

1997-99 AGREEMENT

BETWEEN

AIR CANADA

and the

INTERNATIONAL ASSOCIATION OF MACHINISTS

AND AEROSPACE WORKERS

as represented through

DISTRICT LODGE 148

on behalf of

Employees of the
Technical Operations;
& Dorval Base Cafeteria,
Airport & Cargo Operations and
Purchasing & Supply Branches of
Air Canada

Effective: June 15, 1997

TABLE OF CONTENTS

	PAGE
Definitions	i
Article 1 — Preamble	1
Article 2 — Union Recognition	2
Article 3 — Reservations of Management	2
Article 4 — Scope of Agreement - Technical Operations	3
Seniority Divisions	3
Categories	3
Classifications - Technical Operations	11
General	19
Classifications - Dorval Base Cafeteria	20
General	21
Article 5 — Rates of Pay - Technical Operations; & Dorval Base Cafeteria	23
Article 6 — Scope of Agreement - Airport & Cargo Operations	34
Seniority Divisions	34
Category	34
Classifications/Qualifications	35
General	42
Line of Promotion	42
Training Failures	46
Language Requirements	46
Article 7 — Rates of Pay - Airport & Cargo Operations	48
Article 8 — Scope of Agreement - Purchasing & Supply	53
Seniority Divisions	53
Categories	53
Classifications	53
General	55
Article 9 — Rates of Pay - Purchasing & Supply	55
Article 10 — Hours of Work	59
Work Schedules	60
Meal Period	62
Overtime	65
Time Bank	69
Sick Leave	70
Field and Emergency Work	71
Relief Duties	72
Time Recording	76
Time Credits for Non-Productive Training	76
Pay Cheques	78
Article 11 — Probation	78

Article 12 — Statutory Holidays	79
Article 13 — Vacations	80
Article 14 — Leave of Absence	86
Personal	87
Maternity	87
Child Care Responsibilities	88
Adoption	89
Bereavement	89
Article 15 — On Company Service Transportation	90
Article 16 — Seniority	90
Principle	90
Recognition	90
Privileges	90
Categories	91
Classifications	91
Seniority Dates	91
Technical Operations Branch	96
Airport & Cargo Operations Branch	97
Purchasing & Supply Branch	97
Scope of Seniority	97
Promotions	99
Transfers	103
Set-Backs or Demotions	111
Staff Reductions	112
Bumping	113
Recall	116
Term Employment	120
General	123
Article 17 — Discipline and Discharge	124
Grievance Procedures	129
General	133
Union/Management Communications	134
Grievance and Discipline Appeal Levels	136
Technical Operations	136
Airport & Cargo Operations	137
Purchasing & Supply	138
Dorval Base Cafeteria	139
Article 18 — Arbitration	140
Arbitration Boards	141
Medical Board - Disability Pension	142
Article 19 — Union Activities	143
Shop Stewards - System	143

	Chief Stewards - Dorval Base	144
	Union Regional Shop Committees	145
	Union Shop Committees	147
	Shop Committee Activities	147
	Clearance of Union Time - Local or District Lodge	
	Activities	148
	Union Business - General	149
	Negotiating Committee	149
	Travel Credits	150
	R.D.O./vacation Interruption - Special	
	Committees/Negotiations	150
	Work Order Numbers - Time Consumed in Union	
	Activities	150
	Posting of Union Notices	154
	Union Representation	154
Article 20 —	General Provisions	155
	Cleaning Allowance	155
	Medical Attention	155
	Orders in Writing	155
	Working in Inclement Weather	155
	Saving Clause	156
	Check-Off of Union Dues	156
	Sub-Contracting	158
	Safety and Health Committees	159
	Supervisor's Accident Report	163
	Reorganization of Corporate Structure	163
	Severance Pay	164
	Expenses	166
	Employee Personal File	167
	Language of Agreement	168
	Off-Duty Status	168
	Technical Operations/Airport & Cargo Operations	
	Organization	170
	Pension Plan	171
	Discrimination & Harassment	173
	Employee Assistance Program	174
	Technological Change	175
	Employment Security	176
Article 21 —	Duration of Agreement	176

Letter of Understanding No. 1	— Group Insurances	176
Letter of Understanding No. 2	— Part-Time and Full-Time Employment	180
Letter of Understanding No. 3	— TOTEM Implementation	194
Letter of Understanding No. 4	— Above Basic Selection Process	196
Letter of Understanding No. 5	— Transfer and Bumping To/From Cargo and/or Aircraft Services	199
Letter of Understanding No. 6	— Status of Minutes of Negotiations and UMHQs	201
Letter of Understanding No. 7	— Employment Security Station Closures	202
Letter of Understanding No. 8	— Expedited Arbitration	204
Letter of Understanding No. 9	— Joint Training & Licensing Committee	206
Letter of Understanding No. 10	— Sub-Contracting	210
Letter of Understanding No. 11	— Articles 16.15 & 16.16 (Bumping & Recall) - Joint Restructuring Committee	211
Letter of Understanding No. 12	— Amalgamation of Dorval Base Cafeteria Collective Agreement	212
Letter of Understanding No. 13	— Station Attendant Vacancies	215
Letter of Understanding No. 14	— Quality Assurance	216
Letter of Understanding No. 15	— Temporary/Special Assignments	219
Letter of Understanding No. 16	— Category 8/16/22	221
Letter of Understanding No. 17	— Article 16.16.04 Term Recall Procedures - Airport & Cargo Operations	223
Letter of Understanding No. 18	— Memorandum #3; Promotion to, Transfer & Bumping in and Retention of Certificated Classifications Airport & Cargo Operations Branch	230
Memoranda of Agreement:		
No. 1	Promotion to, Transfer and Bumping in and Retention of a Certificated Classification - Technical Operations	231
No. 2	Working Temporarily in Another Category	235
No. 3	Promotion to, Transfer and Bumping in and Retention of a Certificated Classification - Airport & Cargo Operations Branch	236

No. 4	Compressed Work Week	.240
No. 5	6/3 Type Work Schedule	.254
No. 6	Mitigation of Staff Reductions	.263
Appendices		
I	Sick Leave	.264
II	Application of Article 10.01.06 and U.M.H.Q. 218 - U.181-CS	.265
III	Non-Certificated Station Agents	.266
IV	Pension Benefit Standards Act	.267
V	Letters of Confirmation for M.O.T. Structure License S33 & S34	.268
VI	Pension Plan	.269
VII	Sick Leave Plan	.275
VIII	Intentionally Left Blank	.276
IX	WCB/CSST Claims	.277
X	Pension Income Protection	.278
XI	Pension Plan	.280
XII	Centralization Load Dispatch - Salary Protection	.281
XIII	Promotional Bulletins	.282
XIV	Introduction of the Cabin Servicing and Cleaning Category and Classifications - Toronto	.283
XV	Article 20.16/Grievance & Disciplinary Appeals	.284

DEFINITIONS

- (1) *Company* - means Air Canada as represented through Officers and Supervisors at appropriate levels or their delegated representative.
- (2) *Union* - means the International Association of Machinists and Aerospace Workers as represented through District Lodge 148 by means of General Chairpersons, Committees and Stewards or their delegated representative duly elected and/or approved in accordance with the Union Constitution By-Laws.
- (3) *Agreement* - means that Agreement in effect, including amendments or interpretations thereto agreed upon and covered by letters signed and/or confirmed by responsible Company and Union Officers.
- (4) *Supervisory Personnel* - means any employee whose duty includes the administrative supervision of others and who is not covered by this Agreement.
- (5) *Category* - means a recognized trade or scope of work assignment recognized and agreed to herein.
- (6) *Classification* - means the status of any employee, i.e., Lead Mechanic, Mechanic, Learner, Customer Service Agent, Cook, Cafeteria Attendant, etc.
- (7) *Group* - means the personnel within a specific classification of category, i.e., Metal Lead Mechanic.
- (8) *Point* - means a designated station within which seniority privileges are confined for certain employees.
- (9) *Seniority Division* - means a designated grouping of stations within which seniority privileges are available to certain employees.
- (10) *System* - means the designated Seniority Divisions of each branch within which seniority privileges are available to certain employees.
- (11) *Bumping* - means the adjustment process by which personnel laid-off may assert their seniority rights over less senior personnel.
- (12) *Set-Back* - means a reclassification to a lower classification because of changes in classification strength under circumstances where vacancies exist in the lower classifications.

(13) Demotion - means a reclassification to a lower classification because of lack of ability or disciplinary action.

(14) Branch - means, for the purpose of this Agreement, branches designated as such in the Organization Section of the Company Regulations Manual;

i.e., Technical Operations; and Dorval Base Cafeteria
Airport & Cargo Operations
Purchasing & Supply

It is understood that, for the purposes of this Agreement, the Sales & Service Branch and the Cargo Branch will be considered as one branch and referred to throughout this Agreement as the Sales & Service; Cargo Branches.

(15) Requirements of the Service - means an unforeseen circumstance, or combination of circumstances which calls for immediate action, as well as that planning which is intended both to prevent such situations and to maintain normal operations.

- whenever male gender (he) is used, it is meant to reflect he/she.

(17) Single Vertical Line - means a paragraph revision effective with the current Agreement.

ARTICLE 1 - PREAMBLE

- 1.01 This Agreement, made and entered into this 15th day of June 1997, by and between Air Canada, hereinafter referred to as the 'Company' and the International Association of Machinists and Aerospace Workers, hereinafter referred to as the "Union", supersedes the Agreement between the Company and the Union dated the 18th day of June 1995.
- 1.02 The purpose of this Agreement is in the mutual interest of the Company and the employees, to provide for the operation of the services of the Company under methods which will further, to the fullest extent possible: the safety of air transportation, the efficiency and economy of operation and the continuation of employment under conditions of reasonable hours, compensation and working conditions. It is recognized by this Agreement to be the duty of the Company and of the employees to cooperate fully both individually and collectively, for the advancement of that purpose.
- It is in the mutual interest of the Company, the Union and the employees to continually strive for a viable and economic operation.
- Collaborative efforts towards achieving and sustaining efficiency and economy of operations, will provide to the fullest extent possible, continued employment for all employees. Therefore, there is a constant need to derive the full benefits of changes in technology, optimum utilization of manpower and to avoid inflexible lines of work jurisdiction, outmoded procedures and inefficiencies, with their inherent costs.
- No employee covered by this Agreement will be interfered with, restrained, coerced, or discriminated against by the Company, its officers or agents, because of membership in or lawful activity on behalf of the Union.
- 1.03 The Company and the Union agree to abide by all the procedures provided by this Agreement and the Canada Labour Code, Part I for the purpose of peaceful settlement of disputes. This Code provides that employees may legally strike and the Company may lockout, following completion of the bargaining and conciliation process at the termination of an Agreement. However, in view of the orderly procedure established by this Agreement, as required by the Code, for the settling of dis-

puts, the Union agrees that, during the life of this Agreement, there shall be no strike or stoppage of work, either complete or partial and the Company agrees that there shall be no lockout, either complete or partial.

ARTICLE 2 - UNION RECOGNITION

- 2.01 The Company recognizes the Union as the sole bargaining agent for employees of the Dorval Base Cafeteria (excluding Casual employees); the Technical Operations Branch, Airport and Cargo Operations Branch, and Purchasing & Supply Branch in the categories and classifications as listed in Articles 4, 6 and 8 of this Agreement.
- 2.02 Hours of labour, wages and other conditions of employment, as governed by this Agreement, apply only to those employees within the territorial limits of Canada and those classifications specifically mentioned herein, subject only to provisions in Article 16.11.10.
- 2.03 Those employees assigned to any station or base outside of the territorial limits of Canada will be covered by a Letter of Contract for the duration of such assignment. A copy of each such letter shall be supplied to the Union.
- 2.04 For the purposes of the application of certain provisions of this Agreement, the Technical Operations Branch, Airport & Cargo Operations Branch and Purchasing & Supply Branch are each divided into areas, hereinafter referred to as "Seniority Divisions".
- 2.05 These Seniority Divisions and the stations or points therein are listed in Article 4.01 for the Technical Operations Branch, in Article 6.01 for the Airport & Cargo Operations Branch, in Article 8.01 for the Purchasing & Supply Branch.

ARTICLE 3 - RESERVATIONS OF MANAGEMENT

- 3.01 Subject to the provisions of this Agreement, the control and direction of the working forces, including the right to hire, suspend or discharge for just cause, dispense with, to advance or set back in classification, to reassign, to transfer or lay-off because of lack of work or for other legitimate reasons, is vested solely in the Company.
- 3.02 These enumerations shall not be deemed to exclude other pre-

rogatives not enumerated and any of the rights, powers or authority of the Company are retained by the Company, except those which are subject to the provisions of this Agreement.

- 3.03 It is understood that none of the foregoing shall detract from the right of the employee to lodge a grievance in the manner and to the extent herein provided.

ARTICLE 4 - SCOPE OF AGREEMENT TECHNICAL OPERATIONS

4.01 SENIORITY DIVISIONS

The Seniority Divisions into which the Technical Operations Branch is divided are as follows:

EASTERN - that part of Canada lying east of Thunder Bay.

WESTERN - that part of Canada lying west of and including Thunder Bay.

4.02 CATEGORIES

All personnel of the Technical Operations Branch within the following work categories and in classifications, as enumerated in Article 4.03, are covered by this Agreement.

Nothing in this Agreement shall prevent the Company from requiring employees to work in another category temporarily, provided that the employee in question is competent to perform the temporary duties required and further, provided that the Union is given prior advice of such action. The intent and application of this paragraph will be in accordance with Memorandum No. 2, re Working Temporarily in Another Category.

Category 1 - Aircraft Line Maintenance

Comprising those employees engaged in the line maintenance of the aircraft and power plants and in the overhaul of the aircraft proper.

Personnel in this category (below the rank of Certificated Aircraft Technician) holding an Air Canada "Aircraft Maintenance and Inspection Certificate" endorsed for one or more types of aircraft currently operated by the Company within their Seniority Division or which have been so operated during any current three (3) year period will receive Fifty Dollars (\$50.00) per month in addition to their normal rate of pay.

Such additional compensation will continue in effect for a period not to exceed three (3) years beyond the termination of such operation.

In addition, personnel in this category will receive compensation for writing and successfully completing their initial "Aircraft Maintenance and Inspection Certificate" (AMI.) and/or subsequent endorsement(s) on their own time as follows:

- a) Personnel who obtain their "initial" A.M.I. Certificate endorsed on one (1) type aircraft currently operated by the Company by writing and successfully completing same through self-study, on their own time, shall receive a two thousand dollar (\$2,000.00) payment.
- b) Personnel who obtain a second or third endorsement to their A.M.I. Certificate for a type aircraft currently operated by the Company by writing and successfully completing same through self-study, on their own time, shall receive a one thousand five hundred dollar (\$1,500.00) payment.
- c) Personnel who obtain a fourth and subsequent endorsements to their A.M.I. Certificate for a type aircraft currently operated by the Company, by writing and successfully completing same through self-study on their own time, shall receive a one thousand dollar (\$1,000.00) payment.

Category 2 - Aircraft Avionics Inspection

Comprising those employees engaged in the inspection of aircraft electrical and electronic systems (including radio communications and radio navigational aid equipment) and related instrument systems to ensure that the aircraft condition and the materials, procedures and workmanship related to the above systems, continue to meet M.O.T. and Company standards of airworthiness.

In addition, personnel in this category will receive compensation for writing and successfully completing a subsequent endorsement(s) to their "Avionics Maintenance and Inspection Certificate" through self-study, on their own time, as follows:

- a) Personnel who obtain a second or third endorsement to their A.M.I. Certificate for a type aircraft currently operated by the Company, by writing and successfully completing same through self-study, on their own time, shall receive a one thousand five hundred dollar (\$1,500.00) payment.

- b) Personnel who obtain a fourth and subsequent endorsements to their A.M.I. Certificate for a type aircraft currently operated by the Company, by writing and successfully completing same through self-study, on their own time, shall receive a one thousand dollar (\$1,000.00) payment.

category 3 - Non-Destructive Testing

Comprising those employees engaged in routine non-destructive testing of structures, systems, components, parts and materials by radiography, ultrasonic and eddy-current testing and the routine maintenance of associated test equipment, laboratory equipment and facilities. Personnel in this category will also be required to assist in associated development work.

Category 4 - Aircraft Inspection

Comprising those employees engaged in the inspection of aircraft to ensure the aircraft condition and the materials, procedures and workmanship used in carrying out aircraft maintenance and overhaul, continue to meet M.O.T. and Company standards of airworthiness.

In addition, personnel in this category will receive compensation for writing and successfully completing a subsequent endorsement(s) to their "Aircraft Maintenance and Inspection Certificate" through self-study, on their own time, as follows:

- a) Personnel who obtain a second or third endorsement to their AMI. Certificate for a type aircraft currently operated by the Company by writing and successfully completing same through self-study, on their own time, shall receive a one thousand five hundred dollar (\$1,500.00) payment.
- b) Personnel who obtain a fourth and subsequent endorsements to their A.M.I. Certificate for a type aircraft currently operated by the Company, by writing and successfully completing same through self-study, on their own time, shall receive a one thousand dollar (\$1,000.00) payment.

Category 5 - Materials Inspection

Comprising those employees engaged in the inspection of aircraft materials, parts and components, as received by the Purchasing & Supply Branch, to ensure they are duly certificated in accordance with M.O.T. and Company Regulations

and are in acceptable condition. These employees will also be responsible for such inspection of non-aircraft materials, etc.. as received by the Purchasing & Supply Branch as may be required to ensure that they meet Company standards.

Category 6 - Shop Inspection

Comprising the group of employees, not covered by categories 2, 4 and 5 above, engaged in the inspection of components, parts and units to ensure that they meet M.O.T. and Company standards of airworthiness with regard to their condition, the materials and procedures used and the work performed by personnel in a particular shop category. Each such inspection group is a separate category.

Category 7 - Mechanical and Fuel System Accessories
Overhaul and Repair

Comprising those employees engaged in the overhaul and assembly of aircraft mechanical and fuel system accessories and/or such shop reconditioning, repair and testing of those accessories as may be required by the Company.

Category 8 - Electrical Accessories Overhaul and Repair

Comprising those employees engaged in the overhaul and assembly of electrical accessories, equipment and harnesses, and/or such reconditioning, repair and testing of electrical accessories and equipment as may be required by the Company.

Category 9 - Avionic/Electronic Standards

Comprising those employees engaged in repairing, calibrating and certifying avionic/electronic test equipment, including the routine maintenance of test and standards room equipment, as may be required by the Company.

Category 10 - Automated Test Equipment
Test Development

Comprising those employees engaged in writing and/or editing line replaceable units and card test instructions for automated test equipment.

Category 11 - Engine Overhaul

Comprising those employees engaged in engine overhaul (including power plant overhaul and test) and propeller over-

Category 12 - Unassigned

category 13 - Upholstering, Trim Overhaul
and Fabrication

Comprising those employees engaged in the overhaul and repair of all aircraft furnishings, fabric work and fabrication of parts, etc.

Category 14 - Painting

Comprising those employees engaged in performing all paint work required, relative to the aircraft, engines, propellers, instruments, accessories, buildings and ground equipment.

Category 15 - Wheel and Rubber Units,
Overhaul and Repair

Comprising those employees engaged in the overhaul and repair of all aircraft wheels, brakes, tires, preservers, rafts, masks, etc.

Category 16 - Instrument Overhaul and Repair

Comprising those employees engaged in the overhaul and assembly of aircraft instruments and/or such shop reconditioning, repair and testing of those instruments, as may be required by the Company.

Category 17 - Machine and Fitting

Comprising those employees engaged in the trade of machinist, as required for and relative to aircraft maintenance and aircraft overhaul.

Category 18 -Heat Treat and Processing

Comprising those employees engaged in the heat treatment and processing of materials.

Category 19 - Sheet Metal Fabrication,
Repairs and Plumbing

Comprising those employees engaged In the overhaul, repair, installation, modification and fabrication of aircraft structural components and parts and aircraft plumbing systems.

Category 20 - Unassigned

Category 21 - Welding

Comprising those employees engaged in the welding of aircraft or engine parts or related work.

Category 22 - Radio and Electronic Overhaul and Repair
Comprising those employees engaged in the overhaul and assembly of aircraft radio and electronic equipment (including radio communications and radii navigational aid equipment) and/or such reconditioning, repair and testing of equipment as may be required by the Company.

Category 23 - Plant and Ground Equipment
Maintenance (Mechanical)

Comprising those employees engaged at certain points and to the extent required by the Company, in the trade of millwright, including the repair and overhaul of ground equipment and of automotive equipment.

Category 24 - Plant Maintenance (Electrical)

Comprising those employees engaged in the installation and maintenance of service and distribution electrical systems, forming an integral part of the buildings occupied by the Company.

NOTE: In addition to the above, personnel in this category may be required, by the Company, to carry out specialized electrical functions associated with the maintenance and overhaul of ground equipment, the prime responsibility for which is assigned to Category 23 employees.

It is agreed that where an individual is in effect responsible for that plant electrical systems by virtue of either:

- a) Being assigned as a Lead Mechanic to the maintenance of plant electrical systems or otherwise being considered as in charge of that function at facilities where only single shift five (5) day coverage is required, or
- b) Being assigned to provide plant electrical system maintenance coverage on week-ends or shifts other than the day shift, where the Company requires such additional coverage because of the complexity of the facility,

the Company will pay Ten Collars (\$10.00) per month, in excess of the normal rate of pay, as added compensation for such additional responsibility.

Category 25 - Woodworking

Comprising those employees engaged in the trade of carpentry in all branches.

Category 25 - Unassigned

Category 27 - Unassigned

Category 28 - Unassigned

Category 29 - Engine Parts Cleaning and Blasting

Comprising those employees engaged in the operation and servicing of blasting equipment used by the Company and the cleaning of aircraft engine parts and associated equipment in the Engine Shop.

Category 30 - Helping

Comprising those employees engaged as Mechanics' helpers.

Category 31 - Tool Issuing

Comprising those employees engaged in issuing tools and ensuring that such tools are maintained in good condition.

Category 32 - Unassigned

Category 33 - Aircraft Cleaning

Comprising those employees engaged in the cleaning of aircraft exteriors (including furnishings) and other operational cleaning functions relative to aircraft, parts and associated equipment.

Category 34 - Building & Facilities Cleaning

Comprising those employees engaged in the cleaning and care of the property and premises of the Company and any non-mechanical manual labour tasks.

Category 35 - Unassigned

Category 36 - Heating, Power and Stationary
Plant Operation

Comprising those employees engaged in the operation and maintenance of the power house/boiler room equipment and the monitoring and servicing of related systems, including running repairs and maintenance of that equipment as may be specified by the Company.

NOTE: Personnel in this category, required by the Company to direct the work of others and/or to carry out a coordi-

nating function with respect to Heating, Power and Stationary Plant Operation, will receive Ten Dollars (\$10.00) per month, in excess of the normal rate of pay, as added compensation for the performance of

Category 37 - Plant Maintenance (Plumbing and Steamfitting)

Comprising those employees engaged in the installation and maintenance of service and distribution pipe line systems forming an integral part of the buildings occupied by the Company.

NOTE: In addition to the above, personnel in this category may be required, by the Company, to carry out specialized pipe fitting functions associated with the maintenance and overhaul of ground equipment, the prime responsibility for which is assigned to Category 23 employees.

It is agreed that where an individual is in effect responsible for the plant pipe line systems by virtue of either:

- a) Being assigned as a Lead Mechanic to the maintenance of plant pipe line systems or otherwise being considered as in charge of that function at facilities where only single shift five (5) day coverage is required, or
- b) Being assigned to provide plant pipe line systems maintenance coverage, on weekends or shifts other than the day shift, where the Company requires such additional coverage because of the complexity of the facility,

the Company will pay Ten Dollars (\$10.00) per month, in excess of the normal rate of pay, as added compensation for such additional responsibility.

Category 38 - Aircraft Avionics Maintenance

Comprising those employees engaged in the maintenance of aircraft electrical and electronic systems (including radio communications and radio navigational aid equipment) and related instrument systems. Personnel may also be required to carry out repair and testing of units in these systems.

Personnel in this category, below the rank of Certificated Avionics Technician holding an Air Canada A.M.I. Certificate

endorsed for one or more types of aircraft currently operated by the Company within their Seniority Division or which have been so operated during any current three (3) year period. will receive Fifty Dollars (\$50.00) per month to their normal rate of pay. Such additional compensation will continue in effect for a period not to exceed three (3) years beyond the termination of such operation.

In addition, personnel in this category will receive compensation for writing and successfully completing their initial 'Avionics Maintenance and Inspection Certificate' (A.M.I.) and/or subsequent endorsement(s) on their own time as follows:

- a) Personnel who obtain their 'initial' A.M.I. Certificate endorsed on one (1) type aircraft currently operated by the Company, by writing and successfully completing same through self-study, on their own time, shall receive a Two Thousand Dollar (\$2,000.00) payment.
- b) Personnel who obtain a second or third endorsement to their A.M.I. Certificate for a type aircraft currently operated by the Company, by writing and successfully completing same through self-study, on their own time, will receive a One Thousand Five Hundred Dollar (\$1,500.00) payment.
- c) Personnel who obtain a fourth and subsequent endorsements to their A.M.I. Certificate for a type aircraft currently operated by the Company by writing and successfully completing same through self-study on their own time, will receive a One Thousand Dollar (\$1,000.00) payment.

4.03 CLASSIFICATIONS - TECHNICAL OPERATIONS

The following are the employee classifications of the Technical Operations Branch within the categories enumerated in Article 4.02, covered by this Agreement.

The Company will not replace a classification within the Agreement by a management classification.

NOTE: See Memorandum No. 1, re Promotion to, Transfer and Bumping In and Retention of a Certificated Classification - Technical Operations,

4.03.01 Crew Chief -

Must possess the qualifications necessary for a Certificated

Aircraft Technician and the ability to direct and supervise the work of others.

4.03.02 Shift Foreman -

Must possess the qualifications of a Lead Mechanic in the category in which he is employed and in addition, must be able to take complete charge of a shift when the Foreman is not on duty.

4.03.03 Aircraft Inspector -

Must be classified as a Certificated Aircraft Technician and be in possession of a current Air Canada "Aircraft Maintenance & Inspection Certificate" endorsed for the types of aircraft and power plants upon which he can normally be expected to be employed.

Promotion to the Aircraft Inspector Classification will normally be from the Certificated Aircraft Technician II Classification. In the event of no qualified applicants, consideration will be given to qualified applicants from the Technician I Classification.

4.03.04 Shop Inspector -

Must, as a minimum, possess the qualifications of a Mechanic, in the category concerned, plus sufficient knowledge of materials, specifications and blueprint reading in order to appraise against approved standards all repaired, overhauled or fabricated parts or units in his respective field.

4.03.05 Materials Inspector -

Must, as a minimum, possess the qualifications of a Mechanic, plus a knowledge of Canadian, British and U.S.A. Inspection Release Procedures, engineering drawings, material specifications and inspection-procedures, or must have been a Detail Material Inspector, with the Company, classified at the top rate of the salary scale for that classification.

4.03.06 Detail Materials Inspector -

Is employed by the Company to check incoming parts and materials against approved standards and any other inspection work, as may be assigned by Materials Inspector.

- 4.03.07 **Certificated Aircraft Technician -**
Must possess the qualifications of an aircraft Mechanic, have passed appropriate examinations established by the Company and concurred in by a committee designated by the Union, be In possession of a current Air Canada 'Aircraft Maintenance & Inspection Certificate' endorsed for the types of aircraft and power plants upon which he can normally be expected to be employed (including a Company aircraft run-up/taxi authority, as required), plus the ability to satisfactorily direct the work of others.
- 4.03.08 **Lead Mechanic -**
Must possess the qualifications of a Mechanic in the category in which he is employed, plus the ability to satisfactorily direct the work of others.
- 4.03.09 **Mechanic -**
Must have served a recognized apprenticeship or have served a minimum of four (4) years with the Company as a Learner One (1) through Junior Mechanic Four (4) or have equivalent experience at the trade at which he is employed and must possess the ability to carry out any work in his trade from blueprint or engineering drawings.
- 4.03.10 **Junior Mechanic -**
Must have served two (2) years with the Company as a Learner One (1) through Learner Four (4) or have had equivalent experience in other employment and as a condition of employment, must attend as applicable and graduate from 'Trade Category Training' (Ref. Maintenance Technical Recruiting, Training and Certification Manual, Chapter 4, Section 22).
- 4.03.11 **Learner -**
Is employed by the Company to learn a trade associated with airline operations as defined under 'Categories', Article 4.02 of this Agreement and as a condition of employment, must attend as applicable and graduate from 'Basic and General Knowledge Training' (Ref. Maintenance Technical Recruiting, Training and Certification Manual, Chapter 4, Section 21).

- 4.03.12 Avionic/Electronic Calibration Specialist -
Must, as a minimum, possess the qualifications of a Mechanic in Category 16 or 22 and be qualified to repair, calibrate and certify avionic/electronic test equipment to Company/ Regulatory standards used in the maintenance and overhaul of aircraft systems, associated units and ground equipment.
- 4.03.13 Unassigned
- 4.03.14 Avionic Specialist -
Must, as a minimum, possess the qualifications of a Mechanic in Category 22 or an Avionic/Electronic Calibration Specialist in Category 9. Must be qualified in Electronic Analog and Digital Theory, including Microprocessor Theory and be knowledgeable in computer technology, including the ability to produce test instructions for automated test equipment. These employees will be required to satisfactorily perform the above functions, as well as perform other associated duties as required.
- 4.03.15, Helper -
Must be familiar with procedures and equipment used by tradesmen and have the ability to act as an assistant to mechanical classification as required. While performing such duties, they will not be required to accept responsibility for their workmanship, their work being solely that of an assistant.
NOTE: This Agreement covers only Helpers employed solely as such and nothing herein shall prevent the Company from requiring any qualified employee to perform work of this nature when necessary.
- 4.03.16 Tool Room Issuer -
Must have the ability to handle the issuance of tools, etc. and ensure that they are maintained in proper condition at all times.
NOTE 1: This Agreement covers only Tool Room Issuers employed solely as such and nothing herein shall prevent the Company from requiring any mechanically qualified employee to perform work of this nature when necessary.

NOTE 2: In cases where an employee, in this classification, is on laid-off status and a position exists for an anticipated duration of sixty (60) days or more, such employee will be recalled to fill this position.

- 4.03.17 Cleaner -
Is employed by the Company to clean aircraft exteriors, interiors including furnishings, perform other operational cleaning functions relative to aircraft, parts and associated equipment.
- 4.03.18 Lead Cleaner -
Must know the requirements necessary to properly clean aircraft exteriors, interiors (including furnishings), other operational cleaning functions relative to aircraft, parts and associated equipment and as a working member of a group, have the ability to direct the work of others.
- 4.03.19 Load Building Attendant -
Must know the requirements necessary for the proper care and cleaning of Company property and premises and have the ability to direct the work of others.
- 4.03.20 Building Attendant -
Is employed by the Company to clean and care for the property and premises of the Company and may be called upon to perform other non-mechanical duties.
- 4.03.21 Licensed Stationary Plant Operator (Third Class or Equivalent) -
Is employed by the Company to handle the monitoring, operating and servicing of power house/boiler room equipment and related systems, including running repairs and minor maintenance of that equipment, as may be specified by the Company. Must possess a valid Third Class Certificate issued by the appropriate authorities.
- 4.03.22 Licensed Stationary Plant Operator (Fourth Class) -
Is employed by the Company to handle the monitoring and operating of power house/boiler room equipment and related systems, including such servicing of that equipment, as may be specified by the Company. This classification shall apply at those locations where a license is required by

NOTE: Reclassification to Licensed Stationary Plant Operator (Third Class or Equivalent), will be automatic, following completion of qualifications and receipt of a valid Third Class Certificate issued by the appropriate authorities.

4.03.23 Stationary Plant Operator -

Is employed by the Company to handle the monitoring, operating of power house/boiler room equipment and related systems, including such servicing of that equipment, as may be specified by the Company.

4.03.24 Facilities Cleaner -

Is employed by the Company to perform light cleaning (e.g., washrooms, lunchrooms, etc.) and other duties of a like nature.

4.03.25 Licensed Stationary Plant Operator (Second Class) -

Is employed by the Company to operate and maintain the power house/boiler room equipment. In addition, will be required to monitor, operate and service related systems, including running repairs and maintenance of that equipment, as may be specified by the Company. Must possess a valid Second Class Certificate issued by the appropriate authorities and have the ability to satisfactorily coordinate the function.

4.03.26 Load Aircraft Inspector -

Must possess the qualifications of an Aircraft Inspector, plus the ability to satisfactorily direct the work of others.

4.03.27 N.D.T. Operator I -

Must, as a minimum, possess the qualifications of a Mechanic in Categories 1, 11, 19, 22 or 36 and be capable of performing routine Radiography, Ultrasonic and Eddy-Current testing functions and maintenance of associated test equipment and laboratory equipment.

NOTE: In addition to the above, personnel in this classification must, within:

- (a) Three (3) months of entry into the classification, pass a Radiation Safety and Industrial Radiography examination, approved by the Atomic Energy Control Board (A.E.C.B.).

- (b) Six (6) months of entry into the classification, pass an appropriate examination, established by the Company and concurred in by the Union, to Indite the ability necessary to successfully complete the Canadian General Standards Board (C.G.S.B.) Industrial Radiographers, Level I Examinations.
- (c) Obtain an Industrial Radiographer's Level I Certificate within twelve (12) months of entry into the classification.
- (d) Obtain certificates as per Canadian General Standards Board (C.G.S.B.) for level 1 "Ultrasonic" and 'Eddy-current' within twelve (12) months of successfully completing the Company provided training course.

An employee who does not successfully complete these examinations within this period, will be required to revert to his former classification at the point where currently employed.

4.03.28 Lead Shop Inspector -

Must possess the qualification of a Shop Inspector in a particular shop inspection group, plus the ability to direct the work of others.

4.0329 N.D.T. Technician -

Must possess the qualifications of an N.D.T. Operator II and be in possession of a Certificate which meets the requirements of the Canadian General Standards Board (C.G.S.B.) Industrial Radiographer, Level II, In the "Aircraft Structures Category" and level II "Ultrasonic" and "Eddy-current".

NOTE: In addition to the above personnel in this classification must assist in technique development and read films, plus have the ability to satisfactorily direct the work of others.

4.03.30 Cleaner/Blaster -

Is employed by the Company to perform any cleaning functions, as applied to aircraft engine parts and associated equipment in the Power Plant Shop and be able to satisfactorily operate and service blasting equipment used by the Company.

- 4.03.31 Load Cleaner (Aircraft Engine Parts) -
Must be able to satisfactorily operate and service blasting equipment used by the Company, know the requirements necessary to *properly* perform any cleaning function, as applied to aircraft engine parts and associated equipment in the Power Plant Shop and have the ability to satisfactorily direct the work of others.
- 4.03.32 Certified Avionics Technician -
Must possess the qualifications of a Category 38 Mechanic, have passed appropriate examinations established by the Company and concurred in by a committee designated by the Union, be in possession of a current Air Canada "Avionics Maintenance and Inspection Certificate" endorsed for the types of aircraft upon which he can normally be expected to be employed, plus the ability to satisfactorily direct the work of others.
- 4.03.33 N.D.T. Operator II -
Must possess the qualifications of an N.D.T. Operator I and be in possession of an Industrial Radiographer Level I Certificate, as per Canadian General Standards Board (C.G.S.B.) and level I certificate for 'Ultrasonic' and "Eddy-Current" as per Canadian General Standards Board (C.G.S.B.).
- NOTE: In addition to the above, personnel in this classification must:
- (a) Attend the appropriate Company provided training and obtain the necessary certificate as required in accordance with Canadian General Standards Board (C.G.S.B.) for Industrial Radiography Level II in the "Aircraft Structure Category" within thirty-six (36) months of entry into this classification.
 - (b) Obtain certificate as per Canadian General Standards Board (C.G.S.B.) for level II in 'Ultrasonics' and "Eddy-Current" within twelve (12) months of successfully completing the Company provided training course.

An employee who does not successfully complete these examinations, within this period, will be required to revert to his former classification at the point where currently employed.

NOTE: Reclassification to N.D.T. Technician will be automatic, following completion of qualifications and issuance of the Industrial Radiographer Level II Certificate for 'Aircraft Structures Category' and Level II Certificates for 'Ultrasonic' and "Eddy-Current" as per Canadian General Standards Board (C.G.S.B.) and subject to the ability to satisfactorily direct the work of others.

In the event an N.D.T. Operator II (holding Level II Certificates) is considered ineligible for progression to N.D.T. Technician due to an inability to satisfactorily direct the work of others, he will receive Ten Dollars (\$10.00) per month, in excess of the normal rate of pay, for this N.D.T. Operator II Classification, as he will be required to sign and certify for work he performs as a Level II.

4.03.34 Aircraft Avionics Inspector -

Must be classified as a Certificated Avionics Technician and be in possession of a current Air Canada "Avionics Maintenance and Inspection Certificate", endorsed for the types of aircraft upon which he can normally be expected to be employed.

Promotion to the Aircraft Avionics Inspector Classification will normally be from the Certificated Avionics Technician II Classification. In the event of nil qualified applicants, consideration will be given to qualified applicants from the Technician I Classification.

4.04 GENERAL

4.04.01 The number of Certificated Aircraft Technicians, Certificated Avionics Technicians or Lead Mechanics will be established solely by the Company, consistent with manpower requirements, provided that the ratio of Mechanics, Juniors and Learners to Certificated Aircraft Technicians, Certificated Avionics Technicians or Lead Mechanics in a category, at any one point, will not exceed twelve (12) to one (1).

4.04.02 Notwithstanding the terms of the ratio as outlined above, it

is further agreed that the number of Mechanics, Juniors and Learners assigned to any one (1) Certificated Aircraft Technician, Certificated Avionics Technician or Lead Mechanic shall not exceed sixteen (16).

- 4.0403 Personnel in Certificated classifications of Categories 1,2, 4 & 38 holding more than their initial active endorsement on their "Aircraft Maintenance & Inspection Certificate" (A.M.I.) for aircraft currently operated by the Company, will receive an endorsement premium of Twenty Dollars (\$20.00) per month, in addition to their normal rate of pay. This premium will be paid for each active endorsement in excess of the "initial" endorsement to a maximum of the fifth (5th) endorsement (i.e., maximum payable is 4 endorsements x \$20.00 = \$80.00 per month).

4.05 CLASSIFICATIONS - DORVAL BASE CAFETERIA

4.05.01 Chief Cook -

Employed to direct and perform the preparation and cooking of food to meal service standards, serving meals, assisting and relieving the Chef and perform other duties as assigned.

4.05.02 Cook -

Employed in the preparation and cooking of food to meal service standards and serving of meals. Direct the work of others and perform other associated duties, as assigned.

4.05.03 Pastry Chef -

Employed to direct and perform the preparation and cooking of all pastry and baking items, as assigned.

4.05.04 Pastry Cook -

Employed to perform the preparation and cooking of all pastry and baking items and perform other associated duties as assigned.

4.05.05 Apprentice Cook -

Normally employed to assist in the preparation of food, general cooking, serving of meals, short order cooking and perform other associated duties, as assigned.

4.05.06 Supplies Clerk -

Normally employed in receiving, handling, recording and

- issuing of supplies. Will handle flight meals, as required and other associated duties including Boutique Attendant duties, as assigned.
- 4.05.07 Boutique Attendant -
Normally employed in the selling, handling and recording of items sold at the Boutique. handle cash/credit card purchases, ensure safe-keeping, account for monies collected. Will also perform other associated duties, as assigned.
- 4.05.08 Cashier -
Normally employed to assess and charge customers for items bought, safe-keep and account for money collected and perform other associated duties, as assigned.
- 4.05.09 Cafeteria Attendant -
Normally employed to prepare and serve food. Will also perform other associated duties, as assigned, including Cashier duties.
- 4.05.10 Senior Kitchen Helper -
Must possess the qualifications of a Kitchen Helper and as a working member of a group, have the ability to satisfactorily direct the work of others and perform other associated duties, as assigned.
- 4.05.11 Kitchen Helper -
Normally employed to perform general duties in the kitchen area, main cafeteria and dishwashing units, as assigned.
- 4.06 GENERAL
- 4.06.01 Due to the changing requirements for meal service and the resultant fluctuation in the volume of work, all classifications may be required from time to time to perform other duties.
- 4.06.02 An employee may be assigned temporarily to assume the duties of an employee in another classification. If the duration of this assignment is one (1) full working day or more, the relieving employee will receive the minimum rate applying to the classification of the employee whom he is replacing for the period of time in which he relieves, or the next highest rate. In the event the minimum rate is the same or lower than his regular rate.

- 4.06.03 All paid periods of relief in a higher classification of three (3) months duration or more shall be accumulated toward the scheduled advancement in pay within that classification scale.
- 4.06.04 Promotional Bulletins will be addressed as follows:
Chief Cook - Addressed to Cook
Cook - Addressed to Apprentice Cook
Pastry Chef - Addressed to Pastry Cook
Pastry Cook - Addressed to Apprentice Cook
- 4.06.05 The filling of permanent vacancies as outlined in Article 4.06.06 below and the selection of employees to fill such vacancies, will be at the sole discretion of the Company. Consideration will be given on the basis of Cafeteria seniority to employees who have indicated, in writing, that they wish to be considered for vacancies in a particular classification.
- 4.06.06 Vacancy Notices in accordance with the provisions of Article 4.06.05 will be addressed as follows:
Apprentice Cook -Addressed to Supplies Clerk, Boutique Attendant, Cashier, Kitchen Helper, Senior Kitchen Helper and Cafeteria Attendant.
Senior Kitchen Helper - Addressed to Kitchen Helper.
Boutique Attendant - Addressed to Cashiers and Cafeteria Attendant.
Supplies Clerk - Addressed to Senior Kitchen Helper, Kitchen Helper, Apprentice Cook and Cafeteria Attendant.
Cashier - Addressed to Cafeteria Attendant.
NOTE: If the above procedure does not result in filling vacancies in any of the above classifications due to no qualified people bidding and/or no bids received, the resultant vacancy may be filled at the discretion of the Company including consideration of employees holding laid off status.
- 4.06.07 Employees selected to Vacancy Notices and Promotional Bulletins will be required to remain in the positions for a minimum of six (6) months.

ARTICLE 5 -RATES OF PAY - TECHNICAL OPERATIONS;
AND DORVAL BASE CAFETERIA

- 5.01 Rates of pay, as enumerated, are on a weekly basis and are established on the basis of a working week of forty (40) hours; if the scheduled working hours are reduced below forty (40) hours, the rate of pay shall be correspondingly reduced.
- 5.02** The Company may, at its discretion, pay higher rates than those established by this Agreement.
- 5.03 Scheduled advancement in pay within the salary scales established for certain classifications, other than that of N.D.T. Operator and Mechanic shall, subject to other provisions of this Agreement, be automatic upon the first day of the pay period following completion of the requirements specified below.
- a) Twenty-six (26) weeks must have elapsed since the date of his last reclassification.
- b) During the twenty-six (26) week period, the employee must have actually worked a minimum of 952 hours on a 5/2 type work schedule or 660 hours on a 6/3 type work schedule (or their equivalent), whichever is greater, subject to the provisions that time allowed as annual vacation shall be considered as time worked.
- 5.03.01 Effective November 9, 1965, employees hired into the classifications of Cleaner, Cleaner Blaster, Building Attendant, Facilities Cleaner, Toolroom Issuer, scheduled advancement in pay will be automatic upon the first day of the pay period, following completion of one (1) year's service in the classification for the first (1st) and second (2nd) levels of the salary scale. Advancement in pay, commencing at the third (3rd) level of the salary scale, will be automatic upon the first day of the pay period following completion of the requirements specified below.
- a) Twenty-six (26) weeks must have elapsed since the date of his last reclassification.
- b) During the twenty-six (26) week period, the employee must have actually worked a minimum of 952 hours on a 5/2 type work schedule or 880 hours on a 6/3 type work schedule (or their equivalent), whichever is greater, subject to the provisions that time allowed as annual vacation shall be considered as time worked.

NOTE: Employees with a Company Service Date prior to November 9, 1965, transferring into the above-mentioned classifications, will commence at the third (3rd) level of the salary scale and advancement in pay will be in accordance with Article 5.03.

- 5.04 In the case of the Mechanic classification, advancement in pay shall be automatic upon the first day of the pay period following completion (in any one category) of:
- a) One (1) year's service in the Mechanic classification (or in a higher classification);
 - b) Two (2) years' service in the Mechanic classification (or in a higher classification);
 - c) Three (3) years's service in the Mechanic classification (or in a higher classification).
- 5.05 In the case of N.D.T. Operator I classification, advancement in pay to the Operator II classification, shall be automatic upon the first day of the pay period, following successful completion of the Canadian General Standards Board (C.G.S.B.) Industrial Radiographers Level I Examinations.
- In the case of N.D.T. Operator II classification, advancement in pay to the N.D.T. Technician classification, shall be automatic upon the first day of the pay period, following successful completion of the Canadian General Standards Board (C.G.S.B.) Industrial Radiographers Level II Examinations and Level I in Ultrasonics and Eddy-Current.
- 5.06 In the case of Certificated Aircraft Technician I and Certificated Avionics Technician I classifications, advancement in pay to the Certificated Aircraft Technician II and Certificated Avionics Technician II classification, shall be automatic upon the first day of the pay period, following completion of two (2) years' service in the Technician I classification.
- 5.07 In the case of the Aircraft Inspector I and Aircraft Avionics Inspector I classifications, advancement in pay to Aircraft Inspector II and Aircraft Avionics Inspector II classifications shall be automatic upon the first day of the pay period, following completion of one (1) year's service in the Inspector I classification.

