as the use of a proxy, phone-ins or providing a list of shift choices.

Management and the Union shall meet and review the sign-on times/time frames required prior to each "shift sign-on" sheet being posted.

Sign-ons shall be conducted on weekdays, between the hours of 05:30 and 20:30. Examples of time frames are

0530	→	0630
0930	→	1130
1200	→	1400
1630	→	2030

19.02

There shall be a shift sign-on of Attendants conducted three (3) times per year, normally beginning on the third Monday of the months of August, December and June, and to take effect at each respective sign-up on the first Sunday of the first full pay period in the month of July and at the start of the school year in January and September, or by mutual consent with the Union office.

19.03

All Operators and Attendants shall be eligible to participate in each of their respective shift sign-ons, and the order of selection shall be on the basis of classification seniority. For this purpose, the Employer shall prepare and post updated seniority lists and shift sign-up sheets not later than seven (7) calendar days prior to each shift sign-on. The shift sign-up sheets shall include all work known at the time of sign-ons.

The sequence of signing up will be on a rotating basis, or by mutual consent with the Union office. When Attendants sign-up first, the Attendants sign-on times will be advanced to allow their sign-up to precede the regular sign-on for Operators.

19.04

Each shift sign-on shall apply to all designated shifts except those in a "protected" classification. Shift variations during a shift sign-up in excess of one (1) hour shall be subject to negotiation. The Employer shall provide 24 hours notice to the employee prior to any such change taking place. When notice of less than 24 hours is provided, the employee shall receive overtime rates for all time worked outside the previous shift schedule until the 24 hour notice period has elapsed.

The Employer will provide the Local Chairman and the Union office with a copy of all time changes to shifts for Operators and Attendants.

19.05

A two (2) person Committee appointed by the Union shall be provided with the work Contained in the sign-up and all other known work at least ten (10) calendar days prior to posting. The Committee shall meet with the Employer to discuss the impact of the new sign-up prior to posting and be present throughout the sign-on for monitoring purposes. The Committee shall meet with the Employer at least once between sign-ups to discuss variances from the sign-up. Further, the Employer will consult the Committee prior to introducing new shifts during a sign-up period. Any lost regular wages and benefits for Committee meetings shall be borne by the Employer.

NOTE. In addition to the above, at each sign-on employees will be reminded of the possibility of revisions to the work because of uncontrollable variances so that they can make adjustments to their outside commitments. Parents of pre-school children will receive written reminders concerning the early registration of their children,

19.06

At the time each seniority list is posted per Article 11.02, the Employer shall also post notification of the time and location of the shift sign-on. If an Operator or Attendant is unable to attend their shift sign-on, the employee may, by written delegation, appoint another employee as their representative for that purpose. If the Operator or Attendant fails to appear or appoint a representative or make their selection within ten (10) minutes of the scheduled sign-on time, the Committee shall make the shift selection, and the employee shall work the selection so chosen for the balance of the shift sign-up. At the time of the shift sign-on, all shifts posted shall be filled. In filling any shift vacancies, the Employer may appoint employees in order of reverse seniority.

19.07

There shall be a shift sign-on for Maintenance and Office Employees conducted twice per year (April and October) to take effect on the first Sunday of the full pay period in the months of May and November, or by mutual consent with the Union office.

ARTICLE 20 -GENERAL HOLIDAYS

©20.01

The following twelve (12) days shall be defined as General Holidays:

New Year's Day
Family Day
Good Friday
Easter Sunday
Victoria Day
Canada Day
August Civic Holiday
Labour Day
Thanksgiving Day
Remembrance Day
Christmas Day
Boxing Day

All General Holidays proclaimed by the City of Calgary and/or the Province of Alberta and/or the Government of Canada shall also be recognized as General Holidays, except when replacing the named in which case the proclaimed general holiday only shall be recognized.

In addition, should either the Province of Alberta and/or the Government of Canada decide to remove a General Holiday from those listed above, it is understood that the days listed in this Article would then exclude the General Holiday that was removed from those proclaimed.

©20.02

An employee is not entitled to General Holiday pay if the employee:

- a) has worked for the Employer for less than thirty (30) calendar days during the preceding twelve (12) months; or
- b) is absent from employment without the consent of the Employer on a General Holiday when he is required or scheduled to work; or
- c) is absent from employment without the consent of the Employer on the employee's last regular working day preceding, or the employee's first regular working day following, a General Holiday; or
- d) can not provide proof of illness as confirmed by a Doctor's note dated during the term of the employee's illness.

20.03

If a General Holiday falls on an employee's normally scheduled day to work, and the employee is not required to work, the employee shall be paid their normally scheduled hours.

20.04

If a General Holiday occurs on an employee's normal day of work, and the employee works on that day, that employee shall receive eight (8) hours pay for the Holiday, plus one and one half (1.5) times their regular rate of pay for all hours worked on that day. Employees with less than thirty (30) days service shall be paid time and one half (1.5) for hours worked.

20.05

If a General Holiday occurs on an employee's normal day off, and that employee is called out from home to work on that day, that employee will receive eight (8) hours pay for the Holiday, plus two times (x 2) their regular rate of pay for all hours worked on that day. Employees with less than thirty (30) days service shall receive two times (x 2) for hours worked.

20.06

Where a General Holiday falls on an employee's normal day off:

- a) The employee will receive, in lieu of the General Holiday, a lieu day off with pay. Subject to the needs of the operation, the Employer may designate a lieu day off a minimum of twenty one (21) calendar days notice prior to the General Holiday.
- b) An employee may also request, in writing and within fourteen (14) calendar days prior to the General Holiday, an alternate lieu day off with pay. Should the Employer not designate a lieu day off with pay, the employee may request an alternate lieu day off with pay. Granting of all such requests shall be subject to the needs of the operation. Should the Employer not designate a lieu day off or should the employee not request one, the employee shall receive eight (8) hours straighttime pay as General Holiday Pay.
- c) The alternate lieu day must be taken per a) or b) above, within twelve (12) months of the General Holiday.

ARTICLE 21 -VACATION

21.01

Within the first two (2) weeks of January of each year, the Employer shall post a list showing the vacation entitlement for all employees, according to classification, for the following vacation year.

The vacation year shall commence on April 1 of each year and shall terminate on March 31 in the subsequent year.

For purposes of each vacation sign-on, the vacation entitlement for all employees shall be calculated in accordance with completed years of continuous service as of March 31 of the applicable vacation sign-up period. **Also**, an employee who qualifies for an additional week of vacation (per Articles 21.05 to 21.08 inclusive) will be granted the week for the current vacation sign-up period and will be allowed to sign-on for the additional week at the time of the vacation sign-on.

NOTE Vacation entitlements shall be pro-rated for unpaid absences, excluding any leave of absence referred to in Articles 22.05, 22.06, 22.07 and 22.09.

For pro-rating purposes:

- (a) Time will be deducted for absences in blocks of one week (forty (40) hours) or more.
- (b) Time will also be deducted in cases of excessive daily absenteeism totalling forty (40) hours or more in any calendar month that was not already deducted per Point (a).

21.02

Employees with the most seniority, within their classification, shall be given preference as to their choice of vacation. The number of employees allowed to take a vacation at any one time will be dependent on operational requirements, as approved by their Supervisor.

Vacation selections shall be made during March of each year. The list of available vacation dates and sign-on schedules will be posted at least two (2) weeks prior to the beginning of the vacation sign-on. **An** employee who does not choose their vacation dates on the day required shall be allowed to choose among the remaining available vacation dates thereafter during the sign-on, but will be considered the junior employee on that day.

Employees who fail to choose their vacation dates, by the end of the vacation sign-on period, will be assigned by the Employer to any remaining vacancies. The employee shall be provided with a minimum of twenty-one (21) calendar days advance notice of the effective date of such assignment.

