

COLLECTIVE AGREEMENT

BETWEEN

THE OPERATING ENGINEERS LOCAL 955, TRAINING TRUST  
FUND

AND

UNITED FOOD AND COMMERCIAL WORKERS CANADA UNION,  
LOCAL NO. 401

Renewal: December 31<sup>st</sup>, **2024**

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THIS AGREEMENT MADE

BY AND BETWEEN: THE OPERATING ENGINEERS LOCAL 955  
TRAINING TRUST FUND; hereinafter called the "Employer"

AND: UNITED FOOD AND COMMERCIAL WORKERS CANADA  
UNION, LOCAL NO. 401; hereinafter called the "Union"

### Article 1 – Purpose

The purpose of this Agreement is to maintain a harmonious relationship between the Employer and the employees; to define clearly the hours of work, rates of pay, and conditions of employment; to provide for an amicable method of settling differences which may from time to time arise; to promote the mutual interest of the Employer and the employees; to promote and maintain such conditions of employment and, in recognition whereof, the Employer and the Union agree as follows:

If any provision of this Agreement is in conflict with the laws or regulations of Alberta or Canada, such provisions shall be superseded by such law or regulation. If any provision should be declared invalid or inoperable, the parties agree to commence negotiations, within fifteen (15) days' notice of either upon the other, in order to provide legal replacement of such provision. If negotiations do not result in agreement within seven (7) days of commencement of negotiations, or longer as may be mutually agreed, the matter shall be resolved in accordance with Article 18.

### Article 2 – Bargaining Agency and Recognition

The Employer recognizes the Union as the sole bargaining authority for all employees in its office in the Province of Alberta within the jurisdiction of the United Food and Commercial Workers Canada Union, Local No. 401, and within the classification of office and clerical workers listed in Appendix "A"; or within such new classifications as may from time to time be agreed to and established by the Parties. It is expressly agreed that this Agreement shall not apply to any elected or appointed officer or representative of the Employer.

## Article 3 – Union Security

- (a) The Employer agrees that all eligible employees shall maintain Union membership as a condition of employment and the Employer agrees to inform new employees of this condition. New employees who are retained beyond thirty (30) calendar days' employment shall become members of the Union within an additional fifteen (15) calendar days and shall remain in good standing so long as they are employed by the Employer.
- (b) Notwithstanding the above, employees engaged on a temporary or casual basis for a period not exceeding three (3) months shall not be required to join the Union, but must pay weekly dues as are authorized by the Union.
- (c) Membership Application

The Employer agrees to provide each new employee at the time of employment with a membership application, outlining to the employee ***their*** responsibilities in regard to Union membership and to provide the Union, in writing, with the name and address of each employee to whom the application was presented along with the employee's date of hire. The membership application shall be forwarded to the Union ***via scan and email*** not later than thirty (30) working days after the employee's date of hire. The Union shall bear the expense of printing the application form, the contents of the application to be such that it is acceptable to the Employer. The Employer further agrees to provide the Union, once a month, with a ***report containing the following information on a mutually agreed data processing medium:***

- ***Status PT or FT/ Temp***
- ***Current rate of pay***
- ***Name in full***
- ***Social Insurance Number***
- ***Mailing address***
- ***Email address***
- ***All known phone numbers***
- ***Termination date and reason for it***
- ***Amount of current weekly dues***
- ***Amount of current initiation fees***
- ***Amount of union dues assessment***
- ***Total dues for each employee for the current period***
- ***Total initiation fees for each employee for the current period***
- ***Start date***

The Employer agrees, upon written authorization from the employee, to deduct Union dues, applicant's service fee, initiation and/or assessments, once each month and to transmit monies collected to the Union by the fifteenth (15<sup>th</sup>) of the following month, together with a list of the employees from whom such deductions were made.

- (d) Upon written notice from the Union that an eligible employee fails to join and maintain membership in the Union and/or refuses to pay dues or assessments, the Employer agrees to terminate employment of said employee fourteen (14) calendar days from date of notice.
- (e) Upon mutual agreement, the Employer may submit the dues electronically in a manner acceptable to both parties.

#### Article 4 – The Rights of the Employer

The Union recognizes the rights of the Employer to hire and promote, direct the workforce, and to discipline or discharge any employees for just cause subject to the provisions of this Agreement and the right of the Union or employee to grieve as provided in Article 18.

The Union further recognizes that the Employer retains all such rights as are normally reserved to Management, unless expressly limited by this Collective Agreement.

#### Article 5 – Definition of Employees

- (a) Regular Full-time Employee – A regular full-time employee is any person employed on a full-time permanent basis and who has completed the probationary period.
- (b) Regular Part-time Employee – A regular part-time employee is any person employed on a continuing basis for less than the normal hours of work or work week. Regular part-time employees shall be covered by all conditions of this Agreement on a pro rata basis consistent with the time regularly employed each week.
- (c) Temporary Employee – A temporary employee is one hired by the Employer as a replacement into a specific job and hired for a specific period of time. Temporary employees shall not accrue seniority, but

should a temporary employee become a regular employee, **they** shall have **their** seniority dated back to **their** most recent date of hire. When the temporary employee is terminated, no severance pay is due and the temporary employee shall not have bumping rights.

A temporary employee shall not be hired for a period of time that exceeds twelve (12) months. Temporary employees will be required to pay regular weekly dues and be required to join the Union.

It is further agreed that Health and Wellness, Pension, and Alberta Health Care Insurance contributions will be made for temporary employees, retroactive to date of hire for Health and Wellness and Pension contributions only, upon completion of three (3) continuous months of employment, and continuing for the period of their temporary employment. Statutory entitlements for vacation shall apply.

- (d) Casual Employee – Casual employees shall be those employees hired for extra or relief work on a call-in basis only and will be guaranteed not less than one half (1/2) of a regular days work with a minimum of three (3) hours on each day that they are employed.

It is further agreed that no Health and Wellness, Alberta Health Care Insurance, nor Pension contributions will be made for casual employees. Statutory entitlements for vacation and named holidays shall apply.

- (e) All new regular employees, except temporary or casual employees, will be considered probationary for the first ninety (90) calendar days. After a new regular employee has been employed more than the length of the probationary period, **they** will become permanent. A temporary employee transferred to regular status shall serve a probationary period of ninety (90) calendar days reduced by the number of calendar days employed in the previous six (6) months. During the term of this Collective Agreement, the Employer will implement a system of probationary training by creating clear work standards for probationary employees.

If a new employee is unsatisfactory in the opinion of the Employer, the employee may be discharged at any time during the probationary period and such discharged employee shall not have recourse to the grievance procedure.

- (f) The Employer or **their** representative shall make known to the employees the duties the employees are expected to perform and from whom the employees shall receive their instructions as to the policies and procedures of the establishment.



(g) Agency Relief

When the Employer requires additional employees to fill short term vacancies or excessive work loads of three (3) months or less, they will be able to utilize coverage from an Employment Agency. In the event the length of coverage is to be extended for a longer period of time, the Employer will post and fill the positions as stipulated in the Collective Agreement. Should the Employer fail to fill the position as stipulated above, the Employer will then notify the Union Representative and repeat the above process until a suitable applicant has been hired.

In the event that the Employer decides to permanently retain the services of an agency relief person in a permanent regular position, they will be afforded credit for their continuous service for all aspects of the Collective Agreement (probationary period, vacation increments, seniority, etc., except vacation pay accrual) as if the time from the last date of hire in the Employer's workplace was spent as a probationary regular employee.

