

Multi-generation
Collective Agreement

Between

Coast Hotels Ltd, operating as

Coast Bastion Inn, Nanaimo
Coast Inn of the North, Prince George
Coast Discovery Inn, Campbell River
Coast Harbourside Hotel & Marina, Victoria
Coast Capri Hotel, Kelowna
Coast Town Centre Hotel, Powell River

and

**Hotel, Restaurant and Culinary Employees
and Bartenders Union, Local 40**

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**ARTICLE 1
INTRODUCTION**

1.01 PURPOSE OF THIS AGREEMENT

(a) The purpose of this Agreement is to set forth and establish the terms and conditions of employment for those employees who come within the scope of this Agreement, so that stable and harmonious relationships may be established and maintained between the employer and the union, to the mutual benefit of the parties to this Agreement.

(b) Further, the purpose of the Agreement is to facilitate the peaceful adjustment of all disputes and grievances in accordance with Article 21 of this Agreement, to prevent strikes, lockouts, slowdowns or other interferences with work, unnecessary expense, and avoidable delays in carrying out the most efficient and effective operations of the employer's business, and to enhance the living standards and working conditions of the employees.

(c) On the request of either party, the parties shall meet at least once every two (2) months until this Agreement is terminated, for the purpose of discussing issues relating to the workplace that affect the parties or any employee bound by this Agreement and there shall be two representatives from each party.

1.02 PURCHASERS, LESSEES OR TRANSFEREES

This agreement binds any purchasers, Lessees or transferees of the operations identified in this Collective Agreement. It being understood that any hotel, restaurant or bar or any part thereof, is subject to the provisions of Section 35 of the Labour Relations Code upon sale or transfer of assets.

1.03 GENDER REFERENCES

All articles and clauses referred to in this Agreement apply equally to both male and female employees.

**ARTICLE 2
DURATION AND INTEGRITY OF AGREEMENT**

2.01 DURATION OF AGREEMENT

(a) This Agreement shall be for the period from and including May 1, 1999 up to and including April 30, 2002. Thereafter, the Agreement will continue in full force and effect from year to year subject to the right of either party to serve notice to commence bargaining as provided for in the Labour Relations Code of British Columbia.

(b) During the period when negotiations are being conducted between the parties for the renewal of the Agreement, the present Agreement shall continue in full force and effect until:

- (i) The union commences a legal strike; or
- (ii) the employer commences a legal lockout; or
- (iii) the parties enter into a new **or** further Agreement.

(c) During the continuation period provided in (b) above, neither party shall attempt to take any action or make any changes in the terms and conditions of employment, which would be inconsistent with the express terms of this Agreement.

(d) Notice to commence collective bargaining must be in written form and must be delivered either by registered mail, or personally delivered. In the event that such notice is personally delivered, a delivery receipt must be obtained.

2.02 LABOUR RELATIONS BOARD - SECTION 66(2) EXCLUDED

The operation of Section 66(2) of the Labour Relations Code of British Columbia is hereby excluded.

2.03 STRIKES AND LOCKOUTS

The union agrees during the term of this Agreement there will be no slowdown **or** strike, stoppage of work or refusal to work **or** to continue to work. The employer agrees that during the term of this Agreement there will be no lockout.

2.04 CONTRACTED SERVICES

The employer agrees that all work coming under the jurisdiction of this union, in the certified area, performed by anyone, on behalf of, or at the instance of the employer, directly **or** indirectly under contract or sub-contract, shall be performed by employees who are members of this union or who shall become members in accordance with the terms and conditions as set out in this Agreement.

2.05 EXTENT

(a) The parties recognize and agree that they cannot be obligated or bound by any term, condition **or** provision, which would be contrary to any existing federal or provincial legislation or regulations passed pursuant thereto. In the event that any term, condition or provision, or part thereof, which is incorporated into this Agreement, whether by inadvertence, error **or** misunderstanding, is in fact **or** in law contrary to such federal or provincial legislation or regulation, then such

term, condition or provision or part thereof, is void and of no effect.

In the event that existing federal or provincial legislation makes invalid any provision of this Agreement, the remaining provisions shall remain in effect for the term of the Agreement. The employer and the union shall confer to settle upon a mutually agreeable provision to be substituted for the provision(s) so altered or invalidated.

ARTICLE 3 UNION RECOGNITION

3.01 RECOGNITION OF EXCLUSIVE BARGAINING AGENT

(a) The employer recognizes the union as the sole and exclusive bargaining agent for the employees in the bargaining unit described in the certification issued by the Labour Relations Board of British Columbia, subject to the exclusions subsequently ordered by the Labour Relations Board of British Columbia or recognized by the parties.

(b) For the purposes of this Agreement, the terms "employee" or "employees" shall be understood to mean those persons employed by the employer for whom the union is the recognized bargaining agent in (a) above.

3.02 REFUSAL TO WORK WITH NON-UNION EMPLOYEES

Refusal on the part of union members to work with non-union employees, pertaining to the bargaining unit, shall not be deemed to be a breach of this Agreement. In the event that any employee or group of employees intends to exercise this right, the employer must first be served with written notice in advance of the exercise of the right. The written notice must be provided by the union office.

3.03 RECOGNITION OF LEGAL PICKET LINES

(a) No employee shall be required to cross a legal picket line arising from a strike or lockout. For purposes of this Article, a "Legal Picket Line" shall mean only those picket lines expressly permitted under Section 65 of the Labour Relations Code.

(b) The union agrees whenever practicable to give the employer advance notice of the probable implementation of picket lines which might affect the employer's operation.

The employer has no obligation to reassign the employee to other work, or to continue to pay an employee's wages and benefits during the period while the employee is refusing to cross a legal picket line.

3.04 PERFORMANCE OF BARGAINING UNIT WORK

No person whose regular job is not in the bargaining unit will work on any job for which rates are established by this Agreement, except for the purpose of instruction, experimentation or management training, in which case trainees shall not displace or replace any employee in the aforesaid classifications except in cases of emergency when regular employees are not available.

3.05 NO DISCRIMINATION

(a) No discrimination shall be shown an employee active in the affairs of the union. Should an occasion arise as to doubt the reasons for discharge the union shall be permitted to investigate.

(b) The Employer, the Union and all employees have an obligation to make every reasonable effort to eliminate harassment in the workplace.

(c) Complaints of harassment will be thoroughly investigated. Alleged failure by any party to deal with a harassment complaint may be the subject of a grievance pursuant to this Agreement.

(d) Human Rights: All employees will be afforded all benefits of the prevailing Human Rights Act.

3.06 UNION BUTTONS

The parties agree that all union employees are entitled to wear a union button while on duty, provided that the manner in which the button is worn shall not detract from the style of the union or costume normally worn by the employee.

3.07 FAIR LABOUR SERVICES, PRODUCTS AND MATERIALS

The employer undertakes, wherever possible and practical, to use services, products and other materials necessary to the proper functioning of the hotel, which are manufactured, provided or produced under fair labour conditions.

3.08 UNION HOUSE OR BAR CARD CONTRACT

The employer agrees to sign the Union House or Bar Card contract and upon signing the employer shall receive the appropriate card and display same.

3.09 UNION INVESTIGATION OF THE STANDING OF EMPLOYEES' CONDITIONS

(a) The employer shall allow the properly authorized representative of the union to investigate the standing of all employees' conditions, to see that this Agreement is being enforced. The employer is entitled to require an individual to substantiate that he/she is an authorized representative of the union.

(b) When access is required for purposes of such investigation, the union representative will notify the employer in advance.

(c) Access will not be unreasonably denied by the employer.

(d) The investigation must not result in any disruption with the employer's operations or affairs, and it must not result in any employee or employees neglecting their work duties and responsibilities.

ARTICLE 4 UNION SECURITY

4.01 MEMBERSHIP

(a) All employees who are now members of the union or who may become members, shall remain members in good standing as a condition of employment.

(b) All new employees shall be required to become members of the union within thirty (30) days after the date of initial employment. The union is entitled to determine the eligibility of newly hired employees for admission into membership in the union, according to the union's International Constitution, provided that the eligibility criteria and the manner of their administration are lawful in this province.

(c) For purposes of this Article, the term "good standing" is defined to refer only and be limited to the payment of union membership dues and initiation fees.

4.02 NEW EMPLOYEES

The employer agrees to acquaint new employees with the fact that a collective agreement is in effect and with the conditions of employment set out in the articles dealing with union security and dues check-off. A new employee shall be advised of the name and location of his/her Shop Steward. The employee's immediate supervisor will introduce him/her to his/her Shop Steward who will provide the employee with a copy of the collective agreement.

The employer agrees that a Union Steward will be given an opportunity to interview each new employee

within regular working hours, without loss of pay, for fifteen (15) minutes sometime during the first thirty (30) days of employment for the purpose of acquainting the new employee with the benefits and duties of union membership and the employee's obligations to the employer and the union.

4.03 CHECK-OFF - ASSIGNMENT OF WAGES

(a) All employees as a condition of employment, shall sign an authorization of check-off before commencing work.

(b) The union agrees to supply the employer with the necessary assignment of wages forms. Such forms must specifically authorize the deduction of initiation fees, union dues, fines, assessments and arrears, as required by Article 4.04.

4.04 CHECK-OFF PROCESS AND PROCEDURES

(a) The employer agrees to deduct initiation fees, union dues, fines, assessments and arrears, upon receipt of the appropriate assignment of wages form signed by each employee.

Upon commencement of employment, each new employee will be required to sign the appropriate assignment of wages form. In the event that the employer's files do not contain the necessary assignment of wages for any existing employee, such employees shall upon demand, sign and present the appropriate assignment of wages form.

(c) All monies deducted from employees' earnings pursuant to this Article are to be forwarded to the Secretary of the Union, together with a list of employees to whom the monies are to be credited and the names, addresses and social insurance numbers of new employees hired, on or before the 15th day of the month in which the monies were deducted.

(d) It is the responsibility of the union to advise the employer in writing as to the amount of money to be deducted for initiation fees, union dues, fines, assessment and arrears and of any changes in the amounts to be deducted. In the event that any amount to be deducted is changed from the amount specified in the assignment of wages form signed by the employees, the employer can require the employees to sign new forms reflecting the new amounts to be deducted, prior to making such deductions.

(e) The union recognizes and agrees that the employer's obligation to deduct such dues is expressly restricted to making only such deductions as are per-

mitted by law and as are authorized by valid assignment of wages **form** executed **by** each employee.

(f) Upon resignation, layoff or termination, the employer will deduct the current month's dues from the employee's final paycheck, provided that the employee has worked at least forty (40) hours, and remit **as** per (c) of this Article.

(g) In the event that the union alleges any violation by the employer of this Article, notice of such alleged violation shall be given *to* the employer in writing. If the matter is not resolved between the employer and the union, either party may then refer the issue directly to arbitration.

4.05 AN EMPLOYEE'S FAILURE TO MAINTAIN MEMBERSHIP IN GOOD STANDING

Upon notice in writing from the union to the employer that an employee:

- (a) is not a member of the union;
 - (b) has not signed a written assignment of wages to pay initiation fees;
 - (c) has revoked his/her written assignment of wages to pay initiation fees, union dues or union assessments;
 - (d) is suspended from the union;
 - (e) has been expelled from the union;
 - (f) has resigned from the union;
- the employer shall immediately discontinue the employment of such employee.

The union shall indemnify the employer and hold it blameless against any and all suits, claims, demands and liabilities that may arise for the purposes of complying with the provisions of this clause.

4.06 PARTNERS AND SHAREHOLDERS

(a) Shareholders and partners in excess of four (4) and managers working in an operation covered by this Agreement, shall join the union and be governed by the terms and conditions as defined in this Agreement.

(b) Shareholders, Partners and/or managers who may be required to join the union, shall not displace or replace a member of this union.

(c) Clause 4.06 (a) of this Article shall not apply to Shareholders, Partners nor managers whose duties are supervisory and/or administrative in nature.

(d) **An** owner, shareholder or partner must prove acquisition of at least ten (10) percent of the value of the entire property to be able to benefit by clause (a).

ARTICLE 5 UNION STEWARDS

5.01 SHOP STEWARDS

(a) The union shall, wherever possible, appoint or elect from among the employees a shop steward for each department. The duties of the shop stewards shall be to assist in the reporting and resolution of all grievances within their departments.

(b) The employer agrees to recognize a duly appointed or elected Shop Steward provided that the union has first advised the employer in writing of the name of the employee so appointed. The union agrees to advise the employer in writing of any changes made by appointment or election from time to time.

(c) The Shop Steward's first obligation is the fulfillment of his/her responsibilities as an employee. During his/her working hours, the Shop Steward is not entitled to engage in union activities other than the necessary involvement in the reporting and resolution of grievances.

(d) The Union Steward must not leave his/her assigned work area on union business, without prior permission. Such permission will not be unreasonably withheld.

(e) The necessary time which is spent by Stewards during their regular working hours in reporting and resolving grievances, **or** in attending meetings specifically provided for herein, shall be considered **to** be time worked.

(f) Under no circumstances shall a Steward take any action or issue any instruction, which will interfere with the operation or affairs of the employer, or with the management of or direction of the work force.

(g) The Shop Steward shall not be discriminated against or disciplined for the proper performance of his/her duties on behalf of the union.

(h) The employer agrees that the Shop Steward may post official communications from the union to its members on the employees' bulletin boards within the hotel.

(i) No employee or group of employees shall undertake to represent the union at meetings with the employer without the proper authorization of the union. To implement this, the union shall supply the employer with the names **of** its representatives and similarly, the employer shall supply the union with a list of its supervisory or other personnel with whom the union may be required to transact business.

5.02 SHOP CHAIRPERSON

(a) Where there are two or more stop stewards the union will appoint from their ranks a person who will be the Shop Chairperson.

(b) The Shop Chairperson will be recognized by the employer as the official spokesperson on behalf of the union.

(c) The Shop Chairperson will be involved in the adjustment or resolution of grievances from the first step of the Grievance Procedure.

5.03 MANAGEMENT AND UNION STEWARDS MEETING

(a) Upon request a person *or* persons designated by the employer and empowered to act on a subject will meet with the Union Stewards on a monthly basis, to review problems that may arise concerning the application and operation of the Collective Agreement.

(b) All Stewards will be permitted to attend such meetings without loss of pay, but there must be no resulting overtime or other premium costs to the employer.

(c) Minutes shall be kept as a record of the matters discussed during these meetings.

(d) Where the Shop Chairperson agrees there are no problems, it will not be necessary to convene the monthly meeting.

(e) The Shop Stewards will meet once a month as provided by the terms of this subsection.

ARTICLE 6 MANAGEMENT RIGHTS

6.01 MANAGEMENT RIGHTS

(a) The entire management of the operation including discipline of the employees is vested exclusively in the employer at his/her place of business.

(b) In the exercise of management rights the employer will not treat any employee in an unfair and discriminatory manner and will observe the provisions of this Agreement at his/her place of business.

ARTICLE 7 HIRING PROCESS AND PROBATIONARY PERIOD

7.01 HIRING PROCESS

All vacancies and new positions in the bargaining unit which are known in advance of the date they are required will be posted in all departments, for a period

of ten (10) days in order that employees currently on payroll may have the opportunity to apply to fill the opening. A copy of all postings shall be given to the Shop Chairperson or the Shop Stewards.

7.02 PROBATIONARY PERIOD

The probationary period referred to in this collective agreement shall be completed after thirty-five (35) shifts of work performed. Should thirty-five (35) shifts of work not be performed, the probation period shall be completed after three (3) calendar months. In the event that there is a reasonable expectation that an employee would successfully complete probation if given an extension of no more than two weeks, the Union, the employee and the employer may agree to such an extension.

In instances where an employee is on bona fide sick leave, or Workers' Compensation during the probation period, probation shall be suspended until the employee returns to work.

ARTICLE 8

EMPLOYEE TRAINING PROGRAMMES

8.01 EMPLOYEE TRAINING PROGRAMMES

It is agreed that in the event the employer institutes a training programme the employer must first receive permission from the union in each and every instance. This programme shall not exceed thirty (30) days. Failure on the part of the employer to receive such permission from the union there shall be no training programme. The established hourly rate for such training programme shall be ten percent (10%) less than the established wage rate for each classification contained within his/her Agreement.

8.02 EMPLOYEE TRAINING PROGRAMME

Employees shall be allowed reasonable opportunities to learn the work of other classifications during their time off, on a voluntary basis, this must be mutually agreed between the employer and the employee.

In the event that two (2) employees wish such training at the same time, the training will be offered first to the most senior employee. The foregoing does not preclude the employer from establishing paid training for posted positions if it is deemed necessary.

No employee shall be displaced or replaced as a result of cross-training.

ARTICLE 9 HOURS OF WORK

9.01 NORMAL STRAIGHT TIME HOURS OF WORK

(a) The normal straight time hours of work assigned by the employer shall conform with the following guidelines:

- (i) not more than eight (8) hours in any one (1) day;
- (ii) not more than five (5) working days in any seven (7) day period;
- (iii) not more than forty (40) hours in any five (5) working day period;

(b) Any hours which the employer requires an employee to work in excess of the above shall be paid at double the hourly rate.

(c) Overtime to a maximum of four (4) hours shall be offered to the senior employee on shift who possesses the necessary skills required for such duties, provided such overtime is a continuation of an existing shift. All other overtime shall be assigned by seniority in the following order:

- (i) the overtime hours will be offered to the most senior employee within the classification and department;
- (ii) if the most senior employee declines the offer, the overtime hours will be offered to other employees within the classification and department in the order of their seniority;
- (iii) if no employee within the classification and department is willing to work the overtime hours, the Employer will offer them to any other available employee within the hotel in the order of their seniority.

9.02 SPLIT SHIFTS

(a) Where split shifts are assigned by the employer, they must conform to the following guidelines:

- (i) no shift of less than seven (7) hours may be split except in the banquet department where no shift of less than six (6) hours may be split;
- (ii) no shift may be split more than once;
- (iii) no part of a split shift shall be less than two hours;
- (iv) all split shifts must be worked within a twelve (12) hour period.

(b) The Employer is not obligated to pay split shift premium except where time off between split segments exceeds one (1) hour.

(c) The premiums shall be as follows:

- (i) 6 hours worked for 7 hours straight time pay. (banquets);
- (ii) 7 hours worked for 8 hours straight time pay;
- (iii) 8 hours worked for 9 hours straight time pay.

9.03 SHIFT HOURS

All shifts assigned by the employer must conform with the following guidelines:

(a) Four (4)hour shifts will be the minimum shift permitted in any one (1)day;

(b) Shifts of 5, 6, 7 or 8 hours may be assigned, subject to the provisions of Article 9.05;

(c) All hours worked up to and including eight (8) hours in any one (1) day will be paid at the straight time rate;

(d) There must be a minimum of eight (8) consecutive hours and where possible ten (10) consecutive hours between an employee's scheduled shifts. Failure to provide eight (8) consecutive hours between shifts will result in overtime being payable for all hours worked in the second shift.

(e) The day where the majority of an employee's hours of work are scheduled shall be considered the day worked.

(f) Where the employee requests a second shift in the same day for the purposes of maximizing their hours they shall be exempt from clause (e) above and there shall be no premium cost to the employer.

(g) Such requests in clause (f) shall be in writing. A minimum of eight (8) hours free time must still be scheduled between all shifts worked.

9.04 MAXIMIZING THE LENGTH OF SHIFTS

(a) While the employer is entitled to schedule shifts of various lengths as provided for in this agreement, the employer is obligated to first build and maintain shifts of 8, 7, 6, 5 or 4 hours as the only recognized shifts. Wherever possible all eight (8)hour shifts will be scheduled before seven (7) hour shifts are scheduled, with a similar progression downward to four (4)hour shifts.

The obligation outlined in (a) above shall not be construed as requiring the employer to create split shifts or incur any penalty.

9.05 ASSIGNMENT OF SHIFTS BY SENIORITY

(For the purposes of paragraphs (a),(b) and (c) of this Article, it is understood and agreed that the term

“shift” or “shifts” applies to any block of work of forty (40) hours duration or less).

(a) Within departments and classifications, the employer must offer and assign the longest shifts to employees with the most seniority. If a more senior employee declines a longer shift in favour of an available shorter shift, then the longer shift shall be again offered on a seniority basis.

(b) The employer must offer and assign all available forty (40) hour shifts to the employees with the most seniority before implementing shifts of lesser hours.

(c) If a more senior employee declines the forty (40) hour shift in favour of an available shorter shift, then the forty (40) hour shift shall again be reassigned on a seniority basis.

(d) Where an employee is scheduled for less than eight (8) hours in a day, the shift cannot be extended unless by consent of the employee.

(e) In the exercise of its rights to schedule shifts in a manner, which is consistent with the best interests of its operation, the employer will make every reasonable effort to apply the principles of seniority to the assignment of shifts which are equal in length.

(f) (i) Employees who restrict their availability for scheduled work will revert to the bottom of the seniority list as long as the restriction remains in place. Such employees must be available to work at least one (1) shift in each and every seven (7) day period.

Reasons for restrictions are:

Family reasons:

(a) child care

(b) family member or senior care where there are medical circumstances

Proof of need for such care may be required by the employer.

(ii) Employees may restrict their availability for scheduled work for up to three (3) months to attend an employer approved college, university, technical or vocational course. Proof of attendance may be required by the employer

Note: All existing employees attending educational institutions and affected by this new Clause above shall be red circled.

(g) All restrictions of availability must be forwarded to the Employer and the Union in writing, with a minimum of seventy-two (72) hours' notice. There shall be

a maximum of seventy-two (72) hours in which to adjust the work schedule to accommodate a returning employee.

9.06 DAYS OFF

Days off in each seven (7) consecutive days subject to 9.01(a) will be as follows:

All employees shall receive two (2) consecutive days off in each seven (7) days, unless at the option of the employee, applied for in writing, they may choose to have days off, not necessarily consecutive. Employees may opt to have non-consecutive days off by providing the Employer with fourteen (14) days notice in writing, to be signed by the Union and Management. Should the employee opt to return to having two (2) consecutive days off in each seven (7) days he/she shall advise the Employer and a copy to the Union with fourteen (14) days notice in writing and the Employer shall grant the request.

This clause does not apply to those departments whose operation is not continuous.

9.07 TIME WORKED ON SIXTH AND SEVENTH CONSECUTIVE DAYS

Double time shall be paid for all work performed on an employee's sixth and seventh consecutive days of employment.

9.08 PAYMENT FOR TIME IN LIEU OF BREAKS

Employees who cannot get rest periods or meal breaks shall be paid five and one-half (5½) hours worked - six (6) hours pay; six (6) hours worked - six and one half (6½) hours pay; seven (7) hours worked - seven and one half (7½) hours pay; seven and one half (7½) hours worked - eight (8) hours pay; eight (8) hours worked - eight and one half (8½) hours pay.

There shall be no deliberate bankrolling of purported violations of this clause by any employee.

9.09 UNPAID MEAL BREAKS

All employees working shifts of five (5) to eight (8) hours are entitled to an unpaid meal break between the third (3rd) and fifth (5th) hour of work. Such meal break shall be one half (1/2) hour in duration.

9.10 REST PERIODS

(a) All employees are entitled to rest periods in accordance with the following schedule:

- (i) Shifts of six (6) hours or less - one (1) ten (10) minute rest period.

(ii) Shifts of more than six (6) hours - two (2) ten (10) minute rest periods.

(b) Such rest periods are part of the employee's assigned hours of work and the rest period time is paid for by the employer.

(c) Time to commence when the employee arrives at the assigned rest area or a total of fifteen (15) minutes from the employee's work station.

9.11 EMPLOYEE'S RESPONSIBILITY: WORK START TIME

Employees shall be in their respective assigned working locations, ready to commence work at their designated starting times, and they shall not leave their working locations at times or in a manner inconsistent with the terms of this Agreement.

9.12 WORK SCHEDULES

(a) The work schedule shall be posted, at least sixty-five (65) hours prior to the commencement of the first shift of that schedule, in a conspicuous place for all scheduled employees. The work schedule shall contain the following information for each schedule employee;

- employee's name
- classification
- days off
- starting and finishing times

(b) It is the employer's responsibility to keep the work schedule up to date and to ensure that any changes are clearly noted and legible. It is the responsibility of every scheduled employee to check the posted work schedule for changes.

(c) In the event that the employer changes the next scheduled shift of an employee who is not at work because of a scheduled absence, the employer will be responsible for notifying the employee of the change.

(d) A person designated by the union may make a reasonable number of photocopies of work schedules and any changes to those schedules, at the employer's expense and during regular work hours. Only such copies as are necessary will be made and the intention is not to provide copies to all the employees.

9.13 CHANGES IN WORK SCHEDULES

(a) Where an employee has been scheduled for a shift and not received a forty-eight (48) hour notice of change, he/she will be provided with work and or pay for all hours scheduled.

(b) In emergency situations where an employee has not been provided with a notice of a change in his/her work schedule, the employee shall be provided with pay as follows:

- (i) 2 hours pay if the employee has not reported for work;
- (ii) 4 hours work or pay if the employee reports for work.

(c) Employees who become aware that they are not going to be able to report for work as scheduled, are obligated to provide the employer with notice at the earliest possible time, or to have someone else notify the employer on their behalf, to allow the employer time to cover the absence.

(d) Employees whose schedules are changed without the advance notice specified, cannot be disciplined if they advise that they cannot comply with the changed starting and finishing times for the first shift of the new schedule.

- (e) (i) Employees may exchange shifts recognizing seniority, with prior authorization of the Employer and the Employer shall not unreasonably withhold authorization.
- (ii) There shall be no increased cost to the Employer should Employees exchange a shift with written authorization signed first by the Shop Steward, and then the Supervisor.
- (iii) Once the Employee has received authorization to exchange a shift, or shifts, there shall be no Grievances filed as a result of an authorized and agreed to shift change.

ARTICLE 10 SENIORITY

10.01 SENIORITY ENTITLEMENT DEFINED

(a) Departmental Seniority: For the purpose of this Agreement "departmental seniority" shall be defined as an employee's total length of continuous service identified in hours worked within his/her classification(s) within a particular department in the employer's operation.