When the vacation selections have been made, there will be no change unless it is of an emergency or a compassionate nature and mutually agreed between the Union and Management.

21.03

During the months of July and August, and also during Christmas week, subject to operational requirements, Calgary Handi-Bus will maintain or increase the number of available vacation weeks from the previous year for permanent employees. In the event that these vacation weeks have to be reduced from the previous year, management will meet with the union, prior to any reductions being made, in order to review what other options might be available.

21.04

Upon completion of one (1) year of continuous service, an employee shall be granted two (2) weeks paid vacation.

21.05

Upon completion of two (2) years of continuous service, an employee shall be granted three (3) weeks paid vacation.

21.06

Upon completion of nine (9) years of continuous service, an employee shall be granted four (4) weeks paid vacation.

21.07

Upon completion of seventeen (17) years of continuous service, an employee shall be granted five (5) weeks paid vacation.

21.08

Upon completion of twenty-five (25) years of continuous service, an employee shall be granted six (6) weeks paid vacation.

21.09

Where a General Holiday occurs during an employee's vacation, the employee may receive a day off at the beginning or end of the vacation period in lieu of the General Holiday, subject to the needs of the operation. Requests for such a day off must be made at the time of the shift sign-on immediately preceding the vacation period. If a lien day off is not taken or granted, the employee shall receive eight (8) hours straight time pay as General Holiday pay.

21.10

a) Vacation pay for permanent employees who are terminated shall be calculated as a percentage of earnings on a pro rated basis:

- 2 week entitlement - 4%
- 3 week entitlement - 6%
- 4 week entitlement - 8%
- 5 week entitlement - 10%
- 6 week entitlement - 12%

Vacation pay shall be calculated to include all premiums with exception of overtime normally received by an employee if worked.

Ob) Vacation pay for employees who have not been confirmed as permanent employees shall be calculated as a percentage of earnings on a pro rated basis per the provisions of Alberta's Employment Standards Code, Chapter E-10.3, May 31, 2001 as amended.

- 2 week entitlement - 4%
- 3 week entitlement - 6%

Casual employees who become permanent shall receive recognition for hours worked in all casual classifications only for the purposes of calculating continuous service concerning the granting of paid vacation as a permanent employee, per Articles 21.04 to 21.08 inclusive.

21.11

Employees covered by this Agreement shall be permitted to save and carry forward to a future vacation period one (1) week of annual vacation per annum, up to a maximum of six (6) weeks for employees with less than twelve (12) years of service or eight (8) weeks for employees with twelve (12) or more years of service, subject to approval of the Departmental Manager and the needs of the operation.

The vacation periods carried forward will be selected after all employees' annual entitlements have been chosen, subject to approval of the Departmental Manager and the needs of the operation.

All deferred vacation shall be paid at the employee's prevailing wage when taken

Note: For medical appointments only, deferred vacation may be taken in daily increments up to a maximum of five (5) days per year, subject to approval of the Department Manager and the needs of the operation.

21.12

Sickness which occurs during ~~an~~ employee's vacation, and which ~~is~~ verified by the attending Doctor's certificate dated within three (3) days ~~of~~ the sickness occurring, shall be recognized as sick time under Article 33. The employee shall be entitled to the appropriate vacation allotment for the period of the illness provided that their Supervisor ~~is~~ informed of the sickness within three (3) days of becoming ill. Upon notification by the employee, the Supervisor shall cancel the employee's vacation and place the employee ~~on~~ sick leave ~~as~~ per Article 33.

ARTICLE 22 - GENERAL LEAVE

22.01

Leave of absence other than maternity, paternity, adoption or bereavement leave shall be considered only upon application from employees with more than one year's seniority.

22.02

~~An~~ employee desiring a leave ~~of~~ absence for three (3) working days or more shall apply in writing to their Department Manager not ~~less~~ than fourteen (14) calendar days prior to the requested leave. Such application shall contain the length ~~of~~ the leave applied for and the reason for such leave.

22.03

The employee's Department Manager shall advise the employee of their decision by making a notation on the employee's application ~~as~~ to whether the leave of absence has been granted or refused. ~~A~~ copy of ~~the~~ employee's application with the decision of the employee's Department Manager noted thereon shall be returned to the employee within seven (7) calendar days after the date of application.

22.04

Should the application be refused, the employee may resubmit the application to the General Manager within three (3) working days of receipt of the Department Manager's decision. The General Manager shall notify the employee of his decision within three (3) working days of the submission. The decision of the General Manager shall be final and binding and not subject to any grievance or arbitration procedures.

22.05

Leave with pay for the purpose of attending courses or for writing an examination shall be granted upon application of the employee provided that the course or examination is related to the operations of the Employer and has been previously approved by the Employer.

Courses or instruction required by the Employer or deemed necessary by the Employer to remain proficient in the employees' classification shall be provided by the Employer.

While on leave for the purpose of attending required courses or writing of examinations as aforementioned, the employee shall suffer no loss of benefits coverage.

22.06

Permission for leave without pay for the purpose of attending Union schools, Union-related courses or Union business matters shall be made in written form from the Union office providing 72 hours notice to the immediate supervisor. Such request shall not be unreasonably withheld. Under special circumstances, efforts will be made to accommodate requests for leave when 72 hours notice is not possible.

Employees on Union Leave shall be paid full benefits and wages by the Employer and subsequently, the Union shall reimburse the Employer.

22.07

Upon request by A.T.U. Local 583, and giving as much notice as practicable, any employee engaged on a full time basis by the Local in matters related to Handi-Bus business, including other labour organizations to which the A.T.U. is affiliated, shall be granted an indefinite leave of absence for such union duties. Such requests shall have priority over all other applications. Such employees shall continue to accumulate seniority in accordance with the Collective Agreement and upon notice of at least one (1) month to return to active employment, shall have the right to return to their former position, provided they are qualified

Employees on such Union leave shall be paid full benefits and wages by the Employer and subsequently, the Union shall reimburse the Employer.

22.08

In the granting of leave of absence for Military service, it is agreed that the terms of such leave will be in accordance with the Government of Canada regulations and any regulations approved by the Employer relative to Handi-Bus' pension and group insurance plans.

22.09

Any leave of absence is granted by the Employer on the following conditions:

- a) **An** employee granted leave will not be permitted to return to work until the expiration of the said leave unless approved by the Employer.
- b) Where an employee overstays a leave of absence without permission, they shall automatically forfeit their position with the Employer and be considered to have voluntarily resigned unless in the opinion of the General Manager, or designate, such overstay was justifiable.
- c) If at any time it **is** found that an employee on leave has accepted any kind of employment, that employee will automatically forfeit their position with the Employer **and** be considered to have voluntarily resigned except in cases wherein prior approval was granted by the Employer.

22.10

In recognition that many employees may choose to celebrate Holy Days other than those included in recognized General Holidays, the Employer will grant a leave **of** absence without pay per this Article, to those employees who request these days **at** the time of sign-on for the upcoming **sign-up**.

ARTICLE 23 -MATERNITY LEAVE

23.01

Maternity leave shall be granted without pay in accordance with the Employment Standards Code, R.S.A. 2001, e. **E-10.3** as amended or any successor legislation thereto.

23.02

An employee returning to work **from** maternity leave shall be reinstated to the position she held at the time she went **on** leave without **loss** of seniority but without claim to any promotions effected during her absence on leave.

23.03

Employees receiving Weekly Indemnity benefits due to illness or injury, who subsequently require Maternity Leave, are entitled to resume Weekly Indemnity benefits at the expiration of the period of U.I.C. Maternity Leave, if still confirmed by a physician to be ill or injured.

Employees who become ill or injured while on Maternity Leave are entitled to Weekly Indemnity benefits at the expiration of the period of U.I.C. Maternity Leave, if still confirmed by a physician to be ill or injured.