Article 6 – Union Representation

- (a) The Employer shall recognize the office Steward(s) and Representative(s) as selected by the Union for purposes of collective bargaining, agreement administration, and general Union business, as the sole and exclusive representative(s) of all employees within the bargaining unit as defined in Article 2 of this Agreement. The Union shall notify the Employer in writing of the names of its Representative(s) and Steward(s).
- (b) The Representative(s) of the Union shall have the right to contact the employees at their place of employment on matters respecting the Agreement or its administration. The Union will provide notice to the Employer prior to meeting with employees.
- (c) Union Rights

The Employer shall not discharge, discipline, or otherwise discriminate against any member of the Union for participation in or for legitimate action on behalf of the Union or for the exercise of rights provided by this Agreement.

Further, the Employer shall not discipline, terminate, or invoke a penalty of any kind in respect to employees who have reported any legitimate concern arising out of the Collective Agreements or any impropriety in their workplace involving Management or staff members. This would include, but not be limited to, working conditions or health and safety matters.

(d) New Employee Orientation

The Employer agrees to allow the Union up to a **forty-five (45) minute(s)** presentation **on paid time that will be delivered in the first two (2) weeks of a new employee's employment.** The presentation will be delivered by the job Steward or other Union official.

Article 7 – Hours of Work

- (a) A regular working day shall consist of seven (7) hours between the hours of 7:00 a.m. and 5:30 p.m., five (5) days per week, Monday through Friday inclusive, with an unpaid lunch period of one (1) hour provided; regular set times to be arranged between the Employer and the employee.

Changes to an approved schedule may be made by mutual agreement between the employee and the Employer. Overtime shall not be charged until normal work hours have been completed.

- (b) Two (2) paid relief periods per day of fifteen (15) minutes each, one (1) in the morning and one (1) in the afternoon, shall be provided.

Article 8 – Overtime

- (a) All time worked as approved by the Employer in excess of seven (7) hours in a day or thirty-five (35) hours in a week shall be considered as overtime and paid for at the rate of time and one half (1 ½ X) the regular rate for the first two (2) hours in any one day and double (2X) time after two (2) hours in any one day or four (4) hours in any week.
- (b) All employees required to work overtime in excess of one (1) hour shall receive a paid rest period of fifteen (15) minutes at the overtime rate of pay commencing at the end of one (1) hour.

- (c) Employees who are called back to work during regular scheduled days off or outside the regular working day shall receive a minimum of two (2) hours pay at overtime rates provided the employee reports for such work.
- (d) The Employer will be responsible for an employee's transportation home after 8:00 p.m. in the event of overtime scheduled after working hours, provided the employee does not have **their** own personal transportation.

Article 9 – Holidays

- (a) The Employer agrees to provide temporary employees, regular employees, and regular part-time employees with the following holidays without loss of pay:

New Year's Day	Labour Day
Family Day	Thanksgiving Day
Good Friday	Remembrance Day
Victoria Day	Christmas Day
Canada Day	Boxing Day
August Civic Holiday	Floating Holiday*
1/2 day Floater*	<b><i>Truth and Reconciliation Day</i></b>

and any other day that may be stated as a legal holiday by the Federal, Provincial, or Civic Governments.

(\*These days to be scheduled where mutually agreed between Employer and the employee)

- (b) If any of the above holidays falls on a Saturday and/or Sunday, the following Monday and/or Tuesday shall be observed as the holiday(s).
- (c) In the event of any of the holidays enumerated in Article 9(a) occurring during the period of an employee's vacation, an additional day of vacation with pay shall be allowed for each holiday so occurring in lieu of the above holiday.
- (d) No deduction shall be made in the pay of any regular employee for a holiday not worked except in the following case: When an employee is absent without the immediate Supervisor's consent (non-approved furlough), on either of the working days immediately preceding or following the holiday.

## Article 10 – Vacations

- (a) Temporary employees and/or employees whose employment has been severed prior to a year of service shall receive four (4%) percent of gross earnings.
- (b) Senior employees will be given preference in the selection of vacation periods. Any vacation period must be taken at a time mutually agreed with the Employer. Vacations will be accrued from employment anniversary date to employment anniversary date. Vacations must not be taken prior to the anniversary date which makes the employee eligible for such vacation unless mutually agreed by the employee and the Employer, and must be completed prior to the employee's next anniversary date.
- (c) A regular employee with one (1) year of service shall be entitled to three (3) weeks annual vacation with pay or six (6%) percent of gross earnings, whichever is greater.
- (d) A regular employee with six (6) years of service shall be entitled to four (4) weeks annual vacation with pay or eight (8%) percent of gross earnings, whichever is greater.
- (e) A regular employee with ten (10) years of service shall be entitled to five (5) weeks annual vacation with pay or ten (10%) percent of gross earnings, whichever is greater.

A regular employee with eighteen (18) years of service shall be entitled to six (6) weeks annual vacation with pay or twelve (12%) percent of gross earnings, whichever is greater.

- (f) Should an employee become seriously ill prior to vacation and is ill for at least one (1) full day prior to vacation, they will be allowed to reschedule their vacation in accordance with Article 10(b).
- (g) On January 1<sup>st</sup> of each calendar year or upon request, an employee shall be provided with a written statement of all vacation entitlement including all unused vacation entitlement.
- (h) Vacation requests for the period of **March 1<sup>st</sup> to February 28/9<sup>th</sup>** shall be submitted in writing by the employees and placed on a posted vacation planner schedule that is available for all employees to view between **December 1<sup>st</sup>** and **January 15<sup>th</sup>**. Subject to the orderly operation of the

Employer, requests shall be granted on the basis of seniority. Vacation request responses shall be returned in writing to the employees by **February 1<sup>st</sup>**. Vacation requests made **on or after March 1<sup>st</sup>** shall be submitted in writing and shall be granted on a first come, first served basis subject to the orderly operation of the Employer. Vacation requests made after **March 1<sup>st</sup>** shall be responded to in writing within two (2) weeks.

- (i) For the period of December 20<sup>th</sup> to January 3<sup>rd</sup>, vacation shall be scheduled subject to the orderly operation of the Employer, on a rotating basis. If the employee whose turn it is chooses not to take vacation in that year, they shall be allowed to have the first choice again in the following year. Thereafter the next person on the list shall have first choice. No employee shall have vacation in this period in consecutive years, unless no other employee requests vacation at this time.

An employee has exercised their rights under this article when they have taken one (1) or more days of vacation during the period of December 20<sup>th</sup> to January 3<sup>rd</sup>.

#### Article 11 – Medical Plan, Hospitalization, Pension

- (a) All regular employees shall be covered under the Operating Engineers Local 955 Health and Wellness Plan in accordance with the provision of the Trust Deeds and/or eligibility rules and the Employer shall make the required contributions. With the exception of retiring employees, upon termination of employment, employees will have no further access to Weekly Indemnity or Long Term Disability and shall not be permitted to make self-pay contributions to continue benefits. Such employees shall have access to the other benefits provided by the Health and Wellness Plan as long as there are sufficient hours in their hour bank. Retiring employees who are at least fifty-five (55) years of age shall have access to all Health and Wellness benefits and be permitted to make self-payments to the maximums allowed by the Plan. The Employer shall make contributions to this Plan starting on the first day of hire for regular employees.
- (b) All regular employees shall be covered under the Operating Engineers Local 955 Pension Plan in accordance with the provisions of the Trust Deed and/or Pension Plan. The Employer shall pay eighteen (18%) percent of each regular employee's gross hourly rate based on one hundred sixty (160) hours per month. The Employer shall make

contributions to this Plan starting on the first day of hire for regular employees.