(b) Department: For the purpose of this Agreement, the term "department" shall be understood to mean those departments identified within this Agreement.

(c) Department Seniority: Is used to determine the order of layoff and recall within a classification within a particular department.

(d) Where an employee is regularly scheduled in different classifications and/or departments the employee's seniority will **accrue in the department and classification** where most hours are worked.

(e) In the event that an employee is regularly scheduled to work an equal amount of hours in two (2) different classifications, the employee's seniority will accrue in the classification in which they were hired.

(f) Annual vacation entitlement will be determined by the employee's total years of service in the hotel and the employee shall be granted holidays according to that established seniority.

(g) While the employer has no obligation to offer extra work to any person outside the classification, should it be decided to offer such work to persons inside rather than outside the hotel, the principles of seniority first within the department and then within the hotel will apply, provided such senior person possesses the necessary skill and ability to perform the full measure of the work required.

(h) **An** employee, having attained 7,500 hours of seniority and five (5) years service within a classification within a department, may not be passed on the seniority list by an employee who was hired at a later date but has worked more hours.

10.02 ELIGIBILITY FOR SENIORITY ENTITLEMENT

(a) For the purpose of this Agreement, "seniority" shall only apply to an employee who has completed his or her probationary period.

(b) Upon successful completion of the probationary period, an employee will be credited, for the purposes outlined in (a) above, with the total number of hours worked during the probation period.

10.03 ACCRUAL OF SENIORITY

(a) **Accrual of Seniority:** Seniority shall be accrued on the basis of completed working hours. When determining what hours are counted as working hours, the following shall apply:

- (i) any time off paid for by the employer;
- (ii) time off as the result of an injury or illness which is proven to be work related, shall be counted as time worked, provided that a related claim is accepted by either the Worker's Compensation Board or the Health and Welfare Plan provided for in this Agreement.

- (iii) up to one (1) month of consecutive time off for a leave of absence pursuant to Article 16.01 shall be counted as time worked.
 - (iv) time spent on an approved educational course or negotiating committee shall be counted as working hours.
 - (v) non-occupational illness or injury for a period of up to six (6) months.
 - (vi) maternity, paternity and adoption leave in accordance with prevailing employment standards.
 - (vii) seniority shall be accrued on the basis of completed hours worked in a bargaining unit position.
- (b) **Loss of Seniority and Termination:** An employee will lose all seniority rights and be considered terminated where he or she:
- (i) voluntarily terminates his/her employment
 - (ii) is discharged for just and reasonable cause
 - (iii) is on layoff more than nine (9) consecutive months
 - (iv) he/she does not return to work on the date specified following an approved leave of absence other than medical
 - (v) the employee receives severance pay in accordance with the terms of this Agreement in Article 17.09
 - (vi) is promoted and/or transferred as per Article 11 to a position outside of the bargaining unit.
 - (vii) **No** employee shall have the right to claim seniority if he/she has been on a leave of absence in excess of three (3) months, except as provided in Article 16.01, 16.02, 16.05 and 16.08(a) and (b).
- (c) **Seniority Retained But Not Accrued:** Seniority shall be maintained but not accrued, in the following situations:
- (i) during any absence not referred to in (a) above for which the employer does not pay the employee directly;
 - (ii) during the term of an approved leave of absence except as provided in 10.03(a)(iii).

10.04 SENIORITY LISTS

(a) The employer agrees to post departmental seniority lists on or before the 1st day of February and the 1st day of August in each year. The seniority list shall contain the following information:

- (i) the employee's name;

- (ii) the date from which the employee's service seniority is calculated;
- (iii) the number of hours of seniority accrued;
- (iv) the employee's job classification.
- (v) The number of hours worked in previous classifications, such hours will be recorded under the classification in question with an "Inactive" designation.

(b) The seniority list shall be posted by the employer for a minimum of thirty (30) days. Any objection to the accuracy of posted seniority list must be lodged with the employer during the thirty (30) days in which the list is posted. Thereafter, the posted lists will be deemed to be valid and correct for all purposes of this Agreement.

(c) At the time of posting, a copy of the seniority lists shall be give to the Union.

(d) New employees will be added to the departmental seniority lists upon commencement of employment.

10.05 SENIORITY AND LEAVE OF ABSENCE

No employee shall have the right to claim seniority if he/she or she has been on a leave of absence in excess of three (3) months, except as provided in Articles 16.01, 16.02 and 16.05.

ARTICLE 11

PROMOTIONS, TRANSFERS, LAYOFF AND RECALL

11.01 PROMOTION

The employer, when filling vacancies or new positions or offering transfers or promotions, will apply seniority, provided however that the employee who claims the right to exercise his/her seniority possesses the necessary qualifications, integrity, skill and ability to perform the job.

11.02 TRANSFERS

(a) Transfers offered by the employer from one department to another will take place only with the consent of the employee.

(b) Transfers from one department to another cannot take place unless there is a vacancy or a new position has been created, and no employee will be laid off because of such transfer.

11.03 PROMOTION AND TRANSFER TRIAL PERIOD

(a) Any employee who is granted a promotion or transfer appointment by the employer, shall be on a trial period for up to forty five (45) days for promoting and forty five (45) for transfers. During this trial period, the employee must demonstrate that he/she can satisfy the requirements of the work performance criteria for the job, to the satisfaction of the employer.

(b) Should the employee be unable to satisfy the requirements of the work performance criteria in the trial period, or should he/she decide during the trial period that he/she does not want to continue in the job, then the employee may be returned to his/her former job with a minimum of seventy-two (72) hours notice. In such cases, the employer shall have the right to require all employees who changed job positions in consequence of the promotion, to move back into their job positions and wage rates, which they occupied prior to the promotion.

11.04 DEMOTIONS AND SENIORITY

When layoffs occur within any department, the last employee hired shall be the first employee laid off, based on length of service within that particular classification, and shall be recalled in inverse order to that in which he/she was laid off, it being understood that:

(a) Employees in higher classifications shall be demoted to lower classifications if the employee affected by the layoff has worked in the lower classification to which they are being demoted, and

(b) The order of demotion, where an employee has worked in more than one lower classification shall be progressive.

11.05 LAYOFF AND RECALL PROCEDURE

(a) When layoff occurs within a department, the employee with the least seniority within the particular classification shall be the first laid off.

(b) Employees who restrict their availability for hours of work or work schedules will not be protected by their seniority for recall.

(c) In the event of a layoff, the order of layoff within the affected classification and department shall be as follows:

- Probationary employees
- Regular employees

(d) An employee who has been laid off and wishes to be recalled must insure that the employer has a current

phone number and address for purposes of recall. Failure on the part of the employee to provide this information may result in the employee forfeiting his/her recall rights.

(e) The employer agrees that recall notification will be by direct contact (including personal contact and telephone contact), registered mail or telegraph. Any employee failing to report for duty within sixty (60) hours, excluding Saturday and Sunday from the time of such notification, shall be considered to have resigned without notice.

(f) In the event of the permanent closure of a department or the permanent deletion of a classification within a department, the employees affected by such closure or deletion may revert back to the position which they held previously, but any hours of seniority in the closed department or deleted classification are not transportable back.

11.06 CHANGE OF WORKFORCE - GENDER

No employee shall be laid off for the simple reason of changing the workforce from male to female or female to male.

11.07 NOTICE REQUIRED IN CASE OF DEPARTMENT CLOSURES OR DELETIONS OF CLASSIFICATIONS

In the event that the employer makes a decision that will result in the displacement of a regular employee through layoff, as a result of the closure of a department or the deletion of a classification, the employee will be given a minimum of one (1) week notice in writing.

Once the employee receives the written notice, he/she will be given the status of a preferred candidate for any job vacancy, which then exists within the bargaining unit, or any job, which becomes vacant during the notice period.

To qualify for consideration as a preferred candidate for any job vacancy, the employee must either possess the necessary skills and abilities to perform the job tasks to the employer's standards, or on a reasonable assessment, could be expected to achieve such performance standards after a period of orientation.

No matter when an employee chooses to take a severance allowance, such an allowance can only be claimed once, and when paid, the severance allowance ends the relationship between the employer and the employee.

ARTICLE 12 ADMINISTRATION

12.01 WAGE RATES

The minimum wage rates provided in the attached applicable appendix shall cover the job description and classifications of labour within the jurisdiction of local 40 and shall remain in effect throughout the specified or extended term of this Agreement.

12.02 COMBINED CLASSIFICATIONS

In situations where an employee works at more than one classification he/she shall be paid at the hourly rate applicable to each classification for the time actually worked at each classification. Hours worked in excess of four (4) will be calculated in increments of one (1) hour.

12.03 WAGE RATE CONDITIONS

(a) The wage rates outline in the attached appendix' are minimum wage rates and they do not prevent the employer from paying a higher wage rate.

(b) The employer is not entitled to pay wage rates lower than those contained in the appendix, except as specifically provided for in clauses 8.01 and 7.02.

(c) In cases where the employer has granted an employee a rate higher than that provided in the Agreement, the premium cannot be withdrawn unless it was granted on a conditional basis and the condition has been exhausted or withdrawn. Otherwise, such a premium can only be withdrawn at the time when the wage rates are being negotiated.

(d) All wage increases shall apply to all employees unless otherwise specified in this Agreement.

12.04 ENTRY LEVEL WAGE RATES

(a) For the first six (6) calendar months of employment an employee shall receive seventy-five (75) percent of the contractual hourly wage rate for the classification in which he or she is working.

(b) After six (6) calendar months from the date of hire, the rate will be increased to eighty-seven and one half (87.5) percent.

(c) After one (1) calendar year from date of hire, the rate will be the classified rate.

(d) Transfers or promotions within a hotel will not necessitate the employee reverting to an entry level rate.

(e) Promotions or transfers within the corporation to another hotel which are made at the request of the

employer will not necessitate the employee reverting to an entry level rate.

(f) Employees who are promoted or transferred within the corporation to another hotel at the request of the employee will revert to an entry level rate.

12.05 NEW CLASSIFICATIONS

It is agreed that job classifications and wage rates not specifically set out in the attached appendix of this Agreement shall be included in the schedule by mutual consent of both parties to this Agreement. If unable to agree, either party may invoke the grievance procedure as defined in this Agreement.

12.06 PAYMENT OF WAGES UPON TERMINATION, LAYOFF OR RESIGNATION

(a) When an employee resigns, the employer will pay all wages owing to the employee with six (6) calendar days of the date of his/her resignation.

When an employee is laid off or his/her services are terminated, the employer shall pay all wages owing to him within forty-eight (48) hours, exclusive of Saturdays, Sundays or holidays.

(c) When an employee is laid off or his/her services are terminated, upon receipt of a written request from the employee, the employer will provide reasons for the layoff or termination.

12.07 ELECTION DAYS

No wages shall be deducted for time lost on election days. The regular work schedule will prevail for Federal and Provincial Elections.

12.08 MIXEROLOGIST (BARTENDER)

(a) The job duties of the mixerologist (bartender) include the mixing and serving of beverages and any other duties consistent with bartending. He/she may be required to take stock and direct the working force within the confines of the cocktail area. He/she is responsible for the general cleanliness of the bar and utensils, and general tidiness of all stations while working without a waiter. General cleanliness includes cleaning out the refrigerator, cleaning the bar and bar fixtures, sinks, taps, all working surfaces, bottles and containers.

(b) In circumstances where the operation of the bar requires only one person, the mixerologist (bartender) may also perform the job duties of the Deli Attendant from 2.00 p.m. to 5.00 p.m., but the bartending duties are a priority. He/she is not obligated to perform any

janitorial duties other than the general cleanliness of, the bar and utensils and general tidiness of all stations.

(c) Full cleaning of glasswashers that includes breakdowns of piping will be undertaken at the request of the employer and shall be considered as paid time.

12.09 BAR PORTER

(a) The duties of the bar porter shall include the preparation of all necessary fruit and juices, keeping the fridge stocked, and washing glasses. He/she is also responsible for the general cleanliness of the bar and utensils, under the direction of the mixerologists (bartenders). He/she may not perform duties normally performed by the bartender (mixerologist) or a waiter, and his/her duties are confined to licensed areas only.

(b) The employer is entitled to choose not to use a bar porter in any particular situation. In the event that the employer does choose not to use a bar porter, the duties of the bar porter shall be assigned to the mixerologists (bartenders).

12.10 HOUSEKEEPING WORKLOAD

The Union and the Employer mutually agree to establish an ongoing Housekeeping Workload committee. The primary purpose of this Committee will be to identify workload issues and problems and mutually fashion solutions to these problems that are fair and reasonable.

The parties mutually agree that a Housekeeping Workload Committee meeting will be held each month until such time as the parties mutually agree to schedule them otherwise. The Employer shall appoint three members to the Committee and the Union shall appoint three members to the Committee. No employee shall lose their scheduled hours of pay as a result of attendance at Committee meetings. Minutes of each meeting shall be taken and, once approved by the Committee, provided to the parties. Initial matters to be resolved by the Committee include, but are not limited to the following:-

- establishing a system where Room Attendants get assistance during the course of their shift when needed;
- duties associated with Standard, Superior, Premium and Jacuzzi Rooms;
- working equipment;
- fair distribution of tasks;
- job descriptions;

- pets;
- **weekends versus weekdays:**
- clearer division of duties

The Employer undertakes to ensure that no employee will suffer recrimination as a result of their open and legitimate participation on this Committee.

ARTICLE 13 STATUTORY HOLIDAYS

13.01 STATUTORY HOLIDAYS

For the purpose of this agreement, the recognized statutory holidays shall be:

New Year's Day	Labour Day
Good Friday	Thanksgiving Day
Victoria Day	Remembrance Day
Canada Day	Christmas Day
B.C. Day	Boxing Day
One Floating Holiday	

After one (1) year continuous service the floating holiday will be taken, each calendar year, at a time mutually agreeable to the employee and the employer payable at straight time for each hour the employee would normally have worked. Should Heritage Day or any other day be proclaimed as mandatory during the term of the Agreement it shall be substituted for the floating holiday.

- (i) The employer shall grant the floating holiday to an employee after receiving written notice of at least seven (7) days.
- (ii) Where more than one employee in the same department requests a floating holiday for the same day, seniority shall apply.
- (iii) Where an employee has requested their floating holiday, in writing and has been denied twice, in writing, this employee may request in writing the equivalent pay in lieu of the floating holiday. The request for equivalent pay may be made anytime from the second denial to the end of the calendar year.

The employer shall pay, at straight time, to the employee, in lieu of the floating holiday, the hours the employee worked at the last floating holiday, which the employee was denied.

13.02 STATUTORY HOLIDAY FALLING ON DAY OFF

In the event that an employee's day off falls on a statutory holiday the employee shall receive his/her normal day's wages as calculated in 13.03(b).

13.03 PAYMENT FOR STATUTORY HOLIDAYS

(a) Employees who are eligible for statutory holiday pay will receive a normal days pay for the statutory holiday, whether or not they are scheduled to work on the statutory holiday.

(b) For the purpose of this article, a normal day's pay shall be understood to mean an employee's normal hourly earnings, exclusive of overtime, for the hours he/she has worked in the two week period immediately preceding the week in which the statutory holiday occurs, divided by ten (10) to establish the hours to be paid for the statutory holiday. In the case of the calculation of a normal days pay for New Year's Day, Christmas Day and Boxing Day will be counted as time worked, on the basis of the hours that the employee was paid for those days.

(c) **An** employee who is scheduled by the employer to work on a statutory holiday, shall be paid one and one half times his/her normal wage rate for any hours so worked, on all statutory holidays in addition to pay received under (a) above. An employee who works more than his/her regularly schedules hours shall be paid double time and one half for all such hours worked.

(d) For the purposes of calculating a normal day's pay as per (b) while on W.C.B. or sick leave any paid time off shall count as time worked.

13.04 ELIGIBILITY FOR STATUTORY HOLIDAY PAY

(a) To be eligible to receive pay for a statutory holiday, an employee must work his/her last regularly scheduled shift immediately prior to the holiday and his/her first regularly scheduled shift following the holiday.

(b) The eligibility requirements in paragraph (a) above will be waived by the employer when the employee's absence from an eligibility shift has been approved by the employer, or when the employee fails to satisfy the eligibility requirements only because of a bona fide sickness or accident. The employer is entitled to require a doctor's certificate as proof of such sickness or accident, and any abuse of this provision by an employee may be cause for discipline.

13.05 LOSS OF STATUTORY HOLIDAY PAY FOR FAILURE TO REPORT

(a) **If** any employee is scheduled to work on a paid holiday but fails to report for work on the day of the holiday, without reasonable cause, or without leave of the

employer, he/she shall not receive any pay for such holiday.

(b) The employer is entitled to require the employee to substantiate the "reasonable cause" for his/her absence.

13.06 NORMAL SCHEDULE

In a week where a statutory holiday occurs the normally scheduled work week must prevail.

13.07 STATUTORY HOLIDAY DURING EMPLOYEE'S VACATION

Should any statutory holiday occur during an employee's vacation period, an extra day of vacation with pay will be granted, either the working day preceding or the working day following the employee's vacation period.

(a) Should any statutory holiday occur during an employee's vacation period, the formula in 13.03(b) shall be applied to the two week period immediately preceding the week in which the vacation commenced. The employee shall receive this amount in addition to vacation pay. The employee shall in addition receive an extra day off, either the working day preceding or the working day following the vacation period.

(b) Should a statutory holiday fall during the first week immediately following the end of an employee's vacation, the formula in 13.03(b) will be applied to the two week period immediately preceding the week in which the vacation commenced.

(c) Should a statutory holiday fall during the second week immediately following the end of an employee's vacation, the formula in 13.03(b) will be applied to the first week immediately preceding the week in which the vacation commenced and the first week immediately following the end of the employee's vacation

ARTICLE 14 ANNUAL VACATION

14.01 ANNUAL VACATION PAY: EMPLOYEES WITH LESS THAN ONE YEAR OF SERVICE

Employees with less than one year of completed service, will receive annual vacation pay in accordance with the provisions of applicable legislation.

14.02 ANNUAL VACATIONS AND PAY ENTITLEMENTS

(a) Employees are entitled to annual vacation and annual vacation pay, according to their completed years

of consecutive service, calculated from their date of hire, as follows:-

Completed Years of Service	Annual Vacation Time	Annual Vacation Pay
1 year but less than 3 years	2 weeks	4%
3 years but less than 7 years	3 weeks	6%
7 years but less than 20 years	4 weeks	8%
20 years but less than 25 years	5 weeks	10%
25 years or more	6 weeks	12%

Coast Capri Hotel's vacation percentage payout will continue as in past practice and identified in the current H.I.R. Master Agreement.

(b) "Consecutive years" as used herein, shall be understood to mean consecutive years of service with the same establishment subject to 10.03 and 14.05 of this Agreement.

(c) Annual vacation pay shall be calculated using the applicable percentage from (a) above, as a percentage of the employee's gross earnings for the preceding anniversary year.

(d) "Gross earnings" as used herein, shall be understood to mean the total earnings realized by an employee from the payment of wage rates for straight time, overtime, vacation pay and statutory holiday pay.

(e) The employer shall provide a record on each pay cheque of an employee's accumulated vacation pay.

(f) Vacation pay shall be issued on the pay period prior to the employee's vacation on a separate cheque, with an itemized statement.

14.03 VACATION SCHEDULING PREFERENCE BY SENIORITY

Employees shall have preference with respect to annual vacations within their department and classifications, according to the seniority list, provided they file applications before April 1st of the subsequent 12 month period in which they wish to take their vacation. Applications filed within these guidelines will be answered by April 30th. Applications filed outside these guidelines must be in writing and will be answered in

writing within two (2) weeks from receipt of application.

14.04 VACATION SCHEDULING

(a) All vacations shall be taken at a time to be mutually agreed upon by the employer and the employee and in any event not to exceed twelve (12) months from the employee's anniversary date.

(b) For the purpose of vacations the full calendar year is recognized.

(c) Employees should apply for vacations a minimum of thirty (30) days prior to commencement of the vacation.

(d) At peak periods of business, the employer shall have the right to restrict the scheduling of vacation absences so that the operating needs of each department within the hotel are adequately staffed. In some situations this will mean that within a department not more than one person can be absent for a scheduled vacation at any one time.

For the purposes of this Article, such restrictions shall be published by the employer by February 1st of each year to a maximum of four months and no period may be less than two weeks.

(e) All employees are entitled to split their annual vacation entitlement into two (2) segments, but in the absence of the Employer's express written consent, an employee may not split his annual vacation entitlement into more than two (2) segments.

(f) Whenever an employee takes only a part of his annual vacation entitlement, he/she shall be paid an amount equivalent to what the employee would have earned had they been working, to a maximum of the amount accrued in their vacation pay account and employees working less than an average of twenty (20) hours per week shall have their vacation pay account cleared each time they take vacation.

14.05 CREDITS ON TRANSFER WITH SAME EMPLOYER

Where an employer owns, operates or has shares in other hotels covered by this Agreement and transfers an employee to such an operation, all vacation and severance benefits will continue.

It is clearly understood that where an employee requests a transfer, Section 14.05 shall not apply.

**ARTICLE 15
HEALTH AND WELFARE/PENSION AND MONTHLY
ASSESSMENT ACCOUNT**

**15.01 CONTRIBUTIONS FOR HEALTH AND
WELFARE PLAN, PENSION PLAN, EMPLOYEE
ASSISTANCE PLAN**

COAST CAPRI HOTEL, COAST TOWN CENTRE
HOTEL, COAST BASTION INN, COAST HARBOUR-
SIDE HOTEL AND MARINA, COAST INN OF THE
NORTH AND COAST DISCOVERY INN AND
MARINA

Date	Employee Contribution Health & Welfare	Employer Contribution Health & Welfare	Pension	Employee Assistance Plan
September 1, 1999	0.06	0.87	0.25	0.02
January 1, 2001	0.06	0.87	0.28	0.02
January 1, 2002	0.06	0.87	0.31	0.02

NOTE:

(1) Health and Welfare contributions will be to the Health and Welfare Plan provided for in the Trust Deed between the Union and the B.C. and Yukon Hotels Association.

(2) Pension Contributions will be to the Pension Plan provided for in the certain trust agreement known as the Hotel, Restaurant and Culinary Employees and Bartenders Union, Local 40 Pension Plan.

15.02 PENSION PLAN QUALIFICATIONS

The employer agrees that all employees who qualify for benefits under the provisions of the Trust Agreement known as the Hotel, Restaurant and Culinary Employees and Bartenders Union, Local 40 Pension Plan shall be covered by the pension fund as set out in the said Trust Agreement.

15.03 PENSION DEED OF TRUST

It is mutually agreed between the union and the employer that all terms and conditions of the Deed of Trust between the union and the British Columbia and Yukon Hotels Association in regards to pension, shall be binding on the signing parties. This shall at no time determine the hourly rates as defined within the Collective Agreement, Article 15.

**15.04 MONTHLY ASSESSMENT ACCOUNT AND
INDUSTRY ENHANCEMENT FUND**

It is agreed that effective on the date of signing this Agreement:

Eight cents (\$0.08) for each hour worked by each employee covered by this Agreement to the assessment

account of each such employee as part of his or her compensation.

15.05 PAYMENT OF CONTRIBUTIONS

The employer agrees to forward all monies payable by him in respect of fringe benefits, on or before the 15th day of the month following the actual performance of work and shall forward said contributions to the Administrator.

15.06 EMPLOYER STATEMENT

The employer also agrees to remit the contributions together with a monthly statement setting out the names of the employees in respect of which said payments are made, together with the hours of work credits or amounts paid in respect of employees.

15.07 FAILURE TO REMIT

In the event an employer fails to remit contributions to these plans in conformity with this Clause of the Agreement, the employer shall, if in default more than ten (10) days after notification by the Union, pay the monies due thereunder and in addition thereto pay these plans a penalty in the amount of \$50.00. The employer shall be responsible for loss of benefits to any employee because of the employer's default action.

15.08 INVESTIGATION OF THE EMPLOYER'S PAYROLL RECORDS

(a) The employer shall allow the properly authorized representative of the union to investigate his/her timebook, to ensure that the proper contributions are being remitted pursuant to Article 15.01 of this Agreement.

(b) In the event that the union intends to investigate the employer's timebook, the union shall first serve written notice on the employer giving the employer a reasonable period of advance notice.

15.09 CONTRIBUTIONS WHILE ON W.C.B.

It is understood and agreed that should an employee be injured on the job and subsequently be on W.C.B., the employer shall continue all Health & Welfare contributions as if the employee was working, until such time as the employee returns to their regular duties.

15.10 INJURY PAY PROVISION

Subject to other coverage, an employee who is injured on the job during working hours and is required to leave for treatment or is sent home for such injury or work related illness, shall receive payment for the remainder of his/her shift.

ARTICLE 16
LEAVES OF ABSENCE

16.01 LEAVE OF ABSENCE: EMPLOYEE ELECTED TO UNION OFFICE

(a) The employer shall grant an unpaid leave of absence to an employee who is appointed or elected to a position within the Union for a period of up to and including five (5) years.

(b) A request for such an approval leave must be given to the employer by the union, in writing, on union letterhead and signed by the Officer of the union.

(c) An employee who obtains such a leave of absence shall return to his employment within thirty (30) calendar days after the completion of his employment with the Union.

(d) Although the employer is not obligated to grant such leave to more than one (1) employee at a time, such leave will not be unreasonably denied.

16.02 LEAVE OF ABSENCE: UNION CONVENTIONS AND EDUCATIONAL PROGRAMS

(a) The employer, upon receipt of written notice from the union, shall grant leaves of absence, without pay to employees who are elected as delegates to attend union conventions, educational programs (up to a maximum of one (1) month) or as members of a negotiating committee. Written notice shall be given at least seven (7) days prior to the commencement of such leave.

(b) The employer, upon receipt of written notice from the union, shall grant up to fifteen (15) working days leave of absence without pay, for employees to attend bona fide shop steward education programs. Written notice shall be given at least seven (7) days prior to the commencement of such leaves.