- 5.06 In the case of the Avionics/Electronic Calibration Specialist I classification, advancement in pay to Avionics/Electronic Calibration Specialist II shall be automatic upon the first day of the pay period, following completion of six (6) months service in the Specialist I classification.
- 5.09 In the case of the Avionic Specialist I classification, advancement in pay to Avionic Specialist II shall be automatic upon the first day of the pay period following completion of one (1) year's service in the Specialist I classification.
- 5.10 In the case of Stationary Plant Operator and Licensed Stationary Plant Operator (4th class and 3rd class) classifications, advancement in pay shall be automatic on the first day of the pay period following the completion of the requirements specified below:
- a) Twenty-six (26) weeks must have elapsed since the date of his last reclassification.
 - b) During the twenty-six (26) week period, the employee must have actually worked a minimum of 952 hours on a 5/2 type work schedule or 660 hours on a 6/3 type work schedule (or the equivalent), whichever is greater: subject to the provisions that time allowed as annual vacation shall be considered as time worked.
- NOTE: In the case of Licensed Stationary Plant Operator (4th class), advancement in pay to Licensed Stationary Plant Operator (3rd class or equivalent) shall be automatic upon the first day of the pay period following receipt of a valid Third Class Certificate by the Company.
- In the case of a Licensed Stationary Plant Operator (2nd class), advancement in pay shall be automatic upon the first day of the pay period following completion of:
- a) One (1) year's service in the Licensed Stationary Plant Operator (2nd class) classification;
 - b) Two (2) year's service in the Licensed Stationary Plant Operator (2nd class) classification.
- 5.11 It is understood that the Company reserves the right to amend or delete the graduated salary scale for the Mechanic classification at the termination date of this Agreement, in the event

that, at that Urns, overall Company policy, or the development of branch employee grading or other procedures provide for similar or identical compensation.

- 5.12 Qualified Tank Sealers will be paid a premium of One Hundred and Fifty dollars (\$150.00) per month.

Vacancy Notices for these positions will be issued as required in Dorval and Winnipeg Bases, soliciting volunteers from Mechanics in Category 1, Category 13, Category 19, and Category 36. Priority for selecting volunteers shall be in order of basic Seniority from Category 1. In the event there are insufficient volunteers, selection will then be made from the remaining Categories in order of basic Seniority. Volunteers will be selected for a two (2) year term.

In the event there are insufficient volunteers, employees will be assigned from Category 1 in reverse order of seniority. Employees assigned will be required to serve a one (1) year term only.

- 5.13 Should Cafeteria Attendants be required to perform Cook/Apprentice Cook duties for short periods during their shift on a regular basis, those required to perform such duties will receive a special allowance of ten dollars (\$10.00) per

- 5.14 When relief is required in the Chief Cook classification and such relief is provided by a Cook at the top of his classification (Cook 5), said Cook shall be paid at the Chief Cook 2 rate of pay.

- 5.15 Eligibility for Shift Premiums will be as follows:

Afternoon Shift - all hours worked on scheduled shifts commencing between 12:00 noon and 7:59 p.m. (inclusive).

Midnight Shift - all hours worked on scheduled shifts commencing between 8:00 p.m. and 6:59 a.m. (inclusive).

Irregular Shift (in lieu of all other Shift Premiums) - all hours worked on scheduled shifts commencing from 2:00 a.m. to 5:59 a.m. (Inclusive) or terminating from 2:00 a.m. to 6:00 a.m. (inclusive).

NOTE: Employees on a non-standard schedule (40/7 formula) shall be paid Shift Premium for hours actually worked, based on the starting time (as specified above) of each individual period of duty.

5.16 Shift Premiums will be paid as follows:

Afternoon Shift	\$0.44
Midnight Shift	\$0.53
Irregular Shift	\$0.59

In addition, a Shift Premium equivalent to that applicable to the employee's preceding regular shift shall be paid for all over-time hours worked.

5.17 Employees covered by this Agreement will receive longevity pay as follows:

After completion of ten (10) years of service: 10 cents (\$0.10) per hour

After completion of fifteen (15) years of service: 15 cents (\$0.15) per hour

After completion of twenty (20) years of service: 20 cents (\$0.20) per hour

For employees in classifications covered by this Agreement, longevity pay will become effective with the beginning of the pay period following ten (10), fifteen (15) or twenty (20) years of service based on the employee's Company Service Date or, if applicable, a Revised Company Service Date.

Effective April 15, 1997, employees who transfer from another Collective Agreement *between* Air Canada and the IAMAW, District Lodge 146, into a classification covered by this Agreement, service under such previous Collective Agreements will be included for the purpose of entitlement to longevity pay as identified above.

Effective April 15, 1997, employees who transfer from other Collective Agreements or non-unionized positions within the Company, eligibility for longevity pay, as identified above, will be based on service in classifications covered by this Agreement excluding any periods of time in classification covered by this Collective Agreement that results in a Revised Company Service Date.

5.16 The following are the rates of pay for all classifications in the Technical Operations Branch covered by this Agreement.

	PERIOD ONE			PERIOD TWO		
	JUNE 15/97 TO JUNE 13/98			JUNE 14/98 TO JUNE 12/99		
	WEEKLY RATE	HOURLY EQUIV.	MONTHLY EQUIV.	WEEKLY RATE	HOURLY EQUIV.	MONTHLY EQUIV.
TECHNICAL OPERATIONS						
Crew Chief	1,163.77	29.09	5,060.30	1,198.68	29.97	5,212.10
Lead Aircraft Inspector	1,163.77	29.09	5,060.30	1,198.68	29.97	5,212.10
Shift Foreman	1,105.89	27.65	4,808.63	1,139.07	28.48	4,952.90
Aircraft Inspector 2	1,149.94	28.75	5,000.17	1,184.44	29.61	5,150.18
Aircraft Inspector 1	1,130.89	28.27	4,917.34	1,164.82	29.12	5,064.87
Aircraft Avionics Inspector 2	1,149.94	28.75	5,000.17	1,184.44	29.61	5,150.18
Aircraft Avionics Inspector 1	1,130.89	28.27	4,917.34	1,164.82	29.12	5,064.87
Certificated Aircraft Technician 2	1,105.89	27.65	4,808.63	1,139.07	28.48	4,952.90
Certificated Aircraft Technician 1	1,081.82	27.05	4,703.97	1,114.27	27.86	4,845.07
Certificated Avionics Technician 2	1,105.89	27.65	4,808.63	1,139.07	28.48	4,952.90
Certificated Avionics Technician 1	1,081.82	27.05	4,703.97	1,114.27	27.86	4,845.07
Lead Shop Inspector	1,075.47	26.89	4,676.36	1,107.73	27.69	4,816.63
Shop Inspector	1,042.20	26.06	4,531.69	1,073.47	26.84	4,667.66
Avionics/Electronic Calibration Spec. 2	1,042.20	26.06	4,531.69	1,073.47	26.84	4,667.66
Avionics/Electronic Calibration Spec. 1	978.41	24.46	4,254.32	1,007.76	25.19	4,381.94
Avionic Specialist 2	1,075.47	26.89	4,676.36	1,107.73	27.69	4,816.63
Avionic Specialist 1	1,011.68	25.29	4,398.99	1,042.03	26.05	4,530.95
N.D.T. Technician	1,091.62	27.29	4,746.58	1,124.37	28.11	4,888.99
N.D.T. Operator 2	1,042.20	26.06	4,531.69	1,073.47	26.84	4,667.66
N.D.T. Operator 1	978.41	24.46	4,254.32	1,007.76	25.19	4,381.94
Materials Inspector	1,042.20	26.06	4,531.69	1,073.47	26.84	4,667.66
Lead Mechanic	1,042.20	26.06	4,531.69	1,073.47	26.84	4,667.66
Mechanic 4	978.41	24.46	4,254.32	1,007.76	25.19	4,381.94
Mechanic 3	892.14	22.30	3,879.20	918.90	22.97	3,995.56
Mechanic 2	876.28	21.91	3,810.24	902.57	22.56	3,924.55
Mechanic 1	844.87	21.12	3,673.66	870.22	21.76	3,783.89

	PERIOD ONE			PERIOD TWO		
	JUNE 15/97 TO JUNE 13/98			JUNE 14/98 TO JUNE 12/99		
	WEEKLY RATE	HOURLY EQUIV.	MONTHLY EQUIV.	WEEKLY RATE	HOURLY EQUIV.	MONTHLY EQUIV.
TECHNICAL OPERATIONS						
Junior Mechanic 4	811.53	20.29	3,528.69	835.88	20.90	3,634.57
Junior Mechanic 3	771.00	19.28	3,352.46	794.13	19.85	3,453.04
Junior Mechanic 2	728.48	18.21	3,167.58	750.33	18.76	3,262.58
Junior Mechanic 1	689.60	17.24	2,998.08	710.19	17.75	3,088.05
Learner 4	651.09	16.28	2,831.07	670.62	16.77	2,915.99
Learner 3	601.10	15.03	2,613.70	619.13	15.48	2,692.10
Learner 2	554.92	13.87	2,412.90	571.57	14.29	2,485.30
Learner 1	512.29	12.81	2,227.54	527.66	13.19	2,294.37
Detail Materials Inspector 4	978.41	24.46	4,254.32	1,007.76	25.19	4,381.94
Detail Materials Inspector 3	916.72	22.92	3,966.08	944.22	23.61	4,105.66
Detail Materials Inspector 2	901.77	22.54	3,921.08	928.82	23.22	4,038.70
Detail Materials Inspector 1	708.83	17.72	3,082.13	730.09	18.25	3,174.58
Lead Cleaner A/C Engine Parts	757.24	18.93	3,292.63	779.96	19.50	3,391.42
Cleaner Blaster 5	719.78	17.99	3,129.75	741.37	18.53	3,223.63
Cleaner Blaster 4	691.65	17.29	3,007.43	712.40	17.81	3,097.66
Cleaner Blaster 3	635.23	15.88	2,762.11	654.29	16.36	2,844.98
Cleaner Blaster 2	524.68	13.12	2,281.41	540.42	13.51	2,349.85
Cleaner Blaster 1	414.11	10.35	1,800.63	426.53	10.66	1,854.64
Helper 2	715.12	17.88	3,109.48	736.57	18.41	3,202.75
Helper 1	658.56	16.46	2,863.55	678.32	16.96	2,949.47
Toolroom Issuer 5	715.12	17.88	3,109.48	736.57	18.41	3,202.75
Toolroom Issuer 4	658.56	16.46	2,863.55	678.32	16.96	2,949.47
Toolroom Issuer 3	625.88	15.65	2,721.45	644.66	16.12	2,803.11
Toolroom Issuer 2	520.01	13.00	2,261.11	535.61	13.39	2,328.94
Toolroom Issuer 1	414.11	10.35	1,800.63	426.53	10.66	1,854.64
Lead Cleaner	702.32	17.56	3,053.83	723.39	18.08	3,145.44

TECHNICAL OPERATIONS	PERIOD ONE			PERIOD TWO		
	JUNE 15/97 TO JUNE 13/98			JUNE 14/98 TO JUNE 12/99		
	WEEKLY RATE	HOURLY EQUIV.	MONTHLY EQUIV.	WEEKLY RATE	HOURLY EQUIV.	MONTHLY EQUIV.
Cleaner (4)	677.17	16.93	2,944.47	697.49	17.44	3,032.83
Cleaner (3)	620.69	15.52	2,698.88	639.31	15.98	2,779.85
Cleaner (2)	517.40	12.94	2,249.76	532.92	13.32	2,317.24
Cleaner (1)	414.11	10.35	1,800.63	426.53	10.66	1,854.64
Lead Building Attendant	689.64	17.24	2,998.69	710.33	17.76	3,088.66
Building Attendant 4	651.73	16.29	2,833.85	671.28	16.78	2,918.86
Building Attendant 3	595.41	14.89	2,588.96	613.27	15.33	2,666.62
Building Attendant 2	504.78	12.62	2,194.88	519.92	13.00	2,260.72
Building Attendant 1	414.11	10.35	1,800.63	426.53	10.66	1,854.64
Facilities Cleaner 4	592.70	14.82	2,577.18	610.48	15.26	2,654.49
Facilities Cleaner 3	536.38	13.41	2,332.29	552.47	13.81	2,402.25
Facilities Cleaner 2	475.25	11.88	2,066.48	489.51	12.24	2,128.49
Facilities Cleaner 1	414.11	10.35	1,800.63	426.53	10.66	1,854.64
Stationary Plant Operator (2nd Class) 3	978.41	24.46	4,254.32	1,007.76	25.19	4,381.94
Stationary Plant Operator (2nd Class) 2	931.96	23.30	4,052.35	959.92	24.00	4,173.92
Stationary Plant Operator (2nd Class) 1	885.56	22.14	3,850.59	912.13	22.80	3,966.12
Stationary Plant Operator (3rd Class) 2	839.42	20.99	3,649.97	864.60	21.62	3,759.45
Stationary Plant Operator (3rd Class) 1	793.30	19.83	3,449.43	817.10	20.43	3,552.91
Stationary Plant Operator (4th Class) 2	727.57	18.19	3,163.62	749.40	18.74	3,258.54
Stationary Plant Operator (4th Class) 1	670.52	16.76	2,915.56	690.64	17.27	3,003.04
Stationary Plant Operator (2)	660.67	16.52	2,872.73	680.49	17.01	2,958.91
Stationary Plant Operator (1)	616.91	15.42	2,682.45	635.42	15.89	2,762.93

6
06

5.19 The following are the rates of pay for all classifications of the Dorval Base Cafeteria covered by this Agreement.

	PERIOD ONE			PERIOD TWO		
	JUNE 15/97 TO JUNE 13/98			JUNE 14/98 TO JUNE 12/99		
	WEEKLY RATE	HOURLY EQUIV.	MONTHLY EQUIV.	WEEKLY RATE	HOURLY EQUIV.	MONTHLY EQUIV.
DORVAL BASE CAFETERIA						
Chief Cook 3	737.42	18.44	3,206.45	759.54	18.99	3,302.63
Chief Cook 2	649.47	16.24	2,824.03	668.95	16.72	2,908.73
Chief Cook 1	600.91	15.02	2,612.88	618.94	15.47	2,691.27
Cook 5	621.09	15.53	2,700.62	639.72	15.99	2,781.63
Cook 4	569.34	14.23	2,475.60	586.42	14.66	2,549.87
Cook 3	547.19	13.68	2,379.29	563.61	14.09	2,450.69
Cook 2	525.07	13.13	2,283.11	540.82	13.52	2,351.59
Cook 1	502.87	12.57	2,186.58	517.96	12.95	2,252.19
Pastry Chef 3	701.59	17.54	3,050.65	722.64	18.07	3,142.18
Pastry Chef 2	640.10	16.00	2,783.28	659.30	16.48	2,866.77
Pastry Chef 1	612.81	15.32	2,664.62	631.19	15.78	2,744.54
Pastry Cook 5	621.09	15.53	2,700.62	639.72	15.99	2,781.63
Pastry Cook 4	569.34	14.23	2,475.60	586.42	14.66	2,549.87
Pastry Cook 3	547.19	13.68	2,379.29	563.61	14.09	2,450.69
Pastry Cook 2	525.07	13.13	2,283.11	540.82	13.52	2,351.59
Pastry Cook 1	502.87	12.57	2,186.58	517.96	12.95	2,252.19
Apprentice Cook 5	502.87	12.57	2,186.58	517.96	12.95	2,252.19
Apprentice Cook 4	480.68	12.02	2,090.09	495.10	12.38	2,152.79
Apprentice Cook 3	457.70	11.44	1,990.17	471.43	11.79	2,049.87
Apprentice Cook 2	434.69	10.87	1,890.12	447.73	11.19	1,946.82
Apprentice Cook 1	414.24	10.36	1,801.20	426.67	10.67	1,855.25

DORVAL BASE CAFETERIA	PERIOD ONE			PERIOD TWO		
	JUNE 15/97 TO JUNE 13/98			JUNE 14/98 TO JUNE 12/99		
	WEEKLY RATE	HOURLY EQUIV.	MONTHLY EQUIV.	WEEKLY RATE	HOURLY EQUIV.	MONTHLY EQUIV.
Supply Clerk 3	525.07	13.13	2,283.11	540.82	13.52	2,351.59
Supply Clerk 2	495.21	12.38	2,153.27	510.07	12.75	2,217.89
Supply Clerk 1	472.17	11.80	2,053.09	486.34	12.16	2,114.70
Boutique Attendant 3	503.86	12.60	2,190.88	518.98	12.97	2,256.63
Boutique Attendant 2	457.70	11.44	1,990.17	471.43	11.79	2,049.87
Boutique Attendant 1	435.54	10.89	1,893.82	448.61	11.22	1,950.65
Cashier 2	480.61	12.02	2,089.79	495.03	12.38	2,152.49
Cashier 1	435.54	10.89	1,893.82	448.61	11.22	1,950.65
Cafeteria Attendant 5	457.70	11.44	1,990.17	471.43	11.79	2,049.87
Cafeteria Attendant 4	435.54	10.89	1,893.82	448.61	11.22	1,950.65
Cafeteria Attendant 3	413.39	10.33	1,797.50	425.79	10.64	1,851.42
Cafeteria Attendant 2	396.35	9.91	1,723.41	408.24	10.21	1,775.11
Cafeteria Attendant 1	383.55	9.59	1,667.75	395.06	9.88	1,717.80
Senior Kitchen Helper 1	479.89	12.00	2,088.66	494.29	12.36	2,149.27
Kitchen Helper 3	457.70	11.44	1,990.17	471.43	11.79	2,049.87
Kitchen Helper 2	435.54	10.89	1,893.82	448.61	11.22	1,950.65
Kitchen Helper 1	413.39	10.33	1,797.50	425.79	10.64	1,851.42

ARTICLE 6 - SCOPE OF AGREEMENT. AIRPORT
& CARGO OPERATIONS

6.01 SENIORITY DIVISIONS

The Seniority Divisions into which the Airport & Cargo Operations Branch is divided are as follows:

EASTERN - Ottawa and stations east, including Rouyn and Val d'Or.

CENTRAL - Stations between Thunder Say and Ottawa.

WESTERN - Thunder Say and stations west.

6.02 CATEGORY

All personnel of the Airport & Cargo Operations Branch in classifications enumerated in Article 6.03, are in the Airport & Cargo Operations work category and are covered by this Agreement.

Nothing in this Agreement shall prevent the Company from requiring employees to work in another category/classification temporarily, provided that the employee in question is competent to perform the temporary duties required and further, provided that the Union is given prior advice of such action. The intent and application of this paragraph will be in accordance with Memorandum No. 2. re Working Temporarily in Another Category.

6.02.01 Airport & Cargo Operations

Comprising those employees engaged in ramp, load service, cargo, cabin servicing and cleaning, telecommunications (operations of Company air/ground telecommunications) functions, the operation of associated equipment, dispatch of flights and general airport, cargo and baggage operations duties as required.

Personnel in this category (below the rank of Agent), holding Air Canada Load Dispatch Certificate endorsed for one or more types of aircraft currently operated by the Company within their Seniority Division or which have been so operated during any current three (3) year period, will receive Ten Dollars (\$10.00) per month, in excess of their normal rate of pay. Such additional compensation will continue in effect for a period not to exceed three (3) years beyond the termination of such operation.

6.03 CLASSIFICATIONS

The following are the employee classifications of the Airport & Cargo Operations Branch in the category enumerated in Article 6.02 covered by this Agreement. All classifications may be called upon from time to time to perform other non-mechanical duties.

The Company will not replace a classification within the Agreement by a management classification.

NOTE: See Memorandum No. 3, re Promotion to, Transfer and Bumping In and Retention of a Certificated Classification - Airport & Cargo Operations Branch.

6.03.01 Airport & Cargo Operations

6.03.01.O1 Cargo Rating Unit Specialist

Is employed by the Company as a working member of a group, to select and apply rates and routings to optimize returns with minimal effect on customer service; identify new traffic patterns, trends and make recommendations regarding changes in routes, cargo, rates, interline agreements, etc.; have a good working knowledge of Cargo Accounting procedures, tariffs, publications/references and authorities and be able to perform all TOTEM transactions.

Minimum Qualifications: Must have passed appropriate examinations established by the Company and concurred in by a Committee designated by the Union and in addition, must be able to satisfactorily pass C.R.U. Specialist training requirements.

6.03.01.O1.01 Qualifications

In order to be selected to fill C.R.U. Specialist vacancies, applicants must have the following qualifications.

- a) Must have passed appropriate examinations established by the Company and concurred in by a Committee designated by the Union.
- b) Must have the ability to work well with others, be capable of exercising good judgment and have general good grooming.
- c) Bilingual (French and English) as dictated by work load and shift coverage.

d) Must satisfactorily pass the C.R.U. Specialist Training Course, including four (4) weeks practical "hands on" probationary period.

e) Applicants for C.R.U. Specialists positions must have qualified themselves to bid on such positions by passing the appropriate examinations (reference (a) above), at least thirty (30) days prior to the date of issuance of the Promotional Bulletin.

6.03.01.02 Lead Customer Service Agent - Airports

Is employed by the Company to perform ramp and cargo duties, communications and other general operational duties, as required, to handle Sales functions as required, and as a working member of the group, have the ability to satisfactorily direct the work of others.

Minimum Qualifications: Must possess the qualifications of a Customer Service Agent - Airports. Must have passed appropriate qualifying examinations, a structured Interview, and must be able to satisfactorily pass Lead Customer Service Agents - Airports training requirements, established by the Company and concurred in by a Committee designated by the Union.

6.03.01.03 Customer Service Agent - Airports

Is employed by the Company to perform ramp, baggage and cargo duties, communications and other general operational duties as required and also, to handle passenger/customer service functions as required.

Minimum Qualifications: Must possess the qualifications of a Customer Service Agent and in addition, must be able to satisfactorily pass Customer Service Agent - Airports training requirements.

6.03.01.04 Lead Customer Service Agent - Weight & Balance

Is employed by the Company to perform ramp, baggage, cargo and load service duties, communications and other general operational duties, as required, and as a working member of the group, have the ability to satisfactorily direct the work of others.

Minimum Qualifications: Must possess the qualifications of a Customer Service Agent - Weight & Balance. Must have passed appropriate qualifying examinations, a structured interview, and must be able to satisfactorily pass Lead Customer Service Agent - Weight & Balance training requirements, established by the Company and concurred in by a Committee designated by the Union.

6.03.01.05 Customer Service Agent - Weight & Balance

Is employed by the Company to perform ramp, baggage, cargo and load service duties, communications and other general operational duties as required.

Minimum Qualifications: Must have passed appropriate examinations established by the Company and concurred in by a Committee designated by the Union, be in possession of the required Certificate of Proficiency in Radio and possess a current Air Canada "Load Dispatch Certificate" endorsed for the type of aircraft upon which he can normally be expected to be employed.

6.03.01.06 Lead Customer Service Agent - Cargo

Is employed by the Company to perform cargo duties, communications and other general operational duties, as required. As a working member of the group, have the ability to satisfactorily direct the work of others. Must possess a current dangerous goods certificate as required.

Minimum Qualifications: Must possess the qualifications of a Customer Service Agent. Must **possess** cargo product knowledge, a working knowledge of cargo systems (e.g., TOTEM, cargo acceptance, shipping procedures, cargo check-in and delivery procedures), as well as related cargo documentation processes. Must have passed appropriate qualifying examinations, a structured interview, and must be able to satisfactorily pass Lead Customer Service Agent - Cargo training requirements, established by the Company and concurred in by a Committee designated by the Union.

- 6.03.01.07 **Lead Customer Service Agent - Baggage**
 Is employed by the Company to perform ramp and baggage duties, and communications and other general operational duties, as required. As a working member of the group, have the ability to satisfactorily direct the work of others.
 Minimum Qualifications: Must possess the qualifications of a Customer Service Agent. Must possess baggage handling knowledge, a working knowledge of baggage systems (e.g., BAHAMAS, WORLD TRACER, TOTEM, SFX, etc.), interline processes, baggage tracing, baggage records and documents, lost and found, baggage and cargo (SFX) claim procedures, mishandled, delayed or damaged baggage, interim expense policies/procedures. Must have passed appropriate qualifying examinations, a structured interview, and must be able to satisfactorily pass Lead Customer Service Agent - Baggage training requirements, established by the Company and concurred in by a Committee designated by the Union.
- 6.03.01.08 **Lead Customer Service Agent**
 Is employed by the Company to perform ramp, baggage and cargo duties, communications and other general operational duties, as required. As a working member of the group, have the ability to satisfactorily direct the work of others.
 Minimum Qualifications: Must possess the qualifications of a Customer Service Agent. Must possess cargo product knowledge, a working knowledge of cargo systems (e.g., TOTEM, Cargo Acceptance, Shipping Procedures, Cargo Check-in and Delivery Procedures), as well as related cargo documentation processes. Must possess baggage handling knowledge, a working knowledge of baggage systems (e.g., BAHAMAS, WORLD TRACER, TOTEM, SFX, etc.), interline processes, baggage tracing, baggage records and documents, lost and found, baggage and cargo (SFX) claim procedures, mishandled, delayed or damaged baggage, interim expense policies/procedures.

Must have passed appropriate qualifying examinations, a structured interview, and must be able to satisfactorily pass Lead Customer Service Agent training requirements, established by the Company and concurred in by a Committee designated by the Union.

6.03.01.09 Customer Service Agent

Is employed by the Company to perform ramp, baggage and cargo duties, communications and other general operational duties as required. These duties could include the dispensing of baggage to passengers, BAHAMAS/WORLD TRACER transactions, perform baggage tracing, prepare records and documents, deal with passenger complaints re lost, mishandled, delayed or damaged baggage and authorize expenditures within limits, perform lost and found functions and SFX services, determine cargo rates and routings, cargo acceptance (including dangerous goods), shipping procedures, cargo check-in and delivery, TOTEM transactions, prepare records and perform other duties associated with cargo traffic.

Minimum Qualifications: Must have passed appropriate examinations established by the Company and concurred in by a Committee designated by the Union, be in possession of the necessary Certificate of Proficiency in Radio, as required, and in addition, must be able to satisfactorily pass baggage and cargo training requirements.

6.03.01.09.01 Qualifications

In order to be selected to fill Customer Service Agent vacancies, Lead Station Attendants and Station Attendants must have the following qualifications.

- a) Must pass basic and general knowledge examinations established by the Company and concurred in by a Committee designated by the Union.
- b) Must have pleasant personality, ability to deal with the public using tact and good judgment, general good grooming. Assessment of these qualifications will be at the discretion of the Company.

- c) Bilingual (French and English) as required.
- d) i) Must satisfactorily pass baggage and cargo training courses.
- ii) Applicants for permanent Customer Service Agent positions must have qualified themselves to bid on such positions by passing the basic and general knowledge examinations at least thirty (30) days prior to the issuance of a Promotional Bulletin. Individuals who do not pass the tests or who pass the tests less than thirty (30) days prior to the issuance of a Promotional Bulletin will not be considered eligible to apply.

6.03.01.09.02 Filling of Acting Customer Service Agent Vacancies

- a) All Acting Customer Service Agent vacancies (relief assignments) will be filled on a local basis.
- b) Lead Station Attendants and Station Attendants, need to have passed the basic and general knowledge examinations to be considered for Acting Customer Service Agent positions (relief assignments). If possible, individuals selected for such assignments must attend and pass the appropriate baggage and cargo training course(s) prior to performing the relief assignment. If an individual with the basic qualifications has turned down the opportunity to attend baggage or cargo training course(s) during the previous twelve (12) months, he can be bypassed in the selection of individuals for relief assignments.

6.03.01.09.03 General

- a) Uniforms - All Customer Service Agents will be required to wear the standard Air Canada dress uniform; the cost of same to be shared equally by the Company and the employee (i.e., jacket and trousers). The Company will supply name brevets.
- b) Salary - Lead Station Attendants reclassified to Customer Service Agent will retain their Lead

Station Attendant rate of pay for the first twenty-six (26) weeks or minimum of 952 hours on a 5/2 type work schedule or 880 hours on a 6/3 type work schedule (or their equivalent), whichever is greater, in the new classification, following which they will receive the next higher rate of pay in the Customer Service Agent salary scale.

- 6.03.01.10 **Lead Station Attendant**
Must possess the qualifications of a Station Attendant and as a working member of a group, must have the ability to satisfactorily direct the work of others.
Minimum Qualifications: Must have passed appropriate examinations established by the Company and concurred in by a Committee designated by the Union and in addition, must be able to satisfactorily pass Lead Station Attendant training requirements.
- 6.03.01.11 **Station Attendant**
Is employed by the Company to perform the handling of ramp service, cargo and cabin functions, the preparation of cabin and commissary equipment records and cargo handling forms such as cargo check sheets, mail transfer bills and lot labels; also to perform Cargo Warehouse functions and associated duties.
- 6.03.01.12 **Lead Cabin Servicing & Cleaning Attendant**
Must possess the qualifications of a Cabin Servicing and Cleaning Attendant and as a working member of the group, must have the ability to satisfactorily direct the work of others.
Minimum Qualifications: Must have passed appropriate examinations established by the Company and concurred in by a Committee designated by the Union and in addition, must be able to satisfactorily pass Lead Cabin Servicing & Cleaning Attendant training requirements.
- 6.03.01.13 **Cabin Servicing & Cleaning Attendant**
Comprises all those who perform cabin servicing and interior aircraft cleaning; including equipping the aircraft cabin for flight according to specifications with

equipment and cabin services supplies: cleaning interior of aircraft; stocking of vehicles used in the grooming function; stocking and cleaning of the cabin service 'make-up' rooms and area; stocking and maintaining cabin services kits and other associated duties.

6.03.01.14 Cargo Communications Operator

Is employed by the Company to process routine cargo service information involving the input and retrieval of such data through utilization of standard office and communications equipment (excluding rate and routing decisions and customer contact). May also be required to perform routine clerical functions such as filing, typing, manual revisions.

Where volumes dictate the use of specialists, this classification will perform such functions as:

- Operating office and communication equipment;
- Entering and retrieving various information such as:
 - Flight numbers
 - ULD control numbers
 - Air waybills
 - Progressive load assembly forms
 - Manifests
- Processing all routine information and forms not involving rates and routing decisions;
- Perform such clerical functions as filing, typing, teletypes, prepare manifests and other documents, maintain and update manuals, etc.

6.04 GENERAL

6.04.01 Line of Promotion

Promotion from one classification to another shall be contingent upon a vacancy in the higher classification, in accordance with the provisions of Article 16.11 - Promotions and LOU #4 (where applicable), as follows:

Promotion to:

- 6.04.01.O1 Lead Cabin Servicing & Cleaning Attendant
Addressed to Cabin Servicing and Cleaning Attendants, Cargo Communications Operators and

- Station Attendants (LOU #2) at the point where the vacancy exists. Selection will be on the basis of point seniority.
- 6.04.01.02 Lead Station Attendant
Addressed to Station Attendants. Selection will be on the basis of Station Attendant Seniority.
NOTE: Secondary consideration to be given to Cargo Communications Operator, Station Attendant - LOU #2, Cabin Servicing & Cleaning Attendant and Lead Cabin Servicing & Cleaning Attendant at the point only.
- 6.04.01.02.01 The number of Lead Station Attendants will be established solely by the Company, consistent with manpower requirements, provided that the ratio of Station Attendants to Lead Station Attendants at any one point will not exceed twelve (12) to one (1).
Notwithstanding the terms of the ratio as outlined above, it is further agreed that the number of Station Attendants assigned to any one (1) Lead Station Attendant, shall not exceed sixteen (16).
NOTE: In the event it is necessary to split up a crew assigned to a Lead Station Attendant, to work on more than one flight at a time, the Lead will only be personally responsible for activities taking place under his direction on the particular flight on which he is working.
- 6.04.01.03 Customer Service Agent
Addressed to Lead Station Attendants and Station Attendants. Selection will be on the basis of Station Attendant Seniority.
NOTE: Secondary consideration to be given to Cargo Communications Operator, Station Attendant - LOU #2, Cabin Servicing & Cleaning Attendant and Lead Cabin Servicing & Cleaning Attendant at the point only.
- 6.04.01.04 Customer Service Agent - Weight & Balance
Addressed to Customer Service Agents! Lead Station Attendants, Station Attendants. Selection will be on

- the bank of Station Attendant seniority.
- 6.04.01.05 Customer Service Agent - Airports
Addressed to Customer Service Agents, Customer Service Agents - Weight & Balance, all Lead Customer Service Agents, Lead Station Attendants and Station Attendants.
 - 6.04.01.06 Lead Customer Service Agent
Addressed to Customer Service Agents. Selection will be on the basis of Customer Service Agent seniority.
 - 6.04.01.07 Lead Customer Service Agent - Cargo
Addressed to Customer Service Agents. Selection will be on the basis of Customer Service Agent seniority,
 - 6.04.01.08 Lead Customer Service Agent - Baggage
Addressed to Customer Service Agents. Selection will be on the basis of Customer Service Agent seniority.
 - 6.04.01.09 Lead Customer Service Agent - Weight & Balance
Addressed to Customer Service Agents - Weight & Balance. Selection will be on the basis of Customer Service Agent - Weight & Balance seniority.
 - 6.04.01.10 C.R.U. Specialist
Addressed to Customer Service Agent - Airports, Lead Customer Service Agent - Cargo, Customer Service Agents (one of last three years in Cargo). Prime consideration will be given to qualified Lead Customer Service Agents - Cargo. Selection will be on the basis of Customer Service Agent seniority. In the event there are insufficient successful applicants from the foregoing classifications, consideration will be given to other qualified applicants on the basis of seniority in the bank classification(s).
 - 6.04.01.11 Lead Customer Service Agent - Airports
Addressed to Customer Service Agents - Airports. Selection will be on the basis of Customer Service Agent - Airports seniority.

6.04.02 Qualifying Examinations

The Agreement requires that to be eligible to apply to Promotional Bulletins covering vacancies in the above basic classifications, employees must have passed the applicable qualifying examinations at least thirty (30) days prior to the issuance of the Promotional Bulletin or Vacancy Notices as follows:

TYPES OF QUALIFICATIONS	TYPING	GEOGRAPHY	MATH	PROBLEM SOLVING	RESTRICTED RADIO-TELEPHONE OPER. CERT. (SEE NOTES 1 & 3)	LOAD DISPATCH CERT.	STATION ATTENDANT JOB KNOWLEDGE (SEE NOTE 2)	C.R.U. QUAL. EXAM.	LEAD QUAL. EXAM.	LEAD TRAINING COURSE	STRUCTURED INTERVIEW
C.R.U. SPECIALIST	•	•	•					•			
LEAD CUSTOMER SERVICE AGENT - AIRPORTS	•	•	•		•				•	•	•
CUSTOMER SERVICE AGENT - AIRPORTS	•	•	•		•						
LEAD CUSTOMER SERVICE AGENT - WEIGHT & BALANCE	•	•	•		•	•			•	•	•
CUSTOMER SERVICE AGENT - WEIGHT & BALANCE	•	•	•	•	•	•					
LEAD CUSTOMER SERVICE AGENT - CARGO	•	•	•						•	•	•
LEAD CUSTOMER SERVICE AGENT - BAGGAGE	•	•	•						•	•	•
LEAD CUSTOMER SERVICE AGENT	•	•	•						•	•	•
CUSTOMER SERVICE AGENT	•	•	•								
LEAD STATION ATTENDANT		•					•				
LEAD CABIN SERVICING & CLEANING ATTENDANT										•	

NOTE 1: Must possess a "Certificate of Proficiency in Radio" of at least the minimum grade provided by law to operate Company telecommunications/radio equipment according to Government regulations.

NOTE 2: Aircraft type examinations included in this requirement.

NOTE 3: The Restricted Radio-Telephone Operators Certificate is a requirement of the Lead Customer Service Agent and Customer Service Agent classifications at some stations.

6.04.02.01 Training Failure

Employees having a training failure in the following subjects:

Station Attendant Job Knowledge
Lead Station Attendant Course
Load Dispatch Basic
Load Certification Course
Lead Agent Qualifying Examination
Lead Agent Training Course
Agent Training Course

will be ineligible to re-write these subjects for a period of six (6) months from the date of the initial re-write results form. Additionally, in cases where employees do not elect to re-write, the six (6) month ineligibility period will commence from the expiration of the specified time limit to re-write.

6.04.03 Language Requirements (English & French)

6.04.03.01 An employee promoted or transferred to public contact positions at the following locations must have Level II language capability at the time of promotion or transfer, until the station has met its numerical level of language capability for the classification.

a) These levels are:

Classification: Customer Service Agent - Airports

<u>Stations</u>	<u>Bilingual Requirement</u>
Fredericton	3

Classification: Customer Service Agent Weight & Balance

<u>Stations</u>	<u>Bilingual Requirement</u>
Montreal Airport	All

Classification: Customer Service Agent
(Cargo Office)

<u>Stations</u>	<u>Bilingual Requirement</u>	<u>Stations</u>	<u>Bilingual Requirement</u>
Montreal Airports	All	Moncton	3
Quebec City	All	Ottawa	6

Classification: Customer Service Agent
(Baggage Office)

<u>Stations</u>	<u>Bilingual Requirement</u>
Montreal Airports	All
Ottawa	6
Toronto	8
Winnipeg	3

Classification: Customer Service Agent

<u>Stations</u>	<u>Bilingual Requirement</u>
Saint John	2

- b) Employees selected for promotion or transfer will be required to acquire Level III language capability within twelve (12) months of occupying such position.
- c) In cases where the employee is required to acquire the necessary language skills on Company time/expense and is unable to achieve the necessary proficiency to progress from one level to another, he will be required to revert to a lower classification at the point not requiring a knowledge of both languages or consistent with his seniority lateral transfer to a location not having a language requirement.
- d) Where the numerical level of language capability has been met, promotions and transfers will be actioned in the same manner as all other classifications.

6.04.03.02 In addition to the above, an employee promoted or transferred to any above basic classification within

the Airport & Cargo Operations Branch, in the Province of Quebec, must have Level II language capability at the time of promotion or transfer.

- a) The Company will continue to encourage all public contact employees to acquire a second language capability on their own time, in accordance with the Company policy.
- b) Where language capability of public contact employees at any location does not meet requirements, a language training program may be implemented to assist such employees by providing language training at Company expense, in accordance with Company policy. The details of such a training program will be discussed with the Union prior to implementation.
- c) Airport & Cargo Operations Branch Promotional Bulletin, Vacancy Notice and Transfer Procedures, will be in accordance with the understandings covered in .01 and .02 above.

6.04.04 Seniority

The establishment of seniority will be limited to the classification(s) in which an employee has been permanently assigned by means of a bulletin or permanent hiring. Seniority privileges will be limited to those classifications in which an employee holds seniority.

ARTICLE 7 - RATES OF PAY - AIRPORT & CARGO OPERATIONS

- 7.01 Rates of pay, as enumerated, are on a weekly basis and are established on the basis of a working week of forty (40) hours; if the scheduled working hours are reduced below forty (40) hours, the rate of pay shall be correspondingly reduced.
- 7.02 The Company may, at its discretion, pay higher rates than those established by this Agreement.
- 7.03 Scheduled advancement in pay within the salary scales established for certain classifications shall, subject to other provisions of this Agreement, be automatic upon the first day of the pay period following completion of service of each Period of twenty-six (26) weeks or minimum of 952 hours on a 5/2 type

work schedule or 880 hours on a 6/3 type work schedule (or their equivalent), whichever is greater, subject to the provisions that time allowed as annual vacation shall be considered as time worked.

7.03.01 Effective November 9, 1965, employees hired into the classifications of Station Attendant and Cargo Communications Operator, and effective December 14, 1995 employees hired into the classification of Cabin Servicing and Cleaning Attendant, scheduled advancement in pay will be automatic upon the first day of the pay period following completion of one (1) year's service in the classification for the first (1st) and second (2nd) levels of the salary scale. Advancement in pay, commencing at the third (3rd) level of the salary scale, will be automatic upon the first day of the pay period following completion of service of each Period of twenty-six (26) weeks or minimum of 952 hours on a 5/2 type work schedule or 880 hours on a 6/3 type work schedule (or their equivalent), whichever is greater, subject to the provisions that time allowed as annual vacation shall be considered as time worked.

NOTE: Employees with a Company Service Date prior to November 9, 1965 transferring into the above-mentioned classifications will commence at the third (3rd) level of the salary scale and advancement in pay will be in accordance with Article 7.03.

7.04 Eligibility for Shift Premiums will be as follows:

Afternoon Shift - All hours worked on scheduled shifts commencing between 12:00 noon and 7:59 p.m. (inclusive).

Midnight Shift - All hours worked on scheduled shifts commencing between 8:00 p.m. and 6:59 a.m. (inclusive).

Irregular Shift - (in lieu of all other shift premiums) - All hours worked on scheduled shifts commencing from 2:00 a.m. to 5:59 a.m. (inclusive) or terminating from 2:00 to 6:00 a.m. (inclusive).

NOTE: Employees on a non-standard schedule (4017 formula), shall be paid Shift Premium for hours actually worked, based on the starting time (as specified above), of each individual period of duty.

7.05 Shift Premiums will be paid as follows:

Afternoon Shift	90.44
Midnight Shift	\$0.53
Irregular Shift	\$0.59

In addition, a Shift Premium equivalent to that applicable to the employee's preceding regular shift, shall be paid for all over-time hours worked.

7.06 Employees covered by this Agreement will receive longevity pay as follows:

After completion of Ten (10) years of service:	10 cents (\$0.10) per hour
After completion of fifteen (15) years of service:	15 cents (\$0.15) per hour
After completion of twenty (20) years of service:	20 cents (\$0.20) per hour

For employees in classifications covered by this Agreement, longevity pay will become effective with the beginning of the pay period following ten (10), fifteen (15) or twenty (20) years of service based on the employee's Company Service Date or, if applicable, a Revised Company Service Date.

Effective April 15, 1997, employees who transfer from another Collective Agreement between Air Canada and the IAMAW, District Lodge 146, into a classification covered by this Agreement, service under such previous Collective Agreements will be included for the purpose of entitlement to longevity pay as identified above.

Effective April 15, 1997, employees who transfer from other Collective Agreements or non-unionized positions within the Company, eligibility for longevity pay, as identified above, will be based on service in classifications covered by this Agreement excluding any periods of time in classifications covered by this Collective Agreement that results in a Revised Company Service Date.

7.07 The following are the rates of pay for all classifications in the Airport & Cargo Operations Branch covered by this Agreement.

	PERIOD ONE JUNE 15/97 TO JUNE 13/98			PERIOD TWO JUNE 14/98 TO JUNE 12/99		
	WEEKLY RATE	HOURLY EQUIV.	MONTHLY EQUIV.	WEEKLY RATE	HOURLY EQUIV.	MONTHLY EQUIV.
AIRPORT & CARGO OPERATIONS						
Cargo Rating Unit Specialist 3	950.32	23.76	4,132.18	978.83	24.47	4,256.15
Cargo Rating Unit Specialist 2	923.10	23.08	4,013.82	950.79	23.77	4,134.23
Cargo Rating Unit Specialist 1	854.83	21.37	3,716.97	880.47	22.01	3,828.46
Lead Customer Service Agent - Airports	942.24	23.56	4,097.05	970.51	24.26	4,219.97
Customer Service Agent - Airports 2	884.67	22.12	3,846.72	911.21	22.78	3,962.12
Customer Service Agent - Airports 1	850.30	21.26	3,697.27	875.81	21.90	3,808.20
Lead Customer Service Agent - Weight & Balance	942.24	23.56	4,097.05	970.51	24.26	4,219.97
Customer Service Agent - Weight & Balance 2	884.67	22.12	3,846.72	911.21	22.78	3,962.12
Customer Service Agent - Weight & Balance 1	850.31	21.26	3,697.32	875.82	21.90	3,808.24
Lead Customer Service Agent - Cargo	919.49	22.99	3,998.13	947.07	23.68	4,118.05
Lead Customer Service Agent - Baggage	919.49	22.99	3,998.13	947.07	23.68	4,118.05
Lead Customer Service Agent	919.49	22.99	3,998.13	947.07	23.68	4,118.05
Customer Service Agent 2	863.00	21.58	3,752.50	888.89	22.22	3,865.07
Customer Service Agent 1	807.90	20.20	3,512.91	832.14	20.80	3,618.31
Lead Station Attendant 2	847.94	21.20	3,687.01	873.38	21.83	3,797.63
Lead Station Attendant 1	826.33	20.66	3,593.05	851.12	21.28	3,700.84
Station Attendant 7	770.54	19.26	3,350.46	793.66	19.84	3,450.99
Station Attendant 6	691.67	17.29	3,007.52	712.42	17.81	3,097.74
Station Attendant 5	654.09	16.35	2,844.11	673.71	16.84	2,929.43
Station Attendant 4	616.91	15.42	2,682.45	635.42	15.89	2,762.93
Station Attendant 3	583.99	14.60	2,539.31	601.51	15.04	2,615.49
Station Attendant 2	499.07	12.48	2,170.06	514.04	12.85	2,235.15
Station Attendant 1	414.11	10.35	1,800.63	426.53	10.66	1,854.64
Lead Cabin Servicing & Cleaning Attendant	702.32	17.56	3,053.83	723.39	18.08	3,145.44
Cabin Servicing & Cleaning Attendant 4	677.17	16.93	2,944.47	697.49	17.44	3,032.83
Cabin Servicing & Cleaning Attendant 3	620.69	15.52	2,698.88	639.31	15.98	2,779.85
Cabin Servicing & Cleaning Attendant 2	517.40	12.94	2,249.76	532.92	13.32	2,317.24
Cabin Servicing & Cleaning Attendant 1	414.11	10.35	1,800.63	426.53	10.66	1,854.64

AIRPORT & CARGO OPERATIONS	PERIOD ONE			PERIOD TWO		
	JUNE 15/97 TO JUNE 13/98			JUNE 14/98 TO JUNE 12/99		
	WEEKLY RATE	HOURLY EQUIV.	MONTHLY EQUIV.	WEEKLY RATE	HOURLY EQUIV.	MONTHLY EQUIV.
Cargo Communications Operator 7	660.10	16.50	2,870.25	670.90	17.00	2,956.34
Cargo Communications Operator 6	609.32	15.23	2,649.45	627.60	15.69	2,728.93
Cargo Communications Operator 5	577.98	14.45	2,513.17	595.32	14.88	2,588.57
Cargo Communications Operator 4	537.70	13.44	2,338.03	553.83	13.85	2,408.16
Cargo Communications Operator 3	492.88	12.32	2,143.14	507.67	12.69	2,207.45
Cargo Communications Operator 2	453.52	11.34	1,972.00	467.13	11.68	2,031.17
Cargo Communications Operator 1	414.11	10.35	1,800.63	426.53	10.66	1,854.64

ARTICLE 8 - SCOPE OF AGREEMENT
PURCHASING & SUPPLY

8.01 SENIORITY DIVISIONS

The Seniority Divisions into which the Purchasing & Supply Branch is divided are as follows:

EASTERN - that part of Canada lying east of Winnipeg.

