

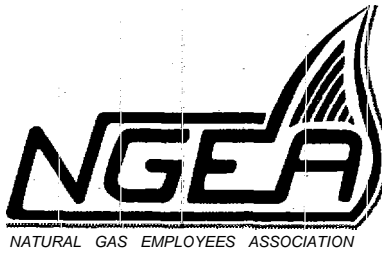
2000 – 2002

COLLECTIVE AGREEMENT

between



and



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AGREEMENT

THIS AGREEMENT made as of the 1st day of January A.D., 2000.

BETWEEN:

NORTHWESTERN UTILITIES AND ATCO GAS AND PIPELINES LTD.,

a body corporate with head office at the City of Edmonton, in the Province of Alberta (hereinafter called "the Corporation"),

OF THE FIRST PART,

AND

NATURAL GAS EMPLOYEES' ASSOCIATION,

a trade union within the meaning of the Labour Relations Code, of the said Province of Alberta (hereinafter called "the Association"),

OF THE SECOND PART.

Whereas the Corporation is a public utility engaged in the business of producing, purchasing, distributing, delivering and selling natural gas and of providing services in connection therewith and supplying natural gas to the said Province of Alberta and to the inhabitants thereof and to other communities in the said province and to their inhabitants;

AND

Whereas, by Certificate No. 225-99 (hereinafter called "the Certificate") dated the 14th day of December A.D. 1999 and issued by the Alberta Labour Relations Board (hereinafter called "the Board") and made pursuant to the provisions of the Alberta Labour Relations Code, the Association has been certified as the bargaining agent for a unit of employees of the Corporation, comprising:

"All plant and production employees except office, clerical and technical employees of the ATCO Gas Division, as described in Certificate No. 224 - 99."

SPIRIT OF AGREEMENT

Whereas the Corporation is an organization wherein the money of investors is combined with the judgement, abilities, experience and energy of the management and employees to provide efficient public utility service,

AND

Whereas it is agreed that the service rendered by the Corporation, its management and employees directly or indirectly to natural gas customers from time to time served by the Corporation, is essential to the welfare of these customers,

AND

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

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

AND

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

AND

Whereas subject to the terms and conditions herein contained the parties hereto by these presents are entering into a collective agreement with respect to the terms and conditions of employment of such employees.

NOW THIS AGREEMENT WITNESSETH:
ARTICLE 101.00 TERM OF AGREEMENT AND COLLECTIVE
BARGAINING

- 101.01** This Agreement shall come into effect and force on the first (1st) day of January A.D. 2000 and, unless terminated in the manner provided in Clause 101.06, shall continue in operation until the thirty-first (31st) day of December A.D. 2002.
- 101.02** Should either party wish to negotiate and enter into a new Collective Agreement to replace this Agreement, they shall serve notice of their intention upon the other party not more than one hundred and twenty (120) days, not less than ninety (90) days prior to the last date for operation of this Agreement as provided under Clause 101.01 above.
- 101.03** The notice served under Clause 101.02 shall list the alterations, amendments, changes or new requests that are requested to be made to this Agreement to be included in a new Collective Agreement to replace this Agreement.
- 101.04** The party receiving the notice referred to under Clause 101.02 shall, within twenty (20) calendar days of receipt of the same, deliver a list of alterations, amendments, changes or new requests that it requests be made to this Agreement to be included in a new Collective Agreement to replace this Agreement, the said notification to be delivered to the other party.
- 101.05** All of the alterations, amendments, changes and new requests made pursuant to Clause 101.03 and Clause 101.04 by the two parties, are hereafter referred to as "items for submission to arbitration."
- 101.06** If notice is given as provided under Clause 101.02 above, the parties agree that forthwith after the list referred to in Clauses 101.03 and 101.04 have been served and exchanged, or forthwith after the time for delivery of the list as provided under Clause 101.04 has expired (if no list is, within that time, delivered to the other party), to enter into a new Collective Agreement replacing this Agreement, which new Collective Agreement will provide and include the following:
- (a) The provisions and terms of this Article with the exception that the "term" of the new Agreement shall commence on the first Monday following:
 - (i) the date the list of alterations, amendments, changes or new requests is served, pursuant to Clause 101.04, or,
 - (ii) the time for delivery of the list under Clause 101.04 has expired, whichever is the latter, and will continue in force and effect for a period of two (2) years;
 - (b) All of the other provisions of this Agreement;

- (c) A list of all “items for submission to arbitration”;
- (d) An arbitration clause in the following terms:
 - (i) forthwith after this Agreement has been entered into, the parties will meet on notice by either party to discuss all “items for submission to arbitration”, and will attempt to settle the same through discussion and negotiation;
 - (ii) any items settled and agreed will become a term of the Collective Agreement as of an effective date agreed to by the parties and where necessary, will amend any existing term or provision hereof,
 - (iii) Should the parties be unable to agree and settle all of the “items for submission to arbitration”, within ninety (90) calendar days of the commencement date of this Agreement, then either party shall be entitled to submit the difference or dispute in respect to such items that have not been settled, to arbitration as hereafter provided;
 - (iv) Either party shall notify the other of their intention to proceed to arbitration by forwarding a letter to such other party specifying the name of their nominee to an Arbitration Board. The party receiving the notice shall, within a period of ten (10) calendar days of receipt of the same, notify the other of the name of their nominee to the Arbitration Board. The two (2) nominees shall attempt to agree upon a third party to be Chairman of the Arbitration Board. Should either of the parties refuse or fail to name an appointee, or should the two (2) nominees fail to select a Chairman within thirty (30) calendar days of the initial letter referring the matter to arbitration, an application may be made to the Chief Justice of the Court of Queen’s Bench of Alberta, to have such appointment, or appointments, made. The Arbitration Board’s jurisdiction shall be to settle and determine all “Items for submission to arbitration”, that have not been previously settled between the parties. Each party shall be responsible for the fees and expenses of their nominee and the witnesses called by them, and the parties shall share equally in the cost and expenses of the Chairman. The decision of a majority of the members of the Arbitration Board shall be the decision of the Board and if there is no majority, the decision of the Chairman shall be the decision of the Board.

- 101.07** The consideration for the new Agreement that is entered into under Clause 101.06 above, shall be the mutual covenants and agreements to be observed by each of the parties to that Agreement.
- 101.08** The settlement and determination of all items submitted to the Arbitration, pursuant to the Arbitration Clause above, shall be included in the Collective Agreement and shall replace, alter, or amend any other provision that by implication of the settlement, must be altered, varied or amended.
- 101.09** For greater certainty, it is understood and agreed that the new Collective Agreement that is entered into pursuant to the provisions of Clause 101.06, comes into effect on the first Monday following the date the list of alterations, amendments, changes and new requests, are served, pursuant to Clause 101.04 or the time for delivery of the list under Clause 101.04 has expired, whichever is the latter. Upon the new Agreement being entered into, this present Agreement will terminate and be of no further force or effect.

ARTICLE 102.00 APPLICATION AND RECOGNITION

- 102.01** This Agreement shall apply with respect to all of the Corporation's employees comprised within the bargaining unit prescribed by The Alberta Labour Relations Board Certificate No. 225-99 or said certificate as it may be amended from time to time
- 102.02** The Corporation recognizes the Association as the exclusive bargaining agent for all employees as defined in the Alberta Labour Relations Board Certificate as referred to in Article 102.01 or said certificate as it may be amended from time to time.
- 102.03** It is agreed that Casual employees shall not be included within the scope of this Collective Agreement. A Casual employee is defined as an employee who does not work more than 256 hours within any three (3) calendar month period.

ARTICLE 103.00 DEFINITION OF EMPLOYEE CATEGORIES

- 103.01** All employees covered by this Collective Agreement shall fall into the following categories: Permanent employees, Probationary employees or Seasonal employees.
- 103.02** A Permanent employee shall be an employee who has been appointed by written notice to a permanently established position following the successful completion of a one hundred and eighty (180) calendar day probationary period. The parties agree that any Seasonal employee who completes four hundred and fifty (450) calendar days of continuous employment shall achieve Permanent employee status except when the Seasonal employee is specifically hired to accommodate maternity leave, adoption leave, parental leave, sick leave and Workers' Compensation Board situations. In situations accommodating maternity

leave, adoption leave, parental leave, sick leave and Workers' Compensation Board, Permanent employee status shall be achieved after completion of nine hundred (900) calendar days of continuous employment. Appointment to a Permanent category shall be communicated to the employee and the Association in writing within seven (7) calendar days of appointment.

103.03 A Probationary employee shall be either:

(a) A new employee appointed to a permanently established position, for whom there shall be a one hundred and eighty (180) calendar day trial period, during which period his employment may be terminated at Management's discretion. A review of the performance of such employee will be discussed with him during the final thirty (30) days of the trial period.

or

(b) A Seasonal employee appointed to a permanently established position, for whom there shall be a one hundred and eighty (180) calendar day trial period, during which period his employment may be terminated at Management's discretion. Such trial period shall include his period of continuous employment as a Seasonal employee on the following basis:

A Seasonal employee shall be credited with fifty (50) percent of the continuous time worked to a maximum of one hundred and twenty (120) calendar days towards the trial period. A review of the performance of a Probationary employee will be discussed with him, if practicable, during the final thirty (30) days of the trial period.

103.04 A Seasonal employee is an employee who is engaged on a short term basis for work which is not available on a year round basis, and whose employment may be terminated on the completion of such work. The Corporation undertakes to notify the Association in writing of the names of employees hired in this category, upon hiring.

ARTICLE 104.00 RIGHTS OF MANAGEMENT

104.01 The Association agrees that it is the exclusive right of the Corporation to manage its business and to direct its working forces except to the extent to which these rights have been specifically abrogated by the terms of this Agreement.

104.02 Without limiting the generality of the foregoing, such Corporation rights include the right to:

(a) Maintain order, discipline and efficiency,

- (b) Make and alter, from time to time, rules and regulations to be observed by the employees, provided that such rules and regulations are not inconsistent with this Agreement,
- (c) Determine job content, create and abolish jobs,
- (d) Hire, promote, transfer, retire, lay off because of lack of work, recall from lay off, demote (for reasons other than just cause), subject to the terms of the Collective Agreement,
- (e) Demote, discipline, suspend or discharge for just cause.

ARTICLE 105.00 HARASSMENT AND DISCRIMINATION

- 105.01** The Corporation and the Association will make every reasonable effort to ensure that employees are able to work in an environment free from harassment.
- 105.02** The Corporation and the Association shall not discriminate against an employee on any basis prohibited by the Alberta Human Rights, Citizenship and Multiculturalism Act.
- 105.03** The Corporation shall not discriminate against any employee because of his connection with the: Association or his activities related thereto which are permitted by the Corporation, sanctioned by the terms of the Collective Agreement or are in accordance with those rights and privileges defined in the Labour Relations Code or the Employment Standards Code, nor shall the Association discriminate against any employee because of their non-membership in the Association or in accordance with those rights and privileges defined in the Labour Relations Code or the Employment Standards Code.

ARTICLE 106.00 MANAGEMENT RESPONSIBILITY

- 106.01**
 - (a) Notwithstanding Article 104.02 (e) an employee, when required to meet with a representative of the Corporation for the purpose of having formal discipline applied involving written reprimand, suspension, reduction of pay, demotion or discharge, is entitled to have an Association representative present during such a meeting, should he so desire. Where an Association representative is not available, the appropriate employee designate may be substituted.
 - (b) Wherever possible, the Corporation shall inform the employee prior to such a meeting taking place, however, should the representation referred to in Article 106.01 (a) be unavailable, the Corporation shall not be prevented from taking disciplinary action.

ARTICLE 107.00 GRIEVANCE PROCEDURE

107.01 The Corporation and the Association both agree that the settlement of any difference, arising out of the terms of this Agreement regarding the interpretation, application, administration and any alleged violation of the Agreement and not otherwise shall be accomplished as described below in this article. Pending an investigation and possible settlement of the difference the employee shall meanwhile faithfully perform the duties assigned to him by the Corporation.

107.02 The Processing of an Employee Grievance

In the event that a difference occurs between the Corporation and one or more members of the bargaining unit, regarding the interpretation, application, administration or any alleged violation of this Agreement and not otherwise, the following procedure of settlement shall be followed:

- Step 1
- (a) The employee concerned, with or without the assistance of an Association representative, shall first seek to settle the difference in discussion with his Supervisor before a grievance is filed.
 - (b) In the case of a job posting, promotion or transfer, the Supervisor referred to in (a) above, shall be deemed to be the Supervisor who conducted the interview relative to the posting. An unsuccessful applicant may request the reason(s), in writing, for not being selected.

Step 2

If the difference is not resolved satisfactorily in Step 1 above, it then becomes a grievance. The grievance shall then be reduced to writing and signed by the grievor, setting forth as far as may be applicable, the following:

- (i) the nature of the grievance, date of occurrence and the circumstances out of which it arose;
- (ii) the remedy, or correction, the Corporation is required to make;
- (iii) the section, or sections, of the Agreement claimed to have been violated or infringed upon.