(c) The employer may grant further unpaid leaves of absence to employees for the purpose of attending mutually agreed upon educational programmes within the hospitality industry. Written applications for such leave must be received at least seven (7) days prior to the commencement of such leaves.

(d) The employer is entitled to insist that not more than one employee can be absent on such leaves of absence, from any one department.

16.03 LEAVE TO APPEAR AS WITNESS

(a) Subject to the provisions of paragraph (b) any employee covered by this Agreement who is required to attend any commission, court or hearing, to give evi-

dence in any civil or criminal case respecting the Hotel in which he/she is employed, shall be compensated at the same hourly rate as called for in this Agreement, with a minimum of four (4) hours pay and a maximum of eight (8) hours pay for each day of attendance.

(b) For the purposes of this Article 16.03, a commission, court or hearing does not include a grievance arbitration hearing, an industrial inquiry commission, the Labour Relations Board or any other tribunal or hearing which is concerned with the labour-management relationship between the employer and the union.

(c) Notwithstanding paragraph (b), an employee who is called by the employer to give evidence at a grievance arbitration hearing, an industrial inquiry commission, the Labour Relations Board or any other tribunal or hearing which is concerned with the labour-management relationship between the employer and the union, shall be compensated in accordance with the provisions of paragraph (a).

16.04 BEREAVEMENT LEAVE

(a) A regular employee will be granted three (3) days off without loss of pay in the event of the death of a member of his/her immediate family.

(b) "Immediate family" shall be understood to include the employee's mother, father, son, daughter, sister, brother, spouse, father-in-law, mother-in-law, grandparents, grandchildren, step-children and step-parents.

(c) For purposes of this article, "spouse" shall be defined to include a common-law spouse with whom the employee has cohabited for a minimum of one (1) year and a same sex spouse as defined by the laws of Canada.

(d) The employer is entitled to require proof of death and/or relationship.

(e) Bereavement leave must be taken on consecutive days except where the employee establishes hardship i.e. if the employee has to travel outside the region where he or she works to attend funeral services. In such cases, the employee will come to an arrangement with his or her employer to take staggered bereavement leave days, and wherever possible said arrangement will be made in advance of the request of non-consecutive bereavement leave days.

(f) Bereavement leave must be taken forthwith the date of death of the family member in question. However, if the employee is given late notification of

the death of his or her family member, the employee can still take bereavement leave provided said notice is within three (3) months of the date of death of the family member.

(g) The bereavement leave is to be without loss of pay and therefore an employee will only be compensated for loss of income if that employee would have been scheduled to work during the bereavement leave.

16.05 MATERNITY LEAVE

All employees will be afforded all benefits of Maternity, Paternity and Adoption Leave, in accordance with prevailing Employment Standards Legislation.

16.06 MILITARY SERVICE

Members of the union called up for the Military, Airforce or Naval Services, Red Cross or other combat relief service of Canada during the life of this Agreement will be considered on leave of absence and be returned to their former position upon honourable discharge from the service, provided they are physically and mentally capable and make application within two (2) months.

16.07 JURY AND WITNESS DUTY

Employees who serve on jury or as a witness for the Crown shall be granted leave of absence for this purpose and provided that the employee concerned deposits with the employer any pay received an employee shall continue to receive his/her full wages for such period of time. To be eligible for this clause the employee must have completed six (6) months or more with his/her present employer.

16.08 GENERAL LIMITATION ON LEAVES OF ABSENCE

(a) All leaves of absence provided for in this Agreement are leaves without pay, unless it is specifically provided in the appropriate article that the particular leave of absence is to be granted with pay.

(b) Leaves of absence other than those specifically provided for in this Agreement may be granted to employees where it is deemed appropriate to do so by the employer, but the granting of such leaves is within the discretion of the employer. The granting of such leaves will be in writing.

ARTICLE 17
MISCELLANEOUS EMPLOYEE ENTITLEMENTS

17.01 PROTECTED WORKING CONDITIONS

(a) All working conditions at present in force which are not specifically mentioned in this Agreement and which are not contrary to its general purpose and intent shall continue in full force and effect unless cancelled or terminated in accordance with the terms of this article.

(b) Any working condition which was implemented by the employer on a conditional basis can be terminated when the terms of the condition have been exhausted or fulfilled, or the condition has been withdrawn.

(c) Any other working condition which was granted by the employer but which is not specifically provided for in this Agreement may be cancelled by the employer by:

- (i) serving the union with written notice within thirty (30) days of the ratification of this Agreement, or
- (ii) serving the union with written notice of cancellation effective on the last day of each year of this Collective Agreement (i.e. April 30, 2000, April 30, 2001, and May 31, 2002).

17.02 MEAL ENTITLEMENT

A menu, including snack items, starting at fifty (\$0.50) cents, and meal items up to three dollars and twenty five cents (\$3.25) including Goods and Services Tax, shall be supplied by the employer. The menu items are to be agreed upon by both the Union and Management.

All shifts of five (5) hours or more worked shall receive one (1) meal which is not to exceed three dollars and twenty five cents (\$3.25) per shift.

Complimentary beverages shall include coffee, tea and pop for all employees.

17.03 EMPLOYEE ATTENDANCE AT STAFF MEETINGS

(a) Where an employee is directed by the employer to attend a staff meeting during his/her regular working hours, the employee shall be compensated at his/her regular hourly rate for the time spent in such attendance.

(b) An employee who is directed to attend a staff meeting is not entitled to claim overtime pay for such

attendance, unless the time spent in the meeting results in the employee working more than eight (8) hours in a day, or more than forty (40) hours in a week.

(c) Where the attendance of an employee at a staff meeting is voluntary, in response to an invitation and not a direction of the employer, the employer is not obligated to compensate the employee for the time spent in such attendance.

(d) Where an employee is directed by the employer to attend a staff meeting during his/her regular days off, the employee shall be compensated at his/her regular hourly rate for the time spent in such meeting.

17.04 EMPLOYEES RETURNING TO WORK AFTER ILLNESS OR INJURY

(a) In cases where an employee is returning to work following an absence due to illness or injury, including absences covered by the Workers' Compensation benefits, the employee is entitled to reinstatement in his/her former position with all rights and conditions which he/she formerly enjoyed, according to the terms of the Agreement which is in effect at the time of his/her return, subject to the further conditions which follow:

(b) Prior to reinstating the employee, the employer is entitled to require documentation from a physician or from the Workers' Compensation Board, certifying that the employee is physically able to resume the performance of the duties.

(c) In cases involving prolonged absence where it has been necessary for the employer to make adjustments in the work schedules of other employees in order to cover the absence, the employer shall have a maximum of seventy-two (72) hours in which to adjust the work schedule to accommodate the returning employee.

17.05 NO INDIVIDUAL CONTRACTS OF AGREEMENT

(a) No employees shall be compelled or allowed to enter into any individual contract or agreement with his/her employer concerning the conditions of employment varying the conditions of employment contained herein.

(b) No employee shall be asked to make a written or verbal agreement with the employer covering hours of work, wages or conditions during the term of this Agreement.

17.06 PERSONAL EFFECTS

The employer agrees to provide adequate lock-up facilities for employees' personal effects, namely purses and/or wallets. The employer cannot enter into the locker without the presence of the employee, a shop steward or another member of the bargaining unit.

17.07 COMPENSATION TO EMPLOYEE RE ENFORCEMENT OF HOUSE RULES FOR PATRONS

(a) Upon presentation of a written bona fide claim by an employee, the employer shall compensate the employee for the replacement cost of or repair of, any wearing apparel, false teeth, eye glasses, contact lenses or hearing aids, damaged or destroyed as a consequence of the employee's participation in the enforcement of house rules and/or Liquor Control Board Regulations and/or at the direction of management or a person appointed by management.

(b) If, as a direct consequence of the proper performance of duties assigned by the employer, an employee becomes the subject of civil or criminal legal proceedings in which the employee must mount a defence, the employer will either arrange and pay for a lawyer to conduct the defence, or, at the employer's choice, will underwrite the reasonable and necessary costs of the defence.

17.08 WAITER TRAY SIZE AND GLASS LIMIT

(a) It is mutually agreed that no waiter shall be required to carry a load exceeding twelve (12) glasses or equivalent.

(b) A standard size tray for the transport of liquor shall be supplied by the employer and shall be used in licensed premises and will not exceed thirteen (13) inches in base diameter. No employee shall be permitted to supply or carry his/her own tray.

17.09 SEVERANCE PAY

(a) All employees, with five (5) or more years of consecutive service shall upon termination receive sixteen (16) hours' pay for each year of continuous service in the establishment, except an employee who has his/her employment terminated for just cause.

(b) Employees who qualify under this clause must be employed and work a minimum of one thousand, eight hundred and twenty (1,820) hours per year to qualify for sixteen (16) hours' pay. Employees working less hours, unless absent under conditions where he/she continues to accrue seniority, will receive pro

rata severance pay for the year based on the actual, hours worked as a percentage of one thousand, eight hundred and twenty (1,820)hours.

17.10 CASHOUT IN THE EVENT OF SALE OR TRANSFER

(a) In the event a hotel is sold or transferred, all employees shall be paid severance pay up to the date of such sale by the outgoing owner or lessee. If such payment is not made the new owner or lessee becomes responsible for all accumulated severance. After payment has been made, continuous service for the purpose of severance pay commences a new starting from date of each sale. No duplication or pyramiding of payments is intended.

(b) Transfer of shares or shareholders: In the event of a transfer of shares from one shareholder to another and/or in the case of one or more of the shareholders being bought out and new shareholders being put in place, it is understood that:

- (i) the outgoing shareholder(s) will either pay-out his/her percentage of severance owing to employees, or
- (ii) the new shareholders will issue in writing reinsurance to all employees as well as the union that he/she is assuming that liability a part of the transfer of shares from the outgoing shareholder.

In the event of a company name change, either severance will be paid or a letter will be filed with the employees and the union verifying severance from the date of hire continues to be payable.

17.11 LIMITATION ON EMPLOYEE ENTITLEMENT

Employees who are not actively employed are only entitled to continue to receive such rights, entitlements, benefits, as are specifically given to them by the express terms and conditions of this Agreement, or by applicable legislation.

17.12 UNION BULLETIN BOARD

The employer shall provide wherever possible a bulletin board for the exclusive use of the union, the sites to be determined by mutual agreement. The use of such bulletin board facilities shall be exclusive to the Union.

In all other cases Management will grant unrestricted use of the existing bulletin boards to the Union.

17.13 HEALTH & SAFETY: FIRST AID ATTENDANT

At the request of the employer employees who **take** time off to take a recognized Industrial First Aid Program shall be compensated by the employer for all lost hours as a result of the program at their regular hourly rate. Further, upon successful completion, employees shall receive an additional \$0.25 per hour over and above their regular hourly rate as compensation, whenever the application of such First Aid Certification is mandated in that shift.

17.14 PERMANENT JOINT OCCUPATIONAL HEALTH & SAFETY COMMITTEE

There shall be established a Joint Committee composed of representatives of the Employer and representatives of the Union. The committee's responsibilities will be to review reports on matters referred by Government Occupational Health and Safety Committees and make recommendations to the bargaining principals regarding occupational health and safety matters.

17.15 BICYCLE RACKS

The employer shall provide secure bicycle racks for those employees who require same.

ARTICLE 18 EMPLOYEE CONDUCT AND DRESS

18.01 HOUSE RULES GOVERNING CONDUCT OF EMPLOYEES

(a) It is mutually agreed that the employer will post house rules for the conduct of employees and file a copy of those house rules with the union before enforcing same. Filing with the union office is accomplished by delivery of a copy of the house rules through registered mail.

18.02 CONTROL OF ABSENTEEISM

Recognizing that the absenteeism by employees creates staffing and scheduling problems, disruption in the work place to the detriment of other employees and increased cost to the detriment of all parties, the employer is entitled to use any or all of the following measures in the control of absenteeism:

- (i) the employer, may require an employee to provide a medical certificate as evidence of the employee's illness or injury as a cause for the employee's absence from work.
- (ii) every employee who is unable to report for work due to illness or injury shall make every reason-

able effort to notify the employer, or to have someone else notify the employer on his/her behalf, prior to the employee's normal reporting time, or as soon after that time as is possible in the circumstances, and in the event that the employer is not satisfied by objective evidence that there is proper justification or reason for an employee's absence, such an absence will be just and reasonable cause for discipline.

- (iii) where the employer is satisfied by the objective evidence that an employee is unable or unwilling to maintain a satisfactory attendance record in fulfilment of the employment relationship with the employer, the employer may terminate the services of the employee.
- (iv) in relation to any provision in this collective agreement where an employer is entitled to require medical evidence of an employee's ability to return to work or to continue to work, the employer may require that the employee be examined by and present a medical certificate from a physician selected by the Trustees of the Health and Welfare Plan as identified in Article 15.01.

In the event that an employer requires an employee to submit to such an examination any resulting charge by the doctor, which is not paid by the employee's medical insurance plan, will be paid by the employer.

18.03 CHEQUES, CREDIT CARDS, CASH HANDLING AND CREDIT ACCOUNTS

When an employee is authorized to cash cheques, honour credit cards or credit accounts, he or she will not be held responsible for any losses provided he or she has followed management's instructions. Where an employee assumes responsibility of cashing cheques, honouring credits cards or credit accounts without proper authorization from management he or she will be held responsible. Management may require that restitution be made if instructions have not been correctly followed. No disciplinary action will be taken against employees making restitution. No employee shall be disciplined or made to make restitution for shortages unless the employee has sole access to the cash.

18.04 PROPER DRESS

It is agreed that the following grooming and dress code provisions shall apply to all bargaining unit

employees. It is further understood that in the eyes of guests, employees represent the hotel. Therefore, the parties acknowledge the importance of taking a special interest in grooming.

General Grooming Principles

All employees shall be expected to apply neatness and good taste in their dress and grooming. Uniforms or outfits shall be appropriate, clean and well pressed. In addition, shoes shall be cleaned and nails shall be cleaned and neatly manicured.

Clothing and Shoe Requirements

(a) All employees shall wear, in the absence of uniforms provided by the Employer, black dress trousers or skirts and white, short or long-sleeved shirts. A tie may be required to be worn and such tie shall compliment the attire worn. Comfortable black or white shoes, with matching black or white socks, shall be worn. All shoes shall be without logos or decorations.

(b) Other than as defined in (a) above, the Employer is not entitled to specify clothing of specific colour, style or quality.

(c) All employees shall have the choice of wearing trousers or skirts whether purchased by the employer or the employee.

Uniforms and Cleaning

(a) This dress and the cleaning thereof shall be the responsibility of the employee. The employer shall make dry cleaning available to employees at its cost.

(b) Any additional specific articles or styles of clothing required by the employer shall be provided and cleaned by the employer at no cost to the employee.

Other than as defined in this article, the employer is not entitled to specify clothing of any specific colour, style and quality.

Jewelery

(a) The parties agree that all jewelery worn by employees shall be small and discrete.

(b) Employees may wear engagement and/or wedding rings or simply designed rings. No more than three such rings may be worn by an employee.

(c) Conservatively styled wristwatches are acceptable.

(d) Simple earrings or studs may be worn while working provided they are not more than 1.5cm. in width or height and are no more than one per ear.

(e) Employees on staff previous to January 7, 1999 who wore more than one of the above-mentioned earrings/studs, may wear up to three earrings/studs of the specified size per ear.

(f) Body or facial piercing which can be seen by customers is not permitted.

Make-up, Perfume and Cleanliness

It is agreed that excessive make-up or perfumes shall not be worn while working. Personal cleanliness is essential in all positions, but in particular those involving public contact and/or food and beverage preparation.

Hair

(a) Employees' hair shall be clean and styled in a current professional style. Employees who serve food or beverages shall wear their hair in a restrained fashion, regardless of length (i.e. held firmly from falling over the face).

(b) Beards and moustaches must be neatly trimmed and growth periods are confined to long vacation periods to avoid a stubble or unshaven look.

Footwear

(a) Rubber footwear shall be maintained for general use of all employees who work with chemicals from time to time.

(b) Safety footwear, if mandated by the employer or W.C.B. regulations, shall be worn by employees. The employer will reimburse employees **up** to \$50.00 per year on production of a receipt, on the anniversary of employment.

Bona Fide Religious Expression

This article is subject to bona fide religious expression. In the event this Article conflicts with an employee's religious requirements, the employer shall accommodate the employee's religious requirements subject to bona fide occupational requirements. (This Article supersedes the Letter of Understanding on Grooming and Dress dated January 7, 1999).

18.05 UNCONVENTIONAL MODE OF DRESS

Where an unconventional mode of dress or uniform is required by management, it is agreed the dress or uniform shall not be such as to cause discomfort, ridicule or embarrassment to the employee.

18.06 SPECIAL UNIFORMS

If any special uniform shall be required, such as tuxe-

do, white jackets, etc., it is agreed that the employer shall supply same and be responsible for the cleaning thereof. All uniforms or special articles of wearing apparel worn by the employee while on duty shall be supplied and laundered by the employer free of cost to the employee.

ARTICLE 19 LIQUOR CONTROL LEGISLATION AND REGULATIONS

19.01 NEW EMPLOYEES INSTRUCTION RE: LIQUOR CONTROL LEGISLATION AND REGULATIONS

All newly hired employees who will be involved in the sale or handling of liquor, will be provided with instructions to acquaint them with the relevant provisions of the liquor control legislation and regulations and the importance of complying with those regulations.

19.02 EMPLOYEES SERVING LIQUOR

(a) No employee who is involved in the serving of liquor shall knowingly sell or serve liquor in the employer's premises to any person who is under the legal age. Where, after asking the person to produce suitable identification and proof of age, such an employee is in doubt as to the person's age, he/she may refuse service.

(b) If the employee is directed by a person designated by the employer to serve a person whose age is in doubt, the employer shall accept and bear the full responsibility and shall pay any fines or penalties incurred by the employee as a consequence of such service.

19.03 HOURS OF SERVICE

No employee shall give service after the specified hours set by the Liquor Control and License Branch Regulations.

19.04 IMPLEMENTATION OF CHANGES IN REGULATIONS

It is mutually agreed that upon the implementation of any changes in the Liquor Control Board Regulations governing licensed premises, the Union and management will negotiate an Agreement on the problem that could arise therefrom,

ARTICLE 20
DISCIPLINE AND DISCHARGE OF EMPLOYEES

20.01 DISCIPLINE AND DISCHARGE OF EMPLOYEES

(a) Pursuant to Section 84(1) of the Labour Relations Code of British Columbia the following standards shall be applied:

- (i) Employees who have successfully completed their probation period can only be disciplined or discharged for just and reasonable cause.
 - (ii) During the probation period specified in this Agreement, an employee may be discharged if he/she is unsuitable for status as a regular employee.
- (b) In the event that an employee other than probationary is discharged for just and reasonable cause the shop chairperson will be notified and provided with the reasons for the discharge.
- (c) Where no shop chairperson is recognized the shop steward will receive this information.
- (d) An employee is entitled, prior to the imposition of discipline or discharge, to be notified by management of the reasons for considering such action and be given an opportunity to respond. The employee is entitled to Union representation prior to any response being given.
- (e) A steward shall have the right to consult with a staff representative of the union and to have a representative present at any discussion with supervisory personnel which the steward believes might be the basis of disciplinary action against the steward.
- (f) Any employee shall have the right to have a Union representative present at any meeting which is for disciplinary purposes arising from 20.01(d) above or for any reason that the employee believes may be disciplinary in nature. The date, time and place of such meetings shall be scheduled at least forty-eight (48) hours in advance in order for the Union representative to be present at such meeting.
- (g) The employer shall provide the employee and the union with a copy of any written warning or adverse report affecting the employee. Any reply by the employee shall become part of his/her record. Failure to grieve previous discipline or to pursue such a grievance to arbitration, shall not be considered to be an admission that such discipline was justified.

(h) An employee or the President of the union or his/her designate with the written authority of the **employee shall be entitled to review the employee's personnel file**

(i) Each documented warning, oral or written, or other record of discipline shall be removed from the employee's work record on the anniversary date of its imposition unless further discipline has been imposed prior to the anniversary date.

(j) Where the Employer intends to discipline an employee, such discipline must take place within fourteen (**14**) days of the occurrence of the alleged infraction or when the Employer first becomes aware of the alleged infraction.

(k) The Employer agrees that, after a grievance has been initiated by the Union, the Employer's representative will not initiate a discussion or negotiation with respect to the grievance, whether directly or indirectly, with the aggrieved employee, without the consent of the Union.

ARTICLE 21 GRIEVANCE PROCEDURE

21.01 DEFINITION AND RECOGNITION OF A GRIEVANCE

(a) Any complaint, disagreement or differences of opinion between the parties respecting the interpretation, application, operation or alleged violation of this collective agreement, including any dispute with regard to discipline or discharge, shall be considered to be a grievance.

(b) Any such complaint, disagreement or difference of opinion will not be recognized as a grievance unless the grievance procedure is followed.

21.02 GRIEVANCE PROCEDURE

(a) Informal Step:

As an informal step, the employee is encouraged to make an earnest effort to resolve the grievance directly with the management person to whom he/she reports. At his/her option, the employee may be accompanied by the shop steward for the department in which the employee works.

(b) Step One:

At this step, notice in writing of the grievance must be filed with a person designated by the employer, within ten (10) working days after the occurrence of the

alleged grievance or of the date on which the employee, first has knowledge of it.

The notice in writing shall briefly but clearly describe the nature of the incident or occurrence which gave rise to the grievance, and it shall clearly state the provision of the agreement which has been violated.

Any meeting between the parties at this step must involve the employee, his/her stop steward and a person from management other than the employee's immediate supervisor.

The employer's representative must answer the grievance in writing within ten (10) days.

(c) Step Two:

In the event that a resolution of the grievance, satisfactory to the Union and the Employer, does not result at Step One, an attempt to resolve the grievance shall be made at a meeting attended by the employee, the shop chairman and/or a Union representative and a person or persons designated by the Employer.

This step must be taken by notice in writing within five (5) days of the date on which the written answer was delivered in Step One.

(d) Step Three:

In the event that a resolution of the grievance, satisfactory to the Union and the employer, does not result at Step Two, either the union or the employer may advance the grievance to the next step. The next step involves a selection from the following alternatives:

- 1) The optional grievance procedure provided for in 21.06.
- 2) Go to a Single Arbitrator as agreed in (e) below.
- 3) **Go** directly to full arbitration at Step Four.

(e) If both parties agree, the grievance may be heard by a Single Arbitrator. The parties shall have five (5) working days to agree on an Arbitrator. Failing such agreement, either party may request the Director of the Collective Agreement Arbitration Bureau to appoint such Arbitrator. Clauses 21.04 and 21.05 shall apply to such Single Arbitrator.

(f) Step Four:

The final step of the grievance procedure shall be full arbitration as provided herein, unless the parties have previously agreed to be bound by the recommendations of an officer appointed by the Labour Relations Board, or by the recommendations of the investigator under the optional grievance procedure or by a Single Arbitrator appointed in (e) above.

(g) Union and Employer Policy or General Grievance:

The union or the employer may file policy, or general grievances. Such grievances shall be filed at Step Two of the grievance procedure.

(h) Section 87(1) of the Labour Relations Code of B.C. may be utilized but is excluded from operation by the parties to the agreement for the purposes outline in 21.06(b)

21.03 ARBITRATION BOARD

Seven (7) full days (excluding Sundays and holidays) shall be allowed for the setting up of a Board of Arbitration. It shall be composed of one (1) representative of the union and one (1) representative of the employer, and these two (2) members shall then select an impartial chairman. In the event of failure of these two (2) representatives agreeing on a chairman, the Minister of Labour shall be asked to appoint one.

21.04 ARBITRATION HEARING AND AWARD

(a) As soon as a chairman has been appointed, the arbitration board will be encouraged to commence the hearing within five (5) days and further encouraged to render a decision within fourteen (14) days.

(b) In order to expedite the arbitration process, the parties agree that they will meet to discuss their understanding of the issue or issues to be placed before the arbitration board, and to prepare a statement of all facts which are not in dispute. The identification of the issue or issues and the statement of agreed facts will be prepared in written form and placed before the arbitration board by agreement of the parties.

(c) Each party to the arbitration will bear the expense of its nominee, and one-half of the expense associated with the appointment of the chairman.

(d) The parties recognize that they are bound by a decision of the board, a majority of the board, or by the chairman of the board, in accordance with Section 94 of the Labour Relations Code of British Columbia.

21.05 AUTHORITY OF THE ARBITRATION BOARD

The parties to the arbitration recognize that the authority of the arbitration board is set out in Section 89 of the Labour Relations Code of British Columbia.

21.06 OPTIONAL GRIEVANCE INVESTIGATION PROCEDURE

The parties have agreed to initiate an optional grievance investigation procedure on a trial basis, for the

specified term of this agreement, in accordance with, the following:

(a) ***Purpose and Scope:***

Recognizing that there are times and circumstances in which it may be necessary to seek third-party assistance in the resolution of grievances, and in an attempt to find a way in which to bring about such resolutions without incurring the costs and delays associated with formal arbitration proceedings, the parties have agreed to provide for an optional grievance investigation procedure.

The process is intended to complement the grievance and arbitration procedures otherwise provided for in this agreement. It is not intended to replace those other procedures.

(b) ***Optional Grievance Investigation Procedure:***

As provided for in Section 103 of the Labour Relations Code of B.C., where a difference arises between the parties relating to the dismissal, discipline or suspension of an employee during the term of the collective agreement, the parties will appoint one of the persons named herein as "Investigators", or a substitute agreed to by the parties, to

- (i) investigate the difference;
- (ii) define the issue in the difference; and (iii) make written recommendations to resolve the difference within five (5) days of the date of the receipt of the request; and, for those five (5) days from that date, time does not run in respect of the grievance procedure.

(c) ***Cost Sharing:***

Each party shall share the cost equally in relation to the reasonable remuneration, travelling and out of pocket expenses of the Investigator or his/her substitute.

