

**ATLANTIC**

RECEIVED  
FEB 01 2008

**COLLECTIVE OF AGREEMENT**

Between:

**SHANNAHAN'S INVESTIGATION & SECURITY LIMITED**

Hereinafter called "the Employer"

and:

**UNITED STEEL, PAPER AND FORESTRY, RUBBER,  
MANUFACTURING, ENERGY, ALLIED INDUSTRIAL AND  
SERVICE WORKERS INTERNATIONAL UNION  
(United Steelworkers)**

Hereinafter called "the Union"

Effective from April 01, 2007 to March 31, 2012

13769 (01)

## INDEX

ARTICLE 1	PURPOSE OF AGREEMENT.....	4
ARTICLE 2	DEFINITION OF TERMS.....	4
ARTICLE 3	RECOGNITION & JURISDICTION.....	7
ARTICLE 4	NO DISCRIMINATION.....	8
ARTICLE 5	MANAGEMENT.....	10
ARTICLE 6	UNION SECURITY.....	11
	Memberships.....	11
	- Union Dues.....	11
	- T-4 Slips.....	12
	- New Employees.....	12
	- Union Education Fund.....	12
	- Humanity Fund.....	13
ARTICLE 7	DISCHARGE & DISCIPLINARY PROCEDURE.....	14
ARTICLE 8	UNION REPRESENTATIVES.....	16
	- Payment While on Union Leave.....	17
ARTICLE 9	GRIEVANCE PROCEDURE.....	17
ARTICLE 10	ARBITRATION.....	19
ARTICLE 11	SENIORITY.....	20
	- Establishment & Accumulation of Seniority.....	20
	- Loss of Seniority.....	20
	- Lay-offs.....	21
	- Recall.....	21
	- Seniority Lists.....	22
	- Transfers.....	23
ARTICLE 12	UNIFORMS.....	24
ARTICLE 13	WAGES.....	24
ARTICLE 14	HOURS OF WORK AND OVERTIME.....	26
ARTICLE 15	ANNUAL VACATION.....	29
ARTICLE 16	PAID HOLIDAYS.....	30
ARTICLE 17	LEAVE OF ABSENCE.....	31
	- Court Leave.....	32
	- Jury & Crown Witness Leave.....	32
	- Public Office Leave.....	32
	- Sick Leave.....	33
	- Special Medical Leave.....	33

ARTICLE 18	HEALTH & SAFETY.....	33
ARTICLE 19	BULLETIN BOARDS.....	35
ARTICLE 20	NOTICES.....	35
ARTICLE 21	TRAINING & EQUIPMENT.....	36
ARTICLE 22	BENEFIT PLAN.....	39
ARTICLE 23	WORKPLACE RELATIONS COMMITTEE.....	40
ARTICLE 24	GENERAL PROVISION.....	41
ARTICLE 25	PENSION PLAN.....	41
ARTICLE 26	DURATION.....	41
SCHEDULE "A"	WAGES.....	43
STATEMENT OF DUTIES.....		47
LETTERS OF UNDERSTANDING.....		48-56

## ARTICLE 1 - PURPOSE OF AGREEMENT

- 1.01** The purpose of this agreement is to establish orderly relations between the Employer and the employees and their respective representatives, in compliance with the laws, authority, rights and obligations of the parties.
- 1.02** Wherever the masculine is used herein it shall also mean to include the feminine and the singular shall include the plural.

## ARTICLE 2 - DEFINITIONS

- 2.00** Wherever it is used throughout this Agreement, the term:
- 2.01** "Steward" shall mean any employee employed by the employer selected or otherwise appointed by the Union to represent employees;
- 2.02** "Employee" shall mean any person employed by the employer including any person on the recall list;
- 2.03** "Grievance" shall mean any dispute or difference between one or more employees and/or the Union on the one hand, and the Employer on the other, respecting terms or conditions of employment or the rights, privileges or duties of the employee or employees, the Union or the Employer, and, without restricting the generality of the foregoing, including any question of the interpretation, application, administration or alleged violation of, or alleged non-compliance with, any of the provisions of this Agreement **or the Canada Labour Code;**
- 2.04** "International Union" shall mean the United Steelworkers;
- 2.05** "Lay-off" shall mean a reduction in the total number of employees employed;
- 2.06** "Lock-out" is the closing of the place of employment or the suspension of work or the refusal by the Employer to continue to employ a number of his employees for the purpose of compelling or inducing his employees, or to aid another employer in compelling or inducing his employees, to refrain from exercising any rights or privileges under the Labour Relations Act.

- 2.07** "Length of service" shall mean the time actually worked in the employment of the Employer from last date of hire. Lay-off during which seniority accumulates, approved leaves of absence and periods of absence due to illness, accident, lawful strike or lock-out, vacation and paid holiday shall be considered time worked in computing length of service;
- 2.08** "Standard hourly rate" shall mean the hourly rate of pay, exclusive of all overtime and other premiums,
- 2.09** "Strike" shall mean:
- a) a cessation of work,
  - b) a refusal to work, or
  - c) a refusal to continue to work, by employees in combination or in concert or in accordance with a common understanding, for the purpose of compelling the Employer to agree to or alter terms or conditions of employment;
- 2.10** "**Local Union**" shall mean the United Steelworkers, Local **5319 & 9342**.
- 2.11** "Screeners" shall mean any employee of the Company employed for the purpose of screening (change through the agreement to reflect this change).
- 2.12** "Place of employment" shall mean assigned work site;
- 2.13** "Pay period" shall mean the **two (2)** week period commencing on the day as agreed in negotiations and as outlined in a letter between the Parties which will remain in force for the term of this Agreement unless changed by mutual agreement;
- 2.14** **For benefits purposes a "Full-time employee"** shall mean an individual who is scheduled to work on a regular basis of thirty (30) hours or more per week;
- 2.15** **For benefits purposes a "Part-Time employee"** shall mean an employee who is scheduled to (0-29) hours per week.
- 2.16** "CATSA" shall mean the Canadian Air Transport Security Authority
- 2.17** **The maximum number of Part-time employees shall not exceed twenty-five percent (25%) of the workforce at any airport.**

- 2.18** The Company shall supply a list of Full-time and Part-time employees to the union monthly for each airport.
- 2.19** “Point Leader” shall mean an employee whose duties include but are not limited to overseeing screening officers performance, mentoring, providing advice (i.e. Security Notices, CATSA Operations Bulletins), performing technology procedures, alarm resolution, on-job-training, ongoing and refresher training and promoting a team work approach. Evaluations concerning the above are to be completed to help promote/coach employees to excel in their position.

### ARTICLE 3 - RECOGNITION AND JURISDICTION

- 3.01** The Union is recognized as the sole and exclusive bargaining agent for all screeners employed by SHANNAHAN'S INVESTIGATION & SECURITY LTD., its assigns or successors, in **Sydney, Nova Scotia, Moncton, Fredericton, & Bathurst, New Brunswick and Charlottetown, PEI, St. John's, Deer Lake, Stephenville, Wabush, Goose Bay & Gander, Newfoundland and Labrador**, save and except those who have been excluded by virtue of the certification orders of the Canada Labour Relations Board.
- 3.02** An employee awarded a permanent position excluded from the bargaining unit shall be on probation for a period of ninety (90) work days in total from the first day of leaving the bargaining unit. In the event that the employer or the employee determines (within the ninety day period) that the employee is not suited for the position he shall be allowed to return to the bargaining unit. The employer agrees to deduct union dues as contained in Article 6 of this agreement and to remit them to the Union during the ninety day period. After the probationary period an employee may return to the bargaining unit as a new employee without seniority. These time frames may be extended upon mutual agreement by both parties.
- An employee has the right to use this clause only once during the life of this agreement.**
- 3.03** No employee shall be laid off because of sub-contracting.
- 3.04** The Employer agrees not to enter into any agreement or contract with the employees covered by this agreement, individually or collectively, which in any way conflicts with the terms and provisions of this agreement or any statute of the Province of Nova Scotia, **New Brunswick, Prince Edward Island, Newfoundland and Labrador and Canada**. Any such agreement will be null and void.

