

COLLECTIVE AGREEMENT

BETWEEN

GARDA CANADA SECURITY CORPORATION
(herein referred to as the Employer)
Edmonton, AB

AND:

GENERAL TEAMSTERS, LOCAL UNION NO 362
(herein referred to as the Union)

June 1, 2022 – May 31, 2025

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ARTICLE NO. 1 - BARGAINING AGENCY and DEFINITION

- a) The Employer recognizes General Teamsters, Local Union No. 362 as the exclusive representative for the purpose of collective bargaining, and grievances arising from the Agreement, of all employees of Garda Canada Security Corporation located at Edmonton International Airport and Edmonton City Centre Airport, excluding office and clerical staff, Security Operations Control Centre (SOCC) operators, Pass Control Office clerks, assistant site manager and manager and those above as per Certification Order No. 9012-U.
- b) This Agreement shall cover all employees, as defined in (a) above, employed by the employer at the Edmonton International and the Edmonton City Centre Airports.
- c) The term employee as used in this Agreement, shall apply to any person performing work in any job which is covered by the Certificate and this Agreement. Should any other category become necessary within the bargaining unit, and there is no classification or wage rate contained in this Agreement for the job category, then the Union and the Employer shall immediately negotiate a classification and wage rate for that category. Should the Parties fail to agree, the matter shall be referred to a neutral Arbitrator as provided for in this Agreement.
- d) All work within the bargaining unit shall be performed only by those persons coming within the bargaining unit who are members of the Union, as prescribed herein, or who are eligible to become members under Article No. 3 herein.

No work which the employees perform, or can perform, shall be sub-contracted out in any manner except in cases of emergency at the airport and providing that no bargaining unit member is deprived of the work.

e) Definitions

- 1. A Full-time Employee is an employee who holds a position on a continuous basis, in accordance with Article No. 16(b).
- 2. A Part-time employee is an employee who holds a position on a continuous basis in accordance with Article No. 17.
- 3. An Ad-Hoc Employee is an employee who holds a position on an ad-hoc basis and performs work to the EIA Main Contract or any other service contract, in accordance with Article No. 18.
- 4. "Start Date" shall be the first (1st) day on payroll with the Employer, and "Seniority Date" shall be the first (1st) day on payroll at the Edmonton International Airport within the specific seniority list, (i.e. Full-Time, Part-Time, Ad-Hoc).
- 5. The following classifications will be recognized as a definition of the general scope of duties for each classification herein. Such definitions are not limited to those listed and may be changed at the discretion of the employer as a management right to define such duties and shall not replace the defined roles & responsibilities detailed in the SOP's, post orders & job postings supplied by the employer.
 - a.5.i. General Ranks: access control, security patrol functions, equipment operational checks, emergency response, customer service, other as directed.
 - a.5.ii. Guardhouse: airside access control, equipment operational checks, other as directed.
 - a.5.iii. Central Office: Access control admin, CCTV/alarm monitoring, general admin, equipment operational checks, emergency response, other as directed.
 - a.5.iv. Landside Rover: security patrol functions, equipment operational checks, emergency response, other as directed.
 - a.5.v. Groundside Supervisor: Supervise terminal staff, emergency & contingency response, security patrol functions & patrol management, equipment operational checks, customer service, other as directed.
 - a.5.vi. Escort Driver Apron (DA): airside security escort where AVOP is required, emergency response, other as directed.

- a.5.vii. Airside Enforcement Officer (AEO): Primary Security Line (PSL) patrols, Airside Vehicle Operators Permit (AVOP) enforcement, landside patrols, equipment operational checks, emergency & contingency response, some supervision of staff, other as directed
- a.5.viii. Airside Team Leader (ATL): responsible charge position of all duty staff, emergency & contingency response, equipment operational checks, primary POC for airport stakeholders, other as directed
- a.5.ix. Airside Escort D: airside security escort where AVOP-D is required, emergency response, other as directed

ARTICLE NO. 2 - DURATION OF AGREEMENT

- a) This Agreement shall be in full force and effect from and including June 1, 2022 up to and including May 31, 2025, and shall continue in full force and effect from year to year thereafter, subject to the right of either Party to this Agreement, within four (4) months immediately preceding the expiration date, or immediately preceding the anniversary date in any year thereafter, by written notice to the other Party, require the other Party to commence collective bargaining with a view to the conclusion of a renewal or revision of the Collective Agreement, or a new Collective Agreement.
- b) Should either Party give written notice to the other Party pursuant hereto, this Agreement shall thereafter continue in full force and effect until the Union shall give notice of Strike, and such Strike has been implemented, or the Employer shall give notice of Lockout, and such Lockout has been implemented, or the Parties shall conclude a renewal or revision of the Agreement, or a new Collective Agreement.
- c) The expiration date of the Agreement shall be deemed to be the day immediately preceding the implementation of a Strike by the Union, or the implementation of a Lockout by the Employer.

ARTICLE NO. 3 - UNION SECURITY

- a) The Union recognizes the right of the Employer to hire whomever they choose, subject to the seniority provisions contained herein. The Employer shall, however, give the Union an opportunity to refer suitable applicants for employment.
- b) The Union will supply the Company with application forms for Union Membership and Dues Deduction. The Employer agrees that when it hires new Employees, the Employer will have such new Employees fill in the required Union Application for Membership cards prior to commencing work and mail same in to the Union office.
- c) It is agreed that as a condition of employment, each employee will become, and remain, a member in good standing of the Union.

For the purpose of this Agreement, the sole definition of Membership in good standing means that they must pay in accordance with the provisions of this Agreement, the regularly prescribed initiation fee, regular monthly Union Dues, periodic assessments uniformly required of all Members in the Bargaining Unit, and/or other accessorial charges, as levied against him by the Union, and so indicated on the monthly Check-off List as provided by the Union to the Company.

- d) Any Employee of the Company, transferring into the Bargaining Unit will be deemed to be a new Employee for the purpose of seniority provisions contained within this Agreement. The Employees seniority date will be that of the first day worked within the bargaining unit.

ARTICLE NO. 4 - DEDUCTION of UNION DUES

- a) On the first pay period of each month, the Employer will deduct and pay over to the Secretary-Treasurer of the Union, any monthly Union dues, Initiation fees and/or assessments which may be levied in accordance with the Union's By-laws, owing by said Employees hereunder to the Union. Should the employee have no earnings during the first pay period of the month, the Employer will deduct as indicated on the next available pay period to reconcile the Local Union Checkoff.

The Employer will deduct the monies from the first pay of an Employee each month, and remit such monies to the Secretary-Treasurer of the Union on or before the fifteenth (15th) day of the following month in which the monies are deducted, together with one (1) copy of the Check-off list as above mentioned by an emailed statement which will include the names of the employees for whom the deductions were made, and the amount of each deduction. (Note: for the purpose of definition: "Check-off List" is the updated Union's Pre-Billing statement as indicated below). The Company will remit the amount indicated as per the Local Union Checkoff plus all dues collected for newly hired employees as per Article No. 4 b).

The Employer will, at the time of making each remittance hereunder to the Secretary-Treasurer of the Union, update the Union's Pre-Billing statement showing all monthly dues submitted for Members along with current address, postal code, date of hire and Social Insurance Number.