(d) ***Investigators – Alternates Agreed to, and Selection:***

The parties have agreed that for the term of this Agreement the persons named in a Letter of Understanding will be recognized as their "Investigators" for the purposes of this investigation procedure, subject to receiving their respective consents to their appointment.

Selection of a particular named individual to serve in each instance shall be by agreement of the parties. Should the parties fail to agree on the selection, then

the person next on the list after the last appointment **shall** be chosen.

(e) *Option Choice and Timing:*

Either party may choose to implement the investigation procedure provided that all steps of the grievance procedure, prior to reference to arbitration, have been exhausted without a resolution of the difference.

The party wishing to use the investigation procedure shall notify the other party of the decision, within five (5) working days of the receipt of the reply at the last step of the grievance procedure. Such notification must be in writing.

The party receiving notification may refuse to accept the investigator procedure, in which case the arbitration provisions of this agreement are then available and the time limit contained in that article begins to run from the date of the refusal decision being delivered in writing. No reasons for the refusal need be given, and such refusal must be submitted within (5) working days.

(f) *Binding Recommendations:*

While the grievance investigation process is intended to yield only non-binding recommendations, the parties may agree that the recommendations will represent a binding award, in the manner of an arbitration award. Such agreement must be made in advance of the appointment of the Investigator.

21.07 TIME LIMITS

A grievance or dispute shall commence within the time limit provided, otherwise it shall be deemed to be abandoned.

21.08 PERSONS AUTHORIZED TO DEAL WITH GRIEVANCES

(a) The union agrees to provide the employer with a written list of the names of any persons other than Shop Stewards, who are authorized to deal with the adjustment or resolution of grievances on behalf of the union, and to provide further written advice of changes made in the list from time to time.

(b) The employer agrees to provide the union with a written list of the names of any persons who are authorized to deal with the adjustment or resolution of grievances on behalf of the employer, and to provide further written advice of changes made in the list from time to time.

21.09 FAST TRACK MEDIATION/ARBITRATION PROCESS

Recognizing that there are times when an expedited arbitration may be desirable, the parties agree that the following process may be used as a substitute for the formal grievance procedure outlined in Article 21 of this Collective Agreement.

1) The process can only be used by mutual agreement between the parties who are signatory to this Collective Agreement.

2) The outcome will be binding on the parties.

3) The cost will be borne in accordance with Section 112 of the Labour Relations Code, i.e. employer – one third, union -one third, Government – one third.

4) The procedure may be used after step one or step two of the grievance procedure.

5) No legal counsel will be used by either party.

The number of cases to be heard at any given time will not exceed three (3).

7) The parties or their representative will try to get an agreed statement of facts for presentation to the arbitrator.

8) Wherever possible the arbitrator will attempt to mediate a settlement between the parties.

9) In such cases that the arbitrator must write decision, such decision shall be brief and to the point.

10) An agreed schedule for the process will be arranged in advance, based on a mutual assessment of the length of time needed to present each case.

11) General rules of evidence will be waived except for the rule of “onus”.

12) Location to be agreed between the parties.

13) Procedures Guidelines:

(a) The Opening Statement: this should basically set out the case from each party’s perspective. The arbitrator will aggressively seek at this point to define the issue and to determine what evidence is agreed to and what is not.

(b) The Hearing: sufficient witnesses should be called to ensure the “story” is properly told. Where it is an issue of creditability or conflicting evidence, the key individuals must testify.

(c) The Argument: as agreed, the parties will not cite legal precedents but may refer to Brown and Beatty, Palmer, etc. However, it

is imperative that the relevant provisions of the Collective Agreement be canvassed by counsel to ensure that all relevant clauses are put before the arbitrator.

- (d) Mediation: Counsel must accept some responsibility at this stage to assist the arbitrator in assessing the evidence before him. Specifically, if counsel can assist in assessing creditability and/or contradictory evidence, they should do so.
- (e) The Decision: if mediation fails or is not appropriate, and if the decision can be rendered after a short deliberation, the arbitrator will do so. By meeting first with counsel to explain the framework of his/her decision, the parties are provided with an opportunity to influence the exact terms of resolution. Within the framework of settlement as outlined by the arbitrator, the parties can work out exact terms which best suit the specifics of the case. Such an opportunity should not be wasted by continuing to argue the merits of the case.

14. With respect to grievances involving customer complaints, the following will apply:

- (a) The person to who the complaint was given be called to testify;
- (b) Bargaining unit or staff employees who can direct evidence with respect to the evidence be called to testify,
- (c) Wherever possible, the complaint be committed to writing, in the customer's own handwriting.
- (d) Prior to the hearing, the parties discuss the evidence so there are no surprises.

21.10 INVESTIGATOR, MEDIATOR/ARBITRATOR

The special investigator, mediator/arbitrator referred to in this Agreement shall be selected from the following names on a rotating basis:

Joan Gordon
David McPhillips
Ken Albertini

ARTICLE 22 DEFINITIONS

22.01 OBJECTIVE INTERPRETATION

Where a specific definition of a word, expression, term or a phrase, is not expressly provided in this

agreement, such word, expression, term or phrase shall be interpreted objectively, not subjectively; and according to common and normal grammatical usage.

22.02 TIME SPAN REFERENCES

References to days, weeks, months or years shall be understood to mean calendar days, weeks, months or years, unless otherwise expressly provided in this agreement.

22.03 SPECIFIC DEFINITIONS

The following definitions of words, expressions, terms or phrases have been agreed to by the parties, and shall be used to establish the intent and meaning of the language of this Agreement, unless a different definition is provided within the context of a particle article:

Department defined as:

- kitchen
- Front Desk
- Specialty Dining Room
- Dining Room
- Coffee Shop
- Cocktail Lounge
- Public House (Neighbourhood Pub)
- Cabaret
- Banquets
- Maintenance
- Housekeeping
- Security
- Parking

22.04 DEFINITIONS

(a) **Bank Rolling:**

Is defined as accumulating penalty time beyond the pay period immediately following the period in which the violation occurred.

(b) **Service Employees:**

Is any employee who does not work in the bar.

WAGE INCREASES

COAST CAPRI HOTEL, COAST TOWN CENTRE HOTEL, COAST BASTION INN, COAST INN OF THE NORTH, COAST DISCOVERY INN AND MARINA, COAST HARBOURSIDE HOTEL AND MARINA

WAGES

Effective May 1, 1999	
Coast Harbourside H otel & Manna	2%
Coast Inn of the North	1%
Coast Capri Hotel	1%
Coast Bastion Inn	1%
Coast T own Centre Hotel	1%
Coast Discovery Inn & Marina	0%
Effective May 1, 2000	
All hotels	1.5%
Effective May 1, 2001	
All hotels	1.5%

**APPENDIX A
COAST BASTION INN**

Classification	May 1 1999	May 1 2000	May 1 2001
1. Front Desk			
Front Office Supervisor	14.47	14.69	14.91
Desk Clerk/Auditor	13.38	13.58	13.78
Bellperson & Valet	10.02	10.17	10.32
*Shift differential (graveyard)	.15		
2. Maintenance			
Maintenance Supervisor	14.72	14.94	15.16
Maintenance Worker	13.87	14.08	14.29
3. Janitorial			
Day Janitor	13.68	13.89	14.10
4. Housekeeping			
Housekeeper	13.16	13.36	13.56
Room Attendant	12.92	13.11	13.31
Laundry Attendant	12.92	13.11	13.31
5. Offshore Lounge			
Bartender	13.01	13.21	13.41
Bar Porter	12.80	12.99	13.18
Cocktail Server	11.69	11.87	12.05
6. Sgt. O'Flaherty's Pub			
Bar Supervisor	15.33	15.56	15.79
Bartender	13.01	13.21	13.41
Cocktail Server	11.69	11.87	12.05
Bar Porter	12.80	12.99	13.18
Floorperson/Doorperson	13.61	13.81	14.02
7. Catering			
Server	10.35	10.51	10.67
Banquet Captain	11.56	11.73	11.91
Houseperson	10.35	10.57	10.67
8. Kitchen			
Chef	18.76	19.04	19.33
Sous Chef	15.33	15.56	15.79
1st Cook	14.53	14.75	14.97
2nd Cook	14.06	14.27	14.48
Cook	13.65	13.85	14.06
Pastry Cook	13.65	13.85	14.06
Cook's Helper	12.92	13.11	13.31
Salad/Sandwich	13.01	13.21	13.41
Dishwasher	12.92	13.11	13.31
9. Cutter's Restaurant			
Supervisor/Host	13.82	14.03	14.24
Host/Cashier	12.92	13.11	13.31
Server	10.35	10.51	10.67
Bus Person	10.02	10.17	10.32
10. Administrative Personnel			
Purchaser/Receiver	13.20	13.40	13.60

APPENDIX B
COAST INN OF THE NORTH

Classification	May 1 1999	May 1 2000	May 1 2001
1. Coffee Garden			
Supervisor/Host	13.50	13.70	13.91
Host/Cashier	12.92	13.11	13.31
Server	10.31	10.46	10.62
Bus Person	10.20	10.35	10.51
2. Winston's Lounge			
Server	11.69	11.87	12.05
Bartender	13.02	13.22	13.42
3. Winston's Dining Room			
Maitre D'Hotel	13.40	13.60	13.80
Server	10.31	10.46	10.62
Bus Person	10.20	10.35	10.51
4. Shogun			
Restaurant Supervisor	14.59	14.81	15.03
Shogun Chef	15.33	15.56	15.79
Shogun Cook	14.38	14.60	14.82
Server	10.31	10.46	10.62
5. Sgt. O'Flaherty's			
Pub Supervisor	14.96	15.18	15.41
Bartender	13.02	13.22	13.42
Cocktail Server	11.69	11.87	12.05
Bar Porter	12.89	13.08	13.28
6. Kitchen			
Chef	17.02	17.28	17.54
Sous Chef	15.33	15.56	15.79
1st Cook	14.38	14.60	14.82
2nd Cook	14.09	14.30	14.51
Pastry Cook	14.38	14.60	14.82
Salad/Sandwich	13.24	13.44	13.64
Dishwasher	12.69	12.88	13.07
7. Catering			
Banquet Head Server	12.41	12.60	12.79
Banquet Coordinator	10.31	10.46	10.62
Banquet Captain	11.53	11.70	11.88
Banquet Bartender	13.02	13.22	13.42
Server	10.31	10.46	10.62
8. Front Desk			
Front Office Supervisor	14.94	15.16	15.39
Desk Clerk/Auditor	13.74	13.95	14.16
Bellperson	10.31	10.46	10.62
Security Person	12.78	12.97	13.16
* Shift Differential (graveyard).15			

9. Housekeeping			
Housekeeper	14.10	14.31	14.52
Room Attendant	13.07	13.27	13.47
Laundry Attendant	12.89	13.08	13.28
Janitor	13.56	13.76	13.97
10. Maintenance			
Maintenance Supervisor	15.33	15.56	15.79
Maintenance Person	13.94	14.15	14.36
11. Administrative Personnel			
Purchaser/Receiver	12.19	12.37	12.56

APPENDIX C

COAST DISCOVERY INN AND MARINA

Classification	May 1 1999	May 1 2000	May 1 2001
1. Brasserie Restaurant			
Supervisor/Host	13.91	14.12	14.33
Host/Hostess	12.73	12.92	13.11
Server	10.56	10.72	10.88
Bus Person	9.90	10.05	10.20
2. Catering			
Banquet Supervisor	13.91	14.12	14.33
Banquet Captain	11.39	11.56	11.73
Server	10.56	10.72	10.88
3. Kitchen			
Chef	18.40	18.68	18.96
Sous Chef	15.10	15.33	15.56
1st Cook	14.31	14.52	14.74
2nd Cook	13.86	14.07	14.28
Cook	13.45	13.65	13.85
Salad/Sandwich	12.82	13.01	13.21
Dishwasher/Helper	12.73	12.92	13.11
4. Sgt. O'Flaherty's Pub			
Pub Supervisor	14.76	14.98	15.20
Bartender	12.81	13.00	13.20
Bar Porter	12.61	12.80	12.99
Cocktail Server	11.52	11.69	11.87
Floor Person	13.42	13.62	13.82
Deli Attendant	13.45	13.65	13.85
5. Housekeeping			
Housekeeper	12.96	13.15	13.35
Room Attendant	12.73	12.92	13.11
Laundry Attendant	12.73	12.92	13.11
6. Maintenance/Janitorial			
Maintenance Supervisor	14.81	15.03	15.26
Maintenance Person	13.67	13.88	14.09
Day Janitor	13.47	13.67	13.88
Night Janitor	13.47	13.67	13.88
7. Front Desk			
Front Desk Supervisor	14.38	14.60	14.82
Desk Clerk/Auditor	13.12	13.32	13.52
Bellperson	9.82	9.97	10.12
* Shift differential (graveyard).15			
8. Beer & Wine Store			
Store Supervisor	13.43	13.63	13.83
Cashier/Stockperson	12.31	12.49	12.68

APPENDIX D

COAST HARBOURSIDE HOTEL AND MARINA

Classification	May 1 1999	May 1 2000	May 1 2001
1. Front Desk			
Front Office Supervisor	14.62	14.84	15.06
Desk Clerk/Auditor	13.52	13.72	13.93
Bellperson	10.12	10.27	10.42
2. Maintenance			
Maintenance Supervisor	14.87	15.09	15.32
Maintenance Worker	14.00	14.21	14.42
3. Housekeeping			
Housekeeper	13.28	13.48	13.68
Room Attendant	13.05	13.25	13.45
House Person	13.81	14.02	14.23
4. Blue Crab Lounge			
Bartender	13.14	13.34	13.54
Server	11.81	11.99	12.17
5. Blue Crab Restaurant			
Supervisor/Host	13.95	14.16	14.37
Host/Cashier	12.19	12.37	12.57
Server	10.46	10.62	10.78
Food and Beverage Utility Person	10.12	10.27	10.42
6. Catering			
Server	10.46	10.62	10.78
Captain	11.67	11.85	12.03
7. Kitchen			
Sous Chef	15.48	15.71	15.95
1st Cook	14.67	14.99	15.11
2nd Cook	14.20	14.41	14.63
Dishwasher/Cooks Helper	13.08	13.28	13.48
8. Administrative			
Purchaser/Receiver	13.33	13.53	13.73

APPENDIX E
COAST CAPRI HOTEL

Classification	May 1 1999	May 1 2000	May 1 2001
Public House			
Bar Manager	00.00	00.00	00.00
Mixerologist	12.95	13.14	13.34
Floor Person	14.35	14.57	14.79
(1) Food Attendant	12.87	13.06	13.26
Server	11.66	11.83	12.01
Janitor	12.90	13.09	13.29
Lounge			
Bar Manager	00.00	00.00	00.00
Mixerologist	12.95	13.14	13.34
Server	11.66	11.83	12.01
Front Desk			
Night Auditor	13.28	13.48	13.68
Desk Clerk	13.05	13.25	13.45
Bellperson	9.93	10.08	10.23
Houseperson	13.61	13.81	14.02
Switchboard	12.63	12.82	13.01
Housekeeping			
Housekeeper	12.80	12.99	13.18
Room Attendant	12.57	12.76	12.95
Janitor	12.90	13.09	13.29
Kitchen			
Dining Room Cook	13.93	14.14	14.35
Short Order Cook	13.66	13.86	14.07
Cook	13.03	13.23	13.43
Dishwasher	12.56	12.75	12.94
Janitor	12.90	13.09	13.29
Coffee Shop			
Coffee Shop Supervisor	13.28	13.48	13.68
Host/Hostess Cashier	12.74	12.93	13.12
Servers	10.16	10.31	10.46
Busperson	10.16	10.31	10.46
Dining Room			
Dining Room Supervisor	13.28	13.48	13.68
Host/Hostess Cashier	12.74	12.93	13.12
Servers	10.16	10.31	10.46
Busperson	10.16	10.31	10.46
Cocktail Server	11.66	11.83	12.01
Banquets/Catering			
Banquet Manager	12.40	12.59	12.78
Banquet Captain	11.85	12.03	12.21
(2) Banquet Attendant	10.16	10.31	10.46
Banquet Mixerologist (Host Bar)	14.15	14.36	14.58

Banquet Mixerologist (Cash Bar)	12.95	13.15	13.35
Night Porter	11.25	11.42	11.59
Maintenance			
Maintenance Manager	13.61	13.81	14.02
Maintenance Utility	13.61	13.81	14.02
Maintenance Plumber	13.61	13.81	14.02
Licensed Retail Store			
Beer & Wine Store Supervisor	12.31	12.49	12.68
Store Attendant	11.77	11.95	12.13

Note:

- (1) **Gratuity Position**
- (2) **Banquet Attendants who perform all bartending work will be paid at the Mixerologist rate for time worked.**

APPENDIX F

COAST TOWN CENTRE HOTEL

Classification	May 1 1999	May 1 2000	May 1 2001
Front Desk			
Rooms Division Manager	15.09	15.32	15.55
Desk Clerk	12.74	12.93	13.12
Auditor	12.90	13.09	13.29
Housekeeping			
Room Attendant	12.06	12.24	12.42
Laundry Attendant	12.06	12.24	12.42
Janitor	12.12	12.30	12.48
Maintenance			
Maintenance Person	14.25	14.46	14.68
Kitchen			
Chef	18.58	18.86	19.14
Cook	12.51	12.70	12.89
Salad Prep	12.23	12.41	12.60
Dishwasher	11.96	12.14	12.32
Restaurant			
Restaurant Manager	13.57	13.77	13.98
Hostess	10.76	10.92	11.08
Server	9.63	9.79	9.92
Bus Person	8.97	9.10	9.24
Banquets			
Banquet Captain	13.57	13.77	13.98
Server	9.63	9.77	9.92
Houseman	9.39	9.53	9.67
Bartender	12.31	12.49	12.68
T.C.'s			
Bar Manager	13.57	13.77	13.98
Bartender	12.94	13.13	13.33
Server	11.82	12.00	12.18

LETTER OF UNDERSTANDING- #2

between

COAST HOTELS LTD,

and

HOTEL, RESTAURANT & CULINARY EMPLOYEES AND BARTENDERS' UNION LOCAL 40

This letter confirms the understanding reached in the negotiations with regard to the following supervisory classifications:-

COAST BASTION INN

Front Office Manager
Maintenance Supervisor
Pub Supervisor
Restaurant Supervisor/Host/Cashier
Housekeeper

COAST DISCOVERY INN AND MARINA

Restaurant Supervisor/Host
Chef
Lounge Supervisor
Maintenance Supervisor
Front Office Supervisor
Housekeeper
Beer & Wine Store Supervisor
Banquet Supervisor

COAST INN OF THE NORTH

Restaurant supervisor/Host/Cashier
Maitre d'Hotel

SHOGUN RESTAURANT SUPERVISOR

Shogun Chef
Pub Supervisor
Front Office Supervisor
Maintenance Supervisor
Housekeeper
Sous Chef

COAST HARBOURSIDE HOTEL AND MARINA

Front Office Supervisor
Maintenance Supervisor
Housekeeper
Banquet Captain
Restaurant Supervisor/Host

COAST CAPRI HOTEL

Pub Manager
Dining Room Supervisor
Banquet Manager
Beer & Wine Store Supervisor
Maintenance Manager

LETTER OF UNDERSTANDING- #4

between

COAST HOTELS LTD.

and

HOTEL, RESTAURANT & CULINARY EMPLOYEES AND BARTENDERS' UNION LOCAL 40

It is understood and agreed that the Special Investigators under Article 21.06(d) of this Agreement shall be:

Joan Gordon

David McPhillips

Ken Albertini

Dated and Signed this day of 1999

FOR THE UNION

H.R.C.E.B.U.

FOR THE COMPANY

COAST HOTELS LTD.

LETTER OF UNDERSTANDING- #5

between

COAST HOTELS LTD.

and

HOTEL, RESTAURANT & CULINARY EMPLOYEES AND BARTENDERS UNION LOCAL 40

The parties agree that no overtime penalty will be imposed on the Employer should a service employee's **off** days be required to be changed for sound business reasons.

In such cases, and prior to changing the schedule, the Employer will provide the employee with the opportunity to choose one of the following two (2) options:

(i) a reduction of the actual hours the employee works for the week in which the schedule change occurs, **or**

(ii) split days off within the week in which the change occurs.

This provision of the Collective Agreement is not intended to erode the benefits contained within Article 9.06 of the Collective Agreement. This provision is intended to provide scheduling flexibility when business needs change.

Dated and Signed this day **of** 1999

FOR THE UNION

H.R.C.E.B.U.

FOR THE COMPANY

COAST HOTELS LTD.

LETTER OF UNDERSTANDING- #6

between

COAST DISCOVERY INN AND MARINA

and

HOTEL, RESTAURANT & CULINARY EMPLOYEES AND BARTENDERS' UNION LOCAL 40

IT IS MUTUALLY AGREED AND UNDERSTOOD that areas at the Marina are not covered by the Collective Agreement unless they are operated by the Hotel for the following businesses:-

- Overnight accommodation
- Dining Lounge, Coffee Shop & Specialty Restaurant
- Neighbourhood or Marine Pub
- Cold Beer and Win Store
- Banquets

It is understood that no Lessee to whom such space is rented may be covered by the Collective Agreement.

The boat moorage facilities and their operation are excluded from the Certification.

This Letter of Understanding does not preclude the Union from any rights it may have under the Labour Relations Code or any subsequent legislation.

Dated and Signed this day of 1999

FOR THE UNION

H.R.C.E.B.U.

FOR THE COMPANY

COAST HOTELS LTD.

2000

JANUARY

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FEBRUARY

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29				

MARCH

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

APRIL

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MAY

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JUNE

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
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JULY

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NAME _____ RINT _____

SOCIAL INSURANCE NO. /EMPLOYER _____

OLD ADDRESS _____

NEW ADDRESS _____

U.S. POSTAGE

U.S. AIR MAIL

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PLEASE DETACH AND MAIL TO:

HOTEL, RESTAURANT & CULINARY EMPLOYEES & BARTENDERS UNION LOCAL 40
SUITE 100 - 4853 EAST HASTINGS STREET, BURNABY, B.C. V5C 2L1

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FOR REFERENCE PURPOSE ONLY



COLLECTIVE AGREEMENT

BETWEEN



COAST HOTELS LTD.

Operating As

COAST BASTION INN, Nanaimo

COAST INN OF THE NORTH, Prince George

COAST DISCOVERY INN, Campbell River

COAST VICTORIA HARBOURSIDE HOTEL, Victoria

COAST CAPRI HOTEL, Kelowna

COAST TOWN CENTRE HOTEL, Powell River

AND

**HOTEL, RESTAURANT AND
CULINARY EMPLOYEES AND
BARTENDERS UNION
LOCAL 40**

EFFECTIVE MAY 1, 1996 TO APRIL 30, 1999

A PROUD HISTORY

- 1900 – A.F. of L. charters Local 28 Hotel, Restaurant Employees. First in B.C.
- 1903 – Local 676 Beverage Dispensers chartered.
- 1906 – Local 676 represents workers in 32 unionized bars in Vancouver.
- 1917 – Prohibition. Saloons/bars disappear. Local 676 becomes Soft Drink Dispensers Union. Local 28 pays dues for Local 676 to keep charter alive.
- 1919 – Bars open for sale of “near beer” and major organizing drives re-establish Local 676.
- 1921 – Club licences issued and employment picks up in Hospitality industry.
- 1925 – Prohibition ends. Locals carry out further organizing drives to re-instate membership.
- 1936 – Membership in B.C. and Alberta doubles.
- 1939 – Local 835 New Westminster Beverage Dispensers and Culinary Workers Union chartered.
- 1976 – Local 835 and 16 merge to form Local 40 Hotel, Restaurant & Culinary Employees & Bartenders Union.

Local 40 is affiliated to:

Hotel Employees, Restaurant Employees
International Union
Canadian Labour Congress
B.C. Federation of Labour



COLLECTIVE AGREEMENT

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CULINARY EMPLOYEES AND
BARTENDERS UNION
LOCAL 40**

EFFECTIVE MAY 1, 1996 TO APRIL 30, 1999

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ARTICLE 1 INTRODUCTION

1.01 PURPOSE OF THIS AGREEMENT

(a) The purpose of this Agreement is to set forth and establish the terms and conditions of employment for those employees who come within the scope of this Agreement, so that stable and harmonious relationships may be established and maintained between the employer and the union, to the mutual benefit of the parties to this Agreement.

(b) Further, the purpose of the Agreement is to facilitate the peaceful adjustment of all disputes and grievances in accordance with Article 21 of this Agreement, to prevent strikes, lockouts, slowdowns or other interferences with work, unnecessary expense, and avoidable delays in carrying out the most efficient and effective operations of the employer's business, and to enhance the living standards and working conditions of the employees.

(c) On the request of either party, the parties shall meet at least once every two (2) months until this Agreement is terminated, for the purpose of discussing issues relating to the workplace that affect the parties or any employee bound by this Agreement and there shall be two representatives from each party.

1.02 PURCHASERS, LESSEES OR TRANSFEREES

This agreement binds any purchasers, lessees or transferees of the operations identified in this Collective Agreement. It being understood that any hotel, restaurant or bar or any part thereof, is subject to the provisions of Section 53 of the Labour Relations Code upon sale or transfer of assets.

1.03 GENDER REFERENCES

All articles and clauses referred to in this Agreement apply equally to both male and female employees.

ARTICLE 2 DURATION AND INTEGRITY OF AGREEMENT

2.01 DURATION OF AGREEMENT

(a) This Agreement shall be for the period from and including May 1, 1996 to and including April 30, 1999 for the Coast Bastion Inn, Coast Inn of the North, Coast Discovery Inn and Coast Victoria Harbourside Hotel and shall be for the period from and including June 1, 1996 to and including April 30, 1999 for the Coast Capri Hotel and the Coast Town Centre Hotel. Thereafter, the Agreement will continue in full force

and effect from year to year subject to the right of either party to serve notice to commence bargaining as provided for in the Labour Relations Code of British Columbia.

