

COLLECTIVE AGREEMENT

Between

**CANADIAN CORPS OF COMMISSIONAIRES
(SOUTHERN ALBERTA)**

Calgary International Airport

And

**LOGISTICS, MANUFACTURING, AND ALLIED
TRADES UNION, CLAC LOCAL 56**

DURATION: March 28, 2025 – September 30, 2027

Service At Your Fingertips



myCLAC is your gateway to important information about your workplace, collective agreement, benefits, and more.

Sign up at myCLAC.ca to

- update your contact information and preferences,
- find out who your stewards and representatives are,
- read your collective agreement,
- access training calendars and sign up for upcoming courses,
- learn about member-only discounts, awards, and scholarships,*
- apply for construction jobs, and
- access your retirement and benefit information.**

If you have not yet registered, visit myCLAC.ca, click **Register**, and follow the instructions to set up your account.

Technical issues? If you need assistance with myCLAC, please call 1-888-733-0394. For all other nontechnical inquiries, please contact your local member centre.

*available to CLAC members (workers who have signed a membership card)

**If you are covered by one of CLAC's plans

COLLECTIVE AGREEMENT

Between:

**CANADIAN CORPS OF COMMISSIONAIRES (SOUTHERN
ALBERTA)**

**Calgary International Airport
("the Employer")**

-And-

**LOGISTICS, MANUFACTURING, AND ALLIED TRADES
UNION, CLAC LOCAL 56
("the Union")**

DURATION: March 28, 2025 – September 30, 2027

This printing is for information purposes only.

**Original signed documents are held on file at
CLAC Calgary Member Centre.**

TABLE OF CONTENTS

ARTICLE 1 - PURPOSE	1
ARTICLE 2 – EMPLOYEE RIGHTS.....	2
ARTICLE 3 – UNION RECOGNITION	2
ARTICLE 4 - UNION MEMBERSHIP, UNION REPRESENTATION, AND UNION STEWARDS	5
ARTICLE 5 – MANAGEMENT RIGHTS	8
ARTICLE 6 - UNION DUES	11
ARTICLE 7 – UNION MANAGEMENT COMMITTEE.....	13
ARTICLE 8 – DISCIPLINE	14
ARTICLE 9 – PROGRESSIVE DISCIPLINE	15
ARTICLE 10 – GRIEVANCE PROCEDURE	18
ARTICLE 11 – NO STRIKES OR LOCKOUTS.....	21
ARTICLE 12 – HOURS OF WORK AND OVERTIME	22
ARTICLE 13 – PART-TIME EMPLOYEES	25
ARTICLE 14 – CASUAL EMPLOYEES	25
ARTICLE 15 – SENIORITY	26
ARTICLE 16 - VACANCIES, PROMOTIONS AND JOB ASSIGNMENTS	28
ARTICLE 17 – SCHEDULING	30
ARTICLE 18 – SHIFT EXCHANGE/SHIFT GIVEAWAY	33
ARTICLE 19 – BREAK TIMES AND MEAL BREAKS	33
ARTICLE 20 – GENERAL HOLIDAYS.....	35
ARTICLE 21 – VACATION	36
ARTICLE 22 – HEALTH AND SAFETY	39
ARTICLE 23 – LEAVES OF ABSENCE.....	40
ARTICLE 24 – BEREAVEMENT LEAVE	44
ARTICLE 25 – LAY OFFS	46

ARTICLE 26 – UNIFORMS	47
ARTICLE 27 – EDUCATION AND TRAINING	48
ARTICLE 28 – PARKING	49
ARTICLE 29 – SICK/PERSONAL DAYS	50
ARTICLE 30 – BENEFITS	50
ARTICLE 31 – CLAC LOCAL 56 EDUCATION FUND	51
ARTICLE 32 – PREMIUMS	51
ARTICLE 33 – DURATION.....	51
SCHEDULE “A” – WAGES	53
SCHEDULE “B” – AVERAGING AGREEMENT	55
LETTER OF UNDERSTANDING #1	60

COLLECTIVE AGREEMENT

ARTICLE 1 - PURPOSE

- 1.01 It is the intent and purpose of the Employer, the Union, and the employees, as parties to this Collective Agreement (“The Agreement”), which has been negotiated and entered into in good faith:
- a) To recognize mutually the respective rights, responsibilities, and functions of the parties;
 - b) To provide and maintain working conditions, hours of work, wage rates, and benefits as set forth in this Agreement;
 - c) To establish an equitable system for the promotion, transfer, layoff and rehire of employees;
 - d) To establish a just and prompt procedure for the disposition of grievances;
 - e) Through the full and fair administration of all the provisions contained within this Agreement, to achieve a relationship among the Union, the Employer, and the employees which will be conducive to their mutual well-being.
- 1.02 The omission of specific mention in this agreement of existing rights and privileges established or recognized by the Employer will not be construed to deprive the employees or the Union of such rights and privileges, except for monetary privileges that are not part of this agreement.
- 1.03 Neither the Employer nor the Union shall act in a manner that is arbitrary, discriminatory, in bad faith, or that violates applicable Human Rights legislation.

1.04 Should any part of this Agreement be declared invalid the remainder of this Agreement will continue in full force and effect.

ARTICLE 2 – EMPLOYEE RIGHTS

2.01 The Employer is committed to complying with the terms and conditions of the Collective Agreement.

The Employer agrees to treat all employees with dignity and respect, ensuring, without restricting the generality of the foregoing:

- The right to a safe workplace.
- The right to be free from discrimination, intimidation, retaliation, and harassment.
- The right to be compensated for work performed.
- The right to be informed of all workplace rights, obligations, policies, and rules.
- The right to safe and necessary equipment.
- The right to necessary training for the work performed, limited by contractual requirements or as stipulated by the client.
- The right to participate in lawful Union activity.
- The right to statutory benefits, rights, and other privileges.

ARTICLE 3 – UNION RECOGNITION

3.01 The Employer recognizes Logistics, Manufacturing, and Allied Trades Union, CLAC Local 56, as the exclusive representative for the purpose of collective bargaining, and grievances arising from the Agreement, of all employees of

Canadian Corps of Commissionaires (Southern Alberta), working at the Calgary International Airport, excluding supervisors, those above the rank of supervisor, and office and clerical staff, as per CIRB Order 11912-U.

- 3.02 The term "employee" as used in this Agreement, shall apply to any person performing work in any job that is covered by the Certificate and this Agreement. Should any 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.
- 3.03 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 3 herein, or in the event of unforeseen circumstances beyond the control of the Employer, providing it does not deprive bargaining unit members work. No work which the employees perform, or can perform, shall be sub-contracted out in any manner.
- 3.04 Definitions:
- a) A "Full-time Employee" is an employee who holds a position on a continuous basis, and in excess of forty (40) hours. A full-time employee shall receive a minimum of forty (40) hours weekly.
 - b) A "Permanent Part-time Employee" is an employee who holds a position on a continuous basis, and who shall

work no less than eighteen (18) scheduled hours per week, and no more than twenty-eight (28) scheduled hours per week, except during periods of training.

- c) A "Casual Employee" is an employee who is offered work on a call-in basis, and not regularly scheduled, to cover the following:
- Illness and injury;
 - Periodic training requirements;
 - Cover shifts not covered by full-time or permanent part-time employees; or
 - Covering contingency staff requirements arising out of irregular operational situations.
 - Vacation coverage; or
 - Approved Leave of Absence
- d) "Overall Seniority" shall be measured from the first (1st) day worked after successful completion of site OJT (on the Job Training) for the Employer at the Calgary International Airport. The overall seniority date includes any time acquired during continuous service directly with the previous employer. Overall seniority will determine the wage level within each classification.
- e) "Classification Seniority" shall be measured from the first (1st) day worked after successful completion of site OJT in a particular classification for the Employer at the Calgary International Airport. The classification seniority date includes any time acquired during continuous service directly with the previous employer.

