

COLLECTIVE AGREEMENT

BETWEEN

The “Employer”
(Gateway Casinos & Entertainment Limited)
operating as Starlight Casino, Edmonton

AND

The “Union”
(The United Food and Commercial Workers
Canada Union, Local No. 401)

Expiry: June 30, **2024**

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Article 1 – Duration and Purpose

1.01 The purpose of the Collective Agreement between The United Food and Commercial Workers Canada Union, Local No. 401 (UFCW) and the Employer (Gateway Casinos & Entertainment Limited.) is to maintain mutually satisfactory working relations between the Employer and its employees, establish and maintain rates of pay, and conditions of employment, to provide appropriate procedures for the prompt resolution of grievances and problems, and to recognize the mutual value of joint discussion, consultation, and negotiation.

Duration

1.02 This Agreement shall be effective from the date of ratification (**October 26, 2022**) and shall continue in effect until June 30, **2024**. Thereafter, the Agreement shall continue in full force and effect from year to year subject to the right of either party to serve notice to commence bargaining as provided for in the Alberta Labour Relations Code.

1.03 Letters of Understanding may be mutually agreed to as appropriate.

1.04 When notice to commence collective bargaining has been served pursuant to the Labour Relations Code, this Collective Agreement shall continue to apply to the Employer and the Union notwithstanding its termination date, and shall continue in full force and effect until:

- (a) the Union commence a legal strike; or
- (b) the Employer commences a legal lockout, or
- (c) the parties enter into a new or further Agreement.

Article 2 – Definitions

- 2.01 The word "Union" means The United Food and Commercial Workers Canada Union, Local No. 401 (UFCW).
- 2.02 Where the context so requires, masculine and feminine genders and singular and plural numbers shall be interchangeable.
- 2.03 The word "employee" shall mean a person covered by this Agreement.
- 2.04 "Full-time employee" means an employee who is scheduled for and normally works thirty-five (35) to forty-four (44) hours per week on average over a three (3) month period. The average will be calculated exclusive of overtime, any approved leave of absence, and any hours lost for being sent home early.
- 2.05 "Part-time employee" means an employee who is scheduled less than the full normal daily or weekly hours on average, exclusive of overtime.
- 2.06 "Technological Change" is defined as a substantial change in technology to the process, equipment, or methods of operation that differs significantly from those previously utilized by the Employer.
- 2.07 "Proprietary Game" means a privately owned game that is protected by patent, copyright, or trademark for which the Employer pays a user fee for the right to operate it.
- 2.08 "Continuous service" shall mean the period of the unbroken employment with the Employer, inclusive of all approved leaves of absence.
- 2.09 "Temporary Layoff" means up to a six (6) month period, in which the employee maintains recall rights.

- 2.10 “Permanent Layoff” means if the employee has not been recalled within the six (6) month period, after which time recall rights are no longer effective.

Article 3 – Seniority/Employment Date

- 3.01 Seniority for full-time employees shall be the length of continuous service in a full-time position.
- 3.02 Seniority for part-time employees shall mean all hours worked.
- 3.03 When a part-time employee is promoted to full-time they will be credited with the number of hours converted to full-time equivalent (number of hours in the position / 2080) in order to establish their full-time seniority date.
- 3.04 When a full-time employee becomes part-time, their seniority will be converted to hours to establish their part-time seniority.
- 3.05 Employment date for all employees is defined as their start date with the Employer.
- 3.06 Seniority for Multiple Same-Day Hires

When two (2) or more employees are hired on the same date, their seniority shall be determined by alphabetical order of surname at date of hire.

In addition, where there are two (2) or more employees whose surname begins with the same letter, the next letter will be used. Where the last names are the same, the first name of the employee will be used.

Article 4 – Recognition

- 4.01 The Employer recognizes the Union as the sole bargaining agent for all employees of the Starlight Casino excluding Directors, Managers, Security **Supervisors**, Slot **Supervisors**, **Promotional Hosts**, and Food and Beverage Supervisors, the Controller, Office Administration Staff, Chef/Kitchen Supervisor, Poker Houseman, Surveillance, and those employees exercising managerial functions.
- 4.02 The Employer recognizes that every employee within the scope of this Agreement shall have the right to be admitted as a member of the Union.
- 4.03 It is agreed by both parties that during the term of this Agreement there shall be no strikes, lockouts, stoppage of work, or slowdown, and that all disputes and grievances shall be settled in accordance with the procedures set forth in this Agreement.
- 4.04 The Employer and the Union will meet quarterly, unless otherwise agreed to by the parties, to discuss issues and share information arising from the Management of the Casino which impacts the staff.
- 4.05 It is understood that for the term of this Agreement, the positions of Pit Boss/Floor Supervisor, and Boxman, will continue to perform lead hand functions but will not have their lead hand duties expanded to include the direct imposition of discipline. Nothing in this article is intended to limit or otherwise interfere with the operation of Article 37.
- 4.06 The Employer and the Union will hold a joint orientation session to present and discuss changes to the language of the Collective Bargaining Agreement, within sixty (60) days of the signing of the Agreement. The Union and the Employer will send their bargaining teams to the session. The Employer will ensure that Managers, individuals excluded from the bargaining unit, and others who will work with the administration of the Agreement are present. The purpose of the meeting will be to educate those

present regarding the meeting and purpose of the Collective Agreement and amendments to it and to foster a positive working relationship between the Employer and the Union. It is understood that the Employer will bear the cost of the session. It is also understood that should multiple sessions be required they will be conducted on the same basis as described and once again, the cost shall be borne by the Employer.

Article 5 – Union Membership

5.01 As a condition of continued employment, all employees hired, rehired, reinstated, or transferred (someone returning to the bargaining unit), will be required to complete and sign an application for Union membership and authorization of a payroll deduction of monthly Union dues and initiation fees. The Employer will give this application to an employee and it will be completed on their start date.

The Employer agrees to prepare the membership applications every fourteen (14) days, and to notify the Union Representative when the applications are ready to be picked up.

5.02 During the life of this Agreement, after receiving written authorization from the employee, the Employer will deduct from the earnings of each employee covered by this Agreement, Union dues prescribed by the constitution and by-laws of the Union. On the last pay period of each month and prior to the tenth (10th) day of the following month, the Employer shall remit to the Union the total of the deductions made and provide a list of those members who have had Union dues deducted. Upon request, the Employer will provide detail to the Union in situations where no deductions have been made.

The Union will notify the Employer of any changes in the amount of dues and/or initiation fees to be deducted with sufficient notice (two (2) months) to effect the change.

- 5.03 The Employer will supply a list of employees covered by this Agreement upon written request with a minimum of seven (7) working days notice.
- 5.04 The Employer will indicate on employees` T4 slips a statement of the annual Union dues, which have been deducted.
- 5.05 Employees shall be allowed to wear Union identification pin(s) or Union message buttons to a maximum of two (2) in any combination of their choice. It is understood that Union buttons may include messages that are reasonable and in furtherance of the Union's need to represent its members and the Labour movement as long as the wearing of the buttons is not unreasonably detrimental to the Employer's reputation and does not unreasonably disrupt work operations.

The Union will meet with the Employer if readily available, prior to the introduction of a button with messaging, to advise the Employer of its content. If the Employer is not readily available, the Union will contact the Employer, prior to the introduction of a button with messaging, to advise the Employer of its content.

It is understood that Shop Stewards may wear a Shop Steward identification button or pin plus two (2) other Union pins or buttons in any number or combination of their choice.

It is understood that in the event there is a disagreement over this article, employees will continue to be allowed to wear the Union pins and buttons pending resolution through the grievance or arbitration procedure.

It is further understood that in the event of a grievance of this nature, the parties agree to engage in an expedited arbitration process where the arbitrator selected will commit to make their determination in a ten (10) calendar day period.

Article 6 – Union Representation

- 6.01
- (a) The Employer recognizes the significant commitment of being a representative of the Union. The Employer also recognizes the Union's right to select Shop Stewards to represent employees. The duties of the Shop Steward shall include but not be limited to the reporting, investigation, and resolution of all grievances as well as disseminating bona fide information of the Union to the employees and the Employer.
 - (b) The Employer agrees to recognize duly appointed Shop Stewards provided that the Union has first advised the Employer in writing of the names of the Shop Stewards so appointed.
 - (c) The Shop Steward shall not be discriminated against or disciplined for performing the duties as a Shop Steward.
 - (d) Leave of absence without pay and with coverage of the Collective Agreement shall be granted to Shop Stewards and elected representatives to attend to Union business which requires them to leave their premises of employment. Such leaves shall be subject to operational requirements and will not be unreasonably denied.
 - (e) The Union and the Shop Steward or elected representative will make every effort to provide as much advance notice as possible, for leave requirements to facilitate scheduling of employees. To facilitate the administration of (d) above, when leave without pay is granted, the leave shall be given without loss of pay and the Union shall reimburse the Employer for appropriate wage and benefit costs.
 - (f) Both parties recognize that all employees including the Shop Stewards have regular duties to perform for the Employer. Shop Stewards shall be allowed, during their working hours, without loss of time or pay to leave their regular duties for a

reasonable length of time to investigate, adjust, write, and present grievances or complaints, subject to the fact that this procedure shall not be abused by either party. Prior to leaving their regular duties, Shop Stewards must first obtain permission from their Supervisor. Such permission will not be unreasonably withheld providing the Alberta Gaming and Liquor Commission's Terms & Conditions and Operating Guidelines of the casino license are not violated.

The Employer shall make every reasonable attempt to provide the Shop Stewards with time during working hours requested for Union business. If the request cannot be granted immediately, time will be provided during the same day at an alternate time as soon as possible. Terms and Conditions of the Casino Facility License must take precedence.

- 6.02 Under no circumstances shall a Shop Steward take any action or issue any instruction which will interfere with the operation or affairs of the Employer, or with the direction of the work force.
- 6.03 The Employer agrees that the Union shall have the sole and exclusive use of the current slot room office in the former non-smoking area in order to conduct Union business.
- 6.04 An authorized representative of the Union shall have the right to interview an employee at ***their*** place of employment during breaks on matters respecting the Collective Agreement or its administration.
- 6.05 It is agreed that Union Representatives shall have access to the employee lunch room for the purpose of carrying on legitimate Union business but the Union recognizes that the lunch room will not be used as a second office.
- 6.06 It is recognized that certain circumstances *may necessitate the presence of Union Representatives on the casino floor but that the Employer is entitled to impose reasonable restrictions

providing these restrictions are connected to a legitimate operational goal: and that such restrictions are proportionate and not overboard. Reasonable notice will be provided to the Games Manager before the Union Representatives gain access to the gaming floor.

*These include the recognition that two (2) legitimate operational considerations warrant restrictions.

(a) That gaming is a service industry and rules designed to remove competing demands on employee's time and attention in order to keep their focus on customer needs will be justified.

(b) Rules necessary to comply with Government regulations and to make the casino secure from criminal activity are justified.

6.07 The Employer will provide the Union with a copy of any policy or restrictions relating to the casino floor.

6.08 Both parties are in agreement that Union Representatives will attend a yearly briefing on gaming floor AGLC rules and regulations and applicable house policies pertaining to security standards on the casino floor.

6.09 Subject to establishing relevancy, the Employer agrees to cooperate with the Union when employment related documents are requested. The Employer recognizes the need to provide such documents to the Union in a timely manner so that the Union may exercise its representational rights and obligations.

When making a request for documents in excess of twenty-five (25) pages, the Union agrees to reimburse the Employer eighteen (\$0.18) cents per page for documents produced pursuant to this section, or pursuant to any other request.