- 3.05 a)** This agreement shall be binding upon the parties hereto, their successors, administrators, executors and assigns. In the event that **an airport covered under the Atlantic agreement in whole or in part** is sold, leased, transferred or taken over by sale, transfer, lease assignment, receivership or bankruptcy proceeding, such contract and related operations shall continue to be subject to the terms and conditions of this agreement for the life thereof.
- b)** It is understood by this section that the parties hereto shall not use any leasing device to a third party to evade this contract. The Employer shall give notice of the existence of this agreement to any purchaser, transferee, lessee, assignee, etc., of the operation covered by this agreement. Such notice shall be in writing with a copy to the Union, not later than the effective date of sale.
- 3.06** The Employer shall not cause or direct any lockout of employees during the life of this agreement and neither the Union shall in any way authorize, encourage or participate in a strike, walkout or suspension of work against the Employer.
- 3.07** **United Steelworkers, Local 9342 is recognized as the successor Union of United Steelworkers of America Local 6480, certified by the Canadian Labour Relations Board, July 30, 1991.**

#### **ARTICLE 4 - NO DISCRIMINATION**

- 4.01** The Employer and the Union agree not to discriminate against any employee because of his race, language, belief, colour, sex, sexual orientation, ethnic origin, political opinion, physical disability, Union membership or Union activities or any other group prescribed by law.
- 4.02** The employer and the Union agree to abide by the provisions of the Canadian Human Rights code, which is incorporated herein by reference.
- 4.03** The Employer and the Union shall take all reasonable steps to maintain a working environment which is free from sexual and/or racial harassment.



- 4.04** For the purposes of this article, "Sexual Harassment" includes:
- a)** Unwanted sexual attention of a persistent or abusive nature, made by a person who knows or ought reasonably to know that such attention **is** unwanted; or
  - b)** Implied or expressed promise of reward for complying with a sexually oriented request; or
  - c)** Implied or expressed threat or reprisal, in the form either of actual reprisal or the denial of opportunity, for refusal to comply with a sexually oriented request; or
  - d)** Repeated sexually oriented remarks and/or behaviour which may reasonably be perceived to create a negative psychological and/or emotional environment.
- 4.05** For the purpose of this clause, "racial harassment" includes engaging in a course of comment or conduct that is known or ought reasonably to be known to be unwelcome where such comment or conduct consists of words or action by the Employer, or a co-worker in the bargaining unit, which disrespects or causes humiliation to a bargaining unit employee because of his/her race, colour, creed, ancestry, place of origin or ethnic origin.
- 4.06** Where an alleged breach of article 4.01 has occurred, the aggrieved employee (complainant) may initiate a grievance at Step Two of the grievance procedure.
- 4.07** Harassment in whatever form will not be tolerated, whether between employees, to or from the Employer.

## ARTICLE 5 - MANAGEMENT RIGHTS

- 5.01** The Union recognizes that it is the function of Management to manage the affairs of the business and to direct and schedule the working forces of the Employer.
- 5.02** Such management function shall be:
- a) to maintain discipline of employees, including the right to make reasonable rules and regulations, provided, however, that any dispute involving claims of discrimination, inequity or unfairness against any employee is the subject to the grievance procedure of this Agreement;
  - b) to discharge, discipline or demote employees for just and reasonable cause. To hire, transfer, promote and to assign employees to shifts, provided the seniority provisions of this Agreement are observed and provided demotion shall not be used as a disciplinary measure.
  - c) **To provide verbal and/or written coaching and mentoring of employees when appropriate to ensure deficiencies are identified to the employee and provide an opportunity to correct deficiencies prior to implementing discipline as per the collective agreement Article 7. All verbal and/or written coaching and mentoring shall be removed from the employee's record six (6) months from the date of the incident.**
- 5.03** The Employer shall not exercise its rights to direct the working force in a discriminatory, inequitable or unfair manner.
- 5.04** The rights reserved to management herein are subject to the other provisions of this Agreement and shall be exercised in a manner that is fair, reasonable and consistent with the terms of the Agreement.
- 5.05** Employees not covered by this agreement shall not do work normally done by the employees covered by this agreement except:
- a) in cases of emergency;
  - b) in cases of training of employees;

- 5.06** All employee workplace evaluations shall be submitted to the SDM/Line Point Leader. SDM/Line Point Leader will provide direction to employee concerning evaluation results. Employee workplace evaluations will not be used for disciplinary purposes.

## **ARTICLE 6 - UNION SECURITY**

- 6.01** **Membership** - It shall be a condition of employment that every employee must become and remain a member of the Union in good standing effective his/her date of employment.
- 6.02** **Union Dues** - The Company shall deduct Union dues including, where applicable, initiation fees and assessments, on a bi-weekly basis, from the wages of each employee covered by this agreement. The amount of dues shall be calculated in accordance with the Union's Constitution.
- 6.03** All dues, initiation fees and assessments shall be remitted to the Union forthwith and in any event no later than fifteen (15) days following the last day of the month in which the remittance was deducted. The remittance shall be sent to the International Secretary Treasurer of the United Steelworkers, AFL-CIO-CLC, P.O. Box 13083 Postal Station "A", Toronto, Ontario, M5W 1V7 in such form as shall be directed by the Union to the Company along with a completed Dues Remittance Form R-115. A copy of the Dues Remittance Form R-115 will also be sent to the Atlantic Provinces Union office at 236 St. George St., Suite 318, Moncton, NB, E1C 1W1.
- 6.04** The remittance and the R-115 form shall be accompanied by a statement containing the following information:
- a) A list of the names of all employees from whom dues were deducted and the amount of dues deducted;
  - b) A list of the names of all employees from whom no deductions have been made and reasons;
  - c) This information shall be sent to both Union addresses identified in article 6.03 in such form as shall direct by the Union to the Company.

- 6.05 T-4 Slips** - The Company, when preparing T-4 slips for the employees, will enter the amount of Union dues paid to the employee during the previous year.
- 6.06 New Employees** - At the hiring date of each new employee, the Employer shall give him a copy of the collective agreement and a brochure on group insurance. **The employee will be given a half hour (1/2) orientation meeting with the Union. This meeting will be held at a time agreed to by the SDM/Line Point Leader and the Union.**
- 6.07 Union Education Fund** - The Employer shall contribute **fifteen hundred (\$1500.00) to Locals 5319 & 9342 respectively**, per calendar year towards the Union's Education Fund.

**6.08 Humanity Fund** - For the purpose of international aid and development, the Company agrees to deduct on a bi-weekly basis the amount of one (1¢) cent per hour from the wages of all employees in the bargaining unit for all hours worked to a maximum of forty (40) straight time hours per week, and on a bi-weekly basis, to pay the amount so deducted to the "Humanity Fund" and to forward such payment to:

United Steelworkers of America  
National Office  
234 Eglinton Avenue E., 7<sup>th</sup> Floor  
Toronto, Ontario  
M4P 1K7

and to advise in writing both the Humanity Fund at the aforementioned address and the Local Union that such payment has been made, the amount of such payment and the names of all employees in the bargaining unit on whose behalf such payment has been made.

The first Humanity Fund deduction as aforesaid shall be the fifth (5<sup>th</sup>) week following the ratification of this Agreement.

It is understood and agreed that participation by any employee in the bargaining unit in the program of deductions set forth above may be discontinued by any employee in the bargaining unit after the receipt by the Company and the Local Union of that employee's written statement of his desire to discontinue such deductions from his pay which may be received during the four (4) weeks following ratification of the Agreement or at any time thereafter.

It is agreed that the total for each employee's yearly deduction will be entered in Box 46 (Charitable Contribution) of the Revenue Canada T4 slip for the year it has been deducted. For this purpose, the payroll department will note the following Charitable Donation number for the "Humanity Fund": R119172278 RR 0001.

The Company agrees to contribute \$1,000.00 to the Humanity Fund each year of this agreement

## ARTICLE 7 - DISCHARGE AND DISCIPLINARY PROCEDURE

**7.01** The Company retains the right to discipline an employee for just and reasonable cause. When the Company has established that an infraction has been committed by an employee and that disciplinary action is warranted, he/she will be disciplined within ten (10) working days.

**7.02** The company favours "Corrective Discipline" as opposed to "Punitive Discipline" so agrees to follow the procedure of progressive discipline as follows:

1. A verbal Warning - in the presence of a Steward;
2. A Written Warning - copy to Union
3. A Suspension without pay - copy of notice to Union;
4. Discharge- copy of notice to Union

**A Union representative shall be present at any step of the disciplinary procedure. Should an employee refuse Union representation they must sign a waiver with the Union and Employer. The Union shall receive all copies of disciplinary notices given to employees.**

**All discipline shall be administered by an SDM/Line PL.**

**7.03** Except in cases of conduct which would support discharge such as dishonesty, falsification of records, insubordination, sexual harassment or culminating incidents supporting discharge, employee shall be allowed to grieve the discipline and remain on the job until the grievance is resolved. The discipline will be considered to be imposed at the time dispensed however the employee will serve the discipline (if a suspension has been maintained) once the grievance is settled in accordance with the settlement or the grievance has been abandoned by the Union. The above does not apply in cases of discharge.

