



A.S.P. Incorporated 1450 Appleby Line, Suite 200 Burlington, Ontario L7L 6V1 905.333.4242

MEMO

To: YYC Security Terminal Operation

From: Angus Wilson

Date: 27th March 2020

Re: A.S.P. Incorporated Voluntary Layoff Program Proposal UFCW Local 401

1. [Notice to Employees](#)
2. [Program Details](#)
3. [Employee FAQ](#)

1. Notice to Employees:

A.S.P. and UFCW are working together to ensure the strength and sustainability of our operations during this exceptional and unprecedented time in aviation. We have entered into an agreement to provide a voluntary layoff opportunity to employees who qualify. The contract for services at Calgary airport will require a temporary reduction in the number of select access control and terminal patrol positions needed. The voluntary layoff is intended to give employees who would prefer to be off during the business disruption an opportunity to do so. Senior employees who choose to be laid off will open up work for more junior employees to remain active who may have otherwise been temporarily laid off.

For the purposes of seniority calculation, rights to recall lists and notification to Service Canada for employment insurance benefits, a voluntary lay off is the same as an involuntary lay off. The difference is that employees will voluntarily be laid off outside of seniority order.

If you are interested in volunteering for a temporary layoff please submit your request in writing to Tamara Juniper at tjuniper@security-asp.com with a copy to Stephen Reed at sreed@ufcw401.ab.ca. by **10:00 Monday 30th March 2020**. Late notices may not be accepted. If you are currently on a COVID 19 related leave of absence and would like to elect voluntary layoff, you also need to notify by email. ASP will not place any employee on voluntary layoff without receiving written notice.

We thank you for your dedication and commitment during these exceptional and unprecedented times. If you have any questions or concerns please do not hesitate to speak to your manager or contact Neeru Panjwani , Manager – Human Resources at npanjwani@security-asp.com.

Sincerely,

Angus Wilson
Director of Aviation Services
A.S.P. Incorporated

1. Program Details:

Eligibility

All employees within their classification are eligible to be voluntarily laid off.

As outlined in article 9.8 of the CBA seniority shall be maintained during the reduction and restoration of the workforce provided that the more senior, retained, employee can perform the duties of the job. As such voluntary opportunities will be dependent on the force reduction needs of each classification.

Selection

All employees who volunteer will be laid-off until the force reduction requirement is met. If there are more volunteers than required, layoffs will be awarded based on Seniority and classification.

In order to promptly respond to our clients' needs, we need to be able to make decisions quickly. For this reason, intent to volunteer, once submitted in writing or successful, cannot be withdrawn.

Recall

Employees laid off will be placed on the recall list in order of seniority.

Employees who are recalled, but don't want to return yet, may decline the recall until such time that no further layoffs are required.

Length of Layoff

The temporary layoff will be effective March 31st, 2020. As unionized employees with recall rights, members of UFCW Local 401 will be temporarily laid-off until you are recalled.

3. Employee FAQ

(included with notice)

Voluntary Temporary Layoff Frequently Asked Questions

Q1. What is the difference between a temporary and a permanent layoff?

A.1. A temporary layoff means that you are going to be recalled when the work returns and lasts no longer than 12 months. While no one can predict how this situation will unfold we don't expect it will be 12 months and we will be recalling employees as soon as the work returns.

Q2. If I am not in one of the classifications impacted by layoff, but would like to take a voluntary layoff can I do so?

A.2. No, voluntary layoff options are linked to classifications impacted by layoff.

Q3. If I accept voluntary layoff, how will this affect my employment status?

A.3. You remain an A.S.P. employee. You will be placed on a recall list in order of layoff date and seniority and recalled in order of seniority.

Q4. If I accept voluntary layoff, will I be eligible to receive government unemployment benefits?

A.4. Yes. You will be eligible to apply for Employment Insurance (EI) through Service Canada. If you do not qualify for EI, the Canadian government has assured that all Canadians will receive lost-income benefits. The Emergency Support Benefit will be able in April if you don't qualify for conventional EI. Please visit the Service Canada website (www.servicecanada.ca) and the government of Canada (www.canada.ca) for more information on these programs.

Q5. If I volunteer for layoff, will this automatically be granted?

A.5. No. After reviewing the list of vacancies available, the list of employees being affected by layoff, and the list of employees who volunteer for layoff, we will determine which (if any) voluntary layoffs will be accepted. Voluntary layoff will be done in seniority order, subject to classification.

Q6. What's the difference between a voluntary layoff and a non- voluntary layoff?

A.6. For the purposes of seniority calculation, rights to recall lists and notification to the unemployment office of your layoff, there are no differences.

Q7. How is seniority affected?

A.7. The impact to both your classification and master seniority is the same as involuntary layoff.

Q8. If I send in my request to take voluntary layoff can I rescind it later?

A.8. No. Once you have elected to take voluntary layoff if your position is needed to prevent someone else from being laid off.

Q9. If I take a voluntary layoff and am called back off the recall list but I still want to be off, do I have to take it?

A.9. No. You may decline being recalled until there is no one left to recall. Your seniority position on the recall list will be maintained.

Q.10. I am currently on a LOA and want to take advantage of the voluntary layoff. What should I do?

A.10 You need to notify ASP of your decision to elect a voluntary layoff in writing to Tamara Juniper at tjuniper@security-asp.com with a copy Stephen Reed at sreed@ufcw401.ab.ca