The Monthly Check-off List will reference any;

- New Members to be listed in alphabetical order with current address, postal code, date of hire and Social Insurance Number;
 - Terminations or resignations or leaves of absences are to be clearly identified with current address, postal code, Social Insurance Number and date of termination or resignation;
 - Any current address change to be updated as well as name changes (i.e. marriage).
 - If an Employee works anytime during a month, the Employer assures the Union that the total amount of the monthly dues as specified by the Secretary-Treasurer of the Union will be deducted and forwarded to the Local Union. Probationary Employees included.
- b) Within fifteen (15) days of an employee commencing employment, they shall have an amount equivalent to the monthly dues of the Union deducted from their wages, and that amount, along with the employees name, will be added to the current Union check-off, which is to be emailed to the Union. The Employer will deduct the Initiation Fee from the employee before the employee has completed ninety (90) calendar days of employment. The deduction of the Initiation Fee shall be in increments of fifty dollars (\$50.00) per month commencing the first month of employment.
- c) The Union shall forward all authorization forms to the Employer. It shall be the responsibility of the Employer to take proper and due care of all authorization forms sent to the Employer by the Union.

ARTICLE NO. 5 - MANAGEMENT RIGHTS

- a) Unless expressly limited or addressed by this agreement, the employer retains the right to manage all aspect of the operation including but not limited to, direct the working force, the operations, hire, promote, demote, discipline and terminate employees for proper cause and consistent with the current Collective Agreement.

- b) The Union recognizes the exclusive right of the Employer to manage and direct the Employer's business in all respects in accordance with its commitments, and to alter from time to time, rules and regulations to be observed by employees, which rules and regulations shall not be inconsistent with this Agreement. A copy of all non-classified rules and regulations shall be given to the Union and to the employees. The employee shall sign a confirmation that a copy of the Employer's rules and regulations was received, and that their meaning was understood.
- c) The Union recognizes that the operational needs and requirements of the Edmonton Airport Authority and other contracted companies (the Client) must be adhered to by the Employer and these needs may change from time to time.
- d) Whenever possible and practical, all rules and procedures are to be detailed in writing.

ARTICLE NO. 6 - UNION ACTIVITIES of EMPLOYEES and LEAVES of ABSENCE

- a) The Employer shall allow time off work, without pay, to any employee who is serving as a Union delegate to any conference or function, provided all requests for time off are reasonable and do not interfere with the proper operation of the business. No employee who acts within the scope of this clause shall lose their job or be discriminated against for so acting.
- b) During an authorized, unpaid Leave of Absence, an employee shall maintain and accumulate seniority.
- c) When the requirements of the Employer's service will permit and subject to Article 13 (m), any employee hereunder upon written application to the Employer with a copy to the Union Business Agent, may if approved by the Employer be granted an unpaid Leave of Absence in writing with a copy to the Union, for a period of thirty (30) calendar days. Under such unpaid Leave, the employee shall retain and accrue seniority only.
- d) Such Leave may be extended for an additional period of thirty (30) calendar days, without pay, when approved by both the Employer and the Union, in writing, and seniority shall accrue during such extension.
- e) Any employee hereunder on an unpaid Leave of Absence engaged in gainful employment without prior written permission from both the Employer and the Union shall forfeit his/her seniority rights and his/her name will be stricken from the Seniority List, and he/she shall no longer be considered an employee of the Employer.
- f) No request for unpaid Compassionate Leave will be unduly withheld, however, an employee may be required to substantiate the reason for such Leave, prior to returning to work. Any violation of this provision will be subject to disciplinary action.
- g) An employee who goes to work for the Local Union which represents the employee in his/her bargaining unit, may apply for an unpaid Leave of Absence from the employer for a period not to exceed one (1) calendar year. Such Leave will not be unduly withheld, and when granted, the Employer will do so in writing, with a copy to the Union. The employee will continue to accrue seniority during such Leave. At the expiration of the one calendar year, the employee must return to his/her former position or relinquish all seniority rights with the Employer.
- h) Employees must file a request for Leave of Absence, at least twenty-one (21) days in advance, and the Employer must reply to the said Leave of Absence within seven (7) days of the request.
- i) When an employee suffers an injury or illness which requires his/her absence, they shall report the fact to the Employer as soon as possible, prior to their actual starting time, so that adequate replacement may be made if necessary. The reporting of such injury or illness should be made prior to starting times - a minimum of two (2) hours for day shifts, or four (4) hours for afternoon shifts. Repeated failure to comply may result in disciplinary action being taken by the Employer.

- j) Employees must keep the Employer notified of their correct address and phone number at all times.
- k) **Bereavement Leave** - In the case of death in the immediate family, (mother, father, husband, wife, children, sister, brother, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandchildren, and grandparents, common-law, step-children, step-parents, step-grandparents and any relative of the employee who resides permanently with the employee or with whom the Employee permanently resides) upon notification to the Employer, the affected employee shall be granted three (3) days Leave of Absence with pay. The Employer shall grant an additional leave-of-absence of seven (7) days without pay if the funeral occurs outside of a seven hundred kilometers (700 kms) radius of the employee's normal work location.

Proof of death may be required, if requested by management. The Employer will not require any person already on bereavement leave to report for work during the bereavement period. If an employee is notified of a death in his immediate family while working, he/she shall be relieved from duty and paid for the balance of his/her shift.

- l) **Jury Duty** - All time lost by an employee on his regular work day due to necessary attendance on any court proceedings when subpoenaed as a witness or juror, shall be paid for at the rate of pay applicable to said employee. Once an employee is released from witness duty, he/she shall be returned to the job classification and pay rate they were on, prior to such duty. All witness/Juror payments received by the employee from courts or otherwise shall be reimbursed to the Employer, by endorsement of witness fees to the Employer. The employee must be returned to his regular assignment that he/she was on prior to being summoned or subpoenaed, either during a break in the court proceeding, or on the completion thereof. No employee's work or shift shall be changed to avoid payment as set out above.

In the event an employee is subpoenaed to attend court on his/her day off, on Employer related business only, the Employer will reschedule that employee's shift.

- m) **Maternity and Parental Leave** - shall be as defined and outlined in the Canada Labour Code. The employee shall give the Employer four (4) weeks' notice, in writing, of the day upon which she intends to commence the Leave, and a certificate of a qualified medical practitioner stating that she is pregnant. Where an employee intends to resume her employment with the Employer upon expiration of the Leave, two weeks' notice shall be provided to the employer and the employer shall reinstate her to her former position at not less than the same wages and benefits.
- n) **Paternity Leave** - an employee whose partner has given birth shall be granted two (2) days unpaid Paternity Leave at the time of birth of the child, or on the date when the child is brought home.
- o) **Marriage Leave** - The Employer shall grant, upon written request, up to five (5) consecutive unpaid days off for an employee to attend his/her own wedding. An employee will be granted a Leave of Absence without pay to attend the wedding of a member of their immediate family.
- p) **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 such unpaid time off providing the employee has requested such time off at least seven (7) days in advance of the appointment. Special consideration will be given in the event of short notice of appointments due to openings with the medical specialist due to cancellations.
- q) **Paid Personal Leave** – Company agrees to grant personal leave as per the Canadian Labour Code.

ARTICLE NO. 7 - SHOP STEWARDS

- a) The Union shall appoint or elect Shop Stewards from Regular Employees who have completed their probationary period and shall notify the Employer in writing of the appointment or election. The Employer shall only recognize such Shop Stewards when notified in writing by the Union, and shall not discriminate against them for lawful Union activity.
- b) The Union shall supply to Management on or about each January 1, a list of the employees acting as Shop Stewards. Such list will indicate the name of the employee and the location.
- c) Shop Stewards will suffer no loss of regular pay when processing grievances under the Grievance Procedure.
- d) The Employer will notify the Union prior to the discipline or dismissal of any Shop Steward.
- e) A representative of the Local Union, or Shop Steward, will have access to newly hired employees, for a period not to exceed thirty (30) minutes, during the regular hours of the post training process. Shop Stewards will suffer no loss of regular pay during this period.