WESTERN - that part of Canada lying west of and including Winnipeg.

8.02 CATEGORIES

All personnel of the Purchasing & Supply Branch, within the following work categories and in classifications as enumerated in Article 6.03, are covered by this Agreement.

Nothing in this Agreement shall prevent the Company from requiring employees to work in another category temporarily, provided that the employee in question is competent to perform the temporary duties required and further, provided that the Union is given prior advice of such action. The intent and application of this paragraph will be in accordance with Memorandum No. 2. re Working Temporarily in Another Category.

8.02.01 Stock Handling

Comprising those employees engaged in the handling of stock and stock records.

8.02.02 Unassigned

8.02.03 Unassigned

8.02.04 Chauffeuring

Comprising those employees engaged to operate Company automotive vehicles.

8.03 CLASSIFICATIONS

The following are the employee classifications of the Purchasing & Supply Branch, within the categories enumerated in Article 8.02, covered by this Agreement.

The Company will not replace a classification within the Agreement by a management classification.

- 303.01 San&r Lead Stockkeeper
Must have served at least one (1) year with the Company as a Lead Stockkeeper or have had equivalent experience in other employment, must possess sufficient practical knowledge of the materials stocked by the Company and of the applicable receiving warehousing, issuing and shipping procedures and have the ability, as a working member of a group, to take complete charge of a shift in the absence of management supervision or as otherwise required and will be responsible for the quality and quantity of work assigned by him and training in applicable procedures.
- 8.03.02 Lead Stockkeeper
Must have served at least one (1) year with the Company as a Stockkeeper or have had equivalent experience in other employment and must possess sufficient practical knowledge of the material stocked by the Company and of the applicable receiving, warehousing, issuing and shipping procedures and have the ability to enable him, as a working member of a group, to satisfactorily direct the work of Stockkeepers assigned to him and will be responsible for the quality and quantity of work assigned by him and training in applicable procedures.
- 8.03.03 Stockkeeper
Is employed by the Company to perform the receiving, shipping, warehousing and issuing functions, including the operation of motorized equipment and local delivery motor vehicles and other associated duties as required.
- 8.03.04 Unassigned
- 8.03.05 Unassigned
- 8.03.06 Unassigned
- 8.03.07 Lead Chauffeur
Is employed by the Company to direct the work of other Chauffeurs, in addition to performing Chauffeur duties.
- 8.03.08 Chauffeur
Is employed by the Company, where the operation of Company vehicles requires practically full-time services of a Chauffeur, to operate and provide routine servicing to Company motor vehicles and to ensure proper receipt,

safekeeping and delivery of material being transported in the Company vehicles.

8.04 GENERAL

8.04.01 Promotion to a higher classification in the Stock Handling and Chauffeuring categories, shall be contingent upon a vacancy in the higher classifications.

8.04.02 The number of Lead Stockkeepers will be established solely by the Company, consistent with manpower requirements, provided that the ratio of Stockkeeper to Lead Stockkeeper at any one point will not exceed twelve (12) to one (1).

Notwithstanding the terms of the ratio as outlined above, it is further agreed that the number of Stockkeepers assigned to any one Lead Stockkeeper shall not exceed sixteen (16).

ARTICLE 9 - RATES OF PAY - PURCHASING & SUPPLY

9.01 Rates of pay, as enumerated, are on a weekly basis and are established on the basis of a working week of forty (40) hours; if the scheduled working hours are reduced below forty (40) hours, the rate of pay shall be correspondingly reduced.

9.02 The Company may, at its discretion, pay higher rates than those established by this Agreement.

9.03 Scheduled advancement in pay within the salary scales established for certain classifications shall, subject to other provisions of this Agreement, be automatic upon the first day of the pay period following completion of service of each period of twenty-six (26) weeks or minimum of 952 hours on a 5/2 type work schedule or 880 hours on a 6/3 type work schedule (or their equivalent), whichever is greater, subject to the provisions that time allowed as annual vacation shall be considered as time worked.

9.03.01 Effective November 9, 1985, employees hired into the classifications of Stockkeeper and Chauffeur, scheduled advancement in pay will be automatic upon the first day of the pay period following completion of one (1) year's service in the classification for the first (1st) and second (2nd) levels of the salary scale. Advancement in pay commencing at the third (3rd) level of the salary scale will be automatic upon the first day of the pay period following comple-

tion of service of each period of twenty-six (26) weeks or minimum of 952 hours on a 5/2 type work schedule or 880 hours on a 6/3 type work schedule (or their equivalent), whichever is greater, subject to the provisions that time allowed as annual vacation shall be considered as time worked.

NOTE: Employees with a Company Service Date prior to November 9, 1985 and transferring into the above-mentioned classifications, will commence at the third (3rd) level of the salary scale and advancement in pay will be in accordance with Article 9.03.

9.04 Eligibility for Shift Premiums will be as follows:

Afternoon Shift - All hours worked on scheduled shifts commencing between 12:00 noon and 7:59 p.m. (inclusive).

Midnight Shift - All hours worked on scheduled shifts commencing between 8:00 p.m. and 6:59 a.m. (inclusive).

Irregular Shift - (in lieu of all other shift premiums) -All hours worked on scheduled shifts commencing from 2:00 a.m. to 5:59 a.m. (inclusive) or terminating from 2:00 a.m. to 6:00 a.m. (inclusive).

NOTE: Employees on a non-standard schedule (40/7 formula) shall be paid shift premium for hours actually worked, based on the starting time (as specified above) of each individual period of duty.

9.05 Shift Premiums will be paid as follows:

Afternoon Shift	\$0.44
Midnight Shift	\$0.53
Irregular Shift	\$0.59

In addition, a Shift Premium equivalent to that applicable to the employee's preceding regular shift shall be paid for all over-time hours worked.

- 9.06 Employees covered by this Agreement will receive longevity pay as follows:
- | | |
|--|----------------------------|
| After completion of ten (10) years of service: | 10 cents (\$0.10) per hour |
| After completion of fifteen (15) years of service: | 15 cents (\$0.15) per hour |
| After completion of twenty (20) years of service: | 20 cents (\$0.20) per hour |
- For employees in classifications covered by this Agreement, longevity pay will become effective with the beginning of the pay period following ten (10), fifteen (15) or twenty (20) years of service based on the employee's Company Service Date or, if applicable, a Revised Company Service Date.
- Effective April 15, 1997, employees who transfer from another Collective Agreement between Air Canada and the IAMAW, District Lodge 148, into a classification covered by this Agreement, service under such previous Collective Agreements will be included for the purpose of entitlement to longevity pay as identified above.
- Effective April 15, 1997, employees who transfer from other Collective Agreements or non-unionized positions within the Company, eligibility for longevity pay, as identified above, will be based on service in classifications covered by this Agreement excluding any periods of time in classifications covered by this Collective Agreement that results in a Revised Company Service Date.
- 9.07 The following are the rates of pay for all classifications in the Purchasing & Supply Branch covered by this Agreement.

	PERIOD ONE			PERIOD TWO		
	JUNE 15/97 TO JUNE 13/98			JUNE 14/98 TO JUNE 12/99		
	WEEKLY RATE	HOURLY EQUIV.	MONTHLY EQUIV.	WEEKLY RATE	HOURLY EQUIV.	MONTHLY EQUIV.
PURCHASING & SUPPLY BRANCH						
Senior Lead Stockkeeper	916.92	22.92	3,986.95	944.43	23.61	4,106.57
Lead Stockkeeper	864.78	21.62	3,760.24	890.72	22.27	3,873.03
Stockkeeper 7	770.54	19.26	3,350.46	793.66	19.84	3,450.99
Stockkeeper 6	691.67	17.29	3,007.52	712.42	17.81	3,097.74
Stockkeeper 5	654.09	16.35	2,844.11	673.71	16.84	2,929.43
Stockkeeper 4	616.91	15.42	2,682.45	635.42	15.89	2,762.93
Stockkeeper 3	583.99	14.60	2,539.31	601.51	15.04	2,615.49
Stockkeeper 2	499.07	12.48	2,170.06	514.04	12.85	2,235.15
Stockkeeper 1	414.11	10.35	1,800.63	426.53	10.66	1,854.64
Lead Chauffeur	779.55	19.49	3,389.64	802.94	20.07	3,491.34
Chauffeur 3	727.55	18.19	3,163.53	749.38	18.73	3,258.45
Chauffeur 2	570.85	14.27	2,482.17	587.98	14.70	2,556.65
Chauffeur 1	414.11	10.35	1,800.63	426.53	10.66	1,854.64

ARTICLE 10 -HOURS OF WORK, WORK SCHEDULES, MEAL PERIOD, OVERTIME, TIME BANK, SICK LEAVE, FIELD AND EMERGENCY WORK AND RELIEF DUTIES

10.01 HOURS OF WORK

10.01.01 The standard working week shall be forty (40) hours and the standard working day shall be eight (8) consecutive hours, inclusive of meal periods. Only time worked in excess of the standard day, except in the case of rotation of shifts, shall be credited as overtime, subject to the provisions of Article 12.

NOTE: For the purpose of overtime calculations, the working day shall be the twenty-four (24) hour period following the start of a regularly scheduled shift. Days off, Statutory and other authorized holidays shall be calculated on a similar basis using the starting time of the preceding regularly scheduled shift. It will be noted that the last day of a group of consecutive days off shall terminate at the start of the next regularly scheduled shift.

10.01.02 Where the standard working week and/or the standard working day are impractical due to the requirements of the service, work schedules and periods of rotation between shifts, mutually satisfactory to the Company and the Union, shall be established prior to posting. Where it is agreed that such work schedules are not the equivalent of a standard work week, time worked on scheduled work days in excess of that arrived at by multiplying the total number of calendar days in the work schedule by 40/7 shall be credited as overtime, subject to the provisions of Article 12. In addition, time worked on scheduled days off shall be credited as overtime.

NOTE 1: Compressed Work Week
See Memorandum No. 4 re Compressed Work

NOTE 2: 6/3 Type Work Schedule
See Memorandum No. 5 re 6/3 Type Work Schedule

10.01.03 WORK SCHEDULES

- 10.01.03.01 At all points, the working hours shall be posted and the beginning and quitting time for all shifts, whether permanent or temporary, shall not be changed without three (3) calendar days' notice and unless mutually satisfactory to the Company and the Union, except where the requirements of the service dictate otherwise.
- 10.01.03.01.01 It is recognized that there are basic requirements of work to be performed and certain limits in the time during which this work must be accomplished. With a recognition of these needs, the best possible work schedule can be achieved through a wide degree of discussion and mutual consideration of all the factors involved. Furthermore, it is not possible to establish a standard formula for work schedules which would be applicable to all branches, stations and bases.
- 10.01.03.01.02 In dealing with the question of work schedules, it is the responsibility of the Company to establish the manpower needs at various periods. It is then incumbent on both parties to jointly review all aspects of the situation to arrive at a work schedule to meet the required distribution of staff. It is most important that both parties recognize not only a continuing obligation to work out the most acceptable arrangement to cover the work requirements, but also the joint obligation to refer the matter to a higher level, where necessary, in order to assure that every effort is made to arrive at a mutually satisfactory solution. It is recognized that the maximum notice of any change in a work schedule is most desirable and every effort will be made to arrive at a schedule in time to permit the Union to process any appeal which they consider necessary.
- 10.01.03.01.03 In cases where there is a requirement of the service and insufficient time to settle the question, the employees will work the schedule pending finalization of the case. In all other cases, the employees will not be required to work the schedule until the

- issue has been mutually agreed to or processed to the Third Level of the Grievance Procedure and a decision rendered. In the event that the Union is not satisfied with the final decision concerning work schedules, such decision may be processed to the extent provided within the Agreement.
- 10.01.03.01.04 Work schedule changes will be posted at least three (3) days prior to implementation, unless the requirements of the service dictate otherwise. Although the changing of an employee from one established work schedule to another is not covered by this paragraph, it is agreed however, to continue the past practice of giving at least three (3) days notice, subject only to maintaining reasonable manpower distribution.
- 10.01.03.02 It is not possible to establish standard criteria covering the application of the "principle of seniority" (employees indicating their shift starting times) in conjunction with major changes in Flight Schedules. However, in the interest of efficiency and economy of operations and with a view to reducing associated unproductive costs without seriously affecting employees' working conditions and seniority privileges, it is agreed that local understandings with respect to the bidding process adhere to the following criteria:
- a) The employees be afforded an opportunity to indicate their shift preference by shift starting times up to twice a year.
 - b) An employee's ability to fill subsequent vacancies resulting from necessary adjustments in work schedules and/or manpower levels be limited to vacancies where the anticipated duration is sixty (60) calendar days or more and that consequential transfers resulting from backfilling such vacancies be limited to two (2).
 - c) Vacancies resulting from limiting consequential moves referenced in (b) above and/or vacancies of less than sixty (60) calendar days to be filled

b reassignment of an employee(s) and/or new hire(s).

With the exception of the foregoing, other administrative procedures may be established locally to meet any variance in conditions which may exist between locations (e.g., functional requirements, manpower distribution, size of station, etc.).

NOTE: This Article does not apply to the Technical Operations; Dorval Base Cafeteria and Purchasing & Supply Branches.

In the case of the Dorval Base Cafeteria, subject to maintaining adequate manpower and skill distribution on each shift and/or location, employees shall indicate their shift preference and will be assigned to a shift of their choice in accordance with their seniority.

10.01.04 MEAL PERIOD

10.01.04.01 The length of the meal period shall be one-half (1/2) hour and shall occur within one & one-half (1 1/2) hours on either side of the midpoint of the shift, unless otherwise mutually arranged locally. It is recognized that occasionally, unusual circumstances may cause the lunch period to fall outside these limits.

NOTE: Notwithstanding the foregoing, employees in classifications in the Dorval Base Cafeteria shall take their meal period at a time convenient to the requirements of the service. When normal meal times fall during such employee's working hours, he shall be provided with a meal selected from the regular bill of fare in the Cafeteria for that day.

The lunch period may be extended to one (1) hour by the Company to provide eight and one-half (8 1/2) hours coverage per shift, in which case the employee will be paid for the extra one-half (1/2) hour as scheduled overtime.

The Company may extend the lunch period by five (5) minutes to provide a five (5) minute overlap between shifts. In which case no time credit will be allowed for

this extension and it will not be considered as time

The lunch period may be extended to one (1) hour, where possible, if requested by the employees, in which case no time credit will be allowed for this extension and it will not be considered as time worked.

10.01.04.02 An overtime meal allowance will be credited where it is anticipated that an employee will work for a continuous period, the duration of which exceeds a complete shift by more than two (2) hours.

NOTE: In the case of classifications within the Dorval Base Cafeteria, the employees will be provided with a meal and not an overtime meal allowance.

This provision will apply even though a scheduled shift does not form part of the continuous period (for example, 'on a day off) and will apply irrespective of the length of notice that such extra work is required.

It should be noted that, if an employee is required to report for duty on an emergency overtime call, an overtime meal allowance will not be credited unless the time limits established above are met.

A second overtime meal allowance will be credited only when an employee is requested to work overtime following a scheduled midnight shift and the overtime worked extends beyond the termination of the scheduled meal period of the day shift.

When the above criteria has been met, the employee will be allowed one-half (1/2) hour as a meal period, which will be credited as time worked.

The value of the overtime meal allowance credit will be Eight Dollars (66.00).

10.01.05 OFF DUTY PERIOD

10.01.05.01 Employees who have worked sixteen (16) consecutive hours (including time spent travelling and/or waiting, paid for under Article 10.04.03 of this Agreement) or more in any one day, will be entitled to eight (8) consecutive hours off duty prior to reporting for work with-

out any loss in straight time earnings.

When an employee is absent for part of his regular shift without loss of straight time earnings and is required to work overtime beyond the regular hours of his scheduled shift, overtime rates will apply to all hours worked beyond the regular hours of the shift.

NOTE: If the sixteen (16) hours extend into the next day because of shift overlap, such extension will be considered as having been worked on the previous day. In the event it is necessary to reduce the "off duty" period in order to have an employee start his next regular shift, he shall be paid at double time to the extent of such reduction, commencing with the start of his regular shift.

10.01.06 WORK SCHEDULE CHANGE

10.01.06.01 When an employee is changed from one work schedule to another and is scheduled to work one or more of what would have been his days off (as provided for by his former work schedule), he will be given special compensation for such days as follows:

- a) First day worked - Straight time, i.e., eight (8) hours straight time in addition to his regular day's pay.
- b) Second and subsequent consecutive days worked - time and one-half or,
- c) Granted the aforementioned, previously scheduled day(s) off.

if overtime is involved on such days, time recording will be in accordance with that which applies on a scheduled work day.

10.01.07 SHORT SHIFT CHANGE

10.01.07.01 Although situations which result from the rotation of shifts are excluded from overtime provisions, under circumstances where changing an employee from one established work schedule to another results in a short shift change:

- a) Such changes should be kept to a minimum and only be implemented where it is essential to main-

tain reasonable manpower distribution, subject to Article 10.01.03.01.04 [i.e.. three (3) days notice].

- b) Under circumstances where an individual exceeds twelve (12) hours during the twenty-four (24) hour period, commencing with the start of the preceding regular shift, double time will be applicable to the remainder of the second shift.
- c) Should an individual subsequently exceed the previous number of scheduled shifts in his working week, b) above will be disregarded and the second shift will be considered as overtime and normal premium rates will apply.

10.02 OVERTIME

10.02.01 Subject to the following conditions, all overtime shall be credited on a time and one-half basis:

- a) An employee who is required to report for work on one of his regularly scheduled days off, shall be credited, on a double time basis, for those hours worked in excess of six (6) hours.
- b) An employee who is required to report for work on any two (2) or more days of a group of regularly scheduled consecutive days off, shall be credited, at double time, for all hours worked on the second and subsequent of such days.
- c) An employee who is required to report for work on a Statutory Holiday, will be credited, on a double time basis, for all hours worked in excess of the regularly scheduled hours for the shift.
- d) An employee who is required to work more than ten (10) hours in a working day, shall be credited, on a double time basis, for all hours worked in excess of ten (10).
- e) Overtime credits shall not be pyramided and the maximum overtime credit, under any circumstance, shall be double time.

10.02.02 Only at those stations where the work schedule requires the application of the 40/7 formula for time recording, the Company may release employees from duty, consistent with manpower requirements.

- 10.02.03 At the end of each pay period, employees with overtime credits will qualify for payment of such credits on a straight time basis.
- 10.02.04 At the end of each pay period, employees owing the Company time, will have such time deducted from their pay on a straight time basis.
- 10.02.05 When an employee in the Dorval Base Cafeteria has been relieved for the day and is recalled to work, he will be paid not less than four (4) hours at the applicable overtime rate.
NOTE: A period of duty will be subject to the minimum recall guarantee when an employee is required, after leaving work to again report for duty and commence work more than two (2) hours prior to the start of his next regularly scheduled shift.
- 10.02.06 In the case of a recall, a minimum overtime credit of six (6) hours shall be granted provided, however, in the event of an employee working over four (4) hours, a minimum overtime credit of twelve (12) hours shall be granted.
NOTE: A period of duty will be subject to the minimum recall guarantee where an employee is required, after leaving work, to again report for duty and commences work more than two (2) hours prior to the start of his next regularly scheduled shift.
- 10.02.07 No overtime shall be worked except by the direction of the proper supervisory personnel of the Company, except when the work is necessary and prior authority cannot be obtained. All overtime will be governed on or by a system of rotation, as outlined in the following.
- 10.02.07.01 Rotational overtime lists will be established at all locations for each appropriate group or formation. The purpose of these lists is to predetermine the individuals involved in overtime selection and to assure a fair distribution of overtime.
- 10.02.07.02 The lists and the method of rotation will be established locally.
- 10.02.07.03 Employees required to work overtime will be advised as far in advance as possible.

- 10.02.07.04 Where the overtime requirement is In conjunction with a shift. all qualified employees on the appropriate overtime list, who are at work, will be canvassed first, unless otherwise agreed to locally. In the event the requirement is not filled by this process and the work involved is of at least two (2) hours duration, the Supervisor will endeavor to secure volunteers from the appropriate overtime list who are not on shift. In the event the requirement is not filled by this process within sufficient time prior to the termination of the shift, the Supervisor may assign the low man on the appropriate overtime list who is on shift.
- The Supervisor's determination of the time at which it is no longer reasonable to continue canvassing for volunteers will depend upon such factors as:
- a) Minimum qualifications required for the job involved.
 - b) The number of employees required to work the overtime.
 - c) Time required to contact and give reasonable notice to the employees being assigned.
 - d) The time needed for employees to get to work.
- 10.02.07.05 Where the overtime requirement is not in conjunction with a shift. the Supervisor will first endeavor to canvass all qualified employees on the appropriate overtime list. In the event the requirement is not filled by this process, unless otherwise agreed to locally, the employees on the appropriate overtime list who are at work on the shift preceding the commencement of the overtime, will be required to work.
- 10.02.07.06 If assignment of an employee becomes necessary, the assignment order will be in the same sequence as in the case of normal canvassing. Should an employee be assigned to work against his wishes, he will work the overtime but may subsequently protest through the grievance procedure.
- 10.02.07.07 If an employee has been bypassed and when this bypass has been confirmed between the Company and the Union at the local level, the affected employee will be paid at the rate of time and one-half, for all hours

he would have worked had the bypass not occurred, except when:

- a) The employee was not qualified for the job involved.
- b) Job continuity was involved.
- c) The employee had not properly indicated his willingness to perform the overtime in accordance with overtime rules.
- d) There was insufficient time to permit normal canvassing.
- 8) The overtime requirements, or part thereof, fell within the hours of the employee's scheduled shift.
- 9) The employee could not be contacted at the time of canvassing.

NOTE: This Article does not apply to employees in the Dorval Base Cafeteria.

10.02.07.08 In order to comply with the requirements of the current Canada Labour Code, Part III, local rules governing the method and rotation of overtime for employees covered by this Agreement, must be in accordance with the following:

- a) The total number of overtime hours worked will not exceed an average of one hundred and four (104) hours in each quarter of the calendar year (i.e., 8 hours per week x 13 weeks = 104 hours), commencing January 1st, April 1st, July 1st and October 1st of each year.
- b) Overtime hours worked for this purpose does not
 - i) The hours an employee is scheduled to work on a Statutory Holiday
 - ii) The hours an employee takes training beyond his normal schedule.
- c) After working a total of one hundred and four (104) hours of overtime in any one quarter, the employee is ineligible to work overtime either "voluntarily or assigned", except as otherwise provided by the Code.

- 10.02.08 No employee shall be required to work overtime against his wishes, unless:
- a) No other qualified employee, whose name is on the appropriate rotational list, will work overtime on a voluntary basis and,
 - b) In the opinion of the Supervisor, based *on* circumstances existing at the time of the decision, the work is urgently required and there is no other reasonable alternative.
- The term "qualified employee" means an employee whose qualifications, in the opinion of the Supervisor, meet the minimum required for the job involved.
- 10.02.09 In the event an employee is required to work overtime against his wishes, the maximum number of hours he may be required to work shall be four (4) hours in conjunction with a regular shift and eight (8) hours on a regular day off or on a Statutory Holiday. These limitations do not apply to work assignments away from base. It may be necessary, in exceptional circumstances, to exceed the four (4) hour limit in cases involving job continuity or limited staff.
- 10.02.10 If an employee disagrees with the decision of the Supervisor with respect to required overtime, he will work the overtime but may, subsequently, protest through the grievance procedure.
- 10.02.11 TIME BANK
- 10.02.11.01 At the end of each pay period, all time credits will be paid at the hourly rate. However, at the request of the employee, credits and debits may be accumulated in a Time Bank.
- 10.02.11.02 Employees electing to participate in the Time Bank shall commence accumulating time credits on the second pay period following advice to the Company on the appropriate form.
- 10.02.11.03 The use of Time Bank hours shall be subject to Supervision's prior approval, consistent with the manpower requirement of the Company and employee recognition that it may not always be possible to allow time off.

- 10.02.11.04 The Time Bank shall be limited to plus twenty-four (+24) hours and minus twenty-four (-24) hours.
- 10.02.11.05 At the end of each pay period, all time credits, in excess of twenty-four (24) hours, will be paid at the hourly rate in accordance with Article 10.02.03.
- 10.02.11.06 In the event an employee's Time Record is standing at a minus figure of more than twenty-four (-24) hours, such time will be deducted in accordance with Article 10.02.04.
- 10.02.11.07 Employees electing to utilize the Time Bank shall advise the Company in writing on the appropriate form. Once having elected to participate in the Time Bank, the arrangement shall continue until such time the employee subsequently advises the Company, in writing, of his desire to opt out of the Time Bank. If an employee opts out, he may only elect to utilize the Time Bank again at the beginning of a subsequent year.
- 10.02.11.08 Employees participating in the Time Bank will be given two (2) options relative to clearing time credits or debits as follows:
 - a) An employee may elect to have the Time Bank cleared annually on the last pay period of the calendar year
 - OR
 - b) An employee may elect to have the Time Bank cleared once in a calendar year, upon written request, otherwise a clearance will not take place.When clearance has been requested, all time credits or debits will be provided on the pay cheque no later than the second pay period following the written request.
- 10.02.11.09 Employees participating In the Time Bank shall have all credits/debits cleared at their rate of pay of the pay period in which the clearance occurs.
- 10.03 SICK LEAVE
- 10.03.01 Sick Leave will be allowed in accordance with provisions in Company Regulations Manual.

10.04 FIELD AND EMERGENCY WORK

- 10.04.01 The method of selection of employees for these assignments will be arranged locally, in accordance with the following general principles.
- 10.04.01.01 The Company will determine the minimum number of employees by category, qualifications by aircraft type and as regards valid travel documents, with the maximum number being established through discussion with the Union at the local level as required. All of this will be advertised by Vacancy Notice.
- 10.04.01.02 Unless otherwise agreed to locally, a "Rotational List" will be established from all qualified applicants. In the event that insufficient bids are received, sufficient qualified employees will be assigned, as required, to fill the vacancies (minimum).
- 10.04.01.03 The selection of individuals for a specific assignment will be as follows:
- a) Where there are two (2) hours or more notice of forecast departure, the requirements will be filled from employees on the "Rotation List" in effect. Employees on overtime duty are not eligible for such assignments, except for those working on their regular days off who can be released from duty by the Company without any replacement being required on an overtime basis.
 - b) Where there are less than two (2) hours notice of forecast departure, the selection & assignment will be limited to employees on the "Rotational List" who are on regular scheduled duty. If there are insufficient such personnel, other qualified employees on regular scheduled duty, will be canvassed and selected, or assigned, as necessary. At the Dorval Base, selection and assignment from the "Rotational Lists" will be made from all applicable hangar formations in the case of CL-65, A-319/32Os, A-340s, DC-9s, B-747s and B-767s. Where personnel on these Dorval Base "Rotational Lists", who are on regular duty are insufficient, the additional requirements will be filled by selection or

assignment of qualified personnel on regular duty within Aircraft Maintenance - Line. (In the case of categories not permanently assigned to that formation, from all qualified personnel on regular duty).

c) If assignment of employees from the "Rotational List" becomes necessary, the assignment order will be in the same sequence as for normal rotation of the list.

10.04.01.04 If an employee is inadvertently bypassed for an assignment, he Will be given first choice to the next similar assignment, regardless of his position on the "Rotational List", subject to 10.04.01.03 a) and b) above.

10.04.02 When employees are, by order of the Company, required to engage in field work away from their base station, they shall be compensated for such work on the same basis as they were compensated at their base station.

10.04.03 Time consumed in travelling will be compensated for on the same basis as normal time worked at the base and in cases where an employee both works and travels in any one (1) day [twenty-four (24) hours, beginning at the start of his regular shift], he shall be compensated for the total of such time, provided that under no circumstances will more than eight (8) hours be allowed for travelling in any one twenty-four (24) hour period.

Where the required travel time of a particular assignment outside the existing Company route structure or as a result of Company route expansion appears to be inadequate, the Company will review the circumstances with the Union.

Time spent waiting at an airport, when the employee is unable to travel as planned, will be considered as travelling time for the purposes of this provision.

10.05 RELIEF DUTIES

10.05.01 An employee who is assigned to assume the duties of an employee in a higher classification, shall be paid at the minimum rate, subject to the NOTE below, of the classification in which relieving, provided that the duration of such relief is for a period of at least one (1) full work day or more. All paid periods of relief in a higher classification,

shall be accumulated toward the scheduled advancement in pay within the classification scale.

NOTE 1: In the event that such employee is holding laid-off status in the classification to which assigned, or has previously served in such classification in an acting capacity, he shall be paid at the current rate for the position in the scale which he previously attained. In the event that such employee has previously served the necessary time for a higher scale rate, but did not receive the rate by reason of such service terminating before payment became effective, he shall be considered as having attained the higher rate.

NOTE 2: Effective June 15, 1997, Lead Station Attendants and Station Attendants who become "fully qualified" as per Article 664.02 and complete above basic training in a classification(s), will be required to perform acting/relief assignments in the above basic classification(s) during the period of one (1) year following his becoming fully qualified. in situations where normal staffing processes do not provide the required coverage. Should the assignment of employees become necessary the assignment will be in accordance with a process agreed to locally.

10.05.02 When relief is required at regular intervals in a higher classification, on a pre-planned basis, to supply coverage in that classification not provided by the established work cycle, it shall be considered cycle relief. Cycle relief shall be paid for as of the end of each month, at the difference between the employee's regular hourly rate and the hourly rate of the classification in which relieving, times the total hours of such relief.

10.05.03 Acting/Relief Assignments - Customer Service Agent - Weight & Balance

10.05.03.01 First consideration will be given in order of seniority (bask classification) to Interested Station Attendants and/or Lead Station Attendants holding a current Air Canada "Load Dispatch Certificate" endorsed for at

- least one type aircraft operating through the station.
- 10.05.03.02 Secondary consideration will be given in order of seniority (basic classification), to interested Customer Service Agents holding a current Air Canada "Load Dispatch Certificate" endorsed for at least one type aircraft scheduled to operate through the station.
- 10.05.03.03 The method of selection of employees for such assignments in these classifications will be established locally in accordance with the following general principles.
- a) The Company will determine the number of employees needed to meet operational requirements.
 - b) Qualified Lead Station Attendants and Station Attendants will be advised of the acting/relief requirements (number of temporary vacancies), by Vacancy Notice or contacted in seniority order (basic classification).
 - c) As a secondary consideration and with a view to reducing forced assignments, qualified Customer Service Agents will be eligible for selection to the extent of the unfilled vacancies. In the event a Vacancy Notice is utilized, the "secondary consideration" aspect will also be included, otherwise qualified employees will be canvassed in seniority order (basic classification).
 - d) The acting/relief requirement will be identified, coincidental with the establishment of the manpower requirements (e.g., Winter Flight Schedule).
 - e) A "Rotational List" will be established in accordance with b) and c) above and qualified employees will be assigned to the extent of unfilled vacancies.
- 9 Employees selected and/or assigned, will be provided with Certificated Load Agent Training as required. This will include the necessary endorsements to meet operational requirements (i.e., a minimum of one (1) endorsement less than the total number of aircraft types scheduled to operate through the station), as well as A.L.P.A.C. Training.

- g) Employees successfully completing the training will have their names placed on a 'Rotational List' in order of seniority (basic classification) and the duration of the assignment will be one (1) year.
 - h) Acting/relief requirements will be filled from employees on the "Rotational List".
 - i) If assignment of employees from the 'Rotational List' becomes necessary, the assignment order will be in the same sequence as for normal rotation of the list.
 - j) If an employee is inadvertently bypassed for an assignment, he will be given first choice to the next similar assignment, regardless of his position on the 'Rotational List'.
- 10.05.03.04 The acting/relief assignment(s) of a qualified employee on the "Rotational List" will not be terminated under circumstances where such an employee is provided with the necessary endorsements to meet operational requirements (as per Paragraph .03(f) above), unless a more senior, fully qualified employee, is prepared to fulfill the entire requirement.
- Any location experiencing acting/relief assignment difficulties (i.e., insufficient volunteers to meet operational requirements), should review their situation with the appropriate General Chairperson, in order to avoid the assignment of any employee who "qualified" prior to April 3, 1978.
- 10.05.04 Acting/Relief Assignments - Lead Station Attendant
- 10.05.04.01 The Company will determine the number of employees needed to meet operational requirements coincidental with the establishment of the manpower requirements of each flight schedule.
- 10.05.04.02 Employees will be advised of the estimated acting/relief requirements (number of Acting Lead Station Attendants required), in advance of such schedule changes (local notice).
- 10.05.04.03 Consideration will be given in order of seniority to interested Station Attendants who have passed the qualify-

ing examinations (Geography and Station Attendant Job Knowledge).

- 10.05.04.04 During the period of their acting assignment, every effort will be made to provide these employees with the Lead Station Attendant Training Course.
- 10.05.04.05 An individual with the basic qualifications who has turned down the opportunity to attend a Lead Station Attendant Training Course during the previous twelve (12) months, can be bypassed in the selection of individuals for relief assignments.
- 10.05.04.06 The acting/relief assignment of a fully qualified employee (Geography, Station Attendant Job Knowledge and Lead Station Attendant Training Course), filling such a requirement, will not be terminated unless a more senior "fully qualified" employee is prepared to fulfill the entire assignment (entire flight schedule).
- 10.05.04.07 An employee who has become "qualified" (Geography, Station Attendant Job Knowledge) will not be required to perform acting/ relief assignments as a Lead Station Attendant. An employee who has become "fully qualified" (Geography, Station Attendant Job Knowledge and Lead Station Attendant Course) will be required to perform acting /relief assignments as a Lead Station Attendant during the period of one year following his becoming "fully qualified", in situations where normal staffing processes do not provide the required coverage.

10.06 TIME RECORDING

Any minutes shown to the employees:

- a) Credit for shift premium or,
- b) Credit or debit for overtime or underlime will be subject to complete clearance each pay period.

10.07 TIME CREDITS FOR NON-PRODUCTIVE TRAINING

- 10.07.01 Subject to the following exceptions, attendance at all Company approved training classes, outside of scheduled working hours, shall be credited on a straight time basis.
 - a) All training taken in conjunction with a regularly scheduled shift, will result in payment at time and one-half.

- b) All training taken on a Statutory Holiday will result in payment at time and one-half. (This is not applicable if the employee is on a work schedule which includes additional days off in lieu of Statutory Holidays).
 - c) Instructing is considered as time worked, therefore, if overtime scheduling is essential, such time will be credited at normal premium rates.
 - d) Special training of less than one (1) week, taken on regular day(s) off, will be credited at time and one-half and in any event will be subject to the following minimums.
 - i) A minimum credit of four (4) hours.
 - ii) Where the training exceeds four (4) hours, a minimum credit of eight (8) hours.
- 10.07.02 Where the employee takes training during the hours of his regularly scheduled shift, the training hours will be considered as time worked; therefore, if the employee is also required to work overtime on that same day, the normal premium rates will apply to such overtime work.
- 10.07.03 Where the employee takes training on his regular day off, the training hours will not be considered as time worked; therefore, if the employee is also required to work productively on that day, normal premium rates will apply only to such overtime work.
- 10.07.04 An employee's work schedule may be such that he can be assigned to a classroom training course of one (1) week, without a change in schedule. Under such circumstances, the individual will be compensated at straight time for training on regular day(s) off and travelling time credits as applicable.
- 10.07.05 Assignments to classroom training courses of more than one (1) week's duration involve a change in work schedule and with the exception of time spent training on regular day(s) off, which is compensated at straight time, employees will be compensated in accordance with Article 10.01.08 and travelling time credits as applicable.
- 10.07.06 Shift Premiums will not be paid for training time, except where training is taken during the hours of employee's regularity scheduled shift to which such premiums normally apply.

10.08 PAY CHEQUES

- 1088.01 Under payments in a pay cheque due to a Company administrative error, which is in excess of Fifty Dollars (\$50.00) 'gross', will be reimbursed within four (4) working days of Winnipeg Payrolls receiving advice of such an underpayment.
- 10.08.02 Employee pay cheques will be deposited directly in an account designated by the employee at any recognized financial institution within the territorial limits of Canada. The pay statement will be sent via Canada Post to the address designated by the employee.

ARTICLE 11 - PROBATION

- 11.01 A new employee will not become a permanent employee until he has completed a probationary period of twenty-six (28) weeks.
- NOTE 1: Where an employee is hired for term employment under Article 18.17 and released prior to the completion of twenty-six (28) weeks and where the Company elects to rehire the same employee into the same classification within twelve (12) calendar months from the date of the termination of the former assignment, then such probationary period will be cumulative.
- NOTE 2: In the case of the Dorval Base Cafeteria, a new employee will not become a permanent employee until he has completed a probationary period of not less than eighteen (18) weeks. During this eighteen (18) week period, the employee must have actually worked a minimum of six hundred eighty (680) hours subject to the provision that time allowed as annual vacation and Statutory Holidays shall be considered as time worked.
- 11.02 The Company reserves the sole right to make decisions regarding the retention, transfer and rate of pay of a new employee, at any time during the probationary period, but agrees to notify the Union of the action being taken within fourteen (14) days following completion of the probationary

- 11.03 A permanent employee transferring from one category to another in a position covered by this Agreement (including transfers from one Branch to another), will not become permanent in the new category until such time as he has completed a probationary period of eighteen (18) weeks.
- 11.04 In the event that an employee, referenced in Article 11.03, does not complete the probationary period, he will return to his former category/classification and point, with all previously established seniority, as referenced in Article 16.12.02. The Company will advise the Union of such a situation within fourteen (14) days following completion of the probationary period.

ARTICLE 12 -STATUTORY HOLIDAYS

- 12.01 The following Statutory Holidays, or overtime credit, or equivalent time off by virtue of work schedules, which include additional days off in lieu of Statutory Holidays, will be granted to all employees covered by this Agreement.

New Year's Day
Good Friday
Victoria Day
St. John the Baptist Day
Canada Day
August Bank Holiday
Labour Day
Thanksgiving Day
Remembrance Day
Christmas Day
Boxing Day

NOTE 1: New employees must be in the employ of the Company for at least thirty (30) consecutive days, prior to a Statutory Holiday, to be eligible for such benefit.

NOTE 2: Employees who have been absent from work, excluding vacation, in excess of thirty (30) consecutive days immediately prior to a Statutory Holiday, will not be eligible for such benefit. Interruption of this benefit will cease upon return to active employ-

- 12.02 In the event that an employee's regular scheduled day off falls on one of the above-listed Statutory Holidays, he may be assigned, in lieu of such Statutory Holiday, an additional day off on the scheduled working day either immediately preceding or following the Statutory Holiday. Under circumstances where an employee is not assigned such a day off, he will be credited with twelve (12) hours at straight time.
- 12.03.01 In the event that a Statutory Holiday(s) falls during an employee's first fourteen (14) days of absence due to sickness or injury, he will be assigned, in lieu of the Statutory Holiday(s), an additional day(s) off on a scheduled working day(s), before December 31st of the same year. In the event that the day(s) cannot be assigned by December 31st, the employee will be credited eight (8) hours at straight time in lieu of the holiday(s).
- 12.03.02 If a Statutory Holiday(s) falls during a subsequent period when an employee is absent due to long-term sickness (GDIP) or injury (Workers' Compensation/C.S.S.T.) and provided he works at least one (1) day in the calendar year within which the Statutory Holiday(s) falls, he will be assigned a scheduled working day(s) off for each of the Statutory Holiday(s) during this period which must be taken immediately following termination of GDIP or Workers' Compensation/C.S.S.T. and prior to returning to work, except as provided for in Article 12.01, NOTE 2.

ARTICLE 13 - VACATIONS

- 13.01 Employees who have completed less than one (1) year of continuous service by December 31st of each year, will be granted vacation leave with pay in accordance with the following chart for each full month of continuous service up to December 31st.

Full Calendar Months of Continuous Service	Calendar Days of Vacation With Pay
1	1
2	2
3	4
4	5
5	6
6	7
7	8
8	9
9	11
10	12
11	13

NOTE: A full calendar month of service for vacation purposes will be credited if an employee commences Company service on the first working day of the month, provided all days of the month, before commencement of employment, are Statutory Holidays and/or regular days off in the employee's work cycle.

Employees who have completed one (1) year or more of continuous service by December 31st of each year, will be granted two (2) weeks [fourteen (14) calendar days] vacation with pay.

Employees who have completed three (3) years or more of continuous service by December 31st of each year, will be granted three (3) weeks [twenty-one (21) calendar days] vacation with pay.

Employees who have completed ten (10) years or more of continuous service by December 31st of each year, will be granted four (4) weeks [twenty-eight (28) calendar days] vacation with pay.

Employees who have completed eighteen (16) years or more of continuous service by December 31st of each year, will be granted five (5) weeks [thirty-five (35) calendar days] vacation with pay.

Employees who have completed twenty-eight (28) years or more of continuous service by December 31st of each year, will be granted six (6) weeks [forty-two (42) calendar days] vacation with pay.

NOTE: An employee exercising bumping privileges, who is out of the employ of the Company for a period of not more than thirty (30) clear calendar days from date of lay-off, will not be considered as having a break in service for purposes of calculating vacation credits.

13.02 The periods of vacation outlined in Article 13.01 will be exclusive of Statutory Holidays which may occur during the vacation period.

In the event that a Statutory Holiday(s) falls within an employee's vacation period, the employee will have, unless otherwise agreed to locally, the option of:

- a) Taking the day(s) in conjunction with the specific vacation period in which the Statutory Holiday(s) falls:
- b) taking the day(s) at a mutually agreed to time within the calendar year after the Statutory Holiday(s) occurs.

In the event the compensatory day(s) cannot be granted by December 31st of the calendar year, the employee will be credited with eight (8) hours at straight time.

13.03 An employee either on personal leave of absence or on laid-off status for more than thirty (30) consecutive days, will have his vacation entitlement, in the following year, reduced according to the following formula.

The twelve (12) month calendar year will be reduced by one (1) month for each complete unit of thirty (30) consecutive days of personal leave of absence or lay-off. This number will then be multiplied by the employee's annual vacation entitlement (i.e., 14/12 for two (2) weeks; 21/12 for three (3) weeks; 28/12 for four (4) weeks; 35/12 for five (5) weeks and 42/12 for six (6) weeks) to arrive at the number of calendar days vacation to be granted.

13.04 Vacations will be taken at such times as the services of the employee can be spared.

NOTE: Every effort will be made towards granting vacations in the summer months to as large a number of employees as possible. within the limits imposed by the need to maintain efficient operation of the Company. It is recognized that it is not possible to establish standard formula for vacations, which

would be applicable to a whole department since, while it would still be necessary to spread vacations evenly throughout the year under some conditions, such is not the case at all bases and stations and in the latter cases, the peak work loads do not occur necessarily at the same time of the year. The only logical and equitable manner to establish vacation schedules is to discuss the matter at each point on the basis of the local conditions at that point.

13.05 Employees with two (2) or three (3) weeks vacation credits, may elect to split their vacation (in weekly increments) into two (2) periods. Employees with four (4) and five (5) weeks vacation credits, may elect to split their vacation into three (3) periods. Employees with six (6) weeks vacation credits, may elect to split their vacation into four (4) periods. The method of selection for the first period of vacation, will be in accordance with Article 13.06. Selection of the second period will be determined after all employees have indicated their first choice. Selection of the third period will be determined after all employees have indicated their second choice. Selection of the fourth period will be determined after all employees have indicated their third choice.

NOTE: Employees may elect to split their vacation entitlement into weekly increments, provided that the employee's work schedule has regular fixed days off and that backfill, if required, comes from a work schedule that does not require a change in regular fixed days off of the relief employee.

The determination of the number of weekly splits will occur annually, prior to vacation schedules being established.

Vacation guide charts established for various shift schedules are based upon the principle, that by granting vacation in conjunction with Regular Days Off (R.D.O.'s) and permitting employees to split their vacation entitlement into weekly increments, the total number of working days cannot exceed the number of working days involved, had the employee taken the entire vacation entitlement at one time.

13.66 Management shall provide lists and the employees shall be required to indicate their preference for vacation periods, in sufficient time to permit posting of approved vacation lists by December 15th of the year preceding that in which the vacation will be taken. Such preference shall be granted on the basis of the last permanent Company starting date. After vacation periods have been established, they will not be altered without mutual agreement by the Union and the Company.

NOTE: In the Dorval Sass Cafeteria, the periods available for vacation during a calendar year shall be posted at least two (2) months in advance of the first vacation period. Employees shall indicate their preference and shall be assigned vacations in order of Company service. Once established, vacation periods will not, unless due to the requirements of the service, be altered without mutual agreement by the Union and the Company.

13.07 Employees terminating employment with the Company for any reason, or laid-off (with the exception of those exercising bumping rights), will receive pay for accrued vacation. In the case of an employee whose continuous service qualifies him for two (2) or more weeks annual vacation entitlement, any part year vacation pay will be calculated by multiplying the number of full calendar months service in the part year by either 14/12, 21/12, 28/12, 35/12 or 42/12, for either 2,3,4, 5 or 6 weeks respectively, of annual entitlement, to arrive at the number of calendar days to be paid. The date of separation will not be extended beyond the date of actual termination of employment.

13.06 Under circumstances where an employee with an outstanding vacation entitlement is placed on GDIP during a calendar year and does not return to work during that year, the employee will be given the option of either:

a) Deferring the outstanding vacation, which must be taken immediately following termination of GDIP and prior to returning to work, or.

- b) Being placed on "vacation" for the outstanding period prior to December 31st, In order to receive normal pay and extend the benefit period.

NOTE: For employees in the Dorval Sass Cafeteria, under circumstances where an employee with an outstanding vacation entitlement is placed on GDIP or Workers' Compensation during a calendar year and does not return to work during that year, the outstanding vacation will be deferred and must be taken immediately following termination of GDIP or Workers' Compensation and prior to returning to work. Should the employee elect not to take this outstanding vacation, he will be credited with a straight time payment for the days involved.

If an employee is absent from work, due sickness or injury, for a clear calendar year, he shall not be entitled to vacation credits he would have normally taken in that year.