**ARTICLE 4 - UNION MEMBERSHIP, UNION REPRESENTATION,
AND UNION STEWARDS**

- 4.01 The Union recognizes the right of the Employer to hire whomever they choose, subject to the seniority provisions contained herein.
- 4.02 The Employer agrees that when new employees are hired, the Employer shall provide such employees with an Application for Union Membership card, as supplied by the Union to the Employer, and mail same to the Union office as soon as possible.
- 4.03 An Employee will become a Union member following the successful completion of OJT.
- 4.04 Neither the Employer nor the Union will compel employees to join the Union. The Employer will not discriminate against any employee because of union membership or lack of it and will inform all new employees of the contractual relationship between the Employer and the Union. Notwithstanding this, it is understood that all employees in the Bargaining Unit are covered by the Collective Agreement, and will pay dues, whether or not they join the Union.
- 4.05 For the purpose of representation with the Employer, the Union shall function and be recognized as follows:
- a) Union Representatives - Duly appointed Representatives of the Union (“Representatives”) are Representatives of the employees in all matters pertaining to this Agreement, particularly for the purpose of processing and settling grievances, negotiating amendments to and

renewals of this Agreement and enforcing the employees' collective bargaining rights as well as any other rights under this Agreement and under the law. The Union will advise the Employer, in writing, of the name(s) of its duly appointed Representative(s).

b) Union Stewards - The Union has the right to appoint, or select Union Stewards, to assist employees in presenting any complaints they have to representatives of the Employer.

4.06 The Union shall notify the Employer in writing of the appointment of elected Stewards. The Employer shall only recognize such Union Stewards when notified in writing by the Union and shall not discriminate against them for lawful Union activity.

4.07 Union Shop Stewards will suffer no loss of regular pay when processing grievances under Steps 1 and 2 of the Grievance Procedure. It is understood that the Union Shop Stewards have their regular work to perform and that when it is necessary to service a grievance during working hours, they will not leave their work without receiving permission from their immediate Duty Supervisor or Employer designate. Such permission will not be unreasonably denied. When resuming their work, they will report back to their immediate Supervisor or Employer designate.

4.08 Bargaining Committee - The Union has the right to appoint a Bargaining Committee up to a maximum of five (5) employees, based on an election by the Union membership. The Union shall notify the Employer in writing of the appointment of the elected Bargaining Committee. The

Employer will endeavour to adjust the work schedules of the Bargaining Committee members to accommodate preparation meetings and scheduled negotiation meetings by mutual agreement between the Parties, without incurring additional costs to the Employer, and without causing service disruptions.

Employees who are members of the Bargaining Committee will suffer no loss in pay for time spent preparing for and attending negotiations, during normal working hours. The Union will be responsible for compensating the employees for these hours.

- 4.09 The Employer will notify the Union prior to the dismissal of any Union Steward.
- 4.10 One (1) Steward will be allotted a period not exceeding fifteen (15) minutes paid time to meet with new members to familiarize and introduce them to the Collective Agreement. This orientation will occur at a time mutually agreed between the Employer and the Union during the employees' in-class training.
- 4.11 Union Representatives shall have the right to visit the workplace. If Representatives wish to visit any locations, they must request approval from the Employer with a minimum of three (3) business days written notice. Such visit shall not impede or affect operations. Approved visits must be in accordance with Airport Policy and be accompanied by the Employer's appointed designate, when required by the client. No request shall be unreasonably denied.

- 4.12 The Employer will provide the Union with a copy of the seniority list each quarter. This list will include the name of the employee, job title, seniority, and classification (Full-Time, Part-Time, or Casual).
- 4.13 Employees shall have the right of Union representation by a Union Steward or Union Representative in any dispute with the Employer, or discussion that may lead to discipline. A Union Steward shall be present during investigation meetings and at the time an employee is presented with written notice of discipline, suspension, or discharge.
- 4.14 In the event that a Shop Steward is not available for any reason, the Union will endeavour to provide a Union Representative as soon as possible. The Employer shall schedule such meetings during regular business hours, however the Employer may call-in employees who are not on the work schedule, provided that the employees are given reasonable notice and paid straight time, a minimum of one (1) hour, to attend the meeting.

ARTICLE 5 – MANAGEMENT RIGHTS

- 5.01 The Union recognizes that the management of the Employer and directions of its workforce are fixed exclusively in the Employer. Without restricting the generality of the foregoing, and subject to the terms of the collective agreement the Union acknowledges that it is the exclusive right of the Employer to:
- a) operate and manage its affairs in an as efficient and economic manner as it sees fit;

- b) hire, assign, direct, promote, demote, classify, transfer, layoff and recall employees;
- c) discipline or discharge non-probationary employees for just cause;
- d) discipline or discharge a probationary employee for any reason satisfactory to the Employer, provided the Employer does not act in bad faith or for discriminatory reasons;
- e) Establish and administer tests for the purpose of assisting the Employer in determining employee qualifications, and/or fitness to work, including medical examinations by independent qualified physicians or medical specialists where appropriate;
- f) Determine the nature and kind of business to be conducted by the Employer; the services to be rendered and the method by which such services will be rendered;
- g) Identify the need for training, including recurrent training, and assign such training to employees as the Employer sees fit;
- h) Determine whether to perform work or services or have work or services performed by others;
- i) Determine the schedules of operations; number of shifts; the schedules of work; the number and kind of personnel to be employed; the number of hours worked; starting and quitting times; when overtime will be worked; reasonable standards of performance; the quantity and quality of services provided by employees;
- j) Make, enforce, and alter from time to time, rules, regulations, policies, and procedures to be observed by employees, made available in writing; and

- k) Implement changes to jobs, job content or job assignments.

The Employer acknowledges their obligation in administering the Collective Agreement, to act reasonably, fairly, in good faith, and in a manner consistent with the Collective Agreement as a whole.

- 5.02 The management of the Employer's operation and the selection and direction of all Employees shall continue to be vested with the Employer, except where specifically abridged by the terms of this Collective Agreement.
- 5.03 The Union also acknowledges the Employer's right to operate and manage its business in accordance with its commitments, responsibilities, and contractual obligations to its clients.
- 5.04 Duties normally performed by employees within the bargaining unit will not be assigned to non-bargaining unit personnel except in case of emergency, or when regular bargaining unit employees are not available due to illness and cannot be covered due to lack of casual employees, or the inability to recruit regular and/or casual employees. The Employer will inform the Union once per month of those situations where exempt personnel performed bargaining unit work.
- 5.05 Contracting Out – Work presently performed by employees in the bargaining unit shall not be contracted out by the Employer when the result would be a layoff of bargaining unit employees.

5.06 With the concurrence of the employee, the Employer may appoint an employee to a position outside the bargaining unit on an acting basis. The duration of any such acting position will not exceed one (1) year unless approval is obtained from both the employee and the Union. When acting in an excluded position, the employee will be paid the rate of pay specified for that position. Any employee who accepts the aforementioned position will maintain their seniority rights and continue to accrue seniority.

ARTICLE 6 - UNION DUES

- 6.01 The Employer shall deduct from each employee, from the commencement of employment, an amount equal to Union dues as set by the National Convention of the Union and as described within the Dues Directive that it issues. The Employer is also authorized to deduct any administration dues owed to the Union by an employee upon hire.
- 6.02 The total amount(s) deducted on behalf of the Union will be remitted by the Employer to the Union by the twentieth (20th) day of each month following the month for which the monies were deducted, together with an itemized list of the employees for whom the deductions are made and the amount remitted for each.
- 6.03 The Union and the employees agree that the Employer will be saved harmless for all deductions and payments so made.

- 6.04 The Employer shall remit dues electronically, and shall include on such remittance the following information for each employee:
- a) first, middle, and last name;
 - b) work location/job site;
 - c) rate of hourly pay;
 - d) dues deducted and remitted on behalf of the employee as may be prescribed by the Union;
 - e) Social Insurance Number; and,
 - f) Date of birth
- 6.05 When the Employer hires a new employee, the Employer shall also include on the next remittance, the following information:
- a) complete mailing address;
 - b) date of hire;
- 6.06 The Employer shall also record on a remittance job end date, for temporary, or permanent separation.
- 6.07 All contributions and deductions pursuant to Article 31 CLAC Local 56 Education Fund will be remitted together with and in the manner described for Union dues, as set out here in Article 6.
- 6.08 Employees who cannot support the Union with their dues for reasons of conscience, as determined by the Union's internal guidelines of what constitutes a conscientious objection, may apply to the Union, in writing, to have their

dues redirected. Such application shall outline the nature of the conscientious objection.

- 6.09 The Employer will deduct the Administration Dues of twenty-five dollars (\$25.00) from all newly hired employees on their first pay, together with regular Union dues mentioned in Article 6.01.