- (c) Starting at the beginning of the second month of employment, the Employer agrees to pay the regular employee's monthly premium of the Alberta Health Care Insurance Plan, at family or single rates as applicable. Common-law relationships shall be accepted for family rate providing cohabitation for a period of at least one (1) year is established.
- (d) Employees shall be provided six hundred (\$600) dollars for the purposes of a health spending account. Some examples of uses for this account will include but not be limited to, reimbursing employees for shortfalls with respect to prescriptions, eye glass coverage, or other deductibles and for the payment of membership fees at a fitness centre.

This program shall be administered in compliance with the Canada Revenue Agency.

## Article 12 – Sick Leave and Leave of Absence

### (a) **General Provisions Governing Leaves of Absence**

***The Leaves of Absence in this article will be in accordance with the Employment Standards Code provisions effective June 11th, 2018 and will not be reduced due to a legislative change for the life of this Collective Agreement.***

***Unless otherwise stated in this article, the following shall apply to all Leaves of Absences:***

- (i) ***At a minimum, employees shall have all the rights and entitlements provided under the Alberta Employment Standards Code. Any legislated improvements for employees shall be deemed incorporated into this Collective Agreement.***
- (ii) ***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 Collective Agreement. For employees with less than ninety (90) days of employment, any such leave request(s) may be granted at the Employer's discretion.***

**(iii) Before taking a Leave of Absence, an employee must give the Employer notice according to requirements of the Employment Standards Code. Employees must provide documentation as required by the relevant sections of the Employment Standards Code.**

**(iv) Unless otherwise stated in this article, notice of return to work shall be according to requirements of the Employment Standards Code. Upon return to work, 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.**

**(b) 1. Sick Leave**

Employees shall be allowed two (2) days sick leave with pay for each month worked and such sick leave to be cumulative from year to year to a maximum working day accrual equal to the L.T.D. waiting period in the Operating Engineers 955 Health and Wellness Plan. Employees who are absent from work due to illness shall communicate the reason for their absence and an estimated date of return to work to their Supervisor within at least one half (1/2) hour of their regular start time. Should the length of anticipated absence change, the employee shall communicate such change prior to **their** anticipated return. If requested by the Employer, a Doctor's certificate must be supplied by the employee in respect of an illness extending beyond three (3) working days. The foregoing shall be at the Employer's expense. ***In respect of an illness extending beyond five (5) consecutive working days, employees shall apply for EI Illness benefits and contact Health & Wellness for insurance provider requirements.***

Necessary time off with pay will be allowed for doctor or dental appointments that are scheduled during employee's scheduled working hours, provided such employee received prior authorization from the Employer. Such authorization shall not be unreasonably

denied. Employees must provide proof of the appointments, upon request. Pay for appointments shall not exceed seven (7) hours in a calendar year and will be made from an employee's sick bank. Additional consideration will be given during pregnancies and for visits to a specialist.

2. Family Leave

An employee who is unable to report for work due to the illness or required care of an immediate family member, **partner** (spouse, common-law spouse, **adult interdependent**), parents, son or daughter, brother or sister, grandchildren, grandparents, parents of spouse, son or daughter-in-laws, **employee's foster parents, guardians children, foster children, wards, partner's children, any other person living with the employee as a member of their family** necessitating the employee's personal attention and care, shall be permitted to use up to three (3) sick days per year of employment in a minimum of half (1/2) day increments. Such leave shall not be cumulative from year to year.

***Employees shall be entitled to up to five (5) days' unpaid Personal and Family Responsibility Leave.***

***\*\*As per Employment Standards Code, this is five (5) day unpaid leave which is separate from the Family Leave which is paid out of sick days.***

3. An employee shall be provided with electronic access to their sick leave, vacation, and paid leave entitlement.

(c) 1. Where an employee is receiving benefits in accordance with Article 12(a) any Weekly Indemnity paid under a Health and Wellness Plan referred to in Article 11(a), shall be refunded to the Employer subject to the provisions of the **Illness** SUB Plan with Employment Insurance. When an employee is paid Weekly Indemnity during this period of time, **ninety-five (95%) percent of** one (1) full day of sick leave shall be deducted from their sick leave bank until it is used up. While the employee has sick leave credits, they shall be paid **ninety-five (95%) of their regular daily wage**. Once the employee has used up their sick leave credits they shall be paid **EI benefits** they are eligible for. **Changes to the basic rate of EI benefits could influence the amount of the SUB payments. The plan may provide for an automatic adjustment of the SUB payments**



**when the EI rate is increased or decreased.**

**If the employee is unable to return to work at the end of eligibility for the EI SUB plan, the employee may be eligible for insurance benefits with the insurance provider. Where an employee is receiving insurance benefits from the insurance provider, one (1) full day of sick leave shall be deducted from their sick leave bank until it is used up. While the employee has sick leave credits, they shall be paid one hundred (100%) percent of their regular daily wage.**

**Service Canada and the insurance provider will be the adjudicators for all claims.**

2. An employee waiting to have a WCB claim approved shall receive benefits in accordance with Article 11(a) and Article 12(b). Upon approval of the WCB claim, any funds received in respect of payments under Article 11(a) and Article 12(b) shall be refunded to the Employer.
- (d) An employee will apply for Employment Insurance benefits at the earliest opportunity and will remain in receipt of Employment Insurance benefits for the full period of time for which Employment Insurance is available to the employee during the maternity leave.
- (e) Employees on Weekly Indemnity or Long Term Disability shall be considered to be on leave until they return to work or are terminated subject to the Employer's duty to accommodate. During the period of leave beyond the paid sick leave entitlement, seniority will be retained and will continue to accumulate.
- (f) Maternity Leave

Employees shall be granted voluntary maternity leaves without pay up to a maximum of **sixteen (16)** weeks upon request without loss of seniority and with accrual of seniority.

**Employees may be eligible for a Maternity Leave SUB Plan with Employment Insurance. Service Canada will be the adjudicator to determine eligibility.**

**Where an employee is receiving benefits in accordance with a Maternity Leave SUB plan, any Weekly Indemnity paid under a**

***Health and Wellness Plan referred to in Article 11 (a), shall be refunded to the Employer subject to the provisions of the Maternity Leave SUB Plan with Employment Insurance.***

The employee will submit ***their*** request for maternity leave, in writing, at least four (4) weeks prior to the date ***they*** intend to commence the leave, unless it is not possible to give the four (4) weeks of notice. If an employee is unable to give the proper four (4) weeks of notice, ***they*** will notify the Employer of the reasons for not being able to give proper notice as soon as reasonably possible. The Employer may request a certificate from a qualified medical practitioner, certifying that the employee is pregnant and/or unable to continue to work because of health reasons connected with the pregnancy or maternity and indicating the estimated date of confinement.

An employee may request the maternity leave to commence up to ***thirteen (13)*** weeks prior to the estimated date of confinement.

In addition to the voluntary maternity leave and parental leave as set out in Article 12(g), an employee shall be granted a health-related leave without loss of seniority and with accrual of seniority. A health-related leave is that period of time that an employee is required to be absent from work for health related reasons connected with the pregnancy or maternity. Where an employee, who is eligible for benefits provided by the Operating Engineers Local 955 Health and Wellness Plan, is unable to perform ***their*** regular duties because of health related reasons, ***they*** shall be entitled to sick leave benefits as per Article 12(a)1., of the Collective Agreement. The employee shall advise the Employer as far in advance as possible with respect to a prospective health-related leave. The Employer may require the employee to supply a doctor's certificate with regard to the commencement of and termination of the health-related reasons for absence from work. Voluntary maternity leave may commence before a health-related leave, and may resume following the period of the health-related leave.

The employee will give the Employer at least four (4) weeks' notice of ***their*** anticipated return to work after ***they have*** completed leave, whether it be after ***their*** maternity leave, health-related leave, or parental leave. Upon the employee's return to work ***they*** shall be reinstated to ***their*** former position if available, or a comparable position, with no less than the rate of pay that ***the employee*** had prior to the commencement of ***their*** leave.