- 6.10 The Employer agrees to forward to the Union office, on a quarterly basis, information relating to employees, including:
- (a) Names
 - (b) Addresses
 - (c) Phone number(s)
 - (d) Date of hire
 - (e) Classification
 - (f) Rate of pay

6.11 Negotiating Committee

The Employer agrees to recognize a Union Negotiating Committee comprised of up to ten (10) bargaining unit members selected by the Union for the purpose of negotiating the renewal of the Collective Agreement. The Negotiating Committee shall suffer no loss of pay, seniority, service or credits for time spent in training, negotiations and meetings related to negotiations. The Union will reimburse the Employer for these costs.

Article 7 – Management and Employee Rights Clause

- 7.01 The Management and control of the Employer's operations and the direction of the work force, including, but not limited to, the right to hire, direct, schedule, supervise, promote, demote, lay-off, suspend, or otherwise discipline or discharge any employee for just and sufficient cause, shall remain the exclusive rights of the Employer.
- 7.02 The parties agree that all the functions, rights, personnel pay practices, powers, and authority which the Employer has not specifically abridged, delegated, or modified by this Agreement are recognized by the Union as being retained by the Management of the Employer.

- 7.03 Subject to its duty to act reasonably, fairly in good faith, and in a manner consistent with the Agreement as a whole, the Starlight Casino may exercise Management rights which are not expressly limited by this Collective Agreement.
- 7.04 The Employer recognizes the vital role that employees play in the success of the business. Both the Union and the Employer agree that all employees, both Management and bargaining unit, should treat each other with fairness, dignity, and respect. Without restricting the generality of the foregoing, the Employer recognizes the following employee rights:
- (a) The right to a safer workplace.
 - (b) The right to be free from discrimination, intimidation, retaliation, and harassment.
 - (c) The right to be compensated for work performed.
 - (d) The right to be informed of all workplace rights, obligations, policies, and rules.
 - (e) The right to translation if necessary.
 - (f) The right to safe and necessary equipment.
 - (g) The right to necessary training for work performed.
 - (h) The right to participate in lawful Union activity.
 - (i) The right to statutory benefits **and** rights.
- 7.05 The Employer recognizes the need to take all reasonable precautions for the protection of employees from patrons who are abusive, threatening, or violent. The Employer understands the need to remove patrons from the Casino who behave in an unacceptable, abusive, threatening, or violent fashion. For its part, the Union understands that perceptions of patron behaviour can differ and that employees' behaviour can contribute either directly or indirectly to the problem.
- 7.06 Security investigations shall be conducted with full deference to due and fair process, with Union Representation ensured at all critical stages.

In addition, and because serious misconduct is at issue, employees whose behaviour is being investigated or reviewed shall be advised of their right to **have a Shop Steward present** at the earliest stages of any investigation or review.

Where an allegation is made against a member of the Union, the Employer agrees to provide particulars of the allegation to the respondent and, at the respondent's request, to an attending Shop Steward.

Article 8 – Discipline and Discharge

- 8.01 The Employer has the right to discipline and discharge an employee for “just cause”.
- 8.02 The Employer shall not be obligated to give any notice, whatsoever, or to give any pay in lieu thereof, to any employee who is discharged for rank insubordination, dishonesty, obvious disloyalty, theft, or the use of alcohol or use, possession of illegal drugs on site during working hours.
- 8.03 Notwithstanding Article 8.04, the parties agreed that the direction and supervision of employees in the day-to-day operations are within the rights of the Employer.
- 8.04 A Union Steward or a Union Representative shall be present at the time of discipline, in disciplinary meetings when discipline might occur, and during investigatory meetings.

Union Representatives and Stewards shall be readily available. Readily available means one of them can be contacted to be on site within a reasonable period of time in the totality of the circumstances.

- 8.05 Where an employee faces actual or possible discipline or discharge and the Employer wishes to rely in whole or in part on surveillance evidence in asserting just cause, the Union or its

counsel, upon request, shall be allowed to view, hear, or scrutinize that evidence.

- 8.06 No employee reprimands shall be used in any disciplinary action after twelve (12) months. No suspension shall be used in any disciplinary action after twenty-four (24) months.

Effective the date of ratification, all new disciplinary action relating to Food & Beverage or Slot Variances will remain on an employee file for a period of six (6) months. In order for this time period to elapse the employee must:

(a) be actively at work and/or

(b) must not incur any further infractions – or –

the six (6) month time period will re-start.

NOTE: employees with existing discipline related to Food & Beverage or Slot Variances on their file at date of ratification will be included in the new article. As a result, these existing disciplines will remain on an employee's file for a period not to exceed six (6) months following the date of ratification provided they meet the above criteria.

Article 9 – Alberta Gaming and Liquor Commission Terms and Conditions and Operating Guidelines

- 9.01 It is understood that the Alberta Gaming and Liquor Commissions' Terms and Conditions and Operating Guidelines form the basis of license by which the Corporation must operate.

- 9.02 The parties agree that the Alberta Gaming and Liquor Commissions' Terms and Conditions and Operating Guidelines will be followed and adhered to. Employees violating these

guidelines may be subject to discipline up to and including termination.

- 9.03 The Employer shall not discipline or invoke a penalty of any kind in respect to employees who have reported, in good faith, legitimate improprieties and/or breaches arising from the Alberta Gaming and Liquor Commissions' Terms and Conditions and Operating Guidelines and/or other obligations.

Article 10 – Layoffs and Recall

- 10.01 In the event of a temporary layoff, as per Article 2.09, the Employer will advise the employees of necessity of layoffs. This does not include instances where the charity's license has been suspended or cancelled.

The eligible employee will be entitled for all benefits until the end of the month, in which the layoff occurred, at no cost to the employee from the date of layoff.

- 10.02 In the event of a permanent layoff, as per Article 2.10, the Employer will provide termination pay, as per Article 27.05 and an ROE will be mailed to the employee's address on file.

- 10.03 When the Employer identifies that a layoff is required, the Employer will meet with the Union to discuss and make every reasonable effort to lessen disruption to the employees. The Employer will identify classifications in which the layoffs are to occur, the required skills reasonably necessary to be maintained, and the number of positions to be eliminated.

The Employer will then meet with each affected employee with a readily available Union Representative, as defined in Article 8, and present the options available to the employee. The employee will be required to elect their option within forty-eight (48) hours.

The Union recognizes the Employer's responsibility to maintain the best possible workforce to ensure the efficient and productive operation of its business, subject to the provisions of the Collective Agreement.

- 10.04 Prior to eliminating any full-time positions, the Employer shall adjust or eliminate part-time, temporary, or acting hours of work prior to affecting any full-time employees.
- 10.05 The Employer agrees to make every reasonable effort, including offering part-time hours to full-time employees, where possible, to maintain any affected employees within the bargaining unit and give preference to any employees affected by layoff for any vacancy for which they are qualified.
- 10.06 In the event that a layoff is required, the employee with the least seniority within the classification shall be the first displaced from the classification, having consideration for the skills required as per Article 10.03.
- 10.07 An employee to be laid off shall be allowed to displace any employee with less service seniority, as per Article 3, within their department, in another classification, provided that the senior employee is qualified to fill the position of the displaced employee. A part-time employee displacing into a lower classification will not be able to displace a full-time employee. An employee who elects to displace another employee shall make **their** election within forty-eight (48) hours of receipt of layoff notice, and if the employee has not elected to displace within that time, **they** will be deemed to have accepted the layoff. Employees exercising displacement rights shall be given a fair trial period, of four hundred and eighty (480) hours, in the new classification. If the employee fails to complete the trial period, or elects to not complete the trial period, they will be laid off if there is no position within the department to which they can bump.

An employee on disability, WCB, leaves of absence of any nature (including jury duty and bereavement), or vacation, who is

identified for layoff, will be considered laid off immediately, however, the layoff will not be affected until such time that they return to work.

Employees electing to displace an employee in another classification will be dovetailed into the classification and will have their classification seniority adjusted to reflect the time spent in the classification they are joining.

- 10.08 If the number of full-time positions in the department affected by layoff is to be increased, employees shall be entitled to be recalled to their previous positions. Employees will be recalled to their previous position by order of their classification seniority, including any employees who elected to take a part-time position to avoid a layoff. Upon refusal, the next most senior employee on the recall list will be contacted. The method of contact will be by double registered mail.

An employee being recalled must return to work within seven (7) days of receipt of the double registered mail, except in the cases of illness/injury (evidence of illness or injury will be required) or vacation (as long as the employee has notified the Employer of the absence). Employees with medical evidence will be given the seven (7) days notice period upon clearance for return to work. Employees on vacation will be given the seven (7) days notice period upon the previously provided date of return from vacation. If the employee refuses the recall they will no longer have recall rights. The mandatory recall period will be effective for six (6) months following the layoff.

10.09 Postings During Layoffs

- (a) New employees shall not be hired into a classification while employees are on layoff from that classification.
- (b) Laid off employees will have the opportunity to also apply for any posted positions for which they are qualified.

- (c) A laid off employee who successfully applies for a position in another classification will be placed into the new classification until they are recalled to their previous classification as per Article 10.08. Upon refusal, the next most senior employee on the recall list will be contacted.

10.10 Seniority

Employees electing to apply for another classification will be dovetailed into the classification and will have their classification seniority adjusted to reflect the time spent in the classification they are joining. If the employee has no prior experience in the new department, they will have no classification seniority to be dovetailed, and will be moved to the bottom of the classification seniority list.

Article 11 – New Classifications

11.01 When a new classification is created, the Employer may assign an employee to such job for a period not to exceed thirty (30) calendar days. It shall be the responsibility of the Employer to establish a wage rate and classification for such a new job within twenty (20) calendar days of commencement of the new job. The Employer agrees to discuss with the Union its' rationale for the rate of pay it establishes for the new classification. If the Employer and the Union fail to agree on the new rate or a classification for such new position, a grievance may be filed by the Union. The Union may file a grievance as outlined in this Agreement.

11.02 Vacancies within new classifications shall be posted within thirty (30) calendar days of the Employer establishing the wage rate and classification as per Article 11.01. The posting will be filled in accordance with the job posting provisions of the Collective Agreement.

Article 12 – Job Posting

- 12.01 In the event a vacancy occurs, the Employer will post such vacancy for a minimum period of ten (10) days in order to allow full-time and part-time employees to apply. ***The Employer will forward a copy of all postings to the Union office within seven (7) days of the posting.***
- 12.02 Job postings shall identify the nature of the work to be performed, the hours of work, the shifts being offered, and the requirements of the position. Job postings shall be posted on the bulletin board in the lunchroom. The Employer has the right to establish the experience and educational requirements, and general abilities, provided these criteria are reasonable.
- 12.03 ***When an employee makes a request in writing, a*** reasonable effort will be made to contact an employee who is absent from work, by phone and/or by e-mail (if available), to inform them of the vacancy.
- 12.04 Employees wishing to step down from a position or classification may do so by notifying Management in writing. When the next position in their department becomes available they will be given the opportunity to step down. The employee will go to the new position with an equal placement on the wage scale (hours and level) and take all of their seniority with them.
- 12.05 If there are no applications from the employees, or no applicant is found that meets the requirements in Article 12.06, the Employer will fill the vacancy in such a manner as it determines.
- 12.06 Vacancies shall be filled on the basis of seniority, skills, qualifications, ability, and performance being sufficient.
- 12.07 If the employee's performance is not sufficient during their trial period, they will be returned to their previous position as per Article 13.02 Trial Period.

12.08 If Management deems it is necessary to fill a vacancy in the same classification within sixty (60) calendar days of the appointment, Management may either select a candidate from the applicants from the initial posting or post. If Management deems it is necessary to fill a vacancy after sixty (60) calendar days, Management will be required to post.

12.09 Upon request by an applicant, the applicant will receive a meeting and an explanation will be provided as to why they were unsuccessful.

