

COLLECTIVE AGREEMENT

BETWEEN:

PRINCE RUPERT AIRPORT AUTHORITY

(“THE EMPLOYER”)

AND

PUBLIC SERVICE ALLIANCE OF CANADA

(“THE UNION”)

Local 20215

December 1, 2013 – December 31, 2017

13286 (04)

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1. PURPOSE AND SCOPE

1.01

The purpose of this agreement is to maintain harmonious and mutually beneficial relationships between the Employer, the Alliance and the employees and to set forth herein certain terms and conditions of employment upon which agreement has been reached through collective bargaining.

2. MANAGEMENT RIGHTS

2.01

Except to the extent provided herein, this Agreement in no way restricts the authority of the Employer to manage and operate all aspects of the Employer's business.

2.02

The rights set forth in this Article and/or otherwise retained by management shall be exercised in conformity with the provisions of this Agreement in good faith and without discrimination.

3. RECOGNITION

3.01

The Employer recognizes the Alliance as the exclusive bargaining agent for all the employees of the Employer described in the certificate issued by the Canada Industrial Relations Board dated August 5, 1997.

3.02

All work covered within the scope of this agreement shall be performed by those persons coming within the Bargaining Unit who are members of the Alliance. This provision does not apply in emergency situations.

3.03

The Employer agrees that all written correspondence between the Employer and the Alliance, related to matters covered by this Agreement, shall be sent to the Business Representative of the Alliance or his/her designate. The Employer also agrees that a copy of any written correspondence between the Employer and any employee in the bargaining unit covered by this agreement, pertaining to the interpretation or application of any clause in this agreement, as it applies to that employee, shall be forwarded to the Business Representative of the Alliance or his/her designate and the shop steward.

3.04

The Alliance agrees that all written correspondence between the Alliance and the Employer, related to matters covered by this Agreement, shall be sent to the Employer Representative or his/her designate. The Alliance agrees that a copy of any written correspondence between the Alliance and any employee in the bargaining unit covered by this Agreement, pertaining to the interpretation or application of any clause in this Agreement, as it applies to that employee, shall be forwarded to the Employer Representative or his/her designate.

4. EMPLOYEE REPRESENTATIVES

4.01

The Alliance will notify the Employer in writing of the names of its elected or appointed representatives and any changes thereto. The Employer will notify the Alliance in writing of the management personnel with whom the Alliance shall deal with and any changes thereto.

4.02 Employer Alliance Meetings

It is recognized that meetings, between the Employer and the Alliance are essential to the maintenance of good relations between employee and Employer and the establishment of mutual confidence and trust. These meetings will be held at least once each calendar quarter or as required on dates mutually agreeable, to discuss ways and means of improving working conditions, methods, operating efficiency, productivity, maintenance of good morale and to provide for advance discussion of any pending changes that may affect the work or working conditions of employees. Minutes of such meetings will be prepared and made available to all concerned following approval of both parties.

4.03

Employer Alliance meetings where possible, will be held during regular working hours and in no way will be considered as being in lieu of the grievance procedures.

4.04

The Employer will grant time off with pay to the designated Alliance representatives who are attending meetings with the Employer on behalf of the Alliance when such meetings occur during the representatives' normally scheduled working hours.

4.05

The Employer shall allow new employees during their first week of working on the job, up to thirty (30) minutes to meet with a representative designated by the Union.

4.06

Subject to operational requirements and with reasonable notice, the Employer shall grant leave without pay to a reasonable number of employees to undertake work on behalf of the Alliance, including its components and or locals, and to attend to Union business. The Alliance will bear the cost of all "actual time" lost by Alliance members and representatives while participating in activities authorized by the Alliance. This will include but not be limited to: Alliance conventions; educational; contract bargaining; executive meetings; meetings to discuss internal Alliance business. The Alliance will provide reasonable notice and the time off will not be unreasonably refused.

The Alliance will be billed for the time off except in those situations where the Employer has agreed to absorb the cost. The time billed will be actual scheduled time lost and no account will be taken of the fact that in some cases the absent employee may not be replaced, or that the employee may be replaced at overtime. In any case the employee involved will not be removed from the payroll and wages will not be debited.

4.07

The Employer will grant leave with pay to one (1) employee during regular working hours for the purpose of attending contract negotiations meetings on behalf of the Alliance until an impasse is reached and either party seeks conciliation.

5. USE OF EMPLOYER FACILITIES

5.01

The Employer will provide space for a bulletin board on which the Alliance may post Official Alliance Notices to its members. All notices other than Official Alliance notices shall require prior approval of the Employer. Such approval shall not be unreasonably withheld.

5.02

Authorized representatives of the Alliance will upon prior approval of the Employer, be granted access to the workplace during working hours for the purpose of investigating conditions related to clauses in this Agreement and shall in no way interrupt the Employers work schedule. Such permission shall not be unreasonably withheld.

6.0 CHECK-OFF CONDITIONS

6.01

All employees who commence employment after the date of signing of this Collective Agreement shall as a condition of employment become and remain members of the Alliance.

6.02

Subject to the provisions of this Article, the Employer will, as a condition of employment, deduct an amount equal to the monthly membership dues from the monthly pay of all employees in the bargaining unit. Where an employee does not have sufficient earnings in respect of any month to permit deductions made under this Article, the Employer shall not be obligated to make such deductions from subsequent salary.

6.03

The Alliance shall inform the Employer in writing of the authorized monthly deduction to be deducted on behalf of each employee.

6.04

For the purpose of applying clause 6.02, deductions from pay for each employee in respect of each calendar month will start with the first full calendar month of employment to the extent that earnings are available.

6.05

No prospective bargaining agent other than the Alliance shall be permitted to have membership dues and/or other moneys deducted by the Employer from the earnings of employees within the bargaining unit.

6.06

The amounts deducted in accordance with clause 6.02 shall be remitted to the Comptroller of the Alliance by cheque within one month after deductions are made and shall be accompanied by particulars identifying each employee and the deductions made on their behalf.

6.07

The Employer agrees to make deductions for Alliance initiation fees, insurance premiums and assessments on the production to appropriate documentation. It is understood that no deductions will be taken from any employees without their signed consent.

6.08

This Article does not apply to any employee who establishes an entitlement to a religious exemption pursuant to the provisions of the Canada Labour Code.

6.09

The Alliance agrees to indemnify the Employer harmless against any claim or liability arising out of the application of this Article, except for any claim or liability arising out of an error committed by the Employer limited to the amount actually involved in the error.

7. INFORMATION

7.01

The Employer shall provide the Alliance, within a period of fifteen (15) days, with the names and classifications of any new hired employees.

7.02

The parties will share the cost of printing copies of the Collective Agreement on a 50/50 basis and the Employer shall supply each employee a copy within one (1) month after both parties have signed the Collective Agreement. The Union shall facilitate the printing of the booklet.

7.03

Upon written request of an employee, the personnel file of that employee shall be made available at reasonable intervals for his or her examination in the presence of an authorized representative of the Employer.

7.04

The Employer agrees to provide the Local President of the Alliance with a copy of the Employer's organization chart and any labour relations policies, rules and regulations in place, as developed in the future and amended from time to time. Upon request, the Local President of the Alliance shall have access to the legislation, policies, rules and regulations which govern the operation of the Prince Rupert Airport, unless such disclosure is prohibited by law.