(b) During the period when negotiations are being conducted between the parties for the renewal of the Agreement, the present Agreement shall continue in full force and effect until:

- i) the union commences a legal strike: **or**
- ii) the employer commences a legal lockout; **or**
- iii) the parties enter into a new or further Agreement.

(c) During the continuation period provided in (b) above, neither party shall attempt to take any action or make any changes in the terms and conditions of employment, which would be inconsistent with the express terms of this Agreement.

(d) Notice to commence collective bargaining must be in written form and must be delivered either by registered mail, **or** personally delivered. In the event that such notice is personally delivered, a delivery receipt must be obtained.

2.02 LABOUR RELATIONS BOARD - SECTION 50(2) AND (3) EXCLUDED

The operation of Section 50(2) and (3) of the Labour Relations Code of British Columbia is hereby excluded.

2.03 STRIKES AND LOCKOUTS

The union agrees during the term of this Agreement there will be no slowdown or strike, stoppage of work **or** refusal to work or to continue to work. The employer agrees that during the term of this Agreement there will be no lockout.

2.04 CONTRACTED SERVICES

The employer agrees that all work coming under the jurisdiction of this union, in the certified area, performed by anyone, on behalf of, or at the instance of the employer, directly or indirectly under contract or sub-contract, shall be performed by employees who are members of this union **or** who shall become members in accordance with the terms and conditions as set out in this Agreement.

2.05 EXTENT

(a) The parties recognize and agree that they cannot be obligated or bound by any term, condition or provision, which would be contrary to any existing federal or provincial legislation or regulations passed pursuant thereto. In the event that any term, condition or

provision, or part thereof, which is incorporated into this Agreement, whether by inadvertence, error or misunderstanding, is in fact or in law contrary to such federal or provincial legislation or regulation, then such term, condition or provision or part thereof, is void and of no effect.

(b) In the event that existing federal or provincial legislation makes invalid any provision of this Agreement, the remaining provisions shall remain in effect for the term of the Agreement. The employer and the union shall confer to settle upon a mutually agreeable provision to be substituted for the provision(s) so altered or invalidated.

ARTICLE 3 UNION RECOGNITION

3.01 RECOGNITION OF EXCLUSIVE BARGAINING AGENT

(a) The employer recognizes the union as the sole and exclusive bargaining agent for the employees in the bargaining unit described in the certification issued by the Labour Relations Board of British Columbia, subject to the exclusions subsequently ordered by the Labour Relations Board of British Columbia or recognized by the parties.

(b) For the purposes of this Agreement, the terms "employee" or "employees" shall be understood to mean those persons employed by the employer for whom the union is the recognized bargaining agent in (a) above.

3.02 REFUSAL TO WORK WITH NON-UNION EMPLOYEES

Refusal on the part of union members to work with non-union employees, pertaining to the bargaining unit, shall not be deemed to be a breach of this Agreement. In the event that any employee or group of employees intends to exercise this right, the employer must first be served with written notice in advance of the exercise of the right. The written notice must be provided by the union office.

3.03 RECOGNITION OF LEGAL PICKET LINES

(a) No employee shall be required to cross a legal picket line arising from a strike or lockout. For purposes of this Article, a "Legal Picket Line" shall mean only those picket lines expressly permitted under Section 65 of the Labour Relations Code.

(b) The union agrees whenever practicable to give the employer advance notice of the probable implemen-

tation of picket lines which might affect the employer's operation.

(c) The employer has no obligation to reassign the employee to other work, or to continue to pay an employee's wages and benefits during the period while the employee is refusing to cross a legal picket line.

3.04 PERFORMANCE OF BARGAINING UNIT WORK

No person whose regular job is not in the bargaining unit will work on any job for which rates are established by this Agreement, except for the purpose of instruction, experimentation or management training, in which case trainees shall not displace or replace any employee in the aforesaid classifications except in cases of emergency when regular employees are not available.

3.05 NO DISCRIMINATION

(a) No discrimination shall be shown an employee active in the affairs of the union. Should an occasion arise as to doubt the reasons for discharge the union shall be permitted to investigate.

(b) The Employer, the Union and all employees have an obligation to make every reasonable effort to eliminate harassment in the workplace.

(c) Complaints of harassment will be thoroughly investigated. Alleged failure by any party to deal with a harassment complaint may be the subject of a grievance pursuant to this Agreement.

(d) Human Rights: All employees will be afforded all benefits of the prevailing Human Rights Act.

3.06 UNION BUTTONS

The parties agree that **all** union employees are entitled to wear a union button while on duty, provided that the manner in which the button is worn shall not detract from the style of the union **or** costume normally worn by the employee.

3.07 FAIR LABOUR SERVICES, PRODUCTS AND MATERIALS

The employer undertakes, wherever possible and practical, to use services, products and other materials necessary to the proper functioning of the hotel, which are manufactured, provided or produced under fair labour conditions.

3.08 UNION HOUSE OR BAR CARD CONTRACT

The employer agrees to sign the Union House or Bar Card contract and upon signing the employer shall receive the appropriate card and display same.

3.09 UNION INVESTIGATION OF THE STANDING OF EMPLOYEES' CONDITIONS

(a) The employer shall allow the properly authorized representative of the union to investigate the standing of all employees' conditions, to see that this Agreement is being enforced. The employer is entitled to require an individual to substantiate that he/she is an authorized representative of the union.

(b) When access is required for purposes of such investigation, the union representative will notify the employer in advance.

(c) Access will not be unreasonably denied by the employer.

(d) The investigation must not result in any disruption with the employer's operations or affairs, and it must not result in any employee or employees neglecting their work duties and responsibilities.

ARTICLE 4 UNION SECURITY

4.01 MEMBERSHIP

(a) All employees who are now members of the union or who may become members, shall remain members in good standing as a condition of employment.

(b) All new employees shall be required to become members of the union within thirty (30) days after the date of initial employment. The union is entitled to determine the eligibility of newly hired employees for admission into membership in the union, according to the union's International Constitution, provided that the eligibility criteria and the manner of their administration are lawful in this province.

(c) For purposes of this Article, the term "good standing" is defined to refer only and be limited to the payment of union membership dues and initiation fees.

4.02 NEW EMPLOYEES

The employer agrees to acquaint new employees with the fact that a collective agreement is in effect and with the conditions of employment set out in the articles dealing with union security and dues check-off. A new employee shall be advised of the name and location of his/her Shop Steward. The employee's immedi-

ate supervisor will introduce him/her to his/her Shop Steward who will provide the employee with a copy of the collective agreement.

The employer agrees that a Union Steward will be given an opportunity to interview each new employee within regular working hours, without loss of pay, for fifteen (15) minutes sometime during the first thirty (30) days of employment for the purpose of acquainting the new employee with the benefits and duties of union membership and the employee's obligations to the employer and the union.

4.03 CHECK-OFF- ASSIGNMENT OF WAGES

(a) All employees as a condition of employment, shall sign an authorization of check-off before commencing work.

(b) The union agrees to supply the employer with the necessary assignment of wages forms. Such forms must specifically authorize the deduction of initiation fees, union dues, fines, assessments and arrears, as required by Article 4.04.

4.04 CHECK-OFF PROCESS AND PROCEDURES

(a) The employer agrees to deduct initiation fees, union dues, fines, assessments and arrears, upon receipt of the appropriate assignment of wages form signed by each employee.

(b) Upon commencement of employment, each new employee will be required to sign the appropriate assignment of wages form. In the event that the employer's files do not contain the necessary assignment of wages for any existing employee, such employees shall upon demand, sign and present the appropriate assignment of wages form.

(c) All monies deducted from employees' earnings pursuant to this Article are to be forwarded to the Secretary of the Union, together with a list of employees to whom the monies are to be credited and the names, addresses and social insurance numbers of new employees hired, on or before the 15th day of the month in which the monies were deducted.

(d) It is the responsibility of the union to advise the employer in writing as to the amount of money to be deducted for initiation fees, union dues, fines, assessment and arrears and of any changes in the amounts to be deducted. In the event that any amount to be deducted is changed from the amount specified in the assignment of wages form signed by the employees, the employer can require the employees to sign new forms

reflecting the new amounts to be deducted, prior to making such deductions.

(e) The union recognizes and agrees that the employer's obligation to deduct such dues is expressly restricted to making only such deductions as are permitted by law and as are authorized by valid assignment of wages form executed by each employee.

(f) Upon resignation, layoff or termination, the employer will deduct the current month's dues from the employee's final paycheque, provided that the employee has worked at least forty (40) hours, and remit as per (c) of this Article.

(g) In the event that the union alleges any violation by the employer of this Article, notice of such alleged violation shall be given to the employer in writing. If the matter is not resolved between the employer and the union, either party may then refer the issue directly to arbitration.

4.05 AN EMPLOYEE'S FAILURE TO MAINTAIN MEMBERSHIP IN GOOD STANDING

Upon notice in writing from the union to the employer that an employee:

(a) is not a member of the union;

(b) has not signed a written assignment of wages to pay initiation fees;

(c) has revoked his/her written assignment of wages to pay initiation fees, union dues or union assessments;

(d) is suspended from the union;

(e) has been expelled from the union;

(f) has resigned from the union;

the employer shall immediately discontinue the employment of such employee.

The union shall indemnify the employer and hold it blameless against any and all suits, claims, demands and liabilities that may arise for the purposes of complying with the provisions of this clause.

4.06 PARTNERS AND SHAREHOLDERS

(a) Shareholders and partners in excess of four (4) and managers working in an operation covered by this Agreement, shall join the union and be governed by the terms and conditions as defined in this Agreement.

(b) Shareholders, Partners and/or managers who may be required to join the union, shall not displace or replace a member of this union.

(c) Clause 4.06 (a) of this Article shall not apply to Shareholders, Partners nor managers whose duties are supervisory and/or administrative in nature.

(d) An owner, shareholder or partner must prove acquisition of at least ten (10) percent of the value of the entire property to be able to benefit by clause (a).

ARTICLE 5 UNION STEWARDS

5.01 SHOP STEWARDS

(a) The union shall, wherever possible, appoint or elect from among the employees a shop steward for each department. The duties of the shop stewards shall be to assist in the reporting and resolution of all grievances within their departments.

(b) The employer agrees to recognize a duly appointed or elected Shop Steward provided that the union has first advised the employer in writing of the name of the employee so appointed. The union agrees to advise the employer in writing of any changes made by appointment or election from time to time.

(c) The Shop Steward's first obligation is the fulfillment of his/her responsibilities as an employee. During his/her working hours, the Shop Steward is not entitled to engage in union activities other than the necessary involvement in the reporting and resolution of grievances.

(d) The Union Steward must not leave his/her assigned work area on union business, without prior permission. Such permission will not be unreasonably withheld.

(e) The necessary time which is spent by Stewards during their regular working hours in reporting and resolving grievances, or in attending meetings specifically provided for herein, shall be considered to be time worked.

(f) Under no circumstances shall a Steward take any action or issue any instruction which will interfere with the operation or affairs of the employer, or with the management of or direction of the work force.

(g) The Shop Steward shall not be discriminated against or disciplined for the proper performance of his/her duties on behalf of the union.

(h) The employer agrees that the Shop Steward may post official communications from the union to its members on the employees' bulletin boards within the hotel.

(i) No employee or group of employees shall undertake to represent the union at meetings with the employer without the proper authorization of the union. To implement this, the union shall supply the employer with the names of its representatives and similarly, the employer shall supply the union with a list of its supervisory or other personnel with whom the union may be required to transact business.

5.02 SHOP CHAIRPERSON

(a) Where there are two or more stop stewards the union will appoint from their ranks a person who will be the Shop Chairperson.

(b) The Shop Chairperson will be recognized by the employer as the official spokesperson on behalf of the union.

(c) The Shop Chairperson will be involved in the adjustment or resolution of grievances from the first step of the Grievance Procedure.

5.03 MANAGEMENT AND UNION STEWARDS MEETING

(a) Upon request a person or persons designated by the employer and empowered to act on a subject will meet with the Union Stewards on a monthly basis, to review problems that may arise concerning the application and operation of the Collective Agreement.

(b) All Stewards will be permitted to attend such meetings without loss of pay, but there must be no resulting overtime or other premium costs to the employer.

(c) Minutes shall be kept as a record of the matters discussed during these meetings.

(d) Where the Shop Chairperson agrees there are no problems, it will not be necessary to convene the monthly meeting.

(e) The Shop Stewards will meet once a month as provided by the terms of this subsection.

ARTICLE 6 MANAGEMENT RIGHTS

6.01 MANAGEMENT RIGHTS

(a) The entire management of the operation including discipline of the employees is vested exclusively in the employer at his/her place of business.

(b) In the exercise of management rights the employer will not treat any employee in an unfair and

discriminatory manner and will observe the provisions of this Agreement at his/her place of business.

ARTICLE 7

HIRING PROCESS AND PROBATIONARY PERIOD

7.01 HIRING PROCESS

All vacancies and new positions in the bargaining unit which are known in advance of the date they are required will be posted in all departments, for a period of ten (10) days in order that employees currently on payroll may have the opportunity to apply to fill the opening. A copy of all postings shall be given to the Shop Chairperson or the Shop Stewards.

7.02 PROBATIONARY PERIOD

The probationary period referred to in this collective agreement shall be completed after thirty-five (35) shifts of work performed. Should thirty-five (35) shifts of work not be performed, the probation period shall be completed after three (3) calendar months.

ARTICLE 8

EMPLOYEE TRAINING PROGRAMMES

8.01 EMPLOYEE TRAINING PROGRAMMES

It is agreed that in the event the employer institutes a training programme the employer must first receive permission from the union in each and every instance. This programme shall not exceed thirty (30) days. Failure on the part of the employer to receive such permission from the union there shall be no training programme. The established hourly rate for such training programme shall be ten percent (10%) less than the established wage rate for each classification contained within his/her Agreement.

ARTICLE 9

HOURS OF WORK

9.01 NORMAL STRAIGHT TIME HOURS OF WORK

(a) The normal straight time hours of work assigned by the employer shall conform with the following guidelines:

- i) not more than eight (8) hours in any one (1) day;
- ii) not more than five (5) working days in any seven (7) day period.
- iii) not more than forty (40) hours in any five (5) working day period.

(b) Any hours which the employer requires an employee to work in excess of the above shall be paid at double the hourly rate.

(c) Overtime to a maximum of four (4) hours shall be offered to the senior employee on shift who possesses the necessary skills required for such duties. All other overtime shall be assigned by seniority.

9.02 SPLIT SHIFTS

(a) Where split shifts are assigned by the employer, they must conform with the following guidelines:

- i) no shift of less than seven (7) hours may be split except in the banquet department where no shift of less than six (6) hours may be split;
- ii) no shift may be split more than once;
- iii) no part of a split shift shall be less than two hours;
- iv) all split shifts must be worked within a twelve (12) hour period.

(b) The Employer is not obligated to pay split shift premium except where time off between split segments exceeds one (1) hour.

(c) The premiums shall be as follows:

- i) 6 hours worked for 7 hours straight time pay (banquets);
- ii) 7 hours worked for 8 hours straight time pay;
- iii) 8 hours worked for 9 hours straight time pay.

9.03 SHIFT HOURS

All shifts assigned by the employer must conform with the following guidelines:

(a) Four (4) hour shifts will be the minimum shift permitted in any one (1) day;

(b) Shifts of 5, 6, 7 or 8 hours may be assigned, subject to the provisions of Article 9.05;

(c) All hours worked up to and including eight (8) hours in any one (1) day will be paid at the straight time rate;

(d) There must be a minimum of eight (8) consecutive hours and where possible ten (10) consecutive hours between an employee's scheduled shifts. Failure to provide eight (8) consecutive hours between shifts will result in overtime being payable for all hours worked in the second shift.

(e) The day where the majority of an employee's hours of work are scheduled shall be considered the day worked.

(f) Where the employee requests a second shift in the same day for the purposes of maximizing their hours they shall be exempt from clause (e) above and there shall be no premium cost to the employer.

(g) Such requests in clause (f) shall be in writing. A minimum of eight (8) hours free time must still be scheduled between all shifts worked.

9.04 MAXIMIZING THE LENGTH OF SHIFTS

(a) While the employer is entitled to schedule shifts of various lengths as provided for in this agreement, the employer is obligated to first build and maintain shifts of 8, 7, 6, 5 or 4 hours as the only recognized shifts. Wherever possible all eight (8) hour shifts will be scheduled before seven (7) hour shifts are scheduled, with a similar progression downward to four (4) hour shifts.

(b) The obligation outlined in (a) above shall not be construed as requiring the employer to create split shifts or incur any penalty.

9.05 ASSIGNMENT OF SHIFTS BY SENIORITY

(a) Within departments and classifications, the employer must offer and assign the longest shifts to employees with the most seniority. If a more senior employee declines a longer shift in favour of an available shorter shift, then the longer shift shall be again offered on a seniority basis.

(b) The employer must offer and assign all available forty (40) hour shifts to the employees with the most seniority before implementing shifts of lesser hours.

(c) If a more senior employee declines the forty (40) hour shift in favour of an available shorter shift, then the forty hour shift shall again be reassigned on a seniority basis.

(d) Where an employee is scheduled for less than eight (8) hours in a day, the shift cannot be extended unless by consent of the employee.

(e) In the exercise of its rights to schedule shifts in a manner which is consistent with the best interests of its operation, the employer will make every reasonable effort to apply the principles of seniority to the assignment of shifts which are equal in length.

(f) Employees who restrict their availability for scheduled work will revert to the bottom of the seniority list as long as the restriction remains in place. Such employee must be available to work at least one (1) shift in each and every seven (7) day period.

Reasons for restrictions are:

- i) Family reasons;
 - a) childcare
 - b) family member **or** senior care where there are medical circumstances

Proof of need for such care may be required by the employer.

- ii) Education to attend:
 - a) college or university
 - b) technical or vocational course
 - c) secondary school

Proof of attendance may be required by the employer.

(g) All restrictions of availability must be forwarded to the Employer and the Union in writing, with a **minimum** of seventy-two (72) hours notice. There shall be a maximum of seventy-two (72) hours in which to adjust the work schedule to accommodate a returning employee.

9.06 DAYS OFF

Days off in each seven (7) consecutive days subject to 9.01(a) will be as follows:

All employees shall receive two (2) consecutive days off in each seven (7) days, unless at the option of the employee, applied for in writing, they may choose to have days off, not necessarily consecutive. Employees may opt to have non-consecutive days off by providing the Employer with fourteen (14) days notice in writing, to be signed by the Union and Management. Should the employee opt to return to having two (2) consecutive days off in each seven (7) days he/she shall advise the Employer and a copy to the Union with fourteen (14) days notice in writing and the Employer shall grant the request.

This clause does not apply to those departments whose operation is not continuous.

9.07 TIME WORKED ON SIXTH AND SEVENTH CONSECUTIVE DAYS

Double time shall be paid for all work performed on an employee's sixth and seventh consecutive days of employment.

9.08 PAYMENT FOR TIME IN LIEU OF BREAKS

Employees who cannot get rest periods or meal breaks shall be paid five and one-half (5 1/2) hours worked - *six (6) hours pay*; *six (6) hours worked - six and one half (6 1/2) hours pay*; seven and one half (7

1/2) hours worked - eight (8) hours pay; eight (8) hours worked - eight and one half (8 1/2) hours pay.

There shall be no deliberate bankrolling of purported violations of this clause by any employee.

9.09 UNPAID MEAL BREAKS

All employees working shifts of five (5) to eight (8) hours are entitled to an unpaid meal break between the third (3rd) and fifth (5th) hour of work. Such meal break shall be one half (1/2) hour in duration.

9.10 REST PERIODS

(a) All employees are entitled to rest periods in accordance with the following schedule:

- i) Shifts of **six (6)** hours or less - one (1) ten (10) minutes rest period
- ii) Shifts of more than **six (6)** hours - two (2) ten (10) minute rest periods.

(b) Such rest periods are part of the employee's assigned hours of work and the rest period time is paid for by the employer.

(c) Time to commence when the employee arrives at the assigned rest area or a total of fifteen (15) minutes from the employee's work station.

9.11 EMPLOYEE'S RESPONSIBILITY: WORK START TIME

Employees shall be in their respective assigned working locations, ready to commence work at their designated starting times, and they shall not leave their working locations at times or in a manner inconsistent with the terms of this Agreement.

9.12 WORK SCHEDULES

(a) The work schedule shall be posted, at least sixty-five (65) hours prior to the commencement of the first shift of that schedule, in a conspicuous place for all scheduled employees. The work schedule shall contain the following information for each schedule employee;

- employee's name
- classification
- days off
- starting and finishing times

(b) It is the employer's responsibility to keep the work schedule up to date and to ensure that any changes are clearly noted and legible. It is the responsibility of every scheduled employee to check the posted work schedule for changes.

(c) In the event that the employer changes the next scheduled shift of an employee who is not at work because of a scheduled absence, the employer will be responsible for notifying the employee of the change.

(d) A person designated by the union may make a reasonable number of photocopies of work schedules and any changes to those schedules, at the employer's expense and during regular work hours. Only such copies as are necessary will be made and the intention is not to provide copies to all the employees.

9.13 CHANGES IN WORK SCHEDULES

(a) Where an employee has been scheduled for a shift and not received a forty eight (48) hour notice of change, he/she will be provided with work and or pay for all hours scheduled.

(b) In emergency situations where an employee has not been provided with a notice of a change in his/her work schedule, the employee shall be provided with pay as follows:

- i) 2 hours pay if the employee has not reported for work
- ii) 4 hours work or pay if the employee reports for work.

(c) Employees who become aware that they are not going to be able to report for work as scheduled, are obligated to provide the employer with notice at the earliest possible time, or to have someone else notify the employer on their behalf, to allow the employer time to cover the absence.

(d) Employees whose schedules are changed without the advance notice specified, cannot be disciplined if they advise that they cannot comply with the changed starting and finishing times for the first shift of the new schedule.

- (e) i) Employees may exchange shifts recognizing seniority, with prior authorization of the Employer and the Employer shall not unreasonably withhold authorization.
- ii) There shall be no increased cost to the Employer should Employees exchange a shift with written authorization signed first by the Shop Steward, and then the Supervisor.
- iii) Once the Employee has received authorization to exchange a shift, or shifts, there shall be no Grievances filed as a result of an authorized and agreed to shift change.

ARTICLE 10 SENIORITY

10.01 SENIORITY ENTITLEMENT DEFINED

(a) Departmental Seniority: For the purpose of this Agreement “departmental seniority” shall be defined as an employee’s total length of continuous service identified in hours worked within his/her classification(s) within a particular department in the employer’s operation.

(b) Department: For the purpose of this Agreement, the term “department” shall be understood to mean those departments identified within this Agreement.

(c) Department Seniority: Is used to determine the order of layoff and recall within a classification within a particular department.

(d) Where an employee is regularly scheduled in different classifications and/or departments the employee’s seniority will accrue in the department and classification where most hours are worked.

(e) In the event that an employee is regularly scheduled to work an equal amount of hours in two (2) different classifications, the employee can elect which classification he/she will accrue seniority. Once the choice is made it cannot be altered.

(f) Annual vacation entitlement will be determined by the employee’s total years of service in the hotel and the employee shall be granted holidays according to that established seniority.

(g) While the employer has no obligation to offer extra work to any person outside the classification, should it be decided to offer such work to persons inside rather than outside the hotel, the principles of seniority first within the department and then within the hotel will apply, provided such senior person possesses the necessary skill and ability to perform the full measure of the work required.

(h) An employee, having attained 7,500 hours of seniority and five (5) years service within a classification within a department, may not be passed on the seniority list by an employee who was hired at a later date but has worked more hours.

10.02 ELIGIBILITY FOR SENIORITY ENTITLEMENT

(a) For the purpose of this Agreement, “seniority” shall only apply to an employee who has completed his or her probationary period.

(b) Upon successful completion of the probationary period, an employee will be credited, for the purposes

outlined in (a) above, with the total number of hours worked during the probation period.

10.03 ACCRUAL OF SENIORITY

(a) Accrual of Seniority: Seniority shall be accrued on the basis of completed working hours. When determining what hours are counted as working hours, the following shall apply:

- i) any time off paid for by the employer;
- ii) time off as the result of an injury or illness which is proven to be work related, shall be counted as time worked, provided that a related claim is accepted by either the Worker's Compensation Board or the Health and Welfare Plan provided for in this Agreement.
- iii) up to one (1) month of consecutive time off for a leave of absence pursuant to Article 16.01 shall be counted as time worked.
- iv) time spent on an approved educational course or negotiating committee shall be counted as working hours.
- v) non-occupational illness or injury for a period of up to six (6) months.
- vi) maternity, paternity and adoption leave in accordance with prevailing employment standards.
- vii) seniority shall be accrued on the basis of completed hours worked in a bargaining unit position.

(b) Loss of Seniority and Termination: An employee will lose all seniority rights and be considered terminated where he or she:

- i) voluntarily terminates his/her employment
- ii) is discharged for just and reasonable cause
- iii) is on layoff more than nine (9) consecutive months
- iv) he/she does not return to work on the date specified following an approved leave of absence other than medical
- v) the employee receives severance pay in accordance with the terms of this Agreement in Article 17.09
- vi) is promoted and/or transferred as per Article 11 to a position outside of the bargaining unit.

(c) Seniority Retained But Not Accrued: Seniority shall be maintained but not accrued, in the following situations:

- i) during any absence not referred to in (a) above for which the employer does not pay the employee directly;
- ii) during the term of an approved leave of absence except as provided in 10.03 (a)(iii).

10.04 SENIORITY LISTS

(a) The employer agrees to post departmental seniority lists on or before the 1st day of February and the 1st day of August in each year. The seniority list shall contain the following information:

- i) the employee's name;
- ii) the date from which the employee's service seniority is calculated;
- iii) the number of hours of seniority accrued;
- iv) the employee's job classification.
- v) The number of hours worked ~~in~~ previous classifications, such hours will be recorded under the classification in question with an "Inactive" designation.