ARTICLE 7 – UNION MANAGEMENT COMMITTEE

- 7.01 The Employer and Union acknowledges the benefits of creating a positive work environment and fostering a harmonious relationship between the Employer and the employees covered under this Agreement. On the request of either party, and at least once per year, subject to mutual agreement, the parties agree to meet for the purpose of discussing workplace topics and maintaining clear and open communication.
- 7.02 The Union may bring up to four (4) Stewards to the meetings. Stewards shall be paid at their regular rate of pay for attendance at a Union-Management meeting, the cost of which shall be absorbed by the Union.
- 7.03 The outcome of each meeting shall be documented, and a copy shall be approved by both parties and distributed digitally to the employees.

ARTICLE 8 – DISCIPLINE

- 8.01 Where the Employer intends to discipline an employee, such discipline must take place within a reasonable period of the alleged infraction or when the Employer first becomes aware of the alleged infraction. The Employer commits to keep the employee, and the Union updated at all steps of the review.
- 8.02 The Employer will complete an investigation which leads to discipline in a reasonable amount of time.
- 8.03 When an employee is suspended by the Employer pending investigation, the suspension will be with pay until such time as the Employer makes a decision as to the appropriate discipline. The Employer will not apply any unpaid suspensions until the Grievance timelines have elapsed or the Grievance has been settled, unless the suspension was initiated at the Client's request.
- 8.04 When an employee is required to attend a meeting, the purpose of which is to conduct a disciplinary investigation hearing, investigate a documented performance event, or render a disciplinary decision, the employee is entitled to have their choice of an available representative of the Union to be in attendance, during the meeting. Available representative of the Union will be defined as any Union Steward at work at the time of the meeting, or Union Representative in cases of emergency if a Steward is not available. The employee shall always have time to meet with the Union Steward during the meeting.

- 8.05 An employee will receive a copy of any disciplinary record placed on their file, including reprimands, with a copy to the Union. The incident causing such disciplinary actions will not be taken in account to compound other disciplinary actions 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 categories: Attendance related, and Work Performance/Conduct related.
- 8.06 Letters of discipline shall include the name of the Union Steward present, if any. Completed letters of discipline shall be forwarded to the Union office within five (5) days of the discipline being issued.
- 8.07 Upon three (3) days written request to the Employer’s HR Representative, an employee will be permitted to review their personnel file. An employee may request a Union Steward to be present.
- 8.08 A “day” refers to Monday to Friday, excluding General Holidays.

ARTICLE 9 – PROGRESSIVE DISCIPLINE

- 9.01 Unsatisfactory attendance or performance/conduct by an employee may be grounds for discipline up to and including dismissal. The Employer will commit to the principles of progressive discipline.
- Progressive discipline is a process for dealing with job-related behavior that does not meet expected and clearly

communicated performance standards. Progressive discipline will be applied to Employees for poor attendance, conduct, unsatisfactory job performance or infractions of the Employer's rules, regulations and/or policies.

The primary purpose for progressive discipline is to assist the employee to understand that a performance or conduct issue or opportunity for improvement exists. The process of progressive discipline is neither intended to be punitive nor to be understood as prescriptive in its use; rather it is to be acknowledged as the underlying principle at work throughout the discipline process.

The Employer will ensure that a proper progressive discipline process is in place and consistently used. The process may feature increasingly formal efforts and increasingly serious consequences for attendance or performance/conduct violations. Prior to any discipline being issued, the Quality Assurance Coordinator or Employer Designate will interview the affected employee(s). The progressive discipline format does not apply to absences without permission as per Article 15.04.

The intent of progressive discipline is to improve employee performance and conduct issues, and therefore may include disciplines, such as:

a) Verbal Warning

A warning to be provided in writing, stating the specific concerns and the duration of time within which improvement is to occur.

b) First Written Warning

A written notice providing specifics of the concern will be given outlining the nature of the misconduct or performance issue, corrective action expected of the

employee, and a description of the disciplinary action that may be taken if the attendance or performance/conduct issue continues.

c) Second Written Warning

A written notice providing specifics of the concern will be given outlining the nature of the misconduct or performance issue, corrective action expected of the employee, and a description of the disciplinary action that may be taken if the attendance or performance/conduct issue continues. Continued failure to meet the outlined expectations may result in further disciplinary action up to and including termination.

d) Final Written Warning – Last Chance Letter

A final written notice providing specifics of the concern will be given outlining the nature of the misconduct or performance issue, corrective action expected of the employee, and a description of the disciplinary action that may be taken if the attendance or performance/conduct issue continues. This is the final step in the progressive discipline process before termination. The employee must understand that any further infractions or failure to meet the performance expectations will result in termination of employment.

e) Termination

9.02 When the behavior or performance of an employee calls for formal discipline by the Employer, such corrective action shall be presented to the employee in writing and in the presence of a Union Steward and/or Representative, and a copy of this discipline shall be forwarded to the Union.

A copy of all warnings and disciplines shall be placed on the Employee's Personnel File.

9.03 Coaching

If performance and/or conduct of an employee can be corrected without formal discipline, coaching may be utilized by management to promote change in behaviour. Coaching shall be done by the Quality Assurance Coordinator and/or Management Delegate. The intent to coach, rather than formally discipline, shall be communicated prior to the meeting.

Coaching meetings shall not be conducted on the employee's personal time.

9.04 The burden of proof of just and proper cause shall rest with the Employer.

9.05 Management retains the discretion to initiate disciplinary measures at the stage most suitable for addressing the situation effectively, subject to the grievance procedure.

ARTICLE 10 – GRIEVANCE PROCEDURE

10.01 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.

10.02 Should a dispute arise between the Employer and an employee or the Union regarding the interpretation, application, administration, or violation of this Agreement, it

shall be resolved by the grievance procedure in the manner set out below.

- 10.03 The parties to this Agreement recognize that Union Representatives and the Union Stewards are the agents through whom employees shall process their grievances and receive settlement thereof.
- 10.04 Except for termination or layoff grievances, which will be filed directly at Step 2, and policy grievances which will be filed directly at Step 3, all other grievances shall proceed to Step 1, as follows:

STEP 1

- a) An employee should first take their complaint/grievance to the Duty Supervisor/Quality Assurance Coordinator in an effort to resolve the matter verbally. Such employee may request to be accompanied by a Steward or Union Representative.
- b) Where an employee chooses to not approach the Duty Supervisor/Quality Assurance Coordinator or failing resolution after addressing the matter verbally with a Manager, the employee shall reduce their grievance to writing stating the Article(s) alleged to have been violated.
- c) Such Grievances must be filed by a Union Representative within ten (10) days of the event that led to the grievance.

STEP 2

- a) Failing resolution or settlement under Step 1, the grievance shall be taken up between the Employer's Operations Manager/HR Representative or designate and a Union Steward or Union Representative. Except by mutual agreement between the Union and the Employer providing for an extension of time, Step 2 must be completed within ten (10) days from the completion of Step 1.
- b) Any termination or layoff grievance must be filed within ten (10) days of the notification of the Employer's decision.

STEP 3

- a) 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) Employer representatives appointed by an Officer of the Employer. Such written notice and meeting must take place within ten (10) days from the completion of Step 2. Except by mutual agreement between the Union and the Employer providing for an extension of time, Step 3 must be completed within ten (10) days from the completion of Step 2.
- b) Any policy grievance must be filed within fifteen (15) days of the event that led to the grievance.

STEP 4

- a) Failing settlement under the above Steps and within fifteen (15) 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.
- b) The Arbitrator shall be requested to hand down their decision within thirty (30) days following completion of the hearing and their decision shall be final and binding on the two parties to the dispute.
- c) The cost of the Arbitrator will be borne equally by the Union and the Employer. Except by mutual agreement between the Union and the Employer, 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.

ARTICLE 11 – NO STRIKES OR LOCKOUTS

- 11.01 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.
- 11.02 All disputes and grievances of either Party shall be settled as quickly as possible under the Grievance Procedure outlined herein.