8. STRIKES AND LOCKOUTS

8.01

There shall be no strikes or lockouts (as defined in the Canada Labour Code and accompanying regulations) during the life of this agreement.

8.02

Where an employee expresses concern for safety, the Employer will ensure safe access to work during picketing involving other employees/employers on the Airport premises.

8.03

The Employer shall not assign any employee work normally performed by a tenant's employees who are lawfully on strike or locked out where the predominant purpose of the work assignment is to assist the tenant in the Labour dispute.

9. NO DISCRIMINATION

9.01

- (a) The Employer acknowledges and affirms its obligations under the Canadian Human Rights Act, which prohibits discrimination in respect of employment by reason of race, national or ethnic origin, colour, religion, age, sex, marital status, family status, disability, place of residence, lawful political affiliation or lawful activities, criminal conviction not related to employment, or sexual orientation, in the absence of a bona fide occupational requirement as provided by the Canadian Human Rights Act.

Accordingly, the provisions of this Agreement shall be interpreted and applied in a manner consistent with applicable human rights legislation.

- (b) In the event of a violation of the Article by the Employer, an arbitrator shall have the jurisdiction to hear the complaint and have the remedial powers set out in Section 53 of the Canadian Human Rights Act.
- (c) Where an employee makes a complaint to the Human Rights Commission, the complaint shall not be arbitrable and no grievance shall be filed by the Alliance in respect of such complaint.
- (d) There shall be no discrimination in respect of employment by reason of membership or activity in the Alliance. An allegation of such discrimination is subject to the Grievance Procedure.
- (e) The inclusion of place of residence shall not derogate from the employee's normal obligation to be appropriately available for work.

10. HARASSMENT

10.01

- (a) Management, the employees, and the Alliance recognize the right of everyone to work in an environment free from harassment.
- (b) Harassment is a disciplinary infraction and will be dealt with as such by management.
- (c) Harassment is any inappropriate, offensive, unacceptable, intimidating or demeaning conduct, comment, gesture or contact of a sexual nature that might reasonably be expected to cause offense or humiliation, or that might reasonably be perceived as placing a condition on employment or on any opportunity for training or promotion. The exercise of normal management functions is not harassment.
- (d) At any stage in this procedure an employee may seek assistance and/or involvement of an Alliance representative.

10.02

Complaint Procedure:

- (a) The employee who alleges harassment, or an Alliance representative on behalf of the employee, may contact a Management Representative who will:
- (1) Investigate the matter, and
 - (2) Maintain a strict degree of confidentiality with the employee concerned; and

- (3) Take appropriate action to resolve the problem.
- (b) In the event the problem is not resolved under (a) above, the employee may refer the matter to Stage 2 of the Grievance Procedure and subsequently to arbitration.
- (c) Grievances under this Article will be handled with all possible confidentiality and dispatch by the Alliance and the Employer.

11. GENERAL HOLIDAYS

11.01

The following days shall be deemed to be statutory holidays within the meaning of this Article:

New Years Day	Labour Day
Good Friday	Thanksgiving Day
Easter Monday	Remembrance Day
Victoria Day	Christmas Day
Canada Day	Boxing Day
BC Day (Civic Holiday)	Family Day

And any other day that may be proclaimed to be a holiday by the Federal or Provincial Governments.

11.02

Holiday Pay Eligibility:

- (a) An employee must work their scheduled shift immediately preceding and the scheduled shift immediately following the General Holiday to qualify for the General Holiday, unless prior permission has been granted by the Employer.
- (b) An employee absent without pay (including but not limited to absence while in receipt of sick leave credits pursuant to Article 12, weekly indemnity, LTD or WCB benefits) on the working day both immediately preceding or following a designated holiday, is not entitled to pay for the holiday, unless on union leave without pay as referred to in Article 4.06.

11.03

As the Employer operates a continuous operation, employees who are required to work on a General Holiday as part of their regular shift shall be paid at the rate of two and one-half (2 1/2) for all hours worked on a General Holiday. Any time worked in excess of their regular scheduled hours on a General Holiday shall be paid at triple (3) times their hourly rate of pay.

11.04

When a General Holiday under 11.01 coincides with an employee's day of rest, **the first scheduled working day following the General Holiday may be designated as day off with pay at straight time at the employer's discretion. If the employee is required to come to work on their first scheduled working day following the General Holiday, the employee will be paid at the rate of two and one half (2½) times the employee's regular hourly rate of pay.** When a day that is a designated holiday is so moved to a day on which the employee is on leave with pay, that day shall count as a holiday and not as a day of leave.

11.05

Where operational requirements permit, the Employer shall not schedule an employee to work both December 25 and January 1 in the same holiday season. Where practical, an employee who has

worked Dec. 25 the previous season will be given preference to having Dec. 25 off in the subsequent season.

12. LEAVES OF ABSENCE

12.01

Jury Duty/Witness Duty

Employees will be granted time off due to jury duty, coroner's inquest, court witness – civil or criminal – and will be carried on the payroll with pay. The provisions of this Clause shall not apply to any employee who, of their own volition, directly or indirectly has an interest in the Court proceedings.

The Employer will compensate an employee for the actual loss of salary when he appears as a witness before any court, Board, Commission or Administrative Tribunal to testify on matters related to his work or employment with the Employer.

On receipt of payment from the court for such duties, the employee must provide the Employer with a statement from the court, indicating payment received for each day or part day served (excluding monies allowed by the Court specifically for meals, travel, and other such expenses.)

The employee's subsequent paycheque will be reduced by an amount equal to that received from the Court (excluding monies allowed by the Court specifically for meals, travel, and other such expenses.)

12.02

Bereavement Leave

In the event of the death of a member of the immediate family an employee will be granted bereavement leave for a period of four (4) consecutive days inclusive of the day of the funeral. In addition, the employee may be granted up to three (3) days' leave with pay for the purpose of travel related to the death.

Immediate family includes spouse (including common-law), parent(s), spouse of father or mother (including common-law), child(ren), sister, stepsister, brother, stepbrother, father-in-law (including common-law), mother-in-law (including common-law), grandparent(s) (including common-law), grandchild (including common-law), son-in-law, daughter-in-law, brother-in-law or sister-in-law and any relative permanently residing in the employees household or with whom the employee resides.

The employee will be paid at his regular rate of wages for his normal hours of work.

12.03

Maternity Leave Without Pay

(a)

- (i) An employee who has completed six (6) consecutive months of continuous employment with the Employer and provides the Employer with a certificate of a qualified medical practitioner certifying that she is pregnant shall be granted maternity leave without pay for a period beginning before, on or after the termination date of the pregnancy and ending not later than seventeen (17) weeks after the termination date of the pregnancy and subject to Article 12.05.
- (ii) Where the employee's newborn child is born prematurely, or is born with or contracts a condition that requires hospitalization within the period defined in (i) above and the employee returns to work during all or part of any periods during which her newborn child is hospitalized, she may resume her maternity leave without pay when the child's hospitalization has ended and remain on maternity leave to the extent provided in (i) above.