The grievance shall be submitted to the Vice President of the division affected within ten (10) days of the act causing the grievance. The Vice President of the division shall arrange for a meeting with the grievor and not more than two (2) representatives of the Association and may request that other employees

attend if necessary. In any event, the Vice President of the division shall make known his decision in writing to the Association and the grievor within ten (10) days of receipt of the written grievance. Where no Vice President of the division exists, the appropriate Manager shall be substituted.

Step 3 If the grievance is not resolved satisfactorily in Step 2, either the Corporation or the Association may request the formation of a Grievance Committee. Such Committee shall consist of three (3) representatives appointed by the Corporation, and three (3) representatives appointed by the Association. Neither the grievor nor the officer referred to in Step 2 may be a member of the Grievance Committee. The grievance shall be presented to this Committee by either party in writing within ten (10) days of receipt of the decision in Step 2. The Grievance Committee shall give its reply, in writing, to the Association and the Corporation within six (6) days of hearing the Grievance. A majority decision of the Grievance Committee shall be binding on both parties. The Grievance Committee shall appoint its own Chairman, who shall retain voting privileges.

Step 4 Should a majority of the Grievance Committee fail to agree upon a settlement, the Grievance shall be referred to the officer next senior to the officer referred to in Step 2, in writing, by the Association within six (6) days of receipt of the reply in Step 3. This officer shall make known his decision, in writing, to the Association within ten (10) days of receipt of the Grievance.

Step 5 If the decision of the officer in Step 4 is unsatisfactory to the Association, the Association may then submit the Grievance to arbitration within six (6) days of receipt of the decision. The notice of submission to arbitration must be given in writing and must contain the Nominee of the Association to the Arbitration Board.

107.03 Notwithstanding the foregoing, all grievances related to discharge shall be initiated by the employee concerned, with or without the assistance of an Association representative, by requesting formation of a Grievance Committee. The submission of the grievance shall state:

- (a) The nature of the grievance, date of occurrence, and the circumstances out of which it arose;

- (b) The remedy, or correction, the Corporation is required to make:
- (c) The Article, or Articles, of the Agreement claimed to have been violated or infringed upon.

The Committee shall consist of three representatives appointed by the Corporation and three representatives appointed by the Association. Neither the grievor nor any member of his Division's management may be a member of the Grievance Committee, however the grievor, upon his request, shall be able to present information relative to the grievance. The request to form a Grievance Committee must be made within ten (10) days of the discharge. The Grievance Committee shall meet within ten (10) days upon receipt of the request to form a Grievance Committee and render its decision within six (6) days of its first meeting. A majority decision of the Grievance Committee shall be binding upon both parties. The Grievance Committee shall appoint its own Chairman, who shall retain voting privileges. Should the Committee fail to reach an Agreement, the Association may proceed to Step 4 of Section 107.02.

107.04 The Processing of an Association or Corporation Grievance

Any difference arising between the Association and the Corporation from the interpretation, application, administration or alleged violation of the provisions of this Agreement may be submitted in writing by either the Association or the Corporation to the other within ten (10) days of the matter arising or coming to the attention of the party concerned, with opportunity for oral discussion between the representatives of the Association and the appropriate officials of the Corporation. Failing settlement, either the Corporation representative with whom the matter was so discussed, or the Association, may require a meeting between such Corporation representative or such other senior official in the Corporation as the Corporation may designate for this purpose, and a representative or designated committee of the Association to discuss the matter. If the matter in dispute is settled, a representative of the Corporation and a representative of the Association shall sign a Memorandum of Settlement, but if the matter is not satisfactorily adjusted within a period of fifteen (15) days from the date when the grievance was filed, either party may notify the other party of the desire to submit the matter to Arbitration and in such event, the provisions of Section 107.05 - Arbitration shall apply.

107.05 Arbitration

Within seven (7) days of receipt of the notification by the one party, the other party shall nominate its choice of Arbitrator by notice in writing. The two arbitrators, so nominated, shall meet forthwith and if within seven (7) days of their first meeting they have failed to settle the Grievance, they shall attempt to select, by agreement, the Chairman for the Arbitration Board. If they are unable to agree upon the choice of such a Chairman within a further period of twenty-four (24) hours, they

shall then request the Minister of Human Resources and Employment for the Province of Alberta to appoint a Chairman.

After the Arbitration Board has been formed by the above procedure, it shall meet within twenty-one (21) days of the appointment of the Chairman and hear such evidence as the parties may desire to present to assure a full, fair hearing, and shall render its decision in writing to the parties within fourteen (14) days after the completion of the hearing. The Chairman shall have the authority to render the decision with the compliance of either of the other members, and a decision thus rendered shall be final and binding on the parties hereto.

The Arbitration Board by its decision shall not alter, amend, add to or change the terms of this Agreement. It shall have no jurisdiction to determine any matter except the written grievance filed by an employee or group of employees or the written notice of grievance by the Association or the Corporation, as the case may be. The Arbitration Board shall be limited in its jurisdiction to the remedy or correction requested by the party grieving. In grievances concerning discharge or discipline, the Arbitration Board's jurisdiction will be in accordance with The Alberta Labour Relations Code. Each of the parties to this Agreement shall bear the expense of its nominee to the Arbitration Board, and the fees and expenses of the Chairman shall be borne equally by the two parties to the dispute.

107.06 General

- (a) The time limits expressed in the foregoing sections 107.02, 107.03, 107.04 and 107.05 shall be exclusive of Saturday, Sunday and holidays.
- (b) In the event that either party fails to process the grievance within the time limits established in this Article, that party shall be deemed to have conceded the grievance in favor of the other party.
- (c) Notwithstanding the foregoing, the parties may mutually agree to an extension of these time limits.

ARTICLE 108.00 CONTINUITY OF SERVICE

108.01 The Association and the Corporation recognize their respective and unusual responsibility to the public and the members thereof constantly being served by the Corporation and therefore pledge that, during the currency of this Agreement, there shall not be any resort to work-stoppage, slow-down or any other type of organized interference, coercive or otherwise, which would or might interfere in anyway with the production, purchasing, distributing, delivering or selling of natural gas by the Corporation or the utilization thereof by the customers from time to time served by the Corporation. The Corporation agrees that it will not cause any lockout of employees during the currency of this Agreement.

ARTICLE 109.00 ASSOCIATION DUES

109.01 All employees now members of the Association, and all employees eligible to become members of the Association shall pay bi-weekly to the Association monies equal to the established dues of the Association as a condition of continued employment; such dues shall be deducted bi-weekly by the Corporation from the employee's pay and remitted to the Association within fifteen (15) calendar days following the deduction. The Corporation shall, when remitting such dues, provide the names and classifications of employees from whose pay such deductions have been made. The payment of dues does not require the employee to become a member.

ARTICLE 110.00 SALARY SCHEDULES, NOTES AND APPENDICES

110.01 The provisions set forth in Salary Schedules 00, 01, 02, 02A, 04, 09, 10, 10A, 11 and 14, together with Notes applying to these Schedules, and Appendices respectively annexed hereto, are hereby incorporated into and made part of this Agreement and shall apply for so long as this Agreement remains in force and effect. Further, any changes to the Collective Agreement or Addendums as mutually agreed to and signed by both parties shall be attached to and form part of this Collective Agreement.

ARTICLE 111.00 NOTICES

111.01 Any notice required to be given by one party to the other hereunder shall be in writing and shall be sufficiently given, if presented by hand, or alternatively mailed to the party to whom such notice is to be given, as follows:

Corporation:
Vice President, Corporate Services
ATCO Gas
10035 - 105 Street
Edmonton, Alberta
T5J2V6

Association:
Business Agent
Natural Gas Employees' Association
278, 8 170 - 50th, Street N.W.
Edmonton, Alberta
T6B 1E6

111.02 Each party from time to time may designate some other representative to be the person upon whom such notices are to be personally served, in lieu of the representatives theretofore so designated and/or from time to

time may change its address for service hereunder, in all instances by serving the other party, in the manner hereinbefore prescribed, with written notice to that effect.

- 111.03** Each notice mailed as aforesaid shall be deemed to have been received and the particular notice given, upon the expiration of two (2) clear days excluding Saturdays, Sundays and holidays next following the date of such mailing.

ARTICLE 112.00 HEADINGS

- 112.01** The headings used throughout this Agreement are inserted for reference purposes only and are not to be considered or taken into account in construing the terms and conditions of this Agreement or of any provision herein, nor shall the same be deemed to qualify, modify or explain the effects of any such term, condition or provision,
- 112.02** Wherever the singular or the masculine pronoun is used throughout this Agreement, the same shall be construed as meaning the plural or the feminine where the context or the parties so require,

ARTICLE 113.00 JOB CLASSIFICATION

- 113.01** (a) When new job classifications are established, the Corporation shall set the wage rate therefore and shall notify the Association thereof within fourteen (14) working days of the classification being established. The wage rate for the new classification may be set and implemented by the Corporation.
- (b) When significant differences or changes in job content are effected to existing job classifications to the extent that the Corporation or the Association or an employee require that the job be re-evaluated, the following procedure shall be followed:
- (i) Should a written request for re-evaluation of a job classification be initiated by the Association or an employee (where such evaluation is initiated by an employee, a copy of the request must be filed with the Association) the Corporation shall proceed with the re-evaluation within thirty (30) calendar days of receipt of the written request. The Corporation shall complete the re-evaluation request as soon as possible but not later than ninety (90) calendar days upon receipt of the written request for review. Within five (5) working days of the completion of any evaluation the Corporation shall notify the Association the results of the evaluation. If the re-evaluation results in a reclassification or new classification to a higher wage group, the reclassification or new classification shall be

retroactive to the date the Corporation received the written request for review.

- (ii) In the event that the job content of a classification is changed and the Corporation proceeds to re-evaluate the job and should the re-evaluation result in a reclassification to a higher job group, it shall be retroactive to the date of the most recent job description as duly approved by the Vice President of the Division.
 - (iii) On re-evaluation to a higher wage group, the employee concerned shall be placed in that position within his new range which reflects an increase in salary which is either one increment in the range from which he was evaluated or the top of the new range, whichever is the lesser. In any event this shall be at least to the bottom of the new range. Notwithstanding the foregoing, in the event that an employee's present wage is red circled and is administered in the new or a higher salary range, such employee shall not be eligible for an increase in salary.
- (c) Should any dispute arise between the Corporation and the Association regarding the evaluation and setting the wage rate of a new job classification or the evaluation of an existing job classification, such dispute shall be submitted by the Association to the Vice President, Corporate Services within forty-five (45) calendar days of receipt of notification to the Association. Such dispute shall be settled by adopting the following procedure:
- i) A Board of four (4) persons will be established to attempt to resolve the dispute. Two (2) representatives will be appointed by the Corporation and two (2) representatives will be appointed by the Association, each of the four (4) having one equal vote. Every effort should be made to resolve the dispute within ten (10) working days of the Board's appointment. In the event that the dispute remains unresolved forty-five (45) calendar days after receipt of the written request for review, as specified in 113.01 (c) above, the following method of settlement shall be adopted:
 - ii) The Corporation and the Association shall jointly submit the dispute to one (1) Appointee qualified in wage determination and administration within fourteen (14) calendar days of the matter being referred to in 113.01 (c) (i) above. In the event that the Corporation and the Association cannot agree on an Appointee, they shall request the Minister of

Human Resources and Employment For the Province of Alberta to make the appointment.

The Appointee shall meet and hear all pertinent matters and render a decision within twenty-one (21) calendar days from being appointed. The decision shall be final and binding upon such parties.

- iii) In the event that either party fails to process the dispute within the aforementioned times, that party shall be deemed to have conceded the dispute in favor of the other party.

113.02 It is agreed that the fees and expenses of the Appointee shall be borne equally by the two parties to the dispute.

113.03 The Corporation undertakes to inform the Association, in writing, when an employee is placed in another job classification. This will not be necessary in the case of progression jobs.

113.04 Job descriptions shall be established for each job classification and issued to the Association and the incumbent; further, where such job descriptions are changed, the changed description shall be issued **upon** completion to the Association and the affected incumbent within fourteen (14) calendar days of the changes being effected. The job descriptions issued by the Corporation to the Association are the property of the Corporation and are not for release by the Association to others outside the organization without the permission of the Vice President, Corporate Services.

113.05 During the annual performance review the supervisor shall review the job description with the incumbent. Significant changes to the incumbent's job description identified during the annual performance review will be forwarded before the expiration of forty-five (45) calendar days by the incumbent's Vice President of the Division to the Human Resources Department. Written confirmation of the results of the review shall be forwarded from the Human Resources Department to the employee and the Association within forty-five (45) calendar days from the receipt from the Vice President of the Division. If a change in classification results from the above it shall be effective on the date of the most recent job description as duly approved by the Vice President of the Division.