ARTICLE NO. 8 - UNIFORMS and MISCELLANEOUS

- a) All uniforms, when supplied by the Employer, shall be without cost to the employee. Upon termination or resignation of employment, all uniform pieces, as described below and received, shall be returned to the Employer. Failure to return the described uniforms shall result in a deduction from the employee's final pay of up to five hundred and fifty dollars (\$550.00) depending on the equipment that has been issued. Uniform items for which a deduction has been made must be returned within thirty (30) days of the last shift worked in order for reimbursement to be granted. All items received and/or returned by the employee will be captured in a statement and signed off on by the employee and a company representative.
- b) Uniforms will be as described as:
 - 1. Two (2) pairs of pants
 - 2. Four (4) shirts
 - 3. One (1) Multi-Purposed Jacket
 - 4. Normal Cresting
 - 5. One (1) sweater
 - 6. One (1) Windbreaker

Other specialty items as may be required for specific posts such as but not limited to:

Yellow Reflective Jackets	Winter Jackets/Coveralls
Vests	Hard hats
Toques	Ear protection
Ball Caps	Gloves/Mittens

- c) Employees will be issued with uniforms having a reasonable fit. An employee who at any time feels that his/her uniform is not of a reasonable fit, shall bring this to the attention of Management, who will coordinate with the Uniform supplier for resolution. When approved by the Company, alterations will be paid by the Company.
- d) After six (6) months of employment and upon presentation of receipt, the Employer will reimburse up to one hundred dollars (\$100.00) towards the purchase of approved footwear/seasonal gear required for the Edmonton Airport sites. Reimbursement thereafter will be up to one hundred and fifty dollars (\$150.00) per calendar year, upon presentation of receipt.

The Employer will provide winter wear (Jackets, Coveralls & Gloves) to all employees working outside positions as required. The Company will ensure employees designated as outside relief will have the same equipment available.

- e) The Employer will provide a clean, safe, and adequate lunchroom for its employees. Each lunchroom will be equipped with tables, chairs and appliances (microwaves, fridges and automatic coffee makers etc.). Should any equipment or appliance require repair or replacement, the Employer will take necessary action within three (3) business days of the issue being brought to their attention. The employees will be responsible to ensure the area and equipment is kept in a clean and tidy condition, after use.
- f) The Employer will provide sufficient storage lockers to accommodate the number of employees on shift at any given time.

ARTICLE NO. 9 - CONFLICTING AGREEMENT

- a) 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 Canada. Any such agreement will be null and void.
- b) The Employer party to this Agreement shall not use another limited Employer or device to avoid the conditions of this Agreement. All time worked by any person who, at any time works for the Employer, Party hereto, shall be paid on the basis of the conditions set out in this Agreement regardless of who the Employer hereto states employed such person for a portion of the total hours worked by such person. The Employer agrees that he accepts the sole responsibility for all time worked by persons on his payroll and will not use a subsidiary or allied company to circumvent the terms of this Agreement.

ARTICLE NO. 10 - TRANSFER of TITLE or INTEREST

- a) This Agreement shall be binding upon the Parties hereto, their successors, administrators, executors and assigns. In the event that the entire operation is sold, leased, transferred or taken over by sale, transfer, lease, assignment, receivership or bankruptcy proceeding, such operation 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 Collective Agreement. The Employer shall give notice of the existence of this Agreement to any purchaser, transferee, lessee, assignees, etc, of the operation covered by this Agreement or any part thereof. Such notice shall be in writing, with copy to the Union, not later than the effective date of sale.

ARTICLE NO. 11 – DISCIPLINE

- a) When an employee is required to attend a meeting, the purpose of which is to conduct an investigation, disciplinary hearing, or render a disciplinary decision, the employee is entitled to have, or decline, at his or her request, an available representative of the Union in attendance.
- b) An employee will receive a copy of any disciplinary record placed on his/her file, including reprimands, with a copy to the Union Office. The incident causing such disciplinary action will not be taken in account to compound other disciplinary action taken against the employee if there has not been a similar incident in the previous twelve (12) months. For the purpose of this Article, "similar" will be defined in two (2) categories: Attendance related and Work Performance related.

The severity of the discipline will be determined by the employer, taking into consideration the circumstances of the case and the seriousness of the offense, however, in most cases the employer will follow progressive discipline. In the event that steps need to be bypassed, that determination is at the sole discretion of the Employer.

- c) Upon request, employees will be permitted to review their personal file.

ARTICLE NO. 12 - GRIEVANCE PROCEDURE

- a) All questions, disputes and controversies arising under this Agreement or any supplement hereto shall be adjusted and settled within the terms and conditions as set forth in this Agreement in the manner provided by this Article, unless otherwise expressly provided in this Agreement. The procedure for such adjustment and settlement shall be as follows:

Step 1: Any grievance of an employee shall first be taken up between such employee and the Branch Operations Manager. However, such employee will be entitled to be accompanied by a Shop Steward of his or her choice or a Union Representative.

Time limit to institute grievance

Termination or layoff - ten (10) days

All others – fifteen (15) days

Step 2: Failing settlement under Step 1, the grieving party shall reduce his/her grievance to writing stating the Article(s) alleged to have been violated such grievance shall be taken up between the Branch Manager or designate and a Shop Steward or Local Union Representative. Except by mutual agreement between the Union and the Company providing for an extension of time, Step 2 must be completed within ten (10) days (exclusive of Saturdays, Sundays and Holidays) from the completion of Step 1.

Step 3: Failing settlement under Step 2, such grievance and any question, dispute or controversy that is not of a kind that is subject to Steps 1 and 2, will be referred to and taken up between two (2) Union representatives selected by the Union and two (2) Company representatives appointed by an Officer of the Company. Such written notice and meeting must take place within ten (10) days (exclusive of Saturdays, Sundays and Holidays) from the completion of Step 2. Except by mutual agreement between the Union and the Company providing for an extension of time, Step 3 must be completed within ten (10) days (exclusive of Saturdays, Sundays and Holidays) from the completion of Step 2.

The Company and the Local Union may mutually agree to use the FMCS (Federal Mediation and Conciliation Service) mediation/arbitration option prior to proceeding to arbitration.

Step 4: Failing settlement under the above Steps and within fifteen (15) calendar days, the matter will be referred to an agreed upon neutral person to act as an Arbitrator who will meet with the parties to hear both sides of the case. Failing to agree upon a neutral person, the Minister of Labour will be requested to appoint a neutral Arbitrator.

The Arbitrator shall be requested to hand down his decision within thirty (30) calendar days following completion of the hearing and his decision shall be final and binding on the two parties to the dispute.

The cost of the Arbitrator will be borne equally by the Union and the Company. Except by mutual agreement between the Union and the Company, where either party requests an adjournment the party requesting the adjournment shall incur the full cost of the arbitration; such agreement will not be unreasonably denied.

- b) Grievances under this Article may be initiated by any employee, a group of employees or by the Union.
- c) Where an employee is suspended by the Company pending investigation, the suspension will be with pay until such time as the Company makes a decision as to appropriate discipline.

ARTICLE NO. 13 - PAYDAY and PAY STATEMENTS

- a) All employees covered by this Agreement shall be paid on a definite two (2) week basis, and dates will not be altered without consent of the Union.