ARTICLE 24 – PATERNITY/PARENTAL LEAVE

24.01

A total of two (2) working day's leave with pay shall be granted by the employee's Department Manager upon application by the employee in recognition of the birth of the employee's child. Days off may be taken together or split between the day of the birth and the day the child and mother are released from the hospital.

24.02

Parental Leave shall be granted without pay in accordance with the Employment Standards Code, R.S.A. 2001, e. E-10.03 as amended or any successor legislation thereto. In the event of a change to the aforementioned Code, at no time will this leave be less than eighteen (18) weeks.

ARTICLE 25 - ADOPTION LEAVE

25.01

One (1) working day's leave with pay shall be granted for adoption leave by the Department Manager upon at least one (1) calendar day's notice by an employee who becomes an adoptive parent.

25.02

Adoption Leave shall be granted without pay in accordance with the Employment Standards Code, R.S.A. 2001, e. E-10.03 as amended or any successor legislation thereto. In the event of a change to the aforementioned Code, at no time will this leave be less than eighteen (18) weeks.

ARTICLE 26 - WITNESS OR JURY DUTY

26.01

An employee who is subpoenaed as a witness, called for jury selection, or selected as a juror in any Court shall be granted a leave of absence without loss of seniority or pay, except where the employee appears as a witness on his own behalf provided the employee turns over to the Employer any fees or payments received from appearing as a witness or juror (including jury selection).

26.02

Employees who take direct action against the Employer shall not be entitled to compensation in accordance with the provisions of this Article.

26.03

The Employer shall indemnify and save harmless any employee from any action, claim, cause or demand that may be made or arise out of the employee carrying out their proper performance of duties within the scope and course of employment with Handi-Bus, except where the actions of the employee constitute gross disregard or negligence.

The Employer will arrange and bear the cost of necessary legal support except where the actions of the employee constituted gross disregard or negligence, provided the employee cooperates fully with the defence provided.

ARTICLE 27 - BEREAVEMENT LEAVE

27.01

Leave of absence in order to carry out responsibilities incurred by the demise of a relative may be permitted at the discretion of Management. Where Management is satisfied that the request is a legitimate one it will be permissible for him/her to grant leave of absence with pay up to but not exceeding four (4) working days. For this purpose a relative shall be defined as mother, father, brother, sister, wife, husband, common-law spouse, child or foster child, grandchild, guardian, mother-in-law, or father-in-law and grandparent of the employee or spouse, brother or sister of current spouse and current spouse of brother or sister.

Employees serving vacation time shall not lose their entitlement for any bereavement leave for which they would otherwise qualify. Employees shall notify Management of the death of the relative, as soon as practicable, in order to determine their entitlement for bereavement leave. Any period of vacation displaced shall be reinstated for use at a later date.

27.02

Where an employee under this clause is unable to attend the funeral because of distance, one (1) working day's leave with pay shall be granted upon request for mourning purposes.

27.03

Leave with pay to attend funeral service only, of persons related more distantly than listed above, shall be granted at the discretion of the employee's Department Manager.

ARTICLE 28 - PAYMENT OF PREMIUMS

28.01

When an employee is granted leave of absence, including Maternity, **Paternity/Parental** and Adoption Leave, for a period of thirty (30) calendar days or less, it is understood that such employee is required to pay their own share of benefit premiums and any other levies which are proper to be made. If the period of leave of absence is more **than** thirty (30) calendar days then the employee is required to pay both their own and the Employer's share of benefit premiums.

ARTICLE 29 - UNIFORMS - OPERATORS AND ATTENDANTS

©29.01

The wearing of the approved uniform will be considered a condition of employment for all operators and attendants. The Employer will make **uniforms** available to all new employees **as soon as** possible. All operators and attendants will wear the Employer-approved uniforms **at** all times when representing the Employer.

©29.02

a) The Employer shall provide uniform components to all operators and attendants on a regular basis, as provided for in Art 29.02 b) and c). For the sole purposes of alternate or optional uniform component selection, a point value is assigned to each **uniform** component. Points are not transferable and optional components selected are in **lieu** of the annual basic components listed. Employees may request additional items of clothing listed herein; their request shall be granted if it can be demonstrated to Management that the need is warranted.

b) PERMANENT OPERATORS AND ATTENDANTS

BASIC COMPONENTS:

<u>Pts</u>	<u>Item</u>	<u>Annual Allotment</u>	
15	Long Sleeve shirts/blouses with darts or golfshirts	4/yr	60
30	pair of pants/slacks with darts	2/yr	60
76	spring/fall jacket with liner	1/2yr	38
5	pair insulated gloves	2/yr	10
80	winter parka	1/3yr	27
5	summerhat	1/yr	5
	TOTAL		200 pts

OPTIONAL COMPONENTS:

<u>Pts</u>	<u>Item</u>	<u>Annual Maximum</u>
3	tie	2/yr
15	touque, winter hat or hood	1/yr
15	golf shirt	2/yr
50	footwear (maximum value \$35 per Note 2)	1/yr
17	summer shorts	2/yr *

* see Note 3 below

NOTE 1: Employees shall not be allowed to choose optional components with their first year uniform issue points. In subsequent years, employees may carry-over unused points to future years provided the accumulated carryover does not exceed one hundred (100) points.

NOTE 2: Handi-Bus will reimburse employees for footwear (with prior management approval) for shoes which are black/dark gray, preferably leather upper with a quality sole.

NOTE 3: Shorts may only be worn during the period May 1 to October 1 of each year.

NOTE 4: Employees may exchange, at no charge, winter hoods previously issued for winter coats as they do not fit the new issue of winter parkas mentioned above.

PART TIME OPERATORS

(see Memorandum of Agreement dated Dec 18, 2001)

Part Time Operators are to be provided uniform components as outlined in Article 29.02 and include the following;

BASIC COMPONENTS:

<u>Item</u>	<u>Allotment</u>
Longsleeve shirts/blouses	
with darts or golfshirts	4/yr
pair of pants/slacks with darts	2/yr
pair insulated gloves	1/yr
summer hat	1/yr
spring/fall jacket with liner	1/2 yr
winter parka	1/3 yr
(Parka is issued for the winter following progression to Part Time Employee)	

c) CASUAL OPERATORS AND ATTENDANTS

BASIC COMPONENTS:

<u>Item</u>	<u>Allotment/2 yrs</u>
Longsleeve shirts/blouses	
with darts or golfshirts	
pair of pants/slacks with darts	
spring/fall jacket with liner	-
pair insulated gloves	1
summer hat	1

NOTE 5: Casual employees will contribute a maximum of fifty percent (50%) towards the cost of the above basic components. Upon receipt of the complete basic components, the casual employee may opt to pay for these in full or by regular payroll deductions of ten dollars (\$10.00) per pay. Any such deduction will begin no sooner than the third pay cheque after training. Such new casuals will receive the basic components every two years, except if the spring/fall jacket issued is still deemed to meet Handi-Bus' uniform policy. All such monies paid will be refunded to casual employees upon completion of one thousand (1,000) hours of work and one year of service.

NOTE 6: Casual employees will be issued a winter parka, after completing two years of service.

©29.03

Employee uniform selection will be made in December for distribution in the following year. Point allotment for each employee will be distributed each December for the following year. No changes in the original selection will be accepted unless authorized by the Employer.

The cost of alterations to the uniform due to manufacturing errors shall be borne by the Employer. The cost of approved alterations to suit the individual preference of the employee shall be borne by the employee.

©29.04

Employees who terminate their employment with less than 12 months service will be assessed the outstanding value of the uniform issue on their final pay cheque. The following formula will be used in making this assessment:

$$X - Y/12(X) = Z$$

X = cost of uniform

Y = months since initial issue

Z = cost assessed to the employee upon termination

Employees who owe money for a uniform will have the appropriate amount deducted from their final pay cheque.