113.06 In the event that an evaluation or re-evaluation of a position results in reclassification or new classification to a lower wage group, the incumbent or incumbents, as the case may be, from the date of retroactivity shall have their present wage rate red circled until such point in time as the incumbent(s) wage rate fits the wage range or the applicable time periods have expired (Refer to Note 8.), whichever comes first.

113.07 Notwithstanding Article 113.01 (a), (b) and (c), the parties may mutually agree in writing to an extension of the time limits stated.

ARTICLE 114.00 JOB POSTING, PROMOTIONS AND TRANSFERS

- 114.01** (a) In the event that a permanent job becomes vacant, or a new permanent job is established, within the scope of this Agreement, a Job Notice shall be posted on Corporation bulletin boards for a period of not less than ten (10) working days. The Job Notice shall be determined within twenty-five (25) working days from the expiry date of the Job Notice. All Job Notices shall contain educational and experience requirements.
- (b) The Corporation undertakes to inform the Association when a permanent job will not be filled.

114.02 The following jobs need not necessarily be posted:

Watchman
Caretaker
Garage Attendant
Junior Plant Support

114.03 No more than three (3) postings shall be required in any one (1) sequence. The Corporation may then determine whether to continue the posting procedure or appoint from existing staff within the Corporation. If appointment is made, without posting, it shall be made on the basis of the criteria of selection as outlined in this Article.

114.04 Applications in writing will be received from all employees as defined in the Alberta Labour Relations Board Certificates 224-99, 225-99 and 223-99 interested in applying for such posted jobs. Copies of such applications shall be forwarded by the employee to the Association. All applicants, except

- (a) where an employee's performance is currently being monitored under a formal Performance Management Plan, or
- (b) those specifically identified in Article 114.05 (a) and 114.05 (b),

meeting qualification requirements as stated in the job posting, shall be interviewed.

114.05 In considering such applicants, the factors which shall be considered are related ability, education, attitude, job performance with the Corporation and related experience with the Corporation. The Corporation is not necessarily obliged to consider the application of an employee:

- (a) Where the employee has moved geographically at Corporation' **expense with less than two (2) years at his present location, or**
- (b) Where no promotion is involved with less than one (1) year in his present position.

In the event that an employee's application was not considered by the Corporation, the Corporation shall communicate in writing to the employee the reason(s) why his application was not considered. For the purpose of this Article, a position with a higher calculated hourly rate of pay shall be considered as a promotion. In the case of progression positions, the calculated hourly rate of pay of the position of automatic progression shall be utilized to determine whether or not a promotion is involved. In the event there is no applicant suitable for the job posted, the Corporation reserves the right to hire an applicant not included in the bargaining unit certificates referred to in Article 114.04.

114.06 When making promotions or transfers, the above outlined procedure and criteria of selection shall apply and when the overall assessment, based on the above stated factors, is equal For two or more of the applicants, the applicant with the greater length of continuous service shall be selected for the posting.

114.07 (a) When promotion occurs, the employee concerned shall be placed in that position within his new range which reflects an increase in salary which shall be no less than one increment in the range from which he was promoted or to the top of the new range, whichever is the lesser.

(b) Notwithstanding (a) above, for promotions to Crew Chief, in the event that an employee was being paid the Temporary Crew Chief Bonus and such bonus was in effect prior to the promotion, the employee concerned shall be placed in that position within his new range which reflects an increase of salary which shall be no less than the Temporary Crew Chief Bonus or to the top of the new range, whichever is the lesser.

(c) Notwithstanding the foregoing, in the event that an employee's present wage is red circled and is administered in the new or a higher salary range, such employee shall not be eligible for an increase in salary.

114.08 When an employee is transferred by the Corporation from the probationary to the permanent staff; or from seasonal to probationary or permanent employment in related work; or from one permanent to another permanent staff position (provided such transfer does not result from demotion for just cause, or assignment to a lower classification to provide continued employment), his rate of pay shall not be reduced.

- 114.09** Notwithstanding the foregoing, if a Permanent employee is accepted under a posting for a lower level job or is transferred at his own request, his salary will not be reduced below Step 3 of the salary range.
- 114.10** Unless the date of transfer is specified on the job posting, the successful candidate shall be transferred to his new position within six (6) weeks of being notified by the Corporation of his selection. Where a promotion is involved, the successful candidate's new rate of pay shall come into effect on the day of transfer or six (6) weeks after being notified, if the transfer is delayed by the Corporation.
- 114.11** Notwithstanding the provisions of Article 114.01, by mutual agreement in writing between the Association and the Corporation, vacant permanent positions or new permanent positions may be filled without posting a Job Notice. It is clearly understood that in such cases the provisions as stated in Article 114.05(a) and 114.05(b) shall not be applicable to employees transferred from one position to another without a posting regarding their consideration for all future Job Notices.
- 114.12** Notwithstanding Article 114.01, if a job evaluation results in a reclassification, a Job Notice is not required when the employee occupying the job obtained the job by posting or by waiver.
- 114.13**
- (a) An employee who is accepted under a posting may be placed under a review period by the Corporation for up to three (3) months. If during the review period it is found that the employee is unsuitable for the job, the Corporation may reinstate the employee in the permanent position they occupied prior to the review period.
 - (b) An employee affected by Article 114.13(a) will have their pre-review period salary reinstated.
 - (c) Notice will be given to the Association prior to an employee being placed under a review period. Notice will also be given to the Association before an employee under a review period is reinstated to his prior position by Article 114.13(a).

ARTICLE 115.00 CALCULATION OF HOURLY RATES

115.01 Hourly rates will be calculated from bi-weekly or daily rates using the following multipliers:

Base To Be Converted	Requirement	Multiplier
Bi-Weekly	Straight Time	.0125
Bi-Weekly	Double Time	.025
Daily	Straight Time	.125
Daily	Double Time	.25

115.02 Specialized Job Rates:

- (a) In accordance with NOTE 5, the rates for specialized work such as machine operating and truck driving, shall be paid for actual hours engaged on that work. Actual hours of employment in such specialized work shall include interruptions of a minor nature such as travelling from one job to another or delays in the normal procedure of the job.
- (b) If an employee is not permanently classified in a specialized job such as machine operating and truck driving, he shall be paid at the appropriate rate in accordance with NOTE 5 for actual hours engaged in such specialized work. The specialized job rate shall apply to annual vacations, holidays and the first fourteen (14) calendar days of sick leave if such rate was in effect immediately prior to the period of time not worked. Specialized job rates shall be subject to the overtime provisions of this Agreement for such specialized work performed.

ARTICLE 116.00 HOURS OF WORK AND OVERTIME

- 116.01** (a) For all non-shift employees a normal day's work shall be eight (8) hours between the hours of 0700 and 1900. A lunch period of at least one-half (½) hour to a maximum of one (1) hour shall be observed. The normal work week shall consist of forty (40) hours worked in any five (5) consecutive days, Monday through Saturday inclusive. However, where the requirements of the service demand it, the work week may be any five (5) days during the week, as provided for by Appendix A. The Corporation undertakes to give employees affected forty-eight (48) hours notice of a change in the work week or commencement time of work.
- (b) Notwithstanding 116.01(a), a compressed work week may be implemented under the conditions outlined in Appendix G.
- 116.02** (a) Shift employees shall be deemed to be employees who are required to work a regularly scheduled rotating two-shift or three-shift system. However, where the requirements of service demand it a regularly scheduled one-shift system may be implemented as provided for by Appendix F. Shift employees shall be subject to an eight (8) hour day, and an average forty (40) hour week, and the schedules of shift work shall be posted in advance by the Corporation.
- (b) The normal hours for shift commencement times shall be as follows:
 - (i) A Day Shift shall commence between 0600 and 0900 hours;

(ii) An Evening Shift shall commence between 1400 and 1700 hours;

(iii) A Night Shift shall commence between 2200 and 0100 hours.

(c) Notwithstanding Subsection 116.02 (b), where the work requirements necessitate, the Corporation may institute a regularly scheduled two (2) or three (3) shift system outside the normal shift commencement hours. The Corporation, five (5) working days prior to the implementation of such shift schedule, shall meet with the Association and provide the Association with the reason(s) necessitating the implementation of the shift outside the normal shift commencement hours.

(d) The Corporation undertakes to give the employees affected forty-eight (48) hours notice of a change in the shift rotation, failing which, the Corporation shall pay the employee double time for the first shift worked.

116.03 Overtime shall mean any work performed in excess of eight (8) hours per day and forty (40) hours per week, subject to 116.01 and 116.02 above.

116.04 Payments for authorized overtime shall be made as follows: Note: Refer to 115.01 for calculation of double (2) time rates.

(a) All hours worked in excess of eight (8) hours per day or forty (40) hours per week shall be paid at double (2) times the employee's regular rate of pay, provided that the normal work week shall consist of forty (40) hours worked during five (5) consecutive days, Monday through Saturday inclusive.

(b) For purposes of calculating the overtime rate, the rate for specialized work, as described in Article 115.00 of this Agreement, and the Temporary Crew Chief Bonus, Working on Steel Radio Towers and the Odorant Handling Bonus shall be taken into account.

(c) Notwithstanding Article 116.03, payment of overtime to shift employees who work according to a two-shift or three-shift schedule rotating both as to time of day and day of week and who work an average of forty-two (42) hours per week shall be in the form of a shift bonus. The shift bonus shall be calculated on a biweekly basis to compensate at applicable overtime rates for loss of holidays and for the two (2) hours extra that are worked in an average week. The shift bonus shall be paid only for shifts actually worked and for vacations.

116.05 In the particular case of daywork employees who may be required under certain circumstances to work weekend overtime, the Corporation undertakes to arrange the employee's work requirements so that the employee is permitted to take at least one (1) weekend off in every three (3) weekends.

116.06 (a) In the event that an employee works more than four (4) hours of overtime in the eight (8) hours immediately preceding his regularly scheduled work period he is entitled to four (4) hours off with pay during his next scheduled work period. As determined with the Supervisor, it can be the first (1st) or last four (4) hours.

(b) Notwithstanding the foregoing, in the event that an employee is called out for work on two (2) or more separate call outs in the eight (8) hours immediately preceding the regularly scheduled work period, the first (1st) call out (of at least the minimum two (2) hour period) plus the time frame between the first (1st) call out and the second (2nd) call out plus the actual time worked on the second (2nd) call out will constitute the accumulated time worked for which the provisions of Clause 116.06 (a) shall apply.

(c) An employee working sixteen (16) or more **hours** in any twenty-four (24) hour period shall be allowed eight (8) consecutive hours of rest at no loss of wages before reporting for duty again.

(d) Notwithstanding Article 116.06 (a), (b) and (c), in emergency situations, the employee may be called back to work with additional straight time pay.

116.07 Banked Pay

(a) Employees shall be allowed to bank overtime pay, shift differential pay, standby allowance pay and odorant handling bonus pay up to a maximum of five (5) regular days.

(b) Employees shall provide their immediate Supervisor with at least ten (10) working days notice when requesting time off. The immediate Supervisor shall signify to the employee his approval, or otherwise, as soon as possible but not later than four (4) working days prior to the requested time off. In a calendar year, a maximum of five (5) regular days pay only can be removed from banked pay for time off purposes.

(c) Notwithstanding Article 116.07 (b), it is clearly understood that such requests are subject to the employee receiving the prior approval of their immediate supervisor and providing such scheduling does not unduly interfere with efficiency or incur overtime.

116.08 **Daylight Saving Time**

The following shall apply when changing from Mountain Standard Time to Mountain Daylight Time and vice versa:

- (a) Eight (8) hours straight time shall be paid to the employees who work the full shift, which commences between 2200 hours Saturday and 0100 hours Sunday, when the spring time change occurs.
- (b) Eight (8) hours straight time plus one (1) hour double time shall be paid to the employees who work the full shift, which commences between 2200 hours Saturday and 0100 hours Sunday, when the fall time change occurs.

116.09 Notwithstanding Articles 116.03 and 116.04, in the event that training courses scheduled during the normal working day extend beyond the normal working day, the employee shall be paid at straight time pay for each additional hour associated with the training course beyond the normal working day. If training courses are specifically scheduled in advance to extend beyond the normal working day the employee shall be paid at double (2) times for each such additional hour associated with the training course beyond the normal working day.

116.10 By mutual agreement between the employee and supervisor, the normal day's work, on a long term basis may be rescheduled outside the hours referred to in Subsections 116.01 or 116.02 (b), if applicable, without incurring any overtime payment for the first eight (8) hours worked or increased shift differential payment. It is understood that upon thirty (30) calendar days written notice either the supervisor or employee may terminate such an agreement.

116.11 The Corporation will not reduce the regular hours of work of any Permanent Employee.

ARTICLE 117.00 CALL OUT

117.01 All employees who are called out to perform work after completion of their regular work shifts, from the time the call is made until the employee returns home, shall be paid a minimum of two (2) hours' pay at the applicable overtime rate, or shall be paid for the actual hours worked at the applicable overtime rate, whichever is the greater.