- b) The Employer shall provide every employee covered by this Agreement with a separate or detachable written electronic, or printed itemized statement in respect of all wage payments made to such employee. Such statement shall set forth the total hours worked, the total overtime hours worked, at time and one-half (1 ½), all deductions made from the gross amount of wages, and accrued vacation amounts.
- c) Payment of wages will be made by direct deposit to the employee's bank account.
- d) Payroll complaints shall be submitted to management on the form provided within five (5) business days following the issuance of pay. Amounts greater than fifty dollars (\$50.00) will be paid to the employee within five (5) business days. Amounts less than fifty dollars (\$50.00) or amounts not submitted to the employer within five (5) business days will be paid on the next regular pay, subject to cutoff. All pay adjustments will be explained in full. The five (5) business days will be extended for employees who were out of the workplace on vacation or approved absence at the issuance of pay.

All payroll discrepancies will be responded to in writing with a copy to the Local Union Business Agent inline with the five (5) business days.

- e) Should the employee be overpaid, the employees shall have the right to pay back the overpayment, or the Employee and the Employer will mutually agree on a reimbursement plan not to exceed six (6) pay periods.

ARTICLE NO. 14 - ANNUAL VACATIONS

- a) Vacations will be granted on the basis of following reference years from January 1 to December 31.
- b) Employees who as of January 1 of the current year have completed less than one (1) year of service shall receive one (1) day of vacation per full month of work, up to a maximum of two (2) weeks of vacation at four percent (4%) of their annual gross earnings for the reference year for which they are receiving their vacation.
- c) Employees who have completed or subsequently complete one (1) year as an employee shall receive two (2) weeks' vacation at four percent (4%) of their annual gross earnings for the reference year for which they are receiving their vacation.
- d) Employees who have previously completed or subsequently complete four (4) years continuous service and thereafter, as an employee shall receive three (3) weeks' vacation at six percent (6%) of their annual gross earnings for the reference year for which they are receiving said vacation.
- e) Employees who have previously completed or subsequently complete ten (10) years continuous service and thereafter, as an employee shall receive four (4) weeks' vacation at eight percent (8%) of their annual gross earnings for the reference year for which they are receiving said vacation.
- f) Employees will not be called out to work during their scheduled week(s) of vacation. The vacation weeks shall be considered seven (7) consecutive days according to the Employees work schedule.
- g) Should a General Holiday occur while an Employee is on vacation, the Employee shall receive another day off with pay, in lieu of said General Holiday.
- h) Vacation lists will be posted on October 1, of the previous year in which it is to be taken. Employees shall designate their choice of vacation, in order of seniority, by November 15 of the same year. In the event an Employee fails to designate their choice of vacation by the bid deadline, i.e. November 15, vacation time for said employee shall be allocated at the discretion of the Employer. The Employer shall post the completed vacation schedule by December 1st of the previous year and it shall remain posted for the vacation year.

- i) A Union Steward will be selected by the Union Office and will assist in the construction of the vacation schedule.
- j) Employees will have the ability to change their vacation choice after the close of the bidding period, with two (2) weeks written notice to the Employer, providing there are requested slots still available.

Vacation weeks that become available for whatever reason after the bids close, will be awarded in seniority order to employees who have a written vacation change request on file with the Employer at the time said weeks become available.

Vacation weeks not filled consistent with the foregoing will be closed for change requests fourteen (14) days in advance of the said vacation week.

- k) Vacation pay shall be paid out in conjunction with actual vacation approved or can be requested with minimum fourteen (14) days prior with written notice to Employer. Employees can request all of their vacation monies accrued once every six (6) months of the calendar year.
- l) The following classifications will be recognized as separate groups for determining allocation of vacation:
 - 1. General Duty Ranks
 - 2. Guardhouse – Central Office
 - 3. Groundside
 - 4. Airside Team Leader – Airside Enforcement Officer

- m) The Company may limit the number of Employees per classification who can be on vacation as follows:

General Ranks: Ten percent (10%) of employees.

All other Classifications: Five percent (5%) simultaneously.

The above ratios can be greater if the operation permits and at the Company's own discretion.

- n) Annual vacation will be taken within the period of January 1st to December 31st of each year.
- o) Employees, at their option, shall have the right to split their vacation into separate periods consisting of a minimum of one (1) week at a time. The Employer will do its utmost to co-operate with any Employee's vacation requirements in extenuating circumstances. If the issues of overlap arise they will be identified at the time of booking vacation. An Employee's vacation will not be unreasonably denied because of overlap with a more senior Employee's vacation. Three days overlap will be considered acceptable.
- p) The Employer shall pay vacation pay through pay roll deposit on the regular payday as if the Employee had worked, or the Employee may request vacation pay be paid on the regular payday immediately preceding the commencement of the vacation, with two (2) weeks written notice to Employer prior to such payday.
- q) The Employer shall furnish the Employee with a statement showing the period for which the Employee is receiving his/her vacation pay, how the vacation pay was calculated, and shall include all overtime payments, commissions or anything of a monetary value on which the Employee has to pay income tax.
- r) In the event that an employee leaves the employee of the Employer before he/she is entitled to two (2) weeks' vacation, he/she shall receive four percent (4%) of the gross earnings received while in the employ of the Employer.

- s) In the event of an employee leaving the employ of the Employer after he has had his vacation he earned for the previous year, he/she shall receive four percent (4%), six percent (6%), or eight percent (8%), as the case may be, of his/her pay for the year in which he ends his /her employment for which no vacation has been paid.

ARTICLE NO. 15 - GENERAL HOLIDAYS

- a) The following shall be recognized as General Holidays:

New Year's Day	Good Friday	Victoria Day
Canada Day	Labour Day	Thanksgiving Day
Remembrance Day	Christmas Day	Boxing Day
Family Day	Heritage Day	Easter Monday
Truth and Reconciliation Day		

- b) Each full-time employee shall be paid their regular days pay for each such Holiday, following the first thirty (30) days of employment, which is calculated from their first day worked.
- c) In addition to a) and b) above, employees working on a General Holiday, following the first thirty (30) days of employment, shall be paid as follows:
1. For their scheduled shift time, at time-and-one-half (1 1/2 x) their regular rate.
- d) In the event that a work shift overlaps the beginning or the end of a General Holiday, the criteria shall be that all hours actually worked on the General Holiday, between 12:01 and 12:00 midnight, shall be considered as worked on a General Holiday for each individual employee.
- e) The actual date of the stat holiday will be paid at the overtime rate for all hours worked on that day. There will be no "moving" of the STAT holiday. On years in which Canada Day falls on a Sunday, the company will clearly identify July 2nd as the Stat Holiday in advance on a posted memo.

ARTICLE NO. 16 - SENIORITY and PROMOTIONS

- a) Seniority shall prevail at all times, subject to the particular employee(s) being capable and having the appropriate qualifications for any work which is to be done.
- b) Should two or more persons have the same start date, the seniority ranking for that group of employees shall be by random draw.
- c) Any employee promoted to any position outside the bargaining unit, and at a later date proves to be unsatisfactory for any such position, or there is a reduction in staff of the department, or if the employee wishes not to accept such position, may be reinstated to his/her former position without loss of seniority, or accrued seniority, provided this occurs within ninety (90) calendar days of the promotion and providing they continue paying dues. Any persons who uses this clause to return to the bargaining unit, for whatever reason, will be restricted from bidding positions outside the unit for a period of ninety (90) calendar days.
- d) The Employer shall provide the Union Office with a separate seniority list for full-time, permanent part-time and ad-hoc employees, giving the names of employees and dates they commenced employment, immediately after the signing of this agreement and each four (4) months after that, and shall also post a copy of the seniority list at the site. The Employer shall add any new employees and delete those whose employment is terminated.
- e) Any employee wishing to protest seniority must do so within thirty (30) calendar days of the posting of the seniority lists in which their name first appears on said list.
- f) Permanent Part-time and Ad-Hoc seniority shall not be credited towards full-time seniority.