Example:

Employee is injured November 1, 1989 with no outstanding vacation for the year 1989. employee returns to work February 15, 1991. Said employee will not be entitled to vacation credits for the year 1990, however he will be eligible for his normal vacation credit in 1991 based on Article 13.01.

13.09 Advance pay, when going on vacation, is available provided the following criteria is met.

- a) At least two (2) consecutive weeks vacation is being taken.
- b) Application is made in writing over the employee's signature at least two (2) weeks prior to the last authorized pay day before proceeding on vacation.

The method of entitlement, payment and recovery of the advance will be as follows:

- a) Advance payment will be made on the basis of fifty percent (50%) of the employee's basic bi-weekly/monthly gross salary for each pay day during the vacation period and will be paid on the last pay cheque that is received prior to the start of the vacation.
- b) Recovery of the total amount of advance vacation pay, will be deducted from the first pay cheque received upon return

from vacation or, in the case of three (3) or four (4) weeks vacation, from the next two (2) pay cheques.

- 13.10 The method of determining vacation entitlement under circumstances where an employee switches from a 5/2 to a 6/3 type work schedule or vice versa after approved vacation lists are posted (Article 13.06).

When an employee has not taken any vacation, the vacation entitlement will be assigned based on the number of working days provided for by the employee's work schedule (appropriate Vacation Guide Chart) in effect at the time the first vacation period commences.

When an employee has taken a portion of earned vacation on either a 5/2 or 6/3 type work schedule, the vacation entitlement will be determined as follows:

- a) Four (4) weeks vacation entitlement and employee works a standard 5/2 work schedule, the total working days vacation entitlement is twenty (20). Employee takes one (1) week of vacation and changes to a 6/3 type work schedule which results in twenty (20) working days minus five (5) working days for a total of fifteen (15) working days vacation remaining.
- b) Four (4) weeks vacation entitlement and employee works a 6/3 type work schedule, the total working days vacation entitlement is nineteen (19). Employee takes one (1) week of vacation and changes to a 5/2 work schedule which results in nineteen (19) working days minus six (6) working days for a total of thirteen (13) working days vacation remaining.

ARTICLE 14 - LEAVE OF ABSENCE

14.01 Leave of Absence - General

14.01.O1 When a leave of absence is granted, the employee shall retain his seniority rights. However, should he engage in other employment while on his leave of absence, he shall lose his seniority rights unless special permission has first been obtained from Labour Relations and the appropriate General Chairperson.

14.01.O2 The terms of the permission must be in writing, a copy of which will be given to the Union.

14.02 Leave of Absence - Personal

14.02.01 Consistent with the manpower requirements, an employee, upon written request through his immediate Supervisor, may be granted leave of absence without pay for a period not to exceed ninety (90) days. This period may be extended by mutual consent of Labour Relations and the appropriate General Chairperson.

14.03 Leave of Absence - Maternity

Maternity Leave - A leave of absence without pay shall be granted to employees in accordance with the following.

14.03.01 Every employee with six (8) months of continuous service shall be granted a maternity leave in accordance with Articles 14.03.02 through 14.03.07.

14.03.02 The employee must request maternity leave in writing, accompanied by a medical certificate, certifying pregnancy and specifying the estimated date of her confinement, four (4) weeks in advance of the date such leave is desired. The request will also indicate the length of leave intended to be taken.

14.03.03 Maternity leave shall consist of a single period not exceeding nineteen (19) weeks if confinement occurs on or before the date specified in the medical certificate, or a single period of nineteen (19) weeks plus an additional period equal to the period between the date specified in the medical certificate and the actual date of confinement occurs after the date specified in the medical certificate.

14.03.04 Maternity leave may commence no earlier than eleven (11) weeks preceding the date specified in the medical certificate, except upon agreement between the employee and the Company, supported by a medical certificate.

14.03.05 Reference herein to a medical certificate shall mean a certificate signed by a qualified medical practitioner chosen by the employee.

14.03.06 Every employee who intends to take or is on maternity leave shall give at least four (4) weeks notice, in writing, of any change in the length of leave intended to be taken.

- 14.03.07 An employee returning from an authorized maternity leave shall be returned to her former position or to a comparable position in the same classification, subject to Article 16.
- 14.04 Leave of Absence - Child Care Responsibilities
- Child Care Leave - A leave of absence without pay shall be granted to employees in accordance with the following.
- 1464.01 Every employee with six (6) months of continuous service, who has or will have the actual care and custody of a newborn child, shall be granted a child care leave in accordance with Articles 14.04.02 through 14.04.07.
- 1464.02 The employee(s) must request child care leave in writing at least four (4) weeks in advance of the date such leave is desired.
- 14.04.03 The request must specify the desired date the leave will commence and terminate.
- 14.04.04 The leave will consist of a period not exceeding twenty-four (24) weeks commencing as the employee(s) elects in accordance with 14.04.04.01 and 14.04.04.02.
- 14.04.04.01 In the case of a female employee:
- a) On the expiration of her maternity leave,
 - b) on the day the child is born, or
 - c) on the day the child comes into her actual care and custody.
- 14.04.04.02 In the case of a male employee:
- a) On the expiration of any leave of absence taken in respect of the child by a female employee, or
 - b) on the day the child is born, or
 - c) on the day the child comes into his actual care and custody.
- 14.04.05 Every employee who intends to take or is on child care leave, shall give at least four (4) weeks notice, in writing, of any change in the length of leave intended to be taken.
- 1464.06 If two (2) employees are involved, the aggregate amount of child care leave, in respect of the birth of any one child, shall not exceed twenty-four (24) weeks.

14.04.07 An employee returning from an authorized child care leave, shall be returned to his former position or to a comparable position in the same classification. subject to

14.05 Leave of Absence - Adoption

Adoption Leave - A leave of absence without pay shall be granted to employees in accordance with the following.

14.05.01 Every employee with six (6) months of continuous service will be granted an adoption leave in accordance with Articles 14.05.02 through 14.05.06.

14.05.02 Upon receipt of notice as to the effective date of adoption, the employee will advise the Company, in writing, stating the desired date the leave will commence and terminate and provide a copy of documentation associated with the adoption.

14.05.03 The leave will commence on the day the child comes into the employee's care and will consist of a period not to exceed twenty-four (24) weeks.

14.05.04 Every employee who intends to take or is on adoption leave, shall give at least four (4) weeks notice, in writing, of any change in the length of leave intended to be taken.

14.05.05 If two (2) employees are involved, the aggregate amount of adoption leave, in respect of the adoption of any one child, shall not exceed twenty-four (24) weeks.

14.05.06 An employee returning from an authorized adoption leave shall be returned to his/her former position or to a comparable position in the same classification subject to Article 16.

14.88 Leave of Absence - Bereavement

14.06.01 When a death occurs in the immediate family of an employee, the employee shall be entitled to bereavement leave of four (4) consecutive calendar days. This leave includes both working and non-working days. If the employee has completed three (3) consecutive months of employment, this leave will be with pay.

Bereavement leave will normally commence on the day immediately following the death. Subject to prior approval of the Company, this leave may be deferred to include the

funeral should the funeral not take place within the four (4) days immediately following the death.

- 14.06.02 Definition - "Immediate Family": Includes the spouse of the employee and the following relatives of either the employee or spouse (including common-law spouse): Son, daughter, parent, grandparent, grandchildren, sister, brother and including other relatives residing with the employee.

NOTE: The conditions of eligibility of a common-law spouse are the same as those which apply under the Company's Free and Reduced Rate Transportation program (refer to Publication 715, Chapter 3 for details).

- 14.06.03 In unusual circumstances, where the deceased is not a member of the immediate family (e.g., guardian, step-parents), bereavement leave will be at the discretion of the Company.

ARTICLE 15 -ON COMPANY SERVICE TRANSPORTATION

- 15.01 On Company service transportation will be allowed in accordance with provisions in the Company Regulations Manual.

ARTICLE 16 - SENIORITY

16.01 Principle

Seniority shall be based upon the principle of preference consideration for employees with long service.

16.02 Recognition

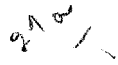
The principle of seniority will be recognized as applicable in accordance with the provisions outlined under:

- a) Work Categories
- b) Classifications
- c) Point Seniority
- d) Division Seniority
- e) System Seniority

16.03 Privileges

Seniority, as governed by the provisions of this Article, shall be a factor in:

- a) Advancement or Promotion



- b) Transfers
- c) Reduction in Forces
- d) Recall after Lay-off
- e) Bumping as a result of Lay-off

18.04 Categories

Seniority shall be recognized in each work category, outlined in Articles 4, 6, & 8 and shall be applicable within that category, regardless of work location or assignment, subject to the provisions of Section 16.10 of this Article. Seniority shall be non-transferable from one category to another.

10.05 Classifications

Seniority shall also be recognized and applicable in each classification, except in the Junior Mechanic and Learner Classifications. (Seniority in these classifications is outlined in Article 16.07).

16.06 Seniority Dates

16.06.01 Unless otherwise provided by this Article, a seniority date, once established by the provisions of this Agreement, cannot be changed, altered or removed, except as a result of:

- a) Resignation
- b) Discharge for just cause
- c) Services dispensed with
- d) Desertion of service
- e) Retirement on pension
- 9 Permanent demotion as a result of disciplinary action or lack of ability
- g) Failure to regain either permanent or term employment with the Company within five (5) or more years [sixty (60) consecutive months], while on laid-off status.
- h) Seniority list changes or corrections in accordance with this Article.
- i) Employee requested demotion
- j) Declination of recall to above basic classification at point of lay-off.

16.06.02 Employees hired for term employment shall not establish seniority in the classification concerned. In cases where

such employees become permanent, they shall receive full seniority for the total time employed in such classification, provided that service is unbroken in this classification.

NOTE 1: For employees in the Dorval Base Cafeteria, no seniority credit will be given for time served as a casual employee.

NOTE 2: There shall be no seniority date granted to any permanent employee for any acting assignment. If such an acting assignment is later made permanent, the applicable seniority date will be effective only as of the date of the permanent assignment.

16.06.03 Permanent employees who accept temporary assignments to positions above and beyond the scope of this Agreement, shall continue to accrue seniority within the category and classification for a total of twenty-six (26) weeks within any calendar year. Under circumstances where an accumulation of temporary assignments exceeds twenty-six (26) weeks, no additional seniority shall be accrued during the calendar year while on such assignments.

NOTE 1: Non-accrual of seniority will not be applicable to Training Instructors and assignments involving Introduction of new type aircraft and employees working under the provisions of Article 16.19.02.

NOTE 2: Training instructor assignments will not be limited to employees actually conducting training, but may include employees who are performing, or who are dedicated to training planning development, and support functions: 'Any work being completed by such employees on temporary assignments, under this exemption, must be related to the training function.

NOTE 3: The non-accrual of seniority exemptions Includes all aspects and functions specifically related to the introduction of new type aircraft (e.g., training, planning, coordination, procedures, development; project work).

NOTE 4: The application of Article 20.0301 will apply to all such assignments.

- a) Twenty-six (28) weeks within any calendar year will be administered on the basis of actual hours worked, i.e., forty (40) hours equals one (1) week, one thousand and forty (1,040) hours equals twenty-six (28) weeks.
- b) Actual hours worked includes overtime hours worked but excludes undertime, vacation, leave of absence, illness and Statutory Holiday credits.
- c) Non-accrual seniority adjustments for temporary assignments to positions above and beyond the scope of this Agreement, will be affected as a result of an accumulation of hours in excess of one thousand and forty (1,040) hours.
- d) An individual's seniority date(s) will be adjusted by one (1) calendar day for each eight (8) hours worked in excess of one thousand and forty (1,040) hours.

Example

- Employee accumulates 1,095 hours
- Employee allowed 1,040 hours
- Excess hours 55 hours
- Number of non-accrual days is equal to $55 \div 8 =$ six (6) calendar days.

	<u>Original Seniority Dates</u>	<u>Adjusted Seniority Dates</u>
Station Attendant	Mar. 20, 1975	Mar. 26, 1975
Lead Station Attendant	Sept. 8, 1977	Sept. 14, 1977
Station Agent I	Nov. 13, 1981	Nov. 19, 1981
Mechanic	Apr. 27, 1965	May 3, 1985
Lead Mechanic	Feb. 13, 1975	Feb. 19, 1975
Shop Inspector	May 26, 1980	June 1, 1980

NOTE: Non-accrual seniority adjustments will be made annually in accordance with the provisions of Article 18.18.

- 16.06.03.01 In the event an individual, promoted to a management position above and beyond the scope of the Agreement, reverts to a classification covered by the Agreement In which he holds seniority, his seniority date(s) will be adjusted as follows.
- a) The date of promotion, plus twenty-six (28) weeks, or August 3, 1971, whichever is later, will establish the date to which seniority is accrued.
 - b) The number of calendar days involved in the "non-accrual" period will be established by calculating the number of days from the date established by a) above, to the date that individual reverts to a classification covered by the Agreement.
 - c) The previously established seniority dates will be adjusted to reflect the number of calendar days involved in the "non-accrual" period.
 - d) The individual's name will be entered on the seniority list in accordance with the adjusted date(s).
- 18.06.04 In determining seniority of employees with equal seniority, the following procedures will be used and seniority position shall be established immediately. A decision can be made by the application of the following steps in the order written.
- a) Compare length of service in the category.
 - b) Compare total length of service in the branch in classifications covered by this Agreement.
 - c) Compare total length of service in classification covered by this Agreement.
 - d) The last three (3) digits of the employee number, backwards, with the lowest number identifying the more senior employee (000 being the lowest possible number).
 - e) The last three (3) digits of the employee's Social Insurance Number, backwards, with the lowest number identifying the more senior employee (000 being the lowest possible number).
- 9 In cases where the above factors will not determine the position on the Seniority List, the position will be jointly determined by the Company and the General Chairpersons.

NOTE 1: To determine the seniority sequence of employees with equal seniority who have previous Company service in classifications covered by the Agreement, the provisions, as outlined in a), b) and c), will be applied to such previous service.

In cases where an employee's previous Company service was in a position not covered by the Agreement, the total length of previous service will be used.

NOTE 2: The procedure used in calculating both previous and continuous Company service in classifications covered by the Collective Agreement, in determining the sequence of employees with equal seniority, is the following:

- a) FULL-TIME SERVICE is calculated by adding the total number of days in a period of service where one day equals one day of service.
- b) PART-TIME SERVICE is calculated by adding the total number of days in a period of service and dividing the sum by two (2) for service accrued up to and including February 22, 1999. EFFECTIVE FEBRUARY 23, 1989, PART-TIME SERVICE will be calculated as in the process described in "a" above for FULL-TIME SERVICE.

EXAMPLES

<u>SENIORITY</u>	<u>PREVIOUS SERVICE</u>	<u>TOTAL SERVICE</u>
EMPLOYEE A 89/01/13/01	SEPT 10/87 TO JAN 3/88 P/T	126/2 = 63
	JAN 4/88 TO MAY 22/88 F/T	139
	MAY 23/88 TO MAR 06/89 P/T	276/2 = 138 + 12*
	MAR 07/89 TO DATE F/T PERM	---
	TOTAL:	352 days
EMPLOYEE B 89/01/13/02	SEPT 10/87 TO MAR 23/88 P/T	205/2 = 102.5
	MAR 24/88 TO MAY 22/88 F/T	60
	MAY 23/88 TO MAR 06/89 P/T	276/2 = 138 + 12*
	MAR 07/89 TO DATE F/T PERM	---
	TOTAL:	312.5 days

* EFF FEB 23/89 A DAY FOR A DAY

16.07 Technical Operations Branch

Employees hired in or assigned to basic classifications (including Junior Mechanics or Learners hired or assigned on or after June 1, 1969) will be granted seniority on a day-for-a-day basis, the seniority date being that of permanent entry into the classification concerned. In the case of a new employee whose probationary period was satisfactory, the date will be that of hiring.

Employees hired in or assigned to classifications above that of Mechanic will, in addition, be credited with equal seniority in all lower classifications down to and including Mechanic, provided that seniority is not already established in such classifications. The seniority date established in the lower classifications, in accordance with this paragraph, shall be the date of permanent entry into the higher classification.

Employees hired as Junior Mechanics or Learners will have their name entered on the Seniority List and upon being classified as Mechanics, establish a Mechanic seniority date.

NOTE: Seniority for time served as a Learner and/or Junior Mechanic, shall be credited on the basis of two (2) days for every five (5) days served prior to June 1, 1969, the "Seniority Date" adjusted accordingly and on a day-for-a-day basis thereafter.

16.06 Airport & Cargo Operations Branch

Employees hired in or assigned to classifications in the Airport & Cargo Operations Branch, will be granted seniority credit on a day-for-a-day basis, the seniority date being that of permanent entry into the classification concerned. In the case of a new employee whose probationary period was satisfactory, the seniority date will be that of hiring.

Employees hired or assigned to classifications above that of Station Attendant will, in addition, be credited with equal seniority in the basic classification provided that seniority is not already established in such classification. The seniority date established in the basic classification, in accordance with this paragraph shall be the date of permanent entry into the higher classification .

16.09 Purchasing & Supply Branch

Employees hired in or assigned to classifications in the Purchasing & Supply Branch, will be granted seniority credit on a day-for-a-day basis, the seniority date being that of permanent entry into the classification concerned. In the case of a new employee whose probationary period was satisfactory, the seniority date will be that of hiring.

Employees hired in or assigned to classifications in Stock Handling categories above that of Stockkeeper will, in addition, be credited with equal seniority in all lower classifications down to and including Stockkeeper, provided that seniority is not already established in such classifications. The seniority date is established in the lower classifications, in accordance with this paragraph, shall be the date of permanent entry into the higher classification.

16.10 Scope of Seniority

Seniority privileges within each category and/or classification, will be governed as follows for each branch.

16.10.01 Technical Operations Branch

al 'Point' - Seniority privileges will be recognized and applicable only at the Point where presently employed with respect to all employees for the first two (2) years service in a category and all employees in the Learner 1 to Junior Mechanic 4 (inclusive) classifications.

- b) "Division" - Seniority privileges will be recognized and applicable only within that Seniority Division, as outlined in Article 4.01 and as determined by the point where presently employed, with respect to all employees upon completion of two (2) years service in a category, excluding employees in the Learner 1 to Junior Mechanic 4 (inclusive) classifications.
- c) "System" - Seniority privileges will be recognized and applicable on the System with respect to all employees upon completion of five (5) years service in a category, excluding employees in the Learner 1 to Junior Mechanic 4 (inclusive) classifications.

16.10.02 Airport and Cargo Operations Branch

- a) 'Point' - Seniority privileges will be recognized and applicable only at the Point where presently employed with respect to all employees for the first two (2) years service in a category.
- b) 'Division' - Seniority privileges will be recognized and applicable only within that Seniority Division, as outlined in Article 6.01 and as determined by the point where presently employed, with respect to all employees upon completion of two (2) years service in a category.
- c) "System" - Seniority privileges will be recognized and applicable on the System with respect to all employees upon completion of five (5) years service in a category.

16.10.03 Purchasing & Supply Branch

- a) 'Point' - Seniority privileges will be recognized and applicable only at the Point where presently employed with respect to all employees for the first two (2) years service in a category.
- b) "Division" - Seniority privileges will be recognized and applicable only within that Seniority Division, as outlined in Article 6.01 and as determined by the point where presently employed, with respect to all employees upon completion of two (2) years service in a category.

- c) "System" - Seniority privileges will be recognized and applicable on the System with respect to all employees upon completion of five (5) years service in a category.
- 16.10.04 Dorval Base Cafeteria - Seniority privileges as defined in this Agreement will be recognized and applicable within the Cafeteria, Air Canada Base, Dorval.
- 16.10.05 Where an employee transfers from one category to another, as a result of a successful application to a bulletin, scope of seniority (i.e., Point, Division, or System) will be based on total service in the categories involved.
- 16.11 Promotions
- 16.11.01 Permanent promotions referenced in 16.11.10 below, shall be bulletined in accordance with the published "Promotional Bulletins and Vacancy Notices" as approved by the Union.
- 16.11.02 Copies of the bulletins and bids in reply thereto shall be supplied to the Union.
- 16.11.03 It is agreed that the Company will make promotions and fill vacancies from the ranks of permanent employees whenever practicable.
- 16.11.04 Employees working in a lower classification due to exercising bumping privileges are eligible to bid on any Promotional Bulletin addressed to that classification, provided they do not currently hold a seniority date in the position being advertised.
- 16.11.05 In the selection of employees for unscheduled advancement or promotion, decision shall rest with the Company provided that, in the case of employees with equal ability, the employee possessing the greater seniority shall receive the preference, such selections being made in consultation with the Union.
- Under circumstances where the Company requires an understanding with respect to any special criteria in order to be considered eligible for selection to a subsequent Promotional Bulletin, the matter will first be discussed at the Headquarters Level. The objective of such a meeting is to obtain Union approval and to ensure that all employees are aware of the special criteria.

- 16.11.06 An employee selected for reassignment or promotion will be given a reasonable length of time in which to prove his capabilities in the new assignment.
- 16.11.07 Permanent employees promoted or assigned to management positions above and beyond the scope of this Agreement! on a permanent basis, shall continue to accrue seniority within the category classification for six (6) months from date of promotion but shall not accumulate any additional seniority thereafter.
- These employees will be held on a non-accrual seniority list for a period of twelve (12) months and then shall forfeit all seniority from their category(s)/classification(s).
- Such seniority shall be effective only in the event the employee is assessed as unsuited for the assignment or is subsequently declared surplus to requirements. In either event, the Company may require the employee to revert to:
- a) Any above-basic classification in which seniority is established, or
 - b) the basic classification in which the employee holds seniority.
- The reversion may occur on a Point, Divisional, or System basis dependent upon the employee's length of service (reference Article 16.10).
- An employee required to revert to a lower classification while holding seniority in a higher classification shall be considered on laid-off status with recall privileges to any above-basic classifications in which he holds seniority.
- Within the first twelve (12) months of promotion, such employees may request to return to their former category subject to a permanent vacancy being available.
- 16.11.06 An employee advanced or promoted subsequent to the advancement or promotion of a less senior employee will not, under any circumstances, become senior in new classification to employees previously advanced or promoted due to greater ability.
- 16.11.09 An employee who is again promoted to a classification from which he has previously been permanently demoted

because of lack of ability or disciplinary action shall establish a seniority date coincidental with the date of latest permanent entry-into classification.

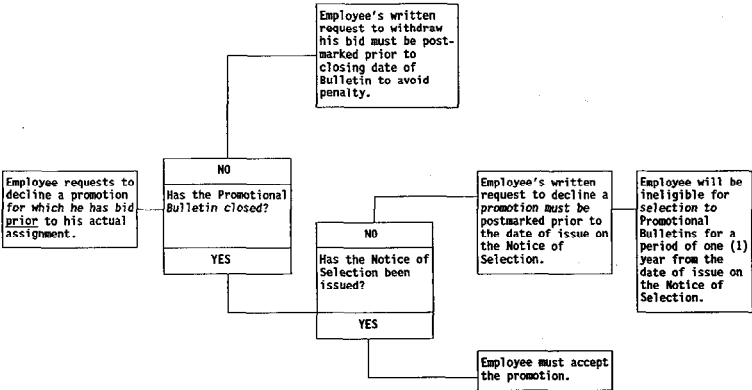
16.11.10 Promotions to above-basic classifications covered by this Agreement will be advertised on a System basis within each Branch and Including those stations where employees are on assignment from a supply point within Canada. To be eligible for consideration for promotion, an employ-

a) Within a Seniority Division - have completed two (2) years of service in the category as of the closing date of the Promotional Bulletin, and

b) On the System - have completed five (5) years of service in the category as of the closing date of the Promotional Bulletin.

NOTE: Where an employee transfers from one category to another as a result of a successful application to a bulletin, scope of seniority (i.e., Point, Division, or System), will be based on total service in the categories involved.

16.11.11 Action regarding employees who decline promotion



NOTE: If the employee withdraws, the next most senior qualified applicant will be selected.

16.11.12 The finalization of Selection to Promotional Bulletins or Vacancy Notices will commence at Second Level.

16.11.13 Employees on laid-off status and not in the permanent employ of the Company are eligible to bid on Promotional Bulletins. Employees wishing to receive copies of Promotional Bulletins shall so indicate, in writing, to the Vice President of his Branch at Montreal, with a copy to his local Manager, his Union Regional Committee and District Lodge 146 at Montreal.

NOTE: Employees who are successful candidates to a Promotional Bulletin will forfeit all active recall privileges.

16.11.14 Employees on GDIP or Worker's Compensation will be eligible for selection to a Promotional Bulletin provided:

a) The employee has indicated, in writing to the Company (copy the local Union), his desire to be advised of Promotional Bulletins or Vacancy Notices (involving promotions) during such absences.

b) The employee has provided the Company with the appropriate address for forwarding such notices.

c) The employee has passed the necessary qualifying exams.

d) The employee has been declared medically fit to perform the work.

e) The selection assists in rehabilitation and is consistent with the seniority of the individual involved.

f) The availability of the employee.

g) Physical limitations and effect of possible relocation, etc.

Under circumstances where an individual on Worker's Compensation, long term GDIP or Leave of Absence account illness, is considered acceptable and is immediately available to fill a position, the details will be provided to Headquarters for a decision at the Third Level of the Grievance and Discipline Appeal Procedure.

16.12 Transfers

16.12.01 Permanent employees transferring at Company request

from one category to another, shall retain and continue to accrue seniority indefinitely in the category classification from which transferring providing that such transfer is within the same Branch and further, providing that such transfer is the result of a successful application to a bulletin.

NOTE: Such seniority, as is retained in a previous category, under this provision, shall be effective only in the event that a laid-off employee is unable or does not elect to bump in his current category at another point and is unable to bump down in that category at the point of lay-off. In such circumstances, the employee affected will be considered as being set back at the latter point to the highest classification in which he holds seniority in the previous category and the resultant stair processed in accordance with Articles 16.14 and 16.15 as necessary.

16.12.02 Except as covered in 16.12.01 above, employees permanently transferring from one category to another, in a position covered by this Agreement (including transfer from one Branch to another), shall continue to accrue seniority within the category classification from which transferred for six (6) months from date of transfer but shall not accumulate any additional seniority thereafter. Non-accrual seniority retained under this provision is limited to the category of most recent transfer.

NOTE: Seniority which is retained and accumulated as a result of laid-off status, is excluded from this provision.

Such seniority shall be effective only in the event that an employee is unsuccessful in completing the probationary period or is subsequently laid-off and is unable to retain employment by bumping-within the current category.

Employees may request to return to their former category; such transfers are subject to a permanent vacancy being available.

16. 12.03 Employees permanently transferring between the Technical Operations, Airport & Cargo Operations and

Purchasing & Supply Branches to management positions above and beyond the scope of this Agreement, shall continue to accrue seniority within the category classification from which transferred for six (6) months from date of transfer but shall not accumulate any additional seniority thereafter.

These employees will be held on a non-accrual seniority list for a period of twelve (12) months and then shall forfeit all seniority from their category(s)/classification(s).

Such seniority shall be effective only in the event the employee is assessed as unsuited for the assignment or is subsequently declared surplus to requirements. In either event, the Company may require the employee to revert to:

- a) Any above basic classification in which seniority is established, or
- b) The basic classification in which the employee holds seniority.

The reversion may occur on a Point, Divisional, or System basis dependent upon the employee's length of service (Reference Article 16.10).

An employee required to revert to a lower classification while holding seniority in a higher classification shall be considered on laid-off status with recall privileges to any above basic classifications in which he holds seniority.

Within the first twelve (12) months of the promotional transfer, such employees may request to return to their former category, subject to a permanent vacancy being available.

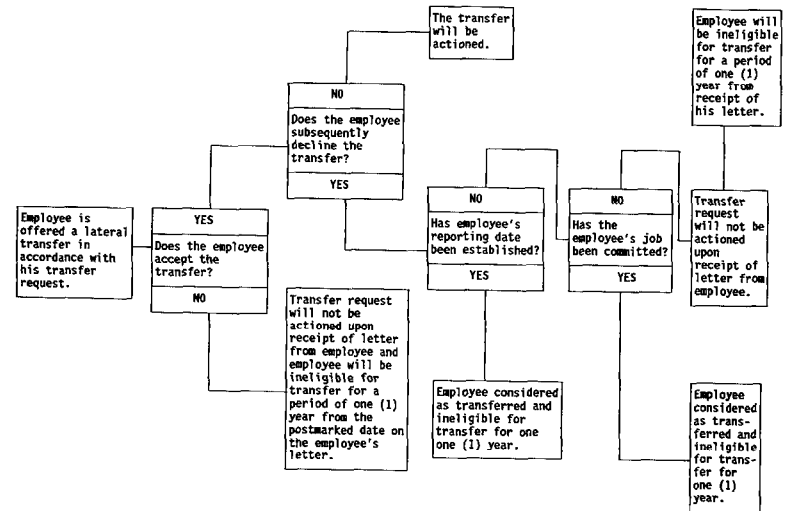
- 16.12.04 Employees permanently transferring between the Technical Operations, Airport & Cargo Operations and Purchasing Branches in classifications above and beyond the scope of this Agreement, will retain previously established seniority for a period not to exceed six (6) months. At the expiration of six (6) months, the employee must return to the previous category and/or classification or forfeit all seniority privileges.

Within the first six (6) months of the transfer, such employ-

ees may request to return to their former category subject to a permanent vacancy being available.

- 16.12.05 Employees permanently transferring from the Technical Operations, Airport & Cargo Operations or Purchasing & Supply Branches to any other Branch or to a non-management position within any of the aforementioned Branches, shall retain their seniority within the classification and category from which transferred for a period not to exceed six (6) months. At the expiration of six (6) months, the employee must return to previous category or forfeit all seniority privileges therein. The ability to return is subject to a permanent vacancy being available.
- 16.12.06 Permanent employees transferring on a permanent basis from either one point to another, within a seniority Division or from one Seniority Division to another, will carry all previously established seniority dates to the new point and/or Division.

16.12.06.01 Action regarding employees who decline requested transfers



16.12.07 An employee desiring to transfer from:

- a) One category to another
- b) One point and/or division to another
- c) One Branch to another

shall so indicate in writing, by use of the ACF732B, to the appropriate Labour Relations Office at Montreal with a copy to his local Manager and to his Union Regional Committee. To be eligible for consideration, the request for transfer must be postmarked at least thirty (30) days prior to the vacancy becoming available on a permanent basis. Each request for transfer, including copies, must be forwarded by Canada Post and will be considered active for a period of one (1) year following which it will be necessary for any employee, still desiring a transfer, to again submit a request in writing.

NOTE 1: Employees permanently transferring under the provisions of this paragraph, will be ineligible for transfer; for a period of one (1) year from date of

NOTE 2: Employees on laid-off status not in the permanent employ of the Company are eligible for transfer.

NOTE 3: Employees employed in the Company and holding laid-off status in any classification(s) are eligible for transfer in such classification(s).

NOTE 4: Employees accepting transfers will forfeit all active recall privileges,

EXCEPTION 1: If a transfer involves a change of category and the provisions of Article 11.64 are applied, the employees' recall privileges will be reinstated.

EXCEPTION 2: An employee laid off who exercises bumping rights and subsequently transfers to another point within his classification, or, who accepts laid off status at the point and subsequently transfers to another point within his classification, will retain his recall rights within his classification to his point of layoff only.

NOTE 5: All new hires into classifications with the Dorval Base Cafeteria are required to remain in a classification in the Dorval Base Cafeteria for a minimum period of eighteen (18) months before becoming eligible to transfer to other Branches or positions within the Company.

- 16.12.08 Under circumstances where a Classification and/or Category is to be introduced in a location where the Classification/Category is not presently being utilized or the Company is scheduled to commence operating into a new Canadian city, the following will apply:
A General Information Circular (G.I.C.) will be issued notifying all employees covered by this Collective Agreement of a classification/category being introduced at a location. Eligible employees interested in such a vacancy must submit an employee requested transfer by a specified date. The anticipated reporting date will also be included.
In the event the vacancy is in an above basic classification, employee requested transfers will be considered in conjunction with eligible applicants to the Promotional Bulletin, reference Article 16.1299.
- 16.12.09 Employee requested transfers in "above basic" classification, will only be actioned if the employee's seniority in the appropriate basic classification(s) is greater than that of eligible applicants to a Promotional Bulletin. Under such circumstances, the applicable Promotional Bulletin will be cancelled and the vacancy filled by actioning the employee requested transfer.
- 16.12.10 Basic classification vacancies for technical aircraft maintenance categories at line stations normally filled from supply points, on a permanent basis, which are not filled by employee requested transfers, will be covered by a Vacancy Notice at the appropriate supply point(s). Under the circumstances where there are no eligible applicants to a Vacancy Notice, the Company will endeavor to hire qualified employee(s) locally, failing which, the junior qualified individual(s) at the applicable supply point(s) will be required to fill the vacancy. An employee permanently transferring from one point to another, as a result of selec-

lion or assignment to a Vacancy Notice, will be ineligible for lateral transfer for a period of two (2) years from the date of transfer. The line stations (or any new stations) will use supply points as follows:

- a) Stations in the Provinces of British Columbia, Alberta, Saskatchewan and Manitoba - Vancouver and Winnipeg.
- b) Stations in the Province of Ontario (except Ottawa) and the United States - Toronto.
- c) Stations in the Province of Quebec (including Ottawa), Europe, Asia and the Caribbean - Dorval.
- d) Stations in the Provinces of Prince Edward Island, Nova Scotia, New Brunswick and Newfoundland - Halifax.

NOTE: Employees on laid-off status, not in the permanent employ of the Company, will be eligible to bid on Vacancy Notices relative to supply points addressed to their permanent category and classification. Copies of such Vacancy Notices will be provided upon written request to the Vice-President, Technical Operations at Dorval. Employees who are successful candidates to a Vacancy Notice will forfeit all active recall privileges.

- 1612.11 Employees who are temporarily assigned to other points or Seniority Divisions for relief duty or training, shall retain seniority in original point or Seniority Division.
- 16.12.12 Should a reduction in staff be implemented in any category, an employee affected may be offered employment *in* another category if a vacancy exists, subject to evaluation of his experience in line with the work assignment to which he is proceeding. In the event of an employee accepting such a position, his seniority in his original category will be protected. It shall not be obligatory upon the employee to accept such a position, as may be available and should he elect to remain laid-off, his seniority shall be protected. Should the employee desire to transfer to the category in which he has been re-employed, he may do so, providing there is a vacancy in the permanent establishment.

16.13 SET-BACKS OR DEMOTIONS

- 16.13.01 An employee who is set back one or more classifications due to a change in the classification strength, or any other circumstances not resulting from lack of ability or disciplinary action, shall retain seniority in previously established classifications and shall be recalled to those classifications in accordance with his seniority therein. Employees set back, as outlined in this paragraph, shall be considered as having been laid-off and shall have bumping privileges as outlined under Article 16.15
- 16.13.02 An employee who is permanently demoted one or more classifications due to lack of ability or disciplinary action, shall forfeit seniority privileges in those classifications from which demoted.
- 16.13.03 An employee may request demotion to a classification in which he holds seniority, provided the request is submitted in writing, via Canada Post, to the Director, Labour Relations - Technical Services, Air Canada Base 023, Montreal International Airport (Dorval), P.O. Box 9000, Postal Station St-Laurent, Montreal, Quebec, H4Y 1C2. The written request for demotion must be postmarked thirty (30) days prior to the date of a vacancy being declared. The request for demotion is limited to the point where currently employed. However, an employee whose promotion resulted in a transfer to a new point will not be allowed to demote to another above basic classification for a period of five (5) years. Subject to a permanent vacancy being available, such requests will be processed as follows:
- a) Employee submits a written request for demotion to his Supervisor, copy to the local Union.
 - b) The Supervisor will forward the request to Corporate Labour Relations.
 - c) The employee will be advised in writing (copy to the local Union), when his request is actioned, including advice of the applicable seniority changes and time limits relative to eligibility as to promotion and transfer.
- 16.13.03.01 Under circumstances where the request is actioned, the employee will:

- a) Forfeit seniority in all higher classifications.
- b) Se ineligible for promotion to the classification from which demoted for a period of three (3) years from, dale of demotion.
- c) Se ineligible for promotion lo any other higher clas-sification for a period of one (1) year from dale of dem o t i o n .
- d) Se ineligible for employee requested transfer from one point lo another for a period of one (1) year from the effective date of the demotion.

16.14 STAFF REDUCTIONS

16.14.01 Staff reductions will be made strictly on the basis of seniority.

16.14.02 In the event there are surplus employees at one point in a Seniority Division coincidental with a vacancy in the same classification at another point in the same Seniority Division, the opportunity to fill the vacancies, except as provided for in Article 16.16.10, will be offered only lo surplus employees prior to implementing lay-off action. The opportunity to transfer [one hundred percent (100%) of the transfer expenses to be assumed by the Company] will be offered to surplus employees in order of seniority on an optional basis. In the event the position is not filled by this process, the Company transfer obligation is terminated and the employees involved will be placed on laid-off status without bumping privileges.

NOTE 1: Should the surplus identified in Article 16.14.02 result from the centralization of job functions (e.g., Load Dispatch) and when a vacancy exists al the point where the work was relocated, surplus employee(s) who decline the opportunity lo transfer and are placed on laid-off status, will be permitted to exercise bumping privileges as provided in Article 16 .I 5.

NOTE 2: Transportation and expenses will be allowed in accordance with provisions outlined in Company Regulations Manuals 709 and 710.

- 16.14.03 The effect of staff reductions upon agreed quotas. will not be considered until after staff reductions have been implemented. The staff will be reduced as required and personnel affected, notified in writing. The remaining staff will then be adjusted, as required, to meet the agreed quotas and the personnel to be reduced in classification notified accordingly and offered the opportunity of accepting the set-back or of bumping as outlined in Article 16.15.
- 16.14.04 Employees shall not accumulate Company service for the period laid-off.
- 16.14.05 Employees, when laid-off, must file their address and telephone number with the Company and notify the local Personnel Services office of any change of address.
- 16.15 BUMPING
- 16.15.01 Bumping shall be a recognized seniority privilege of personnel on laid-off status and except as provided in Articles 16.11.06 and 16.12.02, may be exercised only by such personnel. This privilege is restricted in application to the bumping of an equal number of employees on the bottom of the Seniority Division Classification Seniority List and also, providing that the forfeiture of the bumping privilege by one or more of the laid-off employees automatically reduces the number of employees who may be bumped.
- 16.15.02 The actioning of the bumping process, under circumstances where employees eligible to bump have not indicated an order of preference for all of the locations where there are junior employees eligible to be bumped, will be as follows:
- a) The names of all employees desiring to bump will be listed in order of seniority, together with their indicated preferences.
 - b) The names/locations (points) of the most junior employees (all those employees on the bottom of the Seniority Division Classification Seniority List) eligible to be bumped, will be listed in inverse order of seniority.
- NOTE: This may be equivalent to, less than, but never greater than, the number of surplus employees in a) above.

- c) Eliminate the names of surplus employees desiring to bump where the only point(s) designated are no longer available due to the decision of other surplus employees who decided not to exercise their bumping privilege and elected laid-off status.
 - d) Eliminate an equivalent number of names/locations (points) of the most senior employees who were eligible to be bumped (e.g., equivalent to the number of surplus employees in c) above).
 - e) Endeavor to accommodate the surplus employees eligible to bump in seniority order in accordance with their indicated preference on a tentative basis, until such time as the bumping privileges of all surplus employees can be definitely established.
 - 9 In accommodating surplus employees in the bumping process, it must be ensured that no junior employee retains employment while a more senior employee is displaced (bumped).
 - g) In the event all the surplus employees eligible to bump cannot be accommodated in accordance with their indicated preferences, eliminate the name(s) of surplus employees desiring to bump (place them on laid-off status) where the only points designated cannot be obtained due to the indicated preference of a more senior surplus employee or the process does not result in the displacement of the most junior employee(s).
 - h) Eliminate an equivalent number of names/locations (points) of the most senior employees who were eligible to be bumped (e.g., equivalent to the number of surplus employees in g) above).
- NOTE: This process will only be utilized in circumstances where the list of surplus employees desiring to bump is equal to the list of those employees eligible to be bumped.
- l) Continue to repeat the process outlined in e), f), g) and h) above, until the bumping privileges of all the surplus employees can be definitely established.

- 16.15.03 Bumping shall be restricted in application by:
- a) Work category.
 - b) Classification of employee and the number of years of service in the category (reference Article 16.10).
- 16.15.04 Employees who are laid-off may consistent with the scope of their seniority as outlined in Article 16.10. exercise such seniority and elect to:
- a) Bump within their classification in their Seniority Division or on the System, if unable to retain employment in their classification within their Seniority Division, or
 - b) Bump down to a lower classification at the point of lay-off .
 - c) Bump down to a lower classification at another point in their Seniority Division, or on the System (consistent with the provisions of Article 16.15.01 above), providing that the employee concerned is unable to bump under the terms of 16.15.04a) and further, provided that either he is unable or he does not elect to bump down more than one classification where such circumstances apply under the terms of 16.15.04b).
- NOTE: An employee holding seniority in another category (reference Article 16.12.02) who is unable to retain employment by bumping in the current category, may exercise seniority in the former category in accordance with these provisions.
- 16.15.05 The employee must notify the Company of intent to bump not later than seven (7) clear calendar days prior to the termination of the period of notice, inclusive of the effective date of such notice. A form will be provided for this purpose and must be completed in accordance with instructions thereon. In the event of failure to so notify the Company, the employee will be considered to have elected laid-off status with recall privileges to the point only.
- 16.15.06 Finalization of the bumping process shall be consistent with an allowance to the bumped employee of fourteen (14) clear calendar days' notice from the date of such lay-

- 16.15.07 Laid-off employees may be allowed a period, not to exceed thirty (30) calendar days from date of lay-off notice, within which to report for duty at point of bumping.
- 16.15.06 Employees being laid-off must work for the full period of their notice, unless extenuating circumstances warrant other handling, mutually agreeable to the Company and Union.
- 16.15.09 In the event an employee exercising bumping privileges subsequently resigns prior to reporting, the employee who was to be displaced shall be laid-off.
- 16.15.10 Employees not on the active payroll, whose seniority is such that they would be involved in a staff reduction, will be laid-off. In the event such an employee elects to bump, the reporting date will be delayed until such time as the employee is returned to the active payroll. The employee being displaced will also be laid-off.
- 16.15.11 Failure of employees exercise bumping privileges to advise the Company of any possible delay in reporting for work at the point of bumping and on the specified date, will constitute a serious offence and will be dealt with as individual cases by the Company and District Lodge 148.
- 16.15.12 Employees who have signified intent to exercise bumping privileges and who subsequently reverse their decisions, will be considered as having deserted the service of the Company, with subsequent loss of all rights and privileges, subject to consideration by the Company and District Lodge 148 of exceptional circumstances.
- 16.16 RECALL
- 16.16.01 At the time of lay-off, an employee holding laid-off status, as referenced in Article 16.14, may, in addition to the point of lay-off, specify up to three (3) additional points to which he wishes to be recalled. A form will be provided for this purpose and must be completed in accordance with instructions thereon.
- 16.16.02 Recalls to point of lay-off and additional specified points will be in order of seniority as follows:
- a) Notice of open position shall be sent, by Canada Post (Registered Mail), to senior laid-off employees involved.

- b) Notified employees must advise the Company, by Canada Post (Registered Mail) or other alternative written advice, within seventy-two (72) hours of date of notice, if they wish to be considered for recall. The senior employee of those replying within seventy-two (72) hours limit shall be recalled.
 - c) In the event that the employee does not wish to be considered for the position, he must so advise the Company, by Canada Post (Registered Mail) or other alternative written advice, within fourteen (14) days from date notice was sent out.
 - d) A laid-off employee not currently employed within the Company, who is notified of a permanent Position in his category at the point from which laid-off, must accept, providing that in the case of an employee laid-off from a classification above that of Mechanic in the Technical Operations Branch, the position is in a classification not lower than that of Mechanic.
 - e) An employee accepting a recall will not, except under very extenuating circumstances, be permitted to reverse his decision.
 - 9 Except for employees covered by 16.16.09, failure to comply with regulations c),d) and e) above, will result in the individual's name being removed from the seniority list and he will therefore be considered as having deserted the service of the Company, with consequent loss of all rights and privileges.
 - g) Recalled employees must report for duty within fourteen (14) days from date of recall notice. This period may be lengthened under extenuating circumstances.
- 16.16.03 The notices or other alternative written advice of open position, shall contain the following information:
- a) Whether the position is permanent or term employment.
 - b) Location of position.
 - c) Effect on seniority.
- 16.16.04 Under circumstances where a term position becomes available in a basic classification, the procedure for filling the position will be as follows:

- a) In the event the anticipated duration of the position is more than sixty (60) calendar days, it will be offered in seniority order to all laid-off employees in the classification eligible for recall to the point.
- b) In the event the anticipated duration of the position is less than sixty (60) calendar days, it will be offered to laid-off employees at the point.
- c) Any remaining vacancies in a) or b) above to be filled by local hiring, including consideration of term employment to qualified employees in other categories.

It is important to note that it may be necessary to utilize term employment pending finalization of the process referenced in a) above.

An employee accepting term employment will not be considered eligible for term employment at another location (regardless of the duration) until the employee involved is reverted to laid-off status.

Time involved in term employment within the category from which laid-off, will only count in the establishment of scope of seniority privileges (i.e., Point, Division and System seniority) when the employee is recalled to a permanent position.

Employees working at another location due to the exercising of their bumping privileges and holding recall to the point, are ineligible for consideration for term employment.

- 16.16.05 Where a permanent vacancy exists in a basic classification, employees on laid-off status are given first consideration over a requested demotion to the same classification.
- 16.16.06 Employees offered recall in accordance with their seniority and not able to return to the active payroll, account medical reasons, will have their reporting date delayed until declared medically fit, subject to the approval of the Company Medical Officer.
- 16.16.07 Laid-off employees who did not accept term employment, may, provided that the work was offered in the category of such employees and provided that the duration is extended, be allowed to reconsider their decision consistent with their seniority, provided, however, that the duration must

first be extended an additional ninety (90) days.

16.16.08 Should the prospective period of employment be of indefinite duration, it shall be discussed and mutually agreed between the Company and the Union as to whether the employment shall be classed as term or permanent.