(b) The seniority list shall be posted by the employer for a minimum of thirty (30) days. Any objection to the accuracy of posted seniority list must be lodged with the employer during the thirty (30) days in which the list is posted. Thereafter, the posted lists will be deemed to be valid and correct for all purposes of this Agreement.

(c) At the time of posting, a copy of the seniority lists shall be give to the Union.

(d) New employees will be added to the departmental seniority lists upon commencement of employment.

10.05 SENIORITY AND LEAVE OF ABSENCE

No employee shall have the right to claim seniority if he/she or she has been on a leave of absence in excess of three (3) months, except as provided in Articles 16.01, 16.02 and 16.05.

ARTICLE 11

PROMOTIONS, TRANSFERS, LAYOFF AND RECALL

11.01 PROMOTION

The employer, when filling vacancies or new positions or offering transfers or promotions, will apply seniority, provided however that the employee who claims the right to exercise his/her seniority possesses the necessary qualifications, integrity, skill and ability to perform the job.

11.02 TRANSFERS

(a) Transfers offered by the employer from one department to another will take place only with the consent of the employee.

(b) Transfers from one department to another cannot take place unless there is a vacancy or a new position has been created, and no employee will be laid off because of such transfer.

11.03 PROMOTION AND TRANSFER TRIAL PERIOD

(a) Any employee who is granted a promotion or transfer appointment by the employer, shall be on a trial period for up to forty five (45) days for promoting and forty five (45) for transfers. During this trial period, the employee must demonstrate that he/she can satisfy the requirements of the work performance criteria for the job, to the satisfaction of the employer.

(b) Should the employee be unable to satisfy the requirements of the work performance criteria in the trial period, or should he/she decide during the trial period that he/she does not want to continue in the job, then the employee may be returned to his/her former job. In such cases, the employer shall have the right to require all employees who changed job positions in consequence of the promotion, to move back into their job positions and wage rates, which they occupied prior to the promotion.

11.04 DEMOTIONS AND SENIORITY

When layoffs occur within any department, the last employee hired shall be the first employee laid off, based on length of service within that particular classification, and shall be recalled in inverse order to that in which he/she was laid off, it being understood that:

(a) Employees in higher classifications shall be demoted to lower classifications if the employee affected by the layoff has worked in the lower classification to which they are being demoted, and

(b) The order of demotion, where an employee has worked in more than one lower classification shall be progressive.

11.05 LAYOFF AND RECALL PROCEDURE

(a) When layoff occurs within a department, the employee with the least seniority within the particular classification shall be the first laid off.

(b) Employees who restrict their availability for hours of work or work schedules will not be protected by their seniority for recall.

(c) In the event of a layoff, the order of layoff within the affected classification and department shall be as follows:

Probationary employees

Regular employees

(d) An employee who has been laid off and wishes to be recalled must insure that the employer has a current phone number and address for purposes of recall. Failure on the part of the employee to provide this information may result in the employee forfeiting his/her recall rights.

(e) The employer agrees that recall notification will be by direct contact (including personal contact and telephone contact), registered mail or telegraph. Any employee failing to report for duty within sixty (60) hours, excluding Saturday and Sunday from the time of such notification, shall be considered to have resigned without notice.

(f) In the event of the permanent closure of a department or the permanent deletion of a classification within a department, the employees affected by such closure or deletion may revert back to the position which they held previously, but any hours of seniority in the closed department or deleted classification are not transportable back.

Employees promoted to or occupying supervisory positions will not be protected by this clause.

11.06 CHANGE OF WORKFORCE - GENDER

No employee shall be laid off for the simple reason of changing the workforce from male to female or female to male.

11.07 NOTICE REQUIRED IN CASE OF DEPARTMENT CLOSURES OR DELETIONS OF CLASSIFICATIONS

In the event that the employer makes a decision that will result in the displacement of a regular employee through layoff, as a result of the closure of a department or the deletion of a classification, the employee will be given a minimum of one (1) week notice in writing.

Once the employee receives the written notice, he/she will be given the status of a preferred candidate for any job vacancy which then exists within the bargaining unit, or any job which becomes vacant during the notice period.

To qualify for consideration as a preferred candidate for any job vacancy, the employee must either possess

the necessary skills and abilities to perform the job tasks to the employer's standards, or on a reasonable assessment, could be expected to achieve such performance standards after a period of orientation.

No matter when an employee chooses to take a severance allowance, such an allowance can only be claimed once, and when paid, the severance allowance ends the relationship between the employer and the employee.

ARTICLE 12 ADMINISTRATION

12.01 WAGE RATES

The minimum wage rates provided in the attached applicable appendix shall cover the job description and classifications of labour within the jurisdiction of local 40 and shall remain in effect throughout the specified or extended term of this Agreement.

12.02 COMBINED CLASSIFICATIONS

In situations where an employee works in more than one classification he/she shall be paid at the hourly rate applicable to each classification for the time actually worked in each classification. But the hotel may not, by virtue of this rule, evade the hiring of an employee in a higher classification where such employees in a higher classification would normally be hired according to usages of the trade. Hours worked in excess of four (4) will be calculated in increments of one (1) hour.

12.03 WAGE RATE CONDITIONS

(a) The wage rates outline in the attached appendix are minimum wage rates and they do not prevent the employer from paying a higher wage rate.

(b) The employer is not entitled to pay wage rates lower than those contained in the appendix, except as specifically provided for in clauses 8.01 and 7.02.

(c) In cases where the employer has granted an employee a rate higher than that provided in the Agreement, the premium cannot be withdrawn unless it was granted on a conditional basis and the condition has been exhausted or withdrawn. Otherwise, such a premium can only be withdrawn at the time when the wage rates are being negotiated.

(d) All wage increases shall apply to all employees unless otherwise specified in this Agreement.

12.04 ENTRY LEVEL WAGE RATES

(a) For the first six (6) calendar months of employment an employee shall receive seventy-five (75) percent of the contractual hourly wage rate for the classification in which he or she is working.

(b) After six (6) calendar months from the date of hire, the rate will be increased to eighty-seven and one half (87.5) percent.

(c) After one (1) calendar year from date of hire, the rate will be the classified rate.

(d) Transfers or promotions within a hotel will not necessitate the employee reverting to an entry level rate.

(e) Promotions or transfers within the corporation to another hotel which are made at the request of the employer will not necessitate the employee reverting to an entry level rate.

(f) Employees who are promoted or transferred within the corporation to another hotel at the request of the employee will revert to an entry level rate.

12.05 NEW CLASSIFICATIONS

It is agreed that job classifications and wage rates not specifically set out in the attached appendix of this Agreement shall be included in the schedule by mutual consent of both parties to this Agreement. If unable to agree, either party may invoke the grievance procedure as defined in this Agreement.

12.06 PAYMENT OF WAGES UPON TERMINATION, LAYOFF OR RESIGNATION

(a) When an employee resigns, the employer will pay all wages owing to the employee within six (6) calendar days of the date of his/her resignation.

(b) When an employee is laid off or his/her services are terminated, the employer shall pay all wages owing to him within forty-eight (48) hours, exclusive of Saturdays, Sundays or holidays.

(c) When an employee is laid off or his/her services are terminated, upon receipt of a written request from the employee, the employer will provide reasons for the layoff or termination.

12.07 ELECTION DAYS

No wages shall be deducted for time lost on election days. The regular work schedule will prevail for Federal and Provincial Elections.

12.08 MIXEROLOGIST (BARTENDER)

(a) The job duties of the mixerologist (bartender) include the mixing and serving of beverages and any other duties consistent with bartending. He/she may be required to take stock and direct the working force within the confines of the cocktail area. He/she is responsible for the general cleanliness of the bar and utensils, and general tidiness of all stations while working without a waiter. General cleanliness includes cleaning out the refrigerator, cleaning the bar and bar fixtures, sinks, taps, all working surfaces, bottles and containers.

(b) In circumstances where the operation of the bar requires only one person, the mixerologist (bartender) may also perform the job duties of the Deli Attendant from 2:00 pm to 5:00 pm, but the bartending duties are a priority. He/she is not obligated to perform any janitorial duties other than the general cleanliness of the bar and utensils and general tidiness of all stations.

(c) Full cleaning of glasswashers that includes breakdowns of piping will be undertaken at the request of the employer and shall be considered as paid time.

12.09 BAR PORTER

(a) The duties of the bar porter shall include the preparation of all necessary fruit and juices, keeping the fridge stocked, and washing glasses. He/she is also responsible for the general cleanliness of the bar and utensils, under the direction of the mixerologists (bartenders). He/she may not perform duties normally performed by the bartender (mixerologist) or a waiter, and his/her duties are confined to licensed areas only.

(b) The employer is entitled to choose not to use a bar porter in any particular situation. In the event that the employer does choose not to use a bar porter, the duties of the bar porter shall be assigned to the mixerologists (bartenders).

12.10 ROOM ATTENDANT WORKLOAD

Duties of room attendant workload and content, where a maid presents a grievance to the Union on any matter pertaining to work load or content, the employer of the individual hotel where the grievance arose will meet with the union to review and finalize the grievance setting out work load and content for his/her hotel only.

ARTICLE 13 STATUTORY HOLIDAYS

13.01 STATUTORY HOLIDAYS

For the purpose of this agreement, the recognized statutory holidays shall be:

New Year's Day	Labour Day
Good Friday	Thanksgiving Day
Victoria Day	Remembrance Day
Canada Day	Christmas Day
B.C. Day	Boxing Day
One Floating Holiday	

After one (1) year continuous service the floating holiday will be taken, each calendar year, at a time mutually agreeable to the employee and the employer payable at straight time **for** each hour the employee would normally have worked. Should Heritage Day **or** any other day be proclaimed as mandatory during the term of the Agreement it shall be substituted for the floating holiday.

- i) The employer shall grant the floating holiday to an employee after receiving written notice of at least seven (7) days.
- ii) Where more than one employee in the same department requests a floating holiday for the same day, seniority shall apply.
- iii) Where an employee has requested their floating holiday, in writing and has been denied twice, in writing, this employee may request in writing the equivalent pay in lieu **of** the floating holiday.

The request **for** equivalent pay may be made any-time from the second denial to the end of the calendar year.

The employer shall pay, at straight time, to the employee, in lieu of the floating holiday, the hours the employee worked at the last floating holiday which the employee was denied.

13.02 STATUTORY HOLIDAY FALLING ON DAY OFF

In the event that an employee's day off falls on a statutory holiday the employee shall receive his/her normal day's wages as calculated in 13.03(b).

13.03 PAYMENT FOR STATUTORY HOLIDAYS

(a) Employees who are eligible for statutory holiday pay will receive a normal days pay **for** the statutory holiday, whether **or** not they are scheduled to work on the statutory holiday.

(b) For the purpose of this article, a normal day's pay shall be understood to mean **an** employee's normal

hourly earnings, exclusive of overtime, for the hours he/she has worked in the two week period immediately preceding the week in which the statutory holiday occurs, divided by ten (10) to establish the hours to be paid for the statutory holiday. In the case of the calculation of a normal days pay for New Year's Day, Christmas Day and Boxing Day will be counted as time worked, on the basis of the hours that the employee was paid for those days.

(c) An employee who is scheduled by the employer to work on a statutory holiday, shall be paid one and one half times his/her normal wage rate for any hours so worked, on all statutory holidays in addition to pay received under (a) above. An employee who works more than hisher regularly schedules hours shall be paid double time and one half for all such hours worked.

(d) For the purposes of calculating a normal day's pay as per (b) while on W.C.B. or sick leave any paid time off shall count as time worked.

13.04 ELIGIBILITY FOR STATUTORY HOLIDAY PAY

(a) To be eligible to receive pay for a statutory holiday, an employee must work hisher last regularly scheduled shift immediately prior to the holiday and his/her first regularly scheduled shift following the holiday.

(b) The eligibility requirements in paragraph (a) above will be waived by the employer when the employee's absence from an eligibility shift has been approved by the employer, or when the employee fails to satisfy the eligibility requirements only because of a bona fide sickness or accident. The employer is entitled to require a doctor's certificate as proof of such sickness or accident, and any abuse of this provision by an employee may be cause for discipline.

13.05 LOSS OF STATUTORY HOLIDAY PAY FOR FAILURE TO REPORT

(a) If any employee is scheduled to work on a paid holiday but fails to report for work on the day of the holiday, without reasonable cause, or without leave of the employer, he/she shall not receive any pay for such holiday.

(b) The employer is entitled to require the employee to substantiate the "reasonable cause" for hisher absence.

13.06 NORMAL SCHEDULE

In a week where a statutory holiday occurs the normally scheduled work week must prevail.

13.07 STATUTORY HOLIDAY DURING EMPLOYEE'S VACATION

Should any statutory holiday occur during an employee's vacation period, an extra day of vacation with pay will be granted, either the working day preceding or the working day following the employee's vacation period.

(a) Should any statutory holiday occur during an employee's vacation period, the formula in 13.03(b) shall be applied to the two week period immediately preceding the week in which the vacation commenced. The employee shall receive this amount in addition to vacation pay. The employee shall in addition receive an extra day off, either the working day preceding or the working day following the vacation period.

(b) Should a statutory holiday fall during the first week immediately following the end of an employee's vacation, the formula in 13.03(b) will be applied to the two week period immediately preceding the week in which the vacation commenced.

(c) Should a statutory holiday fall during the second week immediately following the end of an employee's vacation, the formula in 13.03(b) will be applied to the first week immediately preceding the week in which the vacation commenced and the first week immediately following the end of the employee's vacation.

ARTICLE 14 ANNUAL VACATION

14.01 ANNUAL VACATION PAY: EMPLOYEES WITH LESS THAN ONE YEAR OF SERVICE

Employees with less than one year of completed service, will receive annual vacation pay in accordance with the provisions of applicable legislation.

14.02 ANNUAL VACATIONS AND PAY ENTITLEMENTS

(a) Employees are entitled to annual vacation and annual vacation pay, according to their completed years of consecutive service, calculated from their date of hire, as follows:

Completed Years of Service	Annual Vacation Time	Annual Vacation Pay
1 year but less than 3 years	2 weeks	4%
3 years but less than 7 years	3 weeks	6%
7 years but less than 20 years	4 weeks	8%
20 years but less than 25 years	5 weeks	10%
25 years or more	6 weeks	12%

Coast Capri Hotel's vacation percentage payout will continue as in past practice and identified in the current H.I.R. Master Agreement.

(b) "Consecutive years" as used herein, shall be understood to mean consecutive years of service with the same establishment subject to 10.03 and 14.05 of this Agreement.

(c) Annual vacation pay shall be calculated using the applicable percentage from (a) above, as a percentage of the employee's gross earnings for the preceding anniversary year.

(d) "Gross earnings" as used herein, shall be understood to mean the total earnings realized by an employee from the payment of wage rates for straight time, overtime, vacation pay and statutory holiday pay.

(e) The employer shall provide a record on each pay cheque of an employee's accumulated vacation pay.

(f) Vacation pay shall be issued on the pay period prior to the employee's vacation on a separate cheque, with an itemized statement.

14.03 VACATION SCHEDULING PREFERENCE BY SENIORITY

Employees shall have preference with respect to annual vacations within their department and classifications, according to the seniority list, provided they file applications before April 1st of the subsequent 12 month period in which they wish to take their vacation. Applications filed within these guidelines will be answered by April 30th. Applications filed outside these guidelines must be in writing and will be answered in writing within two (2) weeks from receipt of application.

14.04 VACATION SCHEDULING

(a) All vacations shall be taken at a time to be mutually agreed upon by the employer and the employee

and in any event not to exceed twelve (12) months from the employee's anniversary date.

(b) For the purpose of vacations the full calendar year is recognized.

(c) Employees should apply for vacations a minimum of thirty (30) days prior to commencement of the vacation.

(d) At peak periods of business, June 15 to October 15, the employer shall have the right to restrict the scheduling of vacation absences so that the operating needs of each department within the hotel are adequately staffed. In some situations this will mean that within a department not more than one person can be absent for a scheduled vacation at any one time.

For the purposes of this Article, such restrictions shall be published by the employer by February 1st of each year.

(e) All employees are entitled to split their annual vacation entitlement into two (2) segments, but in the absence of the Employer's express written consent, an employee may not split his annual vacation entitlement into more than two (2) segments.

(f) Whenever an employee takes only a part of his annual vacation entitlement, he/she shall be paid an amount equivalent to what the employee would have earned had they been working, to a maximum of the amount accrued in their vacation pay account and employees working less than an average of twenty (20) hours per week shall have their vacation pay account cleared each time they take vacation.

14.05 CREDITS ON TRANSFER WITH SAME EMPLOYER

Where an employer owns, operates or has shares in other hotels covered by this Agreement and transfers an employee to such an operation, all vacation and severance benefits will continue.

It is clearly understood that where an employee requests a transfer, Section 14.05 shall not apply.

ARTICLE 15
HEALTH AND WELFARE/PENSION AND MONTHLY
ASSESSMENT ACCOUNT

15.01 CONTRIBUTIONS FOR HEALTH AND WELFARE PLAN, AND PENSION PLAN

DATE	COASTTOWN CENTRE HOTEL AND COAST CAPRI HOTEL		
	Employee Contribution Health & Welfare	Employer Contribution Health & Welfare	Pension
May 1, 1996	N.A.	N.A.	N.A.
June 1, 1996	0.06	0.87	0.15
Nov. 1, 1997	0.06	0.90	0.18
Nov. 1, 1998	0.06	0.93	0.21

DATE	COAST BASTION INN, COAST VICTORIA HARBOURSIDE HOTEL, COAST INN OF THE NORTH AND COAST DISCOVERY INN		
	Employee Contribution Health & Welfare	Employer Contribution Health & Welfare	Pension
May 1, 1996	0.06	0.93	0.12
June 1, 1996	0.06	0.93	0.12
Nov. 1, 1997	0.06	0.93	0.17
Nov. 1, 1998	0.06	0.93	0.21

NOTE

(1) Health and Welfare contributions will be to the Health and Welfare Plan provided for in the Trust Deed between the Union and the B.C. and Yukon Hotels Association.

(2) Pension Contributions will be to the Pension Plan provided for in the certain trust agreement known as the Hotel, Restaurant and Culinary Employees and Bartenders Union, Local 40 Pension Plan.

15.02 PENSION PLAN QUALIFICATIONS

The employer agrees that all employees who qualify for benefits under the provisions of the Trust Agreement known as the Hotel, Restaurant and Culinary Employees and Bartenders Union, Local 40 Pension Plan shall be covered by the pension fund as set out in the said Trust Agreement.

15.03 PENSION DEED OF TRUST

It is mutually agreed between the union and the employer that all terms and conditions of the Deed of Trust between the union and the British Columbia and Yukon Hotels Association in regards to pension, shall be binding on the signing parties. This shall at no time

determine the hourly rates as defined within the Collective Agreement, Article 15.

15.04 MONTHLY ASSESSMENT ACCOUNT AND INDUSTRY ENHANCEMENT FUND

It is agreed that effective on the date of signing this Agreement:

Eight cents (\$0.08) for each hour worked by each employee covered by this Agreement to the assessment account of each such employee as part of his or her compensation.

15.05 PAYMENT OF CONTRIBUTIONS

The employer agrees to forward all monies payable by him in respect of fringe benefits, on or before the 15th day of the month following the actual performance of work and shall forward said contributions to the Administrator.

15.06 EMPLOYER STATEMENT

The employer also agrees to remit the contributions together with a monthly statement setting out the names of the employees in respect of which said payments are made, together with the hours of work credits or amounts paid in respect of employees.

15.07 FAILURE TO REMIT

In the event an employer fails to remit contributions to these plans in conformity with this Clause of the Agreement, the employer shall, if in default more than ten (10) days after notification by the Union, pay the monies due thereunder and in addition thereto pay these plans a penalty in the amount of \$50.00. The employer shall be responsible for loss of benefits to any employee because of the employer's default action.

15.08 INVESTIGATION OF THE EMPLOYER'S PAYROLL RECORDS

(a) The employer shall allow the properly authorized representative of the union to investigate his/her timebook, to ensure that the proper contributions are being remitted pursuant to Article 15.01 of this Agreement.

(b) In the event that the union intends to investigate the employer's timebook, the union shall first serve written notice on the employer giving the employer a reasonable period of advance notice.

15.09 CONTRIBUTIONS WHILE ON W.C.B.

It is understood and agreed that should an employee be injured on the job and subsequently be on W.C.B., the employer shall continue all Health & Welfare con-

tributions as if the employee was working, until such time as the employee returns to their regular duties.

15.10 INJURY PAY PROVISION

Subject to other coverage, an employee who is injured on the job during working hours and is required to leave for treatment or is sent home for such injury or work related illness, shall receive payment for the remainder of his/her shift.

ARTICLE 16 LEAVES OF ABSENCE

16.01 LEAVE OF ABSENCE EMPLOYEE ELECTED TO UNION OFFICE

(a) The employer shall grant an unpaid leave of absence to an employee who is appointed or elected to a position within the Union for a period of up to and including five (5) years.

(b) A request for such an approval leave must be given to the employer by the union, in writing, on union letterhead and signed by the Officer of the union.

(c) An employee who obtains such a leave of absence shall return to his employment within thirty (30) calendar days after the completion of his employment with the Union.

(d) Although the employer is not obligated to grant such leave to more than one (1) employee at a time, such leave will not be unreasonably denied.

16.02 LEAVE OF ABSENCE UNION CONVENTIONS AND EDUCATIONAL PROGRAMS

(a) The employer, upon receipt of written notice from the union, shall grant leaves of absence, without pay to employees who are elected as delegates to attend union conventions, educational programs (up to a maximum of one (1) month) or as members of a negotiating committee. Written notice shall be given at least seven (7) days prior to the commencement of such leave.

(b) The employer, upon receipt of written notice from the union, shall grant up to fifteen (15) working days leave of absence without pay, for employees to attend bona fide shop steward education programs. Written notice shall be given at least seven (7) days prior to the commencement of such leaves.

(c) The employer may grant further unpaid leaves of absence to employees for the purpose of attending mutually agreed upon educational programmes within

the hospitality industry. Written applications for such leave must be received at least seven (7) days prior to the commencement of such leaves.

(d) The employer is entitled to insist that not more than one employee can be absent on such leaves of absence, from any one department.

16.03 LEAVE TO APPEAR AS WITNESS

(a) Subject to the provisions of paragraph (b) any employee covered by this Agreement who is required to attend any commission, court or hearing, to give evidence in any civil or criminal case respecting the Hotel in which he/she is employed, shall be compensated at the same hourly rate as called for in this Agreement, with a minimum of four (4) hours pay and a maximum of eight (8) hours pay for each day of attendance.

(b) For the purposes of this Article 16.03, a commission, court or hearing does not include a grievance arbitration hearing, an industrial inquiry commission, the Labour Relations Board or any other tribunal or hearing which is concerned with the labour-management relationship between the employer and the union.

(c) Notwithstanding paragraph (b), an employee who is called by the employer to give evidence at a grievance arbitration hearing, an industrial inquiry commission, the Labour Relations Board or any other tribunal or hearing which is concerned with the labour-management relationship between the employer and the union, shall be compensated in accordance with the provisions of paragraph (a).

16.04 BEREAVEMENT LEAVE

(a) A regular employee will be granted three (3) days off without loss of pay in the event of the death of a member of his/her immediate family.

(b) "Immediate family" shall be understood to include the employee's mother, father, son, daughter, sister, brother, spouse, father-in-law, mother-in-law, grandparents, grandchildren and step-children.

(c) For purposes of this article, "spouse" shall be defined to include a common-law spouse with whom the employee has cohabited for a minimum of one (1) year and a same sex spouse as defined by the laws of Canada.

(d) The employer is entitled to require proof of death and/or relationship.

16.05 MATERNITY LEAVE

All employees will be afforded all benefits of Maternity, Paternity and Adoption Leave, in accordance with prevailing Employment Standards Legislation.

16.06 MILITARY SERVICE

Members of the union called up for the Military, Airforce or Naval Services, Red Cross or other combat relief service of Canada during the life of this Agreement will be considered on leave of absence and be returned to their former position upon honourable discharge from the service, provided they are physically and mentally capable and make application within two (2) months.

16.07 JURY AND WITNESS DUTY

Employees who serve on **jury or** as a witness for the Crown shall be granted leave of absence for this purpose and provided that the employee concerned deposits with the employer any pay received an employee shall continue to receive his/her full wages for such period of time. To be eligible for this clause the employee must have completed six (6) months or more with his/her present employer.

16.08 GENERAL LIMITATION ON LEAVES OF ABSENCE

(a) All leaves of absence provided for in this Agreement are leaves without pay, unless it is specifically provided in the appropriate article that the particular leave of absence is to be granted with pay.

(b) Leaves of absence other than those specifically provided for in this Agreement may be granted to employees where it is deemed appropriate to do so by the employer, but the granting of such leaves is within the discretion of the employer. The granting of such leaves will be in writing.

ARTICLE 17

MISCELLANEOUS EMPLOYEE ENTITLEMENTS

17.01 PROTECTED WORKING CONDITIONS

(a) All working conditions at present in force which are not specifically mentioned in this Agreement and which are not contrary to its general purpose and intent shall continue in full force and effect unless cancelled or terminated in accordance with the terms of this article.

(b) Any working condition which was implemented by the employer on a conditional basis can be termi-

nated when the terms of the condition have been exhausted or fulfilled, or the condition has been withdrawn.

(c) Any other working condition which was granted by the employer but which is not specifically provided for in this Agreement may be cancelled by the employer by:

- i) serving the union with written notice within thirty (30) days of the ratification of this Agreement, or
- ii) serving the union with written notice of cancellation effective on the last day of each year of this Collective Agreement (i.e. April 30, 1997, April 30, 1998, and May 31, 1999).

17.02 MEAL ENTITLEMENT

A menu, including snack items, starting at fifty (\$0.50) cents, and meal items up to three dollars and twenty five cents (\$3.25) including Goods and Services Tax, shall be supplied by the employer. The menu items are to be agreed upon by both the Union and Management.