117.02 Employees called out during the two (2) hours preceding the commencement of their normal work day or shift shall be paid at their applicable overtime rate for the time worked until the start of their normal work day or shift.

117.03 When employees are called out for work they are deemed to be on duty for the minimum specified period or until the work for which they have been called out has been completed. Further calls received during this period shall be considered a continuation of the initial call and shall not be subject to call out pay.

117.04 (a) When employees are required to continue working in excess of two (2) hours beyond the normally scheduled quitting time, the employee will be provided with a reasonable meal in the third hour and every four (4) hours thereafter, as arranged by the Corporation. If the employee does not leave the work site and the meal break does not exceed one-half (1/2) hour, and the work continues after the meal break, the meal break will be considered as time worked at the applicable overtime rate.

(b) Without limiting 117.04 (a), when an employee is called out for work, the Corporation shall provide him with a reasonable meal in the fifth (5th) hour and every four (4) hours thereafter, as long as work continues after the meal break. If the employee does not leave the work site and the meal break does not exceed one-half (1/2) hour and the work continues after the meal break, the meal break will be considered as time worked at the applicable overtime rates. A practical application of the above arrangements may be made in the case of people working in the Agencies.

117.05 An employee called out to work more than two (2) hours prior to the commencement of his regular hours of work shall be provided a meal break, not to exceed one-half (1/2) hour without loss of pay, at a time mutually agreed between the employee and his immediate supervisor.

ARTICLE **118.00** SHIFT DIFFERENTIAL

118.01 A shift differential shall be paid for hours of work outside of the normal hours.

118.02 A shift employee working between 1600 to 0800 hours shall be paid as follows:
Year 2000 one dollar and thirty – four cents (\$1.34) per hour differential;
Year 2001 one dollar and thirty -eight cents (\$1.38) per hour differential;
Year 2002 one dollar and forty – two cents (\$1.42) per hour differential.

118.03 Payment of a shift differential is subject to the following conditions:

(a) A shift differential shall be paid only for the employee's scheduled shifts actually worked.

(b) A shift differential shall not be paid for any hours of work which are paid for on an overtime basis.

- (c) Any job scheduled in advance for off-normal hours requires scheduling for at least three (3) consecutive days to be considered as a scheduled shift.

ARTICLE 119.00 HOLIDAYS

- 119.01** (a) All employees covered by this Collective Agreement shall receive a regular day's pay for the holidays listed below:

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

- (b) If the Province of Alberta removes the designation of Alberta Family Day as a statutory holiday during the term of this agreement, then Alberta Family Day will be removed from the list of holidays in sub-clause (a).

119.02 In addition, one Civic Holiday will be recognized and observed by the Corporation, but only in the communities in which it is officially declared and shall apply to all employees regularly based in the community, provided, however, that no employee shall forfeit his entitlement to a Civic Holiday or shall be granted more than one Civic Holiday in any calendar year.

119.03 To be eligible for and paid for any of the holidays listed above, an employee must have worked for the Corporation at least thirty (30) days during the preceding twelve (12) months and he must have worked his scheduled work shift immediately before and immediately after the holiday. The only exclusion to this requirement will be where an employee is absent due to sickness or accident or by authority of the Corporation.

119.04 In the event of work being scheduled on such holiday, employees other than those receiving a Shift Bonus, will be paid two (2) times the regular rate in addition to the regular pay for the holiday.

- 119.05** (a) Except for employees covered by Appendix A or non-bonused shift workers, should one of the recognized holidays excluding Easter Sunday and Boxing Day, fall on either a Saturday or Sunday, the following Monday shall be observed as the holiday.

Easter Sunday for employees other than employees covered by Appendix A or non-bonused shift workers shall be observed on the following Monday or alternatively the staff on a local basis shall be scheduled to the previous Thursday.

Boxing Day for employees other than employees covered by Appendix A or non-bonused shift workers shall be observed

on the next scheduled working day or alternatively the staff on a local basis shall be scheduled to the last working day immediately preceding the holiday.

In either case, by employee request and with supervisory approval, a subsequent lieu day may be taken. The Corporation and the employee shall provide a minimum of thirty-one (31) calendar day's notice of such scheduling. Employees shall receive holiday pay only once for a given holiday.

- (b) Notwithstanding 119.05(a), where an employee's regularly scheduled work week includes Saturday, except for employees covered by Appendix A or non-bonused shift workers, should one of the recognized holidays, excluding Easter Sunday or Boxing Day, fall on a Sunday, the following Monday shall be observed as the holiday.

Easter Sunday for employees shall be observed on the following Monday or, alternatively, the staff on a local basis shall be scheduled to the previous Thursday.

Boxing Day shall be observed on the next scheduled working day or alternatively the staff on a local basis shall be scheduled to the last working day immediately preceding the holiday.

In either case, by employee request and with supervisory approval, a subsequent lieu day may be taken. The Corporation and the employee shall provide a minimum of thirty-one (31) calendar days notice of such scheduling. Employees shall receive holiday pay only once for a given holiday.

- 119.06** Notwithstanding the foregoing, excepting for employees covered by Appendix A or non-bonused shift workers, if Christmas Day falls on either a Saturday or Sunday and is observed on the Monday, Boxing Day shall be observed on the Tuesday or in accordance with 119.05(a) or(b).
- 119.07** If a holiday as provided by Section 119.01 falls on a regular day off of an employee covered by Appendix A or a non-bonused shift worker, he shall be granted a day off in lieu of such holiday.
- 119.08** Notwithstanding Article 119.01, 119.02 and 119.03, Seasonal Construction Employees shall receive holiday pay at least equal to the applicable Employment Standards Code and Regulations.

ARTICLE 120.00 ANNUAL VACATIONS

- 120.01** All employees who have completed one (1) year of continuous employment shall be entitled to three (3) weeks' annual vacation with regular pay.
- 120.02** All employees who have completed eight (8) years of continuous employment shall be entitled to four (4) weeks' annual vacation with regular pay.
- 120.03** All employees who have completed sixteen (16) years of continuous employment shall be entitled to five (5) weeks' annual vacation with regular pay.
- 120.04** All employees who have completed twenty-five (25) years of continuous employment shall be entitled to six (6) weeks' annual vacation with regular pay.
- 120.05** Vacations may be taken at any time during the calendar year and up to March 31 of the following year by mutual agreement between the employee and the supervisor provided, however, that vacation scheduling is arranged to suit the work schedules of the Corporation.
- 120.06** Vacations shall commence on Mondays unless otherwise arranged mutually in advance.
- 120.07** In the event that a recognized holiday falls within the annual vacation period of any employee other than one eligible to receive the Shift Bonus, such period shall be increased by one (1) day or one (1) subsequent day with supervisory approval for each of the holidays so affected.
- 120.08** Sick leave shall not be deemed to have broken the continuity of employment for purposes of establishing vacation entitlement.
- 120.09** In the year in which an employee qualifies for increased vacation entitlement, such increased entitlement may be taken only after the employee's anniversary date of vacation entitlement.
- 120.10** Requests for annual vacations arranged other than in one unbroken period must be submitted in writing.
- 120.11** For purposes of this Agreement, one (1) week's vacation shall be deemed to be five (5) working days.
- 120.12** Subject to vacation scheduling under Article 120.05 and at the written request of an employee, the Corporation may grant the annual vacation to which the employee is entitled in periods of not less than one (1) day subject to receiving the prior approval of their immediate supervisor and providing such scheduling does not unduly interfere with efficiency or incur overtime.

120.13 Notwithstanding the provisions of 120.08, to be eligible for the full vacation entitlement in any year, an employee must have worked 90% of the Corporation's regular working days (excluding Holidays) in the previous calendar year, Where an employee has worked less than 90% of such working days, he shall be entitled to a vacation with regular pay on a pro-rata basis bearing the same relationship to his regular vacation entitlement as the number of days worked bears to 90% of the Corporation's regular working days (excluding Holidays) in the previous calendar year as follows:

Calculate number of days per year:

(365 days - 52 Sundays - 52 Saturdays - 12 Holidays) x 90%

Qualification = 224 days per year.

Calculate number of days actually worked:

(365 days - 52 Sundays - 52 Saturdays - 12 Holidays) - Days Absent)

$$\text{Pro-Rata Vacation Entitlement} = \frac{\text{Number of Days Actually Worked}}{224} \times \text{Days of Vacation Entitlement}$$

120.14 For the purposes of this Article, regular pay shall take into account Article 115.02 (b) and 116.04 (c).

120.15 Seasonal construction employees shall be paid in accordance with the applicable Employment Standards Code and Regulations.

ARTICLE 121.00 TRAVEL TIME AND EXPENSES

121.01 In the event that an employee is required by the Corporation to travel outside of his normal daily hours of work, such employee shall be paid travelling time at the applicable overtime rate of pay for the actual period of time required to travel. Exceptions to this will include travel outside of his normal daily hours of work to attend training sessions where such travel shall be paid at straight time rates.

121.02 In the event that an employee is required by the Corporation to work away from his permanent base, the Corporation undertakes to provide such employee with the means of travelling between his permanent base and the temporary base and return. However, in the event that the employee is required to use his own transportation, he shall be reimbursed on the regular basis for the total mileage involved. It is clearly understood that such employee will be reimbursed only when specifically authorized in writing by the Corporation to use his own transportation, Employees authorized to use their own transportation are required to carry adequate insurance coverage.

121.03 An employee who is required to work away from his home base shall be paid incidental expenses of four dollars and eighty cents (\$4.80) per night for all such nights away from his permanent base. Exceptions to this include training, seminars and meetings.

ARTICLE 122.00 BOARD AND LODGING

122.01 In the event that an employee is required to perform work away from his home base for longer than one (1) regular working day, the Corporation undertakes to provide such employee with full board and lodging.

ARTICLE 123.00 TEMPORARY CHANGE OF DUTIES

123.01 (a) A Permanent or Probationary employee temporarily assigned **in writing for a period of two (2) or more continuous working** days to a position of higher classification shall, from the first day, be paid at a rate increased by the equivalent step in his present classification or to the top of the range of the new classification, whichever is lesser. In any event this shall be at least to the bottom of the new range. Notwithstanding the foregoing, in the event that an employee's present wage is red circled and is administered in the new or a higher salary range, such employee shall not be eligible for an increase in salary.

(b) Except when the employee is temporarily assigned to specifically accommodate maternity leave, adoption leave, parental leave, sick leave and Workers' Compensation Board situations, if an employee is retained in a temporary position for more than one (1) year his present salary shall be administered in the range of the new classification and such person is classified in the higher position.

123.02 No employee shall be required to take a lesser rate of pay when assigned at the Corporation's request to temporarily perform the duties of another employee.

123.03 The Temporary Change of Duties Status shall be subject to the overtime provisions of this agreement.

ARTICLE 124.00 BASIS OF PAYMENT

124.01 Permanent employees shall be paid at a bi-weekly rate related to Schedules 00, 01, 02, 02A, 04, 09, 10, 10A, or 14.

124.02 Probationary employees shall be paid at a bi-weekly rate related to Schedules 00, 01, 02, 04, 09, 10, or 14. The position of the rate within the salary range of the job shall be determined by the Corporation.

124.03 Seasonal employees shall be paid at an hourly or daily rate related to Schedule 11, or as determined by Note No. 5.

124.04 All employees shall be paid on a bi-weekly basis. Pay days shall be every second Friday.

ARTICLE **125.00** ONE DAY OFF IN SEVEN

125.01 All employees, other than Shift employees, shall be allowed twenty-four (24) consecutive hours of rest immediately following each period of not more than six (6) consecutive days of work, except in cases of emergency.

125.02 Shift employees may be required to work shifts on seven (7) consecutive days providing Shift schedules are approved under the Employment Standards Code.

ARTICLE **126.00** TERMINATION OF SERVICE

126.01 In the event of a Permanent Employee giving notice of termination to the Corporation such termination shall require notice of ten (10) working days.

126.02 In the event of the Corporation giving notice of termination to a Permanent Employee such termination shall require notice of twenty (20) working days.

126.03 An employee may be discharged for cause without notice or pay in lieu thereof subject to Sections 107.02, 107.03, 107.04, 107.05 and 107.06 of the Grievance Procedure. When an employee is discharged for cause the Corporation will notify the Association within five (5) days.

ARTICLE **127.00** STANDBY ALLOWANCE

127.01 Employees who are requested to standby shall receive for such standby duties twenty-one dollars and seven cents (\$21.07) (Effective January 1, 2001 twenty-one dollars and seventy cents (\$21.70) and effective January 1, 2002 twenty-two dollars and thirty-five cents (\$22.35)) for each normal day and fifty-five dollars and three cents (\$55.03) (Effective January 1, 2001 fifty-six dollars and sixty-eight cents (\$56.68) and effective January 1, 2002 fifty-eight dollars and thirty-eight cents (\$58.38)) for each scheduled day of rest and recognized holiday. In addition, such employee shall be paid the applicable rate for work performed.