16.16.09 a) An employee who is working at another point due to exercising bumping privileges, shall be considered as being laid-off and will be subject to lateral recall to the point of most recent lay-off, consistent with his seniority, providing that the vacancy is in the category from which laid-off and in the classification in which he bumped and further, provided that he is currently employed in such classification. If the employee does not, within seventy-two (72) hours, accept first recall, he will be considered as transferred and will not be given further recalls on this basis.

NOTE: In the event such an employee does not, within seventy-two (72) hours, accept the first recall to a higher classification in the same category at the point of most recent lay-off in the current classification, he will forfeit the above lateral recall privileges.

b) Laid-off employees who have accepted employment in other categories or branches shall be considered as being laid-off and will be subject to recall to the category from which laid-off, consistent with their seniority. If the employee does not, within seventy-two (72) hours, accept the first recall to point of lay-off to a permanent position, he will be considered as having voluntarily transferred to present assignment as of the effective date of lay-off subject to the provisions of Article 16.12.02 and 16.12.03. If the employee accepts recall, he will lose all rights and privileges in the category from which recalled.

c) An employee who, after lay-off in his present category, has exercised bumping privileges in a former category to retain employment in the Company, shall be considered as being laid-off in the present category and will be subject to recall to that category, consistent with his

seniority. If the employee does not, within seventy-two (72) hours, accept the first such recall to the point of lay-off, he will lose all rights and privileges in the category from which laid-off. During the period of lay-off, seniority will not accumulate in the category in which such an employee has exercised bumping privileges; however, previous established seniority in the former category will be retained upon accepting recall.

d) An employee who has exercised bumping privileges in a lower classification, shall be considered as being laid-off in the higher classification, consistent with his seniority. If the employee does not, within seventy-two (72) hours, accept the first such recall at the point where currently employed, he will,

- i) Forfeit seniority in the higher classification;
- ii) Be ineligible for promotion to any higher classification for a period of three (3) years from the date of the recall notice;
- iii) Be ineligible for an employee requested transfer from one point to another for a period of one (1) year from the date of the recall notice.

16.1610 Personnel, on laid-off status, shall not be recalled under circumstances where transfer of surplus personnel holding divisional seniority and who are presently employed within the Seniority Division, will meet the manpower requirements at another point unless any of the employees on laid-off status, desiring a recall, are senior to the surplus personnel who would be involved in the transfer.

16.16.11 Employees in basic classifications who are laid-off as a result of a reduction in staff, shall be recalled on the basis of greatest category seniority of the employees desiring recall to the point.

18.16.12 Employees in above basic classifications, who are laid-off as a result of a reduction in staff, shall be recalled on the basis of greatest classification seniority of the employees desiring recall to the Point.

18.17 TERM EMPLOYMENT

16.17.01 Term employment may be utilized by the Company for such purposes as summer flight schedules (e.g., vacation relief), acting management assignments, leaves of absence (e.g., accident, illness), special work programs for specified period and phase-in phase-out (e.g., aircraft type or base).

16.17.02 Term employment will be limited to twenty-six (26) weeks. In the event such employees are retained beyond this period, they will be designated as "permanent", provided they have successfully completed the probationary period.

NOTE: In situations where a staff requirement exists that is temporary in nature, i.e., where the assignment is of a known duration (start and stop dates), or a backfill against a temporary exit (GDIP, WCB and so forth)-that vacancy will normally be filled by a term hire under the provisions of this Article even though the assignment may exceed twenty-six (26) weeks.

In situations where a staff requirement exists that is permanent in nature, i.e., where the assignment is the result of an ongoing operation need where no end date or period is known, then that vacancy will be filled by the declaration of a permanent vacancy and this vacancy will be filled under other provisions of the Agreement.

16.18 SENIORITY LISTS

16.18.01 a) Each year, the Company shall have prepared and furnished to the Union a complete seniority list of all classifications and categories within the scope of this Agreement. Copies of an appropriate seniority list of all applicable classifications and categories will also be provided to all Company stations and bases. These lists to be furnished as of March 31st of the subsequent year.

b) This list shall be kept open for correction for a period of thirty (30) calendar days from March 31st.

c) All corrections shall be finalized during the thirty (30) calendar days following the termination of the posting period and shall be published as an amendment to the seniority list. This amended seniority list shall become

effective on the day following termination of the sixty (60) day period covered above.

d) This amended seniority list shall be the approved list and shall remain in full force and effect until a new list has been published and approved in the above manner. Subject to the provisions of Paragraphs g), h) and i) following, no corrections shall be made to this approved list during the period in which it remains in force.

e) It shall be the responsibility of each individual employee to examine the applicable portion of the list and make written request, three (3) copies, for any correction during the thirty (30) day posting period. An employee may file a request for correction only once, except upon his presentation of new and pertinent evidence.

9 One copy of this request for correction must be forwarded to the Director, Labour Relations - Technical Services through the employee's Supervisor. One copy will be forwarded to the appropriate General Chairperson by the employee concerned. The third copy will be forwarded to the Chairperson of the Local Shop Committee.

g) In the event that it is not possible to settle a complaint in the stipulated period, the necessary correction will be made and will be effective as of the date the final correction is published.

h) Notwithstanding the foregoing regulations, the appropriate General Chairperson may request corrections to the seniority list at times other than the stipulated period. Such corrections, if mutually agreed upon, will be incorporated in the new list of the subsequent year. However, if prior to the time the new list is effective, circumstances arise such that an employee's right to:

- Continue in or regain employment in his Branch,
- a subsequent promotion, or,
- a subsequent transfer

is jeopardized, such correction will be published immediately and will be effective as of the date of publication.

- l) Employees exercising seniority, retained under 16.11.06 and 16.12.02, will have their seniority dates adjusted and position on the seniority list altered to account for time during which seniority was not accumulated.
- j) Any action taken on the basis of a published Seniority List stands as final, regardless of any corrections to the list which may subsequently be made.
- k) The Station Attendant seniority list, for employees covered under Letter of Understanding #2, by point, will be maintained by the Company at the Headquarters level and will be published with the Seniority List distribution provided for in Article 16.18.01 a).

16.18.02 Each year the Company shall have prepared and furnished to the Union a complete list of all employees holding, but not accumulating, seniority. These lists will be furnished as of March 31st Of the subsequent year by category and classification. In the event of any of these employees exercising seniority, as referenced in Articles 16.12.02 and 16.12.03, the active seniority list will be changed In accordance with Article 16.17.01 of this Agreement.

16.19 GENERAL

16.19.01 Employees who have given long and faithful service in the employ of the Company and who have become unable to handle heavy work to advantage, will be given preference of such light work in their line as they are able to handle; the employees will take the rate of pay of jobs to which assigned.

16.19.02 The Company will facilitate the rehabilitation of employees returning from long-term GDIP or Workers' Compensation under the Employee Assistance Program.

Subject to mutual agreement between the Company and the Union, these employees may be given, in certain cases, shift and/or work location preference in order to facilitate their rehabilitation, which, in some cases, may require the employee to work less than the standard working week and/or standard working day. Where employees are unable to return to work in their former category/clas-

sification, they may be accommodated in a position where the job requirements are consistent with their medical/physical condition, provided they have demonstrated that they possess the aptitude to perform the job. Under such circumstances, the Company will participate in providing training assistance and following successful completion of training, salary and benefit levels will be based upon the position accepted by such employees.

- 16.19.03 In the event of a geographical relocation of work from one Seniority Division to another, the employees affected holding divisional seniority (including Learners and Junior Mechanics with at least two (2) years service in category), shall be considered as holding seniority in the division to which the work is transferred and staff adjustments will be made accordingly.
- 16.19.04 Expenses of personnel transferred as a result of staff adjustments covered in 16.19.03 above, shall be borne by the Company in accordance with Article 15.
- 16.19.05 The Company may assign personnel from other categories to cover peak periods of a temporary nature rather than re-hire laid-off employees to cover such peak periods.

ARTICLE 17 - DISCIPLINE AND GRIEVANCE PROCEDURE

17.01 DISCIPLINE AND DISCHARGE

- 17.01.01 Under circumstances where, as a result of an alleged misdemeanor, it is considered undesirable that an employee should be allowed on the Company premises and where there is doubt as to the appropriate charge and/or penalty, the employee may be held out of service pending investigation for a period not to exceed three (3) clear calendar days, exclusive of Saturdays, Sundays and Statutory Holidays. This investigation period will not incur loss of pay unless the misdemeanor results in suspension pending discharge.
- 17.01.02 Where disciplinary action short of discharge is considered necessary, the employee will be advised in writing. Such letters will be progressive in nature and will represent various levels of severity depending upon the offense and/or the employee's previous disciplinary record. The practice of the issuance of a verbal reprimand under certain cir-

cumstances will not be affected by this procedure. Depending on the nature of any incident, disciplinary action may be initiated at any one of five (5) steps as fol-

Step I

Six (6) month letter of reprimand.

Other similar incident(s)/infraction(s) while the letter is active, extends period of retention on file to one (1) year or initiates progression to Step II.

step II

A disciplinary letter or letter of temporary demotion with a duration of retention on the employee's personal file for a period of twelve (12) to twenty-four (24) months, depending upon the nature of the incident and/or the employee's previous disciplinary record.

Other similar incident(s)/infraction(s) while the letter is active, extends period of retention by six (6) months or initiates progression to Step III.

step III

A disciplinary letter with a duration of retention on the employee's personal file for a period of thirty (30) months, and also the ability to issue a one (1) two (2) or three (3) day suspension without pay.

Other similar incident(s)/infraction(s) while this letter is active, extends period of retention by six (6) months or initiates progression to Step IV.

step IV

A disciplinary letter with a duration of retention on the employee's personal file for a period of thirty-six (36) months, and also the ability to issue a ten (10) day suspension. The purpose of this letter is to afford the employee a final opportunity to retain employment.

17.01.03 step v

Where the decision of the Company is to discharge for just cause, the employee shall first be notified in writing with a Step V Letter of Discipline stating that he is "suspended pending discharge". The Step V Letter shall include the specific charge or charges precipitating the action.

NOTE: As per Article 17.01.05.01, in exceptional circumstances, a twenty (20) day suspension may be substituted for discharge.

- 17.01.04 Letters of discipline shall be presented to the employee within a reasonable period of time of the Company's knowledge of the incident leading to discipline, and shall contain an explanation of the infraction, and the future corrective action to be expected. When presented with such letters, the employee may have a Shop Steward present as an observer, if he so requests.
- 17.01.05 In cases involving suspension without pay, local management will review the matter with the local Union in an effort to assure that all information and opinions are available. After a final review of the whole case, local management will render its decision.
- In cases involving suspension pending discharge, local Management will advise the local Union prior to issuing the letter of suspension pending discharge to the employee.
- NOTE: If requested by the Union, reasonable time will be allowed to investigate the case.
- 17.01.05.01 The ten (10) day suspension can only be exceeded, with Branch Head approval, in exceptional circumstances where suspension pending discharge would normally occur and only to a twenty (20) working day suspension within a thirty (30) calendar day period.
- 17.01.05.02 Disciplinary suspensions will normally be served in conjunction with regular days off (either before or after regular days off).
- 17.01.05.03 In cases where a decision to discharge is reduced but where time off the payroll is involved, the limits in 17.01.05.01 will not apply.
- 17.01.06 Letters relative to corrective disciplinary action and illegal work stoppages which have been placed on an employee's personal file will not be referenced and will be removed from the employee's personal file, where practicable, if the employee's record has been free of any previous corrective measures for three (3) consecutive years.
- 17.01.07 When an employee has been notified of disciplinary action,

he may lodge appeals in accordance with the appropriate charts re Grievance and Discipline Appeal Levels. Each such appeal must be lodged in writing via Canada Post within five (5) clear calendar days from the date of receipt of the decision, exclusive of Saturdays, Sundays and Statutory Holidays. Hearings shall be commenced within ten (10) clear calendar days, exclusive of Saturdays, Sundays and Statutory Holidays of written request and decision rendered within fifteen (15) clear calendar days, exclusive of Saturdays, Sundays and Statutory Holidays, of the date of the appeal hearing. All decisions shall be confirmed in writing to the parties concerned and will contain a summary of the issue giving rise to the appeal.

NOTE 1: Notwithstanding the provisions of this Article, it is agreed that the respective parties will make every effort to conduct hearings within the identified time period. Where these time limits cannot be met by either party, the other party will be notified in advance.

NOTE 2: The Company undertakes to ensure that the time limits for the rendering of decisions, referenced above, will be adhered to unless exceptional circumstances surrounding the case require an extension.

NOTE 3: Subject to the exceptions set out in Notes 1 and 2 above, should the Company fail to render a decision within the time limits set out in Article 17.01.07, all discipline may be appealed to the Second Level by the Union. It is understood that subject to agreement, the parties at the Headquarters level have the ability to send a disciplinary appeal back to First Level for handling whether it involves a loss of pay or not.

NOTE 4: In situations where the conditions of Note 2 do not apply and the Company fails to render a decision at the second level of the disciplinary appeal process within the specified time limits, the Union may proceed with the appeal in accordance with article 18 and the fees and expenses of the arbitrator shall be borne by the Company.

17.01.08 Implementation of disciplinary action involving loss of pay (suspension without pay and temporary demotion), will normally be withheld pending a possible appeal to Second Level. No Second Level hearing will be held in disciplinary matters not involving loss of pay subject to Note 3 in Article 17.01.07.

NOTE 1: The specific details of appeal steps, as referenced in 17.01.07 to 17.01.08 inclusive, are contained in the appropriate charts re 'Grievance and Discipline Appeal Levels.

NOTE 2: Appeals to discharge decisions will be handled as promptly as possible and wherever practical, at the location concerned. Where it is considered desirable by the Branch concerned, appeals to discharge decisions may be handled by combining First and Second Levels.

17.01.09 If an appeal is not lodged in a discharge case, the employee may be discharged effective the day following the appeal period specified in 17.01.07. If an appeal is lodged and if the decision is to discharge and provided that no further appeal is made within the time limit specified in 17.01.07, the discharge will be effective the day following this limit.

17.01.10 The final decision of the Company shall be forwarded to the employee, the appropriate General Chairperson and District Lodge 148 by double registered mail. If the Union is not satisfied with the final decision of the Company, the matter may be submitted to arbitration, subject to the provisions of Article 18 of this Agreement, provided the employee concerned has so requested the Union to do so, in writing, with a copy to:

Director, Labour Relations -
Technical Services
Air Canada Base 023
Montreal International Airport (Dorval)
P.O. Box 9000, Postal Station St-Laurent
Montreal, Quebec

NOTE: Should the Union represent an employee at a final disciplinary appeal hearing, as provided for

in 17.01.IO, the time limits referenced in Article 18.03 will commence on the date the appropriate General Chairperson receives the final decision.

17.01.II Throughout this procedure, an employee shall have the right to be represented by an authorized Union Representative. In this event and if the employee appeals to the Headquarters Officers of the Branch or of the Company, he shall be represented at these latter levels by the General Chairpersons. Subject to the other provisions of 17.01 and Article 18 including time limits, the employee may, throughout this procedure, handle the matter on his own behalf if he so desires, including arbitration.

NOTE: Should an employee elect to handle his own final disciplinary appeal, in accordance with 17.01 .IO, the time limits referenced in Article 18.03 will commence on the date the employee receives the final decision.

17.01 .I 2 Nothing In this Agreement shall be construed as preventing the Company from holding an employee out of service pending an investigation and hearing or appeal. The Company's decision in the case of such hearings or appeals may either uphold a previous Company decision, fully exonerate and reinstate the employee with pay for all time lost, or render such intermediate decision as may be considered just and equitable.

17.02 Unassigned

17.03 GRIEVANCE PROCEDURE

17.03.01 When an employee believes that he has been unjustly dealt with or that any of the provisions of this Agreement have been violated, his recourse shall be as follows, except for those matters handled in accordance with Article 17.01.

Within ten (10) clear calendar days of the occurrence or his knowledge of the incident, whichever occurs later, he shall first attempt to obtain a satisfactory adjustment by direct appeal to his Supervisor during which discussion the grievor may be accompanied by his Shop Steward if he so desires. If the grievor chooses to be thus accompanied, the Shop Steward may participate in the discussion. If the

employee has handled the matter on his own and has been unable to arrange a satisfactory adjustment, he may request the Shop Steward to handle his grievance with the Supervisor. The employee may accompany the Shop Steward if he so desires.

FIRST LEVEL

17.03.02 When the conditions of Article 17.03.01 have been met and an employee remains dissatisfied with the results, he may raise a formal grievance in writing on the standard grievance form within ten (10) calendar days, exclusive of Saturdays, Sundays and Statutory Holidays, as follows:

- a) The employee will indicate the nature of the grievance, date of the incident/action, alleged violation of the Agreement (e.g., specific provision), the facts concerning the matter and the specific redress sought.
- b) Providing the employee has signed the grievance form, the submission of that grievance form to his Supervisor, may be carried out by either the employee or the Union Steward.
- c) The Supervisor will respond to the Union, with a copy to the employee, in writing, on the standard grievance form within three (3) clear calendar days from the date of receipt of the written grievance form, exclusive of his regular days off and Statutory Holidays.

NOTE: Grievances of a general nature may be initiated by the Union, in writing, on the standard grievance form at either the First, Second or Third Level, depending upon the scope and nature of such grievance.

Such grievances must be filed within ten (10) clear calendar days, exclusive of Saturdays, Sundays or Statutory Holidays, from when the Union has received written notice from the Company relating to an incident or when an incident actually occurs and subsequently comes to the knowledge of the Union, which the Union believes violates the provisions of the Agreement.

SECOND LEVEL

17.03.03 Failing satisfactory adjustment at First Level, the Shop Steward shall refer the grievance to the local shop Committee/General Chairperson for appeal to the member of management designated by the Company.

NOTE: The Shop Steward may be added to the Grievance Committee at the Second Level of the appeal procedure.

THIRD LEVEL

17.03.04 Failing satisfactory adjustment at Second Level, the grievance shall be submitted to the General Chairpersons for appeal to the Director, Labour Relations - Technical Services.

17.03.04.01 The Committee of General Chairpersons of District Lodge 148, will meet with the Company Headquarters Representatives at least every six (6) weeks for the purpose of dealing with all outstanding grievances which have been processed to the Headquarters Level of the Company. This work will not detract from the functioning of the recognized Regional Shop

NOTE: It is the mutual intention of the parties to confine, as far as practicable, the Third Level Appeal to questions of national importance. In furtherance of this goal, each party will advise the other, in writing, of any grievances proceeding to the Third Level which it considers do not raise any national issues. The parties will endeavor to resolve all grievances which do not raise any question of national importance prior to the Third Level appeal. Unless expressly agreed to the contrary, such resolutions will be without precedent value.

17.03.04.02 If at a Third Level Hearing agreement is reached on the interpretation, intent or application of a provision in the Agreement, the parties agree that the issue may be raised at a subsequent Union Management Communication Meeting. Following a review of the agreement at the Union Management Communication

Meeting, such agreement may, on mutual agreement of the parties, be incorporated in the Collective Agreement in the form of a Letter of Understanding.

17.03.04.03 Decisions of National Third Level grievances will be sent to the office of the President and Directing General Chairperson of District Lodge 148 by Faxcom followed by Canada Post.

17.03.04.04 At the request of District Lodge 148:

a) An additional member from each affiliated Local Lodge may attend discussions with the Company at the Third Level as an advisor to the Committee of General Chairpersons. However, the Local Lodges in Toronto and Montreal may each have two (2) members.

b) Such representatives who are employees shall be allowed the necessary time off, subject to manpower requirements, payable by the Union. Necessary transportation will be provided over the lines of the Company from the point of duty to the point of meeting and return.

APPEALS

17.03.05 Each appeal must be lodged in writing, within ten (10) clear calendar days from the date of receipt of decision, exclusive of Saturdays, Sundays and Statutory Holidays. Hearings shall be commenced within fifteen (15) clear calendar days of written request, exclusive of Saturdays, Sundays and Statutory Holidays. Decisions shall be rendered within fifteen (15) clear calendar days of the close of the appeal hearing, exclusive of Saturdays, Sundays and Statutory Holidays. All decisions shall be confirmed in writing to the parties concerned. At the Second and Third Level, the decision will contain a summary of the issue giving rise to the grievance.

NOTE 1: Notwithstanding the provisions of this Article, it is agreed that the respective parties will make every effort to conduct hearings within the identified time period. Where these time limits cannot be met by either party, the other party will be notified in advance.

NOTE 2: The Company undertakes to ensure that the time limits for the rendering of decisions, referenced above, will be adhered to unless exceptional circumstances surrounding the case require an extension.

NOTE 3: In situations where the conditions of Note 2 do not apply and the Company fails to render a decision at the third level of the grievance appeal process within the specified time limits, the Union may proceed with the grievance in accordance with Article 18 and the fees and expenses of the arbitrator shall be borne by the Company.

17.03.06 The specific details of appeal steps, as referenced in 17.03.01 to 17.03.04 inclusive, are contained in the appropriate charts re Grievance and Discipline Appeal Levels.

NOTE: At Dorval Base only, a Chief Steward will be involved at Stage II of the First Level and may be added to the Grievance Committee at the Second Level of the appeal procedure, in lieu of a Shop Steward.

17.03.07 If an agreement cannot be reached between District Lodge 148 and the Company, the matter may then be submitted to arbitration subject to the provisions of Article 18 of this Agreement.

17.04 GENERAL

1764.01 The employee or the Union and the Company may have any witness present who can give relevant evidence on the matter in question.

1764.02 Witnesses, who are employees of the Company, shall be given leave of absence for a time sufficient to permit them to appear as witnesses. Space available transportation will be provided over the lines of the Company from the point of duty to the point of hearing and return.

1764.03 All decisions arrived at between management of the Company and the employee and/or the Union, shall be final and binding upon the Company, the employee and the Union. Decisions not appealed within the time limit prescribed, shall be final and binding upon the party or parties concerned.

- 17.04.04 All Union Regional Committee and Shop Committee activities are restricted to the point where the Committee is located.
- 17.04.05 At line stations, except Calgary, Edmonton, Ottawa, Mirabel and Halifax, grievances of a technical nature involving maintenance personnel, will be handled jointly by the appropriate local Manager and the Director Line Maintenance.
- 17.04.06 With the exception of the First Level of the grievance appeal procedure, the hearing of appeals by the management levels listed may be delegated to a deputy but, in such cases, the deputy's decision becomes the final decision for that step of the appeal procedure. However, the Union may request that a specific grievance be heard by the senior line Manager listed on the charts rather than his designate in those grievances which involve significant issues at the location.
- 17.04.07 At the request of the District Lodge 148, a member from each affiliated local lodge may attend Second Level disciplinary appeal hearings as an advisor to the General Chairpersons. Attendance of such representatives is limited to the day on which disciplinary appeal hearings are scheduled to be heard, in conjunction with appeals from their respective local lodge.
- Such representatives who are employees of the Company shall be allowed the necessary time off, subject to manpower requirements, payable by the Union. Necessary transportation will be provided over the lines of the Company from the point of duty to the point of the meeting and return.
- 17.05 UNION/MANAGEMENT COMMUNICATIONS
- 17.05.01 It is recognized that meetings between the Company and the Union, at all levels, are essential to the maintenance of good employee relations and the establishment of mutual trust and respect.
- 17.05.02 The Company shall discuss, with the various Shop Committees of the Union, matters involving the employees under this Agreement. At all points where Shop Committees have been constituted, two (2) regular meetings between the designated officials of the Company and

the Shop Committee shall be held each month. Such meetings will be held during regular working hours without loss of time to committee men, unless otherwise mutually agreed. Where mutually agreed by the Shop Committee and designated Company officials, the meetings may be held at less frequent intervals or as required, subject to joint agreement.

- 17.05.03 The Committee of General Chairpersons of District Lodge 148 will discuss with Company Headquarters Representatives, overall matters involving policy, interpretation, etc., affecting the whole system. The Committee will meet with the Company at least once every quarter. The work of this Committee must not detract from the functioning of the recognized Regional Shop Committees.
- These meetings will also include, as required, matters of mutual concern relating to the Employee Assistance Program, Employment Equity and National Health and Safety issues. District Lodge 148 Coordinators for Safety & Health, Employment Equity or Employee Assistance may be in attendance for the period of time when matters relating to their functions are addressed as an agenda item.
- 17.05.04 Meetings referenced in 17.05.02 and 17.05.03 shall not be considered as being in lieu of the established grievance procedure.
- 17.05.05 The President and Directing General Chairpersons of District Lodge 148, shall be the point of contact between the Union and representatives of Company Headquarters. Where such contacts are through the medium of correspondence, the letters, in all cases, will be addressed to or signed by the above-referenced General Chairpersons with a copy to the other General Chairpersons.
- 17.05.06 Any matter initiated by the Company at Headquarters Level for discussion with the Union, shall be handled by the appropriate Company representatives with the General Chairpersons. Any matter of a local nature initiated by a Company representative at a level below that of Headquarters, shall be handled by him with the appropriate Shop Committee/General Chairperson or Shop Steward.

GRIEVANCE AND DISCIPLINE APPEAL LEVELS - TECHNICAL OPERATIONS

GRIEVANCE APPEAL LEVELS	DORVAL	VANCOUVER WINNIPEG	CALGARY EDMONTON	TORONTO	OTTAWA MIRABEL HALIFAX	LINE STATIONS (EXCEPT OTTAWA, EDMONTON, CALGARY, MIRABEL & HALIFAX)	DISCIPLINE APPEAL LEVELS
THIRD LEVEL	CORPORATE LABOUR RELATIONS		GENERAL CHAIRPERSONS				SECOND LEVEL
SECOND LEVEL	DIRECTOR/ GENERAL MANAGER* SHOP COMMITTEE	DIRECTOR LINE MTCE / BASE MANAGER SHOP COMMITTEE	DIRECTOR LINE MTCE. GENERAL CHAIRPERSON OR SHOP COMMITTEE	DIRECTOR LINE MTCE / GENERAL MANAGER* SHOP COMMITTEE	DIRECTOR LINE MTCE / DIRECTOR BASE MTCE / GENERAL MGR.* SHOP COMMITTEE	GENERAL MANAGER OR DESIGNATED REP. GENERAL CHAIRPERSON OR DESIGNATED SHOP STEWARD	FIRST LEVEL
FIRST LEVEL	STAGE II GENERAL FOREMAN, MANAGER, OR CHIEF INSP. CHIEF STEWARD STAGE I FOREMAN SHOP STEWARD	STAGE II GENERAL FOREMAN OR CHIEF INSP. SHOP COMMITTEE STAGE I FOREMAN SHOP STEWARD	MAINTENANCE MANAGER SHOP STEWARD	STAGE II GENERAL FOREMAN SHOP COMMITTEE STAGE I FOREMAN SHOP STEWARD	GENERAL FOREMAN / FOREMAN SHOP STEWARD	LOCAL MANAGER OR SUPERVISOR SHOP STEWARD	

* The General Manager responsible for the applicable Division / Department.

GRIEVANCE AND DISCIPLINE APPEAL LEVELS - AIRPORT & CARGO OPERATIONS

GRIEVANCE APPEAL LEVELS	TORONTO DORVAL MIRABEL	VANCOUVER WINNIPEG OTTAWA HALIFAX	CALGARY EDMONTON	REGINA SASKATOON QUEBEC ST-JOHN'S SAINT JOHN FREDERICTON MONCTON	THUNDER BAY LONDON CHARLOTTE- TOWN VICTORIA VAL D'OR ROUYN SEPT ILES STEPHENVILLE SYDNEY GANDER SUDBURY TIMMINS NORTH BAY WINDSOR	CARGO RATING UNIT (MARKETING & SALES CARGO) MONTREAL	DISCIPLINE APPEAL LEVELS
THIRD LEVEL	CORPORATE LABOUR RELATIONS					GENERAL CHAIRPERSONS	SECOND LEVEL
SECOND LEVEL	GENERAL MANAGER OR DESIGNATED REP. SHOP COMMITTEE	GENERAL MANAGER OR DESIGNATED REP. SHOP COMMITTEE	GENERAL MANAGER OR DESIGNATED REP. GENERAL CHAIRPERSON OR SHOP COMMITTEE	GENERAL MANAGER OR DESIGNATED REP. GENERAL CHAIRPERSON OR DESIGNATED SHOP STEWARD	GENERAL MANAGER OR DESIGNATED REP. GENERAL CHAIRPERSON OR DESIGNATED SHOP STEWARD	MANAGER GENERAL CHAIRPERSON OR DESIGNATED SHOP STEWARD	FIRST LEVEL
FIRST LEVEL	SUPERVISOR/ MANAGER SHOP STEWARD	SUPERVISOR/ MANAGER SHOP STEWARD	SUPERVISOR/ MANAGER SHOP STEWARD	SUPERVISOR/ LOCAL MGR. SHOP STEWARD	DESIGNATED SUPERVISOR/ MANAGER SHOP STEWARD	SUPERVISOR/ MANAGER SHOP STEWARD	

GRIEVANCE AND DISCIPLINE APPEAL LEVELS - PURCHASING & SUPPLY

GRIEVANCE APPEAL LEVELS	DORVAL	MIRABEL	TORONTO	VANCOUVER WINNIPEG	DISCIPLINE APPEAL LEVELS
THIRD LEVEL	CORPORATE LABOUR RELATIONS		GENERAL CHAIRPERSONS		SECOND LEVEL
SECOND LEVEL	DIRECTOR PURCHASING & SUPPLY SHOP COMMITTEE	DIRECTOR PURCHASING & SUPPLY SHOP COMMITTEE	DIRECTOR PURCHASING & SUPPLY SHOP COMMITTEE	DIRECTOR PURCHASING & SUPPLY SHOP COMMITTEE	FIRST LEVEL
FIRST LEVEL	STAGE II MANAGER CHIEF STEWARD STAGE I DUTY MANAGER SHOP STEWARD	MANAGER SHOP STEWARD	STAGE II MANAGER SHOP COMMITTEE STAGE I DUTY MANAGER SHOP STEWARD	STAGE II MANAGER SHOP COMMITTEE STAGE I MANAGER SHOP STEWARD	

138

GRIEVANCE AND DISCIPLINE APPEAL LEVELS - DORVAL BASE CAFETERIA

GRIEVANCE APPEAL LEVELS	GRIEVANCE AND DISCIPLINE APPEAL LEVELS		DISCIPLINE APPEAL LEVELS
THIRD LEVEL	CORPORATE LABOUR RELATIONS	GENERAL CHAIRPERSON	FIRST LEVEL
SECOND LEVEL	CAFETERIA MANAGER	SHOP COMMITTEE	FIRST LEVEL
FIRST LEVEL	SUPERVISOR OF CAFETERIA	CHIEF STEWARD	

ARTICLE 18 - ARBITRATION

- 18.01 Disputes other than specific employee grievances or disciplinary or discharge appeals, may be submitted to arbitration by either the Company or District Lodge 148 provided the issue in question concerns the interpretation or alleged violation of any provision of this Agreement. The question as to whether or not any such issue is arbitrable may also be submitted to arbitration.
- 18.02 Should the Company and District Lodge 148 fail to reach an agreement upon a specific employee grievance dealt with under Article 17.03 and provided the grievance involves the Interpretation or the alleged violation of any provision of this Agreement, or should District Lodge 148 be dissatisfied with the final decision of the Company rendered under Article 17.01, District Lodge 148 shall be entitled to submit the case to arbitration. The question as to whether or not any such Issue Is arbitrable may also be submitted to arbitration.
- No dispute involving a specific employee grievance or disciplinary appeal shall be submitted to arbitration until it shall first have been handled through the preceding steps of the appropriate appeal procedure.
- 18.03 The party contemplating arbitration shall notify the other party in writing within thirty (30) dear calendar days after receipt of the decision or the action of their intent to arbitrate.
- All such written notifications shall be forwarded by Faxcom.
- 18.04 Any decision not submitted to arbitration within the time limits referenced in Article 18.03, shall be final and binding upon the Company, the employee and the Union.
- 18.05 Within five (5) clear calendar days of the receipt of this notice, the parties shall confer and endeavor to name the person chosen to act as the single arbitrator.
- NOTE: At the written request of either party, any matter may be submitted to an arbitration board for determination in accordance with the provisions of this Article. In this event, the formation of the board will be in accordance with Article 18.12, Arbitration Boards.
- 18.08 Should the parties fail, within ten (10) dear calendar days, to agree on a single arbitrator, the Minister of Labour for Canada

shall be requested by the parties, acting jointly, or by either party acting separately, to appoint an arbitrator.

- 18.07 The arbitrator shall convene a meeting of the parties, take relevant evidence and make every effort to complete the hearing of the case within thirty (30) days of his appointment and to issue a written decision to the parties, within fifteen (15) days of the hearing.
- 18.08 The decision of the arbitrator shall be final and binding upon the Company, the employees and the Union.
- 18.08 The fees and expenses of the arbitrator shall be borne equally by each party.
- 18.10 The arbitrator shall not, in the case of a grievance appeal, make any decision inconsistent with the provisions of this Agreement, nor shall he alter, modify, or amend any part of this Agreement, but he shall have the authority to determine, except as limited by the Agreement, the compensation to which an aggrieved employee may be entitled.
- 18.11 In the case of disciplinary or discharge appeals, the arbitrator may either uphold the Company's final decision, fully exonerate and reinstate the employee with pay for all time lost, or render such intermediate decision as he considers just and equitable.
- 18.12 ARBITRATION BOARDS
 - 18.12.01 The party electing an arbitration board in accordance with Article 18.04, shall notify the other party in writing, within thirty (30) clear calendar days after receipt of the decision or the action, indicating the name of the person chosen to act as its member of the arbitration board.
 - 18.12.02 Within five (5) clear calendar days of the receipt of this notice, the other party shall name the person chosen to act as its member of the arbitration board.
 - 18.12.03 As soon as possible, but not more than ten (10) clear calendar days thereafter, the two representatives shall meet and endeavor to reach agreement on the identity of the third member who shall act as Chairperson of the arbitration board.
 - 18.12.04 Should the representatives fail, within ten (10) clear calendar days, to agree on a Chairperson, the Minister of

Labour for Canada shall be requested by the two members, acting jointly, or by either party acting separately, to appoint a person who shall act as Chairperson.

- 18.12.05 The arbitration board shall meet, take relevant evidence and make every effort to complete the hearing of the case within thirty (30) days of the appointment of the Chairperson and to issue a written decision to the parties, within fifteen (15) days of the hearing.
- 18.12.08 The decision of the majority is the decision of the arbitration board but, if there is no majority, the decision of the Chairperson governs and in either case, the decision shall be final and binding upon the Company, the employees and the Union.
- 18.12.07 The fees and expenses of the Chairperson shall be borne by the party requesting the arbitration board. Each party shall pay for the fees and expenses of its appointee.
- 18.12.08 The arbitration board shall not, in the case of a grievance appeal, make any decision inconsistent with the provisions of this Agreement nor shall it alter, modify or amend any part of this Agreement, but shall have the authority to determine, except as limited by the Agreement, the compensation to which an aggrieved employee may be entitled.
- 18.12.09 In the case of disciplinary or discharge appeals, the arbitration board may either uphold the Company's final decision, fully exonerate and reinstate the employee with pay, for all time lost or render such intermediate decisions as it considers just and equitable.

18.13 MEDICAL BOARD . DISABILITY PENSION

In situations where there is disagreement regarding an employee's entitlement to a disability pension, the following will apply:

- a) The employee will file a grievance in accordance with Article 17.03.
- b) Should the matter not be resolved through the grievance process and the Union elect to exercise their rights under Article 18, the arbitral process will be replaced by a process involving a third party medical board as described below.

- c) The board will consist of three (3) members, one (1) selected by the Company, one (1) selected by the Union and a third who is mutually agreed upon,
- d) Each board member will be a medical Doctor with minimum qualifications to be agreed upon by the parties.
- e) Board members will be contracted to convene twice yearly for a period of three (3) days on agreed to dates,
- 9 The specific grievance(s) to be presented to the board will be identified by the Union a minimum of forty-five (45) days prior to the scheduled date of the hearing.
- g) The medical board hearing will be cancelled if there are no specific grievances identified in accordance with item 9.
- h) The cost of the medical board will be shared on a fifty-fifty (50/50) basis between the Company and the Union.
- i) There will be no change to Company rules/regulations as a result of this agreement.
- j) Board decisions will be final and binding on the parties.
- k) Additional administrative details regarding the functioning of this board will be discussed and agreed to through the UMCM process.

ARTICLE 19 - UNION ACTIVITIES

19.01 Time clearance requests for Shop Stewards, Chief Stewards, Regional Shop Committees, Shop Committee duties; Union time clearance for Local or District Lodge activities will not be unreasonably withheld.

19.02 SHOP STEWARDS - SYSTEM

- 1) It is essential that all time consumed by Union Shop Stewards be recorded and charged to the appropriate Work Order Number. Therefore, Shop Stewards must obtain clearance from their Supervisor before performing Union activities within their respective work areas. Under circumstances where the activity is outside their own work areas, they will obtain clearance from the Supervisor in the other work area before commencing such activities.
- 2) Shop Stewards must give a general description of the reason for their absence.

3) There must be a reasonable relationship between time spent on grievance investigation and grievance presentation. Any unreasonable ratio will be challenged and the Steward(s) will be expected to account for his time within reason.

19.03 CHIEF STEWARDS - DORVAL BASE

A Chief Steward will be assigned to each of the areas of jurisdiction as follows:

Section 1 - Ground Equipment and Facilities Maintenance, Base Maintenance, Power Plant Maintenance, Power House Maintenance and Ramp Equipment Maintenance.

Section 2 - Aircraft Maintenance ('C' and 'D' Check Programs), Quality Aircraft, Non-destructive Test.

Section 3 - Unit Shops - Hydraulic, Pneumatic, Electrical, Fuel, Instrument, Avionics, Wheel & Brake, applicable Shop Inspectors, Avionics/Electronics Standards and Automated Test Equipment Test Development.

Section 4 - Aircraft Metal & Plumbing Shop, Paint Shop, Finishing Shop and applicable Shop Inspectors.

Section 5 - Line Maintenance.

Section 6 - Power Plant Shops, Power Plant and Aircraft Machine & Fitting Shop, Power Plant Metal & Welding Shop, Process Shop (including Paint) and Quality Power Plant.

Section 7 - Purchasing & Supply - Main Stores (including Materials Inspection) Commissary Stores, Flight Support Equipment Stores, Power Plant Stores & Advertising Stores.

Section 8 - Dorval Base Cafeteria.

The time consumed in Chief Steward Grievance Investigation will be borne by the Company to the extent of the following maximum monthly hour limitations:

Technical Operations	- Section 1-6 inclusive	130 hours
Purchasing & Supply	- Section 7	22 hours
Cafeteria	- Section 8	22 hours
TOTAL:		174 hours max.

and is chargeable to Job Order 913151. The time consumed by Chief Stewards in excess of the maximum hourly limitations will be borne by the Union and is chargeable to Work Order Number 91321751.

The time consumed in Chief Steward Grievance presentation will be borne by the Company and is chargeable to Work Order Number 913152.

There must be a reasonable relationship between time spent on grievance investigation and grievance presentation. Any unreasonable ratio will be challenged and the Chief Steward(s) will be expected to account for his time within reason.

In addition to normal duties, Chief Stewards will be authorized to participate in Shop Committee meetings with management when the issue being discussed at First Level and Second Level involves their section. Time consumed by Chief Stewards while acting as an additional member of the Shop Committee, as outlined in this item, will also be borne by the Company and is chargeable to Work Order Number 913112.

Before performing their function within their own work area, Chief Stewards will obtain clearance from their Supervisor. In cases where the activity is outside their own work area, they will obtain permission from their Supervisor before leaving the job, will indicate the anticipated duration of their absence and advise the Supervisor in the other work area before commencing their activities.

A Chief Steward may only use Work Order Numbers 913151 or 913152 when lost time is being paid for by the Company with the exception of time spent acting as an additional member of the Shop Committee which is charged to Work Order Number 913112.

Although every effort will be made, it may not always be possible to release the Chief Steward at the precise time requested.

19.04 UNION REGIONAL SHOP COMMITTEES

Union Regional Shop Committees are established at Dorval, Toronto, Winnipeg and Vancouver as follows:

- a) Technical Operations, Dorval Base Cafeteria, and Purchasing & Supply - Dorval Base
 - 1) The Committee will be comprised of one (1) Chairperson and two (2) additional employees, all full-time.
- b) Airport 6 Cargo Operations - Dorval
 - 1) The Committee will be comprised of a Chairperson and one (1) additional employee, both full-time.
- c) Technical Operations and Purchasing & Supply -
 - 1) The Committee will be comprised of a Chairperson and one (1) additional employee, both full-time.
- d) Airport & Cargo Operations - Toronto
 - 1) The Committee will be comprised of a Chairperson and one (1) additional employee, both full-time.
- e) Technical Operations and Purchasing & Supply and Airport & Cargo Operations - Winnipeg
 - 1) The Committee will be comprised of three (3) employees.
 - 2) The Chairperson and one (1) additional employee, both **full-time**.
 - 3) One (1) additional employee to participate, as required, to a maximum of twenty (20) hours investigation per week, with no set daily limit.
 - 4) Grievance presentation as required.
- 9 Technical Operations and Purchasing & Supply and Airport & Cargo Operations - Vancouver
 - 1) The Committee will be comprised of three (3) employees.
 - 2) The Chairperson and one (1) additional employee, both full-time.
 - 3) One (1) additional employee to participate, as required, to a maximum of twenty (20) hours investigation per week, with no set daily limit.
 - 4) Grievance presentation as required.

NOTE: The above understanding is dependent upon the Chairperson and Committee Members providing the Company with a bi-weekly distribu-

tion of Committee functions by Work Order Number (i.e., 913111 - Grievance Investigation and 913112 - Grievance Presentation) and is subject to maintaining a reasonable relationship between the time spent on Grievance Investigation and Presentation. Any ratio considered unreasonable will be reviewed with the Committee and processed as required.

19.05 UNION SHOP COMMITTEES

Union Shop Committees are established at Ottawa, Calgary, Edmonton, Mirabel and Halifax as follows:

Shop Committees - Ottawa, Calgary, Edmonton, Mirabel, Halifax

- 1) These Committees will be comprised of two (2) employees.
- 2) Due to the limited size of the operation at these locations, the Shop Committees will follow their regular shift and act on the Committee as required.
- 3) Time, as required, does not have to be for an entire shift. When part of a shift has been scheduled, such time clearance will be for a continuous period.
- 4) Every effort will be made to advise the Company, in advance, of the time needed to perform Union activities.
- 5) Every effort will be made by the Company to schedule employees time off to perform Union duties.
- 6) Such requests will not be unreasonably denied.

NOTE: The above understanding is dependent upon the Chairperson and Committee Members providing the Company with a bi-weekly distribution of Committee functions by Work Order Number (i.e., 913111 - Grievance Investigation and 913112 - Grievance Presentation) and is subject to maintaining a reasonable relationship between the time spent on Grievance Investigation and Presentation. Any ratio considered unreasonable will be reviewed with the Committee and processed as required.

19.06 SHOP COMMITTEE ACTIVITIES

All Union Regional Shop Committee and Shop Committee activities are restricted to the point where the Committee is located.

In addition to carrying out the responsibilities of a Shop Committee, the Union Regional Shop Committee is the contact point for closing Promotional Bulletins and Vacancy Notices and they handle Second Level Grievance and First Level Discipline Appeal cases.

19.07 CLEARANCE OF UNION TIME - LOCAL OR DISTRICT LODGE ACTIVITIES

The Company does not want to restrict in any way the legitimate functions of Union Representatives; therefore to ensure an orderly approach to clearance of time for Union activities, the following procedures will apply:

- a) All clearance of time for Union activities must be in writing, at least seven (7) calendar days prior to the time required. However, the Company recognizes that it may not always be possible to give seven (7) calendar days notice due to unusual circumstances and is prepared, within reason, to give consideration to such cases.
- b) Any changes to the original clearance must be received in writing at least three (3) working days prior to the time required.
- c) Every effort will be made to release Union Representative(s) on the date(s) requested. The Company will endeavor to advise the employee(s) of their decision as soon as possible. However, it may not always be possible to release an employee for Union activities. Under circumstances where it is not possible to release Union Representative(s) on the date(s) requested, the employee(s) involved, the appropriate Local/District Lodge and Labour Relations Manager will be verbally advised of the reason Production Supervision are unable to comply with the request.

Upon receipt of written request from the appropriate Local/District Lodge, the Labour Relations Manager will confirm the reason in writing.

Where the Company has agreed to release employee(s) for Union activities, such decisions will not be rescinded (within the forty-eight hour period immediately preceding the agreed-to time off), except under extenuating circumstances.

- d) All authorization for time clearances from the Local Lodges must be coordinated by the President or his designated representative.
- e) All authorization for time clearances from the District Lodge, must be coordinated by the President and Directing General Chairperson.
- 9 With respect to the replacement of R.D.O.'s lost while on Union activities, the Company will continue to make every effort to grant compensatory time off, regardless of whether the time off is chargeable to the Company or the Union. However, where the time off is chargeable to the Company and it is not possible to release such employee(s), the Company has no other reasonable alternative but to exercise the option of a straight time credit.
- g) Time consumed on Union activities which are chargeable to District Lodge 148, will be charged to Work Order Number 9132148.
- h) Time consumed on Union activities which are chargeable to the Local Lodge, will be charged to the following Work Order Numbers.
 - Local Lodge 714 - w.o. 9132714
 - Local Lodge 1751 - W.O. 91321751
 - Local Lodge 2323 - W.O. 91322323
 - Local Lodge 2324 - W.O. 91322324

19.08 UNION BUSINESS - GENERAL

The Union will pay for all time dedicated solely to Union business, such as executive committee meetings, stewards meetings, election of stewards or any other activity previously allowed, on the basis of individual approval.

19.09 NEGOTIATING COMMITTEE

The Company will pay the salary of five (5) members of the Union Negotiating Committee during direct negotiations. Time consumed during Union Pre Negotiations and periods not in direct negotiations will be charged to the applicable Local/District Lodge Work Order Numbers which will be provided to the Company with the respective time clearances.