12.10 Transfers

Employees will be afforded the opportunity to transfer between the Starlight Casino **Edmonton** and Grand Villa Casino **Edmonton** as follows:

- (a) Vacant position will be posted in both locations at the same time. Priority will be given to internal applicants from the posting casino, pursuant to the provisions of the Collective Agreement. Once all internal efforts have been exhausted, the position will then be opened up to all applicants from the other location;
- (b) The selection process, as identified in Article 12 – Job Postings, will then be used to fill the vacancy;
- (c) Employment start date with Gateway, Starlight Casino or Grand Villa **Casino**, whichever is greater, will be used to determine length of service and vacation entitlement;
- (d) The transferring employee will start at the bottom of the seniority list within the classification to which they have transferred and **will lose their seniority from their previous position at the other location.**
- (e) Employees accessing the transfer language will be subject to a trial period as identified in Article 13.02.

Article 13 – Probationary Period/Trial Period/Evaluation

13.01 Probation Period – All new employees of the Starlight Casino shall have a probationary period as follows:

New Dealers – Seven hundred twenty (720) hours, with an evaluation at three hundred sixty (360) hours to determine progress and identify areas that need improvement.

All other staff – Four hundred eighty (480) hours or six (6) calendar months, whichever is sooner, with an evaluation at two hundred forty (240) hours to determine progress and identify areas that need improvement. This probationary period will be credited towards hours worked on the pay scale.

During this probationary period employees may be terminated at any time without recourse to the grievance procedure or any other remedy. Any exceptions require the approval of the Employer. The Union shall be notified of any such exceptions within five (5) days.

13.02 Trial Period – All current employees of the Starlight Casino shall have a trial period when promoted or transferred to a position within the bargaining unit. The trial periods shall be as follows:

New Dealers – Seven hundred twenty (720) hours **or six (6) months whichever comes first**, with an evaluation at three hundred sixty (360) hours to determine progress and identify areas that need improvement.

All other staff – Four hundred eighty (480) hours, with an evaluation at two hundred forty (240) hours **or three (3) months whichever comes first** to determine progress and identify areas that need improvement. This trial period will be credited towards hours worked on the new pay scale.

During this trial period, employees may be reverted to their previous position or may choose to revert. **If the employee reverts back at the employee's choice, the employee cannot accept another position for a six (6) month period. The Employee** will be credited for their seniority upon their return. Any exceptions require the approval of the Employer. The Union shall be notified of any such exceptions within five (5) days.

13.03 Dealers – For dealers learning new games the following trial periods shall apply:

Baccarat – Seventy (70) hours, with an evaluation after thirty-five (35) hours,

Roulette – One hundred twelve (112) hours, with an evaluation after fifty-six (56) hours,

Poker – Seventy (70) hours, with an evaluation after thirty-five (35) hours,

Pai Gow with Tiles – One hundred twelve (112) hours, with an evaluation after fifty-six (56) hours,

Craps – One hundred twenty-six (126) hours, with an evaluation after sixty-three (63) hours.

After completion of the trial period, the employee shall receive a final evaluation and be notified as to whether they have successfully passed the probation for the game.

All dealers on a trial period for a new game shall be scheduled as consecutively as possible on that game. When the trial period has been successfully passed, the new rate of pay for the classification will be implemented at the beginning of the next full pay period.

Article 14 – Grievance Procedure

- 14.01 Any difference between the parties to, or the persons bound by this Agreement as to its interpretation, application, administration, or alleged violation shall be considered to be a grievance.
- 14.02 Grievances shall be brought within twenty-one (21) calendar days of knowing or reasonably knowing about the matter giving rise to the grievance.
- 14.03 Grievances can be brought by employees, Union Stewards, Union Representatives, or Employer. They may be brought directly to a Departmental Supervisor/Manager. A grievance may also be brought to the attention of the Union Representative and then provided directly to the Department Manager.
- The parties shall make reasonable efforts to discuss and resolve grievances.
- 14.04 If unresolved within twenty-one (21) calendar days of being brought, the grievances shall be put in writing. Within twenty-one (21) calendar days of the grievance having been put in writing, the Human Resources Manager and Union Representative shall meet and make efforts to resolve the matter. During this time frame the Employer's response to the grievance shall be put in writing and provided to the Union Representative.
- 14.05 A grievance concerning the discharge of an employee shall be brought and submitted directly to Human Resources within twenty-one (21) calendar days from the termination date.
- 14.06 If the Union Representative and the Employer do not resolve the matter, a mutually agreed upon single arbitrator shall be appointed within thirty (30) calendar days. The parties will make every reasonable effort to develop a mutually agreed list within thirty (30) calendar days following the ratification of this Agreement.

In the event the parties cannot agree on a single arbitrator, the Director of Mediation Services will be asked to appoint one. The cost of the arbitrator will be shared equally by the Starlight Casino and The United Food and Commercial Workers Canada Union, Local No. 401.

All other costs will be the responsibility of each party involved.

The arbitrator shall hear the circumstances of the grievance and shall issue a decision. The arbitrator shall not have jurisdiction to alter, add to, subtract from, modify, amend, or change any provision of this Agreement or to deal with any matter not covered by this Agreement, but may, however, interpret its provisions. Findings and decisions of the arbitrator shall be binding and enforceable on all parties.

Article 15 – Technological Change

15.01 Definition

"Technological change" is defined as a substantial change in technology to the process, equipment, or methods of operation that differs significantly from those previously utilized by the Employer.

15.02 Advance Notice

If the Employer anticipates that a technological change may have an impact on the work performed by employees, the Employer will, as early as possible, so advise the Union. At that time, the Employer will discuss the nature of the change, the approximate number of employees, new or otherwise, likely to be affected by the technological change, and the effect the technological change may have on the working conditions and conditions of employment.

15.03 New Classifications

Any new classifications created as a result of a technological change will be discussed with the Union and will be posted in accordance with the terms of the Agreement.

15.04 Training

Where the Employer requires new or greater skills, such employees as approved by the Employer shall, at the expense of the Employer, be provided with appropriate training.

15.05 Employment Security

Employees displaced by technological change shall fall under the conditions of Article 10.

Employees displaced who are unable to perform any other role within the casino will receive notice in accordance with the provisions of the Employment Standards Code as identified in Article 10.02.

Article 16 – Equipment, Tools, and Uniforms

16.01 The Employer will make available all necessary tools and equipment at no cost to the employees. Such tools and equipment will remain the property of the Employer and the employees will be required to take reasonable care of the property and may be required to sign out certain equipment and tools.

16.02 Uniforms

Where the Employer requires uniforms to be worn, such uniforms will be supplied to the employee at no cost. Lost articles will be replaced at the expense of the employee. Uniforms will be repaired, or replaced when no longer serviceable, at no cost to the employee.

Article 17 – Name Tags

- 17.01 The Employer is responsible for the cost of the name tags required by the employees.
- 17.02 Employees will be charged for replacement name tags on a cost recovery basis.
- 17.03 (a) The Employer agrees to pay all security clearance costs for each employee except as set out below.
- (b) With respect to probationary employees, the Employer will refund the security clearance cost once the employee has successfully passed probation.

Article 18 – Lunchroom, Change Room, and Bulletin Board

- 18.01 It is recognized that although the Employer has an obligation to provide proper maintenance for employee common areas, employees have a reciprocal responsibility to ensure that the lunchroom is maintained to an acceptable standard after use. The employee common areas will be cleaned on a daily basis.

Without restricting the generality of the foregoing, the Employer:

- (a) Shall ensure that exterminators continue to be contracted to ensure continuous pest control.
- (b) Shall ensure that staff room furniture is functioning and clean.
- (c) Shall ensure that clean water is available to staff in lunchrooms, and adjacent to the gaming floor.
- (d) Shall ensure that the working environment including air quality is safe and appropriate.
- (e) Shall ensure that entrances to staff lounge washrooms have doors.
- (f) Shall make every effort to adjust its HVAC equipment to ensure that temperatures in all areas are reasonable.

The Union recognizes that these are ongoing concerns and agrees to be reasonable in working with the Employer so that its obligations can be met. When issues arise, they will be addressed by the Employer and the Union will give the Employer a fair opportunity to meet its obligations in a reasonable period of time.

18.02 The Employer will provide the Union with a bulletin board for the purpose of posting Union notices relevant to communicating with its members. Such bulletin board will remain in the present location. Bulletins may only be posted by a person authorized by the Union.

Union notices will be restricted to:

- Notice of Union elections or appointments
- Notice of results of Union elections
- Notices of Union recreational and social activities
- Notices relating to Union business

If the Employer has concerns about notices, they will arrange to meet with the Union President to resolve the matter. Either party may submit the issue to arbitration.

Article 19 – Substance Abuse and Addictions

19.01 Substance abuse is recognized as a serious medical and social problem that can affect employees. The Employer and the Union have a strong interest in encouraging early treatment and assisting employees toward full rehabilitation.

19.02 The Employer will provide appropriate referrals to employees for counseling services or treatment and rehabilitation facilities.

Article 20 – Harassment Associated Within the Workplace

20.01 The Employer and the Union recognize the problem of all types of harassment in the workplace as defined in the Alberta Human Rights Code and are committed to ending it. The Employer agrees to investigate and resolve allegations of harassment in a timely manner.

20.02 Harassment is not a joke. It is cruel and destructive behaviour against others that can have devastating effects. It is an expression of perceived power and superiority by the harasser(s) over another person, usually for reasons over which the victim has little or no control: sex, race, age, creed, colour, marital status, sexual orientation, disability, political or religious affiliation, or place of national origin. Harassment on any of these grounds can be made the basis of a complaint to most provincial and federal human rights commissions. Harassment can be defined as any unwelcome action by any person, in particular by the Employer or a co-worker, whether verbal or physical, on a single or repeated basis, which humiliates, insults, or degrades. "Unwelcome" or "unwanted" in this context means any actions which the harasser knows or ought to know are not desired by the victim of the harassment.

Sexual harassment is any unwanted attention of a sexual nature such as remarks about appearance or personal life, offensive written or visual material like graffiti or degrading pictures, physical contact of any kind, or sexual demands. Racial harassment is any action, whether verbal or physical that expresses or promotes racial hatred in the workplace such as racial slurs, written or visually offensive material, jokes, or unwanted comments or acts.

The experience of harassment can be overwhelming for the victim. People often react with shock, humiliation, and intense anger. Therefore the victim of harassment may not always feel comfortable going through normal channels for resolving such problems.

Because of the sensitive, personal nature of harassment complaints, especially racial and sexual harassment, the victim may prefer initially to seek other assistance. This could be a Supervisor/Manager, any person, professional organization, or member of the Union who will in turn bring their complaint to the Employer. The Employer agrees to investigate allegations of harassment and will endeavour to resolve the issue in ten (10) days. Any resolution of a harassment complaint must reflect the serious nature of such acts and send a clear signal that they will not be tolerated. This also applies to any and all harassment in the workplace.

Article 21 – Leaves of Absence

General Limitations on Leaves of Absence

All leaves of absence provided for in the Agreement are leaves without pay, unless it is specifically provided in the appropriate article that the leave of absence is to be granted with pay.

21.01 An employee, with approval of the Employer, may be granted a leave of absence not to exceed three (3) months. An employee requesting a leave must do so in writing two (2) weeks prior to commencement and indicate their intention to return two (2) weeks prior to the end of the approved leave. The Employer will respond in writing within one (1) week. A request for an extension of leave must be made two (2) weeks prior to returning, and may be granted by the Employer if request is reasonable. Request for leave of absence shall not be unreasonably denied. A full-time employee who wishes to remain covered by the Benefit Plan prescribed in this Agreement must make provisions to pay the full cost of the monthly premiums in advance. Any exceptions require the approval of the Employer. Where an employee utilizes this article for compassionate reasons, not otherwise defined in the Agreement, less notice will be accepted in emergent circumstances.