©29.05

Employees will be responsible for the cleanliness and appearance of their uniform.

©29.06

All crests, badges and I.D. cards will remain the property of the Employer. Upon termination, employees will be required to return these items to the Employer.

©29.07

The Employer shall provide, and clean on a regular basis, a sufficient number of suitable rack smocks for use by Operators for the washing of Handi-Bus vehicles.

ARTICLE 30 - UNIFORMS – MAINTENANCE

©30.01

The Employer shall provide, and clean on a regular basis, suitable smocks for all employees per Article 13.06. The Employer shall supply a sufficient number of rack parkas to be used by the mechanics and apprentices while performing job related duties outside in cold weather.

©30.02

CSA approved steel toed work boots shall be a condition of employment for all employees per Article 13.06.

©30.03

The Employer shall reimburse the full purchase price, to a maximum of One Hundred dollars (\$100.00), for the purchase of the appropriate boots as per Article 30.02. The boot allowance payment shall be made annually in January, and will be reimbursed upon receipt of the appropriate sales slip. Employees hired at any other time of the year subsequent to the payment of the annual boot allowance, and who require steel toed boots, will be required to supply steel toed boots, and will be eligible for the allowance payment, as stipulated above, on the subsequent payment day.

ARTICLE 31 - SAFETY

31.01

The Joint Occupational Health and Safety Committee shall consist of three (3) representatives of the Employer and three (3) representatives of the Union. A representative of the Employer and a representative of the Union shall be nominated as co-chairpersons who shall be responsible for preparing an agenda.

31.02

The Joint Occupational Health and Safety Committee shall meet bi-monthly, with the provision for additional meetings as mutually agreed by the Co-chairpersons, The purpose of the meetings shall be to discuss safety concerns and make practical recommendations to the Employer.

Typed minutes of J.O.H.S.C. meetings will be distributed by the Employer within thirty (30) calendar days following each meeting.

©31.03

An employee shall not be required to work under conditions identified as being in violation of the Employer's safety policies, the Workers' Compensation Act or other safety legislation of the Province of Alberta.

©31.04

An employee will immediately report any unsafe working conditions to the Employer for remedial action and shall have the right to refuse to work in an unsafe condition without fear of reprisal

©31.05

All employees shall be trained in safety aspects of their particular classification. This training shall be performed by a qualified instructor. The Employer, recognizing the need for professional and personal development of all employees, will make available courses in defensive driving techniques and first aid procedures. Specific training, time and locations will be at the discretion of the employer.

©31.06

The Employer's vehicles, property and facilities shall be kept in a safe and comfortable condition. It will be the employee's responsibility to report to their immediate supervisor any safety hazard so that remedial action will be taken.

031.0'1

Employees shall not suffer any loss of pay during the time period required to correct any unsafe condition or if called by Management for any accident or other safety matters related to their employment.

In addition, employees shall not suffer any loss of pay for time spent while reporting an accident at the Police Station concerning the Employer's vehicle.

Employees who are required by the Employer to file an accident or incident report or any documentation for outside agencies relating to the performance of their duties, shall be paid a maximum of one-half (1/2) hour of their regular rate of pay (in addition to their regular pay for the day) when on-duty time was not previously provided for this purpose by the Employer.

031.08

The Employer, upon investigation of all accidents, incidents and safety concerns involving injury, property damage or potential health hazards, shall provide the J.O.H.S.C. with appropriate reports and relevant documentation for discussion and recommendations.

031.09

The Employer shall provide adequate space for employees working in an office environment.

ARTICLE 32 - EMPLOYEE AND FAMILY ASSISTANCE PROGRAM

032.01

In recognition of the welfare of employees and the mutual benefits to the Employer and employees, the Company and the Union have established an Employee and Family Assistance Program Committee.

The purpose of the Committee shall be to develop practical recommendations and procedures, aimed at communicating to employees an awareness of available assistance programs. These programs are voluntary, personal and confidential.

The Committee shall consist of a minimum of two (2) representatives of the Employer and two (2) representatives of the Union. One (1) representative of the Employer and of the Union shall be appointed by each party as Co-chairperson

ARTICLE 33 -SICKNESS AND OFF THE JOB INJURY

33.01

The Employer and the Union agree that employees shall be encouraged to live healthy lifestyles that will enhance their general well being.

33.02

Employees shall accumulate sick days at the rate of one (1) working day per month to a maximum at fourteen (14) working days.

33.03

Sick leave usage shall be limited to any periodic short term illnesses and the offsetting of any required waiting period prior to receiving Weekly Indemnity benefits.

33.04

The appropriate Supervisor shall advise each employee of the need ~~for~~ a doctor's certificate, as per the Employer's sick leave policy.

33.05

Employees shall suffer no loss in pay for the purpose of attending a medical examination, if the examination is a prerequisite for the maintenance of a valid driver's licence.

ARTICLE 34 - TECHNOLOGICAL CHANGE

34.01

The Employer shall notify the Union of its intention to introduce a technological change or change resulting from work reorganization, at least sixty (60)calendar days prior to the implementation of training for such change, and will meet with the Union within fifteen (15) calendar days of notification to discuss effects of the change. Such notification shall include the nature of the change, date of implementation of the change, the jobs affected by the change and the training to be supplied by the Employer.

34.02

No additional employees shall be hired by the Employer until those employees affected by the changes are notified and allowed an adequate training period to acquire the necessary knowledge or skill for retaining their employment. Such training shall be at the expense of the Employer.

34.03

Employees who fail to acquire the appropriate knowledge or skill within an adequate training period shall be laid off as per Article 11, unless able to revert to his previous position as outlined in Article 11.04.

34.04

When the above provisions have been exhausted without success, the following shall apply with respect to technological change **only**: those employees laid off shall be paid a total of one (1) month's earnings for each year of service which shall include any other payment that may have already been provided under Article 11.07. Additionally, such employees shall forfeit all accumulated seniority and recall rights.

ARTICLE 35 - CITY MAPS

35.01

City maps shall be issued to all Operators once per year at the Employer's cost. Any additional maps required shall be issued at the employee's expense. The replacement will be free of charge if the old map is returned, or, at the discretion of the Supervisor.

ARTICLE 36 - VEHICLE BREAKDOWN

36.01

In the event of a vehicle breakdown in adverse weather conditions, operators and attendants shall be picked up in a company dispatched vehicle as soon as possible.

ARTICLE 37 -TICKETS

©37.01

Operators who fail to repay ticket money to the Employer when either terminating employment or transferring to another classification will have such amount deducted from their final pay cheque.

ARTICLE 38 -OPERATOR TRIP SCHEDULES

©38.01

a) Handi-Bus is committed to providing quality trip schedules. An operator's daily work assignment shall be constructed so as to provide an overall schedule that can be completed safely, within the time allotted

b) The following factors will be taken into consideration in the preparation of schedules:

Known weather conditions

Suggested routing and travel times

Posted speed limits

Pre-trip preparation: vehicle/equipment check, review of schedule

Passenger specifications: **mobility/device**, load/unload times

Scheduled rest periods and **finish** times

c) No operator will be expected to exceed posted speed limits in completing their daily work assignment.

d) Daily work assignments will be corrected if they encroach into an operator's scheduled rest period or past the end of their scheduled work hours. It is agreed and understood that unforeseen circumstances, such as weather conditions or delays caused by customers that may cause an operator to work into a scheduled break or past the end of their scheduled work hours, are beyond the control of Handi-Bus.

©38.02

A Scheduling Committee will be established, to meet at least once a month, for the purpose of discussing matters related to work assignments for operators and attendants. The number of 4 and 3 shifts will **also** be discussed as outlined in Article 16.06. This Committee would **then make** practical recommendations to the Employer.

The Committee will be chaired by Management and shall be comprised of an equal number of members from Management **and** the Union. The Union shall appoint three (3) members and the other members shall be selected by the Employer.