127.02 The Corporation shall determine the number of employees required to standby in each circumstance and shall so designate these employees by schedule. Standby allowance will be paid only to employees officially designated for **such** duty.

127.03 Standby on a regular work day means availability on call outside of normal hours of work. On each scheduled day of rest and recognized holiday, standby means availability on call for the full twenty-four (24) hour period. An employee on standby may leave his home for personal reasons, provided he makes arrangements to be reached and to be available for duty within a reasonable time.

127.04 In the event that an employee is scheduled by the Corporation to more than eighteen (18) weeks of Standby in a calendar year, for such period in excess of eighteen (18) weeks the rates as stated in Article 127.01 shall be multiplied by one and one-half (1½).

ARTICLE 128.00 INCLEMENT WEATHER ALLOWANCE

128.01 Seasonal employees who, because of weather or other conditions, work for four (4) hours or less in any one day, shall be paid for four (4) hours at their regular rate of pay. Any such employee who reports for work on any day when at the time of leaving his home it was reasonable to expect that the work would be performed, shall be paid for four (4) hours at his regular rate of pay.

128.02 Employees who, because of weather or other conditions, work four (4) hours or less on any day which was previously scheduled as an overtime day, shall be paid for four (4) hours at their applicable overtime rate. Any such employee who reports for work when at the time of leaving his home it was reasonable to expect that work would be performed, shall be paid for four (4) hours at his applicable overtime rate of pay.

ARTICLE 129.00 MATERNITY, ADOPTION AND PARENTAL LEAVE

129.01 An employee who is pregnant and who has been employed by the Corporation for a period of at least twelve (12) months is entitled to maternity leave without pay for a period not exceeding twenty-six (26) weeks. Such leave shall commence at any time up to twelve (12) weeks immediately preceding the estimated date of delivery. Maternity leave following the birth of a child shall be limited to twenty-six (26) weeks including any Short Term Disability period.

129.02 The pregnant employee shall give the Corporation two (2) weeks notice in writing of the day upon which she intends to commence maternity leave together with a medical certificate certifying that she is pregnant and giving the estimated date of delivery. The employee is entitled to commence maternity leave upon expiration of the two (2) weeks notice.

An employee who fails to notify the Corporation, and who is otherwise entitled to maternity leave, shall be entitled to maternity leave for any of the period if within two (2) weeks after she ceases to work she provides the Corporation with a medical certificate indicating that she is not able to work by reason of any medical conditions arising from her pregnancy and giving the estimated date of delivery or the actual date of delivery.

- 129.03**
- (a) The employing department shall grant a Permanent employee, who has been employed by the Corporation for a period of at least twelve (12) months, Leave of Absence without pay for a maximum twenty-six (26) week period immediately subsequent to the adoption of an infant child. Further, such leave shall be granted upon three (3) weeks written notice by the employee to the employing department.
 - (b) The employing department shall grant a Permanent male employee, who has been employed by the Corporation for a period of at least twelve (12) months, Leave of Absence without pay for a maximum twenty-six (26) week period immediately subsequent to the birth of his child. Further, such leave shall be granted upon three (3) weeks written notice by the employee to the employing department.

129.04 An employee who wishes to resume employment upon the expiration of any of the leaves described in this Article shall give the Corporation two (2) weeks notice in writing of the day on which they intend to resume employment and the Corporation shall:

- (a) Reinstatement of the employee in the position they occupied at the time the leave commenced, or
- (b) Provide the employee with alternative work of a comparable nature, at not less than the same wages and other benefits that had accrued to the employee to the date that the employee commenced the leave.

129.05 Where the pregnancy of an employee interferes with the performance of the employee's duties, the employer may by notice in writing to the employee require the employee to commence maternity leave.

129.06 Where both prospective parents are employees of the Corporation, only one shall be eligible for the leave of absence.

ARTICLE 130.00 BEREAVEMENT

130.01 In the case of a death in the immediate family, a Permanent or Probationary employee shall be given time off with pay up to a maximum of three (3) working days, whether or not the employee is able to attend the funeral, and up to a maximum of two (2) additional days without pay for extended travel. The term "immediate family" shall be interpreted to mean the following relatives of the employee or the employee's spouse (including common-law): mother, father, sister,

brother, husband or wife, son, daughter, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandfather, grandmother, grandchildren, or any dependent relative living in the employee's household.

ARTICLE 131.00 CALCULATION OF PREMIUM RATES

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

ARTICLE 132.00 REDUCTION OF STAFF

- 132.01**
- (a) In the event that it becomes necessary to declare any permanent staff reduction or to implement any layoffs of permanent employees, prior to such action being taken, the Corporation and the Association shall meet to discuss the procedure to be used. Corporation representatives at these discussions shall include the Vice President of the Division affected and, if necessary, the President.
 - (b) Prior to any lay-off or permanent staff reduction of identified permanent employees, the Corporation and the Association shall, under the terms of this Agreement, attempt to place the identified permanent employees within the Corporation.
 - (c) The Corporation, to the extent reasonably possible, will not lay off or reduce permanent staff while employing seasonal employees.
 - (d) Subject to ability, length of continuous service shall be the determining factor in identifying employees affected by a lay-off or permanent staff reduction.
 - (e) Identified permanent employees moved to lower positions shall have their present wage rate red circled until such point in time as the incumbent(s) wage rate fits the wage range or the applicable time periods have expired (Refer to Note 8.), whichever comes first.

132.02 In the event of an increase in staff of a department within one (1) year following a lay-off of staff, an employee will be eligible for rehire on a last out - first in basis. To be eligible, the employee affected by a lay-off shall subsequently advise the Corporation of any change in address. The Corporation will contact an eligible former employee by registered mail and the former employee must acknowledge receipt of the Corporation correspondence within seven (7) calendar days from the date of mailing of the Corporation correspondence and be prepared to report to work with the Corporation within twenty-one (21) calendar days of the date of mailing of the Corporation correspondence.

- 132.03** In the event that an employee on lay-off is not recalled back to work by the Corporation within the one (1) year period as stated in Article 132.02, such employee shall be subject to the reduction of permanent staff process in effect at such point in time.

ARTICLE 133.00 PROBLEM RESOLUTION FORUM:

- 133.01** In order to address administration issues, concerns or problems with the Collective Agreement, Benefit Plans or Management Policies and to make recommendations to the parties as appropriate, the Corporation and Association will utilize a problem resolution forum.
- 133.02** Such meetings shall be for the purpose of dealing with items of general concern between the parties. Either party may arrange for a meeting ensuring that ample time is allocated for each meeting. Each party is expected to be prepared and ready to expand upon the agenda items being discussed in an objective and open-minded manner to mutually resolve the problem.
- 133.03** Equal representation from both parties will prevail. Representatives shall be at a senior level and shall not exceed five (5) for each of the parties. Additional personnel will attend on an as needed basis to address specific topics. Representatives may be added, substituted or changed as required.

ARTICLE 134.00 TECHNOLOGICAL CHANGE

- 134.01** The Corporation and the Association acknowledge the overall advantages and necessity of technological change and the ongoing requirement to facilitate technological change in the Corporation's operation.
- 134.02** Where a technological change affects the terms and conditions or security of employment of a significant number of employees within this Collective Agreement, and alters significantly the basis on which this Collective Agreement was negotiated, the Corporation and the Association shall meet to discuss the impact and ramification on employees of implementing the technological change.
- 134.03** Technological change does not include normal lay-offs resulting from a decrease in the amount of work to be done.

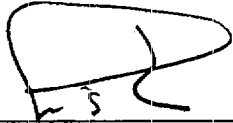
ARTICLE 135.00 PAY FOR WORKING ON STEEL RADIO TOWERS

- 135.01** When an employee works on a steel radio tower more than twenty-five (25) metres above the tower base, he will be paid in addition to any other pay to which he is entitled, a premium equal to his normal hourly rate for the actual hours worked.


IN WITNESS WHEREOF the Corporation has hereunto, duly authenticated by the signatures of its proper officers thereunto authorized, and the Association has caused these presents to be executed, all as of the day and year first above written.

ATCO GAS


NATURAL GAS EMPLOYEES'
ASSOCIATION




President



Co - President



Vice President



Co - President

ATCO GAS
SCHEDULE 00
 Apprentice Rates for Trade Jobs
Minimum Bi-Weekly (Hourly) Salary Rates

Job Class <u>Number</u>	<u>Job Title</u>					Effective <u>Jan. 1, 2000</u>	Effective <u>Jan. 1, 2001</u>	Effective <u>Jan. 1, 2002</u>
Electrician								
009900	1st Period or Year					\$1295 (16.19)	\$1334 (16.68)	\$1374 (17.18)
009901	2nd Period or Year					1511 (18.89)	1556 (19.45)	1603 (20.04)
009902	3rd Period or Year					1726 (21.58)	1778 (22.23)	1832 (22.90)
009903	4th Period or Year					1942 (24.28)	2001 (25.01)	2061 (25.76)
009904	Journeyman					2158 (26.98)	2223 (27.79)	2290 (28.63)
<hr/>								
Auto Service Technician	Heavy Duty Technician	Carpenter	Machinist	Millwright				
009800	009805	009700	009600	009500	1st Period or Year	\$1231 (15.39)	\$1268 (15.85)	\$1306 (16.33)
009801	009806	009701	009601	009501	2nd Period or Year	1436 (17.95)	1479 (18.49)	1523 (19.04)
009802	009807	009702	009602	009502	3rd Period or Year	1641 (20.51)	1690 (21.13)	1741 (21.75)
009803	009808	009703	009603	009503	4th Period or Year	1846 (23.08)	1902 (23.78)	1958 (24.48)
009804	009809	009704	009604	009504	Journeyman	2051 (25.64)	2113 (26.41)	2176 (27.20)
<hr/>								
Auto Body Technician								
009400	Welder				1st Period or Year	\$1231 (15.39)	\$1268 (15.85)	\$1306 (16.33)
009401	009301				2nd Period or Year	1538 (19.23)	1585 (19.81)	1632 (20.40)
009402	009302				3rd Period or Year	1846 (23.08)	1902 (23.78)	1958 (24.48)
009403	009303				Journeyman	2051 (25.64)	2113 (26.41)	2176 (27.20)

Hourly wage range shown in brackets.

ATCO GAS
SCHEDULE 01
 Trade Plant Jobs
Minimum Bi-Weekly (Hourly) Salary Ranges and Steps

Job Class Number	Job Title	Effective <u>Jan. 1, 2000</u>	Step	Effective <u>Jan. 1, 2001</u>	Step	Effective <u>Jan. 1, 2002</u>	Step
010801	Foreman – Shop	\$2311-2497	\$93	\$2380-2572	\$96	\$2451-2649	\$99
010802	Foreman – Tool Crib	(28.89-31.21)	(1.16)	(29.75-32.15)	(1.20)	(30.64-33.11)	(1.24)
010704	Foreman – Mechanical-Lethbridge	2137-2321	92	2201-2391	95	2267-2463	98
010711	Foreman - Mechanical	(26.71-29.01)	(1.15)	(27.51-29.89)	(1.19)	(28.34-30.79)	(1.23)
010600	Mechanic – Operations	2068-2158	90	2130-2223	93	2194-2290	96
010601	Welder, Pressure “B”	(25.85-26.98)	(1.13)	(26.63-27.79)	(1.16)	(27.43-28.63)	(1.20)
010602	District Compressor Mechanic						
010603	Electrician						
010604	District Mechanic						
010605	District Welder - Distribution						
010607	Welder - Operations						
010608	Process Electrician						
010609	Sr. Compressor Mechanic						

Annual step.

Hourly wage rang and step shown in brackets.

ATCO GAS
SCHEDULE 01
Trade Plant Jobs
Minimum Bi-Weekly (Hourly) Salary Ranges and Steps

Job class <u>Number</u>	<u>Total</u>	Effective <u>Jan. 1, 2000</u>	<u>Step</u>	Effective <u>Jan. 1, 2001</u>	<u>Step</u>	Effective <u>Jan. 1, 2002</u>	<u>Step</u>
010500	Mechanic	1961-2051	90	2020-2113	93	2081-2177	96
010501	Welder	(24.51-25.64)	(1.13)	(25.25-26.41)	(1.16)	(26.01-27.21)	(1.20)
010502	Auto Body Technician						
010503	Carpenter						
010504	Machinist						
010505	Compressor Mechanic						
010507	Millwright						
010508	District Carpenter						
010509	Heavy Duty Equipment Technician						
010510	Automotive Service Technician						
010400	Small Engine Mechanic	1647-1737	90	1696-1789	93	1747-1843	96
		(20.59-21.71)	(1.13)	(21.20-22.36)	(1.16)	(21.84-23.04)	(1.20)

Annual step.

Hourly wage range and step shown in brackets.