21.02 The Employer agrees to allow time off work, without pay, to not more than five (5) employees for delegates selected to attend seminars and Union conventions. The Union will give the Employer two (2) weeks' notice in regard to conventions and seminars and reasonable notice for other matters.

It is recognized that operational demands during the period of July, August, and December may limit this to two (2) employees.

The Employer agrees to grant time off, without pay, and without discrimination, to not more than two (2) employees designated by the Union, for a maximum of six (6) months, or a longer period as may mutually be agreeable, to serve in the capacity of official Union business; providing that, notification is given to the Employer in sufficient time to procure a relief person for the job involved.

21.03 Compassionate Leave

An employee is entitled to up to five (5) days of unpaid leave during each calendar year to meet responsibilities related to the provision of care to a gravely ill or dying immediate family member. Additional time off for these purposes shall not be unreasonably denied.

Immediate Family will be defined as spouse, partner, child (including current step-child), mother, father, sister, brother (including step-sister or step-brother), grandparent, or grandchild.

This Article may be utilized for the care of a gravely ill person who considers the claimant to be like a family member.

An employee requesting a leave must do so in writing two (2) weeks prior to the commencement of the leave start date, less notice will be accepted in emergent circumstances.

21.04 Family Responsibility Leave

An employee is entitled to up to five (5) days of unpaid leave during each calendar year to meet responsibilities related to the care, health, or education of a child in the employee's care, or the care or health of any other member of the employee's immediate family. Additional time off for these purposes shall not be unreasonably denied.

Immediate family will be defined as spouse, partner, child (including current step-child), mother, father, sister, brother (including step-sister or step-brother), grandparent, or grandchild.

Article 22 – Maternity and Parental Leave

An employee who is about to become a father or co-parent shall be entitled to an unpaid leave of absence of up to two (2) days at the time of birth or adoption of a child.

22.01 The Employer and the Union agree to the principle of granting leaves of absences to employees who have had **ninety (90) days** of employment, for the birth or adoption of a child. The Employer will grant employees maternity, parental, and adoption leave in accordance with the provisions of the Employment Standards Code and the **Alberta Human Rights Act**.

22.02 Maternity leave is the unpaid, voluntary leave relating to the birth of a child and shall be for a maximum period of **sixteen (16) consecutive** weeks. Parental leave is the unpaid voluntary leave relating to the birth or adoption of a child and shall be for a maximum period of **sixty-two (62) weeks** within **seventy-eight (78) weeks** of the child's birth or the adopted child's placement with the parent. A birth mother is eligible to combine both maternity and parental leave to a maximum of **seventy-eight (78) weeks** and must take the leaves consecutively.

- 22.03 An employee who qualifies for maternity/parental leave pursuant to the Employment Standards Code is entitled to, upon written application to their Manager, an unpaid leave of absence totalling up to **seventy-eight (78)** weeks. If no application is made, except in the case of a medical certificate provided within two (2) weeks after **the employee** ceases work, the employee will be deemed to have resigned and the Employer will be under no obligation to provide future employment.
- 22.04 Application for maternity leave must be made in writing at the earliest possible date, no less than six (6) weeks prior to commencement. The employee shall furnish the Employer with a medical certificate certifying that **they are** pregnant and giving the estimated time of delivery. The employee will still be eligible for the leave if medical circumstances prevent **them** from giving this notice. If during the twelve (12) weeks immediately before the estimated date of delivery the pregnancy of an employee interferes with the performance of **their** duties, the Employer may give the employee written notice requiring **them** to start maternity leave.
- 22.05 Application for parental leave must be made in writing at the earliest possible date, no less than six (6) weeks prior to commencement unless the medical condition of the birth mother or child or the date of the child's placement with the adoptive parent makes it impossible to comply with the requirement.
- 22.06 An employee who intends to resume employment on the expiration of a leave of absence granted pursuant to this article shall give written notice to the Employer four (4) weeks prior to the end of the approved leave period. The Employer will re-instate the employee to the same position and wage scale. Where an employee fails to provide this notice, or fails to report for work the day after the leave ends, the Employer is under no obligation to reinstate the employee unless the failure is the result of unforeseen or unpreventable circumstances.

- 22.07 Nothing in this article shall be interpreted so as to deny any additional entitlements or benefits available or pursuant to the ***Alberta Human Rights Act***.
- 22.08 Nothing in this article shall be interpreted so as to deny any benefits available for an employee who has a health related reason related to pregnancy or maternity for absence from work. Where the employee has qualified for group benefits, ***they*** may apply for sick benefits or group insurance benefits as per the Collective Agreement.

Article 23 – Injury Allowance

- 23.01 An employee injured or taken seriously ill on the job shall be paid for the balance of ***their*** shift on which the injury/illness occurred if, as a result of such an injury or illness, the employee is sent home or for medical attention by the Employer or is sent to an outside hospital and a doctor at such hospital or the employee's own doctor certifies that the employee should not return to work.
- 23.02 The Employer will make available transportation for such injured or ill employee.

Article 24 – Jury Duty

- 24.01 Any employee who is called to and reports for jury duty, or is subpoenaed to testify as a Crown witness in a court of law in a criminal proceeding, shall be paid the difference between ***their*** regular hourly rate and the amount ***the employee*** receives for jury duty or as a witness for each day lost, if the employee would have otherwise been scheduled to work for the Employer on that workday.
- 24.02 Employees shall furnish evidence to the Employer that they reported for or performed jury duty or appeared as a Crown witness in a court of law on the days for which they claim payment.

24.03 Employees required to testify on behalf of the Employer or the Crown with respect to workplace incidents will be considered as working for time spent in this regard. The Employer will pay the employees the difference between the amount of money the employee receives from the summons and the employee's actual rate of pay and reasonable expenses for meals, parking, out of town travel expenses, or accommodations upon presentation of receipts.

Article 25 – Bereavement

25.01 In the event of the death of an employee's spouse, partner, child (including current step-child), mother, father (including mother-in-law, father-in-law, current step parents), sister, brother (including step-sister or step-brother), grandparent, grandchild, the employee shall be granted an excused absence of five (5) days (excluding regular days off and holidays) during the period commencing with the date of death, at the employee's regular straight time hourly rate of pay.

25.02 In the event of the death of an employee's current son-in-law, daughter-in-law, current brother-in-law or sister-in-law, legal guardian, grandparent of a spouse, aunt, uncle, niece, and nephew, the employee shall be granted an excused absence of one (1) day (excluding regular days off and holidays) during the period commencing with the date of death and ending with the second calendar day after the day of the funeral, at the employee's regular straight time hourly rate of pay.

25.03 Add one (1) extra bereavement day for required travel to attend a funeral two hundred and fifty (250) kilometres (km) outside of Edmonton at the employee's regular straight time hourly rate of pay.

Additional time may be granted without pay and such time will not be unreasonably denied as follows: in province one (1) extra day,

out of province two (2) extra days, and out of country will be managed under Leave of Absence language in Article 21.

- 25.04 The Employer reserves the right to request proof of death and relationship if there is reasonable suspicion of employee dishonesty.

Article 26 – Travel Allowance

- 26.01 The Employer will pay at the appropriate Corporate rate for all authorized kilometres driven by an employee in **their** own automobile on prior approved Employer's business.

Article 27 – Payment of Wages

- 27.01 The payment of wages will normally be made bi-weekly. Payment of wages shall be via electronic funds transferred directly to the employee's bank account.
- 27.02 Starlight Casino is committed to the early resolution of payroll discrepancies. Employees are encouraged to bring forward any payroll concerns to their immediate Supervisor and/or Manager.
- 27.03 Should there be major problems with an employee's cheque; i.e. cheque not issued or vacation pay missing, the Employer will, as soon as possible and using best efforts, issue a cheque to remedy the problem.
- 27.04 **Termination Notice or Pay in Lieu**

In the event of a permanent closure of a part or all of the Casino, or in the event that recall rights expire without a recall to regular work in six (6) months, an employee will be terminated and will be eligible for termination notice or pay in lieu in the amounts prescribed by the Alberta Employment Standards Code, as amended.

No termination notice or pay in lieu is required for employees who are:

- (a) dismissed for just cause;**
- (b) employed for ninety (90) days or less;**
- (c) unable to work due to strike or lockout at the Casino;**
- (d) unwilling to return to work as required at recall;**
- (e) unable to be reached at recall using the contact information provided to the Employer; or**
- (f) unable to work because such work is impossible to perform because of unforeseeable or unpreventable causes beyond the control of the Employer or employee.**

27.05 The Employer must give written termination notice of at least:

- one (1) week for employment of more than three (3) months, but less than two (2) years;
- two (2) weeks for employment of two (2) years or more, but less than four (4) years;
- four (4) weeks for employment of four (4) years or more, but less than six (6) years;
- five (5) weeks for employment of six (6) years or more, but less than eight (8) years;
- six (6) weeks for employment of eight (8) years or more, but less than ten (10) years;
- eight (8) weeks for employment of ten (10) years or more.

The Employer may provide termination pay for the appropriate period or a combination of termination notice and termination pay.

27.06 Employees wishing to terminate their employment must give the Employer a written termination notice of at least:

- one (1) week, if employed more than three (3) months, but less than two (2) years;
- two (2) weeks, if employed two (2) years or more.

27.07 The Employer will have termination pay available for the employee within ten (10) days of the date of termination.

Article 28 – Cessation of Operations

28.01 The Employer shall advise the Union at least sixty (60) days in advance of any planned permanent shut-down of its Casino. This article shall not apply to the transfer of operations from the current Casino to a new Casino location. The period of notice set out in this article may be increased if required by the provisions of the Employment Standards Act.

28.02 In the event of a planned permanent shut-down, the Employer will meet with the Union to discuss the contemplated closure with a view to providing a solution to the problem or jobs for the employees involved.

Article 29 – Contracting Out

29.01 Prior to contracting out, the Employer will notify the Union and discuss this with them.

Article 30 – Human Rights

30.01 The Employer and the Union agree that there shall be no discrimination exercised or practiced with respect to any employee by reason of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offences except for those listed by the gaming commission which preclude a person qualifying for a license for which a pardon has not been granted, marital status, or handicap, nor by reason of Union membership or activity.

- 30.02 The Employer and the Union agree to abide by the terms of the ***Alberta Human Rights Act*** and that the Act shall apply to the terms of this Collective Agreement.
- 30.03 It is agreed that the Employment Standards Code shall be the MINIMUM requirement incorporated within. However, where the Agreement provides higher remuneration, benefits, and/or rights, the Agreement shall prevail.

Article 31 – Hours of Work

- 31.01 The Starlight Casino operates twenty-four (24) hours per day and each employee may have a different start time. Each department will establish a workday for each employee. Any exceptions require the approval of the Employer. There shall be an interval of not less than eight (8) hours between shifts for the employee. An employee who is not allowed an eight (8) hour interval between shifts shall be paid at the rate of time and one-half (1 1/2X) for the time worked prior to the ending of the eight (8) hour intervals. Shifts which commence on one (1) calendar day and extend past midnight on the next calendar day are considered to be shifts worked only on the calendar day on which the shifts commence.
- 31.02 The normal hours of work for a full-time employee shall be thirty-five (35) to forty-four (44) hours per week as scheduled by the Employer.
- 31.03 Some employees may be required to work a compressed work week as part of a regular, recurring schedule in accordance with hours of work provided for in the Employment Standards Act. These hours will be paid at straight time to a maximum of twelve (12) hours in a day.

Employees may choose to opt out of a compressed work week schedule. It is recognized that the operating scheduling in an area may preclude this option.