**7.04a)** There shall be only one employee personnel file and the employee shall have access to review his/her file at a mutually agreed upon time.

- b)** An employee may opt to have Union President or Designate of Local 9342 review his/her file on their behalf after written permission has been granted.

- 7.05** Six (6) months after a first written reprimand has been issued, the reprimand so given shall not be considered in any subsequent disciplinary action and shall be removed from the employee's employment records. In cases where an employee has been given a record reprimand which involves disciplinary action before the first has been so removed from his/her employment record, such second reprimand shall not be considered in any disciplinary action after twelve (12) months from the date of issuance and shall be removed from the employee's employment records after the expiry of the said twelve (12) months.
- 7.06** In the event of a claim that an employee has been disciplined unjustly or unreasonably by any means other than discharge or suspension, the grievance shall be filed at Step 2 of the grievance procedure.
- 7.07** The Company shall not impose disciplinary penalties unjustly or unreasonably. In the event of a claim that an employee has been discharged or suspended unjustly or unreasonably, the grievance shall be filed at Step 2 of the grievance procedure within ten (10) working days.
- 7.08** If it is determined or agreed at any step of the grievance procedure, including arbitration, that an employee has been suspended or discharged unjustly or unreasonably, or that such penalty was too severe, the Company shall:
1. Put the employee back on his/her job with no loss of seniority and;
  2. Pay to the employee either the amount he/she would have earned **had** she/he been working, less any outside earnings.
  3. Rescind the penalty, or
  4. Reduce the penalty to such lesser form as is considered just and equitable by the parties or by the Arbitrator.

## ARTICLE 8 - UNION REPRESENTATIVES

- 8.01** The Employer undertakes to receive, after prior notification, the Union's authorized representatives, delegates and officers, on appointment, to discuss and settle any current or future grievance concerning the interpretation and/or application of this agreement.
- 8.02** The Employer recognizes said union-authorized representatives, delegates and officers as the employee's official representatives to the Employer's representatives.
- 8.03** The Union shall notify the Employer, in writing, of the names of the authorized representatives, delegates and officers. The Employer need not recognize the Union-authorized representatives, delegates and officers unless this procedure has been followed.
- 8.04** The Employer will grant leaves of absence without pay to Union Representatives or to employees to attend Union meetings and conferences, **conventions, and other Union functions** under the following express conditions:
- a) the Union must have made a written request to this effect stating the name(s) of the Union Representatives) for whom the leave is requested, along with the date and duration;
  - b) such request must have been made at least five (5) days in advance except in cases of emergency; **this time constraint will not apply for Article 9.**
  - c) **a minimum of two (2) representatives per airport. One representative per fifty (50) members or part thereof will be permitted.**
- 8.05** For the purpose of this article, the word "day" has the same meaning as "work shift".
- 8.06** In case of a grievance, a Union steward may, during working hours and without loss of salary, investigate and/or submit a grievance according to the grievance procedure provided herein, with the permission of his immediate superior, which permission shall not be unreasonably withheld.
- 8.07** An employee absent under **article 8** shall continue to accumulate seniority and benefits during his absence.



- 8.08** The employer, upon twenty-four **(24)** hours prior notice, shall release the employees whose presence is required at an arbitration hearing; and employees appointed or elected by the union to attend bargaining sessions for the renewal of the agreement.
- 8.09** **Payment while on Union leave** – In the event that an employee is absent from work on approved leave of absence for Union business, the Employer agrees to continue the normal pay for any such employee and the Union agree to reimburse the Employer within thirty (30) days of receipt of an invoice from the Employer.

## **ARTICLE 9 - GRIEVANCE PROCEDURE**

- 9.01** The parties to this Agreement are agreed that it is of the utmost importance to adjust complaints and grievances as quickly as possible. In determining the time limits within this Article, Saturdays, Sundays and recognized holidays shall be excluded. Any and all time limits fixed by this Article may be extended by mutual agreement between the Company and the Union.
- 9.02** Should any question arise concerning the application, interpretation or alleged violation of the provisions of this Agreement between the Company and any employee or group of employees, the following procedure shall apply:

### **Step 1**

Any employee and/or her/his Steward shall discuss any **written** complaint with her/his immediate supervisor. The Supervisor shall state her/his decision **in writing** to the Steward within ten (10) working days. Failing any reply or a satisfactory settlement within ten (10) working days, the employee may proceed to Step 2.

## Step 2

If the matter is not satisfactorily settled at Step 1, it may be submitted to the Manager or her/his designated representative, on an approved grievance form, who shall within **ten (10)** working days of the submission of the grievance to her/him, hold a meeting with a **Unit Representative** and the griever, who may be accompanied by the **Local Union President and/or** Staff Representative of the International Union. **The company will make every effort to provide 48 hours notice to the union steward of when the meeting will take place.** The Manager shall within **fifteen (15)** working days of such meeting, or at a time agreed upon, state his/her decision to the Union in writing.

**9.03** No grievance shall be considered if the circumstances occurred or originated more than ten (10) working days prior to filing a complaint in Step 1 of 9.02.

(a) In the case of any violation, the ten (10) working days shall commence from when the employee first became aware of the circumstances.

(b) In the case of a payment issue from the date the employee receives his/her pay stub.

**9.04** The grievance procedure may be utilized by the Company or by the Union in processing a grievance and which alleges a violation of this Agreement. Such a grievance may be introduced at Step 2. A group grievance will also be introduced at Step 2 of the grievance procedure. If a satisfactory settlement of the dispute is not reached within fifteen (15) working days, the matter may be referred within a further fifteen (15) working days to arbitration.

**9.05** Any decision of the parties at any step in the grievance procedure, as well as the arbitrator's decision, will be final and binding upon the Employer, the Union and the employee(s) involved.

**9.06** **The grievance mediation process can be used in the settlement of a grievance if agreed upon by both parties and should be suggested after completion of Step 2 of the grievance procedure.**

**ARTICLE 10 - ARBITRATION**

- 10.01** All grievances referred to arbitration shall be heard by a single arbitrator and shall be heard in the expedited format.
- 10.02** The hearing shall take place at any time mutually agreed upon between the Company, the arbitrator, and the Union. The arbitrator shall make such decision as may finally dispose of the issue in question and the decision shall be final and binding on all parties. The arbitrator's decision shall be ordered within 30 days of the hearing. Arbitrations shall be heard in the city where the employee(s) work.
- 10.03** The arbitrator shall not have any power to alter or change any of the provisions of this Agreement or to substitute any new provisions or any existing provisions nor to give any decision inconsistent with the term or provision hereof.
- 10.04** The Company and the Union shall share equally the expenses of the arbitrator.
- 10.05** If there should be an accumulation of grievances or disputes to be referred to arbitration, such grievances or disputes may, by mutual agreement, be dealt with by the arbitrator agreed upon by the parties.
- 10.06** Any and all time limits fixed by this Article may be extended by mutual agreement between the Company and the Union.
- 10.07** The arbitrator shall have authority to modify the penalty in a grievance involving the suspension or discharge of an employee.
- 10.08** The parties agree to select Arbitrators by mutual agreement.
- 10.09** Expedited Arbitration; provided for by the Canada Labour Code. Hearing within 30 days of appointment, hearing less formal than a single or panel arbitrator. Affidavit evidence is acceptable. Simple guidelines for hearing to be established by appointed arbitrator at commencement

## ARTICLE 11 - SENIORITY

### 11.01a) Establishment and Accumulation of Seniority

The employer shall establish a seniority list for its' employees. Seniority of an employee covered by the Agreement shall be established after a probationary period. The probationary period shall be from the first shift worked until twenty (20) shifts worked from the date of certification **Foundation 2**. Under no circumstances shall the probationary period be longer than five months in total. Seniority shall accumulate from the first scheduled shift worked. Employees hired on the same day will be placed on the seniority list in alphabetical order based on their surnames and then their Christian names, following the signature of this collective agreement. During the probationary period, the employee shall be entitled to all rights and benefits of this Agreement, except as otherwise provided.