- g) When there are vacancies for a bargaining unit position the Employer will post the vacancies and accepted applications for no less than eight (8) calendar days. Such posting will include a description of responsibilities, pay classification, as well as skills and abilities required for the position. The position will be awarded to the most senior qualified employee. Employees will serve a ninety (90) day probationary period in the new position within the servicing contract and seniority list. During this time if he/she proves to be unsatisfactory for the position or if the employee wishes not to accept the position he/she shall be returned to the previous classification within the servicing contract and seniority list. For new contracts, the company may stagger the transfer dates of internal candidates based on operational need of the overall airport operation, however, the union seniority date of an employee will be the date of the accepted transfer, not the date the transfer actually took place.

In the event an employee wishes to apply for a vacant position, the order of seniority will be;

1. Full-time Employees
2. Permanent Part-time Employees
3. Ad-Hoc Employees

- h) The same practice will apply with regards to filling vacancies when on-site training classes are scheduled. Training classes will be filled in order of seniority.
- i) Fulltime employees will have the ability, once every eighteen (18) months, to move to a permanent part time vacancy or ad-hoc position for a period not to exceed ninety (90) days.

ARTICLE 17 - HOURS OF WORK AND OVERTIME

- a) The calendar week shall be from 00:01. Sunday to 23:59 the following Saturday.
- b) It is understood and agreed that full-time employees will work an average of eighty (80) hours in a two (2) week period, comprised of eight (8), nine (9), ten (10) or twelve (12) hours per day. The hours of work shall not be less than eight (8) hours per day.
- Any employee who reports to work on a normal work day, on the call of the Employer, and who does not commence his/her shift, shall be paid four (4) hours pay at the applicable rate.
- The Employer shall post work schedules at least seven (7) days in advance of the implementation of the work schedule.
- c) Employees will be given eight (8) hours free from duty on any shift change, and where an employee has his/her shift changed and he/she receives less than the eight (8) hours free from duty, he/she will receive overtime at the overtime rate shown herein for each fifteen (15) minutes that he/she is short of his/her eight (8) hours.
- d) When an employee meets with an accident at work which hampers him/her from the normal performance of duties, he/she shall be paid a full day's wages for the day of the accident.
- e) **Mutual Request** - The Employer agrees to allow employees to arrange shift trades by mutual agreement between all employees at the location(s), provided there is no conflict with the hours of work, and both employees are qualified for the shift they trade. Employees must attempt to trade shifts within their own classification before attempting to trade with someone outside of their classification. Shift trades by mutual agreement have to be submitted to the Branch Operations Manager, no less than seven (7) days prior to the actual shift trade. Shift-trade requests submitted less than seven (7) days weeks prior to the actual shift trade may be denied at the discretion of the Company. Traded shifts for a mutual shift trade cannot be more than thirty (30) days apart. Shift trades will be paid according to the shift classification worked. In the event that the Employer utilizes the higher classification ability of an employee, the employee will be paid the classification being utilized for all hours worked on that shift.

Shift Give Away

1. Shift giveaways must be completed on the form supplied, legible and in full.
2. Shift giveaways will be accepted and approved by Management up to seven (7) days prior to the start of the shift.
3. Both parties must sign the shift giveaway form and be capable to work the classification of the shift being given. The classification being worked will be the rate of pay paid for the shift regardless of the classification the employee holds. In the event that the Employer utilizes the higher classification ability of an employee, the employee will be paid the classification being utilized for all hours worked on that shift.
4. Employees who give their shift away will not be eligible for overtime that day.
5. Shift giveaways are paid at straight time and do not count towards maximum hours per day or the forty (40) hours per week.
6. Overtime is only paid out on a shift giveaway when the employee is requested to stay for additional hours by the Company and the hours exceed the normal length of the shift the employee accepted to work (operational overtime).

Failure to comply with the proper shift giveaway procedures may result in a loss of shift giveaway privileges for the employee concerned.

- f) For full time employees, all time worked prior to or after their scheduled shift shall be considered overtime and paid for at the applicable rate.

Employees who bookoff or are otherwise absent for reasons other than paid absences that are outlined in this agreement or government statute, shall not be entitled to overtime rates contained in this agreement until they have completed their normal work schedule.

- g) In times of emergent need management reserves the right to provide "fill-in" detail at all posts.
- h) Any employee called out after his/her working day has been completed shall be paid a minimum of four (4) hours pay at the applicable overtime rate of pay. To qualify, the employee must have a minimum one (1) hour break between the end of their original shift and the beginning of the call-out shift.
- i) Call-in overtime will be offered, in order of seniority, to all employees on a day off. Officers who accept a call-in overtime shift will be given no less than two (2) hours to report to work. This provision shall in no way deter the officer from reporting for duty in less than two (2) hours if required and he/she is able to report sooner.
- j) When an employee is called to work on one of his/her days off, he/she shall receive a minimum of four (4) hours pay at the applicable rate of pay. Should the employee volunteer to leave early, he/she will be paid only for the time worked.
- k) Should the company be unable to fill a vacant position with an employee within the same classification, the company will award the extra shift in seniority order at that employees regular rate of pay, or at the rate of the position being filled, whichever is greater.

- l) All employees may be required to work overtime, all of which shall be voluntary. The Company shall post all available shifts for three (3) calendar days. The member who is awarded the shift will be notified and the results will be posted minimum two (2) days prior to the start of the shifts. Employees who wish to do so will sign up for the shift. Posted overtime will be awarded to the most senior officer in the classification who signed up for the shift. If no one in the classification signs up for the overtime, the overtime shift will be awarded to the most senior officer who signed up, provided the employee is qualified for the position. No employee will be allowed to sign up for, or work, overtime shifts while on vacation.
- m) Daily operational overtime will be offered in order of seniority to all officers present on site. If no officer accepts the said overtime, it will be assigned to the most junior qualified officer on site
- n) Overtime will be paid in minimum fifteen (15) minute increments.
- o) All overtime will be paid in accordance to the Averaging Agreements at the last hours post shift applicable rate of pay.
- p) All overtime will be paid at the employee's overtime rate of pay.
- q) **Breaks** - Employees working an eight (8), nine (9) or ten (10) hour shift will be entitled to two (2), thirty (30) minute paid break, with the first break not be given no earlier than two (2) hours from the start of the shift.

Employees working a twelve (12) hour shift will be entitled to one (1) forty-five (45) minute paid break and one (1) thirty (30) minute paid break (or two (2) fifteen (15) minute break) when mutually agreed upon. The first (1st) thirty (30) minute paid break (or two (2) fifteen (15) minute break) paid break will start after the employee has completed three (3) hours of work, unless it's mutually agreed between the employee and supervisor. Second (2nd) forty-five (45) minutes paid break will start after the employee has completed six and a half (6.5) hours of work, but not occur within the last sixty (60) minutes of the employees shift. Employees working operational overtime will be entitled to an additional fifteen (15) minute paid break per two (2) hours of overtime. The air-side team leaders will manage breaks and missed breaks will not lead to overtime. Employees working four (4) hour shifts will be entitled to one (1) fifteen (15) minute paid break as close to the midway point as possible. Employees working six (6) hour shifts will be entitled to one (1) thirty (30) minute paid break as close to the midway point as possible.