©38.03

A Trip Schedule Committee shall be established and comprised of one (1) member from Management and one (1) from the Union; this Committee shall meet once per week or more, if required, to address outstanding issues. Operators who feel they have been assigned an unrealistic trip schedule shall first discuss the issue with a supervisor (scheduling or operations). If the operators feel that their concerns are not resolved, they may forward them to the Trip Schedule Committee.

The Committee will identify the issues and look at ways of resolving each concern, if the trip schedule was unrealistic. Recommendations will be made stating what action will be taken.

If the Committee is unable to reach a consensus, the Director of Operations will review their findings and all of the issues. The Union will be consulted prior to the Director recommending a final solution.

ARTICLE 39 - TOURS/EVENTS/CHARTERS

©39.01

When the Employer determines that a tour, sporting event, special event or charter will not be accommodated through regular service, such work shall be offered to volunteers first and then shall be assigned if insufficient volunteers are found. Volunteer requirements will be posted whenever possible one week in advance, and shall include the nature of work, paid hours and expected duration

©39.02

An operator who voluntarily works an assignment listed in Article 39.01 shall be paid for the complete assignment at regular rates, excluding time spent observing the activity. In no case shall the operator receive less than three (3) hours at regular rates. This volunteer time shall not apply to my guarantees or maximums mentioned in Article 14.

©39.03

An operator who is assigned and works all or part of an assignment listed in Article 39.01, due to a lack of volunteers, shall be paid for all work performed at the appropriate rate of pay and may not be entitled to attend the event.

ARTICLE 40 - PRINTING COST OF COLLECTIVE AGREEMENT

©40.01

The Employer and the Union agree to equally share the cost of printing the Collective Agreement in **booklet** form

ARTICLE 41 -- TERM OF AGREEMENT

©41.01

This agreement **shall** be in effect from January 1, **2002 to December 31, 2003** and from year to year thereafter unless written notice of termination or amendment **is** given by either party **not less** than **sixty (60) calendar days** or more than one hundred **twenty (120) calendar days** prior to December 31, **2003, or December 31"** of any subsequent year.

	OPERATOR	ATTENDANT	PASSENGER AGENT	PASSENGER AGNT./ATTEND	MECHANIC (3) LEAD (1)	CARETAKER	SERVICE PERSON
TRAINEE	7.30	6.14	6.50	6.50	█	█	█
PROB. & CASUAL	13.34	8.79	9.35 (2)	9.35 (2)	17.35	12.67	11.34
PERM. TO 1 YEAR	16.10	11.23	12.05	12.05	20.65	15.19	13.89
1 TO 2 YEARS	16.27	11.41	12.23	12.23	20.71	15.34	14.04
2 TO 3 YEARS	16.42	11.57	12.41	12.41	20.97	15.54	14.22
3 TO 4 YEARS	16.60	11.75	12.60	12.60	21.15	15.69	14.37
4 TO 5 YEARS	16.79	11.91	12.78	12.78	21.31	15.86	14.56
5 TO 6 YEARS	16.93	12.07	12.94	12.94	21.47	16.05	14.72
6 TO 7 YEARS	17.11	12.24	13.12	13.12	21.67	16.20	14.87
7 TO 8 YEARS	17.25	12.41	13.32	13.32	21.82	16.36	15.04
8 YEARS +	17.62	12.73	13.65	13.65	22.14	16.70	15.38

(1) Lead Hand Mechanic: 8 years +, plus five percent (5%) = \$23.25 in 2002

(2) \$9.70 after 480 hrs (cumulative) worked; \$10.00 after 960 hrs (cumulative) worked.

(3) Mechanics - If the majority of a mechanic's regular shift is worked between 15:00 hrs to 08:00 hrs, a \$.65 shift premium will be paid for all hours worked between these hours.

	OPERATOR	ATTENDANT	PASSENGER AGENT	PASSENGER AGNT./ATTEND	MECHANIC (3) LEAD (1)	CARETAKER	SERVICE PERSON
TRAINEE	7.48	6.29	6.67	6.67	█	█	█
PROB. & CASUAL	13.67	9.01	9.55 (2)	9.55 (2)	17.78	12.99	11.63
PERM. TO 1 YEAR	16.51	11.51	12.35	12.35	21.16	15.57	14.24
1 TO 2 YEARS	16.68	11.69	12.54	12.54	21.23	15.72	14.40
2 TO 3 YEARS	16.83	11.86	12.72	12.72	21.49	15.92	14.58
3 TO 4 YEARS	17.02	12.04	12.91	12.91	21.67	16.08	14.72
4 TO 5 YEARS	17.21	12.21	13.10	13.10	21.84	16.25	14.93
5 TO 6 YEARS	17.36	12.37	13.26	13.26	22.00	16.45	15.09
6 TO 7 YEARS	17.54	12.55	13.45	13.45	22.21	16.60	15.24
7 TO 8 YEARS	17.68	12.72	13.65	13.65	22.37	16.77	15.41
8 YEARS +	18.06	13.05	13.99	13.99	22.69	17.12	15.76

(1) Lead Hand Mechanic: 8 years +, plus five percent (5%) = \$23.83 in 2003

(2) \$9.94 after 480 hrs (cumulative) worked; \$10.25 after 960 hrs (cumulative) worked.

(3) Mechanics - If the majority of a mechanic's regular shift is worked between 15:00 hrs to 08:00 hrs, a \$.65 shift premium will be paid for all hours worked between these hours.

APPENDIX 2 - BENEFITS PACKAGE

The Employer shall provide and pay the premium for a benefits package consisting of the items listed below. Effective Jan 1, 2001 all permanent employees shall contribute .7% of their bi-weekly earnings towards the cost of the benefits package described herein, and effective May 1, 2002 the employees contribution will be reduced to .5%. (Overtime pay will not be included in this calculation)

- | | | |
|-----|----------------------------------|----------|
| ©1. | Group Life Insurance | \$20,000 |
| ©2 | Accidental Death & Dismemberment | \$20,000 |

3. Health care:

This part of the benefits package will be amended to provide employees and their dependants with coverage for generic/low cost alternative drugs, when available

If the employer or dependent chooses to have the regular brand drug when a generic/low cost alternative drug is available, then our Insurance plan will only pay for the lower cost item

However, if the Doctor prescribing the drugs stipulates on the prescription form that the regular prescribed drug must be taken, then our Insurance carrier will pay for these specific drugs.

Effective May 1, 2002 Vision care coverage increased from \$100 to \$200 per person covered every two (2) years.

4. Dental Plan:

The dental check-up, which is part of the Dental plan, will be amended as follows:

- an employee and their spouse are covered for one (1) annual check-up; in addition, they are entitled to up to two (2) cleanings per year;
- dependents aged 21 and under who are living at home, as well as dependents under 25 who are living at home and in full-time attendance at a recognized post secondary institution, are covered for up to two (2) check-ups and two (2) cleanings per year.

Note: Eligible expenses will be reimbursed under a new fee schedule (existing Handi-Bus fee guide plus 9.2%), effective May 1, 2002

- ©5. Alberta Health Care

SICKNESS

Accumulated sick days as per Article 33.02 shall be used to offset a one (1) week waiting period.

Sickness greater than one (1) week's duration will then be covered in the following manner:

- the second week of illness is covered by the Insurance Carrier
- the next fifteen (15) weeks is covered by E. I. Sick Benefits

Sickness lasting more than sixteen (16) weeks (i.e. one week covered by Insurance Carrier and fifteen weeks E.I.) will be covered by the Insurance Carrier for the remaining thirty-six (36) weeks at sixty-seven percent (67%) of basic weekly earnings to a maximum of \$363 per week (**\$413 effective April 1, 2002**).