ATCO GAS
SCHEDULE 02
 General Plant Jobs
Minimum Bi-Weekly (Hourly) Salary Ranges and Steps

<u>Job Class</u> <u>Number</u>	<u>Job Title</u>	<u>Effective</u> <u>Jan. 1, 2000</u>	<u>Step</u>	<u>Effective</u> <u>Jan. 1, 2001</u>	<u>Step</u>	<u>Effective</u> <u>Jan. 1, 2002</u>	<u>Step</u>
020900	Chief Customer Serviceman	\$1887-2259	\$93	\$1944-2328	\$96	\$2002-2398	\$99
020901	District Agent A	(23.59-28.24)	(1.16)	(24.30-29.10)	(1.20)	(25.03-29.98)	(1.24)
020902	Chief Agency Serviceman						
020801	Foreman – Regulation Operations	1824-2180	89	1878-2246	92	1934-2314	95
020803	Utilization Serviceman	(22.80-27.25j	(1.11)	(23.47-28.08)	(1.15)	(24.18-28.93)	(1.19)
020804	Foreman – District						
020805	Foreman – Construction						
020811	Foreman - Inspection and Maintenance						
020815	District Agent B						
020818	Foreman - Pressure Control						
020820	Foreman – Operations						
020700		1740-2072	83	1793-2133	85	1846-2198	88
		(21.75-25.90)	(1.04)	(22.41-26.66)	(1.06)	(23.08-27.48)	(1.10)

**ATCO GAS
SCHEDULE 02
General Plant Jobs
Minimum Bi-Weekly (Hourly) Salary Ranges and Steps**

<u>Job Class Number</u>	<u>Job Title</u>	<u>Effective Jan. 1, 2000</u>	<u>Step</u>	<u>Effective Jan. 1, 2001</u>	<u>Step</u>	<u>Effective Jan. 1, 2002</u>	<u>Step</u>
020600	Chief Gas Utility Man – District	1637-1961	81	1687-2019	83	1739-2079	85
020601	Agency Serviceman	(20.46-24.51)	(1.01)	(21.09-25.24)	(1.04)	(21.74-25.99)	(1.06)
020602	Chief Gas Utility Man – Inspection and Maintenance						
020603	Customer Serviceman						
020607	Chief Gas Utility Man – Construction						
020609	Chief Gas Utility Man Pressure Control						
020611	Chief Gas Utility Man - Operations						
020612	Chief Gas Utility Man - Regulation						
020616	Foreman, Meter Repair						
020617	Senior Corrosion Technician						

Annual step.

Hourly wage range and step shown in brackets.

ATCO GAS
SCHEDULE 02
 General Plant Jobs (continued)
Minimum Bi-Weekly (Hourly) Salary Ranges and Steps

Job Class <u>Number</u>	<u>Title</u>	Effective <u>Jan. 1, 2000</u>	<u>Step</u>	Effective <u>Jan. 1, 2001</u>	<u>Step</u>	Effective <u>Jan. 1, 2002</u>	<u>Step</u>
020502	Instrument Serviceman	\$1582-1906	\$81	\$1630-1962	\$83	\$1680-2020	\$85
020505	Chief Equipment and Vehicle	(19.78-23.83)	(1.01)	(20.38-24.53)	(1.04)	(21.00-25.25)	(1.06)
020506	Senior Inspector – Construction						

Annual step.
 Hourly wage range and step shown in brackets.

ATCO GAS
SCHEDULE 02
General Plant Jobs (continued)
Minimum Bi-Weekly (Hourly) Salary Ranges and Steps

<u>Job Class</u> <u>Number</u>	<u>Job Title</u>	Effective <u>Jan. 1, 2000</u>	Step	Effective <u>Jan. 1, 2001</u>	Step	Effective <u>Jan. 1, 2002</u>	Step
020400	Senior Gas Utility Man – Operations	1535-1823	72	1582-1878	74	1630-1934	76
020402	Plant Operator	(19.19-22.79)	(0.90)	(19.78-23.48)	(0.93)	(20.38-24.18)	(0.95)
020403	Field Operator/Maintenance Man						
020404	Regulator Serviceman						
020405	Senior Building Maintenance Man						
020407	Special Equipment Operator						
020408	Inspector – Construction Operations						
020409	Chief Supplyman						
020412	Measurement Serviceman						
020413	Regulation Operation and Maintenance						
020419	Crew Chief Pressure Control						
020422	Locator – Operations						
020424	Senior Installer, Residential AMR						
020426	Senior Gas Utility Operator						
020427	Corrosion Technician						

Annual step.

Hourly wag range and step shown in brackets.

ATCO GAS
SCHEDULE 02
 General Plant Jobs (Continued)
 Minimum **Bi-Weekly** (Hourly) Salary Ranges and Steps

<u>Job Class</u> <u>Number</u>	<u>Job Title</u>	<u>Effective</u> <u>Jan. 1, 2000</u>	<u>Step</u>	<u>Effective</u> <u>Jan. 1, 2001</u>	<u>Step</u>	<u>Effective</u> <u>Jan. 1, 2002</u>	<u>Step</u>
020300**	corrosion operator	\$1298-1688	\$65	\$1337-1739	\$67	\$1377-1791	\$69
020304**	Junior Agency Serviceman	(16.23-21.10)	(0.81)	(16.71-21.74)	(0.84)	(17.21-22.39)	(0.86)
020305	Equipment Operator						
020307	Heavy Truck Driver						
020308**	Junior Customer Serviceman						
020309	Senior Meter Repairman						
020312	Senior Supplyman						
020315	Senior Supplyman – Operations						
020319**	Junior Instrument Serviceman						
020320	Gas Utility Man - Pressure Control						
020322	Gas Utility Operator						

Annual step.

**Progression Job - See Appendix B.

Hourly wage range and step shown in brackets.

ATCO GAS
SCHEDULE 02
General Plant Jobs (Continued)
Minimum Bi-Weekly (Hourly) Salary Ranges and Steps

<u>Job Class</u> <u>Number</u>	<u>Job Title</u>	<u>Effective</u> <u>Jan. 1, 2000</u>	<u>Step</u>	<u>Effective</u> <u>Jan. 1, 2001</u>	<u>Step</u>	<u>Effective</u> <u>Jan. 1, 2002</u>	<u>Step</u>
020200**	Junior Regulator Serviceman	1242-1632	65	1279-1681	67	1317-1731	69
020202	Building Maintenance Man	(15.53-20.40)	(0.81)	(15.99-21.01)	(0.84)	(16.46-21.64)	(0.86)
020203	Senior Storesman – Mechanical						
020204**	Meter Repairman						
020205**	Junior Measurement Serviceman						
020206	Building Maintenance Man - Operations						
020207	Agency Meter Reader						
020209	Fabricator						
020210	Service Spotter						
020217	Supplyman – Operations						
020221**	Junior Regulation Operation and Maintenance Man						

Annual step.

**Progression Job - See Appendix B.

Hourly wage range and step shown in brackets.

ATCO GAS
SCHEDULE 02
 General Plant Jobs (Continued)
 Minimum Bi-Weekly (Hourly) Salary Ranges and Steps

Job Class Number	Job Title	Effective <u>Jan. 1, 2000</u>		Effective <u>Jan. 1, 2001</u>		Effective <u>Jan. 1, 2002</u>	
		Step	Step	Step	Step	Step	Step
020100	Supplyman	\$1129-1489	\$72	\$1164-1534	\$74	\$1200-1580	\$76
020102	Chart Changer	(14.11-18.61)	(0.90)	(14.55-19.18)	(0.93)	(15.00-19.75)	(0.95)
020103**	Crewman						
020104	Shiftman - Lethbridge						
020106	Garage Serviceman						
020108	Survey Assistant						
020111**	Junior Gas Utility Operator						
020000	Caretaker	1103-1428	65	1136-1471	67	1170-1515	69
020001	Watchman	(13.79-17.85)	(0.81)	(14.20-18.39)	(0.84)	(14.63-18.94)	(0.86)

Annual step.

**Progression Job - See Appendix B.

Hourly wage range and step shown in brackets.

ATCO GAS
SCHEDULE 02A
General Plant Jobs
Minimum Bi-Weekly (Hourly) Salary Ranges and Steps

This special schedule is applicable only to those incumbents who were employed prior to January 1, 1989 in a classification listed below:

<u>Job Class Number</u>	<u>Job Title</u>	Effective		Effective		Step	
		<u>Jan. 1, 2000</u>	<u>Step</u>	<u>Jan. 1, 2001</u>	<u>Jan. 1, 2002</u>		
022601	Corrosion Control Operator	\$1479-1747 (18.49-21.84)	\$67 (0.84)	\$1523-1799 (19.04-22.49)	\$1569-1853 (19.61-23.16)	\$69 (0.86)	Step \$71 (0.89)
022515	Radio Repairman	1298-1688 (16.23-21.10)	65 (0.81)	1337-1739 (16.71-21.74)	1377-1791 (17.21-22.39)	67 (0.84)	69 (0.86)
022307	Supplyman	1172-1562 (14.65-19.53)	65 (0.81)	1207-1609 (15.09-20.11)	1243-1657 (15.54-20.71)	67 (0.84)	69 (0.86)

Annual Step.
Hourly wage range and step shown in brackets.

ATCO GAS
SCHEDULE 04
Gas Production Jobs
Minimum Bi-Weekly (Hourly) Salary Ranges and Steps

<u>Job Class</u> <u>Number</u>	<u>Job Title</u>	Effective <u>Jan. 1, 2000</u>	<u>Step</u>	Effective <u>Jan. 1, 2001</u>	<u>Step</u>	Effective <u>Jan. 1, 2002</u>	<u>Step</u>
040801	Foreman, Production	\$1824-2180 (22.80-27.25)	\$89 (1.11)	\$1878-2246 (23.48-28.08)	\$92 (1.15)	\$1934-2314 (24.18-28.93)	\$95 (1.18)
040701	Senior Facility Operator	1793-2133 (22.41-26.66)	85 (1.06)	1846-2198 (23.08-27.48)	88 (1.10)	1901-2265 (23.76-28.31)	91 (1.14)
040501	Production Operator	1631-1963	83	1681-2021	85	1731-2083	88
040502	Facility Operator	(20.39-24.54)	(1.04)	(21.01-25.26)	(1.06)	(21.64-26.04)	(1.10)
040301**	Junior Facility Operator	1337-1739 (16.71-21.74)	67 (0.84)	1377-1791 (17.21-22.39)	69 (0.86)	1419-1845 (17.74-23.06)	71 (0.89)

Annual Step.

** Progression Job - See Appendix B.

Hourly wage range and step shown in brackets.

ATCO GAS
 SCHEDULE 09
 Technologist Plant Jobs
 Minimum Bi-Weekly (Hourly) Salary Ranges and Steps

Job Class Number	Job Title	Effective Jan 1, 2000		Effective Jan. 1, 2001		Effective Jan. 1, 2002	
		Step	Step	Step	Step	Step	Step
097500	Senior Electronic Technologist	\$2012-2416	\$101	\$2072-2488	\$104	\$2135-2563	\$107
097501	Senior Instrument Technologist	(25.15-30.20)	(1.26)	(25.90-31.10)	(1.30)	(26.69-32.04)	(1.34)
096500	Electronic Technologist	1970-2322	88*	2030-2394	91*	2091-2467	94*
096501	Instrument Technologist	(24.63-29.03)	(1.10)	(25.38-29.93)	(1.14)	(26.14-30.84)	(1.18)
096503	Senior Survey Technologist						
096450	Entry Level to Job Class 096500 – 096599	1530-1970 (19.13-24.63)	88* (1.10)	1575-2030 (19.69-25.38)	91* (1.14)	1621-2091 (20.26-26.14)	94* (1.18)

Annual steps except those marked with an asterisk (*) which are semi-annual.
 Hourly wage range and step shown in brackets.

ATCO GAS
 SCHEDULE 09
 Technologist Plant Jobs
 Minimum ^hi-Weekly (Hourly) Salary Ranges and Steps

<u>Job Class Number</u>	<u>Job Title</u>	<u>Effective Jan. 1, 2000</u>	<u>Step</u>	<u>Effective Jan. 1, 2001</u>	<u>Step</u>	<u>Effective Jan. 1, 2002</u>	<u>Step</u>
096250	Survey Technologist	1826-2158	83*	1881-2221	85*	1938-2290	88*
096251	Senior Laboratory Technologist	(22.83-26.98)	(1.04)	(23.51-27.76)	(1.06)	(24.23-28.63)	(1.10)
096249	Entry Level to Job Class 096250-096299	1411-1826 (17.64-22.83)	83* (1.04)	1456-1881 (18.20-23.51)	85* (1.06)	1498-1938 (18.73-24.23)	88* (1.10)
095500	Laboratory Technologist	1742-2074 (21.78-25.93)	83* (1.04)	1794-2134 (22.43-26.68)	85* (1.06)	1848-2200 (23.10-27.50)	88* (1.10)
095000	Entry Level to Job Class 095500 – 095599	1327-1742 (16.59-21.78)	83* (1.04)	1369-1794 (17.11-22.43)	85* (1.06)	1408-1848 (17.60-23.10)	88* (1.10)

Annual steps except those marked with an asterisk (*) which are semi-annual.
 Hourly wage range and step shown in brackets.