**(g)** Parental Leave

An employee shall, upon written request providing at least four (4) weeks advance notice where possible, be granted parental leave to a maximum of **sixty-two (62)** weeks without loss of seniority, and with accrual of seniority. The leave must conclude no later than **seventy-eight (78)** weeks after the birth of **the employee's** child.

An employee will give at least four (4) weeks' notice of the date that **they** wish to return to work. Upon the employee's return to work, **they** shall be reinstated to the same position if available or a comparable position if **the employee's** former position is not available, with no less than the rate of pay that **they** had prior to the commencement of **their** leave.

Parental leave may be taken in addition to any maternity leave.

**(h)** Adoption Leave

An employee shall, upon written request providing at least four (4) weeks advance notice where possible, be granted adoption leave to a maximum of thirty-seven (37) weeks without loss of seniority, and with accrual of seniority. If an employee is unable to give the proper four (4) weeks' notice, **they** will notify the Employer of the reasons for not being able to give proper notice as soon as reasonably possible. The leave must conclude no later than fifty-two (52) weeks after the adoption of **their** child.

An employee will give at least four (4) weeks' notice of the date that **they** wish to return to work. Upon the employee's return to work, **they** shall be reinstated to the same position if available, or a comparable position, with no less than the rate of pay that **they** had prior to the commencement of **their** leave.

- (i)** Where an employee is granted extended sick or maternity leave as outlined under **(e)**, **(f)**, **(g)**, and **(h)** above, the Employer agrees to maintain the employee's Health and Wellness coverage up to a maximum of one (1) year by contributing the number of hours required to cover the monthly premium, provided that the reserve hours to the employee's credit have become depleted to less than the required monthly hour bank requirement.

**(j) Personal Leave-Unpaid**

Employees may apply for and, where possible, receive up to six (6) months leave of absence without pay, for reasons other than sick leave. Seniority will be retained and will continue to accumulate. Permission for such leave must be obtained from the Employer in writing.

**(k) Union Leave-Unpaid**

One (1) employee, when delegated to perform Union activities shall be granted leave of absence without pay, not to exceed thirty (30) days without loss of seniority.

**(l) Union Leave-Paid**

A maximum of one (1) employee selected to act on behalf of the Union shall not have wages reduced by reason of time spent during the period of negotiations and/or processing of grievances with the Employer's signatory to this Agreement, prior to the appointment of a Conciliation Commissioner or an Arbitration Board. The Union will pay for the cost of a maximum of one (1) employee, selected on behalf of the Union, to attend negotiations.

**(m) Bereavement Leave**

1. In cases of the death of an employee's spouse (including same sex and common-law spouse), parents, son or daughter, brother or sister, grandchildren, grandparents, parents of spouse, son or daughter-in-laws, or any relative living in the household of the employee shall be granted a leave of absence of five (5) days with pay.

Where traveling time is necessary for out of town funerals for the persons identified above, additional time will be allowed in accordance with distance to be traveled; up to one (1) week without pay.

2. A leave of absence of up to three (3) days with pay shall be granted on request in cases of the death of: sister-in-law, brother-in-law, grandparents of spouse. A leave of absence of three (3) days without pay shall be granted in the event of death of an aunt or uncle.

Where traveling time is necessary for out of town funerals for the

persons identified above, additional time will be allowed in accordance with distance to be traveled; up to one (1) week without pay.

3. In the event that the death of a family member described above occurs during vacation, vacation shall be extended by the above amounts of leave.

Leaves of absence identified in 1. or 2. above shall not be charged against sick leave, holiday entitlement, or other accrued time off.

- (n)** In the event of a serious personal circumstance, the Employer may grant leaves with or without pay for up to three (3) days for reasons not defined in this Agreement.

**(o)** Jury Duty

An employee summoned to Jury Duty shall be paid wages amounting to the difference between the amount paid them for jury service and the amount they would have earned had they worked on such days. Employees on Jury Duty shall furnish the Employer with such statements of earnings as the Court may provide. Employees shall return to work within a reasonable period of time. They shall not be required to report if less than two (2) hours of their shift remains to be worked. Total hours on Jury Duty and actual work on the job in the office in one (1) day shall not exceed seven (7) hours for purposes of establishing the basic work day. Any time worked in the office in excess of the combined total of seven (7) hours shall be considered overtime and paid as such.

- (p)** An employee on sick leave, maternity leave, WCB, Weekly Indemnity, Long Term Disability, or any other leave of absence in excess of ninety (90) calendar days from the original date of absence shall not accrue vacation or sick leave credits after ninety (90) calendar days of absence until they return to work.

- (q)** An employee on sick leave, WCB, Weekly Indemnity, or Long Term Disability shall continue to receive Alberta Health Care coverage for a period of two (2) years from the original date of disability.

- (r)** Contributions shall be made to the Pension Plan for any period that employees are directly paid by the Employer. If an employee has been absent on sick leave that is subsequently accepted as a WCB claim, the

monies paid into the Pension Plan shall be refunded to the Employer.

- (s) Regular full-time and regular part-time employees who have completed probation may apply for six (6) weeks of unpaid Compassionate Care leave in accordance with the guidelines of Employment Insurance Compassionate Care. Proof of Employment Insurance eligibility for this leave and copies of the Medical Certificate shall be supplied by the employee in advance of the leave being granted. Employees shall apply two (2) weeks in advance of the leave where possible.

- (t) **Citizenship Ceremony Leave (Unpaid)**

***Employees shall be entitled to up to a half-day (1/2) of Citizenship Ceremony Leave to attend a citizenship ceremony to receive a certificate of citizenship.***

- (u) **Compassionate Care Leave (Unpaid)**

***Employees shall be entitled to up to twenty-seven (27) weeks' Compassionate Care Leave for the purpose of providing care or support to a seriously ill family member.***

- (v) **Critical Illness Leave (Unpaid)**

***Employees shall be entitled to up to thirty-six (36) weeks' Critical Illness Leave for a child and up to sixteen (16) weeks' Critical Illness Leave for an adult.***

- (w) **Death or Disappearance of a Child Leave (Unpaid)**

***Employees shall be entitled to up to fifty-two (52) weeks' Death or Disappearance of a Child Leave for the disappearance of a child if the child disappeared as a probable result of a crime and up to one hundred four (104) weeks' Death or Disappearance of a Child Leave if the child has died as a probable result of a crime.***

- (x) **Domestic Violence Leave (Unpaid)**

***Employees shall be entitled to up to ten (10) days' of Domestic Violence Leave.***

(y) **Reservist Leave (Unpaid)**

**Employees shall be entitled to up to twenty-six (26) weeks' Reservist Leave.**

(z) **Time Off to Vote (Unpaid)**

**If the work schedule of an employee does not provide the employee with three (3) consecutive hours to vote in any municipal, provincial, federal or band council electoral process of advance voting or on election day, the Employer shall allow the employee leave time for voting as required to provide the employee three (3) consecutive hours to vote during voting hours on any of the days of voting, at the convenience of the Employer.**

**Article 13 – Seniority**

- (a) Seniority shall mean length of continuous service with the Employer and shall be cumulative on an office-wide basis, subject to Article 13(d).
- (b) An employee shall lose all seniority rights and be deemed terminated for any one (1) or more of the following reasons:
  - 1. Voluntary resignation.
  - 2. Discharge for just cause.
  - 3. Failure to return to work from a layoff within ten (10) working days after being called by registered mail unless due to illness or accident. The Employer may require substantiating proof of illness or accident.
  - 4. Termination pursuant to Article 14(j) or 15(e).
- (c) Employees retained on staff following the probationary period will have seniority credited to date of hiring.
- (d) An employee laid off and placed on the recall list will retain but will not accumulate seniority during the period of layoff.
- (e) Seniority lists will be made available by the Employer and shall be

amended quarterly in the event of any changes occurring during such period. The seniority list shall be copied to the Union, and the employees as changes are made. A copy of the seniority list shall be posted on the Union bulletin board.