Seniority shall be maintained and accumulated during;

1. Absence due to lay-off, sickness or accident;
2. Authorized leave of absence;

**11.01 b)** An **F2** employee who fails to meet certification on their second attempt; their employment will be terminated and they shall be laid off as a result of their failure to be certified.

### 11.02 Loss of Seniority

An employee shall lose his/her seniority standing and his/her name shall be removed from all seniority lists for any one of the following reasons:

1. If the employee voluntarily quits, given in writing;
2. If the employee is discharged for just and reasonable cause and is not reinstated in accordance with the provisions of this Agreement;

3. If the employee is laid-off and fails to return to work within three (3) working days after he/she has been notified to do so by the Employer. The Union recognizes the nature of the security business and in cases of emergency only, the Employer reserves the right to by pass this requirement, except in the case of a laid-off employee having to provide notice to terminate.
4. Notwithstanding 11.01a) - 1, an employee off work for medical / other reasons in excess of thirty (30) months, where there is no reasonable likelihood of return of work.
5. **If an employee is absent from work for five (5) or more consecutive working days without having notified the company and fails to provide a reasonable explanation for the absence.**
6. **Laid off for more than 12 months.**

**1 11.03 Lay-offs**

Lay-off due to lack of work shall be by seniority with the employee with the least bargaining unit seniority, at the work location, being laid-off first. Laid-off employees shall be given the opportunity to fill any vacancies at any other work location on the basis of qualification, client agreement, and seniority, in the order given.

**1 11.04 Recall**

Recall following lay-off will be in reverse order of 11.03 above.

**11.05** No new employee shall be hired when there is an employee on lay-off able to perform the job.

**11.06** Seniority Lists

- 11.06 a)** The Employer shall establish a seniority list at each location starting with the date on which each Employee's service commenced. Every six months (January to July) a list shall be revised and copies posted on the bulletin boards for employees' inspection. The Union shall also be provided with one copy. Any errors or omissions shall be corrected and issued on the next seniority list.

Point Leader seniority shall be based on the effective date of point leader certification. Placement on schedules shall be based on company seniority. When multiple point leaders are placed on the same shift the person with the most point leader seniority shall receive the wage. If the need to move a point leader arises and all senior point leaders refuse, the junior point leader must move.

The company point leader seniority list will comprise of an employee list that identifies full time point leaders and alternate point leaders. Full time point leaders will be paid an hourly wage for hours worked. Alternate point leaders will be paid an hourly wage at a minimum increment of one half hour for time worked as point leader. All remaining hours worked by an alternate point leader will be paid at the applicable screening officer rate.

- 11.06 b)** Employees who accept the position of Point Leader, shall provide the employer with a notice period of 15 working shifts of their intention to vacate this position and return to their original pre Point Leader position.

**11.07 a)** In order of seniority an employee who is scheduled to work less than forty (40) hours per week will be given the opportunity to work forty (40) hours in the event of a vacancy and in order to maximize their hours up to the forty **(40)** hours per week on the basis of qualification, client agreement, and seniority, in the order given.

**11.07 b)** In order of seniority, the senior employee will be given the opportunity to maximize their hours up to the full time schedule of hours for his/her location.

**11.08** Transfers

If an employee relocates to another area other than the employees' work location, the employee may request a transfer and the right to be hired in a new location where the employer has a working contract of security on the basis of qualifications and client agreement. Such person shall maintain Company seniority and shall be placed on the bottom of the list at the new work location.

**11.09** When a promotion occurs **within the bargaining unit**, the Employer shall take the following factors into account:

- a) qualifications for this position;
- b) when two (2) or more employees are relatively equally qualified, seniority shall prevail.

**11.10** The Employer who lays-off an employee who has completed his probationary period is required to give the employee;

- a) at least two (2) weeks prior written notice of its intention to terminate his employment at a specific date, or
- b) instead of such prior notice, two (2) weeks of salary at his regular salary rate for his regular working hours.

except if the latter is dismissed for just cause.

**11.11** The Employer and the Union will attempt to find suitable employment for an employee whose physical ability is reduced following a work injury or as a result of his age.

## ARTICLE 12 – UNIFORMS

**12.01** The Employer shall supply, at its expense, the uniform which it requires its employees to wear. The Employer will be responsible for ensuring that the uniform fits properly and will provide for any necessary alterations through the uniform provider. The employer and employee shall abide by CATSA Rules and Regulations when dealing with the distribution and maintenance of their uniforms.

Employee's in the event of resignation or termination are required to return the outstanding controlled uniform items, airport RAP/RAIC and parking pass when they come in to their designated airport for their final check and ROE.

## ARTICLE 13 -WAGES

**13.01** Wages shall be paid by direct deposit and every attempt will be made to provide the employee with their pay slip prior to the deposit.

**13.02** Employees shall be paid at regular intervals not exceeding fourteen (14) days.

**13.03** Employees shall receive their wages at a day agreed upon as per Article 2.13.

**13.04** When the regular pay day falls on the bank holidays, wages shall be paid to the employee on the preceding working day.



**13.05** The Employer shall remit to the employee a pay slip with enough information to allow him/her to check the computation of his/her wage. This pay slip shall contain the following data, specifically;

1. The Employer's name
2. The Employee's last and given name
3. The Employee's classification
4. The payment date and its corresponding work period
5. The number of hours paid at the applicable rate during the hours of the regular work week
6. The number of overtime hours paid at the applicable overtime rate
7. The nature and amount of premiums, indemnities or allowances issued
8. The wage rate
9. The amount of gross wages
10. The nature and amount of deductions made
11. The amount of take-home pay
- 12. Accumulated vacation pay**
- 13. Accumulated sick days**
- 14. Accumulated hours toward next pay progression**

**13.06** For the duration of the Agreement, the employer shall pay the wages provided in Appendix "A".

**13.07** The employees' acceptance of a pay slip does not waive payment of all part of the wages owed him/her.

**13.08** Employees who must appear in court or report to court in for any other reason in relation to the performance of their approved duties, will be paid a minimum of four **(4)** hours or the amount of time actually required for appearances at overtime rate if applicable.

- 13.09** The employer may deduct wages only when compelled by a law, a court order, a collective agreement, or when authorized by a law, a court order or a document signed by the employee.
- 13.10** Except where seniority is being applied, an employee transferred to another task at the Employer's request shall be paid at the highest rate of his regular task or of the new task to which he is assigned, whichever is greater.
- 13.11** **Any error in payroll calculation by the Employer, of eight hours (8) or more, shall be paid to the employee in the form of a payroll advance of 75% of the gross amount within seventy-two (72) hours (three (3) business days) of the error being brought to the attention of the Payroll Department. All pay adjustments will be explained in full and shown on the next pay period. Saturdays and Sundays are not included as a business day.**

#### **ARTICLE 14 - HOURS OF WORK AND OVERTIME**

- 14.01 a)** The standard work week for an employee covered by this Agreement is seven (7) consecutive days starting on Sunday.
- 14.01 b)** The standard shift of an employee scheduled to work eight (8) hours shall be eight (8) hours including lunch and rest breaks, unless scheduled hours exceed the standard and are agreed to by the Union scheduling committee.
- 14.02 a)** Hours worked by an employee in excess of eight (8) hours per day or forty (40) hours per week shall be paid at the rate of 1 1/2 times the standard hourly wage unless scheduled hours exceed the standard and are agreed to by the Union scheduling committee.
- 14.02 b)** A regular employee will not work more than seven (7) consecutive days, whether included in the same week or not, failing which, as of the eighth (8th) day she/he will be paid at the rate 150% of her/his hourly rate.
- 14.02 c)** Employees who absent themselves for reasons of illness during their regularly scheduled seven day schedule will not be paid overtime should they report to work to fill a vacancy on their regular scheduled days off. Overtime will be paid for time actually worked as defined in 14.02 (a).

### 14.03 Shift Exchanges

Employees will be allowed to exchange shifts provided that the continuity of the operation is maintained. The employee who works a shift for another employee will be subject to all the rules and regulations as if it was her/his normally scheduled shift. Both employees must notify the employer in writing, forty-eight **(48)** hours in advance of any planned shift exchange.

In the event of a reasonable request timeframes will be adjusted.

No shift exchanges will be allowed to work for another employer. Employees will be allowed same day shift exchanges provided operational requirements are maintained.