- (iii) An employee may elect to use earned vacation and compensatory leave credits up to and beyond the date that the pregnancy terminates.
 - (iv) A pregnant employee may be eligible for sick leave benefits under Article 12.13, prior to commencing maternity leave, for injury or illness including medical disability related to pregnancy, but excluding the state of pregnancy as an illness.
- (b) An employee shall inform the Employer in writing of her plans for taking leave at least four (4) weeks in advance of the initial date of continuous leave of absence unless there is a valid reason why that notice cannot be given.
- (c)
- (i) After completion of six (6) months' continuous employment, an employee who agrees, in writing, to return to work on the date of the expiry of her maternity leave for a period of at least six (6) months (including periods of approved leave other than Care & Nurturing leave) and who qualifies for Employment Insurance benefits shall be paid a maternity leave allowance in accordance with the Supplementary Unemployment Benefit Plan.
 - (ii) Should the employee fail to return to work for reasons other than death, disability, or lay-off, the employee recognizes that she is indebted to the Employer for the full amount received as maternity leave allowance.
- (d) Maternity leave allowance payments made according to the Supplementary Unemployment Benefit Plan will consist of the following:
- (i) where an employee is subject to a waiting period of two (2) weeks before receiving employment insurance maternity benefits, an allowance of ninety-three percent (93%) of her weekly rate of pay for each week of the two-week waiting period less any other monies earned during this period; and/or
 - (ii) up to a maximum of fifteen (15) weeks, payment equivalent to the difference between the EI benefits the employee is eligible to receive ninety-three (93%) of her weekly rate of pay, less any other monies earned during the period which may result in a decrease in EI benefits to which the employee would otherwise have been eligible.
 - (iii) where an employee becomes eligible for a pay increment or an economic adjustment during the benefit period, payments under clause 12.02 (d) (i) or (ii) shall be adjusted accordingly.
 - (iv) employees shall have no vested right to payments under the plan except to payments during a period of unemployment specified in the plan.
- (e) Where an employee has the actual care and custody of her newborn child, that employee is entitled to additional parental leave without pay pursuant to clause 12.03 and 12.04 of up to thirty-seven (37) weeks ending no later than fifty-two (52) weeks after the child comes into the employee's care.

12.04

Parental Leave Without Pay

An employee who intends to request parental leave without pay shall notify the Employer at least fifteen (15) weeks in advance of the expected date of birth of his or her newborn child or the expected custody date of his or her adopted child (that being the child below the age of majority).

An employee may request parental leave at least four (4) weeks prior to the expected date of birth of his or her newborn child or the expected custody date of his or her adopted child unless there is a valid reason why that notice cannot be given. Such leave shall be granted for a period beginning no sooner than the date of birth or acceptance of custody and ending no later than fifty-two (52) weeks after commencing.

12.05

The aggregate amount of parental leave, or the aggregate amount of parental and maternity leave utilized by an employee-couple in respect to the same birth or adoption shall not exceed a total of fifty-two (52) weeks for both employees combined.

12.06

Maternity and parental leave shall be counted for the calculation of "continuous service" for the purpose of calculating severance pay and "service" for the purpose of calculating vacation leave. Time spent on such leave shall be counted for pay increment purposes and for earning vacation leave credits under this Agreement.

12.07

During any period of maternity or parental leave the Employer shall continue to pay its applicable share of all pension, benefits, and insurance plan premiums unless the employee notifies the Employer of his/her intention to discontinue contributions during that period or the employee fails to make his/her contributions during that period.

12.08

When the employee returns to work from any period of maternity or parental leave under this Article, the Employer will return the employee to the same position at the same classification and level which the employee held prior to the leave provided the position exists unless there is a valid reason why the Employer cannot do so. In that case, the employee shall be reinstated to a comparable position with the same wages and benefits.

12.09

An employee who takes leave for maternity or parental purposes, upon written request, shall be informed by the Employer in writing of every posted promotional or training opportunity which arises during such leave and for which the employee is qualified.

12.10

Leave With Pay for Family-Related Responsibilities

The Employer shall grant leave with pay under the following circumstances:

- (a) Up to one (1) day for medical or dental appointments when the dependent family member is incapable of attending the appointments by himself or herself. An employee may be granted one (1) additional day where travel for the appointment is required. An employee is expected to make reasonable efforts to schedule medical or dental appointments for dependent family members to minimize his or her absence from work. An employee requesting leave must notify his or her supervisor of the appointment as far in advance as possible.

- (b) Up to one (1) day for appointments with appropriate authorities in schools.
- (c) Up to two (2) consecutive days of leave with pay to provide for the temporary care of a sick member of the employee's family;
- (d) Two (2) day's leave with pay for needs directly related to the birth or to the adoption of the employee's child. This leave may be divided into two (2) periods and granted on separate days.
- (e) An employee may request leave that exceeds the limits in (a), (b), (c), or (d), or for additional bereavement leave and such requests will not be unreasonably denied.
- (f) The total leave with pay which may be granted in Article 12.04 shall not exceed five (5) days in a fiscal year.

12.11

Leave Without Pay for the Care and Nurturing of Pre-School Age Children

An employee shall be granted leave without pay for the personal care and nurturing of the employee's pre-school age children in accordance with the following conditions:

- (a) an employee shall notify the Employer in writing as far in advance as possible but not less than four (4) weeks in advance of the commencement date of such leave, unless because of an urgent or unforeseeable circumstance such notice cannot be given;
- (b) leave shall be granted under this clause once per child for a minimum period of six (6) weeks and for a maximum period of two (2) years, with a lifetime maximum of five (5) years;
- (c) where an employee returns from leave of up to one (1) year, the Employer will return the employee to the same position at the same classification and level which the employee held prior to the leave provided the position exists. In any event, the employee shall be reinstated to a comparable position with the same wages and benefits;
- (d) where the employee returns from a leave of more than one (1) year and the employee's previous position has not been filled on a permanent basis or eliminated, the Employer will return the employee to the position. Where the position has been filled permanently or no longer exists, the Employer will reassign the employee to a vacant position, when available, for which the employee is qualified.

12.12

Injury-on Duty Leave

An employee shall be granted injury-on-duty leave with pay for a reasonable period when a Worker's Compensation claim has been approved by the Worker's Compensation Board and the employee agrees to remit to the Employer any amount received by him or her from the Worker's Compensation Board in respect of such claim. When a claim exceeds six (6) months and the employee's return to work date is indeterminate, the Employer may arrange for the Worker's Compensation Board to directly compensate the employee.

12.13

Short Term Sick Leave Program

An employee is eligible after three (3) months of continuous service to accumulate sick leave at the equivalent rate of one and one-quarter (1 ¼) days regular salary for each month worked to a maximum of **eighty-nine (89)** days. This sick time credit will be used to cover wages for the first three (3) days of sickness. The balance will be used to cover the shortfall between weekly indemnity monies paid to the employee and the employee's regular rate of pay. Employees shall

be paid 100% of regular salary and it is understood that all monies sent to the employee by the carrier of the weekly indemnity plan will be forwarded to the Employer until such time that the sick leave credits are depleted.

Granting of Sick Leave

An employee shall draw from sick leave credits with pay when he or she is unable to perform his or her duties because of illness or injury provided that:

- (a) he satisfies the Employer of this condition in such a manner and at such time as may be determined by the Employer,
- (b) he/she has the necessary sick leave credits;
- (c) until the terms of the weekly indemnity benefit package apply.