OFF THE JOB INJURY:

Injuries shall be covered by the Insurance Carrier for the first two (2) weeks, and by E.I. for the next fifteen (15) weeks. Injuries lasting longer than seventeen (17) weeks will be covered by the Insurance Carrier for the next thirty-five (35) weeks at sixty-seven percent (67%) of basic weekly earnings to a maximum of \$363 per week (**\$413 effective April 1, 2002**).

PENSION PLAN

The Employer shall continue to maintain a Pension Plan for employees. Effective April 1, 1992, the Employer shall match a live percent (5%) contribution of gross wages by the employee. Eligible earnings for calculating the 5% employer contribution will be as follows:

- Regular earnings
- Paid sick days per Art. 33.03 & 33.04
- Absent with pay (e.g. union leave, bereavement)
- General holiday pay of straight 8 hrs.
- Retro-pay re: contract renewals
- Pay-in-lieu (i.e. instead of taking time off)
- Annual vacation pay
- Earnings in reliefaon-union positions (i.e. dispatch, scheduling or field supervisor)
- Operator trainers and familiarization

Note: Pension contributions are not made for WCB, WI/EI Carve-out, lay-off and unpaid leaves of absence.

Further, the Employer agrees that when a General Holiday falls on an employee's scheduled day to work and the employee is not required to work that day, the employee shall be credited the regular hours of work towards the Pension Plan for the General Holiday.

APPENDIX 3 – TOOL ALLOWANCE

All permanent mechanics and apprentices shall receive a tool allowance of four hundred fifty dollars (\$450.00). This allowance will be paid annually on a separate cheque and shall be pro-rated based on all hours worked in the previous year.

APPENDIX 4 - OPERATOR TRAINERS AND FAMILIARIZATION

All employees covered by this Agreement who have been assigned the position of operator Trainer shall receive one dollar (\$1.00) per hour in addition to their regular hourly rate for all time worked related to training.

On occasion, attendants or other operators may be requested to assist with specific familiarization functions. These employees shall receive thirty-five cents (\$.35) per hour in addition to their regular hourly rate for all time worked while assisting.

NOTE 1

1. Effective September 13, 1987, all Pre-School Bus, Wheelchair, and Ambulatory Operator positions were combined under the designation of Operator, with all non-probationary Operators receiving the same wage.
2. Pre-School Bus Operators on September 13, 1987, are allowed to retain a "protected" status through future shift sign-ups, as long as they do not bid on work that requires the transportation of passengers with wheel-chairs.
3. "Protected" Operators may bid on work outside the Pre-School services so long as they do not bid on work that requires the transportation of passengers with wheelchairs. If a "protected" Operator bids into work outside the Pre-School services on more than one shift-sign up, the Operator would not retain "protected" status in Pre-School services. However, this Operator would be able to return to the Pre-School service by seniority at the regular shift sign-up.
4. In the event that a "protected" Operator is unable to return to Pre-School services or bid on work that does not require the transportation of passengers with wheelchairs, that Operator will retain "protected" status, and suitable alternate work will be provided.
5. In reference to Article 19,04, those Operators in the "protected" classification are:

Kathy Millot
Helen Bent

Jane Hughes
Lois Hicklin

NOTE 2

No currently employed employee shall lose any accumulated sick time earned (under the provisions of Article 33) prior to the ratification of this Collective Agreement.

Notwithstanding the foregoing paragraph, as of Dec 5, 1996 a number of employees are still entitled to their remaining unused accumulated sick time which exceeds the provisions of Article 33.02. These employees will resume accumulating additional sick days per Article 33.02 once their remaining accumulated sick time falls below one hundred and twelve (112) hours.

NOTE 3

No employee employed at the time of ratification shall suffer a reduction in their regular hourly wage as the result of rate changes effected by this Collective Agreement. It is agreed and understood that the employee contribution referred to in Appendix 2 of the Collective Agreement is not considered to be either a reduction in the hourly wage or a rate change.

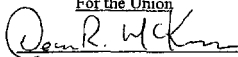
©MEMORANDUM OF AGREEMENT (#1)

Calgary Handi-Bus and the Amalgamated Transit Union Local 583 have agreed to continue and amend the trial project involving the utilization of casual/part-time operators. The intent of the parties is to continue to examine the ongoing, long term feasibility of decreasing the number of casual operators, respecting the overall associated costs to the Association, impact on service levels, as well as addressing the concern ~~for~~ more permanent type work for operators.

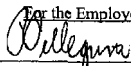
The procedures outlined may be amended, upon agreement of both parties. Furthermore, either party may withdraw ~~from~~ the trial project upon serving a minimum of sixty (60) calendar days notice prior to the next sign-on

Further, both parties agree that the project and agreed upon procedures shall terminate in their entirety effective with the expiration of the current Collective Agreement. Notwithstanding the foregoing, if both parties are in agreement, the project may be extended to a date beyond that referenced herein.

For the Union



For the Employer



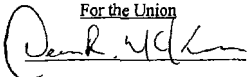
December 12, 2001

MEMORANDUM OF AGREEMENT (#2)

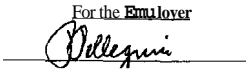
(Renewal of March 19, 1996 Memorandum)

It is understood by both the Union and the Employer that each shift referred to as a "Pre-School Bus Run" shall have an Attendant appointed to the run. Each Attendant shall be eligible for all benefits available to employees as outlined in Appendix 2 of this Agreement.

For the Union

A handwritten signature in cursive, appearing to read "Dank, W. K.", written over a horizontal line.

For the Employer

A handwritten signature in cursive, appearing to read "Deleguini", written over a horizontal line.

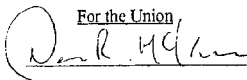
January 30, 2002

©MEMORANDUM OF AGREEMENT (#3)

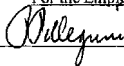
(Renewal of June 29, 1994 Memorandum)

Notwithstanding the provisions of Article 3.01 of this Agreement, Calgary Handi-Bus and the Amalgamated Transit Union Local 583 understand and agree that (a) this Agreement excludes all Dispatchers, all supervisors and all Schedulers as employees represented by the Union and (b) this Agreement includes all employees listed in Article 13, including casual employees, Passenger Agents, Caretaker, Lead Hand Mechanic, Apprentice Mechanics and Servicemen not presently referred to in the Alberta Labour Relations Certification Certificate No. 108 dated April 21, 1980.

For the Union



For the Employer



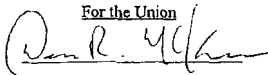
January 30, 2002

©MEMORANDUM OF AGREEMENT (#4)

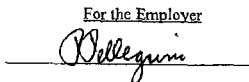
Entire Agreement

Calgary Handi-Bus Association and ATU Local 583 agree to recommend this Memorandum of Agreement to their respective parties. This Memorandum shall constitute and form part of this Agreement.

For the Union

A handwritten signature in black ink, appearing to read "Dan R. Yule", written over a horizontal line.

For the Employer

A handwritten signature in black ink, appearing to read "Pellegrini", written over a horizontal line.

Signed this 13th day of March, 2002.

LETTER OF INTENT (#1)
Renewal of March 19, 1996

December 12, 2001

Mr. Dean McKerness
President/Business Agent
ATU - Local 583
2nd Floor, 5325-1A St SW
Calgary, Alberta
T2H 0E5

Dear Sir:

Re: Alternate Work Programs - W.C.B

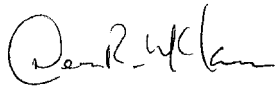
In recognition of the long-term welfare of employees and the mutual benefits to the Employer and employees, Handi-Bus will continue with an alternate work program for employees receiving WCB benefits.

Further, Handi-Bus agrees to include the Union in discussions with the Workers' Compensation Board regarding suitable alternate work programs, and to meet with the Union representatives to review their overall findings.