19.10 TRAVEL CREDITS

Under circumstances where an employee is required to travel from and to his Home Base while on Union business, one extra day account travel will be allowed in each direction in cases where the scheduled flight leg(s) is more than two (2) hours duration.

An employee will be expected to travel on his own time, where the scheduled flight leg(s) is two (2) hours or less. However, under extenuating circumstances (e.g., combination of employee's scheduled shift and meeting times) reasonable time will be allowed. In the event of any difficulties, the matter will be resolved with the appropriate General Chairperson/Local Lodge President or the Committee of General Chairpersons.

19.11 R.D.O./VACATION INTERRUPTION - SPECIAL COMMITTEES/ NEGOTIATIONS

Under circumstances where the Company assumes the cost of the time involved for special committees and/or negotiations and vacation is interrupted, the number of days involved will be considered as vacation earned but not taken. Such vacation will be re-scheduled at a time mutually agreeable between the Company and the employee. It also was agreed that in cases where such employees meet with the Company or travel on an R.D.O., they will be given compensatory time off or, at the discretion of the Company, be credited with eight (8) hours at straight time.

19.12 WORK ORDER NUMBERS - TIME CONSUMED IN UNION ACTIVITIES

The applicable Work Order Numbers for all time consumed in Union business are as follows:

- 913111 Union Activities - Shop Committee Functions - Chargeable to the Company - Investigation
Includes all 'Productive' time lost by Chairpersons and members of Shop Committees while carrying out the functions of their offices that are considered as acceptable charges to the Company, such as the investigation of grievances.

- 913112 Union Activities - Shop Committee Functions - Chargeable to the Company - Presentation
includes all 'Productive' time lost by Chairpersons and members of Shop Committees while carrying out the functions of their offices, such as the presentation of grievances in official discussions with Management representatives.
- 913113 Union Activities - Joint Training & Licensing Committee - Chargeable to the Company
Includes: a) All 'Productive' time lost by the Chairperson and members of the Joint Training & Licensing Committee while carrying out the functions of their office.
b) All 'Productive' time lost by the Chairperson of the Joint Training & Licensing Committee, or his designated representative participating at the Second Level of the Appeal Procedure.
- 913121 Union Activities - Shop Steward Functions - Chargeable to the Company - Grievance Investigation
Includes all "Productive" time lost by the Steward while carrying out the functions of his office that are considered as acceptable charges to the Company, such as the investigation of grievances through discussions with the aggrieved party, Chief Steward or Shop Committee and in some cases, with the immediate Supervisor.
NOTE: Management has requested and the Union has agreed, that the time charged to this phase will be kept to a minimum.
- 913122 Union Activities - Shop Steward Functions - Chargeable to the Company - Grievance Presentation
Includes all "Productive" time lost by the Steward while carrying out the functions of his office, such

- as the presentation of grievances, while in official discussions with the immediate Supervisor.
- 91314 Union Activities - Negotiations - Chargeable to the Company
Includes all "Productive" time lost by designated members of the Union Negotiation Committee for which the Company accepts the responsibility salary-wise for the time spent in negotiations with the Company. Also included, is all "Productive" time lost by designated members of "Special Committees" (arising out of Negotiations) and for which the Company accepts responsibility salary-wise for the time spent in discussions with the Company.
Time charged to this Work Order Number, must be limited to absence previously authorized by the Office of the Director, Labour Relations - Technical Services and approved by the Headquarters Office of the Branch concerned.
- 913151 Union Activities - Chief Steward Functions - Chargeable to the Company - Grievance Investigation
Includes all "Productive" time lost by the Chief Steward while carrying out the functions of his office that are considered as acceptable charges to the Company, such as the investigation of grievances through discussions with the Shop Steward or Shop Committees and in some cases, with appropriate Supervision.
NOTE: Management has requested and the Union has agreed that time charged to this phase, will be kept to a minimum. It has been further agreed that time charged to this Work Order Number in excess of the monthly Branch limitations provided for, will be allocated to Work Order Number 91321751 and as such, will be chargeable to the Union.

- 913152 Union Activities - Chief Steward Functions - Chargeable to the Company - Grievance Presentation
Includes all "Productive" time lost by the Chief Steward while carrying out the functions of his office, such as the presentation of grievances, while in official discussions with Management representatives at First Level, Stage II.
- 9132 + Local Lodge Number (e.g., 91321751) Union Activities - General - Chargeable to the Union (Appropriate Local Lodge)
Includes all "Productive" time lost to recognized Union activities for which the appropriate Local Lodge accepts complete responsibility, such as Union Conventions, Election of Stewards and Chief Stewards and meetings called by the Union to discuss and/or perform internal Union business. Examples of the latter are Steward and Chief Steward meetings, Executive Committee meetings, pre-negotiations, audits, tellers, Union-requested witness, additional representatives at Third Level Appeals, etc. Also included is all "Productive" time lost by designated members of the Union Negotiating Committee for which the Union accepts complete responsibility for time spent in negotiations with the Company.
Exceptions: Where Steward elections are carried out, only the time consumed by the Union official(s) conducting the election is chargeable to this Work Order Number.
- 9132148 Union Activities - General - Chargeable to the Union District Lodge 148
Includes all "Productive" time lost due to recognized Union activities for which District Lodge 148 accepts complete responsibility, such as attendance at District Lodge Executive Board meeting, performance of specific District Lodge functions. etc.

NOTE: The Union has agreed that requests for time off to perform District Lodge functions will be clearly identified as such to ensure that all "Productive" time lost as a result will be correctly charged to Work Order Number 9132149.

19.13 POSTING OF UNION NOTICES

The Union shall have the right of posting Union notices of direct interest to the employees at all locations at which Union members are employed.

The Union undertakes to supervise the material posted so that offensive matters will not be posted.

19.14 UNION REPRESENTATION

19.14.01 Employees accepting full time employment within District Lodge 148 of the Union as representatives of the employees covered by this Agreement, shall be granted a leave of absence by the Company. The Union will advise the names of such employees, the term of the leave of absence being requested and the specific purpose for the leave.

An employee on leave of absence for this purpose shall retain and continue to accrue seniority and Company service.

These employees shall have all benefits and privileges continued in effect during such leaves. The Union shall pay the Company and the Union employee contributions for costs incurred for Employee Benefit Plans.

Other terms, conditions and administrative details of the leave of absence will be as per the letter from the Company dated June 15, 1997.

19.14.02 The elected representatives above, provided they are employees on leave of absence from the Company, will be provided with, necessary air transportation within Canada in accordance with Company Regulations during their terms of office for use in connection with their work related to Air Canada and to the extent permitted by law.

ARTICLE 20 - GENERAL PROVISIONS

20.01 CLEANING ALLOWANCE

A cleaning allowance of Fifteen Dollars (\$15.00) per month will be paid to those employees required to wear dress uniforms and deal with the public, i.e.,

Certificated Station Agents I and II
Station Agents I and II
Cargo Customer Service Agents
Baggage Agents -
Certificated Load Agents
Lead Cargo Customer Service Agents

In the case of employees in the Dorval Base Cafeteria, the Company will supply and launder uniforms and other wearing apparel required by the Company. Uniforms and wearing apparel remain Company property.

20.02 MEDICAL ATTENTION

Employees injured while at work shall be given medical attention at the earliest possible moment and employees shall be permitted to return to work when approved by the Company Doctor, without signing any release of liability pending the disposition or settlement of any claim for damage or compensation.

20.03 ORDERS IN WRITING

20.03.01 All orders to a permanent employee involving a change in location or assignment, promotion, demotion, dismissal, lay-off, disciplinary action and leave of absence shall be stated in writing, copy of such orders being supplied to the local Shop Committee.

20.03.02 Employees whose period of term employment is terminated, will be given orders, in writing, covering such termination and a copy of such orders will be supplied to the local shop committee.

20.04 WORKING IN INCLEMENT WEATHER

Except as may be required by the operation, employees shall not be required to work on aircraft outside of hangars during inclement weather.

20.05 SAVING CLAUSE

- 20.05.01 Should any part or provision of this Agreement be rendered invalid by reason of any existing or subsequently enacted legislation, such invalidation of any part or provision of this Agreement shall not invalidate the remaining portions thereof and they shall remain in full force and effect.
- 20.05.02 Where the provisions of this Agreement are at variance with the Company Regulations, the former shall take precedence.

20.06 CHECK-OFF OF UNION DUES

- 20.06.01 Effective January 1, 1954, the Company shall deduct, on the payroll for the first pay period of each month, from wages due and payable to each employee coming within the scope of this Collective Agreement, an amount equivalent to the monthly union dues of the Union, subject to the conditions set forth hereunder.
- 20.06.02 The amount to be deducted shall be equivalent to the regular dues payment of the Union and shall not include initiation fees or special assessments. The amount to be deducted shall not be changed during the term of Agreement, except to conform with a change in the amount of regular dues of the Union in accordance with its constitutional provisions.
- 20.0503 Membership In the Union shall be available to any employee eligible under the constitution of the Union on payment of the Initiation or reinstatement fees uniformly required of all other such applicants by the local lodge. Membership shall not be denied for reasons of race, national origin, colour or religion.
- 20.0904 Deductions shall commence on payroll for the first pay period of the calendar month, following completion of thirty (39) calendar days, after date of employment in a position covered by this Agreement, but in no case shall deductions commence earlier than the payroll for the first pay period of the calendar month following completion of thirty (30) days after date of last entry into the Company.
- 20.06.05 If the wages of an employee, payable on the payroll for the first pay period of any month, are insufficient to permit the

deduction of a full amount of dues, no such deduction shall be made from the wages of such employee by the Company in such month. The Company shall not, because the employee did not have sufficient wages payable to him on the designated payroll, carry forward and deduct from any subsequent wages, the dues not deducted in an earlier month.

- 20.0606 Only payroll deductions, now or hereafter required by law, deduction of monies due or owing the Company, pension deductions and deductions for provident funds shall be made from wages prior to the deduction of dues.
- 20.0607 The amount of dues deducted from wages accompanied by a statement of deductions from individuals, shall be remitted by the Company to the Union, as may be mutually agreed by the Union and the Company not later than thirty (30) calendar days following the pay period in which the deductions are made.
- 20.0606 The Company shall not be responsible financially or otherwise either to the Union or to any employee, for any failure to make deduction or for making improper or inaccurate deductions or remittance. However, in any instances in which an error occurs in the amount of any deduction of dues from an employee's wages, the Company shall adjust it directly with the employee. In the event of any mistake by the Company in the amount of its remittance to the Union, the Company shall adjust the amount in a subsequent remittance. The Company's liability for any and all amounts deducted, pursuant to the provisions of this Article, shall terminate at the time it remits the amounts payable to the Union.
- 20.0609 The question of what compensation, if any, shall be paid the Company by the Union in recognition of services performed under 20.06, shall be left in abeyance, subject to reconsideration at the request of either party on fifteen (15) days notice in writing.
- 20.0610 In the event of any action at law against the parties hereto resulting from an); deduction or deductions from payrolls, or to be made by the Company pursuant to 20.06 of this Agreement, both parties shall cooperate fully in the

defence of such action. Each party shall bear its own costs of such defence except that if, at the request of the Union, counsel fees are incurred, these shall be borne by the Union. Save as aforesaid, the Union shall indemnify and save harmless the Company from any losses, damages, costs, liability or expense suffered or sustained by the Company as a result of any such deduction or deductions from payrolls.

20.07 SUB-CONTRACTING

The Company agrees to advise the Union, in writing, in those cases where it has decided to sub-contract work. This advice will be handled as follows.

- 20.07.01 Under circumstances where a sub-contract involves a base or station, the Supervisor responsible for the function will advise the Shop Committee at a base or the Steward at a station, as applicable.
- 20.07.02 Under circumstances where a sub-contract involves more than one base or station, the appropriate Branch/Region will advise the Committee of General Chairpersons.
- 20.07.03 Although it is recognized that as much prior advice as possible is desirable, the changing requirements of the airline do not permit any guarantee of a minimum time between deciding to sub-contract and its actual commencement. Prior advice is essential to enable the Union to query the necessity of any sub-contract, therefore every effort will be made to provide two (2) weeks advice prior to actual sub-contract. This advice will contain such information as the number of units or services involved, anticipated duration, reasons for the sub-contract, as applicable.
- 20.07.04 As a result of past experience, a general statement of present policy is that sub-contracting will only be resorted to in situations such as the following.
 - a) To finalize development of a proprietary unit.
 - b) Where the nature or volume of the work is such that it does not justify the capital or operating expenditure involved.
 - c) Where the nature or volume of the work is such that undesirable fluctuations in employment would automatically result.

d) To meet an emergency condition.

The Shop Committee at a base or the appropriate General Chairperson at a station, may request a review of any existing subcontract in accordance with the above criteria with a view to assessing the practicability of performing the work within the Company.

20.07.05 The above situations refer to normal airline operational functions only and do not refer to items which are normally obtained from manufacturers or suppliers.

20.07.06 The Company further agrees that, prior to any layoff, District Lodge 146 may request a review of any existing "sub-contracting" with a view to reassessment of the practicability of performing the work within the Company.

20.07.07 The leasing of equipment associated with normal airline operational functions will be handled in accordance with the policy outlined in this Article.

20.07.08 The Company agrees that the sub-contracting of work normally performed by classifications in categories covered by this Collective Agreement will not result in staff reduction of those permanent employees affected by the subcontract.

20.06 SAFETY AND HEALTH COMMITTEES

20.08.01 While the question of safety is of paramount importance to all personnel, Supervisors are specifically charged with the duty of initiating and monitoring all practices necessary to ensure the safety and health of employees, as well as ensuring the safety of all equipment.

20.08.02 Supervisors must be especially vigilant regarding both unsafe work habits of employees and work conditions and are required to act on any report by an employee of an unsafe work habit or condition.

20.08.03 An employee who observes an unsafe condition or act that he cannot personally correct, shall notify his Supervisor or refer it to his Steward who will advise the Supervisor. Where the employee or the Steward is not satisfied that the Supervisor has, in a reasonable period of time, effectively dealt with the situation, the matter shall be referred to the appropriate Safety and Health Committee.

- 20.08.04 Where the Company has, in accordance with the Code, authorized the establishment of a Committee, it shall consist of a number of employees who exercise managerial functions and a number who do not; at least half of the members must be employees who do not exercise managerial functions and have been selected by the Union.
- NOTE: Where a Committee has not been authorized any safety and health item, should be promptly dealt with on a local basis by a designated employee who exercises managerial functions and one who does not.
- 20.08.05 The number of committee members will be determined at each location, but the number should be large enough to permit productive interaction while small enough to keep the committee manageable. The number of committee members should not in any case be less than four (4) nor more than twelve (12).
- 20.0606 The committee member's term of office shall be two (2) years, but any member may be re-appointed; the employee representatives on the committee shall be appointed by the Union.
- 20.08.07 A committee shall have two Co-Chairpersons of equal standing chosen from the members of the committee; one being an employee representative selected by the employee representatives on the committee and the other being a managerial representative selected by the managerial representatives on the committee.
- 20.08.08 The Company will post the names and work locations of all the members of any committee it has established in a conspicuous place or places where they are likely to come to the attention of the employees the committee represents.
- 20.08.09 The powers and functions of the committee(s) are:
- a) Shall receive, consider and expeditiously dispose of complaints relating to the safety and health of the employees represented by the committee;
 - b) Shall maintain records pertaining to the disposition of complaints relating to the safety and health of the employees represented by the committee;

- c) Shall cooperate with any occupational health service established to serve the work place;
- d) May establish and promote safety and health programs for the education of the employees represented by the committee;
- e) Shall participate in all inquiries and investigations pertaining to occupational safety and health including such consultations as may be necessary with persons who are professionally or technically qualified to advise the committee on those matters;
- 9 May develop, establish and maintain programs, measures and procedures for the protection or improvement of the safety and health of employees;
- g) Shall regularly monitor programs, measures and procedures related to the safety and health of employees;
- h) Shall ensure that adequate records are kept on work accidents, injuries and health hazards and shall regularly monitor data relating to those accidents, injuries and hazards;
- i) Shall cooperate with safety officers;
- j) May request from an employer such information as the committee considers necessary to identify existing or potential hazards with respect to materials, processes or equipment in the work place; and
- 3 k) Shall have full access to all government and employer reports relating to the safety and health of the employees represented by the Committee but shall not have access to the medical records of any person except with the consent of that person.

Information received by such committees shall be treated as privileged information for the specific use of the committee for the item being discussed. Full access to such information will be provided to Safety Officers of Labour Canada.

- 20.08.10 Minutes of committee meetings shall be prepared in a format acceptable to the Regional Director of Labour Canada. The minutes must be approved and signed by the Co-Chairpersons before they are released for distribution and posting.

- 20.08.11 The Co-Chairperson selected by the managerial representative on the committee shall ensure that a copy of the minutes of each committee meeting is:
- a) Posted at all work places within the area for which the committee is established: and
 - b) Is given to the Company, District Lodge 146 and the appropriate General Chairperson & Local Shop Committee for the area for which the committee is established.
- 20.08.12 The Company shall send a copy of the minutes of each committee meeting to the appropriate Regional Director of Labour Canada.
- 20.08.13 A committee will meet at least monthly during regular working hours or on an urgent basis, as a result of an emergency or other special circumstance. All meetings of the committee shall be called by the Committee Co-Chairpersons. A majority of the members of a committee, at least half of whom are employees who do not exercise managerial functions, shall constitute a quorum.
- 20.08.14 A member of a committee will be granted such time from his work as is necessary to attend meetings or to carry out any other functions assigned by the committee Co-Chairpersons. Any time spent attending a meeting or carrying out any approved functions as a member of the committee shall be considered as time worked and covered by existing time recording procedures and the provisions of the Agreement.
- NOTE: In the event that neither of the Co-Chairpersons are available, a Safety and Health Committee Member may discuss the circumstances surrounding a safety issue which he believes requires immediate attention, with the Supervisor involved.
- 20.08.15 No member of a committee is personally liable for anything done by him in good faith while carrying out his role as a member of a Safety and Health Committee.
- 20.08.16 Subject to the foregoing, a committee may establish its own procedures, rules and regulations. Committees may not, however, change work rules or procedures, allocate or

commit Company funds or personnel without express approval of the appropriate management authority.

20.08.17 Matters not resolved by the committee, may be referred to the Safety Officer of Labour Canada.

20.08.18 The committee(s) will function within the spirit and intent of Part II of the Canada Labour Code, and consistent with the Corporate Guidelines, Safety & Health Committees, containing the terms of reference, structure, and operating principles agreed to between the Company and the Union for the operation and administration of Safety and Health Committee(s).

20.08.19 Supervisor's Accident Report

An employee involved in an accident will be provided with a completed copy of the Supervisor's Accident Report (ACF32), if he so requests.

20.08.20 Corporate Safety Audits

Where the Company conducts a Corporate Safety Audit, a local IAMAW Safety and Health Committee representative will be invited to participate in phases involving Airport & Cargo Operations, Purchasing and Supply, and Technical Operations areas.

Prior to participation in the Corporate Safety Audit process, Individuals must attend related audit training which will be provided by the Company.

Safety and Health Committee representative's participation in subsequent Corporate Safety Audit review sessions and communication activities will be determined at the local level.

A copy of the section of the Corporate Safety Audit report relating to the specific area(s) will be available from the local Branch Manager on request by the local Safety & Health Committee. This Information is considered to be privileged and is for internal and confidential use only.

20.09 REORGANIZATION OF CORPORATE STRUCTURE

In the event that the Company changes ownership, merges with another Company or in any way changes its corporate identity, this Agreement will remain in full force and effect and

the certificate issued by the Canada Labour Relations Board then in effect shall not be affected in any way, except as otherwise governed or directed by the Board. The Company further agrees to enter into negotiations with the Union relative to the protection of employee seniority and other conditions of this Agreement. Failing settlement, the Canada Labour Code, Part I will apply.

20.09.01 The parties agree that in the event of a merger, amalgamation or acquisition involving an intermingling of employees, the joint position of the parties in any proceeding(s) involving the resolution of competing claims to seniority will be that preferential seniority provisions in any relevant collective agreement should be of no effect in establishing a merged seniority list.

20.10 SEVERANCE PAY

20.10.01 A permanent employee covered by this Agreement who has completed one (1) year of continuous service under this Agreement immediately prior to being laid-off, through no fault or action of his own, including lay-off resulting from merger or geographical relocation, shall receive severance pay as provided in 20.10.02, subject to the limitations and conditions set forth herein, but he shall receive no severance pay if any one or more of the following conditions exist.

- a) He exercises his seniority in order to remain in the employ of the Company or accepts transfer.
- b) He accepts any other employment with the Company or refuses to accept a job in his own or comparable work classification under this Agreement.
- c) He fails to exercise his seniority which would enable him to remain in the employ of the Company.
- d) The lay-off caused by an Act of God, a national war emergency, revocation of the Company's operating certificates or certificate, or grounding of a substantial number of Company aircraft for reasons beyond the Company's control.
- e) The off-duty status results from a strike, lockout or picketing of the Company's premises.

- 9 He is on leave of absence on the effective date of lay-off. In the case of an employee on leave of absence due to illness on the date of lay-off, these provisions will become effective on the date that he is able and reports for work following termination of such leave of absence.
- g) His service is terminated as a result of discipline, retirement, medical reasons or resignation other than as a direct result of, or during a lay-off.
- 20.10.02 The amount of severance pay due under this Article shall be based on the length of actual straight time continuous service with the Company under this Agreement and shall be computed on the basis of the employee's regular straight time weekly rate at time of lay-off, as follows:

	Severance
<u>If employee has completed</u>	
1 to 3 years	2 weeks
3 years but less than 4 years of service	3 weeks
4 years but less than 5 years of service	4 weeks
5 years but less than 6 years of service	5 weeks
6 years but less than 7 years of service	6 weeks
7 years but less than 8 years of service	7 weeks
8 years but less than 9 years of service	8 weeks
9 years but less than 10 years of service	9 weeks
10 years but less than 11 years of service	10 weeks
11 years but less than 12 years of service	11 weeks
12 years but less than 13 years of service	12 weeks
13 years but less than 14 years of service	13 weeks
14 years but less than 15 years of service	14 weeks
15 years but less than 16 years of service	15 weeks
16 years but less than 17 years of service	16 weeks
17 years but less than 18 years of service	17 weeks
18 years but less than 19 years of service	18 weeks
19 years but less than 20 years of service	19 weeks
20 years and thereafter	20 weeks

- 20.10.03 The employee eligible for severance pay shall receive such pay starting at the time of lay-off and payments for the amount due shall be at regular pay periods and continue until all severance pay credit is used, except that in no event shall any such pay be due after the effective date of recall or acceptance of other employment in the Company.

20.10.04 In the event that a laid-off employee is recalled or obtains other employment with the Company without having used all his severance pay, the unused time will be credited to his account; however, service for additional severance pay credits will only be accumulated from his date of recall to the position from which he was laid-off.

20.11 EXPENSES

Expenses payable to personnel for field work, regional relief and training assignments, away from home base, are specified herein for personnel covered by this Agreement.

20.11.01 En route to and from Assignment

Hotel and applicable per diem, limousine or taxi fare may also be claimed on the basis of actual and reasonable costs involved, including arrival and departure at the point of assignment as well as at home base.

20.11.02 At point of Assignment

Hotel, plus personal expenses - fifty dollars (\$50.00) per day, all inclusive, for personal expenses, which include meals, gratuities, laundry, valet service, etc.

a) FULL DAY - when flight departure is before 4:00 p.m. or when return arrival at base is after 4:00 p.m. - fifty dollars (\$50.00)

b) HALF DAY - when flight departure is after 4:00 p.m. or when return arrival at base is before 4:00 p.m. - twenty-five dollars (\$25.00)

NOTE: For purposes of this allowance, a day is said to begin and end at 4:00 a.m. The flight number on which the employee travelled must be recorded on Employee Expense Claim ACF15I, showing the actual departure time and on the day of return, the actual arrival time of the flight.

20.11.03 Where overnight accommodation is not involved, employees will claim reasonable and necessary out-of-pocket expense only.

20.11.04 Providing the nature of the assignment permits, an employee electing to reside with relatives or friends will be entitled to claim Ten Dollars (\$10.00) per calendar day in lieu of the cost of a hotel room.

- 20.11.05 The Company will provide travel insurance for the travel days only in the amount of One Hundred Thousand Dollars (\$100,000.00) for the employee so assigned.
- 20.11.06 The per diem is primarily applicable within Canada and the Company will continue to establish an appropriate rate for outside Canada as required. In any event, the amount will not be less than the Canadian per diem. For field work, regional relief and training assignments in the United States, the per diem specified in 20.11.02 will be claimed in U.S. funds.
- 20.11.07 Single room accommodation, in hotels designated by the Company, will be made available for field work, regional relief and training assignments away from base. Where no accommodation can be found in designated hotels, employee is confined to comparable rates in other hotels.
- 20.11.08 Where employees are on training assignments away from their base for more than one (1) week, they will be allowed downtown hotel accommodation with Company provided transportation.
- 20.11.09 Daily transportation is not claimable unless special authorization is first obtained locally. However, any transportation or allowance provided regularly for local employees, will be made available.
- 20.11.10 Detailed expense accounts will be submitted.

20.12 UNASSIGNED

20.13 EMPLOYEE PERSONAL FILE

Although an employee's personal file is Company property, should employees be concerned with the contents, they may, in the presence of a management representative, review any area of the personal file. Such reviews must:

- a) Be arranged through the employee's immediate Supervisor,
- b) Be scheduled for a mutually convenient time and time involved In such reviews must also be reasonable.

The employees will, upon request, be provided with a copy of specific document(s) contained in the file which they have reason to believe are in error.

The above-referenced reviews may also be arranged with Personnel Services supervision under circumstances where an employee is on a Regular Day Off (R.D.O.).

20.14 LANGUAGE OF AGREEMENT

Collective Agreements are to be published and preferably executed, simultaneously in English and French, but may be distributed in either language when the employee's preference has been previously determined: in the event there is a difference between the English and French versions of the Collective Agreement, preference is to be given to the version thereof that best corresponds to its true spirit, intent and meaning as originally negotiated and best ensures the attainment of its objectives as agreed upon between the parties.

20.15 OFF-DUTY STATUS

- 20.15.01 The Union acknowledges the Company's right to place employees on "off-duty status without pay" under circumstances where the Company discontinues its revenue operations due to an Act of God, national war emergency, revocation of the Company's operation certificates or certificate, strike, lockout or picketing of the Company's premises, grounding of a substantial number of Company aircraft or other circumstances over which the Company has no control.
- 20.15.02 The General Chairpersons will be informed of the Company's intention to place employees on "off-duty status without pay" and the general handling of employees covered by the Agreement will be reviewed. At each point where employees are affected, local Union representatives will be advised of detailed handling.
- 20.15.03 Employees will be given a minimum of twenty-four (24) hours notice of intended action before being placed on "off-duty status without pay". Where such notice is verbal, it will be subsequently confirmed in writing. In any event, "off-duty status without pay" will not commence until twenty-four (24) hours after cessation of service.
- 20.15.04 Where employees are retained or returned to duty to perform required work, senior qualified employees shall be assigned on the basis of classification seniority in the category at the point. However, employees in above basic

classification may exercise their seniority in the basic classification in the category in which currently employed at the point. Exceptions may be made where special skills or job continuity is required. In cases where it is decided to carry on scheduled training programs, those employees already involved shall be retained.

- 20.15.05 The Company will not discriminate against Union members with respect to clerical employees working in close relationship to employees covered by the Collective Agreement. This provision has no application to managerial, supervisory or confidential personnel in matters relating to labour relations.
- 20.15.06 Where employees covered by the IAMAW Agreement are placed on "off-duty status without pay", other employees will not perform work that is normally done by employees of the bargaining unit.
- 20.15.07 No overtime will be worked in a classification/category at the point while employees are on "off-duty status" in that classification/category.
- 20.15.08 An employee on leave of absence without pay will retain his current status until the scheduled termination of such leave at which time the employee is placed on "off-duty status..
- 20.15.09 Employees who are on vacation at the time, will continue on such vacation with pay for the dates of the actual vacation only.
Employees whose vacations are scheduled to start after or during "off-duty status" will take such vacation with pay as scheduled. Such vacations will not be postponed or re-scheduled.
- 20.15.10 Company sick leave benefits will not be granted to an employee on "off-duty status". However, any illness during the period of "off-duty status" may be reviewed at the Company Headquarters Level upon request of the Committee of General Chairpersons. However, those employees who are in receipt of GDIP benefits will continue to receive same until their disability ceases, at which time they are placed on "off-duty status - without pay".

20.15.11 Deductions for insurance premiums will continue to be made on any "full" or "part" pay cheques issued. However, when pay has ceased, the Company will arrange to have coverage continued. The premiums will be deducted from pay cheques after return to work.

20.16 TECHNICAL OPERATIONS/AIRPORT & CARGO
OPERATIONS ORGANIZATION

20.16.01 Technical Operations personnel at line stations are employed by the Technical Operations Branch and responsible to the appropriate General Foreman/Maintenance Manager for all technical requirements. They are, however, assigned to and under the jurisdiction of the appropriate Airport Manager for the purpose of delegation of duties, administration and discipline.

At Calgary, Edmonton, Ottawa and Mirabel, however, delegation of duties and discipline will be handled by Technical Operations Management assigned to these locations. The Airport & Cargo Operations Branch will continue to provide the administration services in these stations.

The technical requirements with respect to any one flight, however, are dependent upon such factors as the type of aircraft, its condition and whether or not snags are reported, together with the regulations as laid down in the appropriate Maintenance Instruction Manual. In the absence of technical requirements (the prime responsibility of Technical Operations personnel), these individuals will be called upon to perform Airport & Cargo Operations functions associated with the ground handling of flights. In the allocation of such Airport & Cargo Operations functions to a Mechanic, it is recognized that the normal practice is to attempt to assign duties of a semi-technical nature which may be involved.

With the above in mind, the extent to which such Technical Operations personnel will be called upon to perform Airport & Cargo Operations functions associated with the ground handling of flights, will be established in advance, between the appropriate Airport Manager and the General Foreman/Maintenance Manager for each flight schedule and type aircraft.

20.16.02 Airport and Cargo Operations personnel are employed by the Airport and Cargo Operations Branch and are normally responsible to the appropriate Airport and Cargo Operations Branch Management. Similarly, Technical Operations personnel are employed by the Technical Operations Branch and are normally responsible to the appropriate Technical Operations Branch Management. Where there are organizational requirements, Management personnel from the Technical Operations Branch, as designated by the Company, will be responsible to provide work direction, assign duties, complete administrative functions and deal with grievances and take disciplinary action as required for employees in the Airport and Cargo Operations Branch, or vice-versa.

20.17 PENSION PLAN

20.17.01 Notwithstanding Rule 16 of the provisions of the Air Canada Pension Plan, no termination, modification or amendment shall be made to the provisions of the Plan which would increase the contributions required to be made by any employee covered by the Collective Agreement or would reduce or adversely affect any of the benefits, rights, privileges or options under the Air Canada Pension Plan of any such employee, or of any former employee or pensioner who, at the time of his termination of employment or retirement from the Company, was in a classification covered by the Collective Agreement or a predecessor thereto, or of any dependent, beneficiary or estate of such an employee, former employee or pensioner, while the Collective Agreement is in force between the Company and the Union without the consent of the Union. In the absence of such consent, either the Company's or the Union's desire to effect a termination of that Plan or the modification or amendment in whole or in part of any or all of its provisions upon or after the renewal, extension or replacement of the Collective Agreement by a successor thereto shall be subject to the same notice and negotiating conditions that are required for modifications or amendments to the Collective Agreement itself.

20.17.02 The Company will provide, on a System (Canada) basis, pre-retirement seminars to assist employees in preparing

themselves for retirement. It is also agreed that the Company will review with the Union the program content prior to any change being implemented.

20.17.03 The Company will actuarially determine the assets and liabilities of the Air Canada Pension Plan - Canada with respect to Plan members in classifications covered by this Agreement.

The apportionment process used by the Company's actuaries will be similar to that process followed in determining the Plan's assets and liabilities attributable to other employee groups. The Union and the Union's actuaries shall have access to all pertinent information involved in finalizing this process.

It is understood that the members' share of the assets of the fund will remain in the fund for investment purposes and that costs normally borne by the fund will be charged to the members' share of the assets on a proportionate basis.

Effective January 1, 1983, in addition to the foregoing, separate ongoing accounting will be kept of member and Company contributions to the fund and disbursements made from the fund with respect to the Plan members covered by this Agreement.

For the purpose of this understanding, "member" and "member of the Union" shall include:

- a) Employees who are in classifications covered by this Collective Agreement between the Company and the
- b) Former employees and pensioners who, at the time of their termination of employment or retirement from the Company, were in classifications covered by the above Collective Agreement or any predecessor thereto;
- c) Dependents, beneficiaries and estates of the employees, former employees and pensioners referred to in a) and b) above.

The provisions of the Air Canada Pension Plan - Canada applicable to members of the Plan shall be administered by a committee comprised of four (4) Union representa-

tives who are members of the Plan and four (4) Company appointees.

20.18 DISCRIMINATION AND HARASSMENT

20.1301 General: Employees are entitled to work in an environment free of discrimination and harassment. Harassment is prohibited under the Canadian Human Rights Act and sexual harassment is prohibited under the Canada Labour Code. Discrimination and harassment deprive employees of dignity and respect, and are detrimental to a healthy work environment.

20.18.02 Definition:

Discrimination and Harassment: any conduct, comment or gesture, either overt or subtle, that is likely to be offensive to an individual and can be related to any of the ten (10) grounds of discrimination prohibited by the Canadian Human Rights Act: race, religion, sex, national or ethnic origin, marital status, family status, colour, age, disability, or a pardoned conviction.

Sexual Harassment: means any conduct, comment, gesture, contact of a sexual nature:

- a) that is likely to cause offense or humiliation to any employee; or
- b) that might, on reasonable grounds, be perceived by that employee as placing a condition of a sexual nature on employment or on any opportunity for training or promotion.

20.18.03 Right of Employee - Every employee is entitled to employment free of discrimination and harassment.

20.1304 Responsibility of the Company:

- a) The Company shall make every reasonable effort to ensure that no employee is subjected to discrimination and/or harassment.
- b) The Company will take appropriate disciplinary action in respect of an employee who subjects any other employee to discrimination and/or harassment.

20.18.05 Complaints of Sexual Harassment

- a) An individual who believes he/she has been sexually harassed may initiate a grievance at any of the steps of the grievance procedure. Alternatively, the grievance may be raised directly with the Manager, Human Rights and Equity Programs without foregoing the right to ultimately grieve under Article 17.03.

Grievances submitted pursuant to this Article, shall be treated with the utmost expediency and in the strictest confidence.

NOTE: Manager, Human Rights and Equity Programs
Air Canada Centre
Montreal International Airport (Dorval)

Postal Station St-Laurent
Montreal, Quebec
Canada H4Y 1H4

- b) The Company will not disclose the name of a complainant or the circumstances related to the complaint to any person except where disclosure is necessary for the purposes of investigating the complaint or taking disciplinary measures in relation thereto.

20.19 EMPLOYEE ASSISTANCE PROGRAM

20.19.01 The Company and the Union, as stated in the Joint Declaration between Air Canada and the Unions/Associations, fully support the intent and purpose of the Air Canada Employee Assistance Program, as outlined in Publication 717, Chapter 3. This program provides employees with a confidential referral service, to professional community resources dealing with a wide range of medical or social problems. The organizational structure of the Employee Assistance Program (E.A.P.) recognizes employee representatives from all employee groups.

20.19.02 In consideration of the size of the IAMAW membership and the unique aspects of the work environment, it is agreed to establish a special committee to deal with the various concerns of this group, consistent with the basic philosophy of the Employee Assistance Program.

- 20.19.03 The Committee will be comprised of:
Two (2) IAMAW EAP Coordinators
One (1) Management Representative
One (1) Representative from Medical Services

20.20 TECHNICAL CHANGE

Where a technological change impacts on the job security and conditions of employment of employees, the Company is committed to employment security within the Collective Agreement for all employees who may be so affected.

- 20.20.01 In the event of a technological change, the Company will, as far in advance of the change as possible, enter into discussions with the Union at the Headquarters Level for the purpose of providing:
- a) A detailed description of the nature of the proposed technological change;
 - b) The names of the employees who will likely be affected by the proposed technological change;
 - c) The rationale for the change and the impact it will have on the Company's efficiency and economy of operations; and
 - d) The Company's plan to minimize the impact of the technological change on the employees affected.
- 20.20.02 As a result of discussions outlined in 20.20.01 and where the scope of the technological change necessitates it, a committee will be established by the Union and the Company at the Headquarters Level.
- The committee will be composed of General Chairpersons, management representatives and an appropriate number of employees of the Branch in the classification(s) affected by the technological change.
- The Company shall provide the members of the committee with materials pertaining to technological change which may be required to ensure that the fullest discussion on such matters as re-training, change of work methods, reorganization of work, change to the method of organization, etc., will take place in an effort to implement change with the least possible disruption and with the maximum possible benefits to the Company and employees.

- 20.20.03 Notwithstanding the provisions of 2920.01 and consistent with the provisions of the Canada Labour Code, the Company will provide the Union with written notice at least one hundred and twenty (120) days prior to the implementation date of the technological change, outlining:
- a) The nature of the technological change:
 - b) The date on which the Company proposes to effect the technological change:
 - c) The approximate number and type of employees likely to be affected by the technological change, and
 - d) The effect that the technological change is likely to have on the terms and conditions or security of employment of the employees affected.

20.21 EMPLOYMENT SECURITY

Employees declared surplus as a result of the loss of a ground handling contract covering Air Nova, Air Alliance, Air Ontario, Air BC, N.W.T. or future connector carriers where Air Canada has a majority interest, will not be subject to lay-off.

20.22 JOB RELATED LIABILITY

In cases where an employee's civil liability is involved or in cases where an employee is the subject or criminal proceedings as a result of acts committed within the exercise and limits of his duties, the parties will meet in a timely manner to discuss a response including provision of legal counsel.

ARTICLE 21- DURATION OF AGREEMENT

- 21.01. This Agreement is effective June 15, 1997 except as otherwise provided herein and shall continue in full force and effect until June 12, 1999 and shall be subject to variation by mutual agreement between the parties. This Agreement shall remain binding from year to year thereafter, unless notification in writing to amend, modify or change the Agreement is served by either of the parties hereto on the other: such notification to be served not later than sixty (60) days prior to the expiration date in any year. In the event that notice is given of intended amendments, modifications or changes, this Agreement shall remain in force and effect while negotiations are being carried out for the arrangement of a new Agreement.

21.02 Letters of Understanding Nos. 3, 4, 6, 7, 8, 9, 10, II and 12, and amended Letters of Understanding 1,2 and 5 will remain effective at the date of the signing of the Agreement. Letters of Understanding Nos. 13, 14, 15, 16, 17 and 15 become effective on June 15, 1997.

IN WITNESS WHEREOF, the parties hereto have signed this Agreement this 11th day of June, 1997.

FOR AIR CANADA	FOR INTERNATIONAL ASSOCIATION OF MACHINISTS & AEROSPACE WORKERS
K.M. KELLY	G. BROSSEAU
T.W. RABY	J. BIALOWAS
D.R. DALLINGER	J. COLLIER
D.L. McADAM	D. CURRIE
R.L. POULIN	R.L. FONTAINE
A.G. GAGNON	J. GAGNE
	T. HODGE
	L. HUTCHISON
	R. MARTIN
	J. MICHAUD
	J.P. ROGERS
	W. SHIPMAN
	J. WRIGHTSON

LETTER OF UNDERSTANDING NO. 1
GROUP INSURANCES

L1.01 Group Life insurance - (Publication 711, Chapter 4)

The Company will pay the full cost of the Group Life Insurance premiums up to a maximum coverage of Fifty Thousand Dollars (\$50,000). Coverage in excess of Fifty Thousand Dollars (\$50,000) will be shared on a 50/50 basis. The level of coverage will be two and one-half times the basic annual salary up to a maximum of Sixty Thousand Dollars (\$60,000). The maximum level of coverage upon retirement will continue to be one-quarter of the amount of coverage being paid for by the Company up to a maximum of Ten Thousand Dollars (\$10,000) .

L1.02 Group Disability Income Plan - (Publication 711, Chapter 6)

The Company will pay the full cost of the Group Disability Income Plan Premiums.

Effective June 25, 1990 for disabilities commencing on or after that date, the maximum "Basic Monthly Pay" covered by the plan is forty-eight hundred dollars (\$4,800.00).

Should employees be unable to return to work from a long term illness (GDIP) due to an inability to meet Company medical standards, the Company doctor involved will:

- a) Fill out the required GDIP application form stating the reasons that the employee is unable to return to work.
- b) Provide the employee with the completed application for his further handling with the Personnel Services office.

L1.03 Supplementary Health Insurance - (Publication 711, Chapter 9)

The Company will pay the full cost of the Supplementary Health Insurance Premiums (Plan II).

- a) Effective June 29, 1987, employees are covered for Hyperbaric Oxygen Therapy and Hyperbaric Chamber Treatment.

Effective July 1, 1997, employees are covered for psychologists' services, for 50% of the fee per visit to a maximum of five hundred dollars (\$500.00) per year - single coverage and one thousand dollars (\$1,000.00) per year - family coverage. |

Effective August 1, 1995, employees are eligible members of the International SOS Assistance Access Program. |

L1.04 Group Dental Insurance - (Publication 711, Chapter 8)

The Company will pay the full cost of the Group Dental Insurance Premiums.

Effective August 1, 1995, the maximum of covered dental expenses is fifteen hundred dollars (\$1500.00) per calendar year per person; that is, fifteen hundred dollars (\$1,500.00) for the employee member and fifteen hundred dollars (\$1,500.00) for each eligible dependent.

Effective August 1, 1995, the maximum lifetime benefit for Orthodontic services, for dependent children under twenty-one (21) years of age, is two thousand dollars (\$2,000.00).

L1.05 Vision Care Insurance - (Publication 711, Chapter 9)

The Company will pay the full cost of the Vision Care Insurance Premiums.

Effective July 1, 1997, the maximum benefit level for eligible Vision Care expenses is one hundred and seventy-five dollars (\$175.00). |

L1.06 The Company shall be the sole policy holder and administrator of the above-mentioned insurance plans.

L1.07 The benefit level of the above-mentioned insurance plans (L1.01 to L1.05) will be maintained for the duration of this Agreement.

Signed this 15th day of June 1997. |

FOR AIR CANADA FOR INTERNATIONAL ASSOCIATION OF
MACHINISTS & AEROSPACE WORKERS

K.M. KELLY

G. BROSSEAU |

LETTER OF UNDERSTANDING NO. 2
PART-TIME AND FULL-TIME EMPLOYMENT

L2.01 The Company will continue to staff its operations with "Full-Time" employees whenever a reasonable degree of employee utilization can be achieved.

To enable the Company to competitively bid on ground handling contracts and provide for future growth, it is recognized that the Company may utilize both full-time and part-time employment in the Station Attendant classification in order to provide the Company with the ability to:

- (a) Bid on and successfully acquire new ground-handling contracts;
- (b) Be successful in retaining and/or renewing existing ground-handling contracts;
- (c) Achieve effective manpower utilization for current ground-handling contracts where attrition provides such opportunities;

L2.02 Although the conditions of L2.01 forms the basic requirement for both Full-time and Part-time employment, such employees may also perform other Station Attendant functions during their scheduled working hours.

L2.03 In establishing the requirements for Full-time and Part-time employees in accordance with L2.01, the Company will determine the requirement at each point and the situation will be discussed with the Union at the local level in order to ensure that there is an understanding of the need. Notwithstanding the provisions of L2.01, the Company may change an employee's employment status under this Letter of Understanding from full-time to part-time or vice-versa based on operational requirements. Employees will be provided three (3) days notice of such change in employment status, subject only to maintaining reasonable manpower distribution. Such changes will be for a minimum duration of one (1) week/cycle and will be implemented, where required, to maintain reasonable manpower distribution and shift coverage. Hours worked will be balanced through scheduled days on/days off in accordance with each employee's status and shift schedule pattern.

L2.04 Permanent Full-time and permanent Part-time Station Attendants hired prior to June 25, 1990, will not be laid-off or

placed on laid-off status at the point while permanent Full-time or permanent Part-tints Station Attendants covered by this Letter of Understanding are actively employed.

In situations of downsizing in the Station Attendant classification and in the application of L2.04, Article 16.15, 16.16 and any other related Article, the following principles will apply:

- In the application of L2.04, all Station Attendants with a seniority date prior to June 25, 1990, holding seniority status on the master Collective Agreement seniority list: may not be laid-off while any Station Attendant (full-time or part-time) remains actively employed at the point under LOU #2. A "one for one" displacement of LOU #2 Station Attendants by master Collective Agreement Station Attendants will prevail when the bumping process involves a point at which there are LOU #2 Station Attendant employees.
- Station Attendants with a seniority date subsequent to June 25, 1990, holding seniority status on the master Collective Agreement seniority list, may be laid-off at the point. Such employees may bump/displace the most junior LOU #2 employee(s), full-time or part-time, at the point, but will assume the maximum LOU #2 hourly wage rate. Other employee benefits remain unchanged. Such employees may also elect to bump, in accordance with Article 16.15 and subject to Article 16.10.02 in the division/system, in accordance with their seniority to retain master Collective Agreement status.
- All Station Attendants holding status on the master Collective Agreement seniority list, may displace the most junior LOU #2 employees, at the point. If displaced by more senior employees exercising their seniority rights under the provisions of Article 16.15. Those employees, affected by this process, with seniority dates prior to June 25, 1990, retain their wage and benefit status. Those with seniority dates subsequent to June 25, 1990, assume the maximum LOU #2 hourly wage rate but retain other employee benefits.
- The 'bumping' process will be conducted on a step-by-step basis in accordance with information received in

terms of employee preference. Employees will only be notified of the outcome in terms of their individual status once the exercise is complete and final.

- Recall of a Station Attendant on the master Collective Agreement seniority list to an identified selected point where there are LOU #2 employees will be on a one-for-one basis. For example, if an employee was laid-off at Station ABC and could not "bump" within the master Collective Agreement, was laid-off and selected a point of recall (Station ABD) at which there were full-time LOU #2 employees, then this employee would be offered recall to ABD and the most junior LOU #2 employee at ABD would be laid-off. This ability is restricted to Station Attendants holding seniority dates prior to June 25, 1990.
- LOU #2 employees' ability to "bump/displace other more junior employees is restricted to the point.