**The exchanged work shift shall be recorded on the sign in sheet by the employee who actually works the shift. No shift exchange will result in overtime pay.**

All shift exchanges must be approved by management when approved by the employer exchanged shifts become the responsibility of the employee accepting the shift not the employee requesting the shift change.

**Forfeits will be permitted to a maximum of three (3) percent of employee's maximum yearly schedule. This percentage will be reviewed on an individual airport basis providing operational requirements are met.**

- 14.04 a)** Unless mutually agreed, an employee will not be forced to stay in excess of four **(4)** hours in the event their replacement does not report for work.
- b)** Unless mutually agreed, an employee will not be asked to stay in excess of four **(4)** hours, nor will he/she be forced to stay in excess of **four (4) hours** in the event of flight delays or extra sections.
- 14.05** Employees injured on the job to the extent that they cannot continue to work, will be paid the remainder of the shift provided they seek medical attention and provide verification.

- 14.06** a) No shifts will be scheduled with less than eight (8) hours rest between shifts unless by mutual agreement.
- b) The Union and management will create a schedule committee immediately following ratification of this collective agreement. The purpose of this committee is to purpose alternate shift schedules to the company. The shift schedule developed is to meet the Employers Airports obligations. The shift schedule will be developed based on the Letter of Understanding Re: Principles of Scheduling. Implementation of the schedule is at the sole discretion of the company. The company will not unreasonably refuse implementation of a proposed shift schedule.
- c) Full-time employees shall be scheduled for forty **(40)** hours with remaining hours being assigned to Part-time employees provided the principles of scheduling are met.
- 14.07** a) Part-time employees shall be called to work in order of seniority at each work site, as per section **11.07**. Part-time employees shall have their name removed from the call in list for a period of two weeks if they refuse a call in on more than three (3) consecutive occasions, without valid reason.
- b) Part-time employees will not be required to work more than five (5) days in a calendar week unless mutually agreed.
- c) Employees will be allowed a meal period of thirty **(30)** minutes with pay for each shift worked to be taken as close as possible to the mid point of the shift; and will be allowed a fifteen **(15)** minute paid break at each two hour interval. The company reserves the right to determine the number of employees to go on break during each timeframe. A break schedule to be determined for each airport based on operational requirements. The schedule shall comply with the timeframes as stated above. Employees will not be called back to work during their meal period or rest break unless they are required to respond to a major emergency situation.
- 14.08** An employee who reports for work and has not been advised not to do so prior to the start of her/his scheduled shift and no work is available, will be paid a reporting allowance equal to four **(4)** hours at the employees standard hourly rate.

- 14.09** Overtime shall be distributed equally, by seniority, among persons within the bargaining unit at each work location. When overtime work is required and no employee accepts to work such overtime, the junior employee shall be required to work such overtime. For the purpose of junior employee for partial shifts it shall be the junior employee at the work site or full shifts it shall be the junior employee off site.
- 14.10** An employee who has already left the work site after the end of his/her regular shift and is called back to work, shall be paid the overtime rate for each hour worked but in any event, he/she shall not be paid less than four **(4)** hours at his/her hourly rate.
- 14.11** An employee who already scheduled to work or working may be asked to report to work early or remain at the work site, shall be paid for these additional hours as per the collective agreement.

#### ARTICLE 15 - ANNUAL VACATION

- 15.01 a)** Upon completion of one (1) year's service an employee shall receive vacation with pay which must be taken before the employee's next anniversary date on the following basis:

b) SERVICE	VACATION WITH PAY
1 complete yr. but less than 5 yrs.	2 wks. at 4%
5 complete yrs. but less than 10 years	3 wks. at 6%
10 complete years and up	4 wks at 8%
6% starts from the beginning of your sixth year.	
8% starts from the beginning of your eleventh year.	

- c)** Effective April **01, 2010**:

SERVICE	VACATION WITH PAY
1 complete yr. but less than <b>4</b> yrs.	2 wks. at 4%
<b>4</b> complete yrs. but less than 10 years	3 wks. at 6%
10 complete years and up	4 wks at 8%
6% starts from the beginning of your fifth year.	
8% starts from the beginning of your eleventh year.	

- 15.02** In the event that an employee does not indicate to the employer a time she/he wishes to take vacation, the employer may schedule the employee's vacation. A week as referred to in 14.01 b) may be taken as a scheduled shift rotation by mutual agreement.
- 15.03** Employees will choose their vacation date in order of site seniority. Between November 15 and 30, they will inform the Employer of their preference. Any vacation requests made after this period will be on a first come first serve basis. To avoid a shortage of qualified employees, the Employer reserves the right to determine the number of employees who can leave simultaneously. Employees will be notified in writing by December 31 whether or not their vacation request has been approved.
- 15.04** Leave of absence without pay will be granted when possible to regular employees for vacation extension provided that replacement employees are available.
- 15.05** Vacation pay to be paid on employee's anniversary date or upon the request of the employee, for the next preceding pay period. **Employees may request an advance of up to seventy five percent (75%) of their gross vacation pay amount prior to the start of their vacation. An adjustment will be made on the following pay period.**
- 15.06** **Vacation pay shall be calculated on employee's gross earnings.**

## **ARTICLE 16 - PAID HOLIDAYS**

- 16.01** For the purpose of this Agreement, the following eleven (11) days are paid holidays under the terms and conditions outlined below:

- |    |                |     |                           |
|----|----------------|-----|---------------------------|
| 1. | New Year's Day | 6.  | Thanksgiving Day          |
| 2. | Good Friday    | 7.  | Remembrance Day           |
| 3. | Victoria Day   | 8.  | Christmas Day             |
| 4. | Canada Day     | 9.  | Boxing Day                |
| 5. | Labour Day     | 10. | Civic Holiday (Discovery) |
|    |                | 11. | Easter Monday             |

**16.02** An employee will be paid an allowance of the number of hours they are regularly scheduled to work at his/her standard hourly rate for each of the holidays referred to in Article **16.01**. In any event the employee shall not receive less than the average number of hours for that work provided that:

- a) He/she performs work, is scheduled off, on vacation, or on approved leave of absence on the day that the holiday is observed.
- b) he/she worked his/her last scheduled shift before and his/her first scheduled shift after the day the holiday is observed.
- c) In the event an employee has been on sick leave to a maximum of five (5) work days.
- d) He/she must have worked twelve (12) shifts in the preceding month.

**16.03** An employee who works on any holiday as referred to in Article **16.01** will be paid at the rate of 150% in addition to the allowance referred to in Article **16.02**.

**16.04** Employees required to work on Christmas Day and/or New Years Day will receive a meal voucher for ten (\$10.00) dollars.

## **ARTICLE 17 - LEAVE OF ABSENCE**

**17.01 a)** In the event of the death of an employee's spouse, common law spouse, child, father, mother, sister, brother, grandfather, grandmother, grandchild, mother-in-law and father-in-law, the employee will be entitled to three (3) days with pay commencing from the notification of the death provided the employee would have been scheduled to work. Should the funeral not fall within these three (3) days the employee shall be allowed a day off without pay to attend the funeral. Employees will be required to provide a copy of the death certificate by the end of the following pay period.

- b) If the death of any aforementioned relative occurs out of town, an additional day without pay will be granted to run consecutively after the previously mentioned days of bereavement leave.

- c) An employee may be absent from work for one (1) day without loss of wages on his or her wedding day. An employee may also be absent from work without pay on the wedding of one of his or her children or for three (3) days paid leave on the birth or adoption of a child provided the employee is scheduled to work
- 17.02** The employer agrees to abide by the appropriate legislation in the case of maternity leave and adoption leave and the employee will be reinstated to his/her former position, if available, or a similar position at the expiration of such leave.
- 17.03** An employee shall be granted a leave of absence without pay from the employer to work for the Union to a maximum of two (2) years.
- 17.04** **Court Leave** - An employee called to serve as a witness in relation to the performance of his duties will be paid as if he had worked for the time spent, including travel. An employee shall suffer no loss of wages in this regard. Any costs received by an employee from the court shall be refunded to the Employer.
- Jury and Crown Witness leave** - An employee called to serve as a juror or as crown witness must inform his Employer as soon as he receives the subpoena and the Employer will reimburse him the difference between his jury or witness duty fee, and his regular wages. Said employee will be paid as if he had worked for time spent including travel during regularly scheduled work days for the employee. An employee shall suffer no loss in wages while serving as a subpoenaed witness or for jury duty during regular working hours, if selected.
- 17.05** **Public Office Leave** - Upon written request by the Union and the individual concerned, the Employer shall grant leave of absence without pay to any employee elected to and without pay while campaigning for his own election to the **Provincial** Legislature or the House of Commons. Such leave shall be for a maximum period of two (2) months in the case of his campaigning or for the term of such office in the case of his election.