(f) When two (2) or more employees are hired on the same day, their seniority ranking will be decided by alphabetical order of their last names. Where their last name is the same, their first name shall be used.

(g) **One-Time Service Recognition**

Years of Service (As of November 20 <sup>th</sup> of each year)	One-Time Service Recognition (Less required <b>statutory deductions</b> )
3 Years of Service	\$500.00
5 Years of Service	\$700.00
10 Years of Service	\$900.00
15 Years of Service	\$1,100.00
20 Years of Service	\$1,300.00
25 Years of Service	\$1,500.00
30 Years of Service	\$1,700.00

**Article 14 – Promotion, Layoff, and Recall**

(a) The Employer shall fill job vacancies from within the office before hiring new employees providing employees are available with the necessary qualifications, knowledge, and skills, to fill the vacant position. Vacancies and new positions within the scope of this Agreement shall be posted on the bulletin board and employees shall be allowed seven (7) calendar days in which to make written application for such vacancies or new position. The Employer shall notify the Union thirty (30) days following a vacancy occurring as to whether the Employer intends to fill the vacancy, if the vacancy has not already been posted.

(b) Promotions shall be made on the basis of seniority, ability, and experience. In the event two (2) or more employees have the same relative ability and experience, the employee with the greatest seniority shall be selected.

(c) An employee who is promoted to a higher position shall be paid at the same step in the higher category as **the employee** received in the



previous category except for the first sixty (60) days where, if training is required, the employee shall be paid at the rate in the step lower in the category to which the employee is promoted but in no case will **they** receive less wages than received in the previous category.

- (d) An employee promoted to a higher rated position shall be on trial for the first sixty (60) calendar days. If during the first sixty (60) calendar days **the employee** is considered to be unsuitable, **they** shall be demoted to **their** former position or one of equal rank.
- (e) If a reduction of office staff is necessary, the employee with the least amount of seniority will be the first laid off, subject to relative ability and experience. Employee entitlements during layoff are limited to recall rights and access to Health and Wellness benefits subject to Article 11(a).
- (f) Any regular full-time or part-time employees who are laid off due to lack of work or closure of an office in a geographical area of fifty (50) kilometers radius from current office locations shall be placed on the recall list for a period of three (3) months unless they have accepted severance pursuant to Article 15.

An employee may elect to take severance pay at the point of layoff. If the employee chooses this option, the employee shall be terminated and shall not be entitled to be recalled.

- (g) Employees shall keep the Employer advised of any change to the employee's address.
- (h) Employees on the recall list shall have first rights to any vacancy in their former job classification or to a similar classification for which the employee is qualified and the Employer will not hire or promote to such a classification while an eligible employee is on the recall list.
- (i) Employees recalled to their former position or to a position having the same salary range shall receive the current rate for the step in the salary range which they held at the time of layoff.
- (j) If a regular employee has been on lay-off for more than three (3) months in any twelve (12) month period, or refuses part-time employment during such layoff, then the employee shall be considered to have been terminated and entitled to severance pay pursuant to Article 15. No other payment in lieu of notice shall be required in case of layoff.

## Article 15 – Discipline, Discharge, and Termination

- (a) It is hereby agreed that the Employer has the right to discharge or discipline for just cause only and notice or pay in lieu of notice may be forfeited in the event of such discharge at the Employer's option. The Employer will inform the Union of the reasons for such discharge at the time of discharge if requested.
- (b) When an employee's work performance or conduct is such that it may lead to discipline or discharge and is the subject of discussions between the employee and the Employer, the Union Representative or Shop Steward shall be present.

The Employer shall notify the Union Representative prior to any layoffs within the bargaining unit taking place.

- (c) No reprimands or warning letters shall remain on an employee's file after twelve (12) months and are not to be used in disciplinary proceedings. A written reprimand or a warning letter shall not be given to an employee except in the presence of a Union Representative, or Shop Steward, with a copy to the Union. The employee shall be permitted to utilize Stewards from other bargaining units where one is not available from their own.
- (d) If upon joint investigation by the Union and the Employer or by decision of the Arbitrator appointed pursuant to the terms of this Agreement it shall be found that an employee has been unjustly discharged, such employees shall be subject to the award of said arbitration. The award of the arbitration shall be final and binding on both parties.
- (e) Severance Pay

A regular employee who has completed one (1) or more years of service and who is laid off, shall be eligible to receive a severance payment at the greater rate of 1. or 2. below:

1. A minimum of two (2) weeks pay at the employee's current rate of pay and Full-Time Equivalent (F.T.E.), or;
2. Two (2) weeks pay at the employee's current rate of pay and F.T.E. per year of service plus two twelfths (2/12) of their weekly salary for each additional month of service.

No other payment in lieu of notice shall be due to regular employees. An employee who chooses to accept severance pay shall be deemed terminated in accordance with Articles 13(b) and 14(j).

## Article 16 – Wages

- (a) Employees will be classified in accordance with the skills used and shall be paid an hourly wage rate for such classification in accordance with Appendices which are attached, hereto, and made part of this Agreement.
- (b) Any position not covered by Appendix "A", or any new position which may be established during the life of this Agreement, shall be subject to negotiations between the Union and the Employer. In the event that the Parties are unable to agree as to the classification and rate of pay for the job in question, or in reclassifying any position of an employee which may be in dispute, it may be submitted to the grievance procedure and arbitration machinery of this Agreement.
- (c) If employees are receiving benefits in excess of the rates or privileges outlined in this Agreement, such conditions shall not be altered due to the signing of this Agreement, unless the parties have agreed to alter the conditions.
- (d) Employees shall be paid bi-weekly. If a payday falls on a holiday or a non-working day, payday shall be advanced to the day before the holiday or the last banking day. If the Employer is using direct bank deposit, the payday does not need to be advanced.
- (e) An employee assigned to a higher job classification or who temporarily replaces another employee in such higher classification shall be paid at the higher rate for the period so employed. This provision shall not apply for brief relief periods of less than one half (1/2) day except that if an employee is required to work at a higher classification on a recurring basis, i.e. each day, each week, or each month, the higher rate of pay shall apply.
- (f) Any employee hired who reports for work and is not put to work shall be guaranteed not less than one half (1/2) of a regular days pay with a minimum of three (3) hours.
- (g) The Parties agree that the rates of pay specified herein shall be

retroactive to the expiry date of the last Agreement.

- (h) The Employer shall make available to the Union upon request, information as to the classification placement of employees in the bargaining unit and their wage rates.

### Article 17 – General

- (a) Employees shall not be asked to make any written statement or verbal contract which may conflict with this Agreement.
- (b) The privilege of using the Union label shall be extended to the Employer as long as this Agreement remains in full force and effect and the Employer is fulfilling all of its terms and conditions. The Union label shall be the official Union Label of the United Food and Commercial Workers Canada Union, with the designation of Local No. 401 and shall remain the sole property of the Union.
- (c) It shall not be a violation of this Agreement or cause for discharge of any employee in the performance of **their** duties, to recognize a legal picket line. The Union shall notify the Employer as soon as possible of the existence of such recognized picket line.
- (d) The Employer agrees to comply with the Employment Standards Code as minimum terms and conditions of employment.
- (e) There shall be a Joint Labour Management Committee composed of two (2) representatives of the Union, one (1) of whom shall be the Steward, or **their** appointee, and a full-time Representative of the Union. The other two (2) members of the Committee shall be the Supervisor and the Chairman of the Board or **their** designate.