Rest Breaks

The following rest break rules will apply:

- (a) Employees, other than those who work in Table Games and Security who:**
- i. work a shift of up to five (5) hours will be entitled to one (1) paid fifteen (15) minute rest break.**
 - ii. work a shift of more than five (5) hours, but less than seven (7) hours, will be entitled one (1) paid fifteen (15) minute rest break and one (1) unpaid fifteen (15) minute rest break.**
 - iii. work a shift of seven (7) hours but less than eight (8) hours will be entitled one (1) paid fifteen (15) minute rest break and one (1) unpaid thirty (30) minute meal break.**
 - iv. work a shift of (8) or more hours will be entitled to two (2) paid fifteen (15) minute rest periods and one (1) thirty (30) minute unpaid meal period.**
- (b) Employees working in Table Games are entitled to the following rest breaks:**
- i. Dealers and Dealer Supervisors shall receive a paid fifteen (15) minute rest break for each sixty (60) minutes of work;**
- (c) Employees working in Security are entitled to the following rest breaks:**
- i. Employees working shifts of eight (8) hours will be entitled to two (2) paid fifteen (15) minute rest periods and one (1) thirty (30) minute unpaid meal period.**
 - ii. Employees working a twelve (12) hour shifts shall be entitled to three (3) paid fifteen (15) minute rest periods and one (1) thirty (30) minute unpaid meal period.**

(d) Rest breaks shall be taken at times that minimize disruption to operations, with the final discretion regarding scheduling of breaks reserved to the Employer.

(e) In the event that an employee misses a rest break due to operational requirements or emergencies, the break will be rescheduled at another time during the employee's shift where possible. If an employee is required to work during an unpaid rest break, the employee will be paid for the entire rest break.

31.05 Employees shall not work split shifts.

31.06 Early Outs

Where the Employer determines that the operational requirements can be met with less staff, the Employer will use the following process:

- (a) The Employer will first send home employees, in that classification working overtime, in order of reverse seniority.
- (b) The Employer will then select volunteers to go home. Employees may volunteer by placing their name on the early out list at any time during the shift.
- (c) If after (a) and (b) there are still excessive staff, the Employer may require employees to end their shifts early, meaning prior to the end of their scheduled shifts. The distribution of forced early outs will be by reverse seniority in the applicable classification(s), except where operational requirements cannot be met with the remaining scheduled staff, in which case the Employer can select employees for early outs that will maintain operational requirements.

Notwithstanding the foregoing, the Employer shall not use forced early outs where it will necessarily result in overtime for remaining staff in the applicable classification(s).

In all circumstances the Employer will ensure that remaining employees having the skill and ability to fulfill the remaining duties and any employee who is forced to early out under this article will be paid the minimum of three (3) hours or the hours actually worked, whichever is greater.

Article 32 – Scheduling Clause

- 32.01 The Employer reserves the right to and direct casino operations including but not limited to; employee hours of work, shift rotations, daily work schedules, rest periods, meal periods, and overtime work.
- 32.02 For the purpose of scheduling employee's hours of work, the following order will apply providing they have the required skills:
- (a) All employees are scheduled by seniority within the classification.
 - (b) All part-time employees are scheduled after full-time employees are scheduled.
- 32.03 Part-time employees will be scheduled as required.
- 32.04 The Employer will post the various working schedules in appropriate locations at least two (2) weeks in advance. The Employer will give at least two (2) working days notice of its' intent to change an employee's schedule except in cases of emergency.
- 32.05 All full-time employees must be available to work the shifts required by the Employer to effectively operate. This includes day shifts, swing shifts, night shifts, late night shifts, Statutory Holidays, and weekends.
- 32.06 Any employee may, with the approval of the Employer, change shifts with another employee of the same classification and equivalent qualifications.

- (a) A request to change shifts must be received by the Employer on a request form supplied by the Employer, a minimum of twenty-four (24) hours prior to the start of the shift, except in cases of emergency.
- (b) The shift change request form, supplied by the Employer, and signed by both employees must accompany the request to change shifts.
- (c) The shift change shall not be approved until signed by the Department Manager or *their* designate.
- (d) No overtime will be paid by the Employer that results from the exchange of shifts except for those shifts which would have been paid at overtime rates had the shifts not occurred. The Employer will not be responsible or liable for overtime rate claims that might arise or occur as a result of the exchange of shifts.
- (e) The employee who takes the shift(s) assumes all the obligations and requirements of the shift as if the employee originally scheduled, worked the shift.

32.07 Notwithstanding any other provision in this Collective Agreement, the Employer shall make a reasonable effort for special events, to accommodate a full-time employee's request for a day off without pay providing:

- (a) The employee has exhausted every reasonable effort to find an accommodation under Article 32.06;
- (b) The employee has provided at least two (2) weeks notice in writing;
- (c) The accommodation will not result in any extra expense to the Employer.

It is expressly agreed that this article can be rescinded by either party on thirty (30) days notice.

32.08 All staff meetings occurring during regularly scheduled shifts must be paid at the applicable rates.

Meetings scheduled otherwise will be paid at appropriate rates with any applicable premiums or overtime.

32.09 Scheduling Committees

In anticipation of the yearly scheduling process pursuant to Article 32.10 below, the Union and the Employer agree to assemble scheduling committees. The committees' purpose shall be to develop new or review the existing schedules that are to be selected under the process set out in Article 32.10. Committee members will be paid for the actual time spent at the meetings at straight time rates.

While the Employer, subject to the provisions of the Collective Agreement shall have the right to determine employee schedules, the committee shall, in good faith, attempt to develop and agree upon schedules that:

- (a) Maintain excellent customer service;
- (b) Maintain efficient operations;
- (c) Recognise work life balance issues;
- (d) Show respect for seniority;
- (e) Provide maximum hours of work for available employees.

Schedules developed by the committees, comprised by representatives from each party, will be advanced to the Union at least thirty (30) days before the June selection process as set out below.

Initial schedules created by the scheduling committees will be made available as soon as possible so as to inform the membership of the scheduling options that will be available to them when they exercise their rights under Article 32.10 for the first time.

Yearly Scheduling Selection Process

Both regular full-time and regular part-time employees, in each classification, shall be included in a shift selection process as set out below in June of each year to be effective on the first posted scheduled shift of September and will be posted in the staff break room at least two (2) weeks prior to the scheduled selection date. Implementation of the new schedule will be the first posted schedule in September.

Schedule selection will take place on a mutually agreed upon date with a designated Manager and the designated Shop Steward. Employees must be available and prepared to make their selection on that date. Whenever possible, employees shall participate in person. If an employee must participate by phone, the Employer shall provide access to scheduling options prior to an employee's choice of shift.

- (a) Regular employees shall select their respective schedules, subject to operational requirements, based on classification seniority within each classification. Once the schedule selection process is complete, these schedules shall remain in place from September to September each year.
- (b) Upon completion of the schedule selection process, employees must be available to work all shifts within the work schedule selected.
- (c) Work schedules that become available through attrition, that are deemed to be required in the future, will be offered at the next selection process, in order of classification seniority.
- (d) Employees on approved leaves of absence are permitted to participate in the selection process in order of classification seniority. The Employer will attempt to make contact with the employee at least two (2) weeks prior to the scheduled selection date.

(e) Full-Time employees experiencing unforeseen or extenuating circumstances, beyond their control, who are no longer able to work the shifts they have selected will be offered:

- A temporary full-time assignment, should there be one available.
- A temporary part-time schedule, should there be one available that fits their situation.
- A casual assignment to pick up shifts other employees are unable to work due to illness or other circumstances.

In the event a layoff of employees is required Management and Union Representatives will meet to discuss the layoff as per Article 10.03 and consider if an unscheduled shift selection process is required.

Article 33 – Shift Start Time/End Time

33.01 Employees are required to be at their work station ready for work for the beginning of their shift. Employees who are not at their work station ready to work will be deemed late for their shift.

33.02 All authorized time worked beyond scheduled hours will be paid time.

33.03 Shift Extensions

If there is an operational reason for an extension of a shift (i.e. before or after the previously scheduled start and end times) the Employer shall first offer the extension to employees by seniority, who are on shift and have the skills and ability to perform the work. If the Employer does not have sufficient volunteers to work the extension they may assign the additional work by reverse classification seniority to those employees with the skills and ability to perform the

work. Shift extensions will not be overtime, unless the hours worked otherwise qualify as overtime in accordance with this Agreement.

Article 34 – Overtime Allocation

34.01 Scheduled Overtime

Employees interested in working the scheduled overtime will have the opportunity to place their names on the posted overtime request sheet.

Overtime will be scheduled based on the following:

- (a) The classification in which the overtime is required.
- (b) Skill level required.
- (c) Seniority within the classification.

Employees who have been scheduled for overtime will be identified on the posted overtime request sheet for a period of four (4) weeks following their original scheduled overtime shift. These employees will still be permitted to list their names as available to work during this period; however, they will not be eligible unless the following situations occur:

- (a) No other employees in that classification are on the list.
- (b) No other employees on the list have the game skills required.

These employees will resume eligibility for scheduled overtime based on seniority within the classification, four (4) weeks from the date of the initial scheduled overtime shift.

If there are an insufficient number of names on the list and/or the employees on the list do not meet the requirements (i.e. classification, skill level) to fulfill the overtime shift, the Employer will have the right to assign this overtime.

34.02 Non-Scheduled Overtime

Non-scheduled overtime will be allocated based on the following:

- (a) The classification in which the overtime is required.
- (b) Employees **will be canvassed by seniority** in that classification who are presently at work and who have the required skills.

If no one agrees to stay and work the overtime, the Employer has the right, based on **reverse seniority**, classification and skill level, to assign this overtime.

Article 35 – Overtime Pay

35.01 All time worked by an employee in excess of eight (8) hours in a day or forty-four (44) hours in a week will be paid at the rate of time and one-half (1 1/2X) the employee's regular straight time rate.

35.02 Some employees may be required to work a compressed work week as part of a regular, recurring schedule in accordance with Hours of Work provided for in the Employment Standards Act. These hours will be paid at straight time to a maximum of twelve (12) hours in a day, subject to the provisions in Article 31.03.

Article 36 – Temporary Assignments Within the Bargaining Unit

36.01 An employee temporarily assigned by the Employer to a job classification will receive the higher of the two (2) rates of pay in accordance with the wage provisions of the Collective Agreement.

36.02 An employee who is temporarily assigned by the Employer to a lower rated classification will maintain **their** rate of pay in effect at the time of such assignment for the duration of the assignment.

36.03 An employee requesting a temporary assignment to a lower rated position will receive the rate of the lower classification.

Article 37 – Work Outside the Bargaining Unit

37.01 An employee who takes a permanent excluded position may be returned or choose to return to their former included position within six (6) months. The employee shall not have Collective Agreement coverage, or pay Union dues, for the six (6) month period and shall not accrue but shall maintain their seniority during that time.

37.02 An employee who agrees to take an excluded position on a temporary basis shall continue to be covered by the Collective Agreement and shall accrue their seniority. If a temporary position is for more than thirty (30) consecutive days the employee shall be given the option of returning to the bargaining unit on the thirtieth (30th) day. After the thirtieth (30th) day of a temporary excluded assignment the employee shall not be covered by the Collective Agreement, or pay Union dues, but the employee shall be allowed to return to the bargaining unit at the end of the assignment with their seniority maintained. No temporary position shall exceed twelve (12) months without the permission of the Union.

37.03 It is recognised that some employees will act in a “dual role”. A dual role employee is someone who regularly works shifts in both excluded and included positions. Such employees shall continue to be covered by the Collective Agreement at all times and shall accrue seniority while working in an excluded role.

37.04 Employees who are asked to take a permanent excluded position, a temporary excluded position, or a dual role position shall be apprised of the above provisions before they accept any such arrangement. The full-time Union Representative or their designate, responsible for the administration of the Collective Agreement, if readily available (as defined in Article 8), shall be present.