ATCO GAS
SCHEDULE 10A
Technician Plant Jobs
Minimum Bi-Weekly (Hourly) Salary Ranges and Steps

This special schedule is applicable to only those incumbents who are employed prior to January 1, 1993 in a classification listed below:

Job Class Number	Job Title	Effective	Effective	Effective	Effective
		Jan. 1, 2000	Jan. 1, 2001	Jan. 1, 2002	Step
104502	Corrosion Technician	\$1561-1981 (19.51-24.76)	\$1608-2040 (20.10-25.50)	\$1657-2101 (20.71-26.26)	\$74 (0.93)

Annual step.

Hourly wage range and step shown in brackets.

ATCO GAS
SCHEDULE 11
Plant **Specialized** Job and Labour Rates
for ~~Seasonal Construction Work~~
Minimum Hourly Rates

<u>Job Class Number</u>	<u>Job Title</u>	Effective <u>Jan. 1, 2000</u>	Effective <u>Jan. 1, 2001</u>	Effective <u>Jan. 1, 2002</u>
<u>Light Truck Drivers</u>				
113500	(i) Light Truck Driver (New Hire)	\$12.98	\$13.37	\$13.77
113501	(ii) Light Truck Driver (Rehire) Motor vehicles with two (2) axles towing a trailer with one (1) or more axles not equipped with air brakes - (Class 5 Alberta Operator's Certificate)	13.84	14.26	14.69
<hr/> <u>Labourers</u>				
114500	(i) Labourer (New Hire)	12.98	13.37	13.77
114501	(ii) Labourer (Rehire)	13.84	14.26	14.69

ATCO GAS
SCHEDULE 14
Support Plant Jobs
Minimum Bi-Weekly (Hourly) Salary Ranges and Steps

<u>Job Class Number</u>	<u>Job Title</u>	<u>Effective Jan. 1, 2000</u>	<u>Step</u>	<u>Effective Jan. 1, 2001</u>	<u>Step</u>	<u>Effective Jan. 1, 2002</u>	<u>Step</u>
140400	Plant support c	\$1583-1903 (19.79-23.79)	\$80 (1.00)	\$1631-1959 (20.39-24.49)	\$82 (1.03)	\$1681-2017 (21.00-25.21)	\$84 (1.05)
140300	Plant Support D	1419-1739 (17.74-21.74)	80 (1.00)	1463-1791 (18.29-22.39)	82 (1.03)	1508-1844 (18.85-23.05)	84 (1.05)
140200	Plant Support E	1249-1569 (15.61-19.61)	80 (1.00)	1287-1615 (16.09-20.19)	82 (1.03)	1327-1663 (16.59-20.79)	84 (1.05)
140100	Plant Support F	980-1325 (12.25-16.56)	69 (0.86)	1010-1365 (12.63-17.06)	71 (0.89)	1041-1406 (13.01-17.58)	73 (0.91)
140000	Junior Plant Support	908-1168 (11.35-14.60)	52 (0.65)	934-1204 (11.68-15.05)	54 (0.68)	961-1241 (12.01-15.51)	56 (0.70)

Annual step.
Hourly wage range and step shown in brackets

NOTES

APPLY [NG TO:

- “Schedule 01 - Trade Plant Jobs”
- “Schedule 02 and 02A - General Plant Jobs”
- “Schedule 04 - Gas Production Plant Jobs
- “Schedule 09 - Technologist Plant Jobs”
- “Schedule 10 and 10A - Technician Plant Jobs”
- “Schedule 14 - Support Plant Jobs”

1. Administration of Steps:

Progression through the ranges will be made annually (January) or alternatively, if provided by the Schedule, semi-annually (January and July) as follows:

- (a) Satisfactory performance: one step increase
- (b) Superior performance: one step increase as above, plus one-half step increase
- (c) Sub-standard performance: withhold one-half step increase or one step increase as appropriate. Review at mid-year for further action.

2. Apprentice Jobs - See Schedule 00.

3. A probationary employee as defined in Article 103.00 must be paid a minimum salary of at least the bottom of the range. On the first of the month following the appointment to permanent staff an employee shall be advanced one increment in the wage range or to the top of the wage range whichever is the Lesser. At the date of the first increment review (January 1st or alternatively July 1st) Following the employee's appointment to permanent staff the increment adjustment as applicable shall be retroactive to the date of appointment to permanent staff by applying 1/12 or 1/6 increment per month subject to annual or semi-annual review respectively as indicated by the schedule. Increments shall be subject to all requirements in Note 1. This provision waived for apprentice employees outlined in Schedule 00.

4. Entry level jobs will also be subject to the above probationary rules and will receive an equivalent full step increase on the first of the month following the successful completion of one hundred and eighty (180) days' employment. Their performance will again be reviewed in one year and they must reach the top of the entry level range within, at most, thirty (30) months.

5. Employees performing any job in these Schedules, on a seasonal basis, shall be paid on an hourly or daily rate calculated from the equivalent ranges.
6. A Temporary Crew Chief Bonus will be paid to Gas Utility Man jobs for all hours worked as a Temporary Crew Chief as follows:
 - (a) A Temporary Crew Chief Bonus of one dollar and nineteen cents (\$1.19) (Effective January 1, 2001 one dollar and twenty-three cents (\$1.23). Effective January 1, 2002 one dollar and twenty-seven cents (\$1.27)) per hour will be paid for each hour worked by a person acting in the capacity of a Temporary Crew Chief in the Gas Utility Man area when supervising a crew of at least two (2) additional workers engaged in such work as construction or repair of mains, services or appurtenant equipment.
 - (b) The previous requirement of “at least two (2) additional workers” will be waived for the jobs of: “Gas Utility Man - Operations”, “Gas Utility Man - Construction”, “Gas Utility Man – Inspection and Maintenance”, and “Gas Utility Man - District”. In these cases a crew leader who supervises only one (1) helper will be regarded as a Temporary Crew Chief and will be eligible for the Temporary Crew Chief Bonus rate. In no event will either of two (2) men engaged in inspection work be eligible for a Temporary Crew Chief Bonus.
7. An Odorant Handling Bonus of eighty-five cents (\$0.85) per hour will be paid for all hours worked by a person while handling Odorant.
8. The following terms and conditions apply only to red circled employees identified in Article 113.06, 132.01 (e).
 1. For those employees red circled prior to January 1, 2000, such employees will have salary protection until December 31, 2004. It is understood that after December 31, 2004, in the event that the employee’s red circled wage rate is higher than maximum wage rate of the position classification of work being performed, the employee’s wage rate will be adjusted downward to the maximum of the position classification wage rate.
 2. For those employees who become red circled after January 1, 2000, such employees will have salary protection for a three (3) year period commencing from the date of becoming red circled. It is understood that after the three (3) year period, in the event that the employee’s red circled wage rate is higher than maximum wage rate of the position classification of work being performed, the employee’s wage rate will be adjusted downward to the maximum of the position classification wage rate.

3. It is agreed that if an employee's wage is red circled, and such employee is awarded a position as a result of a Job Notice, such employee maintains their red circled wage until the time period as expressed in notes 1 and 2 have expired whichever is the case.

9. Employees who have been requested by the Corporation to obtain a valid Alberta Vehicle Inspection Certificate will receive a bonus of twenty-five (\$25.00) dollars per month. The Corporation shall pay any fees associated with obtaining the Certificate.

10. In the event that an employee, who is classified lower than a Team Leader, has been assigned to be a Trainer in a classroom setting' (including preparation time) on a daily basis shall be paid at a rate increased by the equivalent of one (1) step in their present classification.

APPENDIX A

1. Notwithstanding the requirements of Article 116.00, it is recognized that certain work constitutes an essential service function required by the Corporation to give continuous service to its customers. To provide this service, certain jobs as listed below may be placed on an alternate work schedule without incurring overtime payment for the first eight (8) hours worked on a Saturday or Sunday. Where such schedule exceeds three (3) months, the employee shall receive one (1) weekend off in four (4).
2. This list may be amended from time to time but such amendments will be discussed with the Association before implementation.
3. An essential service function means a function which is mandatory to provide on a long term seven (7) day basis to prevent impairment to the Corporation's ability to supply its customers. Emergency work is not covered by these essential service function provisions.

Jobs covered by above are as follows:

APPENDIX B

PROGRESSION JOBS

<u>Progression From</u>	<u>Progression To</u>
Junior Gas Utility Operator	Senior Gas Utility Operator
Junior Agency Serviceman	Agency Serviceman
Junior Customer Serviceman	Customer Serviceman
Junior Instrument Serviceman	Instrument Serviceman
Corrosion Operator	Corrosion Technician
Meter Repairman	Senior Meter Repairman
Junior Facility Operator	Facility Operator
Junior Measurement Serviceman	Measurement Serviceman
Junior Regulator Serviceman	Regulator Serviceman
Junior Regulation 0 & M Man	Regulation 0 & M Man
Crewman	Gas Utility Man -- Pressure Control

SUBJECT TO **THE FULFILLMENT OF THE FOLLOWING CONDITIONS:**

1. Employment for a period of up to three (3) years during which period the employee is expected to learn by classroom and/or on-the-job training the basic knowledge pertaining to the higher level job and to have demonstrated his ability to perform such work.
2. Progression requires satisfactory standing in an examination to test knowledge related to the higher level work. The results of such examination will be reviewed with the employee. At the request of the employee, one (1) rewrite of an examination will be allowed after a waiting period of at least three (3) months.
3. Where applicable, the employee must possess a 1st Class Gas Fitter's Certificate as administered by Apprenticeship and Industry Training, Department of Learning, Province of Alberta, along with other Company requirements.
4. The Corporation will advise the Association if an employee is unable to meet the normal requirements of progression. The employee will be given three (3) months to secure another job within the Corporation, under the terms of the Collective Agreement. If unsuccessful, the employee's employment may be terminated by the Corporation.

5. Contingent on satisfactory performance.
6. Progression from the lower level job to the higher level job will be made without job posting.
7. The Corporation will advise the Association of the name of an employee who is not eligible for progression from the lower level job to the higher level job. Accordingly, the employee would not be required to follow the procedures set out in Item #4 above.

APPENDIX F

1. Notwithstanding the requirements of Article 116.00, it is recognized that certain work constitutes an essential service function required by the Corporation to give continuous service to its customers. To provide this service, certain jobs as listed below may be placed on a regularly scheduled one-shift work schedule.

2. An essential service function means a function which is mandatory to provide on a long term seven (7) day basis to prevent impairment to the Corporation's ability to supply its customers. Emergency work is not covered by these essential service function provisions.
 - (a) Field personnel required to operate the Viking Fields.

 - (b) Field personnel required to operate the Carbon Fields.

APPENDIX G

COMPRESSED WORK WEEK COVERING CERTAIN NON-SHIFT PLANT UNIT EMPLOYEES OF ATCO GAS

EMPLOYEES COVERED

All non-shift Plant Unit employees who are covered by the Labour Relations Board Certificate No. 225-99.

CONDITIONS

The following Articles under the Collective Agreement between ATCO Gas and Natural Gas Employees Association shall be amended as follows with five (5) working days notice and:

- . where conditions permit, when employees will be working greater than 100 kilometres from their home base, and
- . at the Corporation's discretion when employees will be working less than 100 kilometres from their home base

It is understood that the following amendments shall apply only when a compressed work week is established for periods of at least one week's duration.

ARTICLE 116.00 HOURS OF WORK AND OVERTIME:

- 116.01 (a) For all non-shift employees a normal day's work shall be ten (10) hours between the hours of 0700 and 1900 hours. A lunch period of at least one-half (½) hour to a maximum of one (1) hour shall be observed. The normal week shall be forty (40) hours worked in any four (4) consecutive days, Monday through Saturday inclusive. The Corporation undertakes to give employees affected forty-eight (48) hours notice of a change in the work week or commencement time of work.
- 116.01 (b) Notwithstanding Article 116.01, when a Holiday designated in Article 119.00 falls within a work week, the work week will revert to one (1) eight (8) hour day, two (2) eleven (11) hour days and one (1) ten (10) hour day.
- 116.03 Overtime shall mean any work performed in excess of ten (10) or eleven (11) hours per day or forty (40) hours per week, subject to Article 116.01 (a) and (b).

116.04 Payments for authorized overtime shall be made as follows: Note:
Refer to 115.01 for calculation of the overtime rates.

- (a) All hours worked in excess of ten (10) or eleven (11) hours per day or forty (40) hours per week shall be paid at double (2) time the employee's regular rate of pay.

ARTICLE 119.00 HOLIDAYS

119.09 For those employees working a Compressed Work Week as described in Article 116.01, payment in respect to holidays shall be calculated on the basis of a regular day being eight (8) hours.