Every employee who may be absent on account of sickness shall notify his/her supervisor and no employee shall be entitled to benefits for time previous to such notification, unless delay is shown to have been unavoidable.

The Employer may require a medical certificate or a written statement from the employee as evidence of sickness. The Employer may further require reports from the employee's physician from time to time, including reports by physicians designated by the Employer. The Employer will bear the costs of medical reports provided by the Employer's designated physicians.

In the event of excessive absenteeism the Employer shall counsel the employee that failure to meet an acceptable standard of attendance in the future may result in termination of employment.

Fraudulent use of sick leave shall be subject to the appropriate discipline.

No payment shall be made under this article in respect of injuries arising in the course of other employment.

12.14

Compassionate Care Leave

- (a) For the purpose of this Article, family member is defined as the employee's spouse or common-law partner, the employee's child or the child of the employee's spouse or common-law partner, a parent of the employee or spouse or common-law partner, and any other person who is a member of a class of persons prescribed for the purposes of the definition of "family member" in sub-section 23.1(1) of the *Employment Insurance Act*, as amended from time to time.
- (b) An employee shall be granted leave without pay for a period of eight (8) weeks to provide care of support to a family member if a medical doctor or qualified medical practitioner issues a certificate stating that the family member has a serious medical condition with a significant risk of death within twenty-six (26) weeks.
- (c) A leave of absence under this Article may only be taken in periods of not less than one week's duration.
- (d) The leave of absence under this Article ends on the last day of the week in which the family member dies or the expiration of the 26 week period referred to in subarticle (b) above, whichever comes first.

- (e) The entitlement to leave without pay may be shared by two (2) or more employees of the same family, however, the total amount of leave without pay that may be taken in regard to the same family member is eight (8) weeks within the twenty-six (26) week period.
- (f) If possible, the medical certificate referred to in subarticle (b) above shall be provided to the Employer at the time a request for leave under this Article is made. Otherwise, the employee will provide the certificate within fifteen (15) days after the employee returns to work.
- (g) The Employer will continue to pay the Employer's share of contribution for the benefits listed in Section 209.2(1), Division VII, Part III of the *Canada Labour Code* (as amended from time to time), unless the employee does not pay his or her share of contributions within a reasonable time.

12.15

Career Development Leave With Pay

As operational requirements will allow the Employer shall grant leave with pay during the employee's normally scheduled hours for the purpose of taking any courses, seminars or training required by the Employer. The Employer will provide time off with pay for the purpose of writing required examinations and will pay course registration fees and tuition.

12.16

An employee is expected to make reasonable efforts to schedule medical or dental appointments to minimize their absence from work. An employee requesting time off must notify their supervisor of the appointment as far in advance as possible. Management will grant leave with pay for an employee to leave work to catch the earlier ferry (e.g. 2:00 p.m.) or arrive on a later ferry (e.g. 11:00 a.m.) on up to four (4) occasions in each calendar year.

13. LAYOFF/RECALL AND SEVERANCE PAY

13.01

Layoff/Recall

Layoff and recall shall apply to full time and permanent part time employees only and shall be based on bargaining unit seniority, that is, the last hired shall be the first laid off and the last laid off shall be the first recall.

Seniority shall be lost and employment terminated if an employee:

- (a) voluntarily leaves the employ of the Employer;
- (b) is discharged for just cause, and not reinstated under the terms of the grievance process;
- (c) is on continuous layoff for one (1) year;
- (d) accepts severance pay in accordance with this Article;

An employee on layoff of unknown duration may elect to be paid out any monies due under severance terms. This option however shall result in the termination of employment;

If within three (3) working days after the date of receipt of notice of recall an employee shall have failed to notify the Employer that he intends to return to work or if within five (5) working days of the same date an employee shall have failed to return to work or to have satisfied the Employer that he is unable to return because of accident or illness or other sufficient cause his employment will be terminated.

The Employer shall make every reasonable effort to contact the most senior employee on layoff;

- (a) By phone to the employee's last known phone number.

- (b) Then, failing contact, by Registered Mail to the employee's last known address.

Employees who have been laid-off and have not accepted severance pay shall be entitled to recall for a period of one (1) year from the date of layoff. Upon expiry of the recall period, an employee shall receive severance pay if he or she has not been recalled and his/her employment will be terminated.

13.02

Workforce Reduction

In the event of a workforce reduction, the Employer shall advise the Union at least sixty (60) days prior to the reduction. The notice will outline the reasons for the workforce reduction, the location and the number of employees affected.

Employees subject to layoff will be advised no less than thirty (30) days prior to the date of layoff.

Prior to implementing lay-offs, the Employer will consider offering employees voluntary severance in accordance with Clause 13.01 if:

- (a) the employees waives the right to recall; and
- (b) the voluntary severance would avoid the lay-off of another employee.

13.03

Severance

Severance is calculated as two (2) weeks' pay for the first completed year of continuous service effective July 1, 1997 and one (1) week's pay for each additional completed year of continuous employment to a maximum of thirty (30) weeks pay.

13.04

Severance for Incapacity and Retirement

When an employee has completed more than one (1) year of continuous employment and ceases to be employed by reason of incapacity, he or she is entitled to severance (as per clause 13.03).

When an employee retires at age fifty (50) or over, he or she is entitled to severance (as per clause 13.03).

14. LOSS OF SERVICE

14.01

Service and employment will be terminated when an employee:

- (a) resigns or retires;
- (b) is laid off and employment is terminated under the provisions of Article 13;
- (c) is discharged for cause;
- (d) abandons his or her position by failing to report for duty for five (5) consecutive days unless an employee provides a satisfactory explanation for their absence;
- (e) accepts severance pay pursuant to Article 13;
- (f) the term of employment ends.

15. NO CONTRACTING OUT

15.01

No current employee shall be subject to lay-off or have his or her hours of work reduced as a result of the Employer contracting out bargaining unit work.

16. WASH-UP TIME

16.01

Where the Employer determines that due to the nature of work there is a need, wash-up time to a maximum of ten (10) minutes will be permitted before the end of the working day and before the lunch period.

17. PAY ADMINISTRATION

17.01

Employees shall be paid on a bi-weekly basis at the rate of pay to which he or she is entitled as prescribed in **Appendix C**.

Upon initial appointment, an employee shall be paid the hourly rate prescribed for the position, or in the case of a position having a range of incremental rates, the rate deemed appropriate by the Employer. In no case shall the employee be paid at less than the minimum rate.