ARTICLE NO. 18 – PERMANENT PART TIME EMPLOYEES

- a) Permanent part-time employees shall be offered, in seniority order, all available part-time work. Permanent part-time employees shall work no less than twenty (20) scheduled hours per week, and no more than twenty-eight (28) scheduled hours per week, except during periods of training. Permanent Part-time employees must complete eighty (80) hours in a pay cycle prior to qualifying for overtime. Operational overtime will be paid accordingly.
- b) Permanent part-time employees who report to work will be guaranteed a minimum of four (4) hours pay unless the employee volunteers to leave early.
- c) A part-time shift can be established where there is not sufficient work to establish a full- time shift.
- d) Unless otherwise specified, all Articles contained in this Agreement shall apply to permanent part-time employees.
- e) The Employer will offer the opportunity to Part-time employees to move to Full-time prior to offering work to new employees. Seniority will be the deciding factor as to who would move from Part-time should positions be available. Should Full-time employees choose to go to part-time, they will maintain their overall seniority for vacation purposes. They will be placed where their seniority takes them on the part-time list. Should they decide to return to Full-time status, they will be placed at the bottom of the full-time seniority list when an opening occurs in Full-time.

- f) Extra shifts will be offered to part-time employees with less than forty (40) hours per week and then to Ad-Hoc employees. If unable to fill the additional shift, it will be offered to Full-time employees as overtime. Part-time employees must complete eighty (80) hours in a pay cycle prior to qualifying for overtime rates of pay. Any hours worked over the scheduled day due to irregular operations, shall be considered operational overtime and will be paid at the overtime rate. Operational overtime will be offered in order of seniority to full time employees prior to being offered part-time employees.
- g) At no time shall Permanent Part-time employees exceed twenty percent (20%) of the Full-time staffing levels.

ARTICLE NO. 19 - AD-HOC EMPLOYEES

- a) Ad-Hoc employees may be offered additional work on an *ad hoc* basis, to cover the following:
 - 1. Illness and injury
 - 2. Periodic training requirements
 - 3. Cover shifts not covered by Full-time or Part-time employees
 - 4. Covering contingency staff requirements arising out of irregular operational situations.
 - 5. Work on any servicing contract under the above circumstances.
- b) Ad-Hoc employees shall not be used to deprive Full time or Part-time employees of their regular hours or overtime hours on their regular shifts.
- c) Ad-Hoc employees will be held on a separate list.
- d) There is a requirement that Ad-Hoc employees will be available for work on a regular basis. Frequent unavailability for work will be grounds for review of the employee's work record. Part of such review will consist of a documented demonstration of the employee's availability to work. Frequent unavailability may result in discipline, up to and including termination.

Ad-Hoc employees who report to work will be guaranteed a minimum of four (4) hours pay unless the employee volunteers to leave early.

- e) Ad-Hoc employees must complete eighty (80) hours in a pay cycle prior to qualifying for overtime rates of pay. Any hours worked over the scheduled day due to irregular operations, shall be considered operational overtime and will be paid at the overtime rate.
- f) The Employer will offer the opportunity to Ad-Hoc employees to move to Part-time or Full-time prior to offering work to new employees. Seniority will be the deciding factor as to who would move from Ad-Hoc should positions be available. Should Full-time employees choose to go to ad-hoc, they will maintain their overall seniority for vacation purposes. They will be placed where their seniority takes them on the ad-hoc list. In the event the Full-time employee wishes to move back to Full-time when a vacancy opens, they will be placed at the bottom of the Full-time seniority list.
- g) Ad-Hoc members will be required to provide a minimum availability of two (2) shifts per week by each Friday for the following week for call out purposes and will be called first for available work. Ad-Hoc will work a minimum of four (4) shifts per month or twenty (20) hours.

Any Ad-Hoc employee that fails to work a minimum of four (4) available shifts or twenty (20) hours per month in consecutive months, will result in termination of their employment.

ARTICLE NO. 20 – LAY OFF AND RECALL

- a) In the event it becomes necessary for the Employer to reduce staff levels in the form of a layoff, the following procedure will apply:
 - 1. The Employer will first notify the Local Union Office of its intent to lay off employees with as much notice as possible prior to any lay-off, and will meet with the Local Union to discuss possible mitigation of the surplus.

2. Affected employees will be laid off in reverse order of seniority, the last person hired shall be laid off first, and when the force is again increased, employees are to be returned to work in reverse order in which they are laid off during the layoff process, subject to qualifications. Full-time employees shall be given preference over Part-time and Ad Hoc employees for available work, and no Part-time or Ad Hoc employee will be given work unless all regular full-time employees are working.
3. Affected employees will receive as much notice as possible.
4. Employees laid off will remain on the seniority list and eligible for recall for a period of twelve (12) months following the date of lay off. If after twelve (12) months the employee has not been recalled, his/her name will be permanently removed from the seniority list. The employee is responsible to ensure the Employer is kept notified of any change of contact information during lay off.
5. Recall may be confirmed by personal contact and followed by Registered Mail to the address last filed by the employee with the Employer.
6. An employee must respond to a Notice of Recall within seven (7) calendar days and must be available to report to work no later than fourteen (14) days following notification.
7. If an employee fails to respond to a Notice of Recall within seven (7) calendar days, he/she will be deemed to have resigned and will be removed from the seniority list.
8. The Employer will copy the Local Union Office on all correspondence to employees regarding layoff and recall.

ARTICLE NO. 21 - BONDING

- a) If at any time the Employer requires any employee hereunder to be bonded. It is agreed that the Employer shall then request the employee to fill in an application to a recognized bonding firm, selected by the Employer. Where any competent authority requires employees to be bonded. It shall be a condition of employment that the employees qualify for and obtain a bond.

ARTICLE NO. 22 - HEALTH and WELFARE PLAN

- a) Following ninety (90) days of employment, the Employer will offer to all employees working an average of sixty-four (64) hours in any two (2) week period, an optional comprehensive Health and Welfare Benefit Plan which will include mandatory Accidental Death and Dismemberment, Life Insurance and Long Term Disability as a minimum and additional optional Major Medical Coverage; Extended Health and Dental Coverage; Prescription, Drug and Vision Coverage. Details will be provided under separate cover and the cost of premiums shall be shared on a 50/50 split.
- b) The Employer will continue to cover employees benefit premiums who are off ill, or on Compensation, for a maximum of seventeen (17) weeks from date of illness or injury. After seventeen (17) weeks, the employee will have the option to continue paying their own premiums through the Employer.
- c) The Employer will pay for all Doctors notes related to WCB or functional capacity, and when directed to the Employer Doctor. The Employer will not pay for Doctor's notes related to absenteeism. Such request for Doctors notes will not be made unreasonably.
- d) The Employer agrees to provide the Employees two (2) CMHA Phase 1 mental health awareness sessions during the term of the agreement.

Phase 1: Starting the conversation

Suggested Presentation : Stress & Your Mental Health (20-30 min.)

Audience: Front-line employees

When: As soon as possible.

Outline: This presentation would be a tailored presentation to provide an overview of the etiology of stress, its consequences (i.e. how it can impact mental health and performance at work) and how to better manage stress levels.