L2.05 The total number of employees working under the scope of this Letter of Understanding shall not exceed ten percent (10%) of the total number of employees in the bargaining unit.

L2.06 The total number of Part-time employees working under the scope of this Letter of Understanding shall not exceed fifty percent (50%) of the number established in L2.05.

L2.07 The Company shall advise the District Lodge 148 of the number of part-time and full-time employees, on the payroll under this Letter of Understanding, on a bi-annual basis in conjunction with the major Spring and Fall flight schedule changes. Should the number of employees exceed the specified limits of L2.05/L2.06, the Company will, within thirty (30) days of the Spring and Fall flight schedule staffing process, identify to the President & Directing General Chairperson, District Lodge 148, a plan to address any imbalance. The plan will be based on attrition and staffing adjustments that allow for continued operational integrity and minimal employee impact. Where practical, and where conversion to the master Collective Agreement seniority list is required, consideration will be given to LOU #2 seniority in identifying the points involved.

L2.08 RATES OF PAY-All Station Attendants hired prior to June 25, 1990 will continue to be paid in accordance with the rates of pay established in Article 7.06.

Station Attendants hired under this Letter of Understanding, who subsequently obtain a Station Attendant vacancy not covered by this Letter of Understanding, shall be paid at the next highest pay rate on the appropriate scale pursuant to Article 7.08. Additionally, their scheduled advancement will be determined by the provisions of Article 7.03.

For the purpose of pay progression for Part-time employees, two (2) weeks of part-time service will equal a credit of one (1)

Rates of pay for employees covered by this Letter of Understanding.

	June 15, 1997	June 14, 1998
	<u>Hourly Rate</u>	<u>Hourly Rate</u>
Start	\$10.35	\$10.66
12 months	\$11.42	\$11.77
24 months	\$12.48	\$12.86

L2.09 **HOURS OF WORK** - With the exception of training, each part-time employee may be scheduled up to four (4) consecutive hours per day and a total of twenty (20) hours per week.

Where more than one part-time employee covers a period, the total combined coverage may be staggered to provide not more than four and one-half (4 1/2) hours of continuous coverage.

Where more than one part-time period coverage is required, the minimum spread between scheduled periods must not be less than four (4) hours. In any event, the number of periods in a calendar day will be limited to two (2), except that a third period may be utilized subject to local agreement between the Company and the Union.

Hours of work for full-time employees shall be as set out in Article 10.

LOU #2 Station Attendants will, whenever practical, be scheduled on regular shift patterns (full-time or part-time).

Overtime will be offered to Station Attendant employees on the master Collective Agreement seniority list with a Seniority date prior to June 25, 1990, prior to offering overtime to employees covered by this Letter of Understanding. Where such employees do not wish or are not available to provide

the necessary overtime requirements, employees covered by this Letter of Understanding may be used. Application of the foregoing will be in accordance with local rotational overtime lists and rules.

L2.10 The process for employee requests to change status from a part-time employee to a full-time employee within LOU #2 will be as follows:

a) All Station Attendants - LOU #2, who wish to work full-time, will be required to indicate their intentions by December 31st of each year and such requests will remain active for the following full calendar year, subject to point e).

All completed forms (copy attached) must be forwarded to the Manpower Planning Center with a copy to the local IAMAW Representative.

b) Employees may add their name to the list during the calendar year and such requests will become eligible thirty (30) calendar days following the receipt of a completed form by the Manpower Planning Center.

It is the responsibility of the employee to ensure that the request has been received.

c) Offers of full-time hours will be made according to the seniority of eligible employees within the work location (Cargo or Aircraft Services).

d) Offers will be made verbally and the employee will receive confirmation (ACF 759) of their schedule change as well as the expected duration of the increased work hours which will not be less than one (1) week/cycle.

Employees will be provided seventy-two (72) hours, if required, to cycle into their new work schedule.

e) An employee who declines an offer of full-time hours will have their name removed from the eligible list for the balance of the calendar year and will be restricted from submitting a new request for the current calendar year.

f) An employee may advise the Company, in writing, to voluntarily remove his/her name from the eligible list without penalty.

g) Employees who submit their requests for full-time hours are expected to maintain a current point of telephone contact with the Company in order to facilitate the canvassing for full-time hours.

h) Should the Company be unable to contact an employee within forty-eight (48) hours, the employee will be bypassed for the assignment of full-time hours (two (2) calls in each twenty-four (24) hour period).

Employees wishing to convert from full-time to part-time will communicate, in writing, to the local manager responsible for staffing/shift scheduling. Such requests will be actioned in order of seniority and in accordance with operational requirements.

L2.11 PROBATION - For full-time and part-time employees will consist of a period of thirty (36) weeks.

L2.12 STATUTORY HOLIDAYS FOR PART-TIME EMPLOYEES

Article 12.01 - The overtime credit will be six (6) hours at straight time.

Article 12.02 -The credit will be six (6) hours at straight time.

Article 12.03.01 - The credit will be four (4) hours at straight time in lieu of the holiday(s).

L2.13 VACATIONS - Vacation application will be determined on a local basis in accordance with Articles 13.04 and 13.06.

Article 13.02 - The credit for part-time employees will be four (4) hours at straight time.

L2.14 SENIORITY

- Employees covered by this Letter of Understanding shall be on separate seniority lists from those employees not covered by this Letter of Understanding.

- The seniority dates for these employees is their date of employment, at the point, under this Letter of Understanding and is not affected by full-time or part-time status.

- Seniority under this Letter of Understanding is limited to promotion, lay-off and recall at the point.

- For the purpose of determining seniority of employees with equal seniority, Article 16.06.04 will apply.

- All employees covered by this Letter of Understanding shall be eligible to bid on Promotional Bulletins and Vacancy Notices addressed to the Station Attendant classification at the point.
- In situations where a second posting of a Promotional Bulletin is issued, qualified employees covered by Letter of Understanding No. 2 shall be eligible to bid at locations beyond the point and will be given secondary consideration to bids received at the point. Such employees will not be eligible for transfer expenses.
- Either full-time or part-time employees covered by this Letter of Understanding may be laid-off in the event of a staff reduction, depending upon operational requirements.

L2.15 LETTER OF UNDERSTANDING NO. 1

- Group Life Insurance - Part-Time Employees
The level of coverage will be two and one-half (2 1/2) times the basic annual earnings up to a maximum of Twenty Five Thousand Dollars (\$25,000.00).
- Group Disability Income Plan
Not available to part-time employees.
- Supplementary Health Insurance - Part-Time Employees
The Company will pay the full cost of Plan II. The maximum aggregate under the Supplementary Health Plan will be Ten Thousand Dollars (\$10,000.00).
- Group Dental Insurance
Not available to part-time employees.
Group insurance coverage for full-time employees covered under this LOU will be in accordance with LOU #1. Such benefits, once established, are retained even if an employee's status under this LOU reverts back to part-time, providing that employment has been continuous.

L2.16 CHANGE OF STATUS - TERM EMPLOYMENT - An employee hired under this Letter of Understanding, desiring to be considered for term employment under the provisions of Article 16.17, shall submit a request in writing to the local Manager, copy to the local Union. Requests for a change of status to term employment shall be limited to the point where currently employed and within his/her work location (i.e., Aircraft Services/Cargo) at those stations where the Cargo Branch is operating a cargo terminal.

NOTE 1: Employees with two (2) or more years of service will be eligible to request term employment in either work location (i.e., Aircraft Services/Cargo) at the point.

NOTE 2: Such two (2) year service requirement may be waived by agreement between the Company and the Union at the local level, subject to the ability to discontinue at the request of either party.

To be eligible for consideration, the request for term employment must be forwarded by Canada Post and postmarked prior to the approval date for hiring. Change of status to term employment, under this provision and vice versa, shall be actioned on the basis of the established Letter of Understanding No. 2 seniority list at the point.

An employee offered term employment must advise his local Manager of his decision verbally within twenty-four (24) hours, followed in writing within seventy-two (72) hours of the date of such offer. Failure to advise the Manager will be considered a declination of the offer.

An employee declining an offer of term employment shall have his request cancelled and be ineligible to submit a new request for a period of sixty (60) days from date of declination.

An employee accepting term employment shall continue to accrue seniority as an employee hired under the provisions of this Letter of Understanding and at the end of the assignment, if less than twenty-six (26) weeks, revert to his previous status and have his original request for term employment reinstated. In the event a staff reduction is necessary due to surplus employees hired under this Letter of Understanding, it will be actioned on the basis of the established seniority list at the point.

If the assignment exceeds twenty-six (26) weeks, Article 16.17.02 shall apply and the employee's status shall be changed accordingly. In such a case, the employee will carry all LOU #2 seniority to establish his new sequence on the master Collective Agreement seniority list.

NOTE: In situations where the Company declares a full-time, permanent Station Attendant vacancy on the master Collective Agreement seniority list, and this vacancy is filled through the process identified in the foregoing, the employee will become permanent immediately and not be subject to the six (6) months "term" employment as defined in Article 16.17.02, subject to having completed the probationary period of L2.11.

Term employees not holding seniority under this Letter of Understanding, dispensed with under the provisions of Article 16.17. will be permitted to revert to employment under this Letter of Understanding at that point provided that:

- a) A more junior employee hired under this Letter of Understanding, within his work location (i.e. Aircraft Services/Cargo) is employed at that point, in which case that junior employee may be dispensed with or;
- b) A vacancy under this Letter of Understanding exists at that point.

In such a case where the term employee changes status, his seniority date under this Letter of Understanding will be established from his entry date of the term assignment from which he was released and provided the employment is continuous. Where the entry date of a term employee is identical to the seniority date of an employee hired under this Letter of Understanding within his/her work location (i.e., Aircraft Services/Cargo), then the principles of Article 16.06.04 shall be utilized for determining the junior employee in a) above.

Time served in either status shall be accrued on a pro-rated basis towards scheduled advancement in pay.

Time served in either status shall be accrued on a pro-rated basis towards completion of the probationary period.

Statutory holiday credits earned in either status will be cleared in cash prior to the change in status.

Changes of status to full-time term or from full-time term, will result in proration of vacation pay for vacation periods affected by any such changes, based on the employment status in which the vacation was earned. Examples are provided in Appendix 1.

NOTE: If any portion of a month is worked in full-time status that month shall be credited as a full-time month.

Part-time employees, who as a result of a change of status to term employment, become eligible for LOU #1 Group insurance benefits, shall maintain such benefits irrespective of any future change of status and provided that employment is continuous.

An employee covered by this Letter of Understanding, working in term employment, shall not be included under the provisions of L2.05 and L2.06.

L2.17 In situations where there is an opportunity to obtain additional third party contract work in the Airport & Cargo Operations Branch, the Company and the Union may discuss and agree on site specific terms and conditions and/or alternatives that will provide the *necessary* flexibility to ensure successful bidding on such contracts.

Signed this 15th day of June 1997.

FOR AIR CANADA FOR INTERNATIONAL ASSOCIATION OF
MACHINISTS & AEROSPACE WORKERS

K.M. KELLY

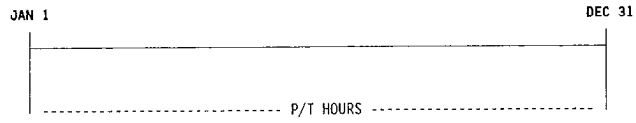
G. BROSSEAU

APPENDIX 1

EXAMPLE #1

SVC DATE: APRIL 15, 1987
VAC ENT: 14 CAL DAYS

P/T - JANUARY 1, 1988 - DECEMBER 31, 1988
P/T TO F/T - JANUARY 1, 1989



P/T HOURS = 20 HRS/WK X 52 WEEKS = 1,040

F/T EQUIVALENT MONTHS = $\frac{P/T \text{ HOURS}}{174} = \frac{1,040}{174} = 5.977$

TOTAL F/T EQUIVALENT MONTHS = 5.977 = 6

F/T DAYS W/P

= VACATION ENT X $\frac{FT_MONTHS}{12}$
= 14 X 6/12
= 7 F/T CAL DAYS W/P

BALANCE OF 7 CALENDAR DAYS OF VACATION ENTITLEMENT CAN BE TAKEN WITHOUT PAY AT EMPLOYEE'S OPTION TO BE INDICATED AT THE TIME OF CONVERSION.

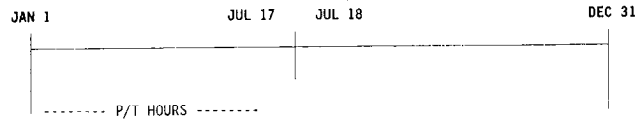
NOTE 1: ROUNDING = <.5 - DOWN
= >.5 - UP

NOTE 2: 174 HOURS = 1 FULL-TIME MONTH

EXAMPLE #2

SVC DATE: APRIL 15, 1987
VAC ENT: 14 CAL DAYS

P/T - JANUARY 1, 1988 - JULY 17, 1988
F/T - JULY 18, 1988 - DECEMBER 31, 1988



IF ANY PORTION OF A MONTH IS WORKED IN FULL-TIME STATUS, IT IS CREDITED AS A FULL-TIME MONTH.

P/T HOURS = JANUARY 1 - JUNE 30 = 480

F/T EQUIVALENT MONTHS = $\frac{P/T \text{ HOURS}}{174} = \frac{480}{174} = 2.76$

F/T MONTHS = 6 (JULY - DECEMBER)

TOTAL F/T EQUIVALENT MONTHS = 2.76 = 3
F/T MONTHS = 6
TOTAL F/T MONTHS = 9

F/T DAYS W/P

= VACATION ENT X $\frac{F/T \text{ MONTHS}}{12}$
= 14 X 9/12
= 11 F/T CAL DAYS W/P

BALANCE OF 3 CALENDAR DAYS OF VACATION ENTITLEMENT CAN BE TAKEN WITHOUT PAY AT EMPLOYEE'S OPTION TO BE INDICATED AT THE TIME OF CONVERSION.

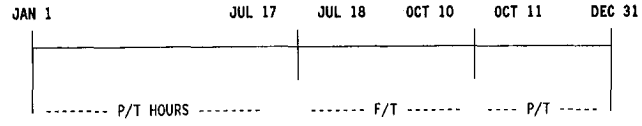
NOTE 1: ROUNDING = <.5 - DOWN
 = >.5 - UP

NOTE 2: 174 HOURS = 1 FULL-TIME MONTH

EXAMPLE #3

SVC DATE: APRIL 15, 1987
VAC ENT: 14 CAL DAYS

P/T - JANUARY 1, 1988 - JULY 17, 1988
F/T - JULY 18, 1988 - OCTOBER 10, 1988
P/T - OCTOBER 11, 1988 - DECEMBER 31, 1988

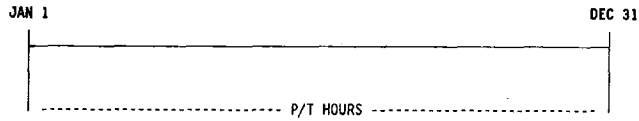


IN THIS EXAMPLE, IT IS ASSUMING THE EMPLOYEE WORKED 20 HOURS PER WEEK AS A PART-TIMER AND THE 1989 VACATION WAS TAKEN IN THE PART-TIME STATUS. THE TOTAL VACATION ENTITLEMENT OF 14 DAYS WOULD BE WITH PAY AND AN ADJUSTMENT WOULD BE HANDLED THROUGH THE VACATION CREDIT ADJUSTMENT PROCESS AS PROVIDED FOR IN THE CANADA LABOUR CODE.

EXAMPLE #4

SVC DATE: APRIL 15, 1987
VAC ENT: 14 CAL DAYS

P/T - JANUARY 1, 1988 - DECEMBER 31, 1988 (8 HRS/WEEK)
VACATION TAKEN IN 1989 AS P/T (20 HRS/WEEK)



P/T HOURS = 8 HRS/WK X 52 WEEKS = 416

F/T EQUIVALENT MONTHS = $\frac{P/T \text{ HOURS}}{174} = \frac{416}{174} = 2.39$

TOTAL F/T EQUIVALENT MONTHS = 2.39 = 2

F/T DAYS W/P

= VACATION ENT X $\frac{FT \text{ MONTHS}}{12}$
= 14 X 2/12
= 2 F/T CAL DAYS W/P

TWO (2) FULL-TIME CALENDAR DAYS WITH PAY = 16 F/T CALENDAR HRS W/P

SINCE THE SHIFT DURATION = 4 HRS, THE EMPLOYEE IS ENTITLED TO FOUR (4) PART-TIME CALENDAR DAYS WITH PAY.

BALANCE OF 10 CALENDAR DAYS OF VACATION ENTITLEMENT CAN BE TAKEN WITHOUT PAY AT EMPLOYEE'S OPTION TO BE INDICATED AT THE TIME OF CONVERSION.

NOTE 1: ROUNDING = <.5 - DOWN
 = >.5 - UP

NOTE 2: 174 HOURS = 1 FULL-TIME MONTH

LETTER OF UNDERSTANDING NO. 3
TOTEM IMPLEMENTATION

TOTEM Implementation Committee - Cargo

In accordance with Article 20.20, it is agreed that the following committee will be established for the duration of the implementation phase of TOTEM.

Mandate

The committee will identify, review and recommend resolutions of issues which will have an impact on the classifications working in Cargo, covered by the Collective Agreement. Every effort will be made to minimize the impact on personnel affected by the required changes. The committee will make recommendations to senior management and/or the Committee of General Chairpersons relating to matters discussed.

Committee Composition

The committee will be comprised of the following:

- General Chairpersons
- Management representatives
- Four (4) employees representing the classifications employed in Cargo selected by the Union.

Minutes of Meetings

Minutes of meetings of this Committee will be provided to each committee member with a copy to the Director, Labour Relations - Technical Services and District Lodge 148.

This committee will be established within thirty (30) days following advice of ratification.

TOTEM Implementation

Should the implementation of TOTEM result in employees being declared surplus, affected employees will be provided with employment security. Employees in above basic classifications who are declared surplus at implementation date of TOTEM may, on a point basis only:

- (a) Set set back to an above basic classification, provided that a vacancy exists and that the employee holds seniority in the classification and

(b) Failing any vacancy in an above basic classification, be set back to the basic classification at the point.

Employees set back will not be allowed to exercise bumping privileges as outlined in Article 16.15.

Those who are so affected shall be recalled to those classifications at the point in accordance with their seniority and have their rate of pay and progression protected at the applicable rate of their former classification for a period not to exceed three (3) years, effective with the date of implementation. Those employees who decline to accept above basic permanent assignments and temporary relief assignments at their point for which they are eligible [Paragraph (a)] shall have their salary protection adjusted, equivalent to the differential between their current status and the salary of the classification so declined. In addition, employees who are set back to the basic classification and who fail to bid on any above basic vacancies at their point, during the protection period, shall have their salary protection adjusted if it is determined they would have been the successful bidder.

Surplus employees in the basic classification may be required to work in another category temporarily, provided that the employee in question is competent to perform the temporary duties required (ref. Article 6.02).

The declared surplus will be eliminated through either growth or attrition in the classifications affected.

Signed this 26th day of June 1990.

FOR AIR CANADA FOR INTERNATIONAL ASSOCIATION OF
MACHINISTS II AEROSPACE WORKERS

B. CORBETT

R.L. FONTAINE

LETTER OF UNDERSTANDING NO. 4
ABOVE BASIC SELECTION PROCESS

The Company and the Union agree to the following formal selection process in support of the provisions contained in Article 16.11.05, for all above-basic classifications except Lead Station Attendant, Lead Cabin Servicing & Cleaning Attendant, Baggage Agent, Cargo Customer Service Agent, Station Agent 3, Station Agent ii, Certificated Station Agent I, C.R.U. Specialist, and Aircraft Inspector.

- L4.01 Employees must have passed a qualifying examination at least thirty (30) days prior to the issuance of the Promotional Bulletin or Vacancy Notice. Successful completion of this qualifying exam will be valid for a period of four (4) years at which time the employee must re-qualify in accordance with the foregoing.
- L4.02 In the event an employee fails to achieve the 80% passing mark on the qualifying examination, one (1) rewrite within sixty (60) days of the effective date of the initial results will be permitted. If unsuccessful, the employee will be ineligible to attempt to qualify again for a period of one (1) year.
- L4.03 Each eligible candidate will be given a structured interview conducted by a trained panel of one (1) Human Resources representative, *one* (1) Branch Manager, and one (1) Union representative. The candidate must achieve a 70% score assessed by the panel through a structured, established, point system. In the event the candidate fails to achieve the passing score, he may be re-interviewed in conjunction with a Promotional Bulletin for the same classification following six (6) months from his last interview. Passing interview scores for Interviews for the same classification will be valid for a period of two (2) years from the effective date of the results of the interview.
- L4.04 Qualifying examinations and the structured interview guide will be jointly developed and agreed to by the Company and the Union.
- L4.05 Results of the Qualifying Examination and Structured Interview shall remain as a permanent record on the employee's personal file.

L4.06 Candidates who successfully complete the Qualifying Examination and Structured Interview will be deemed as having equal ability for the purpose of the provisions of Article 16.11.05, and accordingly the employee(s) possessing the greater seniority shall be awarded the position(s).

NOTE: in the case of a Mechanic, Category 1 or Category 38, requesting to write his initial AMI., he will first be required to successfully complete the Structured Interview provided for in L4.03. in this case the ability to be re-interviewed will not be related to the issuance of a Promotional Bulletin.

Signed this 19th day of June 1995

FOR AIR CANADA FOR INTERNATIONAL ASSOCIATION OF
MACHINISTS & AEROSPACE WORKERS

K.M. KELLY

L. GIULIANI

June 8, 1995

Mr. L. Giuliani
President & Directing General Chairperson
District Lodge 148, IAMAW
3767 Thimens Boulevard
Suite 205
St. Laurent, Quebec
H4R 1W4

Dear Mr. Giuliani

Subject: Application of the Letter of Understanding on
Selection to Above Basic Classifications

This will confirm the Company's agreement as follows relative to the application of Letter of Understanding No. 4, Above Basic Selection Process:

1. Eligible employees attending an interview in response to a Promotional Bulletin shall not lose any time. In addition, the Company will bear the cost of any necessary time off and travel expenses where the interview is conducted at other than the employee's current Point.
2. The Company will bear the cost for time off and expenses for necessary travel for any Union representative participating as a member of a Structured interview Panel.
3. Time off for representatives appointed by the Union who participate in the joint development of Qualifying Examinations and Structured Interview Guides will be borne by the Company and charged to Work Order 91314.
4. Promotional Bulletins for affected above basic classifications will not be issued following the date of ratification pending introduction of the revised selection process.

Yours truly,

K.M. Kelly
Director Labour Relations -
Technical Services

LETTER OF UNDERSTANDING NO. 5
TRANSFER AND BUMPING TO/FROM CARGO AND/OR
AIRCRAFT SERVICES

- L5.01 At stations where the Cargo Branch is operating a cargo terminal, Customer Service Agents, Lead Station Attendants and Station Attendants in Aircraft Services, who desire to transfer into the cargo terminal, shall so indicate in writing to their Manager with a copy to the local Union. Customer Service Agents, Lead Station Attendants and Station Attendants in the cargo terminal who desire to transfer to Aircraft Services, shall so indicate in writing to their Manager with a copy to the local Union. Transfer requests will be considered when a permanent vacancy is declared.
- L5.02 To be eligible for consideration, the request for transfer must be postmarked at least thirty (30) days prior to the vacancy becoming available on a permanent basis. Each request for transfer, including copies, must be forwarded by Canada Post and will be considered active for a period of one (1) year.
- L5.03 Customer Service Agents, Lead Station Attendants and Station Attendants who have been unable to transfer within one (1) year from the date of submitting their transfer request, will then be placed on the bumping list and be eligible to exercise bumping privileges providing there are permanent employees with less seniority in their own classification.
- L5.04 Transfers of employees exercising "bumping privileges" will be activated once in a calendar year. Normally, these transfers will be coincidental with the introduction of the summer Flight Schedule (end of April) however, this date may be adjusted to meet local training and operational requirements. Bumping to/from Cargo and/or Aircraft Services will be 7% of the total permanent staff by classification within the Cargo terminal but restricted to a maximum of 17 people within each classification.
- At stations where the above would not apply, a minimum of one (1) Customer Service Agent, one (1) Lead Station Attendant and two (2) Station Attendants would be permitted to bump.

L5.05 Selection of employees for transfer who are exercising "bumping privileges" to/from Cargo or Aircraft Services, will be in accordance with L5.02, L5.03 and L5.04. |

L5.06 Employees offered the opportunity to transfer must advise their Manager of their decision in writing within twenty-four (24) hours of the date of such offer. Failure to advise the Manager will be considered a declination of the transfer.

NOTE: Once an employee has confirmed "acceptance" in writing, the transfer must be accepted and he will not be eligible to transfer back for a period of one (1) year from date of transfer.

L5.07 This Letter of Understanding cancels and supersedes Item 6 of the 1966 Biller Agreement (Filling of permanent Station Attendant vacancies - Cargo warehouse and ramp). The remainder of the Biller Agreement will remain in full force and effect.

Signed this 15th day of June 1997. |

FOR AIR CANADA FOR INTERNATIONAL ASSOCIATION OF
MACHINISTS & AEROSPACE WORKERS

K.M. KELLY

G. BROSSEAU |

LETTER OF UNDERSTANDING NO. 6
STATUS OF MINUTES OF NEGOTIATIONS AND UMHQs

The inclusion of some Minutes of Negotiation and Minutes of UMHQ meetings into the body of the main Agreement is not intended to change the meaning and application of those minutes, nor is it intended to make them any more or less important than the minutes which have not been included. They are included only for ease of reference.

Signed this 17th day of October 1985.

FOR AIR CANADA FOR INTERNATIONAL ASSOCIATION OF
MACHINISTS & AEROSPACE WORKERS

G.C.B. SMITH

R.L. FONTAINE

LETTER OF UNDERSTANDING NO. 7
EMPLOYMENT SECURITY - STATION CLOSURES

- L7.01 In the event of a station closure or portion thereof, resulting from the withdrawal of service due to Company alliances or purchases, the Company is committed to the employment security of those employees affected by these changes. Furthermore, the Company will notify District Lodge 148 as soon as practicable of these changes.
- To that end and should the aforementioned events result in permanent employees being declared surplus, the following

L7.02 OPTION 1 - TRANSFER

- a) Permanent employees will be transferred to vacancies in their current classification.
- b) Employees in above basic classifications will be transferred to vacancies in lower classifications in which they hold seniority in the event that:
 1. No vacancies exist in their current classification.
 2. Their current classification is not currently active.

NOTE 1: Should 2. above be the prevailing condition, affected employees shall have the ability to select a new point of lay-off for the classification affected in which they hold seniority as well as up to ~~three~~ (3) other points of recall.

NOTE 2: Employees failing to designate a new point of lay-off for a classification shall be considered as having forfeited recall privileges in that classification and Article 16.16.09 (d) will apply.
- c) Above basic employees, who have accepted a transfer who are working in a lower classification, shall have their rate of pay and progression protected at the applicable rate of their former classification for a period not to exceed three (3) years, effective from date of transfer. Employees who decline recall to point of lay-off, shall have their salary protection adjusted, equivalent to the differential between their current status and the salary of the classification declined. In addition, employees who fail to bid on any

above back vacancies at their point during the protection period and it is determined they would have been the successful bidder, as well as declining to accept temporary relief assignments for which they are eligible, shall have their salary protection adjusted.

d) Transfers will be at Company expense. In accordance with Company regulations.

e) The aforementioned transfers shall not result in consequential lay-offs at the new point.

L7.03 OPTION 2 - VOLUNTARY SEVERANCE

Permanent surplus employees electing for voluntary severance will be provided with a termination award of two (2) weeks pay per year of Company service, to a maximum of fifty-two (52) weeks pay.

Such termination award may be converted as follows:

1. Lump sum cash payment
2. Time on payroll at full salary
3. Time on payroll at half salary (maximum 24 months)
4. Any combination of options 1, 2 or 3 above.

NOTE: Time on payroll under options 2, 3 or 4 above:

Employees will receive service credits for pension purposes and will continue to be covered for the attained level of benefits and pass privileges with the exception of Group Disability Income Plan. Service would continue to accrue for pension and pass purposes but not for vacation entitlement.

2,

L7.04 OPTION 3 - LAY-OFF

Employees who decline to select either Option 1 or Option 2 shall be placed on laid-off status and be permitted to exercise bumping privileges as provided in Article 16.15.

Signed this 10th day of June 1995.

FOR AIR CANADA FOR INTERNATIONAL ASSOCIATION OF
MACHINISTS 6 AEROSPACE WORKERS

K.M. KELLY

L. GIULIANI

LETTER OF UNDERSTANDING NO. 8
EXPEDITED ARBITRATION

It is agreed that for the life of the current Collective Agreement, notwithstanding Article 16, it may be of mutual benefit to expedite the arbitration of appropriate grievances / disciplinary appeals on a type-trial basis in the Eastern and Central Seniority Divisions.

Recognizing the primary objectives of expedited arbitration to provide a timely, informal, and relatively inexpensive procedure for resolving grievances and disciplinary appeals, the parties agree to conform to the following guidelines:

- L8.01 Dates for expedited arbitration, and the selection of a sole arbitrator, shall be identified and mutually agreed in advance. Where the date cannot be utilized it will be made available for regular arbitrations in accordance with Article 18. If the date still cannot be utilized it will be made available for cases involving Air Canada and its other Unions. Fees and expenses for expedited arbitration shall be in accordance with Article 18.09, and similarly if dates cannot be utilized in the foregoing manner, the cost of the cancellation shall be divided equally between the parties;
- L8.02 Cases selected for expedited arbitration shall be subject to mutual agreement between Labour Relations and the Union. Following written notification from the Union of its desire to proceed with expedited arbitration, the Company shall confirm its agreement, or otherwise, not less than sixty (60) days prior to the desired date of hearing. Time permitting, multiple cases may be scheduled on the same date;
- L8.03 Cases agreed to for expedited arbitration shall be those where there are no preliminary objections and where there is prior agreement on the facts of the case, unless otherwise agreed by the parties in advance. The need for witness testimony and cross examination will be minimal, if at all. All documents, statements, etc., to be submitted as evidence at the hearing shall be subject to prior disclosure between the parties. Submission of any new evidence at the hearing stage shall be subject to mutual agreement. Only the employee and line management representative involved shall attend the arbitration in addition to the Union / Labour Relations representa-

- tives. Witnesses and/or observers may attend subject to prior notification to either party;
- L8.04 It will be the parties' intent al expedited arbitration lo keep the process as informal as possible, avoiding procedural delays and an overly legalistic approach:
- L8.05 Opening comments and argument will be concise and limited to brief statements of relevant facts and rationale for the respective positions. Jurisprudence will be limited to that which is deemed to support the respective positions of the parties with copies prepared and provided in advance of the hearing;
- L8.06 Bench or oral awards will be permitted with the consent of both parties, subject to later continuation in writing. In any event, decisions rendered in expedited arbitration will be without precedent or prejudice to any other matters arising between the parties and will not be relied upon as jurisprudence:
- L8.07 Where deemed appropriate, based upon the parties' experience with the process of expedited arbitration, the foregoing guidelines may be altered subject to mutual agreement.

Signed this 19th day of June 1995.

FOR AIR CANADA FOR INTERNATIONAL ASSOCIATION OF
MACHINISTS & AEROSPACE WORKERS

K.M. KELLY

L. GIULIANI

LETTER OF UNDERSTANDING NO. 9
JOINT TRAINING AND LICENSING COMMITTEE

PURPOSE

The purpose of this Joint Committee is to discuss and resolve Issues, thereby enhancing the overall effectiveness and quality of technical training. The Joint Training and Licensing Committee will also determine the contents of the Training Control Manual (Publication 103, Volume II, Chapter 2). Revisions shall be agreed to by the Joint Training and Licensing Committee unless required by a Government Regulatory authority.

MANDATE

This Joint Committee will:

1. maintain all agreements, policies and procedures related to the relevant sections of the Training Control Manual;
2. review and recommend changes to a course syllabus for technical training courses within the jurisdiction of the Technical Operations Branch;
3. review and resolve workplace issues related to training and licensing;
4. act as a resource body to provide meaningful input to issues related to training and licensing.

COMPOSITION OF THE JOINT COMMITTEE

This Joint Committee will be comprised of the following:

- Four (4) representatives appointed by the Union.
- Management representatives (not to exceed four (4) in number).

In addition, the Joint Training and Licensing Committee may establish sub-committees to assist in the carrying out of its mandate.

GENERAL

In the event the Joint Training and Licensing Committee is unable to reach consensus on any issue within their mandate, the matter will be referred to the Director, Quality, Planning and Administration. Failing resolution the matter will be reviewed by the Parties at the U.M.C.M. level. Failing a agreement at U.M.C.M.. the matter may be referred to third party mediation. Pending resolution of any disputes provided for In this paragraph, the status quo shall prevail.

Members of the Joint Training and Licensing Committee shall be provided with a Terms of Reference, agreed to between the Company

and the Union, for the operation of the Joint Committee.
Meetings of the Joint Training and Licensing Committee may be
called as necessary by either the Union or the Company.

Signed this 19th day of June 1995.

FOR AIR CANADA FOR INTERNATIONAL ASSOCIATION OF
MACHINISTS & AEROSPACE WORKERS

K.M. KELLY

L. GIULIANI

June 1.1995

Mr. L. Giuliani
President & Directing General Chairman
District Lodge 146, I.A.M.A.W.
3767 Thimens Boulevard
Suite 205
St. Laurent. Quebec
H4R 1W4

Dear Mr. Giuliani,
Subject: Endorsement Course Seat Allocation

It was agreed following discussion during the 1995 Collective Agreement negotiations that the following would be incorporated into the Training and Licensing publication, Manual 103, Volume II, Chapter 2.

The number of CATs and CAVTs will be allocated for each endorsement course by work formation.

For each formation where three (3) or more seats are offered, 20% will be posted as a course vacancy notice. A guaranteed minimum of at least one (1) seat will be allocated on this basis.

Remaining seats will be allocated on the basis of the current formula of 1-2, 2-3.

EXAMPLE:

Course seat allocation to any given work formation:

- 1 seat - allocation on basis of 1-2, 2-3.
- 2 seats - allocation on basis of 1-2, 2-3.
- 3 seats - 1 course vacancy notice to senior bidder;
- 2 allocated on basis of 1-2, 2-3.
- 4 seats - 1 course vacancy notice to senior bidder;
- 3 allocated on basis of 1-2, 2-3.
- 5 seats - 1 course vacancy notice to senior bidder;
- 4 allocated on basis of 1-2, 2-3.
- 6 seats - 1 course vacancy notice to senior bidder;
- 5 allocated on basis of 1-2, 2-3.

- 7 seats - 1 course vacancy notice to senior bidder;
- 6 allocated on basis of 1-2, 2-3.
- 8 seats - 2 course vacancy notice to senior bidder;
- 6 allocated on basis of 1-2,2-3.

etc.

NOTE: If after three (3) consecutive endorsement courses for a formation, no seat selection was made available for a senior bidder consistent with the foregoing provisions, and the next course offered provides less than three (3) seats to the formation, one (1) seat will be offered on the basis of a vacancy notice.

EXCEPTIONS:

1. CATs and CAVTs would be ineligible to bid on course vacancy notices if they are already in possession of five (5) or more endorsements on their AMI for aircraft currently operated by the Company.
2. CATs and CAVTs successfully bidding on a course vacancy notice would be required to repay the training costs to the Company on a prorated basis over two (2) years if they retire or voluntarily leave the company within two (2) years of completion of the training.
3. CATs and CAVTs successfully bidding on a course vacancy notice must remain in the applicable work formation for a minimum of twelve (12) months after endorsement course completion. This will not interfere with an employee's rights under the Collective Agreement and is intended solely for local application.
4. Consistent with the provisions of Publication 631, Chapter 4, Page 11, an employee will be considered eligible if at least twelve (12) months has elapsed since he last successfully completed a previous endorsement course.

Yours truly,

K. M. Kelly
Director Labour Relations -
Technical Services

209

(5) days of formation and will complete their training within six (6) months of formation.

Signed this 15th day of June 1997.

FOR AIR CANADA FOR INTERNATIONAL ASSOCIATION OF
MACHINISTS & AEROSPACE WORKERS

K.M. KELLY

G. BROSSEAU

211

LETTER OF UNDERSTANDING NO. 10
SUBCONTRACTING

- L10.01 The Company agrees that it will not enter into a sub-contract that results in the effective elimination of a category/classification during the term of this Collective Agreement.
- L10.02 The parties agree to establish a joint committee for the purpose of reviewing all future significant sub-contracts prior to any decision being made to contract out. The Company agrees to share with the Union the cost-benefit analysis done in connection with any such potential sub-contract and to provide the Union with the opportunity to present submissions in support of retaining the work within the bargaining unit.
- L10.03 **The parties further agree that at the Union's request, the joint committee shall review any existing sub-contract.**
~~The parties further agree that should the Union decide to~~

LETTER OF UNDERSTANDING NO. 12
AMALGAMATION OF DORVAL BASE
CAFETERIA COLLECTIVE AGREEMENT

- L12.01 After discussion, all of the Articles in the 1992-1995 Master Air Canada/I.A.M.A.W. Collective Agreement are considered the same as the Articles in the 1990-1992 Cafeteria Air Canada/I.A.M.A.W. Collective Agreement with the following exceptions.
- L12.02 The duration of the Collective Agreement for wages and overtime, will be three (3) years, six (6) months (forty-two (42) months), effective July 19, 1992 until January 13, 1996. Wages will be frozen for the period July 19, 1992 to January 13, 1996.
- L12.03 Effective with the first pay period following ratification and notwithstanding the provisions of Article 10.02.01, all overtime will be compensated at time and one-half of the applicable rate. The modification is not a permanent change to the Collective Agreement and will expire on January 13, 1996.
- L12.04 The Articles referenced below from the 1996-1992 Cafeteria Collective Agreement reflect the application/ environment of the Air Canada Centre Cafeteria:
- L12.04.01 It is understood and agreed that Supervisory staff will assist in any capacity when the need arises.
- L12.04.02 Vacancies created by periods of vacations and or illness of five (5) working days or less will, if required, be covered by overtime. Commencing with the sixth (6th) working day the Company at its discretion, will fill the vacancy by the use of casual employees.
- Should there be a reluctance on the part of the employees in the same classification to accept such overtime, we will attempt to replace with casual employees. Failing availability of casuals, the overtime assignment with the same classification will be in the same sequence as normal canvassing.
- NOTE: An exception to the above would be in the area of Time Bank or personal short-term leave of absences. Where time off is granted, and as replacement deemed essential, we would intend to replace the individual through a casual hiring.

Permanent employees will not be laid off while casual employees are employed.

Permanent employees on laid off status will be the first to be offered casual employment.

When utilizing casual employees, care will be taken to avoid deterioration of the shift schedules of permanent employees.

L12.04.03 Safety & Health Complaint/Concern Process

A	Employee reports complaint/concern to either: (A) Food Services Supervisor or (B) Safety & Health Member (See Note I & III)	RESOLVED	E M P L O Y E E S E C U R I T Y
	NOT RESOLVED		
B	Employee submits complaint/concern to Safety & Health Member ----- Safety & Health Member investigates and meets with Cafeteria Manager	RESOLVED	
	NOT RESOLVED		
C	Safety & Health Committee reviews complaint/concern and submits a report(s) within ten (10) days outlining the subject and investigation results to the Manager, Personnel ----- Management have ten (10) work days to reply ----- Copy of the report(s) and reply to be forwarded to Corporate Employee Safety	RESOLVED	
	NOT RESOLVED		
D	Labour Canada is asked to review the case (See Note II).	RESOLVED	

NOTE 1: Does not preclude employer/employee from notifying Labour Canada when a situation requires an immediate investigation. See Part II, Section 86(l).

NOTE 2: A Labour Canada Safety Officer's decision may be referred to the Canada Labour Relations Board. See

NOTE 3: Definitions:

Member - The employee's designated committee member or representative.

L12.04.04 Seniority - Dorval Base Cafeteria

Seniority shall be administered in accordance with the provisions of Article 16. except as follows:

- Employees will be granted seniority on a day-for-a-day basis for only those classifications into which they are actually hired or assigned, the seniority date being that of permanent entry into the classifications concerned.

- Employees permanently promoted from one classification to another within the Dorval Base Cafeteria will continue to accrue seniority in their former classification(s) in which they hold seniority.

L12.05 The merging of the Cafeteria Collective Agreement to the Master Collective Agreement entailed considerable thought. In the event that an administrative application or interpretation matter arises, It will be referred to the Headquarters Level of the Company and District Lodge 146 for resolution.

FOR AIR CANADA FOR INTERNATIONAL ASSOCIATION OF
MACHINISTS & AEROSPACE WORKERS

K.M. KELLY

L. GIULIANI

**LETTER OF UNDERSTANDING NO. 13
STATION ATTENDANT VACANCIES**

L13.01 The Company and the Union agree that the filling of Station Attendant vacancies declared by the Company on the master Collective Agreement Station Attendant seniority list will be filled in the following order:

1. Recall
2. Demotion
3. Station Attendant transfer
4. Application of L2.16
5. Other intra-branch transfers
6. Inter-branch transfers
7. Term employment
8. Employee transfers from outside the Collective Agreement
9. New hiring

Signed this 15th day of June 1997.

FOR AIR CANADA FOR INTERNATIONAL ASSOCIATION OF
MACHINISTS & AEROSPACE WORKERS

K.M. KELLY

G. BROSSEAU

LETTER OF UNDERSTANDING NO. 14
QUALITY ASSURANCE

- L14.01 During the 1997 contract negotiations, the Company and the Union agreed to jointly review the feasibility of introducing a Quality Assurance philosophy within the Technical Operations Branch: Quality Assurance requirements include a process/system which allow individuals to sign off work and a comprehensive audit system to detect systematic or work process related root causes that prevent the ability to build in quality.
- L14.02 A joint Management/Union committee will be formed to address this matter. The committee's mandate is as defined below. The committee will be required to govern their activities in accordance with the the implementation of the objectives and conditions of this Letter of Understanding.

Mandate

The committee will jointly address the feasibility of introducing a Quality Assurance philosophy and system within the Technical Operations Branch. The committee will address all aspects of the change required in order to achieve this objective during the life of this Collective Agreement. The committee will address such matters as:

- Review the impact of a Quality Assurance process on the current Quality Control program including any impact on current Categories/ Classifications.
- Review and identify roles and responsibilities and qualifications/requalification requirements for new/affected categories/ classifications.
- Review and identify training requirements.
- Identify/recommend specific changes to the Collective Agreement.
- Identify/recommend specific changes to all affected Technical Operations Branch, or other related Company publications:
- Employee communication.
- Review and identify regulatory/licensing implications.
- Review line of promotion for enhancement to career path.

Prior to implementation, in part or in whole, the Committee will involve their principles (Vice President - Technical Operations, Director, Labour Relations - Technical Services, and the Committee of General Chairpersons) to resolve issues and obtain approvals.

The committee will consist of:

- Five (5) Union Representatives
- Five (5) Management Representatives

it is understood that one (1) Labour Relations Representative and one (1) General Chairperson will be identified to perform a role of coordination of Committee activities, not Chairperson. These individuals (not Chairpersons) will be responsible to provide Collective Agreement interpretation, ensure the Committee mandate is respected and adhered to, and ensure that any issue that requires attention at UMCM is submitted to their respective Committees for handling.

This Committee may establish sub-committees to assist in carrying out its mandate.

L14.03 Time off for representatives appointed by the Union who participate on these Committees will be borne by the Company and charged to Work Order 91314.

L14.04 Given an agreement to proceed with the implementation of Quality Assurance, the Company confirms the following:

- The Company will provide increased training and ongoing refresher training in such areas as technical skills, inspection fundamentals, auditing, blue print reading, human factor, regulations and the MCM. and structures.
- The classification of Process Auditor will be implemented. Articles 4 and 5 will be updated to reflect the job description, required qualifications, line of promotion-and rate of pay.
- There will be no staff reduction related to the implementation of the Quality Assurance process.
- Employment security for those permanent employees declared surplus in categories 2, 4, 5 and 6 is confirmed. The following options will be available to affected employees as described:

Option 1 - Consideration for Re-Assignment

Remaining employees will be considered for re-assignment to such positions as Process Auditor (or other, as may be determined by the Committee referenced in L14.02), subject to having the necessary qualifications, the selection process as identified in LOU #4 and seniority.

Option 2 - Consideration for Transfer

- a) Remaining employees will be considered for voluntary transfer or voluntary reassignment at the point to vacancies declared by the Company and in other categories/classifications or lower categories/classifications in which they hold seniority.
- b) Transfers, if applicable, will be at Company expense in accordance with Company regulations.
- c) The aforementioned transfers will not result in consequential lay-offs.

Option 3 - Lay-Off

Employees who are not accommodated under Option 1 or 2, shall be placed on laid-off status and be permitted to exercise bumping privileges as provided in Article 16.15. There will be no consequential lay-off as a result.

An employee who is accommodated in accordance with Option 1, 2 or 3 will retain their original status in terms of wages and benefits including what would have been wage progressions at the level of their previous Category/Classification.

Signed this 15th day of June 1997 at Ottawa, Ontario.

FOR AIR CANADA FOR INTERNATIONAL ASSOCIATION OF
MACHINISTS & AEROSPACE WORKERS

K.M. KELLY

G. BROSSEAU

LETTER OF UNDERSTANDING NO. 15
TEMPORARY/SPECIAL ASSIGNMENTS

- L15.01 During the 1997 contract negotiations, the Company and the Union agreed to a type-trial process which provides the opportunity for employees covered by this Collective Agreement to access temporary/special assignments without a loss of seniority during the life of this Collective Agreement.
- L15.02 Opportunities for temporary/special assignments may be identified by the Company or the Union at each point. Given mutual agreement between the Company and the Union, such temporary/special assignments will then be covered by this Letter of Understanding.
- Opportunities may be identified in the following areas:
- STOC (MINI-STOC) Coordinators
 - Airport & Cargo Operations planning and coordinating positions
 - Technical Operations planning and coordinating positions
- Training positions/assignments are excluded from this Letter of Understanding.
- Nothing in the foregoing prevents the Company and the Union from agreeing, at the Headquarters level (i.e., Corporate Labour Relations Representative and the appropriate General Chairperson), to additional functions/areas, where appropriate, which may not be included in the above.
- L15.03 Local notices will be issued at the point for a period of fourteen (14) days where the assignment exists unless otherwise agreed to by the Company and the Union. Such notices will be copied to the Union at the local level, the President & Directing General Chairperson, District Lodge 148 and the Director: Labour Relations - Technical Services, Dorval 023, and will include the working conditions, duration of assignment, and necessary qualifications associated with the assignment. Eligibility for such notices will be limited to employees in the appropriate Categories/Classifications at the point/work location where the assignment is based unless otherwise agreed to by the Company and the Union.