ARTICLE 12 – HOURS OF WORK AND OVERTIME

- 12.01 All employees covered by this Agreement shall be paid on a definite bi-weekly basis, and dates will not be altered without consent of the Union.
- 12.02 The Employer shall provide access to every employee covered by this Agreement to an 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, the rate of wages applicable, and all deductions made from the gross amount of wages.
- 12.03 Payment of wages will be made by direct deposit to the employee's bank account.
- 12.04 Any error in payroll by the Employer, of at least one (1) shift or more, shall be paid to the employee within five (5) days of the error being brought to the attention of the Site Management Team. All pay adjustments will be explained in full. Grievances resulting from pay discrepancies that are not resolved within the five (5) days, as prescribed above, will be initiated at the Step 3 level.
- 12.05 Should the employee be overpaid; the employee may bring the issue to the attention of the Employer (and/or the Employer may bring the issue to the attention of the employee); the employee shall be allowed to pay back the overpayment on a mutually agreed upon reimbursement plan. The Parties agree to not consider any payroll error beyond the previous six (6) months.
- 12.06 The calendar week shall be from 00:00 Sunday to 23:59 the following Saturday.

- 12.07 Employees are paid bi-weekly by direct deposit. Overtime is paid at a rate of one and one-half (1 ½ X) times the employee's regular rate of pay for all approved hours in excess of eighty-four (84) hours in the two (2) week pay period.
- 12.08 The Employer and the Union hereby agree to adopt a modified work schedule in accordance with the provisions of the Canada Labour Standards Regulations which is attached as Schedule "B".
- 12.09 When an employee's scheduled shift or scheduled start time is to be permanently altered, the Employer will advise the employee in writing as far in advance as possible, but not less than fourteen (14) days prior to the change except under circumstances where less notice is provided by the client. In such situations the Employer will advise the employee in writing as far in advance as possible, but not less than seven (7) days prior to the change. This is only applicable to Full-Time employees. The notice periods mentioned above may be waived should the employee and the Employer agree to a lesser notification period.
- 12.10 The Employer shall have the right to revise shifts at any time in order to meet operational scheduling changes and customer work requirements. In the event of an open shift, to avoid incurring overtime, the Employer will seek to assign Casual employees first, based on order of Casual seniority. Should a Casual employee not be found, Full-Time, and/or Part-Time employees will be utilized based in order of overall seniority and shift acceptance.

In the event of a client generated change in Full-Time or Part-Time shifts or work requirements resulting in a reduction of hours, the Employer will endeavor to accomplish this on a volunteer basis. If there are no volunteers, the Employer will utilize reverse overall seniority to accommodate the reduction of hours.

- 12.11 When an employee meets with an accident at work, the Employer will provide the injured worker with the appropriate WCB paperwork, and if this hampers them from the normal performance of duties, they shall be paid a full day's wage for the day of the accident.
- 12.12 Employees will be given a minimum of eight (8) hours free from duty between shifts.
- 12.13 Full time and Part Time employees may be required to work on a day off, all of which shall be voluntary and awarded in order of overall seniority. It is agreed that employees who wish not to be called on their days off, will be required to submit their name to the Resource Specialist. Overtime shifts will be awarded in order of overall seniority, subject to qualifications.
- 12.14 Overtime will be paid in fifteen (15) minute increments.
- 12.15 When a Full-Time employee is called to work and attends on one of their days off, they shall receive a minimum of three (3) hours pay at the applicable overtime rate of pay.
- 12.16 If an employee volunteers to leave early when working overtime on their day off, they will be paid only for the time worked.

ARTICLE 13 – PART-TIME EMPLOYEES

- 13.01 Permanent part-time employees shall be offered, in overall seniority order, all available part-time work. Permanent part-time employees shall work no less than eighteen (18) scheduled hours per week, and no more than twenty-eight (28) scheduled hours per week, except during periods of training. In the event of added Part-Time positions, requested by the client, the Parties will meet to discuss the hours of the newly created position.
- 13.02 Permanent Part-Time employees who report to work will be guaranteed a minimum of three (3) hours pay.
- 13.03 A Part-Time shift can be established where there is not sufficient work to establish a Full-Time shift.
- 13.04 Unless otherwise specified, all articles contained in this Agreement shall apply to permanent Part-Time employees.
- 13.05 Overall seniority, qualifications, and skills required for the position will be the deciding factor as to who gets priority on part-time shift schedules.

ARTICLE 14 – CASUAL EMPLOYEES

- 14.01 A Casual employee will be offered work on a call-in basis, to cover the following:
- Illness and injury
 - Periodic training requirements
 - Covering contingency staff requirements arising out of irregular operational situations
 - Vacation coverage

- Approved Leave of Absence

14.02 Casual employees will be held on a separate seniority list. Casual employees' seniority will be applicable only within the casual pool.

14.03 There is a requirement that Casual employees are expected to work a minimum of sixteen (16) hours per month.

14.04 Failure to work the established minimum hours per months for two (2) or more consecutive months, may be considered work abandonment and may result in termination of employment.

ARTICLE 15 – SENIORITY

15.01 For the purpose of this Agreement, The Employer will recognize the existing seniority ranking including any time acquired during continuous service directly with the previous employer, at the Calgary International Airport for the purposes of wage rate, vacation entitlement, and vacation pay.

15.02 The principle of seniority shall be maintained in the reduction and restoration of the work force.

15.03 Seniority shall prevail at all times, subject to the employee(s) skills required for the position, qualifications, and experience in the job classification.

15.04 Seniority shall cease, and employment shall be terminated for any of the following reasons if an employee:

- a) quits, resigns, or retires;
- b) site removal as per the client's direction;
- c) is discharged for cause, unless the discharge is overruled in the grievance procedure;
- d) is absent without permission in excess of two (2) days without notice or for reasons not satisfactory to the Employer;
- e) fails to return to work upon the expiration of an authorized leave of absence or vacation, without notifying the Employer in advance of the absence;
- f) is laid off and not recalled for a continuous period in excess of twelve (12) months or; where an employee has been employed for a period of less than twelve (12) months, the length of the recall period will be limited to the length of the employee's employment;
- g) fails to notify the Employer of their intention to return to work within seven (7) business days of being given notice of recall or fails to return to work on the date of recall as set out in the notice of recall.

15.05 For purposes of any assignment displacements/post closures:

- a) the affected employee shall displace an employee of lesser overall seniority, on same shift rotation, within the classification;
- b) any subsequent displaced employee will displace an employee of lesser overall seniority, on another shift rotation, within the classification, if possible or (d);
- c) the last employee displaced will be offered casual work where available;

- d) any employee can opt to go directly to casual status during this process and the displacements will stop at that point.

ARTICLE 16 - VACANCIES, PROMOTIONS AND JOB ASSIGNMENTS

- 16.01 When promotions, and permanent job vacancies occur, and new positions are created, they shall be posted on the Employer's virtual portal ("Criterion") and shall be open for a period of seven (7) business days during which time, employees may apply.
- 16.02 Postings will include a description of the job, the shift, and the hours of work. Job vacancies shall be awarded based on overall seniority (Full-time and Part-time first, then Casual employees), skills required for the position, and qualifications. If no suitable applications are received, then the Employer may hire an external candidate to fill the job.
- 16.03 An existing employee who is awarded a new job posting will be on a trial basis for up to thirty (30) calendar days. If the employee elects to return to their previous role within thirty (30) calendar days, they may do so, without a guarantee of their previous schedule.
- 16.04 If the Employer elects to return an employee to their previous role within thirty (30) calendar days, they may do so, upon consultation with the Union, and said employee will return to their previous role and schedule. In all cases, the employee will retain the seniority in the original job classification.

- 16.05 If an employee returns to their previous role, the next senior applicant will be selected from the original posting, as long as the vacancy occurs within thirty (30) calendar days. Vacancies after thirty (30) calendar days must be reposted.
- 16.06 The Employer agrees that all promotions and job assignments involving an increase in pay will be based on overall seniority, skills required for the position, and qualifications.
- 16.07 Employees who have been awarded a higher rated classification, shall receive the higher rate for all hours worked, but if an employee applies for, and posts into a lower rated classification, they shall receive the rate of pay aligned with the assigned classification.
- 16.08 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, such employee may be reinstated to their former position without loss of classification seniority, provided this occurs within thirty (30) calendar days of the promotion. Any persons who use this clause to return to the bargaining unit, for whatever reason, will be restricted from bidding positions outside the unit for a period of one hundred and eighty (180) calendar days.
- 16.09 Any employee wishing to protest any seniority must do so within thirty (30) calendar days of the posting of the seniority lists.
- 16.10 Casual seniority shall not be credited towards Full-Time and Part-Time seniority.

16.11 Probation: Due to the nature of the Employers business, new employees will be required to serve a probationary period during which time the Employer will have the right to determine the suitability of the employee for continued employment. The employee will be subject to a probationary period of ninety (90) calendar days. The Probationary Period will be extended by an equivalent number of calendar days of any absence by the employee.