Article 38 – Training

38.01 Dealer Training

Training classes as may be required for business purposes will be available to all dealers who have been employed a minimum of three (3) months. Newly hired experienced multi-game dealers will be eligible for other game training after one hundred and eighty (180) hours of employment. If the Employer requires an employee to take courses, the employee will be compensated for all approved costs.

38.02 Advanced Games Training

Dealers

The Employer will pay all hours spent training at their regular rate of pay for the following games: Roulette, Pai Gow Tiles, Poker, and Craps*.

Floor Supervisors

The Employer will pay all hours spent training at their regular rate of pay for the following games: Roulette, Pai Gow Tiles, Poker, and Craps*.

Hours spent training shall be credited towards seniority or accrued as time worked on the pay grids. An employee shall receive overtime pay in the event training and hours worked combined exceed eight (8) hours a day and/or forty-four (44) hours a week.

*It is understood that Craps is not a game that is currently offered by the Starlight Casino therefore training will only occur if the game is resurrected.

38.03 Employees that have received advanced game training and/or accepted payment for training from the Employer (i.e. Poker,

Craps, Roulette), and have completed their probationary period, will not be able to refuse their work assignments for those games. Any exceptions require the approval of the Games Manager.

38.04 When a game is removed, employees that are on probation for that game will not be required to complete the probationary period for the game to receive the games rate increase provided their last performance appraisal for that game had a rating of satisfactory or higher. If the employee had not yet received a performance appraisal, they will be evaluated and given the rate increase based on the outcome of the performance appraisal for the game as indicated above.

38.05 Orientation

The Employer will provide new hires with training and an orientation program that will include information regarding their employment with the Starlight Casino. This will include fire and general safety procedures. A Union Representative or Shop Steward will be allowed thirty (30) minutes to present an orientation to all new employees regarding Union Membership. This orientation will be on Employer paid time.

The Employer shall ensure the orientation session with the employee occurs during their probationary period, but no later than sixty (60) days from date of hire.

Article 39 – Health and Safety Committee

39.01 An operational Health and Safety Committee will be maintained to monitor health and safety issues on an ongoing basis and make constructive recommendations for change to the Employer.

39.02 A committee of a minimum of eight (8) will be struck with equal representation from both the bargaining unit and the Employer. Employee representatives shall be selected by the employees themselves through a democratic process conducted by their

Union. Committee members will be paid for the actual time spent at meetings at straight time rates. It is understood that the Employer will agree to increase the size of the committee, if the staff compliment and/or the square footage of the Casino increases such that it would be reasonable to do so.

- 39.03 Committee meetings will be held monthly and co-chaired by Management and the Union. Committee members will be scheduled, at their option, to work on the day shift of the meeting date as well as the day prior, if necessary, to avoid back to back shifts. There will be no reduction in weekly hours of work as a result of any shift re-scheduling. Committee members will be paid at straight time in addition to a stipend of thirty (\$30.00) dollars for their attendance at the meeting. Also, any hours worked in excess of daily scheduled hours will be paid at the overtime rate.
- 39.04 It is understood that the parties' intent is to ensure that committee meetings are arranged in such a way so as to attract employees to the role of committee member and to make sure that it is not onerous to participate. Good faith efforts will be made by the parties to deal with individual circumstances to achieve this goal.
- 39.05 It is agreed that joint minutes will be produced after each meeting that summarizes the issues and any course of action or resolution pertaining to the same. Follow-up items will be identified and reported on at the next meeting. Items will remain on the follow-up list until such a time as the item is resolved or completed.
- 39.06 Provided both parties have approved the accuracy of the minutes by signing them off, they will be posted in the workplace.
- 39.07 The Union staff representative may attend committee meetings at their discretion.
- 39.08 It is the Employer's responsibility to ensure that food is safe.
- 39.09 The Employer shall ensure the health and safety of its employees and shall comply with applicable legislation.

39.10 The Employer shall prohibit abusive customer behaviour and shall post signs at entrances to the Casino indicating their policy in this regard.

Article 40 – Benefit Plan and Sick Day Entitlement

The current employee benefit levels and entitlements will not be reduced during this Agreement. Benefits between the Grand Villa Casino and Starlight Casino will be reconciled and made uniform to the superior of the two plans.

Full-Time Employee Benefit Plan

40.01 The following summarizes the full-time employee benefit plan. Included in the package are basic term life, accidental death, & dismemberment, dependent life, extended health care, dental and vision, until the age of 70, short term disability, and employee paid long term disability (until the age of 65).

40.02 All employees who have worked an average of thirty (30) hours or more per week for three (3) consecutive months are eligible and must participate in the benefit plan.

40.03 The Employer will pay one hundred (100%) percent of the premium cost for each staff member who participates in the plan.

40.04 Eligibility is in accordance with the agreement with the insurer.

Part-Time Employees Benefits

40.05 The following outlines the part-time employee benefits that are funded and administered as a Health Spending Account through the insurer. Each part-time employee is entitled to a maximum **four hundred (\$400.00)** dollars effective the date of ratification of this agreement to be used to assist with expenses relating to the following items, as example: eye exams, prescription glasses, prescription drugs, dental procedures, or prescribed medical

therapy. Eligible expenses are at the insurer's sole discretion. The benefit entitlement amount will be **effective January 1, 2023**. The part-time benefit program shall be prorated for a partial year of employment.

- 40.06 All part-time employees working an average of sixteen (16) hours per week qualify for the part-time benefit program. Before an employee qualifies for part-time benefits, **they** must have worked three (3) consecutive months and have worked a minimum of two hundred eight (208) hours in the past three (3) months. Entitlement continues provided the employee maintains an average of sixteen (16) hours of employment per week.

Employee Sick Pay Entitlement

- 40.07 All employees, who have worked an average of thirty (30) hours per week for a period of one (1) year are eligible for sick pay entitlement.

- 40.08 Eligible employees will be entitled to three (3) sick days from January 1st to December 31st in each calendar year.

- 40.09 The sick pay entitlement will be based on the employee's regular wage rate, including those shifts missed during Statutory Holidays.

If the employee works a consistent shift length, the daily hours of work missed for that shift will be paid.

If the employee works an irregular schedule, where shift lengths vary, an averaged hours of work per day will be calculated and paid.

The sick pay entitlement cannot be carried over to the next sick pay qualification period and employees will not be compensated for unused sick days.

Sick pay entitlement paid will be identified separately on the employee's pay cheque stub.

40.10 Details

The sick pay entitlement may be applied to an approved non-WCB related medical leave of absence; where the employee has contacted the appropriate Department Manager as required by Employer Policy and if requested, where the employee has provided a satisfactory medical certificate.

The sick pay entitlement can be approved/booked in advance to replace a full shift in conjunction with an approved medical leave of absence and/or for hospitalization, surgery, or out-patient treatment. A medical certificate may be required.

When an employee is required to be absent for a full shift in order to attend medical, dental, or other medical specialist appointment that cannot be booked outside of work hours, the sick pay benefit can be approved/booked in advance. Proof of attendance at the appointment(s) may be required.

The sick pay entitlement will not apply to partial shifts missed. Where the employee is not able to complete a shift due to a serious illness or injury, the employee will be paid for the remainder of the uncompleted shift as outlined in Article 23.

The sick pay entitlement will not be used during or to extend a vacation period or a regular unpaid leave of absence unless specifically approved by the Department Manager. The Department Manager may require the employee to provide a medical certificate confirming that the employee was ill or injured during the vacation or leave of absence.

An employee commencing pregnancy leave is not entitled to the sick pay benefit unless the employee has provided a satisfactory medical certificate. If an employee accumulates more than one hundred twenty (120) calendar days of non-medical leave of absences (in any qualifying period), **they** will have **their** remaining sick pay benefit entitlement pro-rated accordingly.

The sick pay entitlement policy will allow employees to call in sick when a day off is required due to illness, illness of an immediate family member, or an emergent situation.

The sick pay entitlement will be subject to Employer policies and practices as issued from time to time.

Article 41 – Vacations

- 41.01 Employees who have completed less than five (5) years of continuous service will be paid four (4%) percent of their previous years' regular hourly wages.
- 41.02 Employees who have completed more than five (5) years of continuous service will be paid six (6%) percent of their previous years' regular hourly wages.
- 41.03 Full-time employees who have completed more than ten (10) years of continuous service will be paid eight (8%) percent of their previous years' regular hourly wages.
- 41.04 Full-time employees may request and receive their vacation pay either prior to, during, or immediately following their vacation.
- 41.05 Part-time employees will receive their vacation pay entitlement on the pay period closest to December 15th (and prior to December 25th). This pay will include earnings up to but not including that pay period.
- 41.06 As far as is practical and consistent with the Employer maintaining an efficient operation, vacations shall be granted during the period of time requested by the employees. Vacation shall be scheduled from Sunday to Saturday. Any exceptions require the approval of the Employer. Requests for exceptions will not be unreasonably denied. Seniority will be used for granting applications in selection of vacation dates; however, the final determination of vacation

dates shall be made by the Employer in line with existing conditions.

41.07 Employees will have the opportunity to schedule time off for the purpose of vacation based on the following consecutive years of service:

Less than five (5) years	two (2) weeks vacation
More than five (5) years	three (3) weeks vacation
More than ten (10) years	four (4) weeks vacation (* full-time only)

41.08 Part-time vacation schedules will be completed following the selection of vacation time by full-time employees.

41.09 All other issues not covered by this article shall be determined by the current Employment Standards Code of Alberta.

Article 42 – Statutory/Paid Holidays

Full-Time Employees

42.01 Statutory/paid holidays for full-time employees will be paid on the Statutory/paid holiday for all hours worked plus one and one half (1 ½ X) times their regular rate of pay on that day.

An employee is not entitled to Statutory/holiday pay when the employee:

Does not work on a Statutory/paid holiday when required or scheduled to do so, or is absent from employment, without consent of the Employer, on the employee's last regular work day preceding or first regular working day following the Statutory Holiday.

Full-time employees entitled for Statutory/paid holidays that do not work on the holiday will receive eight (8) hours pay at their primary rate.

This amount will be paid bi-weekly in accordance with the regular pay periods.

Part-Time Employees

42.02 Statutory Holidays will be paid in accordance with the qualifications set forth in the current Alberta Employment Standards Code.

42.03 If an employee works on a Statutory/paid holiday then the employee will be paid for all hours worked on such a day at the rate of one and one half (1 1/2X) times their regular rate of pay.

42.04 The Employer will pay all employees their regular straight time hourly rate of pay for all Statutory/paid holidays set out in the article, provided the employee qualifies for the pay.

42.05 In the event a Statutory/paid holiday is observed within an employee's vacation period, the employee will be paid for that holiday, provided they qualify for the pay.

42.06 The parties recognize the following ten (10) Statutory/paid holidays:

New Year's Day*

Good Friday*

Canada Day*

Thanksgiving Day*

Christmas Day*

Family Day*

Victoria Day*

Labour Day*

Remembrance Day*

Truth and Reconciliation Day

*Statutory Holiday

Article 43 – Classifications and Wages

Dealing Staff/Floor Supervisors

Games

43.01 All Dealers and Floor Supervisors will be required to learn all new proprietary table games that may be introduced in the future.

It is the requirement for all Floor Supervisors to achieve and maintain skills required for all games in the Casino so they can supervise and monitor the activity of each table game. This is to ensure that the conduct of the table game(s) is proper and complies with the AGLC Terms and Conditions and Operating Guidelines and Starlight Casino House Rules.

Mini Baccarat = one (1) game

Roulette = one (1) game

Poker = one (1) game

Pai Gow Tiles = one (1) game

Craps = one (1) game

EZ Baccarat = one (1) game

*Dealer 1 – Level 1-5 Includes Blackjack, Sic Bo, all proprietary games plus one (1) game.

*Dealer 2 – Level 1-5 Includes Dealer 1 skills plus one (1) game.