Yours truly,
CALGARY HANDI-BUS ASSOCIATION



P.T. Pellegrino
General Manager



©LETTER OF INTENT (#2)
Renewal of June 29, 1994

December 12, 2001

Mr Dean McKerness
President/Business Agent
ATU - Local 583
2nd Floor, 5325-1A St SW
Calgary, Alberta
T2H 0E5

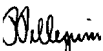
Dear Sir:

Re: W.C.B. Claims /Advancement of Funds

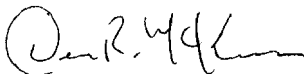
Calgary Handi-Bus is committed to the efficient and speedy processing of WCB claims filed by employees. In the interest of further assisting employees, once the Employer has confirmation of approval by WCB of a claim, Handi-Bus will advance funds to the employee representing the equivalent value of the WCB payment for the first pay period. If required, due to WCB delays in payment of the approved claim, the Employer will advance an additional two cheques on the next two pay periods.

It is understood that on each occasion wherein the Employer will advance funds re: WCB, the employee must first agree in writing to immediately reimburse the Employer upon receipt of any monies from WCB.

Yours truly,
CALGARY HANDI-BUS ASSOCIATION



P.T. Pellegrino
General Manager



Letter of Intent (#3)

January 16, 2002

Mr. Dean McKerness
President/Business Agent
Amalgamated Transit Union - Local 583
2nd Floor, 5325 1A Street SW
Calgary, Alberta
T2H 0E5

Subject: Article 19.01 Shift Sign-on for Operators


Dear Sir:

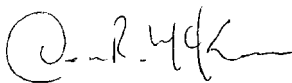
This correspondence will serve to document the agreement reached during negotiations concerning a trial project on the above.

Commencing with the spring 2002 shift sign-on, operators will sign-on (in April of each year) for their shifts/hours for 2 periods at once, i.e. the period May-June as well as for the period July-August. The other two sign-up periods referenced in 19.01 remain status quo.

Either party, upon providing a minimum of thirty (30) calendar days written notice, may cancel this understanding after the first trial in 2002.

Yours truly,


P.T. Pellegrino
General Manager



©LETTER OF INTENT (#4)
(Renewal of June 29,1994)

January 30, 2002


Mr. Dean McKerness
President/Business Agent
ATU - Local 583
2nd Floor, 5325-1A St SW
Calgary, Alberta
T2H 0E5

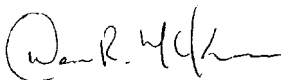
Dear Sir:

Re: Job Descriptions

The Employer shall provide the Union with any outstanding Job Descriptions which outline the general duties of each job category covered by this Agreement by July 31, 1994. All job descriptions shall be revised as deemed necessary by the Employer, and the Union shall be provided with a revised copy of the Job Descriptions.

Yours truly,
CALGARY HANDI-BUS ASSOCIATION


P.T. Pellicarino
General Manager



LETTER OF INTENT (#5)
(Renewal of October 1, 1996)

January 30, 2002

Mr. Dean McKerness
President/Business Agent
ATU - Local 583
2nd Floor, 5325-1A St SW
Calgary, Alberta
T2H 0E5

Dear Sir:

Re: Article 19

Calgary Handi-Bus Association agrees to post the work assigned to Attendant shifts at each sign-on.

The posting is to allow the Attendants to view the work currently assigned to a particular shift.

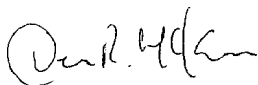
While every effort will be made to maintain the general nature of the work posted throughout sign-up, Management reserves the right to change work based on operational needs.

Yours truly,

CALGARY HANDI-BUS ASSOCIATION


Olegario Penabazco

General Manager



©LETTER OF INTENT(#6)
(Renewal of November 1,1994)

January 30, 2002

Mr. ~~Dean~~ McKerness
President/Business Agent
ATU - Local 583
2nd Floor, 5325-1A St SW
Calgary, Alberta
T2H 0B5

Dear Sir:

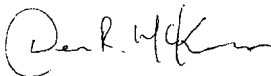
Re: EMPLOYEE HEALTH BENEFITS COMMITTEE

This correspondence will serve to confirm that Handi-Bus agrees to maintain a Committee with the Union concerning the health benefits provided to employees covered by this Collective Agreement.

The Committee shall be comprised of a minimum of *two* (2) representatives from each of the parties, and shall meet at least twice per calendar year. The mandate of the committee is to review the benefits program and to make practical recommendations to the General Manager. Additionally, this Committee shall ensure proper levels of communication with the employees.

Yours truly,
CALGARY HANDI-BUS ASSOCIATION


P.T. Pellegrino
General Manager



**PROJECT PROCEDURES
FOR
PART-TIME/CASUAL OPERATORS**

(as originally referenced by the **Memo** of Agreement dated Oct. 21/99,
and revised December **18,2001**)

The following documentation (including tables, charts and examples) reflects the agreed upon conditions and procedures to be followed regarding the aforementioned project. This material is not meant to outline or reference any conditions of employment or policies concerning Casual Operators, unless specifically identified herein.

For the purposes of interpreting this document, the following definitions will be used

- Casual Operator: **An** employee who is provided with a bi-weekly minimum guarantee of **forty (40) hours**.

- Part Time Operator: **An** employee who is provided with a bi-weekly minimum guarantee of **fifty (50) hours**. Such employees are segregated into the following *two* categories:

Category 1: **A Part** Time operator who is not scheduled and is required to call in as specified herein.

Category 2: **A Part** Time Operator who is provided with a scheduled shift of work which will be comprised of a minimum of **fifty (50) hours**.

1 - Number of Casuals

- A) The total number of Casual operators (including Part-Time operators) shall not exceed twenty-six **(26)** percent of the sum of Permanent operators and Part-Time operators combined, as outlined in Article 14.04.

Part Time positions shall consist of the following:

Category 1	15 positions
Category 2	5 positions

- B) During the life of the project, both parties will meet to review progress with Part Time positions versus the intent of the project and discuss any changes required. Such meetings shall take place per Article 19.05.

2 - Guarantee

- A) The minimum guarantee will consist of fifty **(50)** hours bi-weekly for all Part Time operators and forty **(40)** hours bi-weekly for all Casual operators.

3 - Availability of Employees

- A) Part Time Category 1 Operators and Casual Operators will be available for work on a total of ten (10) days per bi-weekly pay period.
- B) Part Time Category 2 Operators will be available for work on the scheduled work days they signed up for at shift sign-on.

Part Time Category 2 operators assigned a split shift may be required to perform additional work during their split. Their scheduled finish time at the end of the day will be respected. If such operators are needed during their split, they must be contacted prior to signing out after the first part of their shift.

Operators may be required to work beyond their finish times if it can be demonstrated that the reason for the extension was beyond the control of Calgary Handi-Bus or the operator; otherwise, their scheduled finish time will be respected.

4 - Standby

- A) Part Time Category 1 Operators and Casual Operators are eligible for Standby assignment.
- B) Part Time Category 2 Operators are eligible for Standby assignment on a voluntary basis, schedule permitting.

5 - Benefits

Benefits will be applicable to all Part Time Operators and Casual Operators per the Collective Agreement Appendix 2.

6 - Work Schedule

- A) Part Time Category 1 Operators are required to contact the Resource Planning office as follows:
- (1) P.M. - each evening (between 21:30-22:00 hrs) which precedes their scheduled duty day.
 - (2) A.M. - each morning of their scheduled duty day (time assigned night prior).
 - (3) Points (1) and (2) above may be waived as directed by their supervisor.
 - (4) Once Part Time Category 1 Operators reach sixty-four (64) hours in a pay period, they only have to call-in for the next day's work in the PM; if directed by a Supervisor, they may not have to call-in at all for the balance of that pay period.
- B) Casual Operators are required to contact the Resource Planning office as follows:
- (1) P.M. - each evening (between 22:00 - 22:30 hrs) which precedes their scheduled duty day.
 - (2) A.M. - each morning of their scheduled duty day (time assigned night prior).
 - (3) Points (1) and (2) above may be waived by the supervisor.
 - (4) Once Casual Operators reach sixty-four (64) hours in a pay period, they only have to call in for the next day's work in the PM; if directed by a Supervisor, they may not have to call-in at all for the balance of that pay period.
- C) If Part Time Operators and Casual Operators are directed to call back in addition to the AM and PM Call-In, as described in A (1 & 2) or B (1 & 2) above, they will be paid per Article 16.07 for each subsequent call-in (i.e. the third (3rd) and all subsequent call-ins will be paid).