ARTICLE 17 – SCHEDULING

17.01 For the purpose of this Article, the following definitions will apply:

- a) Shift shall mean the daily scheduled shift; example-day shift or night shift.
- b) Rotation shall mean a period of two (2) weeks; e.g. – one (1) week of day shifts followed by one (1) week of night shifts will equal one (1) rotation.
- c) Team shall mean all employees working the same rotation; example there are currently four (4) teams.

17.02 The Employer will build the full-time and part-time master schedule in accordance with Schedule “B” (Averaging Agreement).

17.03 Hours not deemed as part of the full-time complement and any outstanding hours not allocated will be available to the Part-time employees who will be scheduled between eighteen (18) and twenty-eight (28) hours per week, or the hours based on Article 13.01. Any remaining hours will be distributed to Casual employees.

17.04 The Union will be advised of the establishment of any new schedules, and any changes to existing schedules and the effects it may have on the bargaining unit employees.

17.05 Employees may request to switch their schedule to a permanent schedule of days or nights under the following conditions:

- a) After one (1) year of Full-time or Part-time continuous employment at the YYC site, interested employees must notify the Employer by January 1st of each calendar year (and within thirty (30) days after Date of Ratification) stating their preference to work either days or nights only, and
- b) This option will be available to all employees, and
- c) If there are an odd number of requests, the Employer will match all eligible employees in order of overall seniority, as long as there is an interested employee in the opposite shift in the same classification on their team, and
- d) All approved requests will remain in place (employees will not need to re-apply the following January 1), until the Employer is notified by the employee(s), and
- e) The Employer will notify all interested employees within one (1) month of their request being made.

If there are more requests than the available allotted spots, the switches will be granted based on overall seniority. If no additional spots are available, the employees may choose to become casual or be permanently laid off.

This option does not apply to the classification of SOC.

- 17.06 Daily shift assignments will be clearly labeled on the employee's schedule and will be specific to the post the employee is being scheduled to work for that day (i.e. Access Control – Alpha, NPSV South, etc.) based on operational requirements. Shift assignments will be set monthly by the Employer's Resource Specialist (RS).
If daily shift reassignments are required (due to illness, etc.), the RS will seek to cover the shift, meanwhile the Duty Supervisor will appoint the replacement, by seeking volunteers first, followed by reassigning employees by reverse classification seniority.
- 17.07 The scheduled hours of any full-time employee(s) shall not be reduced for the purpose of utilizing any On-Call Casual employee(s) or any Permanent Part-Time employee(s) to replace those hours. Further, any reduction(s) to the hours of any Full-Time employee(s) shall be conducted on the basis of reverse seniority within the classification, subject to qualification and training.
- 17.08 Post assignments for Airside Access Control will be rotated bi-weekly.
Post assignments for Terminal Access Control and Terminal Patrollers will be rotated daily through each zone assignment.
Airside Access Control and Airside Break Relief employees shall be assigned and scheduled separately from Terminal Access Control and Terminal Break Relief. The Break Relief classification will be scheduled on a 4x3x3x4 rotation.

ARTICLE 18 – SHIFT EXCHANGE/SHIFT GIVEAWAY

- 18.01 Definition: “Shift” is defined as “day” or “night”.
- 18.02 Shift exchange, and shift giveaway requests must be submitted to the Employer in the approved format. Shifts may only be traded between employees with the same qualifications and within the same job classification of work. Shift exchange must be within the same pay period. Shift exchange and giveaway requests will not be unreasonably denied.
- 18.03 Employees must ensure that the shift exchange or shift giveaways have been approved. Shift exchanges and giveaways are paid at straight time and will not result in overtime and cannot be combined with other Shift Amendment requests. i.e. no three-way or more trades.

ARTICLE 19 – BREAK TIMES AND MEAL BREAKS

- 19.01 For employees working a scheduled shift that is longer than five (5) but less than ten (10) hours in length there shall be one (1) thirty (30) minute paid break per scheduled shift.
- 19.02 For employees working a scheduled shift that is twelve (12) hours in length there shall be two (2) paid thirty (30) minute breaks, per scheduled shift.
- 19.03 Employees working overtime shall receive a twenty (20) minute paid break for the first four (4) hours of overtime, and if more than four (4) hours is worked, a thirty (30) minute paid meal break at mutually agreeable times.

- 19.04 If an employee's break is interrupted, they should note this with a Duty Supervisor immediately so arrangements for a replacement break may be made.
- 19.05 Employees that work Airside, Airside Access Control, Terminal Patrol, Groundside or Curbside Patrol, may take self-directed washroom breaks. Employees that work Terminal Access Control must request relief coverage for a washroom break. It is understood that supervisory personnel may perform break relief, if necessary.
- 19.06 It is agreed that all positions, except for Airside Access Control and Terminal Access Control, have self directed breaks, and breaks are scheduled by the employee, with regard to normal workflow, provided that the Duty Supervisor and SOC are notified.
- 19.07 For Access Control positions, breaks are scheduled in advance, and break relief will be sent in a timely manner. It is understood supervisory personnel may perform break relief, if necessary.
- 19.08 It is agreed that operational requirements may impede the above; however, in all circumstances the Employer will use its best efforts to comply with the above. It is also agreed that the parties will cooperate with each other in the administering breaks as operational restrictions may impede exact interpretation. Employees will be informed of variations attached to individual sites or assignments in advance.

19.09 It is agreed that if an employee is required to miss their break, they will inform their Duty Supervisor and relief will be sent as soon as possible

19.10 It is agreed that the Employer will endeavor to have breaks spaced equally throughout the employee's shift.

ARTICLE 20 – GENERAL HOLIDAYS

20.01 The following and all additional days as may be declared by the Federal Government shall be recognized as General Holidays:

New Years Day	Good Friday
Victoria Day	Canada Day
Labour Day	Thanksgiving Day
National Day for Truth and Reconciliation	Remembrance Day
Boxing Day	Christmas Day

20.02 All employees shall be paid General Holiday pay for each Holiday above as per the Canada Labour Code. (General Holiday pay is equal to one-twentieth (1/20th) of the wages, excluding overtime pay, earned in the four (4)-week period immediately before the week in which the general holiday occurs.

20.03 In addition to General Holiday pay, employees working on a General Holiday, following the first thirty (30) calendar days of employment, shall be paid time and one half (1½X) their regular rate.

- 20.04 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 0001 and 2400, shall be considered as worked on a General Holiday for each individual employee.
- 20.05 Any time worked on a holiday is not counted in calculating overtime entitlement. The overtime threshold reduces by eight (8) hours in the week of the General Holiday from forty-eight (48) to forty (40), or from thirty-six (36) to twenty-eight (28) hours depending on the week.
- 20.06 If an Employee is scheduled to work on a General Holiday, but does not report to work that day, the employee is no longer eligible to receive pay for the General Holiday.

ARTICLE 21 – VACATION

- 21.01 For Full-Time/Part-Time employees, vacations will be granted on the basis of calendar years of service with the Employer. A calendar year will be from January 1 to December 31 of each year, with January 1 serving as the common anniversary date for all employees.
- 21.02 After the first common anniversary date and successfully passing the probation period, the employee will be entitled to take the prorated amount of vacation days accrued from the hired date.
- 21.03 Employees who have previously completed or subsequently complete one (1) calendar year as an employee, shall receive two (2) weeks vacation at four percent (4%) of their

annual gross earnings for the calendar year for which they are receiving their vacation.

21.04 Employees who have previously completed or subsequently complete five (5) 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 calendar year for which they are receiving their vacation.

21.05 Employees who have previously completed or subsequently complete eight (8) 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 calendar year for which they are receiving their vacation.

LENGTH OF SERVICE (completed)	VACATION ENTITLEMENT	% OF GROSS EARNINGS
1-4 YEARS	2 WEEKS	4%
5-8 YEARS	3 WEEKS	6%
8+ YEARS	4 WEEKS	8%

21.06 For all employees, “% of Gross Earnings” shall mean a percentage of all monies received directly from the Employer (wages, overtime, premiums, and other items of a similar nature).

21.07 Employees shall apply for vacation in Criterion prior to November 15th of the preceding year in which it is to be taken. After November 15th, the employer shall approve the requested vacation in order of seniority and post the

completed vacation schedule in Criterion by December 1st. If an employee's desired vacation period has already been taken by more senior employees, the employee will be denied and advised to choose an alternate vacation time.