The Committee shall meet every two (2) months, if requested by either party, at a time convenient to the parties for the purposes of discussing any item that is of concern to either party arising out of the operation of the work site covered by this Collective Agreement.

Members of the Committee representing the Union shall suffer no loss in pay for attendance at such meetings.

(f) Interpretations

In this Agreement (unless otherwise indicated in the context), all words in the singular shall include the plural, and all words in the plural shall include the singular; words of masculine gender shall include the feminine, and vice versa.

Article 18 – Grievance Procedure

- (a) Any complaint, disagreement, or difference of opinion between the Employer and the Union or the employees covered by the Agreement which concerns the interpretations, application, operation, or alleged violation of the terms and provisions of this Agreement, shall be considered as a grievance.
- (b) All grievances, except those submitted by the employee to **their** immediate Supervisor or to the Union, shall be submitted in writing and shall set forth, clearly, the issues and contentions of the aggrieved party; the Employer shall then reply, in writing, to the Union's letter, setting forth their answer to the points raised by the Union in its grievance.
- (c) Any employee, the Union, or the Employer may present a grievance. Any grievance which is not presented within fourteen (14) calendar days following the event giving rise to such grievance (except by errors in respect to the employee's compensation which must be presented in writing within fourteen (14) calendar days of the employee becoming aware of the event giving rise to such grievance), or within ten (10) calendar days of the last day worked in the case of a dismissal, shall be forfeited and waived by the aggrieved party.
- (d) 1. The procedure for adjustment of grievances and disputes by an employee shall be as follows:
- 1<sup>st</sup> Step: By a discussion between the employee and the Shop Steward and employee's immediate Supervisor. If a satisfactory settlement cannot be reached within five (5) calendar days, then within ten (10) calendar days;
- 2<sup>nd</sup> Step: The Union Representative(s) may take up the matter in writing with the official designated by the Employer to

handle labour relations matters. If a satisfactory settlement cannot be reached within fourteen (14) calendar days from the time it was presented to the Employer representative, the matter may then be referred to arbitration. It is agreed that under unusual circumstances an employee may take **their** alleged grievance directly to the Union.

2. The procedure for adjustment of grievances and disputes by the Union or the Employer shall be as follows:

1<sup>st</sup> Step: The aggrieved party shall present the written grievance to the other, and if a satisfactory settlement cannot be reached within fourteen (14) calendar days from the time it was presented, the matter may then be referred to arbitration.

Time limits for grievances may be extended by agreement of the Union and the Employer.

- (e) Arbitration shall involve a single arbitrator mutually acceptable to both parties.

Within ten (10) days (excluding Saturday, Sunday, and holidays) following receipt of notice, the Employer and the Union, shall **agree upon a single Arbitrator**. In the event **the Parties fail to agree upon an Arbitrator**, the Department of Mediation Services shall, be requested to **appoint an Arbitrator**.

Grievances submitted to **arbitration** shall be in writing and shall clearly specify the nature of the issues and the remedy requested. In reaching its decision the **single Arbitrator** shall not be vested with the power to change, modify, or alter this Agreement in any of its parts, but may, however, interpret its provisions. The expenses of the **single Arbitrator** shall be borne, equally, by the Employer and the Union.

The findings and decisions of the **single arbitrator** shall be binding and enforceable on all Parties.

## Article 19 – Technology and Training

- (a) In the event of proposed technological changes **to existing duties included within the classification of office and clerical workers listed in Appendix “A”**, the Employer agrees to advise the Union Representative of such changes and further agrees to offer employment to their present employees before hiring from the outside market. The Employer further agrees to institute a training program for these employees who wish to accept employment in these positions. In the event that employees are not successful in being trained for the new positions, they shall be forwarded all rights under Article 14 and 15 of the Collective Agreement.
- (b) In the event that the Employer directs an employee to enroll in or take a course, the Employer shall compensate the employee for lost wages and the cost of the tuition and course materials or texts will be borne by the Employer. It is also recognized that upgrading skills is a shared responsibility of the employee and Employer. General courses will be assessed in the following manner:

Employees wishing to enroll in a course(s), which will better qualify them to perform their duties may make application to the Employer, prior to enrolment. If the Employer agrees, then the cost of tuition will be borne by the Employer.

The employee is required to provide proof of successful completion of the courses described above. In the event the employee does not provide this proof, the employee shall reimburse the Employer for any costs of the course that the Employer incurred.

## Article 20 – Harassment

- (a) The Union and the Employer recognize the right of the employees to work in an environment free from harassment, **intimidation and bullying**, and the Employer undertakes to discipline any person employed by the Employer engaged in harassment, **intimidation and bullying** of another employee.

1. Harassment shall be defined as:

- (i) Harassment may include any comment or conduct by any

person towards another which is hurtful or malicious and is unwelcome and unwanted. Unwelcome or unwanted in this context means any behavior or action which the harasser knows or ought reasonably to know is not desired by or acceptable to the victim.

- (ii) No person shall be harassed because of age, race, creed, colour, national origin, political, religious affiliation or activity, sex or marital status, sexual orientation, place of residence, disability, nor by reason of ***their*** membership or activity in the Union.

2. Sexual harassment shall be defined as:

- (i) Inappropriate touching, including touching which is expressed to be unwanted;
- (ii) Suggestive remarks or other verbal abuse with a sexual connotation;
- (iii) Compromising invitations;
- (iv) Repeated or persistent leering at a person's body;
- (v) Demands for sexual favours;
- (vi) Sexual assault.

3. ***Bullying shall include but not be limited to:***

- (i) ***a repeated pattern of negative behavior aimed at a specific person or group. It includes comments and/or behaviour that intend to humiliate, degrade, offend, or intimidate someone.***
- (ii) ***Constructive work-related criticism, respectful disagreement, and reasonable management do not constitute bullying.***

- (b) In cases of sexual harassment, the Employer and the Union shall meet to determine if the employee being harassed has the right to discontinue contact with the alleged harasser without incurring any penalty, pending determination of the grievance.



- (c) An employee may initiate a grievance under this article at the first step of the grievance procedure. Grievances under this article will be handled with all possible confidentiality and dispatch.
- (d) It is the policy of the Employer to ensure that the working environment is conducive to the performance of work and is such that employees are not hindered from carrying out their responsibilities. The Employer considers harassment in the workforce to be a totally unacceptable form of intimidation and will not tolerate its occurrence. The Employer will ensure the victims of harassment are able to register complaints in complete confidence without fear of reprisal.
- (e) It is the responsibility of the Employer to ensure that this policy is respected by all employees. The Union and the Employer agree that during the life of this Agreement, they shall jointly develop procedures, to deal with any allegations of harassment, which shall be attached to and form part of this Collective Agreement.

#### Article 21 – No Discrimination and Definition

The Employer and the Union agrees that there shall be no discrimination practiced by either party with respect to any employee by reason of age, race, **religious beliefs**, colour, **gender, gender identity, gender expression, ancestry, place of** origin, political, religious affiliation or activity, marital status, **family status, source of income**, sexual orientation, place of residence, **physical** disability, **mental disability**, nor by reason of **their** membership or activity in the Union.

#### Article 22 – Education and Training Fund

***Education and Training Fund contributions to be set at sixteen (\$0.16) cents per hour for each hour that all members work.***

#### Article 23 – Duration, Termination, and Amendments

- (a) This Agreement shall be in full force and effect as of the 1st day of January, **2021**, and continue in full force and effect through the 31st day of December, **2024**, and from year to year thereafter except as hereinafter provided.