17.02

Employees will occupy a position in the classification as determined by the following:

- (a) Airport Technician I (In training)
 - (i) Comprised of those employees who perform Airport Technician duties in a learning capacity under the direction of a qualified employee.
 - (ii) Possession of a Class 3 & 4 Province of BC Driver's Licence.
- (b) Airport Technician II
 - (i) Certified in all subject credit Airfield Maintenance Program modules.
 - (ii) Certified in Aircraft Fuel Handling Training Modules
 - (iii) Certified in Aircraft Company Ramp Procedures
- (c) Airport Technician II (Mechanical)
 - (i) Certified in all subject credit Airfield Maintenance Program modules.
 - (ii) Certified in Aircraft Fuel Handling Training Modules
 - (iii) BC Trade Certificate in Heavy Duty Mechanics or equivalent
 - (iv) Certified in Aircraft Company Ramp Procedures

- (d) Airport Technician III
 - (i) Certified in all subject credit Airfield Maintenance Program modules.
 - (ii) Certified in Aircraft Fuel Handling Training modules.
 - (iii) Certified in ERS Certification Program
 - (iv) Certified in Aircraft Company Ramp Procedures
- (e) Janitor
 - (i) Class 4 Driver's Licence
 - (ii) Responsible for keeping public areas, offices, halls, washrooms and other areas in a clean and orderly condition and responsible for itinerant transportation related duties as required.
- (f) Administration Clerk
 - (i) Class 4 Driver's Licence
 - (ii) Responsible for the daily operation of the Airport Administration office and itinerant transportation related duties as directed by the Airport Manager.

The training requirements of the above positions will be administered on an as available basis and as operational requirements allow and on an equitable basis with regards to seniority.

17.03

In the event of a change to the position description of an employee, the employee will be consulted in regard to the change. The Employer will provide employees with copies of any new position descriptions within 10 working days and will forward a copy of new positions descriptions to the Local President of the Alliance.

17.04

The employee's position description shall reflect the duties and responsibilities currently expected of the employee.

17.05

When the Employer establishes a new classification, the Union shall be advised of the new classification and provided information related to the duties, responsibilities and rate of pay. In the event that the Union disagrees with the classification or rate of pay, the Union will advise the Employer within 30 days from the date of notification of the new classification. If the parties are unable to agree, the Union may refer the issue to the Grievance and Arbitration Procedure in accordance with Article 21.01 of the Collective Agreement.

17.06

When an employee is assigned to provide on-the-job training to another employee, the trainer shall be entitled to receive fifty cents (\$0.50) for each hour during which s/he provides such training.

18. TRAVELLING TIME

18.01

Where the Employer requires an employee to travel outside of the Prince Rupert District:

- (a) On a normal working day on which the employee travels but does not work, the employee shall receive his or her regular pay for the day.
- (b) On a normal working day on which the employee travels and works, the employee shall be paid:
 - (i) his regular pay for the day for a combined period of travel and work not exceeding his or her regular scheduled working hours; and
 - (ii) at the applicable overtime rate for additional travel time in excess of his or her regularly scheduled hours of work and travel, with a maximum payment for such additional travel time not to exceed eight (8) hours, pay at the straight-time rate of pay.
- (c) on a day of rest or on a designated paid holiday, the employee shall be paid at the applicable overtime rate for hours travelled to a maximum of eight (8) hours pay at the straight-time rate of pay.

Compensation under this article shall not be paid for travel time to courses, training sessions, conferences and seminars, unless the employee is required to attend by the Employer.

The Employer will reimburse employees for reasonable expenses incurred travelling on Employer business including meals, commercial accommodations, and mileage as per the Travel Policy.

19. SUSPENSION AND DISCIPLINE

19.01

An employee may be disciplined for just cause. When an employee is suspended from duty, or discharged, the Employer will undertake to notify the employee in writing of the reason within a reasonable period of time.

An employee who does not receive the written response for suspension, or discharge, at the time of his or her suspension, or discharge, shall be deemed suspended with pay until the written notice is received.

19.02

The Employer shall notify the local President of the Alliance that such suspension or discharge, has occurred, preferably at the time but in any case no later than forty-eight (48) hours after the suspension or discharge.

19.03

Discipline, when imposed, shall be imposed in a timely manner. An employee shall be made aware of all disciplinary reports that have been placed on the employee's file. Where the employee has not been made aware of such a report within fourteen (14) days of the conclusion of the investigation, then no such report shall be introduced as evidence in a hearing relating to disciplinary action. An employee shall receive a copy of any disciplinary report placed on the employee's file.

The Employer will initiate any disciplinary investigation no later than fifteen (15) days after the incident comes to Employers' attention and shall advise the local President that such investigation has commenced.

19.04

Any document or written statement related to disciplinary action, which may have been placed on the personnel file of an employee shall be destroyed after eighteen (18) months have elapsed since the disciplinary action was taken, provided that no further disciplinary action has been recorded during this period.

20. EMPLOYEE PERFORMANCE REVIEW

20.01

The purpose of an employee performance review is to discuss with the employee his/her performance in relation to the duties required in his/her position. The review is intended to be developmental in nature and will include discussion of strengths and opportunity areas for improved performance.

20.02

When a formal assessment of an employee's performance is made, the employee concerned shall be given an opportunity to sign the assessment form in question upon its completion to indicate that its contents have been read. A copy of the completed assessment form will be provided to the employees at that time. An employee's signature on his/her assessment form will be considered as an indication only that its contents have been read and shall not indicate the employee's concurrence with the statements contained on the form.

20.03

Prior to an employee performance review the employee shall be given:

- (a) the evaluation form which will be used for the review;
- (b) any written documentation which provides instructions to the person conducting the review;
- (c) if during the employee performance review, either the form or instructions are changed they shall be given to the employee.

An employee has the right to make written comments to be attached to the performance review form.

21. HEALTH & SAFETY

21.01

- (a) The Employer has the primary responsibility for ensuring that safe conditions prevail within the workplace, to take appropriate and effective measures, both preventative and corrective, to protect the health and safety of employees.
- (b) Both the Employer and the Alliance declare their intent to develop and maintain a safe workplace and agree that work practices shall be governed by the Canada Labour Code and its regulations. In addition safe practice regulations may be developed and issued by the Employer, upon consultation with the joint Union-Management Health & Safety Committee.
- (c) When a pregnant or nursing employee expresses concern about the possible ill effects of her work or work location upon her health or the health of her foetus or child and is

supported in that concern by a medical certificate issued by a qualified medical practitioner, the Employer shall endeavour to find alternate duties for the employee within or outside the bargaining unit after consultation with the Alliance and in a manner consistent with the Collective Agreement and the *Canada Labour Code*.

21.02

Duties which are identified in legislation applicable to the Airport as requiring mandatory trade qualifications for their performance, will be assigned to and performed by employees who possess the required qualifications.

22. GRIEVANCE PROCEDURE & ARBITRATION PROCEDURE

22.01

A grievance is defined as a difference between the Employer, the Union or an employee concerning the meaning or application of a specific provision of the agreement currently in place and shall be settled as set forth in this article:

Step I

Any grievance of an employee shall be put in writing within ten (10) working days of reasonable awareness of the occurrence. A hearing shall be held between management and the Union within five (5) working days of receipt of such grievance, and the management response given within a further five (5) days.

Step II

Failing settlement under Step I may be advanced by notice in writing within thirty (30) working days of the response at Step I. If advanced, a hearing shall be held within ten (10) working days between management and the Union before a member of the PRAA Board of Directors appointed for such purpose. The Board member hearing the grievance shall give a brief written decision with respect to the grievance within five (5) working days.

Step III

Failing settlement under Step II, notice of intention to proceed to arbitration shall be made in writing within thirty (30) working days of the Step 2 response. An arbitrator shall be selected jointly by the Parties. If the Parties are unable to agree on an Arbitrator, either party may request the Minister of Labour to appoint an Arbitrator. It is understood that the decision to proceed to Arbitration is at the sole discretion of the Union or the Employer.