- 21.08 Employees who have not indicated any preference prior to November 15, will have to apply for vacation on a first come, first served basis. If multiple vacation requests are received for the same period, on the same date, approval will be based on seniority.
- 21.09 Employees may have the ability to change or cancel their vacation choice after November 15, with three (3) weeks written notice to the Employer, providing there are requested dates still available. The cancellation has to be applied through Criterion in addition to direct communication with Division Coordination Center (DCC) or the YYC Resource Specialist.
- 21.10 Vacation pay will be paid out on each payroll deposit. Upon request by the employee, the Employer will deposit vacation pay into a separate account, as long as the bank account is in the employee's name.
- 21.11 All Employees shall select vacation time in accordance with their overall seniority, subject however to the Employer's right to limit the number of employees who may take vacations in any given week due to operational requirements.
- 21.12 Employees are not eligible to take more vacation time off than vacation pay earned.

21.13 Vacation requests made outside of the timelines stated in Article 21.07, will be responded to by the Employer within seven (7) calendar days. If the vacation request is denied, the Employer will provide the reason to the employee. If the employee books off on the days the vacation was denied, the Employer reserves the right to question the employee and may require a doctor's note.

ARTICLE 22 – HEALTH AND SAFETY

22.01 The Employer and the Union recognize the right of employees to work in a harassment free environment and are committed to providing a workplace that is supportive of the dignity, self-esteem and contribution of all employees.

22.02 The Employer agrees to make responsible provisions for the safety and health of the employees. Dangerous practice and devices shall be reported to the Employer and the necessary precautions to eliminate such hazards will be taken.

22.03 The Employer agrees to comply with the Occupational Health and Safety Code of Canada.

22.04 The Employer will endeavor to ensure adaptive equipment shall be provided where reasonably required so as to minimize the impacts of working conditions on the health and safety of employees. The Employer will further endeavor to ensure that all adaptive equipment provided by the Employer is maintained in good order.

22.05 The Division Joint Health and Safety Committee

The Union will appoint one (1) representative from the membership to attend the Division's Joint Health and Safety Committee quarterly meetings at HQ.

22.06 The Employer recognizes mental health and physical disabilities as conditions that may require accommodation under Human Rights legislation.

22.07 The Employer will make every effort to ensure that equipment provided to employees shall be in kept in good repair.

22.08 An employee may refuse to work if they believe on reasonable grounds that the work constitutes an imminent danger to the employee's health and safety.

22.09 Prior to refusing to work, an employee must first report the issue to their supervisor.

22.10 The Employer will not discriminate against an employee for reporting or refusing to work as per Article 22.08 and 22.09.

22.11 The Employer's designate shall in the course of their duties investigate, record, and make recommendations where workload is unsafe or may result in an occupational injury. The Union retains the right to grieve such issues.

ARTICLE 23 – LEAVES OF ABSENCE

23.01 All the leaves in this Article shall be as defined and outlined in the *Canada Labour Code*. Employees are entitled to job

protected Leaves of Absence under law including, but not limited to, those listed below.

23.02 Unless otherwise stated in this article, employees with at least ninety (90) days of employment shall be entitled to all Leaves of Absence outlined in this Article. For employees with less than ninety (90) days of employment, any such Leave request(s) may be granted at the Employer's discretion.

23.03 Before taking a Leave of Absence, an employee must give the Employer as much notice as is stipulated in the *Canada Labour Code*.

23.04 Unless otherwise stated in this article, notice of return to work shall be as per the *Canada Labour Code*. Upon return to work from a job protected leave, employees shall be either:

- a) returned to the position they held prior to taking the Leave; or
- b) provided alternative work of a comparable nature at not less than the earnings and other benefit entitlements the employee had accrued prior to taking the Leave.

23.05 For vacation time off entitlement purposes only, an employee who returns to work following a job protected Leave of Absence, shall receive seniority credit for the period of absence as if the employee had been at work.

23.06 Applications for the following job protected leaves shall be considered by the Employer as per the requirements, terms and conditions as outlined in the *Canada Labour Code*.

Paid leaves:

- Maternity-related reassignment and leave (paid leave while your employer is examining the request)
- Personal leave (the first three (3) days of leave are paid when you have three (3) consecutive months of continuous employment with the same employer)
- Leave for victims of family violence (the first five (5) days of leave are paid when you have three (3) consecutive months of continuous employment with the same employer)
- Bereavement leave (the first three (3) days of leave of ten (10) total days are paid when you have three (3) consecutive months of continuous employment with the same employer)
- Medical leave with pay (up to ten (10) days of medical leave with pay per year)

Unpaid leaves:

- Maternity-related reassignment and leave
- Maternity leave and parental leave
- Compassionate care leave
- Leave related to critical illness
- Leave related to death or disappearance of a child
- Personal leave
- Leave for victims of family violence
- Leave for traditional Aboriginal practices
- Leave for court or jury duty
- Bereavement leave
- Medical leave
- Leave of absence for members of the reserve force

23.07 Employees who have completed one (1) year of service may request a job protected leave of absence for up to thirty (30) days without pay, for personal reasons. Employees will make their request in Criterion, at least thirty (30) days in advance of the leave beginning.

At the time of requesting the leave of absence, employees are required to use all accrued vacation. The leave of absence may be used in conjunction with their vacation time, ensuring the total cumulative leave does not exceed the employee's unused vacation plus thirty (30) days.

During the leave period, the employee may choose to either decline or maintain their Group Benefits Coverage. If the employee opts to keep the coverage, they will be responsible for paying the full premiums (both the employee and Employer portions) of the Group Benefits Plan. If the employee declines coverage during the leave, a waiting period of up to thirty (30) days will apply upon their return.

The employee must receive formal approval from the Employer before making any travel arrangements related to their leave of absence. Once the LOA has been approved, the employee is required to submit a copy of the original travel itinerary, including both the departure and return dates. If the employee seeks to extend their LOA for a job-protected reason, the employee must submit all necessary documentation to substantiate the request for an extension. The employer reserves the right to request additional information or verification as necessary.

Should the employee take an unapproved leave of absence or not return from their leave of absence as approved, the provisions in subsection 15.04 d) and e) may come into effect.

The Employer will consider length of service, compassionate reasons and operational requirements in the decision of whether to grant such a leave. Requests for leaves will not be unreasonably denied.

ARTICLE 24 – BEREAVEMENT LEAVE

24.01 For the purpose of this article, a "day" refers to the number of hours the employee is scheduled to work on that specific day.

24.02 Employees are entitled to up to ten (10) days of bereavement leave in the event of a death of an immediate family member listed below.

After three (3) consecutive months of continuous employment, Employee will receive pay for the first three (3) days of bereavement leave, upon notification to the Employer, for the following:

- Spouse
- Children
- Children of employee's spouse or common law partner
- Mother
- Father
- Sister
- Brother
- Grandchildren
- Grandparents
- Mother-in-law
- Father-in-law
- Brother-in-law
- Sister-in-law
- Son-in-law

- Daughter-in-law
- Stepchildren
- Stepparents

24.03 The Employer shall grant an additional leave-of-absence of five (5) consecutive calendar days without pay to attend the funeral if the funeral occurs outside of a seven hundred kilometers (700 kms) radius of the employee's normal work location.

24.04 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.

24.05 If an employee is notified of a death in their immediate family while working, they shall be relieved from duty and paid for the balance of their shift, without affecting the number of bereavement days listed above.

24.06 Should the day of interment occur at a later date, the employee shall be able to postpone their bereavement leave until such arrangements are made, as long as the employee provides notice to the employer as soon as the employee is aware of the arrangements.

The Employee can take bereavement in one (1) or two (2) periods starting the day on which the death occurs and ending 6 weeks after the date of:

- Funeral,
- Burial, or
- Memorial service of that family member.

24.07 Reasonable requests for additional unpaid travel time or additional unpaid funeral/bereavement leave shall be fairly considered.

ARTICLE 25 – LAY OFFS

25.01 When the Employer deems it necessary to reduce the work force, they will consult the Union on the need for layoffs. When a reduction of the workforce is inevitable, employees will be laid off on a voluntary basis first, followed by probationary employees.