All shifts of five (5) hours or more worked shall receive one (1) meal which is not to exceed three dollars and twenty five cents (\$3.25) per shift.

Complimentary beverages for coffee breaks will include coffee, tea and pop for all employees.

17.03 EMPLOYEE ATTENDANCE AT STAFF MEETINGS

(a) Where an employee is directed by the employer to attend a staff meeting during his/her regular working hours, the employee shall be compensated at his/her regular hourly rate for the time spent in such attendance.

(b) An employee who is directed to attend a staff meeting is not entitled to claim overtime pay for such attendance, unless the time spent in the meeting results in the employee working more than eight (8) hours in a day, or more than forty (40) hours in a week.

(c) Where the attendance of an employee at a staff meeting is voluntary, in response to an invitation and not a direction of the employer, the employer is not obligated to compensate the employee for the time spent in such attendance.

(d) Where an employee is directed by the employer to attend a staff meeting during his/her regular days off, the employee shall be compensated at his/her regular hourly rate for the time spent in such meeting.

17.04 EMPLOYEES RETURNING TO WORK AFTER ILLNESS OR INJURY

(a) In cases where an employee is returning to work following an absence due to illness or injury, including absences covered by the Workers' Compensation benefits, the employee is entitled to reinstatement in his/her former position with all rights and conditions which he/she formerly enjoyed, according to the terms of the Agreement which is in effect at the time of his/her return, subject to the further conditions which follow:

(b) Prior to reinstating the employee, the employer is entitled to require documentation from a physician or from the Workers' Compensation Board, certifying that the employee is physically able to resume the performance of the duties.

(c) In cases involving prolonged absence where it has been necessary for the employer to make adjustments in the work schedules of other employees in order to cover the absence, the employer shall have a maximum of seventy-two (72) hours in which to adjust the work schedule to accommodate the returning employee.

17.05 NO INDIVIDUAL CONTRACTS OF AGREEMENT

(a) No employees shall be compelled or allowed to enter into any individual contract or agreement with his/her employer concerning the conditions of employment varying the conditions of employment contained herein.

(b) No employee shall be asked to make a written or verbal agreement with the employer covering hours of work, wages or conditions during the term of this Agreement.

17.06 PERSONAL EFFECTS

The employer agrees to provide adequate lock-up facilities for employees' personal effects, namely purses and/or wallets. The employer cannot enter into the locker without the presence of the employee, a shop steward or another member of the bargaining unit.

17.07 COMPENSATION TO EMPLOYEE RE ENFORCEMENT OF HOUSE RULES FOR PATRONS

(a) Upon presentation of a written bona fide claim by an employee, the employer shall compensate the employee for the replacement cost of or repair of, any wearing apparel, false teeth, eye glasses, contact

lenses or hearing aids, damaged or destroyed as a consequence of the employee's participation in the enforcement of house rules and/or Liquor Control Board Regulations and/or at the direction of management or a person appointed by management.

(b) If, as a direct consequence of the proper performance of duties assigned by the employer, an employee becomes the subject of civil or criminal legal proceedings in which the employee must mount a defence, the employer will either arrange and pay for a lawyer to conduct the defence, or, at the employer's choice, will underwrite the reasonable and necessary costs of the defence.

17.08 WAITER TRAY SIZE AND GLASS LIMIT

(a) It is mutually agreed that no waiter shall be required to *carry* a load exceeding twelve (12) glasses or equivalent.

(b) A standard size tray for the transport of liquor shall be supplied by the employer and shall be used in licensed premises and will not exceed thirteen (13) inches in base diameter. No employee shall be permitted to supply or carry his/her own tray.

17.09 SEVERANCE PAY

(a) All employees, with five (5) or more years of consecutive service shall upon termination receive sixteen (16) hours' pay for each year of continuous service in the establishment, except an employee who has his/her employment terminated for just cause.

(b) Employees who qualify under this clause must be employed and work a minimum of one thousand, eight hundred and twenty (1,820) hours per year to qualify for sixteen (16) hours' pay. Employees working less hours, unless absent under conditions where he/she continues to accrue seniority, will receive pro rata severance pay for the year based on the actual hours worked as a percentage of one thousand, eight hundred and twenty (1,820) hours.

17.10 CASHOUT IN THE EVENT OF SALE OR TRANSFER

(a) In the event a hotel is sold or transferred, all employees shall be paid severance pay up to the date of such sale by the outgoing owner or lessee. If such payment is not made the new owner or lessee becomes responsible for all accumulated severance. After payment has been made, continuous service for the purpose of severance pay commences a new starting from

date of each sale. No duplication or pyramiding of payments is intended.

(b) Transfer of shares or shareholders: In the event of a transfer of shares from one shareholder to another and/or in the case of one or more of the shareholders being bought out and new shareholders being put in place, it is understood that:

- i) the outgoing shareholder(s) will either pay-out his/her percentage of severance owing to employees, or
- ii) the new shareholders will issue in writing reinsurance to all employees as well as the union that he/she is assuming that liability a part of the transfer of shares from the outgoing shareholder.

In the event of a company name change, either severance will be paid or a letter will be filed with the employees and the union verifying severance from the date of hire continues to be payable.

17.11 LIMITATION ON EMPLOYEE ENTITLEMENT

Employees who are not actively employed are only entitled to continue to receive such rights, entitlements, benefits, as are specifically given to them by the express terms and conditions of this Agreement, or by applicable legislation.

17.12 UNION BULLETIN BOARD

The employer shall provide wherever possible a bulletin board for the exclusive use of the union, the sites to be determined by mutual agreement. The use of such bulletin board facilities shall be exclusive to the Union.

In all other cases Management will grant unrestricted use of the existing bulletin boards to the Union.

17.13 HEALTH & SAFETY FIRST AID ATTENDANT

At the request of the employer employees who take time off to take a recognized Industrial First Aid Program shall be compensated by the employer for all lost hours as a result of the program at their regular hourly rate. Further, upon successful completion, employees shall receive an additional \$0.25 per hour over and above their regular hourly rate as compensation, whenever the application of such First Aid Certification is mandated in that shift.

17.14 PERMANENT JOINT OCCUPATIONAL HEALTH & SAFETY COMMITTEE

There shall be established a Joint Committee composed of representatives of the Employer and representatives of the Union. The committee's responsibilities will be to review reports on matters referred by Government Occupational Health and Safety Committees and make recommendations to the bargaining principals regarding occupational health and safety matters.

17.15 BICYCLE RACKS

The employer shall provide secure bicycle racks for those employees who require same.

ARTICLE 18 EMPLOYEE CONDUCT AND DRESS

18.01 HOUSE RULES GOVERNING CONDUCT OF EMPLOYEES

(a) It is mutually agreed that the employer will post house rules for the conduct of employees and file a copy of those house rules with the union before enforcing same. Filing with the union office is accomplished by delivery of a copy of the house rules through registered mail.

18.02 CONTROL OF ABSENTEEISM

Recognizing that the absenteeism by employees creates staffing and scheduling problems, disruption in the work place to the detriment of other employees and increased cost to the detriment of all parties, the employer is entitled to use any **or** all of the following measures in the control of absenteeism:

- i) the employer, may require an employee to provide a medical certificate as evidence of the employee's illness or injury as a cause for the employee's absence from work.
- ii) every employee who is unable to report for work due to illness **or** injury shall make every reasonable effort to notify the employer, **or** to have someone else notify the employer on his/her behalf, prior to the employee's normal reporting time, **or** as soon after that time as is possible in the circumstances, and in the event that the employer is not satisfied by objective evidence that there is proper justification or reason for an employee's absence, such an absence will be just and reasonable cause for discipline.
- iii) where the employer is satisfied by the objective evidence that an employee is unable or unwill-

ing to maintain a satisfactory attendance record in fulfilment of the employment relationship with the employer, the employer may terminate the services of the employee.

- iv) in relation to any provision in this collective agreement where an employer is entitled to require medical evidence of an employee's ability to return to work or to continue to work, the employer may require that the employee be examined by and present a medical certificate from a physician selected by the Trustees of the Health and Welfare Plan as identified in Article 15.01.

In the event that an employer requires an employee to submit to such an examination any resulting charge by the doctor which is not paid by the employee's medical insurance plan, will be paid by the employer.

18.03 CHEQUES, CREDIT CARDS, CASH HANDLING AND CREDIT ACCOUNTS

When an employee is authorized to cash cheques, honour credit cards or credit accounts, he or she will not be held responsible for any losses provided he or she has followed management's instructions. Where an employee assumes responsibility of cashing cheques, honouring credits cards or credit accounts without proper authorization from management he or she will be held responsible. Management may require that restitution be made if instructions have not been correctly followed. No disciplinary action will be taken against employees making restitution. No employee shall be disciplined or made to make restitution for shortages unless the employee has sole access to the cash.

18.04 PROPER DRESS

(a) All employees shall wear, in the absence of uniforms provided by the Employer, black trousers or skirts and white blouses or shirts. A tie may be required to be worn and such tie shall compliment the attire worn. Comfortable shoes will be worn which will also compliment the attire worn. This dress and the cleaning thereof shall be the responsibility of the employee. Any additional specific articles or styles of clothing required by the Employer shall be provided and cleaned by the Employer at no cost to the employee.

(b) Other than as defined in (a) above, the Employer is not entitled to specify clothing of specific colour, style or quality.

(c) All employees shall have the choice of wearing trousers or skirts whether purchased by the employer or the employee.

18.05 UNCONVENTIONAL MODE OF DRESS

Where an unconventional mode of dress or uniform is required by management, it is agreed the dress or uniform shall not be such as to cause discomfort, ridicule or embarrassment to the employee.

18.06 SPECIAL UNIFORMS

If any special uniform shall be required, such as tuxedo, white jackets, etc., it is agreed that the employer shall supply same and be responsible for the cleaning thereof. All uniforms or special articles of wearing apparel worn by the employee while on duty shall be supplied and laundered by the employer free of cost to the employee.

ARTICLE 19 LIQUOR CONTROL LEGISLATION AND REGULATIONS

19.01 NEW EMPLOYEES INSTRUCTION RE LIQUOR CONTROL LEGISLATION AND REGULATIONS

All newly hired employees who will be involved in the sale or handling of liquor, will be provided with instructions to acquaint them with the relevant provisions of the liquor control legislation and regulations and the importance of complying with those regulations.

19.02 EMPLOYEES SERVING LIQUOR

(a) No employee who is involved in the serving of liquor shall knowingly sell or serve liquor in the employer's premises to any person who is under the legal age. Where, after asking the person to produce suitable identification and proof of age, such an employee is in doubt as to the person's age, he/she may refuse service.

(b) If the employee is directed to a person designated by the employer to serve a person whose age is in doubt, the employer shall accept and bear the full responsibility and shall pay any fines or penalties incurred by the employee as a consequence of such service.

19.03 HOURS OF SERVICE

No employee shall give service after the specified hours set by the Liquor Control and License Branch Regulations.

19.04 IMPLEMENTATION OF CHANGES IN REGULATIONS

It is mutually agreed that upon the implementation of any changes in the Liquor Control Board Regulations governing licensed premises, the Union and management will negotiate an Agreement on the problem that could arise therefrom.

ARTICLE 20 DISCIPLINE AND DISCHARGE OF EMPLOYEES

20.01 DISCIPLINE AND DISCHARGE OF EMPLOYEES

(a) Pursuant to Section 84(1) of the Labour Relations Code of British Columbia the following standards shall be applied:

- i) Employees who have successfully completed their probation period can only be disciplined or discharged for just and reasonable cause.
- ii) During the probation period specified in this Agreement, an employee may be discharged if he/she is unsuitable for status as a regular employee.

(b) In the event that **an** employee other than probationary is discharged for just and reasonable cause the shop chairperson will be notified and provided with the reasons for the discharge.

(c) Where no shop chairperson is recognized the shop steward will receive this information.

(d) **An** employee shall have the right to have his/her steward present at any discussion with supervisory personnel which the employee believes might be the basis of disciplinary purposes. The supervisor shall notify the employee in advance of the purpose of the interview in order that the employee may contact his/her steward. This clause shall not apply to those discussions that are of an operational nature and does not involve disciplinary action.

(e) A steward shall have the right to consult with a staff representative of the union and to have a representative present at any discussion with supervisory personnel which the steward believes might be the basis of disciplinary action against the steward.

(f) **An** employee is entitled, prior to the imposition of discipline or discharge, to be notified at a meeting with management of the reasons for considering such action. The employee may be accompanied by a union representative who shall be advised in advance by management of the time and place of the meeting. The

notice to the Union representative should be at least forty-eight (48) hours in order for the Union representative to be present at such meeting.

(g) The employer shall provide the employee and the union with a copy of any written warning or adverse report affecting the employee. Any reply by the employee shall become part of his/her record. Failure to grieve previous discipline or to pursue such a grievance to arbitration, shall not be considered to be an admission that such discipline was justified.

(h) An employee or the President of the union or his/her designate with the written authority of the employee shall be entitled to review the employee's personnel file

(i) Each documented warning, oral or written, or other record of discipline shall be removed from the employee's work record on the anniversary date of its imposition unless further discipline has been imposed prior to the anniversary date.

(j) Where the Employer intends to discipline an employee, such discipline must take place within fourteen (14) days of the occurrence of the alleged infraction or when the Employer first becomes aware of the alleged infraction.

(k) The Employer agrees that, after a grievance has been initiated by the Union, the Employer's representative will not initiate a discussion or negotiation with respect to the grievance, whether directly or indirectly, with the aggrieved employee, without the consent of the Union.

ARTICLE 21 GRIEVANCE PROCEDURE

21.01 DEFINITION AND RECOGNITION OF A GRIEVANCE

(a) Any complaint, disagreement or differences of opinion between the parties respecting the interpretation, application, operation or alleged violation of this collective agreement, including any dispute with regard to discipline or discharge, shall be considered to be a grievance.

(b) **Any** such complaint, disagreement or difference of opinion will not be recognized as a grievance unless the grievance procedure is followed.

21.02 GRIEVANCE PROCEDURE

(a) Informal Step:

As an informal step, the employee is encouraged to make **an** earnest effort to resolve the grievance directly with the management person to whom he/she reports. At his/her option, the employee may be accompanied by the shop steward for the department in which the employee works.

(b) Step One:

At this step, notice in writing of the grievance must be filed with a person designated by the employer, within ten **(10)** working days after the occurrence of the alleged grievance or of the date on which the employee first has knowledge of it.

The notice in writing shall briefly but clearly describe the nature of the incident or occurrence which gave rise to the grievance, and it shall clearly state the provision of the agreement which has been violated.

Any meeting between the parties at this step must involve the employee, his/her shop steward and a person from management other than the employee's immediate supervisor.

The employer's representative must answer the grievance in writing within ten (10) days.

(c) Step Two:

In the event that a resolution of the grievance, satisfactory to the union and the employer, does not result at Step One, an attempt to resolve the grievance shall be made between the employee, the shop chairman and/or a union representative and a person or persons designated by the employer.

This step must be taken by notice in writing within five **(5)** days of the date on which the written answer was delivered in Step One.

(d) Step Three:

In the event that a resolution of the grievance, satisfactory to the Union and the employer, does not result at Step Two, either the union or the employer may advance the grievance to the next step. The next step involves a selection from the following alternatives:

- 1) The optional grievance procedure provided for in **21.06**.
- 2) **Go** to a Single Arbitrator as agreed in (e) below.
- 3) **Go** directly to full arbitration at Step Four.

(e) If both parties agree, the grievance may be heard by a Single Arbitrator. The parties shall have five **(5)** working days to agree on an Arbitrator. Failing such agreement, either party may request the Director of the Collective Agreement Arbitration Bureau to ap-

point such Arbitrator. Clauses 21.04 and 21.05 shall apply to such Single Arbitrator.

(f) Step Four:

The final step of the grievance procedure shall be full arbitration as provided herein, unless the parties have previously agreed to be bound by the recommendations of an officer appointed by the Labour Relations Board, or by the recommendations of the investigator under the optional grievance procedure or by a Single Arbitrator appointed in (e) above.

(g) Union and Employer Policy or General Grievance:

The union or the employer may file policy, or general grievances. Such grievances shall be filed at Step Two of the grievance procedure.

(h) Section 87(1) of the Labour Relations Code of B.C. may be utilized but is excluded from operation by the parties to the agreement for the purposes outline in 21.06(b)

21.03 ARBITRATION BOARD

Seven (7) full days (excluding Sundays and holidays) shall be allowed for the setting up of a Board of Arbitration. It shall be composed of one (1) representative of the union and one (1) representative of the employer, and these two (2) members shall then select an impartial chairman. In the event of failure of these two (2) representatives agreeing on a chairman, the Minister of Labour shall be asked to appoint one.

21.04 ARBITRATION HEARING AND AWARD

(a) ~~As~~ soon as a chairman has been appointed, the arbitration board will be encouraged to commence the hearing within five (5) days and further encouraged to render a decision within fourteen (14) days.

(b) In order to expedite the arbitration process, the parties agree that they will meet to discuss their understanding of the issue or issues to be placed before the arbitration board, and to prepare a statement of all facts which are not in dispute. The identification of the issue or issues and the statement of agreed facts will be prepared in written form and placed before the arbitration board by agreement of the parties.

(c) Each party to the arbitration will bear the expense of its nominee, and one-half of the expense associated with the appointment of the chairman.

(d) The parties recognize that they are bound by a decision of the board, a majority of the board, or by the

chairman of the board, in accordance with Section 94 of the Labour Relations Code of British Columbia.

21.05 AUTHORITY OF THE ARBITRATION BOARD

The parties to the arbitration recognize that the authority of the arbitration board is set out in Section 89 of the Labour Relations Code of British Columbia.

21.06 OPTIONAL GRIEVANCE INVESTIGATION PROCEDURE

The parties have agreed to initiate an optional grievance investigation procedure on a trial basis, for the specified term of this agreement, in accordance with the following:

(a) Purpose and Scope:

Recognizing that there are times and circumstances in which it may be necessary to seek third-party assistance in the resolution of grievances, and in an attempt to find a way in which to bring about such resolutions without incurring the costs and delays associated with formal arbitration proceedings, the parties have agreed to provide for an optional grievance investigation procedure.

The process is intended to complement the grievance and arbitration procedures otherwise provided for in this agreement. It is not intended to replace those other procedures.

(b) Optional Grievance Investigation Procedure:

As provided for in Section 103 of the Labour Relations Code of B.C., where a difference arises between the parties relating to the dismissal, discipline or suspension of an employee during the term of the collective agreement, the parties will appoint one of the persons named herein as "Investigators", or a substitute agreed to by the parties, to

- i) investigate the difference;
- ii) define the issue in the difference; and (iii) make written recommendations to resolve the difference within five (5) days of the date of the receipt of the request; and, for those five (5) days from that date, time does not run in respect of the grievance procedure.

(c) Cost Sharing:

As provided for in Section 103 of the Labour Relations Code of B.C., each party shall pay one third of the cost incurred in relation to the reasonable remuneration, travelling and out of pocket expenses of the Investigator or his/her substitute. The remaining one third will be paid by the provincial government.

(d) ***Investigators-Alternates Agreed to, and Selection:***

The parties have agreed that for the term of this Agreement the persons named in a Letter of Understanding will be recognized as their "Investigators" for the purposes of this investigation procedure, subject to receiving their respective consents to their appointment.

Selection of a particular named individual to serve in each instance shall be by agreement of the parties. Should the parties **fail** to agree on the selection, then the person next on the list after the last appointment shall be chosen.

(e) ***Option Choice and Timing:***

Either party may choose to implement the investigation procedure provided that all steps of the grievance procedure, prior to reference to arbitration, have been exhausted without a resolution of the difference.

The party wishing to use the investigation procedure shall notify the other party of the decision, within five (5) working days of the receipt of the reply at the last step of the grievance procedure. Such notification must be in writing.

The party receiving notification may refuse to accept the investigator procedure, in which case the arbitration provisions of this agreement are then available and the time limit contained in that article begins to run from the date of the refusal decision being delivered in writing. No reasons for the refusal need be given, and such refusal must be submitted within (5) working days.

(f) ***Binding Recommendations:***

While the grievance investigation process is intended to yield only non-binding recommendations, the parties may agree that the recommendations will represent a binding award, in the manner of an arbitration award. Such agreement must be made in advance of the appointment of the Investigator.

21.07 TIME LIMITS

A grievance or dispute shall commence within the time limit provided, otherwise it shall be deemed to be abandoned.

21.08 PERSONS AUTHORIZED TO DEAL WITH GRIEVANCES

(a) The union agrees to provide the employer with a written list of the names of any persons other than Shop Stewards, who are authorized to deal with the adjustment or resolution of grievances on behalf of the

union, and to provide further written advice of changes made in the list from time to time.

(b) The employer agrees to provide the union with a written list of the names of any persons who are authorized to deal with the adjustment or resolution of grievances on behalf of the employer, and to provide further written advice of changes made in the list from time to time.

21.09 FAST TRACK MEDIATION/ARBITRATION PROCESS

Recognizing that there are times when an expedited arbitration may be desirable, the parties agree that the following process may be used as a substitute for the formal grievance procedure outlined in Article 21 of this Collective Agreement.

1) The process can only be used by mutual agreement between the parties who are signatory to this Collective Agreement.

2) The outcome will be binding on the parties.

3) The cost will be borne in accordance with Section 103 of the Labour Relations Code, i.e. employer - one third, union - one third, Government - one third.

4) The procedure may be used after step one or step two of the grievance procedure.

5) No legal counsel will be used by either party.

6) The number of cases to be heard at any given time will not exceed three (3).

7) The parties or their representative will try to get an agreed statement of facts for presentation to the arbitrator.

8) Wherever possible the arbitrator will attempt to mediate a settlement between the parties.

9) In such cases that the arbitrator must write decision, such decision shall be brief and to the point.

10) An agreed schedule for the process will be arranged in advance, based on a mutual assessment of the length of time needed to present each case.

11) General rules of evidence will be waived except for the rule of "onus".

12) Location to be agreed between the parties.

13) *Procedures Guidelines:*

(a) The Opening Statement: this should basically set out the case from each party's perspective. The arbitrator will aggressively seek at this point to define the issue and to

determine what evidence is agreed to and what is not.

- (b) **The Hearing:** sufficient witnesses should be called to ensure the “story” is properly told. Where it is an issue of creditability or conflicting evidence, the key individuals must testify.
- (c) **The Argument:** as agreed, the parties will not cite legal precedents but may refer to Brown and Beatty, Palmer, etc. However, it is imperative that the relevant provisions of the Collective Agreement be canvassed by counsel to ensure that all relevant clauses are put before the arbitrator.
- (d) **Mediation:** Counsel must accept some responsibility at this stage to assist the arbitrator in assessing the evidence before him. Specifically, if counsel can assist in assessing creditability and/or contradictory evidence, they should do so.
- (e) **The Decision:** if mediation fails or is not appropriate, and if the decision can be rendered after a short deliberation, the arbitrator will do so. By meeting first with counsel to explain the framework of his/her decision, the parties are provided with an opportunity to influence the exact terms of resolution. Within the framework of settlement as outlined by the arbitrator, the parties can work out exact terms which best suit the specifics of the case. Such an opportunity should not be wasted by continuing to argue the merits of the case.

14. With respect to grievances involving customer complaints, the following will apply:

- (a) The person to whom the complaint was given be called to testify;
- (b) Bargaining unit or staff employees who can direct evidence with respect to the evidence be called to testify.
- (c) Wherever possible, the complaint be committed to writing, in the customer’s own handwriting.
- (d) Prior to the hearing, the parties discuss the evidence so there are no surprises.

21.10 INVESTIGATOR, MEDIATOR/ARBITRATOR

The special investigator, mediator/arbitrator referred to in this Agreement shall be selected from the following names on a rotating basis:

Joan Gordon
David McPhillips
Ken Albertini

ARTICLE 22 DEFINITIONS

22.01 OBJECTIVE INTERPRETATION

Where a specific definition of a word, expression, term or a phrase, is not expressly provided in this agreement, such word, expression, term or phrase shall be interpreted objectively, not subjectively; and according to common and normal grammatical usage.

22.02 TIME SPAN REFERENCES

References to days, weeks, months or years shall be understood to mean calendar days, weeks, months or years, unless otherwise expressly provided in this agreement.

22.03 SPECIFIC DEFINITIONS

The following definitions of words, expressions, terms or phrases have been agreed to by the parties, and shall be used to establish the intent and meaning of the language of this Agreement, unless a different definition is provided within the context of a particular article:

Department defined as:

- Kitchen
- Front Desk
- Specialty Dining Room
- Dining Room
- Coffee Shop
- Cocktail Lounge
- Public House (Neighbourhood Pub)
- Cabaret
- Banquets
- Maintenance
- Housekeeping
- Security
- Parking

22.04 DEFINITIONS

(a) Bank Rolling: Is defined as accumulating penalty time beyond the pay period immediately following the period in which the violation occurred.

(b) Service Employees: Is any employee who does not work in the bar.

IN WITNESS WHEREOF the parties hereto have hereunder caused their seals to be affixed under the hands of the proper officers.

THIS 21st DAY OF NOVEMBER, 1996.

SIGNED ON BEHALF OF:
FOR THE UNION

HOTEL, RESTAURANT AND CULINARY
EMPLOYEES AND BARTENDERS UNION.
LOCAL 40

FOR THE COMPANY

COAST HOTELS LTD.