It is agreed that the time limits in each step mentioned above may be extended, if mutually agreed to by both parties. For the purpose of the article Saturday and Sunday are not considered working days.

The Arbitrator's decision shall be final and binding upon all Parties.

The cost of the Arbitrator shall be borne equally by the Union and the Employer.

Any grievance not submitted within the prescribed time limits shall be considered abandoned and without recourse.

23. EMPLOYEE STATUS

23.01

Probationary Employees

Any employee entering the service as a full time or permanent part time employee shall be a probationary employee for a period of three (3) months. Except where otherwise provided, all provisions of this agreement will apply to probationary employees. A probationary employee released by the Employer during this period may grieve the reason but may not pursue the grievance to arbitration. A probationary employee shall have a performance evaluation completed in accordance with Article 19 at approximately the mid-point of the probationary period (or sooner if warranted), and at its conclusion. Upon successful completion of the probationary period, a full time or permanent part time employee's seniority shall be established from the first day of employment. It is understood the Employer may extend this period by an additional three (3) months by notification to the Alliance

23.02

Permanent Part Time employees

A part-time shift can be established where there is not sufficient work to establish full-time shifts. No part-time shift may be scheduled to negate a full-time position.

A part-time employee is an employee whose normal hours of work are less than those established in the Hours of Work Article 23.01. Part-time employees shall be paid at the straight time rate of pay for all work performed up to the normal daily or weekly hours specified for full-time employees and shall be entitled to any benefits provided under the terms of the Benefit Program in the same proportion as their normal weekly hours of work compared with the normal weekly hours of work specified for full-time employees and pursuant to Appendix A unless otherwise agreed with the Alliance. A part-time employee shall have the right to decline work beyond their regularly scheduled part-time hours.

23.03

Full Time Employees

A Full time employee is an employee hired for an indeterminate period who has completed the probationary period. It is understood that no employee will be required to serve more than one (1) probationary period.

23.04

Term Employees

A term employee is an employee who is hired for a specific consecutive period or project on a full time or part time basis, including replacement for employees who are ill or who are on vacation or a leave of absence for a duration of not longer than fifty (54) weeks unless extended by mutual agreement with the Union. Term employees will not accrue seniority and will receive benefits in accordance with Article 27.01 or Appendix A, if applicable. Term employees shall have a performance evaluation completed in accordance with Article 19 at the end of the term of employment but if the term is for more than 6 months, the term employee shall also have a performance evaluation at the mid-point of the term of the employment. If a term employee accepts a full time or permanent part time position, his/her previous service as a term employee shall be included for the purposes of seniority.

23.05

Staffing

- (a) Management will post all permanent vacancies within the bargaining unit, with a copy to the Union.
- (b) The postings will be for a minimum of ten (10) calendar days.

- (c) The posting will contain the following information:
- i. The requirements of the position and the rate of pay;
 - ii. The qualifications and/or experience required; and
 - iii. A closing date

It is the intent of the Employer to give its existing employees the opportunity to qualify for higher positions. Employees will be given as much advance notice as possible as to any future position requirements.

- (d) The vacancy will be filled at the discretion of management based on a comparison of all applicants' experience and qualifications.
- (e) Where two or more applicants are relatively equal, management will award the position to the employee within the bargaining unit, or where multiple candidates are in the bargaining unit, to the employee within the bargaining unit with the greater length of service.
- (f) The applicants will be advised within one (1) week after the selection decision is made.

24. HOURS OF WORK

24.01

The employer shall specify the hours of work and shift schedules for all employees. Working schedules shall be posted at least fifteen (15) days in advance of the starting date of a new schedule. **In the event that a new schedule is issued or a current schedule is changed while an employee is away on any approved leave of absence, it shall be the employer's responsibility to notify the affected employee. An email shall constitute notice for the purposes of the Article. It will be the employee's responsibility to provide the employer with a current and active email address.** Shifts shall be allocated and shared on an equitable basis amongst employees governed by the same schedule.

24.02

Normal weekly hours of work for all employees shall be forty (40) hours. Normal daily hours of work shall be eight (8) hours inclusive of a one (1) hour paid meal period. An employee in the Tech II position may work daily shifts of twelve (12) hours inclusive of a one (1) hour paid meal period.

24.03

Scheduling

The normal hours of operations are typically from 8:00 am to 8:00 pm. The start and stop times may change to accommodate the winter/summer airline/ferry schedules.

The normal hours of work for the Janitor and Administration Clerk positions are typically 8:00 am to 4:00 pm, Monday to Friday.

24.04

The Employer agrees that before a shift schedule and starting and stopping times in a work area is changed, the change will be discussed with the President of the Union Local. It is understood that the Employer has the final decision on shift schedules, **subject to the applicable provisions of the Canada Labour Code.**

24.05

An employee who is required to change his or her scheduled shift without receiving at least five (5) days' notice in advance shall be paid for the first shift worked on the revised schedule at the rate of time and one-half (1 ½). Subsequent shifts worked on the revised schedule shall be paid for at straight time, subject to the overtime provisions of this Agreement.

24.06

Provided sufficient advance notice is given and with the approval of the Employer, employees may exchange shifts if there is no increase in cost to the Employer.

24.07

Meal Breaks

The meal break may be staggered for employees. However, subject to operational requirements, the Employer will endeavor to arrange uninterrupted meal breaks at a time convenient to the employees and as close to the midpoint of the shift as possible.

24.08

Rest Periods

Except where operational requirements do not permit, the Employer will provide two (2) rest periods of fifteen (15) minutes each per full working day, for all employees. For employees whose shifts extend beyond ten (10) hours, an employee shall be entitled to one (1) additional fifteen (15) minute rest period.

25. OVERTIME

25.01

Subject to operational requirements, the Employer shall make every reasonable effort:

- (a) to allocate overtime work on an equitable basis among readily available, qualified employees within a work area;
- (b) except in cases of emergency, call-back or mutual agreement with the employee, the Employer shall, wherever possible, give at least seven (7) hours notice of any requirement for overtime work.

25.02

Overtime Compensation

Overtime shall be compensated on the following basis:

- (a) time and one-half (1 ½) for each hour worked in excess of the employee's normal scheduled daily hours;
- (b) time and one-half (1 ½) for each hour worked on the first day of rest and double time (2) for each hour worked in excess of the employee's normal scheduled daily hours worked on that day of rest;
- (c) double time (2) for each hour worked on the second or subsequent day of rest;
- (d) double time (2) for each hour of overtime worked after sixteen (16) hours' work in any twenty-four (24) hour period.

25.03

When overtime is worked immediately following a shift, there shall be an elapsed time of ten (10) hours between the end of the overtime and the time the employee reports for his or her next regularly scheduled shift, with no reduction of earnings from his or her regular shift.

25.04

Overtime shall be paid out except where, upon request of an employee, overtime may be accumulated in equivalent leave with pay to a maximum of ten (10) working days. The duration of such leave will be equal to the overtime worked multiplied by the applicable overtime rate. Subject to operational requirements, an employee will be granted compensatory leave with five (5) days notice. In individual circumstances, the Employer may waive the five (5) day notice requirement.