ARTICLE 120.00 ANNUAL VACATIONS

120.16 Notwithstanding the foregoing, for those employees working the Compressed Work Week as described in Article 116.01, payment in respect to vacations shall be calculated on the basis of a regular day being eight (8) hours.

SPECIAL NOTES

1. In cases of time off with pay granted on compassionate grounds, salary indemnity, or WCB, employees will revert to the normal hours of work in the day as covered by the Collective Agreement - eight (8) hours, and compensation will be computed on a regular basis.
2. Notwithstanding Article 116.01, it is agreed that to allow for a personal time-off request by an employee, the supervisor may rearrange the regular day off resulting from the compressed work week program to coincide with the day on which the personal time off is requested.
3. The Corporation will determine initially or subsequently the employees included in the Compressed Work Week Program as described in Article 116.01.

APPENDIX J-1

THE TWELVE (12)-HOUR SHIFT SCHEDULE,
CUSTOMER SERVICE 24 HOUR SHIFT

This schedule may be cancelled at any time if undue additional costs or a decrease in efficiency of the employees are generated by this project, or at the request of either party, on 30 days' notice.

EMPLOYEES COVERED

Customer Servicemen

CONDITIONS

The following Articles under the Plant Collective Agreement between ATCO Gas and the Natural Gas Employees' Association are amended only as follows for the duration of the Trial Project:

ARTICLE 116.00 HOURS OF WORK AND OVERTIME

116.02 Shift employees shall be deemed to be employees who are required to work a regularly scheduled rotating two-shift system. Shift employees shall be subject to a twelve (12)-hour day, and an average forty (40)-hour week, and the schedules of shift work shall be posted in advance by the Corporation.

116.03 Overtime shall mean any work performed in excess of twelve (12) hours per day and an average forty (40) hours per week, subject to 116.02 above.

116.04 Payments for authorized overtime shall be made as follows:

Note: Refer to 115.01 for calculation on double (2x) time rates.

- (a) All hours worked in excess of twelve (12) hours per day or an average forty (40) hours per week shall be paid at double (2x) times the employee's regular rate of pay.

116.08 Daylight Saving Time

The following will apply when changing from Mountain Standard Time to Mountain Daylight Time and vice versa:

- (i) twelve (12) hours straight time shall be paid to the employees who work the twelve (12)-hour shift which commences between 1600 and 2000 hours on Saturday when the spring time change occurs.
- (ii) twelve (12) hours straight time plus one (1) hour double time shall be paid to the employees who work the twelve (12)-hour shift which commences between 1600 and 2000 hours Saturday when the fall time change occurs.

ARTICLE 118.00 SHIFT DIFFERENTIAL

- 118.03** (c) Any job scheduled in advance for off normal hours requires scheduling for at least two (2) consecutive days to be considered as a shift schedule.

ARTICLE 120.00 ANNUAL VACATIONS

120.01 All employees who have completed one (1) year of continuous employment shall be entitled to annual vacation with regular pay to the equivalent of ten (10) regularly scheduled twelve (12)-hour shifts.

120.02 All employees who have completed eight (8) years of continuous employment shall be entitled to annual vacation with regular pay to the equivalent of thirteen (13) regularly scheduled twelve (12)-hour shifts, plus four (4) hours' regular pay or equivalent time off.

120.03 All employees who have completed sixteen (16) years of continuous employment shall be entitled to annual vacation with regular pay to the equivalent of sixteen (16) regularly scheduled twelve (12)-hour shifts plus eight (8) hours' regular pay or equivalent time off.

120.04 All employees who have completed twenty-five (25) years of continuous employment shall be entitled to annual vacation with regular pay to the equivalent of twenty (20) regularly scheduled twelve (12)-hour shifts.

120.12 For purposes of this Agreement, vacation will be computed in relation to regularly scheduled consecutive twelve (12)-hour shifts.

SPECIAL NOTES

- (a) In cases of time off with pay granted on compassionate grounds, sickness and accident indemnity, employees will revert to normal hours of work as covered by the Plant Collective Agreement and compensation will be computed on the regular basis.
- (b) In converting from the eight (8)-hour shift schedule to the twelve (12)-hour shift schedule at the commencement of the trial period, or if reversion to the eight (8)-hour shift schedule takes place at the end of the trial period, no overtime will be accrued as a result of the change to the new shift schedule.
- (c) Shift differentials will be paid in accordance with Article 118.00.
- (d) An employee will not be permitted to work two shifts back to back.

TRANSFERS

Employees who are transferred to work on the twelve (12)-hour shift will be given twenty-four (24) hours' notice of a change in their workweek. Employees who are transferred to work on the twelve (12)-hour shift in an emergency relief capacity, without the necessary twenty-four (24)-hours' notice, will be paid for overtime at the appropriate rate for the first shift.

APPENDIX J-2

**TWELVE (12)-HOUR SHIFT SCHEDULE,
COVERING CUSTOMER SERVICE 12 HOUR; SHIFT**

This schedule may be cancelled at any time if undue additional costs or a decrease in efficiency of the employees are generated by this project, or at the request of either party on 30 days' notice.

Employees r e d !

Customer Servicemen.

DURATION

Subject to the above, the trial period will commence following receipt of the necessary approvals, expiration of the current Compressed Work Week required cancellation notice and will continue unless cancelled as provided above.

Conditions

The following Articles under the Plant Collective Agreement between ATCO Gas and Natural Gas Employees Association are amended only as follows for the duration of the Trial Project.

ARTICLE 116.00 - HOURS OF WORK AND OVERTIME

116.02 Shift employees shall be deemed to be employees who are required to work a regularly scheduled rotating one-shift system. Shift employees shall be subject to a twelve (12)-hour day, and an average (40)-hour week, and the schedules of shift work shall be posted in advance by the Corporation.

116.03 Overtime shall mean any work in excess of twelve (12) hours per day and an average forty (40) hours per week, subject to I 16.02 above.

116.04 Payments for authorized overtime shall be made as follows:

Note: Refer to 115.01 for calculation on double (2x) time rates.

- (a) All hours worked in excess of twelve (12) hours per day or an average forty (40) hours per week shall be paid at double (2x) times the employee's regular rate of pay.

116.08 Daylight Saving Time

The following shall apply when changing from Mountain Standard Time to Mountain Daylight Time and vice versa:

- (i) twelve (12) hours straight time shall be paid to the employees who work the twelve (12)-hour shift which commences between 1600 and 2000 hours on Saturday when the spring time change occurs.

- (ii) twelve (12) hours straight time plus one (1) hour double time shall be paid to the employees who work the twelve (12)-hour shift which commences between 1600 and 2000 hours Saturday when the fall time change occurs.

ARTICLE 118.00 SHIFT DIFFERENTIAL

- 118.03** (c) Any job scheduled in advance for off-normal hours requires scheduling for at least two (2) consecutive days to be considered as a shift schedule.

ARTICLE 120.00 ANNUAL VACATIONS

- 120.01** All employees who have completed one (1) year of continuous employment shall be entitled to annual vacation with regular pay to the equivalent of ten (10) regularly scheduled twelve (12)-hour shifts.
- 120.02** All employees who have completed eight (8) years of continuous employment shall be entitled to annual vacation with regular pay to the equivalent of thirteen (13) regularly scheduled twelve (12)-hour shifts, plus four (4) hours' regular pay or equivalent time off.
- 120.03** All employees who have completed sixteen (16) years of continuous employment shall be entitled to annual vacation with regular pay to the equivalent of sixteen (16) regularly scheduled twelve (12)-hour shifts plus eight (8) hours' regular pay or equivalent time off.
- 120.04** All employees who have completed twenty-five (25) years of continuous employment shall be entitled to annual vacation with regular pay to the equivalent of twenty (20) regularly scheduled twelve (12)-hour shifts.

120.12 For purposes of this Agreement, vacation will be computed in relation to regularly scheduled twelve (12)-hour shifts.

SPECIAL NOTES

- (a) In cases of time off with pay granted on compassionate grounds, sickness and accident indemnity, employees will revert to normal hours of work as covered by the Collective Agreement and compensation will be computed on a regular basis.
- (b) In converting from the eight (8)-hour shift schedule to the twelve (12)-hour shift schedule at the commencement of the period, or if reversion to the eight (8)-hour shift schedule takes place at the end of the period, no overtime will be accrued as a result of the change to the new shift schedule.
- (c) Shift differentials will be paid in accordance with Article 118.00.
- (d) An employee will not be permitted to work two shifts back to back.

TRANSFERS

Employees who are transferred to work on the twelve (12)-hour shift will be given twenty-four (24) hours' notice of a change in their workweek. Employees who are transferred to work on the twelve (12)-hour shift in an emergency relief capacity, without the necessary twenty-four (24)-hours' notice, will be paid for overtime at the appropriate rate for the first shift.

APPENDIX J-3

**TWELVE (12) HOUR SHIFT SCHEDULE,
COVERING CERTAIN CUSTOMER SERVICE DISPATCHERS**

This schedule may be cancelled at any time if undue additional costs or a decrease in efficiency of the employees are generated by this project, or at the request of either party on thirty (30) days' notice.

EMPLOYEES COVERED:

Customer Service Dispatchers.

DURATION:

Subject to the above, the trial period will commence following receipt of the necessary approvals, expiration of the current Compressed Work Week required cancellation notice and will continue unless cancelled as provided above.

CONDITIONS:

The following Articles under the Plant Collective Agreement between ATCO Gas and the Natural Gas Employees' Association are amended only as follows for the duration of the Trial Project.

ARTICLE 116.00 HOURS OF WORK AND OVERTIME

- 116.02** (a) Shift employees shall be deemed to be employees who are required to work a regularly scheduled rotating two-shift system. Shift employees shall be subject to a twelve (12)-hour day, and an average forty (40)-hour week, and the schedules of shift work shall be posted in advance by the Corporation.
- (b) The normal hours for shift commencement times shall be as follows:
- (i) a Day Shift shall commence between 0400 and 0800 hours:
 - (ii) a Night Shift shall commence between 1600 and 2000 hours.
- 116.03** Overtime shall mean any work in excess of twelve (12) hours per day and an average forty (40) hours per week, subject to 116.02 above.

116.04 Payments for authorized overtime shall be made as follows: NOTE: Refer to 115.01 for calculation of double (2) time rates.

- (a) All hours worked in excess of twelve (12) hours per day or an average forty (40) hours per week shall be paid at double (2) time the employee's regular rate of pay.

116.08 Daylight Saving Time

The following shall apply when changing from Mountain Standard Time to Mountain Daylight Time and vice versa:

- (i) twelve (12) hours straight time shall be paid to the employees who work the twelve (12)-hour shift which commences between 1600 and 2000 hours on Saturday when the spring time change occurs.
- (ii) twelve (12) hours straight time plus one (1) hour double time shall be paid to the employees who work the twelve (12)-hour shift which commences between 1600 and 2000 hours Saturday when the fall time change occurs.

ARTICLE 118.00 SHIFT DIFFERENTIAL

- 118.03** (c) Any job scheduled in advance for off-normal hours requires scheduling for at least two (2) consecutive days to be considered as a shift schedule.

ARTICLE 120.00 ANNUAL VACATIONS

120.01 All employees who have completed one (1) year of continuous employment shall be entitled to annual vacation with regular pay to the equivalent of ten (10) regularly scheduled twelve (12)-hour shifts.

120.02 All employees who have completed eight (8) years of continuous employment shall be entitled to annual vacation with regular pay to the equivalent of thirteen (13) regularly scheduled twelve (12)-hour shifts, plus four (4) hours' regular pay or equivalent time off.

120.03 All employees who have completed sixteen (16) years of continuous employment shall be entitled to annual vacation with regular pay to the

equivalent of sixteen (16) regularly scheduled twelve (12)-hour shifts plus eight (8) hours' regular pay or equivalent time off.

120.04 All employees who have completed twenty-five (25) years of continuous employment shall be entitled to annual vacation with regular pay to the equivalent of twenty (20) regularly scheduled consecutive twelve (12)-hour shifts.

120.11 For the purpose of this Agreement, vacation will be computed in relation to the regularly scheduled twelve (12)-hour shifts.

SPECIAL NOTES:

- (a) In the cases of time off with pay granted on compassionate grounds, sickness and accident indemnity, employees' compensation shall be calculated on an eight (8)-hour day and will be computed on a regular basis.
- (b) In converting from the eight (8)-hour shift schedule to the twelve (12)-hour shift schedule at the commencement of the trial period, or if reversion to the eight (8)-hour shift schedule takes place at the end of the trial period, no overtime will be accrued as a result of the change to the new shift schedule.
- (c) Shift differentials will be paid in accordance with Article 118.00.
- (d) An employee will not be permitted to work two (2) shifts back to back.

TRANSFERS

Employees who are transferred to work on the twelve (12)-hour shift will be given twenty-four (24) hours' notice of a change in their workweek. Employees who are transferred to work on the twelve (12)-hour shift in an emergency relief capacity, without the necessary twenty-four (24)-hours' notice, will be paid for overtime at the appropriate rate for the first shift.