Price: *\$750.00 (this includes costs of tailoring, travel and opportunity for members to contact facilitator directly via email with questions / concerns)

*Estimated price

ARTICLE NO. 23 - WAGE RATES

a)

Classification	June 1, 2022	June 1, 2023	June 1, 2024
General Rank (after 12 months)	\$19.06	\$19.58	\$20.12
Central Office/Guard house	\$20.07	\$20.63	\$21.19
Supervisor Escort DA	\$20.83	\$21.40	\$21.99
Groundside Supervisor	\$21.23	\$21.81	\$22.41
Airside Escort D	\$24.57	\$25.24	\$25.94
AEO	\$25.04	\$25.73	\$26.44
ATL	\$25.04	\$25.73	\$26.44

General Rank- New Hired Rate (0-12 months)	\$18.03	\$18.52	\$19.03
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ARTICLE NO. 24 - SEPARATION OF EMPLOYMENT

- a) If an employee is terminated, discharged, or resigns, he shall receive his final pay-cheque including all monies owing to him, subject to Article No. 21 (c) by his next regular payday.
- b) The Employer shall issue electronic Record of Employment (ROE) in accordance with Federal Employment Regulations.
- c) This Article shall not apply where an employee has failed to surrender all necessary documents, uniforms and material(s) issued to him/her by the Employer, in good condition notwithstanding normal wear and tear. In such event, the Employer may require such employee to pay for any item willfully destroyed, mutilated or not returned before final payment of salary is made, subject to the Canada Labour Code.
- d) Loss of seniority:

The Employer will have the right to discontinue the employment of any employee:

1. For just cause;
2. If the employee voluntarily quits;
3. If the employee fails to return to work following a recall after being laid off; such recall will be done by registered mail to the employee's last known address on file. The employee will have five (5) business days to respond to the recall letter;
4. If the employee has been laid off for more than twelve (12) months;
5. If the employee is absent from work for three (3) consecutive scheduled shifts without notice or a valid excuse, such excuse will have to be substantiated by the employee;
6. If an employee fails to return to work on the expected date of return to work without a reasonable excuse following an approved leave of absence;
7. After any absences of more than twenty four (24) months where there is no reasonable likelihood of return to work.

ARTICLE NO. 25 - INSPECTION PRIVILEGES

- a) Authorized agents of the Union shall, after requesting permission, which shall not be unduly denied by the Employer, have access to the establishment(s) where employees of the Employer are employed, during working hours, and for the purpose of adjusting disputes, investigating working conditions, and ascertaining that the Agreement is being adhered to, provided however that there is no interruption of the working schedule. Meetings with employees are to take place during the Employee's normal break periods and shall not extend beyond the allotted time allowed to the Employee.

ARTICLE NO. 26 - EXTRA SKILLS or REQUIREMENTS

- a) The Employer will from time to time provide First Aid training course or Recurrent First Aid training courses free of charge to the employees. Participation by employees shall be voluntary.
- b) The Company will pay all training required by the airport authority and time spent in training will not lead to overtime.
- c) Act Training Requirements for Filling Vacant Positions

In the event a shift that requires Airport Control Tactics (ACT) Training, "A" and "B", becomes temporarily available, example, a sick book off or holidays, current employees that hold all necessary qualifications and certifications, other than the ACT "B" training, will be able to fill, in order of seniority, the temporary vacancy and will be paid at the applicable rate of pay for said shift.

All vacant shifts that requires ACT "A" and "B" Training that become available for permanent bids, the Employer will only accept applications, in seniority order, from employees that hold ACT "A" and "B" qualifications at time of the bid.

ARTICLE NO. 27 - PARKING ALLOWANCE

- a) The Employer shall pay one hundred percent (100%) of the cost of staff parking.

ARTICLE NO. 28 - SAVING CLAUSE

- a) If any Articles of this Agreement or of any supplement hereto should be held invalid by operation of law, or by any tribunal of competent jurisdiction, or if compliance with, or enforcement of, any Article should be restrained by such tribunal, pending a final determination as to its validity the remainder of this Agreement or of any supplement thereto, or the application of such Article to persons or circumstances other than those as to which it has been held invalid, or as to which compliance with or enforcement of has been restrained, shall not be affected thereby. In the event that any Article or Section is held invalid, or enforcement of or compliance with which has been restrained as above set forth, the Parties affected thereby shall enter into immediate collective bargaining negotiations upon the request of the Union, for the purpose of arriving at a mutually satisfactory replacement for such Article or Section during the period of invalidity or restraint. If the Parties do not agree on a mutually satisfactory replacement, they shall submit the dispute to the procedure as outlined in Article No. 10 - Grievance Procedure herein.

ARTICLE NO. 29 - COMPENSATION COVERAGE

- a) The Employer shall provide coverage to all employees for injury on the job under the Workers' Compensation Act of the Province of Alberta, or under an Insured Plan which provides coverage of compensation equal thereto.

ARTICLE NO. 30 - STRIKES and PICKET LINES

- a) There shall be no strikes, work stoppages, job action or lockouts, or intimidation under this Agreement, excepting those strikes as provided under the Federal Labour Code. All disputes and grievances of either Party shall be settled as quickly as possible under the Grievance Procedure outlined herein.
- b) In the event of a strike, by a Labour Group other than those covered by this Agreement, involving the Employer's property or operations, the employees will remain on the job in accordance with their obligations under the Canada Labour Code, unless to do so would endanger the life of the employee.

ARTICLE NO. 31 - TEAMSTERS UNION/INDUSTRY ADVANCEMENT FUND

- a) The Teamsters Union/Industry Advance Fund shall be for the enhancement of all persons dependent upon any industry represented by the Teamsters Union
- b) Effective June 2, 2013, the Employer shall make contributions of five cents (\$0.05) per regular hour worked for each employee covered by this Collective Agreement.
- c) Payment of said funds shall be made to the Teamsters Union/Industry Advancement Fund by the 15th of the month following that to which they refer.
- d) This payment will be independent and separate from any other payment made to the Teamsters Union.

ARTICLE NO. 32 - BULLETIN BOARDS

- a) The Employer will provide a reasonable size locked Bulletin Board at its terminal on which the union may post notices to its members. All union notices are to be dated and signed by an official of the union. All union notices are to appear on the designated union board only.
- b) Union bulletin boards are to be placed in plain view so as employees are able to view at any time during their work day.

ARTICLE NO. 33 - LAWSUIT

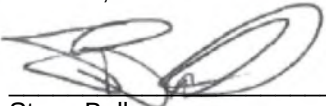
- a) The Employer will provide, at no cost to the employee, the services of a lawyer in the event of a legal pursuit where the Employer is satisfied that the pursuit results from legal actions taken by the employee in the regular course of his / her functions, and proper practices and procedures were followed.

SIGNED THIS 12th DAY OF December, 2022

ON BEHALF OF THE EMPLOYER:
Garda Canada Security Corporation

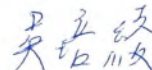


Barnett Barrington
Director, Human Resources

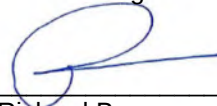


Steve Ball
Director, Human Resources

ON BEHALF OF THE UNION:
General Teamsters, Local Union No. 362



Pei Vanden Brink,
Business Agent



Richard Brown,
President & Business Agent

LETTER OF UNDERSTANDING #1

BETWEEN: **GARDA CANADA SECURITY CORPORATION**
 (herein referred to as the Employer)

AND: **GENERAL TEAMSTERS LOCAL UNION 362**
 (herein referred to as the Union)

RE: **VICTOR POSTS**

The Parties hereto agree to the following:

The position of Victor Posts will become a static post and will no longer fall under a rotation coverage basis. The Team Leaders of each team will confirm which employees would like to be considered for Victor posts and will be awarded by seniority order. In the event that the position remains vacant, the Employer will fill such vacancy in reverse order of seniority and qualification.