**17.06 Sick Leave -**

- a) Regular employees shall earn paid sick leave at the rate of  $\frac{3}{4}$  days per month to a total of 8 days in a year based on an employees regularly scheduled hours.
- b) Regular pay excludes vacation, statutory holidays not worked and overtime. Sick days will be paid out in increments of one-half day or a full days pay based on regularly scheduled hours

**17.07 Special Medical Leave**

Where an employee is required to absent **him/herself** from work in order to attend an appointment with a medical specialist, the Employer shall grant any such request in writing for time off. Requests to be submitted to Employer in advance. For scheduling purposes the Employer and the Union Scheduling Committee requires as much notice as possible.

**17.08a)** A leave of absence may be granted to an employee following an agreement with **his/her** employer. This agreement must be signed by the Employee, the Company and the Union.

**b)** Special consideration shall be given to leave of absence for Family Emergencies.

**17.09** An employee shall continue to accumulate seniority during the term of any leave of absence.

**17.10** No probationary employee shall be granted a leave of absence under Article **17.08 a)**.

**ARTICLE 18 - HEALTH AND SAFETY**

**18.01** The employer shall make all reasonable provisions for the occupational health and safety of it's' employees. All rights and privileges established under the laws of the Province or the Canada Labour Code in respect of occupational health and safety shall form part of this Agreement.

- 18.02** The employer and the Union recognize the need for constructive and meaningful consultations on health and safety matters. Consequently, joint health and safety committees shall be formed to review and establish safe work practices and policies.
- 18.03** The Joint Health and Safety Committee shall consist of an appropriate number of committee members selected by the Union to represent the Union members and an appropriate number from Management. The Committee shall meet as required and in any event at least once per month.
- 18.04** The time spent in meetings shall be paid at the regular straight time of the employees by the Employer.
- 18.05** a) The Company will insure that first-aid facilities are made available at the work site.
- b) Surgical or other proven protective gloves must be worn at all times by all employees during physical search of both passengers and baggage. The Company shall provide gloves.
- 18.06** PBS employees assigned to regular rotation shall not perform his work for more than fifteen **(15)** consecutive minutes in any one screening position. No employee will leave his post until he has first been relieved.
- 18.07** The Employer will not require employees to participate in searches of the Employer's equipment, property or premises in the event of a bomb threat. This understanding does not preclude the voluntary participation by the employee in such searches; however, the Employer shall inform the employees that a bomb threat has been reported prior to requesting the employees to search or service the Employer's equipment, property or premises.

**ARTICLE 19 - BULLETIN BOARDS**

- 19.01** The Company will provide a bulletin board at each work location subject to Transport Canada's approval for the posting of Union notices related to elections, meetings and social functions provided that such notices are signed by an authorized Union official.

**ARTICLE 20 - NOTICES**

- 20.01** Any notices in writing which either party gives to the other shall be by registered mail, postage prepaid, addressed as follows:

TO THE COMPANY:

Shannahan's Investigation & Security Limited  
P.O. Box 10  
Mt. Pearl, NL  
A1N 2C1

E-mail: [hr@shannahans.com](mailto:hr@shannahans.com)

TO THE UNION:

United Steelworkers  
Local 5319  
1 Bell Blvd., Comp # 1615  
Enfield, NS  
B2T 1K2

E-mail: [president5319@eastlink.ca](mailto:president5319@eastlink.ca)

United Steelworkers  
Local 9342  
PO Box 1495 Stn. C  
St. John's, NL  
A1C 5N8

E-mail: [usw@nf.aibn.com](mailto:usw@nf.aibn.com)

- 20.02** Any notice provided in the Agreement to be mailed by registered mail shall be deemed given as of the next day after date of mailing. The registration receipt shall establish the date of mailing.
- 20.03** The Company or the Union may change its address at any time by notice as set out in Article 20.01.

- 20.04** The parties may use E Mail to provide notice but will follow up with regular mail.

## **ARTICLE 21 - TRAINING AND EQUIPMENT**

- 21.01** Recognizing the uniqueness of the job being performed within the establishment, the Employer shall make available a training program for all employees based upon CATSA regulations.
- 21.02** All training and testing performed by employees shall be on paid time.
- 21.03** It is the policy of Shannahan's Investigation & Security Limited that employees at some time during their career with Shannahan's may have to travel for reasons as required by the company.

The following procedures will provide Shannahan's Investigation & Security Limited employees with guidelines governing travel.

## **PROCEDURES**

### **Scheduling**

- **The employer reserves the right to alter any employees working schedule to accommodate training. No schedule will be altered below employees regularly scheduled hours.**
- The company will provide each employee with as much notice as possible of any schedule change due to training requirements. The company will also provide each employee with a minimum of 1 weeks notice unless circumstances beyond our control require change to training schedules. (This does not apply to probationary employees undergoing Foundations 1 & 2 training)

### **Travel for training**

Employees traveling for training will follow these guidelines:

- Employees will be paid **(4)** four hours travel time. Terms and conditions outlined in the collective agreement will apply.
- Under specific uncontrollable conditions travel time exceeding **(4)** four hours may be approved depending on individual circumstances. For example; flight delays, rerouting of flights, availability of flights to get the employee to their destination within a reasonable amount of time etc.

- Reasons not to be considered to exceed **(4)** four hours travel time: mechanical breakdown of vehicle, getting lost en route, running out of gas etc.
- The company will book all flights for employees

### **Accommodation**

- The standard for accommodation is a single room, in a safe environment, conveniently located and comfortably equipped.
- The company will automatically book hotel rooms for employees

### **Per Diem**

- A daily per diem will be given to employees in advance of estimated travel duration. (see attached Per Diem rates)
- Partial per diem will be payable to employees for partial days of travel
- Travel which is extended beyond the estimate of per diems already paid will be payable upon receipt of travel claim forwarded by the employee to their supervisor
- Travel for which per diems have already been paid and are shorter than estimated will be taken back from the employee in an agreed upon manner between the employee and the payroll department.

### **Personal Vehicle Use**

- Travelers shall use the most direct, safe and practical road routes and shall claim only for distances necessarily driven on behalf of Shannahan's Investigation & Security Limited.
- Any travel which is in excess of 400 kilometers from the airport from which the employee is regularly assigned will have the option of flying to the destination
- If the employee so chooses to use their personal vehicle they will be paid a kilometer allowance according to CATSA guidelines from airport to airport up to a maximum of 400 kms for the trip each way. (see attached CATSA guidelines)
- Mileage allowance will be paid at the applicable per kilometer rate.
- Any travel which is less than 400 kilometers from the airport from which the employee is regularly assigned the employee will be paid for kilometers actually driven to get to the destination.
- The employee will be offered the option to fly from their home airport to the training center in the event of inclement weather or other safety considerations.
- If an employee of the group decides to use their personal vehicle, the vehicle owner will be paid the allowable kilometer rate.

### Rental Vehicle

- Travel that involves multiple employees will be offered the option to use a rental vehicle or car pool.
- The company will provide the rental vehicle, insurance and will reimburse the driver for all gas purchases directly related to the travel upon submission of receipts.

### Entertainment

- Entertainment expenses are not claimable while attending training sessions.

- 21.03 All F1, F2, **EDX, NPS** and **CTX** training shall be offered on a seniority basis. In the event that there is a conflict caused by insufficient operational requirements, the employee with the greater seniority meeting these requirements shall be offered this training and future training will resume as per general seniority. When training can't be done in order of seniority for operational requirements the company will meet with the union to discuss the situation and resolution before the training is to begin.
- 21.04 The Employer will pay the cost of Medical Certificate every two (2) years. Employees shall be notified thirty (30) days prior to expirations of Medical Certificate.
- 21.05 The employee is responsible for providing a standard first aid certificate as a prerequisite of employment. Such certificate must be valid for a minimum of twenty-four (24) months. The employer agrees to maintain employee's first aid certificate following two complete years of service.