**WAGE INCREASES
COAST CAPRI HOTEL AND
COAST TOWN CENTRE HOTEL**

WAGES

Effective June 1, 1996	2%
Effective February 1, 1997	2%
Effective November 1, 1997	1%
Effective February 1, 1998	1.5%
Effective November 1, 1998	1.5%

**COAST BASTION INN, COAST INN OF THE NORTH,
COAST DISCOVERY INN AND
COAST VICTORIA HARBOURSIDE HOTEL**

WAGES

Effective May 1, 1996	2%
Effective February 1, 1997	2%
Effective November 1, 1997	1%
Effective February 1, 1998	1.5%
Effective November 1, 1998	1.5%

APPENDIX A

COAST BASTION INN

Classification	May 1 1996	Feb 1 1997	Nov 1 1997	Feb 1 1998	Nov 1 1998
1. Front Desk					
Front Office					
Supervisor	13.50	13.77	13.91	14.12	14.33
Desk Clerk/ Auditor	12.48	12.73	12.86	13.05	13.25
Bellperson & Valet	9.34	9.53	9.63	9.77	9.92
*Shift differential (graveyard)			.15		
2. Maintenance					
Maintenance					
Supervisor	13.73	14.00	14.14	14.35	14.57
Maintenance Worker	12.94	13.20	13.33	13.53	13.73
3. Janitorial					
Day Janitor	12.75	13.01	13.14	13.34	13.54
4. Housekeeping					
Housekeeper	12.27	12.52	12.65	12.84	13.03
Room					
Attendant	12.05	12.29	12.41	12.60	12.79
Laundry					
Attendant	12.05	12.29	12.41	12.60	12.79
5. Offshore Lounge					
Bartender	12.14	12.38	12.50	12.69	12.88
Bar Porter	11.94	12.18	12.30	12.48	12.67
Cocktail Server	10.90	11.12	11.23	11.40	11.57
6. Sgt. O'Flaherty's Pub					
Bar Supervisor	14.30	14.59	14.74	14.96	15.18
Bartender	12.14	12.38	12.50	12.69	12.88
Cocktail Server	10.90	11.12	11.23	11.40	11.57
Bar Porter	11.94	12.18	12.30	12.48	12.67
Floorperson/ Doorperson	12.70	12.95	13.08	13.28	13.48
7. Catering					
Server	9.66	9.85	9.95	10.10	10.25
Banquet					
Captain	10.78	11.00	11.11	11.28	11.45
Houseperson	9.66	9.85	9.95	10.10	10.25
8. Kitchen					
Chef	17.50	17.85	18.03	18.30	18.57
Sous Chef	14.30	14.59	14.74	14.96	15.18
1st Cook	13.56	13.83	13.97	14.18	14.39
2nd Cook	13.12	13.38	13.51	13.71	13.92
Cook	12.73	12.98	13.11	13.31	13.51
Pastry Cook	12.73	12.98	13.11	13.31	13.51
Cook's Helper	12.05	12.29	12.41	12.60	12.79
Salad/ Sandwich	12.14	12.38	12.50	12.69	12.88
Dishwasher	12.05	12.29	12.41	12.60	12.79

9. Cutter's Restaurant					
Supervisor/					
Host	12.89	13.15	13.28	13.48	13.68
Host/Cashier	12.05	12.29	12.54	12.79	13.05
Server	9.66	9.85	9.95	10.10	10.25
Bus Person	9.34	9.53	9.63	9.77	9.92
10. Administrative Personnel					
Purchaser/					
Receiver	12.31	12.56	12.69	12.88	13.07

APPENDIX B

COAST INN OF THE NORTH

Classification	May 1 1996	Feb 1 1997	Nov 1 1997	Feb 1 1998	Nov 1 1998
1. Coffee Garden					
Supervisor/ Host	12.60	12.85	12.98	13.17	13.37
Host/Cashier	12.05	12.29	12.41	12.60	12.79
Server	9.62	9.81	9.91	10.06	10.21
Bus Person	9.51	9.70	9.80	9.95	10.10
2. Winston's Lounge					
Server	10.90	11.12	11.23	11.40	11.57
Bartender	12.15	12.39	12.51	12.70	12.89
3. Winston's Dining Room					
Maitre D'Hotel	12.50	12.75	12.88	13.07	13.27
Server	9.62	9.81	9.91	10.06	10.21
Bus Person	9.51	9.70	9.80	9.95	10.10
4. Club770					
Bar Supervisor	11.71	11.94	12.06	12.24	12.42
Bartender	12.15	12.39	12.51	12.70	12.89
Cocktail Server	10.90	11.12	11.23	11.40	11.57
Floorperson	12.70	12.95	13.08	13.28	13.48
Host/Cashier	12.05	12.29	12.41	12.60	12.79
5. Shogun Restaurant					
Supervisor	13.62	13.89	14.03	14.24	14.45
Shogun Chef	14.30	14.59	14.74	14.96	15.18
Shogun Cook	13.41	13.68	13.82	14.03	14.24
Server	9.62	9.81	9.91	10.06	10.21
6. Sgt. O'Flaherty's					
Pub Supervisor	13.95	14.23	14.37	14.59	14.81
Bartender	12.15	12.39	12.51	12.70	12.89
Cocktail Server	10.90	11.12	11.23	11.40	11.57
Bar Porter	12.02	12.26	12.38	12.57	12.76
7. Kitchen					
Chef	15.87	16.19	16.35	16.60	16.85
Sous Chef	14.30	14.59	14.74	14.96	15.18
1st Cook	13.41	13.68	13.82	14.03	14.24
2nd Cook	13.15	13.41	13.54	13.74	13.95
Cook	12.91	13.17	13.30	13.50	13.70
Pastry Cook	13.41	13.68	13.82	14.03	14.24
Salad					
Sandwich	12.35	12.60	12.73	12.92	13.11
Cook's Helper	12.09	12.33	12.45	12.64	12.83
Dishwasher	11.83	12.07	12.19	12.37	12.56
8. Catering					
Banquet Head					
Server	11.58	11.81	11.93	12.11	12.29
Banquet					
Coordinator	9.62	9.81	9.91	10.06	10.21
Banquet					
Captain	10.75	10.97	11.08	11.25	11.42

	Banquet					
	Bartender	12.15	12.39	12.51	12.70	12.89
	Server	9.62	9.81	9.91	10.06	10.21
9.	Front Desk					
	Front Office					
	Supervisor	13.93	14.21	14.35	14.57	14.79
	Desk Clerk/					
	Auditor	12.81	13.07	13.20	13.40	13.60
	Bellperson	9.47	9.66	9.76	9.91	10.06
	Security Person	11.92	12.16	12.28	12.46	12.65
	*Shift differential (graveyard)		.15			
10.	Housekeeping					
	Housekeeper	13.16	13.42	13.55	13.75	13.96
	Room					
	Attendant	12.04	12.44	12.56	12.75	12.94
	Laundry					
	Attendant	12.02	12.26	12.38	12.57	12.76
11.	Maintenance					
	Maintenance					
	Supervisor	14.30	14.59	14.74	14.96	15.18
	Maintenance					
	Person	13.01	13.27	13.40	13.60	13.80
12.	Janitorial					
	Janitor	12.65	12.90	13.03	13.23	13.43
13.	Administrative Personnel					
	Accounting					
	Clerk	12.88	13.14	13.27	13.47	13.67
	Purchaser/					
	Receiver	11.36	11.59	11.71	11.89	12.07
14.	Patio					
	Bartender/					
	Server	12.14	12.38	12.50	12.69	12.88
15.	Coat Check					
	Coat Checker	9.46	9.65	9.75	9.90	10.05

APPENDIX C

COAST DISCOVERY INN

Classification	May 1 1996	Feb 1 1997	Nov 1 1997	Feb 1 1998	Nov 1 1998
1. Brasserie Restaurant					
Supervisor/ Host	13.11	13.37	13.50	13.70	13.91
Host/Hostess	11.99	12.23	12.35	12.54	12.73
Server	9.61	9.80	9.90	10.40	10.56
Bus Person	9.32	9.51	9.61	9.75	9.90
2. Catering					
Banquet Supervisor	13.11	13.37	13.50	13.70	13.91
Banquet Captain	10.73	10.95	11.05	11.22	11.39
Server	9.61	9.80	9.90	10.40	10.56
3. Kitchen					
Chef	17.42	17.77	17.94	18.21	18.40
Sous Chef	14.23	14.51	14.66	14.88	15.10
1st Cook	13.48	13.75	13.89	14.10	14.31
2nd Cook	13.06	13.32	13.45	13.65	13.86
Cook	12.67	12.92	13.05	13.25	13.45
Salad/ Sandwich	12.08	12.32	12.44	12.63	12.82
Dishwasher/ Helper	11.99	12.23	12.35	12.54	12.73
4. Sgt. O'Flaherty's Pub					
Pub Supervisor	13.97	14.25	14.40	14.54	14.76
Bartender	12.07	12.31	12.43	12.62	12.81
Bar Porter	11.88	12.12	12.24	12.42	12.61
Cocktail Server	10.85	11.07	11.18	11.35	11.52
Floor Person	12.65	12.90	13.03	13.22	13.42
Deli Attendant	12.67	12.92	13.05	13.25	13.45
5. Housekeeping					
Housekeeper Room	12.21	12.45	12.58	12.77	12.96
Attendant	11.99	12.23	12.35	12.54	12.73
Laundry Attendant	11.99	12.23	12.35	12.54	12.73
6. Maintenance/Janitorial					
Maintenance Supervisor	14.02	14.30	14.45	14.59	14.81
Maintenance Person	12.88	13.14	13.27	13.47	13.67
Day Janitor	12.69	12.94	13.07	13.27	13.47
Night Janitor	12.69	12.94	13.07	13.27	13.47
7. Front Desk					
Front Desk Supervisor	13.54	13.82	13.95	14.16	14.38
Desk Clerk/ Auditor	12.42	12.67	2.80	13.00	13.12

	Bellperson	9.30	9.49	9.58	9.68	9.82
	*Shift differential (graveyard)		.15			
8.	Beer & Wine Store					
	Stare					
	Supervisor	12.72	12.97	13.10	13.23	13.43
	Cashier/					
	Stackperson	11.60	11.83	11.95	12.13	12.31

APPENDIX D

COAST VICTORIA HARBOURSIDE HOTEL

Classification	May 1 1996	Feb 1 1997	Nov 1 1997	Feb 1 1998	Nov 1 1998
1. Front Desk					
Front Office					
Supervisor	13.50	13.77	13.91	14.12	14.33
Desk Clerk/ Auditor	12.48	12.73	12.86	13.05	13.25
Bellperson	9.34	9.53	9.63	9.77	9.92
2. Maintenance					
Maintenance					
Supervisor	13.74	14.01	14.15	14.36	14.58
Maintenance Worker	12.94	13.20	13.33	13.53	13.73
3. Housekeeping					
Housekeeper	12.27	12.52	12.65	12.83	13.02
Room					
Attendant	12.05	12.29	12.41	12.60	<u>12.79</u>
House Person	12.76	13.02	13.15	13.34	<u>13.54</u>
4. Blue Crab Lounge					
Bartender	12.14	12.38	12.50	12.69	12.88
Server	10.91	11.13	11.24	11.41	11.58
5. Blue Crab Restaurant					
Supervisor					
Host	12.89	13.15	13.28	13.48	13.68
Host/Cashier	11.26	11.49	11.60	11.77	11.95
Server	9.66	9.85	9.95	10.10	10.25
Food and Beverage					
Utility Person	9.34	9.53	9.63	9.77	9.92
6. Catering					
Server	9.66	9.85	9.95	10.10	10.25
Captain	10.78	11.00	11.11	11.28	11.44
7. Kitchen					
Sous Chef	14.30	14.59	14.74	14.96	15.18
1st Cook	13.55	13.82	13.96	14.17	14.38
2nd Cook	13.12	13.38	13.51	13.71	13.92
Dishwasher/ Cooks Helper	12.05	12.29	12.41	12.60	12.79
8. Administrative					
Purchaser					
1 Receiver	12.31	12.56	12.69	12.88	13.07

APPENDIX E

COAST CAPRI HOTEL

Classification	June 1 1996	Feb 1 1997	Nov 1 1997	Feb 1 1998	Nov 1 1998
Public House					
Bar Manager	00.00	00.00	00.00	00.00	00.00
Mixerologist	12.08	12.32	12.44	12.63	12.82
Floor Person	13.39	13.66	13.80	14.00	14.21
(1) Food					
Attendant	12.00	12.24	12.37	12.55	12.74
Server	10.87	11.09	11.20	11.37	11.54
Janitor	12.04	12.28	12.40	12.58	12.77
Lounge					
Bar Manager	00.00	00.00	00.00	00.00	00.00
Mixerologist	12.08	12.32	12.44	12.63	12.82
Server	10.87	11.09	11.20	11.37	11.54
Front Desk					
Night Auditor	12.39	12.64	12.77	12.96	13.15
Desk Clerk	12.18	12.42	12.55	12.73	12.92
Bellperson	9.26	9.45	9.54	9.68	9.83
Houseperson	12.70	12.95	13.08	13.28	13.48
Switchboard	11.78	12.02	12.14	12.32	12.50
Housekeeping					
Housekeeper	11.93	12.17	12.29	12.48	12.67
Room					
Attendant	11.73	11.96	12.08	12.26	12.45
Kitchen					
Dining Room					
Cook	12.99	13.25	13.39	13.59	13.79
short Order					
Cook	12.74	12.99	13.12	13.32	13.52
Cook	12.16	12.40	12.52	12.71	12.90
Dishwasher	11.72	11.95	12.07	12.25	12.44
Janitor	12.04	12.28	12.40	12.58	12.77
Coffee Shop					
Coffee Shop					
Supervisor	12.39	12.64	12.77	12.96	13.15
Host/Hostess					
Cashier	11.88	12.12	12.24	12.43	12.61
Servers	9.47	9.66	9.76	9.91	10.06
Busperson	9.47	9.66	9.76	9.91	10.06
Dining Room					
Dining Room					
Supervisor	12.39	12.64	12.76	12.96	13.15
Host/Hostess					
Cashier	11.88	12.12	12.24	12.42	12.61
Servers	9.47	9.66	9.76	9.91	10.06
Busperson	9.47	9.66	9.76	9.91	10.06
Cocktail Server	10.87	11.09	11.20	11.37	11.54
Banquets/Catering					
Banquet					
Manager	11.57	11.80	11.92	12.09	12.28

Banquet Captain	11.06	11.28	11.39	11.56	11.73
(2) Banquet Attendant	9.47	9.66	9.76	9.91	10.06
(3) Banquet Mixerologist	13.18	13.45	13.59	13.80	14.01
Night Porter	10.50	10.70	10.81	10.97	11.14
Maintenance					
Maintenance Manager	12.70	12.95	13.08	13.28	13.48
Janitor	12.04	12.28	12.40	12.58	12.77
Maintenance Utility	12.70	12.95	13.08	13.28	13.48
Maintenance Plumber	12.70	12.95	13.08	13.28	13.48
Licensed Retail Store					
Beer & Wine Store					
Supervisor	11.48	11.71	11.83	12.01	12.19
Store Attendant	10.97	11.19	11.31	11.48	11.65

Note:

(1) Gratuity Position

(2) Banquet Attendants who perform all bartending work will be paid at the Mixerologist rate for time **worked**.

(3) When Banquet Mixerologist tends a host bar, the Mixerologist shall be paid \$12.52 per hour plus any applicable wage increases for time worked. The higher rate will be considered a non-gratuity rate.

APPENDIX F

COAST TOWN CENTRE HOTEL

Classification	June 1 1996	Feb 1 1997	Nov 1 1997	Feb 1 1998	Nov 1 1998
Front Desk					
Rooms Division					
Manager	14.08	14.36	14.50	14.72	14.94
Desk Clerk	11.88	12.12	12.24	12.42	12.61
Auditor	12.04	12.28	12.40	12.58	12.77
Housekeeping					
Room					
Attendant	11.25	11.47	11.59	11.76	11.94
Laundry					
Attendant	11.25	11.47	11.59	11.76	11.94
Janitor	11.36	11.59	11.70	11.88	12.00
Maintenance					
Maintenance Person	13.30	13.57	13.70	13.91	14.11
Kitchen					
Chef	17.34	17.69	17.86	18.13	18.40
Cook	11.68	11.91	12.03	12.21	12.39
Salad Prep	11.41	11.64	11.76	11.93	12.11
Dishwasher	11.16	11.38	11.49	11.67	11.84
Restaurant					
Restaurant					
Manager	12.67	12.92	13.05	13.25	13.44
Hostess	10.04	10.24	10.34	10.50	10.65
Server	8.98	9.15	9.25	9.39	9.53
Bus Person	8.37	8.53	8.62	8.75	8.88
Banquets					
Banquet					
Captain	12.67	12.92	13.05	13.25	13.44
Server	8.98	9.15	9.25	9.39	9.53
Houseman	8.76	8.94	9.03	9.16	9.30
Bartender	11.49	11.72	11.84	12.01	12.19
T.C.'s					
Bar Manager	12.67	12.92	13.05	13.25	13.44
Bartender	12.07	12.31	12.43	12.62	12.81
Server	11.02	11.24	11.35	11.52	11.70

LETTER OF UNDERSTANDING#1

between

COAST VICTORIA HARBOURSIDE HOTEL

and

HOTEL, RESTAURANT & CULINARY
EMPLOYEES & BARTENDERS UNION,
LOCAL 40

IT IS MUTUALLY AGREED AND UNDERSTOOD that areas at the Marina and in the Hotel zoned "Marine Commercial" are not covered by the Collective Agreement unless they are operated by the Hotel for the following businesses:

- Overnight accommodations
- Dining Lounge, Coffee Shop & Specialty Restaurant
- Neighbourhood or Marine Pub
- Cold Beer and Wine Store
- Banquets

It is understood that no Lessee to whom such space is rented may be covered by the Collective Agreement.

The boat moorage facilities and their operation are excluded from the Certification.

This Letter of Understanding does not preclude the Union from any rights it may have under the Labour Relations Code or any subsequent legislation.

Dated and Signed this 21st day of November, 1996.

FOR THE UNION

H.R.C.E.B.U.

FOR THE COMPANY

COAST HOTELS LTD.

LETTER OF UNDERSTANDING #2

between

COAST HOTELS LTD.

and

HOTEL, RESTAURANT AND CULINARY
EMPLOYEES AND BARTENDERS UNION,
LOCAL 40

This letter confirms the understanding reached in the negotiations in regard to the following supervisory classifications.

COAST BASTION INN

Front Office Manager
Maintenance Supervisor
Pub Supervisor
Restaurant Supervisor/Host/Cashier
Housekeeper

COAST DISCOVERY INN

Restaurant Supervisor/Host
Chef
Lounge Supervisor
Maintenance Supervisor
Front Office Supervisor
Housekeeper
Beer & Wine Store Supervisor
Banquet Supervisor

COAST INN OF THE NORTH

Restaurant Supervisor/Host/Cashier
Maitre d'Hotel
Club 770 Supervisor
Shogun Restaurant Supervisor
Shogun Chef
Pub Supervisor
Front Office Supervisor
Maintenance Supervisor
Housekeeper

COAST VICTORIA HARBOURSIDE HOTEL

Front Office Supervisor
Maintenance Supervisor
Housekeeper
Banquet Captain
Restaurant Supervisor/Host

COAST CAPRI HOTEL

Pub Manager
Dining Room Supervisor
Banquet Manager
Beer & Wine Store Supervisor
Maintenance Manager
Housekeeper
Coffee Shop Supervisor

COAST TOWN CENTRE HOTEL

Rooms Division Manager
Restaurant Manager
Chef
Bar Manager
Banquet Captain

It is understood that all supervisors in the above classifications will accrue seniority in their classifications and may perform **work** of other classifications within their departments as customary in each operation subject to the following:

(a) Coast Hotels will not at any time employ more than one person in any such classification;

(b) Should any of the classifications be abolished and the personnel laid off, they may only exercise their seniority towards other classifications as outlined in clause 11.04(b).

(c) Any said personnel will not be assigned overtime hours for work ordinarily carried out by other classifications in the department unless warranted by emergency situations, as outline in 9.01(c), or when otherwise entitled to such overtime by his/her own seniority.

Dated and Signed this 21st day of November, 1996.

FOR THE UNION

H.R.C.E.B.U.

FOR THE COMPANY

COAST HOTELS LTD.

LETTER OF UNDERSTANDING #3

between

COAST HOTELS LTD.

and

HOTEL, RESTAURANT AND CULINARY
EMPLOYEES AND BARTENDERS UNION.
LOCAL 40

It is agreed and understood between the parties that:

(a) Any employee who holds a B.C. or interprovincial trades' qualification certificate shall receive remuneration in the amount of \$4.00 per hour over and above his/her regular hourly rate for any hours worked, when the aforementioned trades certificate is required **under** the **B.C. Building Code**. Such **premium** shall only be paid when authorized in advance by management.

(b) When any banquet employees are employed as bartenders, they shall be paid at the bartender's rate as outline in clause 12.02.

Dated and Signed this 21st day of November, 1996.

FOR THE UNION

H.R.C.E.B.U.

FOR THE COMPANY

COAST HOTELS LTD.

LETTER OF UNDERSTANDING#4

between
COAST HOTELS LTD.

and
HOTEL, RESTAURANT AND CULINARY
EMPLOYEES AND BARTENDERS UNION,
LOCAL 40

It is understood and agreed that the Special
Investigators under Article 21.06(d) of this Agreement
shall be:

Joan Gordon
David McPhillips
Ken Albertini

Dated and Signed this 21st day of November, 1996.

FOR THE UNION

H.R.C.E.B.U.

FOR THE COMPANY

COAST HOTELS LTD.

LETTER OF UNDERSTANDING #5

between

COASTHOTELS LTD.

and

HOTEL, RESTAURANT AND CULINARY
EMPLOYEES AND BARTENDERS UNION,
LOCAL 40

The parties agree that no overtime penalty will be imposed on the Employer should a service employee's off days be required to be changed for sound business reasons.

In such cases, and prior to changing the schedule, the Employer will provide the employee with the opportunity to choose one of the following two (2) options:

(i) a reduction of the actual hours the employee works for the week in which the schedule change occurs, or

(ii) split days off within the week in which the change occurs.

This provision of the Collective Agreement is not intended to erode the benefits contained within Article 9.06 of the Collective Agreement. This provision is intended to provide scheduling flexibility when business needs change.

Dated and Signed this 21st day of November, 1996.

FOR THE UNION

H.R.C.E.B.U.

FOR THE COMPANY

COAST HOTELS LTD.

LETTER OF UNDERSTANDING - #6

between

COAST DISCOVERY INN

and

HOTEL, RESTAURANT & CULINARY
EMPLOYEES AND BARTENDERS UNION,
LOCAL 40

IT IS MUTUALLY AGREED AND UNDERSTOOD that areas at the Marina are not covered by the Collective Agreement unless they are operated by the Hotel for the following businesses:

- Overnight accommodations
- Dining Lounge, Coffee Shop & Specialty Restaurant
- Neighbourhood or Marine Pub
- Cold Beer and Wine Store
- Banquets

It is understood that no Lessee to whom such space is rented may be covered by the Collective Agreement.

The boat moorage facilities and their operation are excluded from the Certification.

This Letter of Understanding does not preclude the Union from any rights it may have under the Labour Relations Code or any subsequent legislation.

Dated and Signed this 21st day of November, 1996.

FOR THE UNION

H.R.C.E.B.U.

FOR THE COMPANY

COAST HOTELS LTD.

1997

JANUARY

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FEBRUARY

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APRIL

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JUNE

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JULY

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AUGUST

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SEPTEMBER

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OCTOBER

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NOVEMBER

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DECEMBER

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JANUARY

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FEBRUARY

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MARCH

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JUNE

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JULY

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SEPTEMBER

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NOVEMBER

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DECEMBER

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JANUARY

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FEBRUARY

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APRIL

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JUNE

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JULY

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AUGUST

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SEPTEMBER

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OCTOBER

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NOVEMBER

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DECEMBER

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JANUARY

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FEBRUARY

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APRIL

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JUNE

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JULY

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AUGUST

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27	28	29	30	31		

SEPTEMBER

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DECEMBER

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

CHANGE OF ADDRESS

NAME

U.S. EMPLOYER

SOCIAL INSURANCE NO. /EMPLOYER

OLD ADDRESS

NEW ADDRESS

U.S. EMPLOYER

U.S. EMPLOYER

U.S. EMPLOYER

PLEASE DETACH AND MAIL TO:

**HOTEL, RESTAURANT & CULINARY EMPLOYEES & BARTENDERS UNION LOCAL 40
SUITE 100 - 4853 EAST HASTINGS STREET, BURNABY, B.C. V5C 2L1**

REGIONAL OFFICES

Victoria Office:

#106 - 2750 Quadra St.

Victoria, B.C. V8T 4E8

Tel.: (250) 382-8411 Fax (250) 382-0641

Toll Free: 1-800-663-7002

Kelowna Office:

185 Froelich Road,

Keloma, B.C. V1Y 3M6

Tel.: (250) 765-5173 Fax (250) 765-5833

Toll Free: 1-800-663-5089

Prince George Office:

102 - 513 Ahbau St.,

Prince George, B.C. V2M 3R8

Tel.: (250) 563-6226 Fax (250) 563-9259

Toll Free: 1-800-663-3230

A.R.M. Management

201 - 4853 East Hastings St.,

Burnaby, B.C. V5C 2L1

Tel.: (604) 294-4441 Fax (604) 294-0476

Toll Free: 1-800-661-2766



FOR YOUR INFORMATION

1. If you are two months in arrears in your dues, you are suspended from membership. Even though you are on check-off for dues, it is every member's duty to see that the dues are taken off the cheque every month.

2. If you are going to be out of the trade for any length of time, inquire about a withdrawal card.

3. If you are considering moving to another local, or to any Province in Canada or State of the United States, inquire about a Travelling Card that will help you find employment elsewhere.

4. When you are a member for twelve consecutive months, and thereafter, you are covered by the Union's Death Benefit Fund.

5. All employees coming under this contract are covered by an employer paid Health and Welfare Plan. If you are not familiar with it, inquire through the Union office.

6. Wear your union identification button.

7. Notification of General Meetings will be sent to each member by newsletter.

Headquarters:

Suite 100, 4853 East Hastings Street
Burnaby, B.C. V5C 2L1

Tel.: (604) 291-8211 Fax (604) 291-2676

Toll Free: 1-800-663-1728