- (b) Either party wishing to amend or terminate this Agreement shall give notice in writing of such desire to the other party not less than sixty (60) days or more than one hundred twenty (120) days prior to the expiry date of this Agreement.
- (c) If notice has been given by either party, this Agreement shall remain in full force and effect during any period of negotiations, even though such negotiations may extend beyond the said expiry date, until a strike or lockout occurs in accordance with the procedures in the Labour Relations Code of Alberta.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, **2023**.

For The Employer:

For The Union:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

For The Employer:

Bargaining Committee:

**Chris Flett**  
**Darlene Pysylk**

**David Smith**  
**Saba Mossagizi**  
**Lee Clarke**  
**Simone Robinson**  
**Emily Charo**  
**Dallas Suleiman**

This Agreement was ratified on **October 28, 2022**.

## Classifications

### Administrative Clerk 1 (Clerk/Receptionist) Receptionist

- *Answering incoming phone inquiries, and responding to voicemail and email*
- *Incoming/outgoing mail, courier deliveries*
- *Addressing in-person inquiries about eligibility, courses, certificates*
- *Scheduling members for in house and online computer based training*
- *Assisting with courses – verifying member eligibility, printing reports, scheduling members for courses, assisting members with computer based training*
- *Providing training completion information for verification and card production*
- *Approving submissions for Trades Wallet*
- *Collecting payments for courses and issuing receipts*
- *Assisting with cross-training of new hire employees on duties, policies and procedures*
- *Other related duties as required by the Employer*

### Administrative Clerk 2

*The work generally involves the office duties as described in the foregoing categories and may include any or all of the following duties:*

- *Processing member and employer reimbursements – verifying eligibility, recording reimbursements in database*
- *Scheduling instructors for third party courses*
- *Assisting instructors with preparing course materials*
- *Preparing and distributing class lists and student agreements*
- *Preparing training rooms for in house training*
- *Ordering instructional supplies and materials*
- *Issuing wall certificates and wallet cards*
- *Generating monthly reports for computer lab courses and online learning, training statistical reports*
- *Schedule employer training requests*
- *Maintaining training records, including statistics on employer based*

- or member requested training.*
- Other related duties as required by the Employer*

## Admin/Accounting 2

***The work generally involves the office duties as described in the foregoing categories and may include any or all of the following duties:***

- Assisting instructors in development of course objectives, instructional materials and reinforcement exercises*
- Moodle data uploads to Trades Wallet*
- Entering accounts payable and/or receivables*
- Check remittances are correct according to Collective Agreement, correspond directly with employers to resolve remittance errors*
- Issuing purchase orders for authorized purchases*
- Preparing reimbursements for authorization and payment*
- Providing financial process assistance to Office Manager when required*
- Providing financial analysis as required*
- Processing employer reimbursements - liaising with employers regarding pre-approval for eligible members to attend courses*
- Other related duties as required by the Employer*

## Training Technician

Education requirement for Training Technician is a Diploma in Computer Systems Technology or equivalent.

Responsible for the total arena of the efficient and effective operation of computer hardware and software within the training office. Liaison with contractor developing computer based training programs and ensuring satisfactory operation of such programs. Maintain the web site for the Union and the training fund. Maintain the record of all members who have completed courses through the training fund, both electronic and hard copy records. Issue certification tickets for courses completed by members.

Learns and applies different software programs for course development for the training fund. Programming for course development. Edit completed programs for programming errors. Facilitates CSTS and Ground Disturbance courses.

## Additional Responsibility

Where an employee is given additional responsibilities over and above **their** current classification duties, an additional five (5%) percent will be paid to the employee performing the additional duties. The assignment of additional responsibilities and additional responsibilities pay shall remain the prerogative of the Employer.

## Finance Group

### Accounting Clerk I

- **Balancing month end reports and reconciliations**
- **Performing bank reconciliations**
- **Uploading remittance reports to OeSystem**
- **Processing accounts payable - entering payments and banking information, depositing cheques electronically or via Brinks, verifying invoices and obtaining approval of all payments and invoices**
- **Processing accounts receivable - entering and posting deposits and invoicing**
- **Pulling files for and working with external auditors**
- **Preparing letters**
- **Maintaining records**
- **Excel skills**
- **Other related duties as required by the Employer**

### Accounting Clerk II

**The work generally involves the office duties as described in the foregoing category and may include any or all of the following duties:**

- **Balancing month end reports and reconciliations including daily cash and deposits as well as revenue accounts**
- **Uploading remittance reports to OeSystem**
- **Preparing and entering journal entries**
- **Reconciling accounts**
- **Preparing year end documents, working papers, for auditors.**
- **Preparing and maintaining monthly financial schedules**
- **Responsible for records maintenance**
- **Strong Excel skills**
- **Other related duties as required by the Employer**

Appendix "A" - Wage Rates - Training Trust Fund

<b>Administrative Clerk I</b>	<b>January 1, 2021</b>	<b>January 1, 2022</b> 2%	<b>January 1, 2023</b> 2%	<b>January 1, 2024</b> 3%
<b>First 6 Months</b>	<b>\$25.02</b>	<b>25.52</b>	<b>26.03</b>	<b>26.81</b>
<b>Second 6 Months</b>	<b>\$27.32</b>	<b>27.87</b>	<b>28.43</b>	<b>29.28</b>
<b>Over 1 Year</b>	<b>\$29.24</b>	<b>29.82</b>	<b>30.42</b>	<b>31.33</b>
<b>Over 2 Years</b>	<b>\$30.35</b>	<b>30.96</b>	<b>31.58</b>	<b>32.53</b>
<b>Over 3 Years</b>	<b>\$31.00</b>	<b>31.62</b>	<b>32.25</b>	<b>33.22</b>

<b>Administrative Clerk II</b>	<b>January 1, 2021</b>	<b>January 1, 2022</b> 2%	<b>January 1, 2023</b> 2%	<b>January 1, 2024</b> 3%
<b>First 6 Months</b>	<b>\$27.97</b>	<b>28.53</b>	<b>29.10</b>	<b>29.97</b>
<b>Second 6 Months</b>	<b>\$28.10</b>	<b>28.66</b>	<b>29.23</b>	<b>30.11</b>
<b>Over 1 Year</b>	<b>\$31.00</b>	<b>31.62</b>	<b>32.25</b>	<b>33.22</b>
<b>Over 2 Years</b>	<b>\$32.15</b>	<b>32.79</b>	<b>33.45</b>	<b>34.45</b>
<b>Over 3 Years</b>	<b>\$32.79</b>	<b>33.45</b>	<b>34.12</b>	<b>35.14</b>

<b>Admin/Accounting II</b>	<b>January 1, 2021</b>	<b>January 1, 2022</b> 2%	<b>January 1, 2023</b> 2%	<b>January 1, 2024</b> 3%
<b>First 6 Months</b>	<b>\$33.21</b>	<b>33.87</b>	<b>34.55</b>	<b>35.59</b>
<b>Second 6 Months</b>	<b>\$34.44</b>	<b>35.13</b>	<b>35.83</b>	<b>36.90</b>
<b>Over 1 Year</b>	<b>\$36.45</b>	<b>37.18</b>	<b>37.92</b>	<b>39.06</b>
<b>Over 2 Years</b>	<b>\$37.69</b>	<b>38.44</b>	<b>39.21</b>	<b>40.39</b>
<b>Over 3 Years</b>	<b>\$38.31</b>	<b>39.08</b>	<b>39.86</b>	<b>41.06</b>