*Dealer 3 – Level 1-5 Includes Dealer 2 skills plus one (1) game.

*Dealer 4 – Level 1-5 Includes Dealer 3 skills plus one (1) game.

*Dealer 5 – Level 1-5 Includes Dealer 4 skills plus one (1) game.

*Dealer 6 – Level 1-5 (All Games Dealer) In order to maintain this rate, dealers will be required to train and deal all existing casino games and any new casino games and proprietary games introduced to the Casino in the future.

*To maintain a Dealer rate, dealers will be required to learn and to be scheduled for and deal all games in their category and any new and existing proprietary games.

If there is a reduction in non-proprietary games to five (5) or less, employees will automatically advance to an All Games Dealer, as per the definition under Dealer 6 above, once they have been trained on all available games.

If there is an increase in non-proprietary games to six (6) or more, all Dealers in the Dealer 6 classification will be grandfathered into the classification and trained first, in order to maintain the All Games Dealer level of pay. Dealers are required to be available to be scheduled for and deal all games in order to maintain this classification. All other Dealer classifications will advance through the classifications as listed above.

43.02 The new wage rates will be effective upon ratification (September 11, 2015).

Employees who were on vacation, absent for health related reasons, or who were in attendance at negotiations will have these hours credited as working hours for the purpose of Wage Schedule "A".

43.03 Regular Pay Schedules (See Schedule "A" – Wages)

The Starlight Casino will pay all dealing, Floor Supervisor, Security, Housekeeping, Slot, Food and Beverage, Guest Services staff wages and salaries on an hourly basis in

accordance with Schedule "A". Increases in levels will be determined by actual hours worked within a classification.

43.04 A Dealer's placement on the grid and classification will be based on the position that the employee is qualified for and the hours the employee has worked at the Starlight Casino.

Normally all new dealing staff will be placed at Level 1 of the appropriate position and will be required to complete the probationary period. Any exceptions require the approval of the Employer.

Movement from level to level is based on hours of employment in the position. Position changes will be based on the number of games the employee is qualified to deal. Dealers changing positions will remain at the same level, however, the number of hours accumulated at that level in the previous position will be applied to the new position.

43.05 To maintain a dealer placement on the grid or classification, all games at that level must be dealt. Employees that have received advanced game training and/or accepted payment for training from the Employer (i.e. Poker, Craps, Roulette), and have completed their probationary period, will not be able to refuse their work assignments or schedules for those games. Any exceptions require the approval of the Employer.

43.06 An Acting Floor Supervisor is appointed specifically to fill in when there is a shift open which cannot be filled by a Floor Supervisor. Dealers may be appointed as acting Floor Supervisors from time to time. All hours accumulated in an acting position will be applied to the individual's current position and should an acting Floor Supervisor be promoted to a full-time position, all of the hours worked as an acting Floor Supervisor will be credited to the Floor Supervisor levels of the pay scale.

- 43.07 Should a part-time Floor Supervisor be promoted to a full-time position, all of the hours worked as a part-time Floor Supervisor will be credited to the Floor Supervisor level of the pay scale. Full-time Floor Supervisors who become part-time Floor Supervisors shall retain their existing hourly rate of pay.
- 43.08 A Floor Supervisor's placement on the grid or classification will be based on the position that the employee is qualified for and the hours the employee has worked in the position. Normally all new or promoted Floor Supervisors will be placed at Level 1 unless they have accumulated the required hours for the next level of the grid. All new Floor Supervisors are required to complete the probationary period. Any exceptions require the approval of the Employer. Movement from level to level is based on hours of employment as a Floor Supervisor at the Starlight Casino.
- 43.09 It is a requirement for all Floor Supervisors/Boxman to achieve and maintain skills required for all games in the Casino.
- 43.10 Security staff's placement on the grid will be based on the position that the employee is qualified for and the hours the employee has worked in the position. Normally all new security staff will be placed at Level 1 and will be required to complete the probationary period. Any exceptions require the approval of the Employer. Movement from level to level is based on hours of employment at the Starlight Casino in the position.
- 43.11 Housekeeping staff will be placed on the grid based on the position that the employee is qualified for and the hours the employee has worked in the position. Normally all new staff to the Starlight Casino will be placed at Level 1 and required to complete a probationary period. Any exceptions require the approval of the Employer.
- 43.12 Slot Floor staff, Slot Cashiers, Head Cashiers, and Slot Count Room Team will be placed on the grids and classifications according to position and hours of employment in the position. Normally all new staff to the Starlight Casino will be placed at

Level 1 and required to complete a probationary period. Any exceptions require the approval of the Employer.

An acting position is used to fill in when there is a shift open which cannot be filled by someone in the classification in which there is an available shift. All hours accumulated in an acting position will be applied to the individual's current position and should an acting be promoted to a full-time position, all of the hours worked as an acting in the classification to which they were promoted will be credited towards the levels of the pay scale.

43.13 Food and Beverage staff will be placed on the grids according to classification and hours of employment in the position. Normally all new staff to the Starlight Casino will be placed at Level 1 and required to complete a probationary period. Any exceptions require the approval of the Employer.

43.14 Guest Services staff will be placed on the grid based on the position that the employee is qualified for and the hours the employee has worked in the position. Normally, all new staff to the Starlight Casino will be placed at Level 1 and required to complete a probationary period. Any exceptions require the approval of the Employer.

Article 44 – Gratuities

44.01 For the purpose of this Agreement, gratuity means a tip in the form of cash, including VLT/TITO slips and/or gaming chips. All other forms of gratuities will be discouraged.

DEALERS – Tips are pooled and distributed equally among dealers as defined in Alberta Gaming and Liquor Commission's Terms and Conditions and Operating Guidelines. Dealers' tips can be in the form of gaming chips only. NO CASH TIPS ARE ALLOWED.

As an exception to the above, POKER DEALERS assigned to the late night (graveyard) shift will continue with the pooled tips being distributed equally among those dealers.

SLOT ATTENDANTS, FLOOR PERSONS, and SLOT CASHIERS – Are allowed to accept tips in cash, including VLT/TITO slips and gaming chips. Tips are pooled and distributed equally.

BARTENDERS, GUEST SERVICES, SERVERS, and HOUSEKEEPING – Are allowed to accept tips in cash, including VLT/TITO slips and gaming chips.

FLOOR SUPERVISORS and SECURITY staff are not allowed to accept gratuities of any kind.

Article 45 – Strikes and Lockouts

45.01 The Union will not cause or permit its members to cause, nor will any member of the Union take part in any sit down, stay in, or slow down in any premises of the Employer, or any curtailment of work or restriction of or interference of the operations of the Employer. The Union will not cause or sanction its members to cause, nor will any member of the Union take part in any strike or stoppage of any of the Employer's operations or picket any of the Employer's facilities or premises during the term of this Agreement.

Article 46 – Savings Clause

46.01 All provisions of this Agreement shall be subject to the laws of Alberta. If any part or provision of this Agreement should be held invalid by operation of law or by a decree of a court of competent jurisdiction, such invalidation of such part or portion of this Agreement shall not invalidate the remaining portions and they shall remain in full force and effect.

Article 47 – Cash Shortages

47.01 No employee will be required to make up cash shortages.

Servers will not be required to make up any losses arising out of customers not paying or partially paying their bills.

Signed this _____ day of _____, _____.

For the Employer:

For the Union:

Employer Committee:

Bargaining Committee:

Julia Simpson
Stephen Rowbotham
Todd Pollock

Hellen Shiloff – Floor Supervisor (Gaming)
Cynthia Hoffart – Dealer (Gaming)
Charlene Davies – Server (Nova Bar)
Mike Woolridge – Attendant (Slots)
Cathy Hilderman – Floor Supervisor (Gaming)
Steven Vaughan – Halley’s Host
Kale Hobbes – Security
Dee Mae Beler
Larry Zima
Lee Clarke

This Agreement was ratified **October 26, 2022.**

Schedule "A" – Wages

The following wage grid remains for the life of the Collective Agreement.

- Level 1 = 0 – 1440 hours worked
- Level 2 = 1441 – 3400 hours worked
- Level 3 = 3401 – 5400 hours worked
- Level 4 = 5401 – 7400 hours worked
- Level 5 = 7401 + hours worked

Classifications	Level 1	Level 2	Level 3	Level 4	Level 5
<u>Gaming</u>					
Dealer 1	\$15.15	\$15.66	\$16.16	\$16.67	\$17.68
Dealer 2	\$15.40	\$15.91	\$16.41	\$16.92	\$17.93
Dealer 3	\$15.66	\$16.16	\$16.67	\$17.17	\$18.18
Dealer 4	\$15.91	\$16.41	\$16.92	\$17.42	\$18.43
Dealer 5	\$16.16	\$16.67	\$17.17	\$17.68	\$18.69
Dealer 6	\$16.41	\$16.92	\$17.42	\$17.93	\$18.94
Slot Floor Person	\$15.15	\$15.66	\$16.16	\$17.17	
Floor Supervisor	\$25.02	\$25.63	\$26.74	\$27.80	\$29.14
Acting Floor Supervisor	\$24.36	\$25.04	\$25.67	\$26.23	\$27.02
Cashier	\$15.15	\$15.83	\$16.44	\$17.47	\$18.13
Head Cashier	\$18.66	\$19.24	\$20.29	\$21.30	\$22.21
Count Room Team	\$16.72	\$17.34	\$18.49	\$19.24	
Security	\$19.13	\$19.59	\$20.46	\$21.39	\$22.34
Housekeeping	\$15.15	\$15.66	\$16.16	\$16.67	\$17.68
Guest Services	\$16.51	\$17.32	\$18.75	\$19.87	
Dealertainer	\$17.68	\$18.18	\$18.69	\$19.70	
Boxman	\$25.55	\$26.16	\$27.28	\$28.34	\$29.68
<u>Food and Beverage</u>					
Bartender	\$15.15	\$15.66	\$16.16	\$17.17	
Server	\$15.15	\$15.66	\$16.16	\$17.17	
Kitchen Prep/Dish	\$15.15	\$15.66	\$16.16	\$17.17	
Cold Line Cook	\$15.15	\$15.66	\$16.16	\$17.17	
Porter	\$15.15	\$15.66	\$16.16	\$17.17	
Busser	\$15.15	\$15.66	\$16.16	\$17.17	
Host	\$15.15	\$15.66	\$16.16	\$17.17	
Second Cook	\$18.17	\$18.45	\$19.38	\$19.77	
First Cook	\$19.63	\$19.93	\$20.79	\$21.30	

LETTERS OF UNDERSTANDING
Between
UFCW, Local 401
And
Gateway Casinos & Entertainment Ltd.

Effective: As of Ratification

#1 – Sit-Stand Stools & Anti-Fatigue Mats

The Employer agree to the following, in regards to Sit-Stand Stools:

(a) Pit Areas

Dealers, including Roulette Dealers, will be permitted to utilize sit-stand stools at times when their table is dead.

Floor Supervisors/Pit Bosses will be permitted to utilize sit-stand stools at times when their pit is very quiet. As part of the job, these positions are expected to walk throughout the pit and provide a physical presence at each live table on a frequent basis.

(b) Entrances

Security officers will be permitted to utilize sit-stand stools at times when the entrances are quiet. The sit-stand stool will be located at the security podium.

(c) Training and Education

Annual training will be provided by a technical expert who will provide a four (4) hour training session on ergonomics in the workplace. Participants for this annual session will come from the Health & Safety committee, from Supervisors and from Managers. Union Representatives shall also be present. This training will be on Employer paid time.

Education will be provided to employees who are identified to have access to sit-stand stools in the course of their employment. This education will be provided by the Supervisor or Manager and will include:

1. The ergonomic process and benefits of the sit-stand stools;
2. Details on the sit-stand stools being provided and how to use it;
3. Encouragement for employees to properly use the sit-stand stool(s) and that there will be no repercussion for their proper use;
4. Expectations on the job performance and the expectation that use of the sit-stand stool will not negatively impact on the ability to perform the expectations of the job;
5. Expectations that feedback on the sit-stand stool(s) will be completed quickly.