## ARTICLE 22 – BENEFIT PLAN

**22.01** The Employer shall contribute to the Steelworkers Trusted Benefit Plan (the “Plan”) **and/or** the Blue Cross Medical Plan on behalf of each employee for each pay period an amount as per the attached Schedule “A”.

“Hours Worked” means all hours for which an employee receives wages or salary, and includes, without limited the generality of the foregoing, vacation pay, holiday pay, and hours for which such employee is absent for approved union business.

The Union will have the right to have the benefit coverage transferred to the Steelworker Trusteed Benefit Plan should there be a fundamental change to the level of benefits or the cost of the benefits increased by Blue Cross. In any case, the level of benefits covered by both plans shall mirror each other.

Any employee off for injury or illness shall continue coverage for twelve (12) weeks.

**22.02** Contributions to the Plan shall be made for employees who are on legislative leave as defined by the Canada Labor Code and are based on a prorated basis of hours worked in the previous three months. Examples of such leave (maternity, sick leave, and workers’ compensation).

If an employee is laid-off, contributions to the Plan shall continue to the end of the month in which the lay-off occurs.

**22.03** The Employer shall ensure that the contributions are received by the Plan no later than the **15<sup>th</sup>** day of the month following the month in which benefits are to be provided to employees.

**22.04** The Employer agrees to provide the Plan, on a timely basis, all information that the Administrator may reasonably require in order to properly record and process benefits.

## ARTICLE 23 -WORKPLACE RELATIONS COMMITTEE

**23.01** The parties included in this agreement will form an Industrial Relations Joint Committee to a maximum of two **(2)** members appointed by the Employer and a maximum of two **(2)** members appointed by the Union.

The company representatives should be:

1. Human Resources Manager
2. Human Resources Advisor

The union representatives should be:

1. Unit Chair - one per airport
2. Member from Local **9342** & Local **5319**

The first meeting shall be held two **(2)** weeks after the appointment of the committee members with a secretary to arrange schedule for meetings. Minimum of five members to attend any one meeting.

Secretary will attend to record minutes of meeting.

Meetings may be attended via conference call.

Either party may submit issues for discussion one week prior to the meeting.

Meetings will continue for the life of this agreement, after the initial meeting, on a quarterly basis during work hours.

**23.02** The task of this Committee shall be to:

- a) develop good relations between the Union and the Employer by examining problems of common interest which concern all or part of the employees who are members of the bargaining unit.
- b) make recommendationsto the parties.



## ARTICLE 24 - GENERAL PROVISIONS

- 24.01** Rights, privileges and benefits presently in effect or provided to employees will remain in full force and effect for the duration of this agreement
- 24.02** The Company agrees to continue to pay the cost of monthly parking at the airport for all employees covered by this agreement.

## ARTICLE 25 – PENSION PLAN

For the term of this agreement the Employer will match the employee's **mandatory** contribution into a Pension Plan **up to the percentages as highlighted in Schedule "A"** of the employee's annual gross earnings. The employee may contribute up to a combined maximum of 10 percent **(10%)**. The employee may contribute any pay out as provided for under Letter of Understanding#3.

## ARTICLE 26 - DURATION

- 26.01** This agreement shall come into effect **April 01, 2007**, except as where noted otherwise and remain in full force until **March 31, 2012**. Subsequently, the agreement shall continue to bind the signatories month after month, except if a written notice to perform from one of the parties who wishes to revise such agreement is addressed to the other party within ninety (90) days prior to the expiry date or any other successive expiry date established month after month.
- 26.02** Once the notice to perform to negotiate collectively has been remitted, the Union and the Company must enter into negotiations without delay and conduct them promptly and in good faith, without omitting any reasonable effort in order to reach a collective agreement.
- 26.03** The Letters of Understanding attached hereto form part of this Collective Agreement.

**26.04** For the purpose of this agreement a three (3) percent increase has been negotiated for April 01, 2010 and April 01, 2011. These rates will remain in effect unless collective bargaining in Pearson International Airport (YYZ) Toronto, ON or Montreal Airport (YUL) Montreal, PQ negotiates increases that exceed the above stated rates. In any event rates will be adjusted to collective bargaining that has taken place in Toronto, ON or Montreal, PQ effective April 1, 2010.

In witness whereof the parties hereto have caused this Agreement to be signed by it's duly authorized representatives, this 20th day of July, 2007.

Shannahan's Investigation &  
Security Limited

United Steelworkers

For the Company

For the Union

---

---

---

---

---

---

## SCHEDULE "A"

<b>Wage Progression</b>							
<b>Effective Date</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3.1</b>	<b>Level 3.2</b>	<b>Level 3.3</b>	<b>Level 3.4</b>	
<b>April 1, 2007</b> :	\$ 10.53	\$ 11.67	\$ 12.80	\$ 13.15	\$ 13.55	\$ 13.94	
<b>September 1, 2007</b> :	\$ 11.13	\$ 12.24	\$ 13.33	\$ 13.68	\$ 14.07	\$ 14.45	
<b>April 1, 2008</b> :	\$ 11.88	\$ 12.99	\$ 14.08	\$ 14.43	\$ 14.82	\$ 15.20	
<b>September 1, 2008</b> :	\$ 12.48	\$ 13.56	\$ 14.61	\$ 14.96	\$ 15.34	\$ 15.71	
<b>April 1, 2009</b> :	\$ 13.48	\$ 14.56	\$ 15.61	\$ 15.96	\$ 16.34	\$ 16.71	
<b>September 1, 2009</b> :	\$ 14.08	\$ 15.13	\$ 16.14	\$ 16.49	\$ 16.86	\$ 17.22	
<b>March 31, 2010</b> :	\$ 14.68	\$ 15.68	\$ 16.68	\$ 17.03	\$ 17.38	\$ 17.73	
<b>1-Apr-10</b>	\$ 15.12	\$ 16.15	\$ 17.18	\$ 17.54	\$ 17.90	\$ 18.26	
<b>April 01, 2011</b>	\$ 15.57	\$ 16.63	\$ 17.70	\$ 18.07	\$ 18.44	\$ 18.81	

**Pension Plan**

	<b>Employee Contribution</b>	<b>Company Contribution</b>
<b>April 1, 2007</b>	1.00%	1.00%
<b>September 1, 2007</b>	1.00%	1.00%
<b>April 1, 2008</b>	1.00%	1.00%
<b>September 1, 2008</b>	1.00%	1.00%
<b>April 1, 2009</b>	2.00%	2.00%
<b>March 31, 2010</b>	3.00%	3.00%
<b>March 31, 2011</b>	4.00%	4.00%

**Medical Plan Contribution**

<b>April 1, 2007</b>	\$1.05
<b>September 1, 2007</b>	\$1.25
<b>April 1, 2008</b>	\$1.25
<b>September 1, 2008</b>	\$1.25
<b>April 1, 2009</b>	\$1.30
<b>March 31, 2010</b>	\$1.35
<b>March 31, 2011</b>	\$1.40

Point Leader Premium	Remuneration													
	Sep-07	12.50%	Apr-08	12.50%	Sep-08	12.50%	Apr-09	12.50%	Sep-09	12.50%	Apr-10	12.50%	Apr-11	12.50%
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Hourly	\$ 1.81		1.90		1.96		2.09		2.15		2.28		2.35	
Wage	\$ 16.26		17.10		17.67		18.80		19.37		20.54		21.16	

#### Northern Allowance (Wabush & Goose Bay)

	Sep-07	Apr-08	Apr-09	Apr-10	Apr-11
Full-Time	\$150.00	\$200.00	\$250.00	\$250.00	\$250.00
Part-time	\$90.00	\$120.00	\$150.00	\$150.00	\$150.00

#### Note:

Full-time employees to have worked scheduled hours of a minimum of 144 in two consecutive pay cycles

Part-time employees to have worked scheduled hours of a minimum of 88 in two consecutive pay cycles

Employee's with less than 24 hours in two consecutive pay cycles **will not be** entitled to any remuneration for Northern Allowance

It is understood that paid absences (ie vacation entitlement, paid sick days, and bereavement) provided for this in Collective Agreement shall be counted as scheduled hours worked in this calculation.

Overtime and Absence Without Leave are not part of this calculation.

#### Volume, Risk, Stress, Consequences Bonus (VRSC)

Fixed for the term of contract.

Maximum Hourly Rate that is effective April 01, 2009 (\$16.71) multiplied (X) by (Full-time 2080). (Part-time 1248) hours multiplied (X) 5% divided by 13.