Part Time Operators and Casual Operators who exceed twelve (12) hours from actual a.m. call in time to end of their workday shall be paid thirty (30) minutes call in pay. Call in pay shall be excluded from the calculation of the fifty (50) and forty (40) hour bi-weekly guarantee for Part Time Operators and Casual Operators.

- D) Part Time employees and Casual employees will be provided with eight (8) or nine (9) hours of rest (per Article 16.09a) between the actual P.M. call in time and their next day's report time at their work location.

7- Assignment of Work

- A) Normal sequence for assignment of available work to all Operators:

1	Spareboard
2	Part Time Category 1
3	Part Time Category 2 (on a voluntary basis for assignments not part of their regular scheduled work)
4	Casuals
5	Overtime to employees currently working
6	Overtime to full time employees on days off

- B) Intent of normal sequence in A) above is to assign work to Operators in order to maximize the use of Operators who are covered by minimum guarantees and pre-scheduled hours.

- C) (A) above does not preclude the pre-assignment of work to casuals

- D) Part Time category 2 employees may call in the night prior, on a voluntary basis, to request work (in addition to their pre-scheduled hours) for the next day.

- E) Casual Operator's work will be assigned on the weekly spareboard postings.

8- Uniforms

- A) ~~Part~~ Time Operators are to be provided uniform components as outlined in Article 29.02.

- B) Casual Operators are to be provided uniform components as outlined in Article 29.02 (c).

9 - Progression from Casual to Full Time

A) Progression ~~from~~ Casual to Part Time:

All ~~Part~~ Time vacancies shall be posted.

Casual operators apply for the vacancy.

The selection process as outlined in Article 12.08 is to be used to select the successful candidate.

Successful candidates will be assigned a badge number based on the selection process.

B) Progression from ~~Part~~ Time to Full Time:

All Full Time vacancies shall be posted.

Permanent employees apply for the vacancy.

Senior ~~Part~~ Time employees apply for the vacancy

10 - Lay-off and Re-call

A) Reduction (i.e. lay-off) of full time positions/shifts (e.g. 4 shifts):

1. The four (4) full time junior Operators ~~are~~ provided with a choice of:

- Bumping into the ~~Part~~ Time group, or
- Opt for layoff

2. The four (4) junior Part Time employees, if bumped, are provided with a choice of

- Bumping into Casual group, or
- Opt for layoff

3. If any of the Part Time employees opt for bumping into the Casual group, a sufficient number of junior Casual Operators would be removed from the Casual list of employees in order to maintain the 26% casual ratio as outlined in Article 14.04. The least number of hours worked will be the basis for removing from the Casual list.

B) Recall of Operators to full time positions (e.g. 3):

1. 3 most senior Operators laid-off (or those who bumped) from a full time Operator position would be recalled in seniority order.

2. ~~Part~~ Time Operators who were laid off [or those who bumped into the Casual group) would be returned to ~~Part~~ Time status in seniority order.

11 – Sign-on for Part Time Operators:

The number of guaranteed shifts (**Category 1**) and pre-scheduled shifts (**Category 2**) will be posted at each sign-on; only those in the **Part Time** category may select at each sign-on.

12 - DAYS OFF

- A) Part Time Category 1: 4 days **off** per bi-weekly pay period
Part Time Category 2: minimum of 4 days off per bi-weekly pay period
- B) Part Time Category 1: Days off assigned at the beginning of each pay period.
Endeavour for 2/2, subject to needs of operation; can use 3/1,
1/3, 4/0 or 0/4
- C) Sequence for assignment of normal Preferred Days Off
- Sunday
 - Saturday
 - General Holidays
 - Monday
 - Friday
 - Thursday
 - Wednesday
 - Tuesday
- D) Employees may request specific days off, which will supersede the assignment of normal Preferred Days Off. Management will process such requests in order of seniority. Such requests are subject to the needs of the operation.
- E) Requests for days off must be submitted by Tuesday at 12:00 hours, and results posted by Thursday at 17:00 hours during the week preceding the start of the pay period.
- F) Recognizing that Casual Operators are not assigned days off, they may be called in on days that work has not been assigned and paid as per the Collective Agreement for **Casuals**.

13 - TRADING DAYS OFF

- A) Part Time employees can trade days off with other Part Time employees and Full Time Operators subject to Supervisor's approval.
- B) Order of options:
- Trade **through** Resource Planning
 - Other Operators

14 - SHIFT TRADES

- A) Part Time employees can trade with other **Part** Time and **Full** Time Operators subject to the Supervisor's approval.
Casual Operators can do shift trades at the Supervisor's discretion.

15 - OVERTIME FOR PART TIME EMPLOYEES:

Status Quo per present applications for all casual Operators, if not specified differently herein.

16 - UNPAID LEAVE; 17 -SUSPENSION; and 18 -SICK TIME

The minimum guarantees will be **reduced**, on a pro-rated basis, for time missed by Part Time operators and Casual operators for the above situations.

- Part Time Category 1: reduced by 1/10th per day missed.
- **Part** Time Category 2: reduced by hours missed per individual schedule.
- Casual Category: reduced by 1/10th per day missed.

19 - VACATION

- A) **Part** Time Operators will participate in the annual vacation sign-on. They will choose after all full time Operators, by seniority, **from** the weeks remaining on the general posting for Operators.
- B) The entitlement listing referred to in Article 21.01 will include entitlements for Part Time Operators.

- C) Pan Time Operators will receive their vacation pay at the time of their annual vacation, similar to all other full time employees.
- D) Casual Operators – Status Quo.

20 - LATE

- A) Pan Time Category 1 and Casual Operators: minimum guarantee pro-rated by 1/10th if no work available.
- B) Part Time Category 2: loses hours which were scheduled to be worked if the scheduled piece of work has been reassigned.

21 - WCB

- A) Part Time Category 1 and Casual Operators: minimum guarantee is reduced (pro-rated) for WCB days.
- B) Part Time Category 2: minimum guarantee is reduced by the number of hours missed per the schedule.

22 - WI

Not applicable to Pan Time Operators or Casual Operators

23 - RELIEF WORK (i.e. una-union work)

Minimum guarantee for Operators working in relief positions will be reduced by 1/10th for each day of relief work.

24 - STANDBYS

Part Time Category 1, 2 and Casual Operators: applicable to total hours worked

25 - CALL INS

Part Time Category 1, 2 and Casual Operators: These hours will be excluded from calculation of the minimum guarantee.

26 - OVERTIME and 27 - GAME PAY

Part Time Category 1, 2 and Casual Operators: These hours will be excluded from calculation of the minimum guarantee.

28 - TRAINING

Part Time Category 1, 2 and Casual Operators: These hours will be included in calculation of the minimum guarantee.

SUMMARY OF PAY HOURS APPLICABLE TO MINIMUM GUARANTEE FOR PART TIME AND CASUAL OPERATORS

ITEM	CATEGORY 1	CATEGORY 2	CASUALS
Stand-by	Yes	Yes	Yes
Call-in	No	No	No
Game Pay	No	No	No
Overtime	No	No	No
Training	Yes	Yes	Yes
Sick Time	not applicable	not applicable	not applicable
Gen Holidays	Yes	Yes	Yes
Union Leave	Yes	Yes	Yes