25.02 If further reductions are necessary, the Employer and the Union will jointly determine the order of layoff and in doing so, they will be guided by the following considerations:

- a) classification seniority;
- b) ability and qualification of the employees to perform the work;
- c) experience

The above considerations will also guide the Employer and the Union when employees on layoff are recalled.

25.03 If employees are reclassified as a result of layoffs, they shall be paid in alignment with the new job classification pay rate but shall maintain their tier level of pay.

ARTICLE 26 – UNIFORMS

26.01 The Employer will provide all uniforms and required articles of clothing as outlined below.

Full Time/Part Time:	Casual:
3 shirts	2 shirts
2 pairs of pants	1 pair of pants
1 hat and 1 tie*	1 hat and 1 tie*
1 sweater	1 sweater
1 Class III CSA approved insulated winter jacket with hi-vis stripes - 3in1	1 Class III CSA approved insulated winter jacket with hi-vis stripes - 3in 1
1 pair CSA approved insulated winter pants for Curbside and Airside NPSV Employees only (every two (2) years)	

* Employees have the option to either wear a tie or not wear a tie during the summer months (June – August).

26.02 All uniforms shall be expected to last a minimum of twelve (12) months after the date of issue. After that time uniforms will be replaced on an as needed basis only.

26.03 Uniforms, PPE, and all Commissioners’ Property must be returned to the Employer within one (1) week of termination of employment.

26.04 The Employer agrees to provide, PPE which are deemed by law, Client or Employer policy to be necessary for the employee's safety and health.

26.05 FOOTWEAR ALLOWANCE: The Employer shall reimburse up to one hundred dollars (\$100.00) every twelve (12) months for footwear for Full-Time and Part-Time employees. Employees must submit a recent footwear receipt to receive reimbursement.

New employees are allowed to submit footwear receipts only after successfully completing probation. However, if footwear was purchased just before their official hire date specifically for employment with the Employer, it will also be eligible for reimbursement once the probation is successfully completed.

ARTICLE 27 – EDUCATION AND TRAINING

27.01 When the Employer specifically requires non-probationary employees to take further training, the cost of the course/certification shall be paid for by the Employer. The actual time spent taking such course shall be paid at the employee's prevailing wage rate. Training that occurs during non-scheduled hours will not accrue to overtime. Any online training mandated by the Employer will be paid for according to the syllabus time.

Such courses Include:

- Recurrent ITP
- First Aid Training renewal
- Additional On the Job Training if required

- Mandated on-line courses, excluding site pre-deployment courses and disciplinary required courses.

27.02 The Employer will advise the Union if the training requirements change.

27.03 Current required accreditations for YYC, Transport Canada, and CCCSA, include but are not limited to:

Pre-Employment Requirements:

- Province of AB Security License
- First Aid Training

Site pre-deployment requirements:

- RAIC
- ITP
- Conflict Resolution Training
- OJT (on the Job Training)

Airside and Groundside classification Requirements:

- D AVOP

27.04 The Employer has the right to implement accreditation and training programs as it sees fit, regardless of whether the accreditation and training programs are mandated by a regulatory body or determined by the Employer to be relevant to the employees' line of work.

ARTICLE 28 – PARKING

28.01 The Employer will provide eligible employees with free parking, for use during their shift. Employees will be required to comply with requirements as directed by the YYC Pass Control Office.

ARTICLE 29 – SICK/PERSONAL DAYS

29.01 Personal Days

Following probation, every Full-time and Part-time employee is entitled to three (3) days paid personal leave per calendar year. Personal Days are subject to the *Canada Labour Code* and will not be unreasonably denied. A "day" refers to the number of hours the employee is scheduled to work on that specific day. Personal days may not be used for activities related to other employment opportunities, including but not limited to interviews or training for another employer.

29.02 Medical Leave with Pay (Sick Days)

Sick leave shall be accrued according to the *Canada Labour Code*. Employees can rollover and bank up to a maximum of ten (10) days of paid sick leave in a calendar year. A "day" refers to the number of hours the employee is scheduled to work on that specific day.

Provided an employee maintains a minimum of five (5) Sick Days in their Sick Bank at the end of each calendar year, all additional Sick Days above the minimum of five (5) will be paid out by the end of January of each year.

ARTICLE 30 – BENEFITS

30.01 The Employer is committed to providing a Benefits Plan for all eligible Full-time and Part-time employees who have successfully completed their probationary period. Eligibility for the company-sponsored benefits plan is determined in accordance with the contract with the Benefits provider.

30.02 The Employer reserves the right to modify the Benefits or change the Benefits provider at its discretion. The Employer will provide the Union with a minimum of three (3) months' notice prior to implementing any potential changes.

ARTICLE 31 – CLAC LOCAL 56 EDUCATION FUND

31.01 The CLAC Local 56 Education Fund shall be used for the training and development of Union Stewards and for other education or development within the Local.

31.02 The Employer shall make contributions of two cents (\$0.02) per regular hour worked for each employee covered by this Collective Agreement.

31.03 Payment of said funds shall be made to the CLAC Local 56 Education Fund, through the Union Remittance Team, by the twentieth (20th) of the month following the month to which they refer.

ARTICLE 32 – PREMIUMS

32.01 Training Premium:
Employees engaged in training new employees will receive a Training Premium of one dollar (\$1.00) per hour worked for all hours spent training employees.

ARTICLE 33 – DURATION

33.01 This Agreement shall be in full force and effect from twenty eighth(28th) day of March, two thousand twenty-five up to and including the thirtieth (30th) day of September, two

thousand and twenty-seven (2027) 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.

33.02 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.

33.03 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.

Dated at _____, Alberta, this ____ day of _____, 2025

Signed on behalf of
CANADIAN CORPS OF
COMMISSIONAIRES
(SOUTHERN ALBERTA)

Signed on behalf of
LOGISTICS, MANUFACTURING,
AND ALLIED TRADES UNION,
CLAC LOCAL 56

<p>This printing is for communication purposes only. Original signed documents are on file at the CLAC Calgary Member Centre.</p>

SCHEDULE "A" – WAGES

Classification		Mar. 30, 2025	Oct. 1 2025	Oct. 1, 2026
Access Control	0-12 mos	\$18.25	\$18.25	\$18.25
	12-36 mos	\$21.32	\$21.42	\$21.64
	36-60 mos	\$22.45	\$22.57	\$23.02
	60+	\$22.78	\$22.89	\$23.81
Terminal Patrol +OSS	0-12 mos	\$19.50	\$19.50	\$19.50
	12-36 mos	\$22.33	\$22.44	\$22.67
	36-60 mos	\$23.69	\$23.81	\$24.28
	60+	\$24.04	\$24.16	\$25.12
Airside Patrol	0-12 mos	\$24.00	\$24.00	\$24.00
	12-36 mos	\$24.36	\$24.48	\$24.73
	36-60 mos	\$24.72	\$24.84	\$25.34
	60+	\$25.08	\$25.21	\$26.21
Groundside Patrol	0-12 mos	\$21.00	\$21.00	\$21.00
	12-36 mos	\$23.35	\$23.46	\$23.70
	36-60 mos	\$24.72	\$24.84	\$25.34
	60+	\$25.08	\$25.21	\$26.21
Groundside w/o D AVOP	0-12 mos	\$18.25	\$18.25	\$18.25
	12-36 mos	\$21.32	\$21.42	\$21.64
	37 -60 mos	\$22.45	\$22.57	\$23.02
	60+	\$22.78	\$22.89	\$23.81

CCCSA AND CLAC LOCAL 56
MARCH 28, 2025 to SEPTEMBER 30, 2027

Classification		Mar. 30, 2025	Oct. 1 2025	Oct. 1, 2026
Curbside pre DOR	0-12 mos	\$19.50	\$19.50	\$19.50
	12-36 mos	\$22.33	\$22.44	\$22.67
Curbside after DOR	0-12 mos	\$18.25	\$18.25	\$18.25
	12-36 mos	\$21.32	\$21.42	\$21.64
	36-60 mos	\$22.45	\$22.57	\$23.02
	60+	\$22.78	\$22.89	\$23.81
SOC	0-12 mos	\$21.50	\$21.50	\$21.50
	12-36 mos	\$23.45	\$23.56	\$23.80
	36-60 mos	\$25.85	\$25.98	\$26.50
	60+	\$26.23	\$26.36	\$27.42
Break Relief	0-12 mos	\$18.25	\$18.25	\$18.25
	12-36 mos	\$21.32	\$21.42	\$21.64
	36-60 mos	\$22.45	\$22.57	\$23.02
	60+	\$22.78	\$22.89	\$23.81

SCHEDULE “B” – AVERAGING AGREEMENT

Notice of Averaging of Hours of Work

Name of employer:

- a) Canadian Corps of Commissionaires (Southern Alberta) (CCCSAB).