Compensatory leave with pay not used by December 31 will be paid out at the employee's current rate of pay, unless the employee requests in writing the carry-over of up to a maximum of five (5) compensatory days earned subsequent to the previous pay out date.

25.05

- (a) Time spent by the employee reporting to work or returning to the employee's residence shall not constitute time worked.
- (b) Upon completion of a normal scheduled day or overtime scheduled day, time spent by the employee waiting for the ferry departure beyond fifteen (15) minutes of the scheduled departure time shall be counted as time worked.

25.06

Subject to payroll requirements, employees shall be paid overtime earnings on the first payday subsequent to reporting the overtime.

25.07

Call-Back Pay

If an employee is called back to work on a designated holiday or reports to work on the employee's day of rest or after leaving the workplace subsequent to a normal work day, the employee shall be paid the greater of:

- (a) four (4) hours' pay at the applicable overtime rate;
- (b) the applicable rate of overtime compensation for time worked, provided that the period worked by the employee is not contiguous to the employee's normal hours of work.

26. STANDBY

26.01

Where the Employer requires an employee to be available for standby during off-duty hours, the employee shall be entitled to a standby payment of fifteen dollars (15) for each eight (8) consecutive hours or portion thereof that he or she is on standby

26.02

An employee designated on standby will be available during the period of standby and prepared to return for duty promptly if required. In designating employees for standby, the Employer will endeavor to provide for the equitable distribution of standby duties. Subject to operating and weather conditions, the Employer will endeavor to provide reasonable notice of standby.

26.03

An employee on standby who is required to report for work shall, in addition to the standby pay, be compensated in accordance with the Call-Back Pay provisions of Article 24.07.

27. VACATION LEAVE

27.01

The Employer reserves the right to determine how many employees can be on vacation at one time.

Employees are entitled, twice annually (April 1 and October 1) to be informed of the balance of their vacation and compensatory credits.

The vacation year shall be from April 1 to March 31.

For the purpose of vacation leave, continuous service is defined as:

- (a) the length of continuous service with the Federal Government, for former Transport Canada employees;
- (b) the start date of employees hired on by the Prince Rupert Airport Authority.

27.02

Vacation Entitlement

Provided a full time or permanent part time employee has completed six (6) months of continuous service, the employee may be granted vacation leave in advance of the credits earned during the vacation year, and will be advanced credits equivalent to the anticipated credits for each subsequent vacation year.

27.03

Credits

Full time and permanent part time employee shall earn vacation leave credits for each calendar month during which the employee receives pay for at least ten (10) days at the following rates:

- (a) one and one-quarter ($1 \frac{1}{4}$) days until the month in which the anniversary of the employee's **seventh (7th)** year of continuous service occurs;
- (b) one and two-thirds ($1 \frac{2}{3}$) days commencing with the month in which the employee's **seventh (7th)** anniversary of continuous service occurs;
- (c) two and one-twelfth ($2 \frac{1}{12}$) days commencing with the month in which the employee's sixteenth (16th) anniversary occurs;
- (d) two and one-half ($2 \frac{1}{2}$) days commencing with the month in which the employee's twenty-fifth (25th) anniversary of continuous service occurs.

27.04

Vacation Pay

Term employees shall receive vacation pay of four percent (4%) on each pay cheque.

27.05

Scheduling

Employees are expected to take all of their vacation leave during the vacation year in which it is earned.

Subject to operational requirements:

- (a) each employee shall be permitted on the basis of seniority, one (1) selection, to be made by May 1, of up to two (2) consecutive weeks of vacation.
- (b) Vacation leave not scheduled during the selected period identified in (a) will be granted in order received.
- (c) The administration details pertaining to this procedure shall be established in consultation with the Union;
- (d) The Employer shall give as much notice as is practicable when approving or denying vacation leave;
- (e) Once an employee's vacation period has been selected and approved in accordance with this Article it shall not be displaced by a more senior employee.

27.06

Carry-Over

Carry-over of unused vacation leave credits may be carried over to the next year, only by mutual consent of the Employer.

27.07

When an employee dies or otherwise ceases to be employed, he/she or his/her estate shall be paid any outstanding vacation pay at the employee's current rate of pay.

28. BENEFITS PLAN AND INSURANCE PLANS

28.01

As per the current benefits plan booklet.

28.02

Premiums

- (a) As of January 1, 2011, the Employer shall pay 62.5% of the premiums for the benefits in accordance with the current benefits plan booklet.
- (b) As of January 1, 2012, the Employer shall pay 75% of the premiums for the benefits in accordance with the current benefits plan booklet.

28.03

Long-term Disability

- (a) As of January 1, 2011, increase to long-term disability coverage at 2/3 of salary up to a maximum of \$3,000.
- (b) In addition, to the net proportions listed in 28.02 above, the amounts paid by the employer shall be increased to 62.5% of the cost of long-term disability premiums on January 1, 2011, and 75% of long-term disability premiums on January 1, 2012. The proportions listed above shall be recalculated accordingly.
- (c) As of January 1, 2011, employees will pay 100% of long-term disability premiums.

28.04

All eligible employees shall participate in the Municipal Pension Plan in accordance with the terms of such plan. The PRAA agrees to continue its participation in the Municipal Pension Plan for the duration of the agreement so long as permitted by such plan.

29. TECHNOLOGICAL CHANGE

29.01

Technological change in this article shall be defined as in the Canada Labour Code.

29.02

Whenever the Employer proposes to effect a technological change, it shall give notice in writing of the change to the Alliance in accordance with the applicable provision of the **Canada Labour Code**.

30. TRAINING

30.01

Training shall be provided to all employees as required for the classifications listed in this agreement. Such requirements are to be established by the Employer. All such training shall be at the Employers expense.

31. CLOTHING POLICY

31.01

For the health and safety of employees and the public image of the Prince Rupert Airport Authority, protective clothing will be provided on an as needed basis due to wear and tear to those employees who are required to wear them on duty as per the clothing policy.

32. AGREEMENT REOPENER

32.01

This agreement may be amended by mutual consent.

33. DURATION

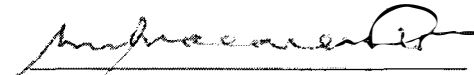
33.01

This agreement shall be for a term period from the date of ratification to December 31, 2017. Either party to this agreement may, within four (4) months immediately preceding December 31, 2017 give to the other party written notice to commence collective bargaining.

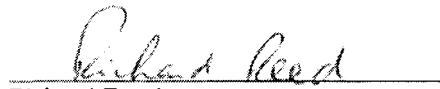
After expiry of this collective agreement and subject to the limitations necessarily resulting from the exercise of the rights of the parties under Part I of the *Canada Labour Code* including the right to strike or lockout, the terms and conditions of employment as set out in this agreement, will be observed and not varied except by the parties' mutual consent during the period that the Union remains the bargaining agent for employees identified in this Agreement.