<b>Accounting Clerk I</b>	<b>January 1, 2021</b>	<b>January 1, 2022</b> 2%	<b>January 1, 2023</b> 2%	<b>January 1, 2024</b> 3%
<b>First 6 Months</b>	<b>\$31.67</b>	<b>32.30</b>	<b>32.95</b>	<b>33.94</b>
<b>Second 6 Months</b>	<b>\$32.82</b>	<b>33.48</b>	<b>34.15</b>	<b>35.17</b>
<b>Over 1 Year</b>	<b>\$34.73</b>	<b>35.42</b>	<b>36.13</b>	<b>37.21</b>
<b>Over 2 Years</b>	<b>\$35.89</b>	<b>36.61</b>	<b>37.34</b>	<b>38.46</b>
<b>Over 3 Years</b>	<b>\$36.48</b>	<b>37.21</b>	<b>37.95</b>	<b>39.09</b>

<b>Accounting Clerk II</b>	<b>January 1, 2021</b>	<b>January 1, 2022</b> 2%	<b>January 1, 2023</b> 2%	<b>January 1, 2024</b> 3%
<b>First 6 Months</b>	<b>\$33.22</b>	<b>33.88</b>	<b>34.56</b>	<b>35.60</b>
<b>Second 6 Months</b>	<b>\$34.46</b>	<b>35.15</b>	<b>35.85</b>	<b>36.93</b>
<b>Over 1 Year</b>	<b>\$36.45</b>	<b>37.18</b>	<b>37.92</b>	<b>39.06</b>
<b>Over 2 Years</b>	<b>\$37.67</b>	<b>38.42</b>	<b>39.19</b>	<b>40.37</b>
<b>Over 3 Years</b>	<b>\$38.31</b>	<b>39.08</b>	<b>39.86</b>	<b>41.06</b>

<b>Training Technician</b>	<b>January 1, 2021</b>	<b>January 1, 2022 2%</b>	<b>January 1, 2023 2%</b>	<b>January 1, 2024 3%</b>
<b>First 6 Months</b>	<b>\$31.89</b>	<b>32.53</b>	<b>33.18</b>	<b>34.18</b>
<b>Second 6 Months</b>	<b>33.02</b>	<b>33.68</b>	<b>34.35</b>	<b>35.38</b>
<b>Over 1 Year</b>	<b>34.88</b>	<b>35.58</b>	<b>36.29</b>	<b>37.38</b>
<b>Over 2 Years</b>	<b>36.03</b>	<b>36.75</b>	<b>37.49</b>	<b>38.61</b>
<b>Over 3 Years</b>	<b>36.63</b>	<b>37.36</b>	<b>38.11</b>	<b>39.25</b>
<b>Casual</b>	<b>20.80</b>	<b>21.22</b>	<b>21.64</b>	<b>22.29</b>

The Employer reserves the right to accelerate an employee's movement through the pay increments based on the Employer's determination of performance.

LETTER OF UNDERSTANDING  
BETWEEN:

INTERNATIONAL UNION OF OPERATING  
ENGINEERS, LOCAL UNION NO. 955

AND

UNITED FOOD AND COMMERCIAL WORKERS  
CANADA UNION, LOCAL NO. 401

Letter of Understanding #1 – Article 11 – Medical Plan, Hospitalization,  
Pension

The following clarification shall apply to Article 11 – “Medical Plan, Hospitalization, Pension – Health or Personal Spending Accounts”.

As per the Collective Bargaining Agreement, effective January 1<sup>st</sup>, 2015, employees are entitled to a six hundred (\$600.00) dollar allowance each year, to be used as an Annual Health or Personal Spending Account.

Employees will select either a Health Care Spending or Personal Wellness Account. Employees may change their selection on December 1<sup>st</sup> of each year for the following year.

These plans (Health and Personal Wellness) will be administered by OE955 H&W benefit provider in conjunction with the regular Drug, Dental, and Extended Health Care benefit plan. All the forms and information will be available on the Claim Secure web site. The benefit provider will be the primary point of contact to address all benefit questions including the Health Care and Personal Wellness accounts.

Health Care Spending Account (HCSA)

A Health Care Spending Account (HCSA) is a group benefit that provides reimbursement for a wide range of health-related expenses, beyond the coverage of the regular benefit plan. The account can be used to cover expenses incurred by you and any dependents who qualify. HCSA's are administered in accordance with Canada Revenue Agency guidelines and as such, the guidelines will be used to administer the plan.



## Examples of eligible expenses:

- Any coinsurance payments and amounts in excess of coverage limits under the Extended Health Care (EHC) and Dental Plans;
- Vision care expenses such as eye examinations, glasses, contact lenses in excess of the existing benefit;
- Paramedical practitioners including chiropractors, acupuncturists, optometrists, physiotherapists, and psychologists in excess of EHC plan coverage;
- Massage therapist services.

In accordance with Canada Revenue Agency's guidelines, Local 955 HCSA will be a "balance carry forward plan". If a member's annual claims do not exceed their HCSA allocation for the current plan year, the remaining credit balance is carried forward to the next plan year. The credit balance for the second year is the carried forward amount in addition to the new second year HCSA allocation. If the credit amount carried forward is not used by the end of the next plan year, this amount is forfeited.

## Personal Wellness Account

The Personal Wellness Account is structured for the individual employee to use for their own personal benefit and as such cannot be used for spouses or dependent expenses. Unlike the HCSA, any claims reimbursed to the member under a Wellness Program are taxable to the member and will be reported on a T4 or T4A. Unused amounts under the Wellness Program may not be carried forward.

The benefit provider will administer the Wellness Program as they do for all other Local 955 benefits.

The Wellness Program can include and be used towards the following activities by each employee:

1. Health related services
  - Weight management programs: Jenny Craig, Weight Watchers, Etc.
  - Smoking cessation programs
  - Nutrition programs

2. Fitness related services
- Fitness club membership and classes such as: Yoga; Zumba; Spin; Kickboxing; Running/ Walking Groups
  - Sports club fees

**Letter of Understanding #2 – Re: Finance Group**

***The parties have entered into this Letter of Understanding (the “LOU”) further to the terms of the classifications within the Collective Agreement.***

***These parties have agreed the new classifications of Accounting Clerk I and II within the Finance Group are the only classifications that are able to perform work within any or all Trust Collective Agreements.***

***The parties have agreed Tanya Aizenberg shall be classified as Accounting Clerk I and Sharon Lambe shall be classified as Accounting Clerk II.***

***A minimum of one (1) Accounting Clerk I or II shall be employed under the Union Collective Agreement and a minimum of one (1) Accounting Clerk I or II shall be employed under the Health & Wellness and Pension Collective Agreement.***

***The parties have agreed the Employer shall meet with the Union prior to giving thirty (30) days’ notice if it intends for members of the bargaining unit within the new job classification Accounting I and II in the Finance department to commence uploading remittances reports to OeSystem in all Trusts and resolve all issues arising from that change. Until such time, remittances will be processed in the same manner as at the time of ratification of the Collective Agreement.***

***The parties have agreed that no layoffs will occur as a direct result of the Finance department uploading remittance reports to OeSystem for the period of one (1) year from the commencement of this change. The Union agrees there shall be no grievances filed for layoffs due to shortage of work or reduction of workforce. The Union retains the right to grieve layoffs inconsistent with provisions of Article 14. All rights of the Employer shall be retained.***

Dated this \_\_\_\_\_ day of \_\_\_\_\_, **2023**.

For The Employer:

For The Union:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For The Employer:

Bargaining Committee:

***Chris Flett***  
***Darlene Pysylk***

***David Smith***  
***Saba Mossagizi***  
***Lee Clarke***  
***Simone Robinson***  
***Emily Charo***  
***Dallas Suleiman***

This Agreement was ratified on ***October 28, 2022***.