An identification of the affected employees:

- b) All CCSAB employees working out of Calgary International Airport.

Address or location of workplace:

- c) Calgary International Airport.
2000 Airport Road NE
Calgary, AB T2E 6W5

Number of weeks in the averaging agreement:

- d) Two (2).

Information to establish that there is an irregular distribution of hours work that is necessitated by the nature of the work in the industrial establishment.

- e) Needs of the client.

Reasons for the length of the averaging period:

- f) In order to facilitate different length of shift requirements.

Hours of work in each work day:

- g) *Twelve* (12) Hours.

Hours of work in each work week

h) *Thirty-six (36) – Forty-eight (48).*

Date the averaging of hours of work comes into effect:

i) Upon ratification.

Note: This notice is posted in accordance with section 6 of the Canadian Labour Standards Regulations which requires that the employer notify affected employees of details of the averaging of hours of work at least thirty (30) days before the averaging takes effect and also requires that the information contained in this notice remain posted for the duration of the averaging of hours of work.

Averaging

- 6 (1)** Where the nature of the work in an industrial establishment necessitates that the hours of work of certain employees be irregularly distributed with the result that those employees
- (a)** have no regularly scheduled daily or weekly hours of work, or
 - (b)** have regularly scheduled hours of work that vary in number from time to time, the hours of work of each of those employees in a day and in a week may be calculated as an average over an averaging period of two or more consecutive weeks.
- (2)** The averaging period referred to in subsection (1) may be changed in accordance with these Regulations, but shall not exceed the number of weeks necessary to cover the period in which fluctuations in the hours of work of the employees take place.
- (3)** Before averaging hours of work under subsection (1) or changing the number of weeks in the averaging period, the employer shall, at least 30 days before the date on which the averaging or the change takes effect,
- (a)** post a notice of intention to average hours of work or change the number of weeks in the averaging period, containing the information set out in Schedule IV; and
 - (b)** provide a copy of the notice to the regional director and every trade union representing any affected employees who are subject to a collective agreement.
- (4)** Where averaging of hours of work is in effect, the employer shall post a notice containing the information set out in Schedule IV.
- (5)** Where the parties to a collective agreement have agreed in writing to average the hours of work of employees or to change the averaging period and the written agreement is dated and contains the information set out in Schedule IV, the employer need not satisfy the requirements of subsections (3) and (4).
- (6)** Where the hours of work of employees are calculated as an average pursuant to subsection (1),
- (a)** the standard hours of work of an employee shall be 40 times the number of weeks in the averaging period;
 - (b)** the maximum hours of work of an employee shall not exceed 48 times the number of weeks in the averaging period; and

(c) the overtime rate referred to in paragraph 174(1)(a) of the Act shall be paid or, subject to subsection 174(2) of the Act, the time off referred to in paragraph 174(1)(b) of the Act shall be granted for those hours worked in excess of the standard hours of work referred to in paragraph (a), excluding those hours for which a rate at least one and one-half times the regular rate of wages has been paid prior to the end of the averaging period.

(7) Subject to subsection (8), the standard hours of work and the maximum hours of work calculated in accordance with subsection (6) shall be reduced by eight hours for every day during the averaging period that, for an employee, is a day

(a) of annual vacation with pay;

(b) of general or other holiday with pay;

(c) of leave of absence with pay under subsection 205(2) of the Act;

(d) of personal leave with pay;

(e) of leave for victims of family violence with pay;

(f) of bereavement leave with pay; or

(g) that is normally a working day in respect of which the employee is not entitled to regular wages.

(8) The standard hours of work and the maximum hours of work calculated in accordance with subsection (6) shall not be reduced by more than 40 hours for any week that, for an employee, is a week

(a) of annual vacation with pay;

(b) of leave of absence with pay under subsection 205(2) of the Act;

(c) that is normally a working week in respect of which the employee is not entitled to regular wages; or

(d) of leave for victims of family violence with pay.

(9) The standard hours of work and the maximum hours of work calculated in accordance with subsection (6) shall be reduced by 40 hours for every period of seven consecutive days, in the averaging period, during which an employee is not entitled to regular wages.

(10) Where an employee whose hours of work are averaged pursuant to subsection (1) terminates the employee's employment during the averaging period, the employer shall pay the employee's regular rate of wages for the actual hours worked during the completed part of the averaging period.

(11) Where, during the averaging period, an employer lays off or terminates the employment of an employee whose hours of work are averaged pursuant to subsection (1), the employer shall pay the employee at the overtime rate of wages established under section 174 of the Act for any hours worked, but not previously paid, in excess of 40 times the number of weeks in the completed part of the averaging period.

(12) An employer who has adopted an averaging period under subsection (1) shall not alter the number of weeks in the averaging period or cease to calculate the average hours of work of employees unless the employer has, at least 30 days before making either change,

(a) posted a notice of the change; and

(b) provided a copy of the notice to the regional director and every trade union representing any affected employees who are subject to a collective agreement.

(13) If, before the end of an averaging period, an employer alters the number of weeks in the averaging period applicable to employees or ceases to calculate the average hours of work of employees, the employer shall, for each hour worked in excess of 40 times the number of weeks in the completed part of the averaging period,

(a) pay those employees at the overtime rate referred to in paragraph 174(1)(a) of the Act; or

(b) subject to subsection 174(2) of the Act, grant those employees time off in accordance with paragraph 174(1)(b) of the Act.

SOR/91-461, s. 6
SOR/94-668, s. 3
SOR/2002-113, s. 1(F)
SOR/2019-168, s. 4

7 Notwithstanding the requirements of these Regulations, section 174 of the Act does not apply in circumstances where there is an established work practice that

(a) requires or permits an employee to work in excess of standard hours for the purposes of changing shifts;

(b) permits an employee to exercise seniority rights to work in excess of standard hours pursuant to a collective agreement; or

(c) permits an employee to work in excess of standard hours as the result of his exchanging a shift with another employee.

SOR/91-461, s. 7

LETTER OF UNDERSTANDING #1

As per the Employer's contractual requirements, all Groundside Patrol employees must be D AVOP certified. Therefore, Employer must either replace non-certified employees with those who are certified or ensure that the current Groundside Patrol staff are willing and able to obtain their D AVOP certification. Employer will allow for a reasonable timeframe to obtain D AVOP.

If an employee is unable or unwilling to obtain their D AVOP certification, they will have the option to move to another classification. In such cases, their current seniority within the Groundside Patrol role will be applied to the new classification where they have the highest level of training. Alternatively, employees may choose to be laid off if that is their preference.

Dated at _____, Alberta, this ____ day of _____, 2025

Signed on behalf of
CANADIAN CORPS OF
COMMISSIONAIRES
(SOUTHERN ALBERTA)

Signed on behalf of
LOGISTICS, MANUFACTURING,
AND ALLIED TRADES UNION,
CLAC LOCAL 56

This printing is for communication purposes only. Original signed documents are on file at the CLAC Calgary Member Centre.
--

Per: _____
(Authorized Representative)

Per: _____
(Authorized Representative)

WE'RE COMMITTED TO YOU



Positive Work-Life

We are a modern union with a modern attitude. We don't just help create a better workplace, but a better work-life, helping you get the most out of every day.



Champions of You

We make your voice heard. We lead positive change. And through it all, we keep you working.



Everyday Greatness

We believe that greatness is in all of us. That when you enjoy what you do, when you feel valued and respected, supported and secure, everyone—you, your family, and your community—benefits.

**CANADIAN CORPS OF COMMISSIONAIRES
(SOUTHERN ALBERTA)**

Calgary

1107-53 Ave NE

Calgary, AB T2E 6X9

Telephone: (403) 244-4664

Fax: (403) 228-0623

**LOGISTICS, MANUFACTURING, AND ALLIED TRADES UNION,
CLAC LOCAL 56**

CALGARY MEMBER CENTRE

3617 - 63 Ave NE

Calgary, AB T3J 5K1

Telephone: (403) 686-0288

Fax: (403) 686-0357

E-mail: calgary@clac.ca