Signed by:

Prince Rupert Airport Authority

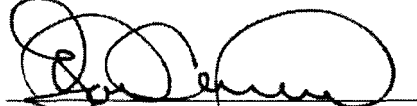


Maureen Macarenko
President, PRAA



Richard Reed
Airport Manager, PRAA

Public Service Alliance of Canada



Bob Jackson
Regional Executive Vice President
PSAC



Bruce Skerrill, UCTE Local 20215



Dave Clark
RVP Pacific, UCTE



Tom Milne
PSAC Negotiator

**“APPENDIX A”
AGREEMENT FOR PERMANENT PART-TIME EMPLOYEES**

GENERAL:

A part-time employee is entitled to the same benefits as full-time employees except as modified herein:

1. Statutory Holidays: 4.25% bi-weekly for all straight time hours worked in lieu of statutory holiday pay.
2. Vacation & Sick Leave Entitlement
Accumulated monthly in the same proportion as the normal hours worked in the month compared with the normal hours of work specified of a full-time employee. The qualifying period for the increased accumulation for vacation leave benefits shall not be prorated.
3. Severance Pay: Where the period of employment consists of any period of part-time employment the benefit shall be calculated as follows: the full-time and part-time portion shall be consolidated to equivalent full-time. The equivalent full-time period in years shall be multiplied by the full-time weekly rate of pay for the appropriate group and level to produce the severance pay benefit.
4. Bereavement/Care & Nurturing Leave: Shall not be prorated.
5. Call-Back: The minimum payment shall be four (4) hours pay at the straight-time rate.
6. Medical/Dental: As per the benefits booklet. The insurance coverage shall not be prorated.
7. Pension: As per pension document.
8. Life/AD&D: As per benefits booklet.
9. Maternity: As per the Canada Labour Code
10. Pay Increments: Part-time employees are entitled to the same pay increment schedule as full-time employees.

**“APPENDIX B”
CLOTHING POLICY**

1. GENERAL

For the health & safety of employees and the public image of the Prince Rupert Airport the following uniforms and protective clothing will be provided on an individual basis to those employees who are required to wear them on duty.

2. CLOTHING REQUIRED

(a) Technicians:

Shirts: 6
Pants: 3
Coveralls 6

Rain wear (hats, coats, pants) will be provided as required.

- (b) Alterations required after the initial fitting is the responsibility of the individual.
- (c) Identification crests will be supplied and affixed at no cost to the employee.
- (d) The Prince Rupert Airport Authority will supply one (1) jacket every three (3) years to employees who work outdoors on a regular basis.
- (e) The Prince Rupert Airport Authority shall provide an allowance to employees who are required to wear safety footwear. All footwear will comply with the standards set out in the Canada Occupational Safety and Health Regulations. This allowance will be up to \$200.00 annually upon the submission of receipts. For additional requests during the year the Safety Committee shall determine reasonable wear and replace footwear as determined by the Safety Committee.
- (f) The Prince Rupert Airport Authority will provide sunglasses to employees who work outdoors on a regular basis.

3. CLOTHING COMMITTEE

A committee composed of Management and Union representatives will meet annually to review the Prince Rupert Airport Clothing policies and recommend changes.

APPENDIX C

RATES OF PAY EFFECTIVE JANUARY 2014 TO DECEMBER 2017

	January 1 2013	January 1 2014	January 1 2015	January 1 2016	January 1 2017
Janitor	\$21.70	\$22.24	\$22.80	\$23.37	\$23.95
Airport Technician In Training	\$22.66	\$23.23	\$23.81	\$24.40	\$25.01
Airport Technician II	\$27.37	\$28.05	\$28.76	\$29.47	\$30.21
Airport Technician II (Mechanic)	\$29.41	\$30.15	\$30.90	\$31.67	\$32.46
Airport Technician III	\$30.25	\$31.01	\$31.78	\$32.58	\$33.39
Administration Clerk	\$26.07	\$26.72	\$27.39	\$28.07	\$28.78

APPENDIX "D"

MEMORANDUM OF AGREEMENT #1

LTD BENEFIT

The Prince Rupert Airport Authority agrees to administer a Long Term Disability Plan for eligible employees.

The Prince Rupert Airport Authority agrees to pay 50% of the premium and to deduct 50% of the premium from the earning of each enrolled employee and forward the premiums and required reports once a month to the carrier of the Plan with a copy to the Union.

Benefit

67% of monthly earnings to \$2500.00 max.

182 day elimination period

2 year own occupation

Payable to age 65

Primary offsets

If the Municipal Pension Plan changes the maximum benefit amount required to approve the LTD plan as a group disability plan for pension purposes, the parties agree to increase the maximum monthly LTD benefit amount to that required by the Municipal Pension Plan.

APPENDIX "E"

MEMORANDUM OF UNDERSTANDING #2

RE: TRANSPORTATION TO AND FROM THE AIRPORT

The employer agrees that due to the location of the airport, water transportation to and from the mainland to the airport is the responsibility and expense of the Employer.

APPENDIX "F"

LETTER OF UNDERSTANDING #1

RE: THIRD PARTY CERTIFICATE

March 15, 2007

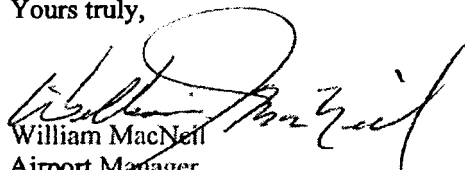
Luc Guevremont
Regional Negotiator
Public Service Alliance of Canada
5128 Joyce Street
Vancouver, BC V5R 4H1

Dear Mr. Guevremont:

This letter is to confirm that the Prince Rupert Airport Authority does not intend to request employees to perform work for which they do not have the required certification issued by a third party. Where work requires a certificate issued by a third party, employees who do not possess the required certificate will not be asked to perform that work.

If you have any questions or concerns, please contact me.

Yours truly,


William MacNeil
Airport Manager
Prince Rupert Airport Authority

APPENDIX "G"

LETTER OF UNDERSTANDING #2

RE: EMPLOYEES WORKING ALONE

March 15, 2007

Luc Guevremont
Regional Negotiator
Public Service Alliance of Canada
5128 Joyce Street
Vancouver, BC V5R 4H1

Dear Mr. Guevremont:

This letter is to confirm that I will continue discussions with the Union about the involvement of Flight Services with respect to issues related to employees working alone at the airport. I will also have discussions with the Health and Safety Committee about this issue, including safety in regards to particular duties.

If you have any questions or concerns, please contact me.

Yours truly,



William MacNeil
Airport Manager
Prince Rupert Airport Authority

APPENDIX "H"

LETTER OF UNDERSTANDING #3

RE: BENEFITS AND INSURANCE COVERAGE



**Prince Rupert
Airport Authority**

Bag 4000
Prince Rupert
British Columbia
Canada V8J 3S3

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January 28, 2007

Luc Guevremont
Regional Negotiator
Public Service Alliance of Canada
5128 Joyce Street
Vancouver BC V5R 4H1

Dear Mr. Guevremont


Re: PSAC Local 20215

This letter is to confirm that the Prince Rupert Airport Authority will maintain the level of benefit and insurance coverage in force on the date of ratification for the duration of the December 1, 2006 to November 30, 2009 collective agreement.

This letter of assurance is in effect only for the duration of the collective agreement and will expire immediately upon the parties ratifying a new collective agreement.

Please contact me if you have any questions or concerns.

Yours truly,


William J. MacNeil
Airport Manager
Prince Rupert Airport Authority