Bonus will be paid following the completion of two consecutive pay cycles

	Apr-09	Apr-10	Apr-11
Full-time	\$133.68	\$133.68	\$133.68

Part-time	<b>\$80.21</b>	<b>\$80.21</b>	<b>\$80.21</b>
-----------	----------------	----------------	----------------

Note:

VRSC applies to Airports with Air Traffic of 500,000 passengers or more per annum. (St. John's-YYT & Moncton-YQM)

Full-time employees to have worked scheduled hours of a minimum of **144** in two consecutive pay cycles

Part-time employees to have worked scheduled hours of a minimum of **88** in two consecutive pay cycles

Employee's with less than **24** hours in two consecutive pay cycles will not be entitled to any remuneration for VRSC

It is understood that paid absences (ie vacation entitlement, paid sick days, and bereavement) provided for this in Collective Agreement shall ~~be~~ counted as scheduled hours worked in this calculation.

Overtime and Absence Without Leave are not part of this calculation.

## **STATEMENT OF DUTIES**

All levels **and duties** will be CATSA certified and trained and progression will be based on hours that a Screening Officer has been employed as a PBS.

**In the event that in the future a premium is provided for employees who have attained an NPS, EDX, CTX or any other designation, Shannahan's Investigation & Security Limited will pass on such negotiated increases to the employees who are qualified to perform such duties.**

## LETTERS OF UNDERSTANDING

Letter of understanding # 1  
Re: Scheduling

The Company and the Union agree to apply the following principles when implementing work schedules.

### Principles for Scheduling

- Preference by seniority
- Rotational
- Fair and Equitable distribution of hours
- Consistency
- Length of shifts (Airport Specific)
- Every effort will be made to avoid split shifts
- Advance notice of schedule changes
- If a need to move someone exists then the junior person must move

Lyndon Quinton  
Shannahan's Investigation &  
Security Limited

Mark Arsenault – President Local 5319  
United Steelworkers

Bernice Cooke  
Shannahan's Investigation &  
Security Limited

Stephen Murray - President Local 9342  
United Steelworkers



Letter of understanding # 2

Re: Distribution of Overtime

Within one (1) month of ratification of this agreement the parties agree to sit down and put together a system of offering overtime at each airport. The purpose of this is to ensure that overtime will be distributed in accordance with Article 14.09.

Once the system is in place the union will have access to the records on a weekly basis. All discrepancies will be adjusted.

Lyndon Quinton  
Shannahan's Investigation &  
Security Limited

Mark Arsenault – President Local 5319  
United Steelworkers

Bernice Cooke  
Shannahan's Investigation &  
Security Limited

Stephen Murray - President Local 9342  
United Steelworkers

### Letter of understanding #3

Re: Article 17.07 a) and b) Sick Leave

For the purposes of clarifying the intent of the parties regarding **17:07** of the collective agreement, the union agrees to the following.

Sick leave will be based on hours banked. The formula shall be **one hundred and fifty-five (155)** hours worked shall equal six (6) hours banked, (**155 = 6**). Hours worked do not include vacation, statutory holidays not worked and overtime.

This will be to a maximum of sixty-four (64) hours.

Time off for sickness shall be paid out in increments of four (**4**) and eight (8) hour segments.

If the time is not used in the calendar year the company agrees to the following:

There will be a **voluntary** carry-over to a **maximum of twenty-four (24)** hours to the next year, and the remaining time shall be **either** paid out to the employee **or transferred into the employee pension plan.**

The Employer will pay out in the second pay period of the coming year for any time remaining as of the last pay period in December of the current year.

Signed

Lyndon Quinton  
Shannahan's Investigation &  
Security Limited

Mark Arsenault – President Local 5319  
United Steelworkers

Bernice Cooke  
Shannahan's Investigation &  
Security Limited

Stephen Murray - President Local 9342  
United Steelworkers

**Letter of understanding#4**

**Re:** Work Hours

Effective January 1, 2005 union hours shall be considered work hours for the purpose of this agreement.

Signed,

Lyndon Quinton  
Shannahan's Investigation &  
Security Limited

Mark Arsenault – President Local 5319  
United Steelworkers

Bernice Cooke  
Shannahan's Investigation &  
Security Limited

Stephen Murray - President Local 9342  
United Steelworkers

**Letter of understanding #5**

Re: Lead Point Leader

A Point Leader will be assigned the Lead Point Leader when there is no **SDM** either at the beginning or end of shift.

This assignment will be voluntary on the basis of seniority. If all refuse then the junior person must accept the assignment.

A premium of \$1.00 per hour shall apply.

Lead Point Leaders will not be used to replace **SDM's** or act as **SDM's**.

Signed

Lyndon Quinton  
Shannahan's Investigation &  
Security Limited

Mark Arsenault – President Local 5319  
United Steelworkers

Bernice Cooke  
Shannahan's Investigation &  
Security Limited

Stephen Murray - President Local 9342  
United Steelworkers

## Letter of understanding # 6

The employer agrees to evaluate the option of banking of overtime for employees over the next two year period. The employer does not currently have the administrative capabilities to offer this option. The employer and union will meet to discuss the results of this evaluation and a further decision will be made at that time. The company will inform the union at each workplace relations committee meeting on the progress of the evaluation.

Lyndon Quinton  
Shannahan's Investigation &  
Security Limited

Mark Arsenault – President Local 5319  
United Steelworkers

Bernice Cooke  
Shannahan's Investigation &  
Security Limited

Stephen Murray - President Local 9342  
United Steelworkers

**Letter of Understanding #7**

Re: Temporary **Service Delivery Manager/Line Point Leader**

The company may select one member of the bargaining unit to cover for **SDM/Line Point Leader** absence **in each airport**.

Duration of absence to be covered shall not exceed three months unless extended by mutual agreement between the company and the union.

This letter can not be used to replace permanent vacancies. Vacancies covered by this letter shall be vacations, sickness/accident or short absences.

The bargaining unit member shall continue to pay union dues during this assignment.

The union shall be notified in writing of the person selected. When a vacancy is being covered the union will be notified in writing who is being replaced, duration and reason.

Signed

Lyndon Quinton  
Shannahan's Investigation &  
Security Limited

Mark Arsenault – President Local 5319  
United Steelworkers

Bernice Cooke  
Shannahan's Investigation &  
Security Limited

Stephen Murray - President Local 9342  
United Steelworkers

## Letter of understanding # 8

The Union agrees to a Line Point Leader, formerly known as working supervisor, at the following airports:

- Stephenville
- Bathurst
- Gander
- Goose Bay
- Wabush
- Charlottetown
- Sydney

This position will not be part of the bargaining unit. This position will not result in an increase or decrease in the required staffing. The employer agrees to appoint a Service Delivery Manager in an airport where staffing level of at least thirty (30) employees is maintained for a minimum of six (6) months. As operational requirements during peak periods change, each airport will be evaluated in consultation with the union. Based on this evaluation the employer agrees to add an additional point leader to the complement for an agreed to number of hours to assist with the operational requirements.

Signed

Lyndon Quinton  
Shannahan's Investigation &  
Security Limited

Mark Arsenault – President Local 5319  
United Steelworkers

Bernice Cooke  
Shannahan's Investigation &  
Security Limited

Stephen Murray - President Local 9342  
United Steelworkers

## Letter of understanding # 9

November 19, 2007

**Premium Pay for Split Shift**

Shannahan's Investigation & Security Limited agree to pay employees who are required to work a split shift a premium rate subject to the following conditions:

- A split shift is defined as an employee who is regularly scheduled to work at an aerodrome a minimum of four **(4)** hours with a break in working hours followed by a second shift consisting of a minimum of four **(4)** hours in the same day.
- Employees must work both portions of split shift in order to qualify for premium pay.
- Premium pay for split shift will be paid once per day as follows:
  1. January 01, 2008 – March 31, 2009 - \$20.00
  2. April 01, 2009 – March 31, 2010 - \$20.60
  3. April 01, 2010 – March 31, 2011 - \$21.22
  4. April 01, 2011 – March 31, 2012 - \$21.86

Signed

Lyndon Quinton  
Shannahan's Investigation &  
Security Limited

Mark Arsenault – President Local 5319  
United Steelworkers

Bernice Cooke  
Shannahan's Investigation &  
Security Limited

Stephen Murray - President Local 9342  
United Steelworkers