(d) Sit-stand stools will continue to be used, on an ad hoc basis, as part of employee accommodation programs.

(e) Ongoing Commitment and other Areas

1. Anti-Fatigue Mats – The Employer will ensure that the condition of anti-fatigue mats is added to the monthly inspection report for the Health & Safety Committee. Anti-fatigue mats that are damaged or worn to the point of disrepair, as identified through this process, shall be replaced.

(i) The areas shall include:

- At the games table for Dealers; and
- In the slot bank, at Cashiers' and Head Cashiers' work stations; and
- Any other area where an employee works for protracted periods of time in a fixed spot or area.

(ii) It is understood that some areas might require "runner" style or a "reshaped" anti-fatigue mat.

2. Annual Ergonomic Review – The Employer and the Union will equally share the costs of an annual ergonomic review of the facility.

3. Minimum Number of Sit-Stand Stools – The Employer will normally make available to employees a minimum of six (6) sit-stand stools at the facility. Recognizing the future growth of the Casino, the Employer will increase the number of sit-stand stools accordingly.
4. Other Items – The Health & Safety Committee and the Union Representative will investigate other identified areas for the ergonomic improvements, and make recommendations for the Employer to implement reasonable actions to address those areas.

This Letter of Understanding will remain in place for the duration of the Collective Bargaining Agreement at which time it may be removed, reviewed, cancelled, or renegotiated based upon the success of the program.

#2 – Outdoor Break Area

The Employer commits to meet with the Mall ownership group for the purpose of identifying the need for a safe and secure outdoor break area for employees. If approval can be obtained, this area shall be fenced and the public shall not have access.

This Letter of Understanding will remain in place for the duration of the Collective Bargaining Agreement at which time it may be removed, reviewed, cancelled, or renegotiated based upon the success of the program.

#3 – Boxman Position and Rate of Pay

The following has been agreed by both parties:

There has been a removal of Craps, as a non-proprietary game dealt in the Starlight Casino, and therefore the removal of the associated wage grid and previous letter of understanding (Dated January 16, 2008).

Any employee currently on the Boxman wage grid will be paid at the Floor Supervisor rate of pay and will remain at the same level they held in the Boxman wage grid.

If, in the future, Craps is reintroduced, the previous wage grid of Boxman will be reintroduced adjusted with the wage increases agreed to in this Collective Agreement.

All full-time and part-time Floor Supervisors who have and maintain the operational standard skills required to supervise and monitor the activity of the Craps games will be paid according to the wage grid, as determined above, and all previously accumulated hours in the Boxman wage grid will be applied to the reintroduced wage grid.

The Employer reserves the right to determine the skills required to supervise and monitor the game of Craps as per Article 7.01.

This Letter of Understanding will remain in place for the duration of the Collective Bargaining Agreement at which time it may be removed, reviewed, cancelled, or renegotiated based upon the success of the program.

#4 – Security of Employees and Patrons

The Employer is committed to ensuring the safety of the employees, in part, by knowing the patrons in our casinos.

Assessments of Patrons:

All patrons will be asked for, and required to provide, proper identification (ID), with the exception of patrons who have existing files with the Casino, or who are clearly known to the Casino. They will be assessed for intoxication, underage, suspicious behaviour, and banned patrons (including voluntary self-exclusions) and any other relevant risk factors. Bags that patrons bring into the Casino shall be inspected and patrons shall be directed to Guest Services for mandatory bag checking. Purse and small personal bags can be exempted, but Officers can and should inspect if necessary.

Commitment of Resources:

The Employer is committed to ensuring staffing levels of the Security department is above the AGLC minimum requirements.

Training of Security Officers:

The Employer is committed to ensuring that all Security Officers successfully complete security officer training programs, and we will enroll Security Officers in the programs within sixty (60) days of probation completion. Security programs will be similar to Pressure Point Control Tactics (PPCT), Verbal Judo, and First Aid training. The Employer shall pay for training and it shall be treated as time worked for all purposes. Any other necessary or recommended training shall also be provided, upon agreement between the Employer and Union.

Ongoing Meetings:

The Employer is committed to ensuring that security of employees and patrons remains a standing topic agenda item for the Joint Health & Safety Committee. The Employer shall implement all reasonable recommendations, subject to fair Corporate Security review.

Public Entrance Control:

Entrance shall be configured to create pinch points. Security podiums shall be added to entrances to ensure Security Officers' visibility and ability to fulfill their obligations to engage in the ID and patron scrutiny described above. ID scanning equipment, that meets AGLC requirements, shall be acquired and utilized to scan ID's within six (6) months of ratification.

#5 – Union Visibility

The following has been agreed to by both parties:

The Employer is committed to fostering an environment where the Union has a fair voice and significant visibility.

The Employer is also committed to compliance with the Collective Bargaining Agreement.

To assist in achieving these objectives, the Employer shall grant time off to an employee selected by the Union to act in the role of a "Walking Steward". The Union will notify the Employer of the named Walking Steward no later than two (2) weeks prior to their start date. The Walking Steward will maintain their benefits while on leave and the Grand Villa Casino will be responsible for fifty (50%) percent of Employer paid benefits.

Pursuant to this Collective Bargaining Agreement, the Walking Steward wage rate will be based on an amount equal to the top rate of Floor Supervisor – with Craps classification. In order to convert this to an annualized dollar figure the hourly wage rate will be multiplied by two thousand eighty (2080) hours and the Grand Villa Casino will contribute fifty (50%) percent of this amount per year toward this position based upon the position being filled on a full-time basis.

The Walking Steward shall be selected by, report to, and be responsible to the Union.

The employee designated as the Walking Steward shall continue to accrue seniority during the time they act as the Walking Steward and shall retain the other rights and privileges afforded to them under the Collective Bargaining Agreement.

Accountabilities of the Walking Steward shall include, but not be limited to the following:

- Union Co-Chair for joint committees such as the Joint Health & Safety Committee and the Labour Management Committee;
- Provide training for employees, Shop Stewards, and Management representatives on matters pertaining to the Collective Bargaining Agreement and labour relations generally;
- Make efforts to ensure that there are sufficiently trained Shop Stewards to address issues and grievances in the Casino;
- Participate as a Union Representative as provided for elsewhere in the Collective Bargaining Agreement (e.g. new employee orientations);
- Participate as a Union Representative for investigation, grievance resolution meetings and to facilitate/mediate resolution of issues;
- Visit the Employers Edmonton workplaces, observe working conditions, and enforce the Collective Bargaining Agreement ensuring that their own conduct complies with the Collective Bargaining Agreement.

The parties agree that new Walking Stewards shall have a reasonable period of time to learn their role and familiarize themselves with the position.

When the employee returns from their leave of absence, they will be provided a position the same as their pre-leave of absence in accordance with their new seniority.

Any issues in meeting the above accountabilities, or other issues with the Walking Steward position, will be raised by the Employer for the Union to address through Article 14 – Grievance Procedure, but the Walking Steward, its related costs, and its related provisions cannot be changed or eliminated for the period of the Collective Bargaining Agreement.

This Letter of Understanding will remain in place for the duration of the Collective Bargaining Agreement at which time it may be removed, reviewed, cancelled, or renegotiated based upon the success of the program.

#6 – Employee Training

The Employer is committed to maintaining a standard level of competency for its staff and will provide training to maintain that standard where required.

The Employer also understands the need for growth in dealer game knowledge to accommodate staffing needs, as well as a desire for staff to improve their game knowledge and will provide training for staff.

In the event that there are more applicants than space available for the scheduled training:

- (a) The Employer will post the notice of a training opportunity and the location of the training thirty (30) days prior to its scheduled start date.
- (b) When an employee signs up for the training they will receive a pamphlet to study from for the entrance exam.
- (c) In the event there are more applicants than openings for the training the opening will be filled as follows:
 1. The Employer will look at all passing marks for the entrance exam;
 2. Of the employees with the passing marks – seniority (beginning with employees of the casino offering the training) will be used to determine how the opening slots are filled.

Training Model:

- (a) Employees will be expected to devote up to forty (40) hours a week to training until training is completed.
- (b) While in training, employees will be removed from the rotation and not scheduled to work.
- (c) All hours spent in training will continue to count towards seniority.
- (d) The Employer will pay employees their regular wage while they are participating in training.
- (e) The Employer will not reimburse or supplement tips while an employee is participating in training.
- (f) An employee is expected to attend all required/scheduled training sessions required.
- (g) In the event that a training course is scheduled at a casino location other than the employees', it will be the employees' responsibility to source transportation to the casino. The Employer will not reimburse the employee for transportation costs.
- (h) The Employer will not provide meals or reimburse employees for meal expenses during training.

This Letter of Understanding will remain in place for the duration of the Collective Bargaining Agreement at which time it may be removed, reviewed, cancelled, or renegotiated based upon the success of the program.

#7 – Short Term Disability Program

Effective: Within 30 Days of Ratification (September 11, 2015).

The Employer will pay one hundred (100%) percent of the premium cost of a Short Term Disability (STD) plan for the employees who meet, or have met, the eligibility requirements as per Article 40.01-40.04, Full-Time Employee Benefit Plan.

This plan will provide a benefit of sixty-six and two thirds (66.7%) percent of an employee's regular earnings following a three (3) day deductible period for any injury or illness that is not work related. The term of the Short Term Disability plan will be approximately sixteen (16) weeks or the length of the waiting period for the Long Term Disability (LTD) program. All applicants for Long Term Disability (LTD) are still subject to the adjudication process of the carrier.

NOTE: Approval for Short Term Disability in no way guarantees approval for Long Term Disability.

The terms and conditions of this plan will be defined by the STD policy document which shall be consistent with the document already reviewed by the Employer and the Union.

The Employer shall provide the Union with the STD policy document, once it is received from the carrier.

#8 – Transfer to other Gateway Properties

The following language will be in force for the life of the Collective Agreement and will terminate on date of expiry unless expressly renewed by the Parties.

In the case of a closure of the business, the Employer will help facilitate the initial process of an employee's transfer to another Employer property if a vacant position exists at that property and the employee meets the qualifications necessary to fulfil the position. The employee will then need to

apply to the position and go through the applicable recruitment process/competition. Hiring decisions will be made by Management of the other Employer property, in the exercise of their Management rights and the terms of the Collective Agreement that may be applicable at that site.

This Letter of Understanding is terminated and will not be in effect if/when this property is sold.

#9 – New Dealers

Dealers hired after the date of ratification of the new Collective Agreement in 2022 will be paid only for the games they know how to deal that are currently offered at the casino.

#10 – Legislated Improvements

An employee will be entitled the following leaves as per the Alberta Employment Standards Code, as amended:

- ***Citizenship Ceremony Leave***
- ***Compassionate Care Leave***
- ***Critical Illness Leave***
- ***Death or Disappearance of a Child Leave***
- ***Domestic Violence Leave***
- ***Long-term Illness and Injury Leave***
- ***Reservist Leave***

Signed this _____ day of _____, _____.

For the Employer:

For the Union:

Employer Committee:

Julia Simpson
Stephen Rowbotham
Todd Pollock

Bargaining Committee:

Hellen Shiloff – Floor Supervisor (Gaming)
Cynthia Hoffart – Dealer (Gaming)
Charlene Davies – Server (Nova Bar)
Mike Woolridge – Attendant (Slots)
Cathy Hilderman – Floor Supervisor (Gaming)
Steven Vaughan – Halley’s Host
Kale Hobbes – Security
Dee Mae Beler
Larry Zima
Lee Clarke

This Agreement was ratified **October 26, 2022.**