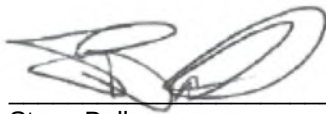
This Agreement will have a thirty (30) day out Clause that either party may exercise for any circumstances that may arise.

SIGNED THIS 12th DAY OF December, 2022

ON BEHALF OF THE EMPLOYER:
Garda Canada Security Corporation

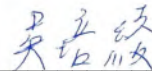


Barnett Barrington
Director, Human Resources

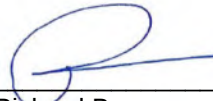


Steve Ball
Director, Human Resources

ON BEHALF OF THE UNION:
General Teamsters, Local Union No. 362



Pei Vanden Brink,
Business Agent



Richard Brown,
President & Business Agent

LETTER OF UNDERSTANDING #2

BETWEEN: **GARDA CANADA SECURITY CORPORATION**
(herein referred to as the Employer)

AND: **GENERAL TEAMSTERS LOCAL UNION 362**
(herein referred to as the Union)

RE: **COMPRESSED WORK WEEK AVERAGING CYCLE**

1. An averaged work schedule shall be recognized by the Company and the Union as a schedule where the hours of work at a post may exceed eight (8) hours per day or forty (40) hours per week, but not in excess of than three hundred and thirty six (336) scheduled hours in an eight (8) week cycle, unless otherwise agreed to by the Company and the Union.
2. Overtime shall be paid according to the current Collective Bargaining Agreement, unless otherwise provided for by an averaged work schedule. Overtime paid based on an averaged work schedule shall be paid at a rate of time and one-half (1 ½) times regular pay for all hours worked over and above 42 hours per week averaged over the number of weeks in the averaged work schedule rotation. (example: 4 on 4 off, 8 week rotation = 8 week cycle).
3. Operational overtime shall continue to be paid as prescribed in the current Collective Bargaining Agreement.
4. Employees shall be permitted to be absent 3 shifts per calendar year without it affecting overtime calculation provided the absent day is not within a current two (2) week pay period, or if an employee is on a Protected Leave which is prescribed within the Collective Bargaining Agreement or otherwise contained in the Canada Labour Code. (Example: an employee on an 8 week rotation who missed less than 3 shifts in the calendar year can be expect to be paid overtime if they work an additional shift outside the 2 week pay period they were absent for the shift.)
5. The Company may choose to institute a compressed work week schedule consisting of 12 hour shifts and a 4 on, 3 off, 3 on, 4 off rotation.

Overtime shall be paid according to the current Collective Bargaining Agreement, unless otherwise provided for by the above averaged work schedule. Overtime paid based on the averaged work schedule shall be paid at a rate of time and one-half (1 ½) times regular pay for all hours worked over and above the 84 hours averaged in the two (2) weeks. (example: 4 on 3 off, 3 on 4 off 2 week rotation).

Operational overtime shall continue to be paid as prescribed in the current Collective Bargaining Agreement.

The parties will meet to discuss any variations the Company may require of a compressed scheduled.

Either party may cancel this Letter of Understanding with thirty (30) days written notice.

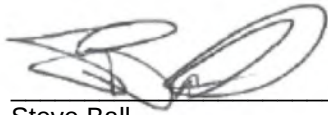
LETTER OF UNDERSTANDING #2 (Continued)

SIGNED THIS 12th DAY OF December, 2022

ON BEHALF OF THE EMPLOYER:
Garda Canada Security Corporation

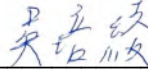


Barnett Barrington
Director, Human Resources

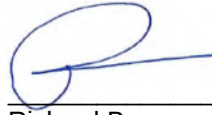


Steve Ball
Director, Human Resources

ON BEHALF OF THE UNION:
General Teamsters, Local Union No. 362



Pei Vanden Brink,
Business Agent



Richard Brown,
President & Business Agent

LETTER OF UNDERSTANDING # 3

BETWEEN: **GARDA CANADA SECURITY CORPORATION**
(herein referred to as the Employer)

AND: **GENERAL TEAMSTERS LOCAL UNION 362**
(herein referred to as the Union)

RE: **VOLUNTARY LAY-OFF RESULTING FROM REDUCTION OF HOURS**

The Parties hereto agree to the following:

1. Voluntary layoffs to be granted following a reduction of hours as per the Company, in order of seniority, by most senior to least senior employees.
2. Further required layoffs will follow Article 20 of the CBA.
3. During the time of layoff, seniority dates for those impacted employees will be honoured and they will continue to accrue seniority.
4. Upon availability of hours, the Company will recall most senior employees first for any Full-Time position that becomes available, regardless of position held prior to the layoff. The employee may choose to return to work and they will be paid accordingly with this position as per the hourly amount associated with this rank. You will not necessarily be returned to your previous position.
5. The Company will do its utmost to return members to their previous position within twelve (12) months. After twelve (12) months, positions will be bid by open availability, as per Article 16.
6. The Company agrees to maintain this recall procedure for twelve (12) months following layoff date, or until all staff have been recalled, whichever is first. Following the twelve (12) month period, employees will be called for a meeting to determine next steps.
7. If a Full-Time position is offered and is not accepted by an employee who has been laid off, it will be considered a resignation of their employment with the Company.
8. After three (3) months of layoff, if a senior member who is voluntarily laid off wishes to return to work prior to recall, shall give the Company two (2) weeks written notice of intent to return to work and will bump the most junior Full-Time employee and replace their position, following completion of any required retraining.

SIGNED THIS 12th DAY OF December, 2022

ON BEHALF OF THE EMPLOYER:
Garda Canada Security Corporation



Barnett Barrington
Director, Human Resources



Steve Ball
Director, Human Resources

ON BEHALF OF THE UNION:
General Teamsters, Local Union No. 362



Pei Vanden Brink,
Business Agent



Richard Brown,
President & Business Agent

LETTER OF UNDERSTANDING #4

BETWEEN: **GARDA CANADA SECURITY CORPORATION**
(herein referred to as the Employer)

AND: **GENERAL TEAMSTERS LOCAL UNION 362**
(herein referred to as the Union)

RE: **PAYROLL DISCREPANCIES**

The Parties hereto agree to the following:

The Company will have one (1) calendar year from the date of ratification to improve their response and processing of any and all payroll Discrepancies to be in line with the current collective bargaining agreement Article 13.

The Company agrees to achieve a seventy percent (70%) overall processing average or greater of all payroll discrepancies within five (5) business days when the amount is greater than fifty dollars (\$50.00). Such errors will be paid by direct deposit.

Should the Company fail to achieve a minimum overall seventy percent (70%) compliant rate, the Company agrees to implement the following penalty clause and will become part of Article 13 of the Collective Agreement.

New Language:

Failure by the Employer to correct a payroll error of fifty dollars (\$50.00) or more within five (5) business days, exclusive of Saturdays, Sundays and Statutory Holidays, of being notified, in writing, will result in a penalty of two (2) hours pay per day until the error is paid.

SIGNED THIS 12th DAY OF December, 2022

ON BEHALF OF THE EMPLOYER:
Garda Canada Security Corporation



Barnett Barrington
Director, Human Resources

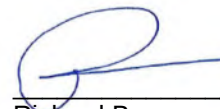


Steve Ball
Director, Human Resources

ON BEHALF OF THE UNION:
General Teamsters, Local Union No. 362



Pei Vanden Brink,
Business Agent



Richard Brown,
President & Business Agent