- 15.04 Candidate selection will be based on an objective structured interview as per LOU #4, work record, and priority amongst those applicants possessing the applicable qualifications.
- L15.05 This Letter of Understanding applies to temporary/special assignments exceeding six (6) months with a maximum of two years duration. In order to provide opportunity for other employees to gain experience from such temporary/special assignments, an individual employee may not fill the same temporary/special assignment for longer than two (2) years, regardless of seniority, unless there are no other qualified applicants to the posting of a subsequent notice required on completion of the two (2) year maximum period.
- L15.06 This Letter of Understanding will not include any assignment which includes the direct supervision of employees or the responsibility for initiating disciplinary action.
- L15.07 Employees presently assigned temporarily in positions as identified in this Letter of Understanding will be deemed to be covered by this Letter of Understanding. The application of the time limit identified in L15.05 will be from the time of entry into the present temporary assignment.
- L15.08 This Letter of Understanding may be cancelled upon written advice by the Company or District Lodge 148 during the life of this Collective Agreement.

Signed this 15th day of June 1997 at Ottawa, Ontario.

FOR AIR CANADA FOR INTERNATIONAL ASSOCIATION OF
MACHINISTS & AEROSPACE WORKERS

K.M. KELLY

G. BROSSEAU

LETTER OF UNDERSTANDING NO. 16
CATEGORY 8/16/22

L16.01 During the 1997 contract negotiations, the Company and the Union agreed to jointly discuss and review the work requirements and qualifications for Category 8 - Electrical Accessories Overhaul and Repair, Category 16 - instrument Overhaul and Repair and Category 22 - Radio and Electronic Overhaul and Repair. Category 16 is being affected as a result of a reduced DC-9 work requirement. In addition, the technical work content and qualifications required for these three (3) categories is similar in the Air Canada environment.

L16.02 A joint Management/Union Committee will be formed to address this matter with the following objectives and mandate:

- Review and discuss the following:
 - The changing workload for Categories 6, 16 and 22.
 - Current job descriptions and qualifications for Categories 8, 16 and 22.
 - Options to consolidate work.
 - Roles, responsibilities, qualifications and requirements for new/ affected Categories/Classifications.
 - Training requirements.
 - The impact on current employees and alternatives for accommodation.
 - Changes to Company manuals.
 - Changes to the Collective Agreement.
- Develop options and recommendations related to the foregoing.

This Committee will submit its findings in report form to the Company and the Committee of General Chairpersons for approval.

- L16.03 The Committee will consist of:
- Three (3) Union Representatives
 - Three (3) Management Representatives
 - One (1) Labour Relations Representative (Co-Chairperson)
 - One (1) General Chairperson (Co-Chairperson)
- L16.04 Time off for representatives appointed by the Union who participate in this Committee will be borne by the Company and charged to Work Order 91314.
- L16.05 This Committee will be established within ninety (90) days of ratification of this Collective Agreement. The Committee will submit its report within ninety (90) days of the first meeting and no later than March 31, 1996.

Signed this 15th day of June 1997 at Ottawa, Ontario.

FOR AIR CANADA FOR INTERNATIONAL ASSOCIATION OF
MACHINISTS & AEROSPACE WORKERS

K.M. KELLY

G. BROSSEAU

LETTER OF UNDERSTANDING NO. 17
ARTICLE 16.16.04 - TERM RECALL PROCEDURES -
AIRPORT & CARGO OPERATIONS

- L17.01 Although the Company will endeavour to minimize the use of term positions there is a need to clarify the application of Article 16.16.04. and the parties therefore agree to the following procedures for completing term recalls in the Airport & Cargo Operations Branch.
- L17.02 The Airport & Cargo Operations Branch at the Headquarters level, approves all term recalls to Corporate Labour Relations by letter, teletype, E-mail or fax.
- L17.03 All term recalls will be coordinated through the office of the Manager, Labour Relations - Airport & Cargo Operations.
- L17.04 On receipt of written recall approval (see L17.02) the Manager, Labour Relations - Airport & Cargo Operations (or delegate) will advise the involved Station(s) and Regional Shop Committee(s).
- L17.05 All written notification of open positions will be initiated by the Manager, Labour Relations - Airport & Cargo Operations and addressed to the involved employee(s) with copies to local Management, Personnel Services and the Regional Shop Committee(s).
- L17.06 Such written notification(s) will be "faxed" to the appropriate Station. The Station Representative (see L17.12) will arrange for immediate courier delivery to the involved employee(s) residence.
- L17.07 Concurrent with receipt of the fax of the written notification, telephone communication will be initiated to the employee by the Station representative (see L17.12).
- L17.08 A minimum of four (4) attempts at telephone contact will be made to reach each involved employee. Such calls will be placed approximately four (4) hours apart over a two (2) day period. After two (2) unsuccessful attempts, the Station Coordinator or Corporate Labour Relations will advise the Regional/Union Shop Committee.
if an employee is going on vacation during his term assignment, the employee must advise the Company of his point(s) of contact in the event of an extension or other term recall

offers during his vacation period. Given such information, the Company will endeavour to contact the employee in line with these procedures.

- L17.09 When personal contact is immediate (i.e., on first telephone call), the letters referenced in point #5 may be forwarded by Canada Post.
- L17.10 Employees will respond verbally as to acceptance or declination of the temporary recall within seventy-two (72) hours of:
 - a) verbal notification/advice of the opening
 - OR
 - b) receipt of written notification, whichever occurs first.
- L17.11 In situations where there has been no contact, employees will be bypassed after ninety-six (96) hours of the Company forwarding, by courier, the written notification. Such a situation will be considered as a declination of term recall in terms of the application of L17.15 of these procedures.
- L17.12 The Station representatives who will assist Corporate Labour Relations in this process are as follows:

Halifax	Customer Service Assistant
Moncton	Customer Service Coordinator -
Saint John	Moncton
Fredericton	
St. John's	Manager, Customer Service
Charlottetown	Customer Service Coordinator
Quebec	Customer Service Manager
Dorval/Mirabel (Ramp/Cabin Service/Cargo)	Manpower Planner - Dorval
Ottawa	Airport Administrative Coordinator
Toronto (Ramp/Cabin Service)	Manpower Coordinator

Toronto (Cargo)	Manpower Coordinator
London, Ont.	Manpower Coordinator
Thunder Bay	Customer Service Coordinator
Winnipeg	Personnel Services Assistant
Regina/ Saskatoon	Manager, Customer Service
Calgary/ Edmonton'	Personnel Services Assistant
Vancouver	

Cargo Rating Unit

Montreal Management	Manager, Cargo Yield Capacity
------------------------	-------------------------------

Weight & Balance

Mirabel	Coordinator, Weight & Balance
Toronto	Operations Control Manager - Weight & Balance & ULD Control

L17.13 The Regional Shop Committees will assist Corporate Labour Relations with the temporary recall process as follows:

Regional Shop Committee : Dorval	- YOW
Lodge 1751, IAMAW	- YUL/YMX
Room D023A, A.T.B., P.O. Box 8000	- YQB
Montreal international Airport	- YQM
Dorval, Quebec ZIP 131	- YYG
H4Y IC3	-YYT
	- YSJ
	- YFC
	- YHZ

Regional Shop Committee - Toronto	- YYZ
Lodge 2323, IAMAW	- YXU
P.O. Box 151	
Toronto AMF, Ontario ZIP 400	
L5P 1B1	

Union Shop Committee - Winnipeg - YWG
Lodge 714, IAMAW - YQT
211-2020 Sargent Avenue - YQR
Winnipeg, Manitoba ZIP 887 YXE
R3H OC9

Regional Shop Committee Vancouver - YVR
Lodge 2324, IAMAW - YYC
Vancouver AMF ZIP 830 - YEG
Vancouver International Airport, B.C.
V7B 1V4

- L17.14 Employees may, by written advice to the Manager, Labour Relations, Sales & Service; Cargo, Air Canada Centre 029, P.O. Box 9000, Postal Station St. Laurent, Montreal, Quebec H4Y 1C2, remove themselves from the term recall list for specific points, periods of time, or recall duration. Dorval and Mirabel will be considered as two (2) different points for this purpose. This correspondence is to be forwarded via Canada Post with a copy to the Regional Shop Committee.
- L17.15 Employees will be allowed to decline two (2) consecutive term recall offers to any one (1) point, after which they will be removed from the term recall list to that particular point. The employee will be notified by the Company, in writing. Should the employee wish to be reinstated on the term recall list for that point, he/she must re-apply in writing.
- L17.16 Employees who are medically unfit to work in the specific classification or in relation to the specific work requirements, will not be considered eligible for term recalls. Such employees will be advised in writing, by Corporate Labour Relations, that they have been temporarily removed from the term recall list. Recall status will only be changed on receipt of written notice from the employee that he/she is medically fit and subsequent confirmation by the Company Medical Branch. Such employees will be returned to the active term recall list three (3) calendar days (seventy-two (72) hours) after receipt of the foregoing requirements.

- L17.17 Employees accepting a term recall (verbally or in writing) and subsequently declining the same recall, will be removed from the term recall list for that point /or a period of one (1) year. A second such incident will result in his/her permanent removal from the term recall list for that point.
- L17.18 Employees accepting term recalls will not be entitled to personal leaves of absence and must complete the term assignment. Failure to complete a term assignment, except under very extenuating circumstances, will result in the loss of future term recall rights to that point for a period of one (1) year. A second such occurrence will result in his/her permanent removal from the term recall list for that point.
- L17.19 A decision to bypass an employee for term recall for any reason will be made jointly by Corporate Labour Relations and the appropriate Regional/Union Shop Committee (as identified in L17.13). The Union will not process any grievance related to such a bypass.
- L17.20 Employees who are employed elsewhere within the Company (permanent or term), at the time of canvassing for term recall positions, will be bypassed. Employees employed outside the bargaining unit will be expected to advise Corporate Labour Relations, in writing, with a copy to the Regional/Union Shop Committee on termination of such employment in order to ensure their name is returned to the active term recall list. Such employees will be returned to the active term recall list three (3) calendar days (seventy-two (72) hours) after receipt of such written notice.
- L17.21 Employees who decline term recalls (verbally or in writing), will not, except under very extenuating circumstances, be permitted to reverse his/her decision. For example, a reversal might be allowed if:
- The next person entitled to the recall has not been notified.
 - There were no other employees entitled to the recall.
 - The position had not been filled by other means.
- Such decisions will be made *jointly* by Corporate Labour Relations and the appropriate Regional/Union Shop Committee (as identified in L17.13).

- L17.22 Employees accepting term recalls for periods of less than sixty (60) days, and when notification is within seven (7) days of the effective date of the recall, will report within seven (7) calendar days of notification. Where more than seven (7) days notice- has been provided, employees will report on the effective date of the recall. For a period of more than sixty (60) days, the employee will have fourteen (14) days to report from the date of notification of recall.
- L17.23 Except in very extenuating circumstances, personal acceptance/ declination of term recalls will be required. A third party response will not suffice.
- L17.24 Employees must return the written advice of acceptance/declination of term recall within fourteen (14) days.
- L17.25 Laid-off employees must advise Corporate Labour Relations, Air Canada Centre, PO. Box 9000, Saint-Laurent, Quebec H4Y IC2, in writing sent by Canada Post, with a copy to the Regional/ Union Shop Committee (see L17.13) of any change to Information used to contact/communicate with employees (i.e., home address, third party address, telephone numbers, etc.).
- L17.26 All ten recalls will be identified for a duration within a regular flight schedule (i.e., April/October; October/April). The senior employee with recall rights to a point will always be offered the longest term recall period.
- L17.27 For term recall assignments of less than sixty (60) days, where all local full-time employees have been canvassed and have declined, laid-off part-time employees, at the point, will be offered the term employment prior to new hiring.
- L17.28 The Company will endeavour, in line with these procedures, seniority and the Collective Agreement, to offer term recall assignments to the employees home base before offering him/her other points of recall (subject to L17.20).

L17.29 The foregoing process does not otherwise affect, change or impact on Article 16.16 of the Collective Agreement or any other related Memorandum/Agreement between the parties.

Signed this 15th day of June 1697.

FOR AIR CANADA FOR INTERNATIONAL ASSOCIATION OF
MACHINISTS & AEROSPACE WORKERS

K.M. KELLY

G. BROSSEAU

LETTER OF UNDERSTANDING NO. 18

REFERENCE: **MEMORANDUM #3; PROMOTION TO, TRANSFER AND BUMPING IN AND RETENTION OF CERTIFICATED CLASSIFICATIONS - AIRPORT & CARGO OPERATIONS BRANCH**

PURPOSE/ MANDATE: The purpose and mandate of this joint committee is to review Publication 160, Chapter 13, Section 1 and 2 (and other sections as necessary) and to incorporate the intent of any outstanding and related UMHQ and UMCM Minutes and Memorandums.

COMPOSITION OF THE JOINT COMMITTEE: This Joint Committee will be comprised of the following:
- One (1) Certificated Station Agent I from each of the Weight & Balance Offices (Montreal/Toronto).
- One General Chairperson.
- Management Representatives.

The final document developed by this Joint Committee, will be referred back to the UMCM for final approval. Once approved at the UMCM level, this document will be incorporated into the appropriate Company publication and will replace Memorandum #3 of the Collective Agreement as the procedural and reference document.

This Joint Committee will be established by the parties within ninety (90) days of ratification and will complete this mandate within six (6) months of formation.

Signed this 15th day of April, 1997.

FOR AIR CANADA FOR INTERNATIONAL ASSOCIATION OF
MACHINISTS & AEROSPACE WORKERS

K.M. KELLY

G. BROSSEAU

PROMOTION TO, TRANSFER AND BUMPING
IN AND RETENTION OF A
CERTIFICATED CLASSIFICATION - TECHNICAL OPERATIONS

The following excerpt from Maintenance Technical Recruiting, Training and Certification Manual, dealing with the effect of these regulations on the seniority of certified classifications, is quoted below for the information of personnel covered by this Agreement.

Eligibility - Promotions, Transfers and Bumping

The Union Agreement requires that an employee in a certificated classification possess a current Air Canada "Aircraft Maintenance and Inspection Certificate" or "Avionics Maintenance and Inspection Certificate" endorsed for the type of aircraft and/or power plants upon which he can normally be expected to be employed. Under current circumstances, the qualifications outlined under Promotions, Transfers and Bumping shall be interpreted as meeting this requirement.

1. Promotion to a Certificated Classification

To be eligible for consideration for promotion to a certificated classification, an employee must meet the following minimum requirements.

- (a) Pass appropriate examinations established by the Company and concurred in by the Union.

NOTE: In the event an employee holding a valid Air Canada "Aircraft Maintenance and Inspection Certificate" or "Avionics Maintenance and Inspection Certificate", terminates employment with the Company and is subsequently re-employed, he will be required to pass any Basic and General Knowledge Sections of the Certificate Examination (AMI) not previously written and passed. In addition, the following re-examination policy will apply.

1. Where the period of absence from the Company has been eighteen (18) months or less, no re-examination will be required.

2. Where the period of absence from the Company has been more than eighteen (18) but less than thirty (30) months, re-examination on specific aircraft types will be required.
 3. In all other cases, complete reexamination will be required.
- (b) Possess a valid Air Canada "Aircraft Maintenance and Inspection Certificate" or "Avionics Maintenance and Inspection Certificate" endorsed in accordance with the following:
1. Crew Chiefs, Certificated Aircraft Technicians and Certificated Avionics Technicians - endorsed on at least one (1) aircraft type scheduled to operate through the station where the vacancy exists.
 2. Lead Aircraft Inspectors, Aircraft Inspectors and Aircraft Avionics Inspectors - endorsement on at least one (1) aircraft type scheduled to receive, at that location, either:
 - i) Major checks or,
 - ii) Maintenance Operations Checks (under circumstances such that Aircraft Inspectors and/or Aircraft Avionics Inspectors are required for this purpose) where no major checks are scheduled.
2. Transfers in a Certificated Classification
- (a) To be eligible for consideration for transfer from one point to another (e.g., Toronto to Winnipeg), in a certificated classification, an employee must as a minimum, meet the requirements outlined under "Promotion to a Certificated Classification" (Paragraph (b) and 2 above). In accordance with Article 16.12.09, transfers in the "above basic" classifications can only be actioned if the employee's seniority in the appropriate basic classification is greater than the eligible applicants to a Promotional Bulletin.
- In the event there are no eligible applicants to the Promotional Bulletin and/or transfers on file, the following shall apply:
1. In the case of Crew Chiefs, Certificated Aircraft Technicians and Certificated Avionics Technicians, the junior employee in the appropriate classification holding

an endorsement on at least one (1) type aircraft applicable; the point, shall be assigned from the following locations:

- a) Stations In the Provinces of British Columbia, Alberta, Saskatchewan and Manitoba - Vancouver and Winnipeg.
 - b) Stations In the Province of Ontario (except Ottawa) - **Toronto.**
 - c) Stations in the Province of Quebec (as well as Ottawa) - **Dorval.**
 - d) Stations in the Provinces of Prince Edward Island, Nova Scotia, New Brunswick and Newfoundland - **Halifax.**
2. In the case of Lead Aircraft Inspectors, Aircraft Inspectors and Aircraft Avionics Inspectors, the Junior employee, In the appropriate classification holding an endorsement on at least one (1) type aircraft scheduled to receive major checks or maintenance operation checks at the point, shall be assigned.
- (b) To be eligible for consideration for transfer from one work location to another within a base, an employee must:
1. Where the work location handles one (1) type aircraft, hold an endorsement on that specific type aircraft.
 2. Where the work location handles two (2) types of aircraft, hold endorsements on at least one (1) specific type aircraft.
 3. Where the work location handles more than two (2) types of aircraft, hold endorsements on one (1) of the types involved, the specific type being determined each time a vacancy occurs with a view to maintaining balanced endorsement coverage. As an example, the Line Maintenance Hangar at Dorval handles all types of aircraft In the hangar and/or on the ramp. Under these circumstances, certificated staff must be established and maintained on such a basis that the endorsements held collectively by these employees provide the proper distribution of endorsements on each shift in light of the work requirements generated by each type aircraft. This will

have to be reviewed each time a vacancy occurs *in order* to determine the one (1) specific endorsement needed at that particular time to maintain balanced endorsement coverage. The various factors involved in making this determination are to be discussed with the Union prior to processing the steps necessary to fill the vacancy.

3. Bumping in a Certificated Classification

To be eligible to bump into another point in a certificated classification consistent with his seniority, an employee must:

- (a) In the case of Crew Chiefs, Certificated Aircraft Technicians and Certificated Avionics Technicians, hold at least one (1) endorsement applicable to the *point* to which electing to bump.
- (b) In the case of Lead Aircraft Inspectors, Aircraft Inspectors and Aircraft Avionics Inspectors holding an endorsement on at least one (1) type aircraft schedule to receive major checks or maintenance operation checks at the point to which electing to bump.

4. Retention of Certificated Classification Status

1. An employee must, under normal circumstances, be qualified to meet the basic requirements outlined under "Promotion to a Certificated Classification" (Paragraph (b) 1 and 2).
2. An employee who, through failure of AMI Certificate Endorsement Examinations, holds endorsements for only the minimum type aircraft, will be permitted to retain certificated classification status, providing a sufficient number of other personnel in the classification obtain the particular endorsement to fulfill the Company operational requirements.
3. An employee who falls below the minimum qualifications for promotion by virtue of discontinuance of type aircraft, will retain certificated classification status pending assignment to an endorsement course. Retention of such status is dependent upon successful completion of the endorsement course. In the event of a failure, certificated classification status will be retained for a maximum of ninety (90) days following completion of the endorsement course.

MEMORANDUM NO. 2

WORKING TEMPORARILY IN ANOTHER CATEGORY

The purpose of this Memorandum is to establish the intent and application of Articles 4.02, 6.02 and 8.02. The requirement to work temporarily in another category falls into two (2) broad areas, as follows.

- (a) Taking care of varying work loads and providing additional personnel from groups where work loads are decreasing or where the work has a lower priority and clearing up backlogs of work when certain groups are not fully employed in their own trade. While it is difficult to cover all the situations which may arise, the objectives are to avoid the alternatives of temporary lay-offs of permanent employees or the hiring of employees for term employment, both of which are recognized as undesirable practices and in many cases, not satisfactory to meet the demands of the operation.
- (b) The almost day-to-day assignment of various categories to various jobs for periods of short duration, particularly in hangars during the preparation for commencement of and "buttoning-up" on completion of check work.

With regard to giving prior advice to the Union, it will be considered sufficient to advise the Steward of the group concerned and in cases where no Union official representative is on duty, advice may be withheld until one is on duty. This will allow the Union to study the handlings under this provision so that they may discuss them with the Company if they so desire. It should be noted that such advice does not apply to the type of assignments referenced in Paragraph (b) above because they are considered, by all concerned, to be a regular part of the normal day-to-day operation and as such, require no special advice. On the other hand, the Company hereby provides the following prior standing advice to all concerned relative to such assignments.

The almost day-to-day assignment of various categories to various jobs for periods of short duration, particularly in hangars during the preparation for commencement of and "buttoning-up" on completion of check work, is considered to be the only practical method of handling the situation and will therefore continue as and when required.

MEMORANDUM NO. 3
PROMOTION TO, TRANSFER AND BUMPING
IN AND RETENTION OF
CERTIFICATED CLASSIFICATION - AIRPORT &
CARGO OPERATIONS BRANCH

The following excerpt from Publication 160, Aircraft Load Planning, dealing with the effect of these regulations on the seniority of certificated classifications, is quoted below for the information of personnel covered by this Agreement.

Eligibility - Promotions, Transfer & Bumping

The Agreement requires that employees in certificated classifications (i.e., Load Agents, Certificated Station Agents I, Certificated Station Agents II), possess a current Load Dispatch Certificate endorsed for the types of aircraft upon which they can normally be expected to be employed. Under current circumstances, the qualifications outlined under Promotions, Transfers and Bumping, shall be interpreted as meeting this requirement.

1, Promotion to a Certificated Classification

(a) **Certificated Load Agent:** To be eligible for consideration for promotion to a Certificated Load Agent, employees must meet the following minimum requirements.

- Pass appropriate examinations established by the Company and concurred in by the Union.
- Possess a valid Air Canada Load Dispatch Certificate endorsed on at least one (1) aircraft type scheduled to operate through the station where the vacancy exists.

NOTE: If an employee holding a valid Load Dispatch Certificate terminates employment with the Company and is subsequently re-employed, he will be required to pass any qualifying and basic examinations not previously written and passed. In addition, the following re-examination policy will apply.

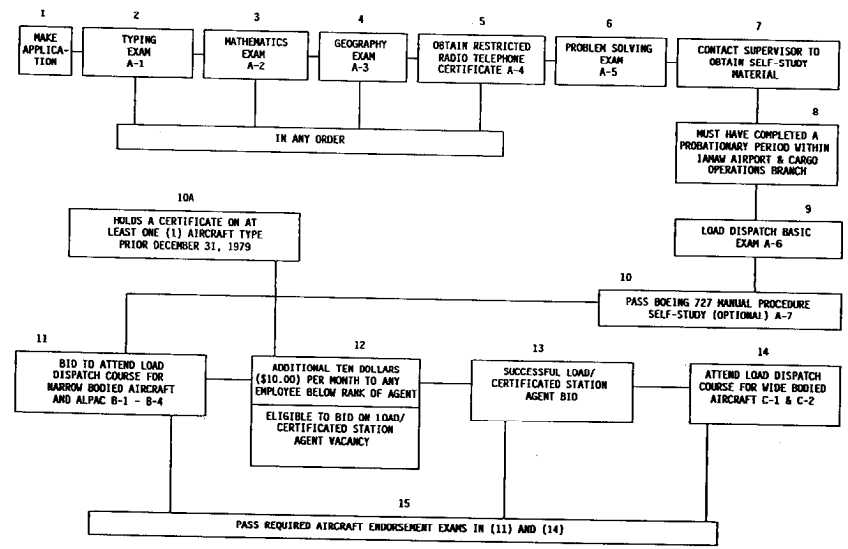
1. Where the period of absence from the Company has been twelve (12) months or less, no re-examination will be required.
2. Where the period of absence from the Company has been more than twelve (12) months, but less than twenty-

four (24) months, a repeat of the B-I - B-4 Examinations will be required before reissuance of his Load Dispatch Certificate.

3. In all other such cases, complete re-examination will be required.
 - (b) Certificated Station Agent I: To be eligible for consideration for promotion to a Certificated Station Agent I, employees must possess the qualifications of a Certificated Load Agent and hold an endorsement on at least one (1) aircraft type scheduled to operate through the station where the vacancy exists.
 - (c) Certificated Station Agent II: To be eligible for consideration for promotion to a Certificated Station Agent II, employees must possess the qualifications of a Certificated Station Agent I and hold an endorsement on at least one (1) aircraft type scheduled to operate through the station where the vacancy exists and be able to satisfactorily pass sales training requirements.
2. Transfers In a Certificated Classification
To be eligible for consideration for transfer from one (1) point to another in a certificated classification, employees must, as a minimum, meet the requirements outlined for Promotion to Certificated Classification above.
3. Bumping In a Certificated Classification
To be eligible to bump into another point in a certificated classification consistent with seniority, employees must hold one (1) endorsement applicable to the point to which they are electing to bump.
4. Retention of Certificated Classification Status
 - (a) Under normal circumstances, employees must be qualified to meet the basic requirements outlined under Promotion to a Certificated Classification .
 - (b) Employees who, through failure of Load Dispatch Certificate Endorsement Examination, hold endorsements for only the minimum type aircraft (i.e., one (1) endorsement less than the total number of aircraft types scheduled to operate through the station), will be permitted to retain certificated classification status, providing a sufficient number of other personnel in the classification obtain the necessary endorsements to fulfill the Company's operational requirements.

- (c) Employees who fall below the minimum qualifications for promotion, by virtue of discontinuance of aircraft type, will retain certificated classification status pending assignment to an endorsement course. Retention of such status is dependent upon successful completion of the endorsement course. In the event of failure, certificated classification status will be retained for a maximum of sixty (60) days following completion of the endorsement course.

**STEPS REQUIRED FOR LOAD DISPATCH CERTIFICATION PROGRAM
(EFFECTIVE JANUARY 1, 1980)**



MEMORANDUM NO. 4
COMPRESSED WORK WEEK

The administrative detail and criteria for implementation of a compressed work week is as follows.

Full introduction of a compressed work week appears to be very limited due to the difficulty in productively utilizing shift overlap.

However, three (3) variations of a compressed work week have been identified for possible partial implementation as follows.

1. 4/4 - ten (10) hour forty (40) minute day (10.88 hours), equivalent to a 6/3 type work schedule.
2. 4/3 - nine (9) hour twenty (20) minute day (9.33 hours), equivalent to a 6/3 type work schedule.
3. 4/3 - ten (10) hour day, equivalent to a 5/2 type work schedule.

The criteria covering possible implementation of such schedules will be as follows.

- (a) No additional manpower which is not offset by an equivalent reduction in costs;
- (b) No increase in costs which is not offset by an equivalent savings in manpower;
- (c) Subject to local agreement (employees, Union and local management);
- (d) Agreement at a subsequent Second Level meeting;
- (e) Approval of Corporate Labour Relations and District Lodge 148;
- (f) Ability to discontinue at the request of either party;
- (g) Prior commitment by the Company and Union to make a joint submission to Labour Canada to request withdrawal of the Permit in the event either party wishes to discontinue a compressed work week;
- (h) subject to (d), (e) and (g) above, the Company and the Union, to make a joint submission to Labour Canada for the issuance of a Permit at which time the approved schedule may be implemented.

AGREEMENT REFERENCE IF ANY	4/4 WORK SCHEDULE (EQUIVALENT TO 6/3 TYPE SCHEDULE)	4/3 WORK SCHEDULE (EQUIVALENT TO 6/3 TYPE SCHEDULE)	4/3 WORK SCHEDULE (EQUIVALENT TO 5/2 TYPE SCHEDULE)
10.01.01	<p>a) Scheduled hours must be 1,946 hours per annum.</p> <p>The standard working day shall be 10.66 consecutive hours [ten (10) hours forty (40) minutes], inclusive of meal periods. Only time worked in excess of the standard day, except in the case of rotation of shifts, shall be credited as overtime, subject to the provisions of Article 12.</p> <p>NOTE: For the purpose of overtime calculations, the working day shall be the twenty-four (24) hour period following the start of a regularly scheduled shift. Days off, Statutory and other authorized holidays shall be calculated on a similar basis using the starting time of the preceding regularly scheduled shift. It will be noted that the last day of a group of consecutive days off shall terminate at the start of the next regularly scheduled shift.</p>	<p>1,946 hours per annum</p> <p>9.33 consecutive hours [nine (9) hours twenty (20) minutes]</p> <p>Same</p>	<p>2,060 hours per annum</p> <p>Ten (10) consecutive hours</p> <p>Same</p>
10.01.05	<p>b) The sixteen (16) consecutive hours shall be 21.33 consecutive hours [twenty-one (21) hours twenty (20) minutes].</p> <p>NOTE 1: Due to the length of the day, double shifts will be prohibited.</p> <p>NOTE 2: Under circumstances where employees on 5/2 or 6/3 type work schedules work overtime on a compressed work week schedule, the application of 10.01.05 will be based upon 18.66 consecutive hours [eighteen (18) hours forty (40) minutes].</p>	<p>18.66 consecutive hours [eighteen (18) hours forty (40) minutes]</p> <p>Same</p> <p>17.33 consecutive hours [seventeen (17) hours twenty (20) minutes]</p>	<p>Twenty (20) consecutive hours</p> <p>Same</p> <p>Eighteen (18) consecutive hours</p>
10.01.06	<p>c) Although not applicable to employee requests on commencement or termination, the principle of Article 10.01.06 will apply to changes from one cycle to another within a compressed work week schedule (i.e., 4/4; 4/3) and to 5/2 - 6/3 type work schedule employees providing relief. Under these circumstances, time worked will be credited as straight time for the first two (2) days: Time and one-half for third and consecutive days.</p>	<p>Same</p>	<p>Same</p>
10.02.01	<p>d) <u>Overtime/Undertime</u></p> <p><u>Overtime</u></p> <ul style="list-style-type: none"> - First day off - time and one-half for first eight (8) hours forty (40) minutes and double time thereafter. - Second and subsequent days off - double time. - Working day - time and one-half for first two (2) hours and double time thereafter. <p>NOTE: Due to the length of the day, double shifts will be prohibited.</p>	<p>Seven (7) hours twenty (20) minutes</p> <p>Same</p> <p>Same</p> <p>Same</p>	<p>Eight (8) hours</p> <p>Same</p> <p>Same</p> <p>Same</p>

AGREEMENT REFERENCE IF ANY	4/4 WORK SCHEDULE (EQUIVALENT TO 6/3 TYPE SCHEDULE)	4/3 WORK SCHEDULE (EQUIVALENT TO 6/3 TYPE SCHEDULE)	4/3 WORK SCHEDULE (EQUIVALENT TO 5/2 TYPE SCHEDULE)
10.02.06	- Recall credits will be limited to the minimums outlined.	Same	Same
10.02.09	- Overtime limitations will be five (5) hours twenty (20) minutes and ten (10) hours forty (40) minutes respectively.	Four (4) hours forty (40) minutes and nine (9) hours twenty (20) minutes	Five (5) hours and ten (10) hours
	<u>Undertime</u>		
	- All undertime to be deducted at ten (10) hours forty (40) minutes for each working day lost in the pay period (e.g., absence, sick, time off for Union business, off-duty status, on strike/lockout) multiplied by the hourly equivalent. Where the total amount to be debited exceeds an employee's bi-weekly pay, the "excess" will be carried forward to the next pay period and debited accordingly.	Nine (9) hours twenty (20) minutes	Ten (10) hours
	- An employee either going on to or returning from "Leave of Absence Without Pay Account GDIP" will have his bi-weekly pay reduced by the number of scheduled hours not worked within a pay period by the shift duration [i.e., ten (10) hours forty (40) minutes] multiplied by the hourly equivalent.	Nine (9) hours twenty (20) minutes	Ten (10) hours
	- <u>Disciplinary Suspensions Without Pay</u> Deducted for each work day lost in the pay period on the basis of the scheduled daily hours [i.e., ten (10) hours forty (40) minutes] multiplied by the hourly equivalent. However, the number of hours involved in such a suspension will be adjusted in an effort to maintain an equitable relationship with suspensions on a 5/2 type work schedule.	Nine (9) hours twenty (20) minutes	Ten (10) hours
	<u>Example:</u> Hours involved in a three (3) day Suspension Without Pay for an employee working a 5/2 type work schedule is: 3 days @ 8 hours = 24 hours	Same	Same
	Therefore, the number of hours involved in an equivalent suspension of an employee working a 4/4 compressed work week (equivalent to 6/3) will be accomplished as follows:		
	The 24 hour suspension without pay will be applied over two (2) working days, i.e., first two (2) days @ ten (10) hours forty (40) minutes per day with the remaining two (2) hours forty (40) minutes being applied on the third working day. Therefore, the employee will be required to work eight (8) hours on that day.	Two (2) days Five (5) hours and twenty (20) minutes Four (4) hours	Two (2) days Four (4) hours Six (6) hours
	SEE CALCULATION CHART FOR ASSISTANCE IN CALCULATING DURATION OF DISCIPLINARY SUSPENSIONS.		

AGREEMENT REFERENCE IF ANY	4/4 WORK SCHEDULE (EQUIVALENT TO 6/3 TYPE SCHEDULE)	4/3 WORK SCHEDULE (EQUIVALENT TO 6/3 TYPE SCHEDULE)	4/3 WORK SCHEDULE (EQUIVALENT TO 5/2 TYPE SCHEDULE)
	<p>e) Probationers (either term or permanent) excluded from a compressed work week except where an entire classification in a work location is working a compressed work week.</p>	Same	Same
12.01	<p>f) <u>Statutory Holidays</u></p> <p>With the exception of the Floating Statutory Holiday, Statutory Holidays will not apply. An employee may either lose or gain a Statutory Holiday when transferring between a 5/2 and 4/4 work schedule and vice versa.</p> <p><u>NOTE:</u> Refer to Memorandum No. 5 6/3 Type Work Schedule for Administration of Floating Statutory Holidays.</p>	Same as 6/3 type	As per Agreement
12.02	Not applicable.	Not applicable	<p>As per Agreement</p> <ul style="list-style-type: none"> - No re-assignment twelve (12) hour credit - Reassigned, no credit - Reassigned/works reassigned day, credited at time and one-half (1½) for time worked during regularly scheduled hours of shift
13.01	<p>g) <u>Vacations</u></p> <p><u>Entitlements</u></p> <p>1 week = 4 working days 2 weeks = 8 working days 3 weeks = 12 working days 4 weeks = 16 working days 5 weeks = 19 working days 6 weeks = 22 working days</p>	<p>1 week = 4 working days 2 weeks = 8 working days 3 weeks = 12 working days 4 weeks = 16 working days 5 weeks = 20 working days 6 weeks = 24 working days</p>	Same as 4/3 (6/3 type)

AGREEMENT REFERENCE IF ANY	4/4 WORK SCHEDULE (EQUIVALENT TO 6/3 TYPE SCHEDULE)	4/3 WORK SCHEDULE (EQUIVALENT TO 6/3 TYPE SCHEDULE)	4/3 WORK SCHEDULE (EQUIVALENT TO 5/2 TYPE SCHEDULE)
13.04	<u>Split Vacation</u> See Article 13.10 for establishing applicable vacation entitlement under circumstances where - Part taken on 5/2 or 6/3 type work schedule and assigned to compressed work week schedule. - Part taken on compressed work week schedule and employee assigned to 5/2 or 6/3 type work schedule.	Same	Same as 4/3 (6/3 type)
5.13-5.14 7.04-7.05 9.04-9.05	h) Shift premiums will be in accordance with the Collective Agreement with the exception that irregular shift premium will be limited to eight (8) hours for each working day. i) Where a compressed work week is implemented, employees on a 5/2 or 6/3 type work schedule will be required to provide relief (e.g., vacation, illness, time off for Union business) and vice versa. This will apply to basic and above basic classifications. j) In the event shift overlap is involved a compressed work week can only be implemented where in the opinion of the Company productive use can be made of the shift overlap. The Company may change the shift overlap to any time which will meet operational requirements.	Same	Same
10.07	<u>k) Training</u> - No training in conjunction with a shift. - Training on a regular day off will not exceed ten (10) hours forty (40) minutes.	Same	Same
10.07.01 (d)	- Special training taken on RDO's - minimums of four (4) and eight (8) hours will be five (5) hours twenty (20) minutes and ten (10) hours forty (40) minutes respectively. 1) Shift trades - only applicable on an R.D.D. and limited to one shift per day and no more than two (2) of a group of days off.	Nine (9) hours twenty (20) minutes Four (4) hours forty (40) minutes and nine (9) hours twenty (20) minutes Same	Ten (10) hours Five (5) hours and ten (10) hours Same

COMPRESSED WORK WEEK
CALCULATION CHART - DISCIPLINARY SUSPENSION DURATION

<u>5/2 WORK SCHEDULE</u>			<u>4/4 WORK SCHEDULE</u> (EQUIV. TO 6/3)			<u>4/3 WORK SCHEDULE</u> (EQUIV. TO 6/3)			<u>4/3 WORK SCHEDULE</u> (EQUIV. TO 5/2)		
<u>SUSPENSION</u> <u>DAYS</u>	<u>HOURS</u> <u>DEDUCTED</u>	<u>TOTAL</u>	<u>SUSPENSION</u> <u>DAYS</u>	<u>HOURS</u> <u>DEDUCTED</u>	<u>TOTAL</u>	<u>SUSPENSION</u> <u>DAYS</u>	<u>HOURS</u> <u>DEDUCTED</u>	<u>TOTAL</u>	<u>SUSPENSION</u> <u>DAYS</u>	<u>HOURS</u> <u>DEDUCTED</u>	<u>TOTAL</u>
ONE	8.00	8.00	ONE	10.40	10.40	ONE	9.20	9.20	ONE	10.00	10.00
TWO	8.00	16.00	TWO	10.40	21.20	TWO	9.20	18.40	TWO	10.00	20.00
THREE	8.00	24.00	THREE	10.40	32.00	THREE	9.20	28.00	THREE	10.00	30.00
FOUR	8.00	32.00	FOUR	10.40	42.40	FOUR	9.20	37.20	FOUR	10.00	40.00
FIVE	8.00	40.00	FIVE	10.40	53.20	FIVE	9.20	46.40	FIVE	10.00	50.00
SIX	8.00	48.00	SIX	10.40	64.00	SIX	9.20	56.00	SIX	10.00	60.00
SEVEN	8.00	56.00	SEVEN	10.40	74.40	SEVEN	9.20	65.20	SEVEN	10.00	70.00
EIGHT	8.00	64.00	EIGHT	10.40	85.20	EIGHT	9.20	74.40	EIGHT	10.00	80.00
NINE	8.00	72.00	NINE	10.40	96.00	NINE	9.20	84.00	NINE	10.00	90.00
TEN	8.00	80.00	TEN	10.40	106.40	TEN	9.20	93.20	TEN	10.00	100.00
ELEVEN	8.00	88.00	ELEVEN	10.40	117.20	ELEVEN	9.20	102.40	ELEVEN	10.00	110.00
TWELVE	8.00	96.00	TWELVE	10.40	128.00	TWELVE	9.20	112.00	TWELVE	10.00	120.00
THIRTEEN	8.00	104.00	THIRTEEN	10.40	138.40	THIRTEEN	9.20	121.20	THIRTEEN	10.00	130.00
FOURTEEN	8.00	112.00	FOURTEEN	10.40	149.20	FOURTEEN	9.20	130.40	FOURTEEN	10.00	140.00
FIFTEEN	8.00	120.00	FIFTEEN	10.40	160.00	FIFTEEN	9.20	140.00	FIFTEEN	10.00	150.00
SIXTEEN	8.00	128.00	SIXTEEN	10.40	170.40	SIXTEEN	9.20	149.20	SIXTEEN	10.00	160.00
SEVENTEEN	8.00	136.00	SEVENTEEN	10.40	181.20	SEVENTEEN	9.20	158.40	SEVENTEEN	10.00	170.00
EIGHTEEN	8.00	144.00	EIGHTEEN	10.40	192.00	EIGHTEEN	9.20	168.00	EIGHTEEN	10.00	180.00
NINETEEN	8.00	152.00	NINETEEN	10.40	202.40	NINETEEN	9.20	177.20	NINETEEN	10.00	190.00
TWENTY	8.00	160.00	TWENTY	10.40	213.20	TWENTY	9.20	186.40	TWENTY	10.00	200.00

VACATION ENTITLEMENT DETERMINATION - STANDARD WORK WEEK AND COMPRESSED WORK WEEK AND VICE VERSA
The method of determining vacation entitlement under circumstances where an employee:

- (a) Earns a vacation entitlement on a 5/2 or 6/3 type work schedule and transfers to a compressed work week (i.e., 4/4 or 4/3 cycle) and has not taken any vacation entitlement, or vice versa,
- (b) Takes a portion of earned vacation in both the compressed work week and 5/2 or 6/3 type work schedule.

With respect to (a) above, employees on a 5/2 or 6/3 type schedule transferring to a compressed work week (4/4 or 4/3 cycle) or vice versa, will be assigned vacations in accordance with the appropriate Vacation Guide Chart.

With respect to (b) above, an employee's vacation entitlement will be determined as follows:

Example 1

An employee with a four (4) week vacation entitlement takes one (1) week vacation on a 6/3 type work schedule and transfers to a 4/4 cycle.

NOTE: Total working day vacation entitlement = 19 days

- (a) - Convert total vacation entitlement into hours
(i.e., 19×8 (scheduled hours) = 152 hours).
- (b) - Convert the number of working days of the initial Vacation Period taken into hours (i.e., $6 \times 8 = 48$ hours).
- (c) - Subtract (b) above from (a) above
(i.e., $152 - 48 = 104$ hours remaining).
- (d) - Convert remaining vacation hours into working days
(i.e., $104 \div 10.66$ (scheduled hours on 4/4 Cycle) = 9.8' Working Days).

'NOTE: If .5 or more round up, less than .5 round down.

Example 2

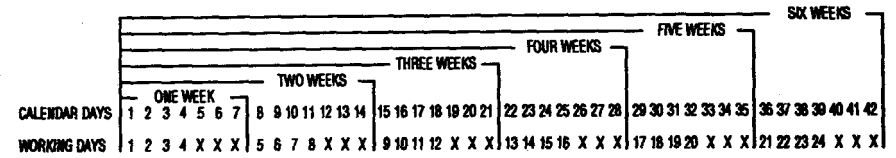
An employee with a four (4) week entitlement takes one (1) week vacation on a 4/4 type work schedule and transfers to a 6/3 type work schedule.

NOTE: Total Working Day Vacation Entitlement = 16 days

- (a) - Convert total Vacation Entitlement into hours
(i.e., 16×10.66 (Scheduled Hours) = 170.6 hours).

- (b) - Convert the number of working days of the initial vacation period taken into hours (i.e., $4 \times 10.66 = 42.6$ hours).
 - (c) - Subtract (b) above from (a) above (i.e., $170.6 - 42.6 = 128.9$ hours remaining).
 - (d) - Convert remaining vacation hours into working day (i.e., $128.9 \div 8$ (scheduled hours on 6/3 Cycle) = 16.0 working days).
- *NOTE: If .5 or more round up. less than .5 round down.

4/3 (COMPRESSED WORK WEEK) VACATION CHART



EXAMPLES OF ENTITLEMENTS WHEN VACATIONS ARE SPLIT

- | | | | |
|---|--|---|---|
| 1. <u>Two weeks (Split 1-1 week)</u>
First week - 4 working days
Last period - 4 working days
TOTAL - 8 working days | 5. <u>Four weeks (Split 1-2-1 weeks)</u>
One week - 4 working days
Two weeks - 8 working days
Last period - 4 working days
TOTAL - 16 working days | 9. <u>Four weeks (Split 3-1 week)</u>
Three weeks - 12 working days
Last period - 4 working days
TOTAL - 16 working days | 13. <u>Five weeks (Split 1-1-3 weeks)</u>
One week - 4 working days
One week - 4 working days
Last period - 12 working days
TOTAL - 20 working days |
| 2. <u>Three weeks (Split 2-1 week)</u>
Two weeks - 8 working days
Last period - 4 working days
TOTAL - 12 working days | 6. <u>Four weeks (Split 2-1-1 week)</u>
Two weeks - 8 working days
One week - 4 working days
Last period - 4 working days
TOTAL - 16 working days | 10. <u>Five weeks (Split 1-2-2 weeks)</u>
One week - 4 working days
Two weeks - 8 working days
Last period - 8 working days
TOTAL - 20 working days | 14. <u>Five weeks (Split 3-1-1 week)</u>
Three weeks - 12 working days
One week - 4 working days
Last period - 4 working days
TOTAL - 20 working days |
| 3. <u>Three weeks (Split 1-2 weeks)</u>
One week - 4 working days
Last period - 8 working days
TOTAL - 12 working days | 7. <u>Four weeks (Split 2-2 weeks)</u>
Two weeks - 8 working days
Last period - 8 working days
TOTAL - 16 working days | 11. <u>Five weeks (Split 2-1-2 weeks)</u>
Two weeks - 8 working days
One week - 4 working days
Last period - 8 working days
TOTAL - 20 working days | 15. <u>Five weeks (Split 2-3 weeks)</u>
Two weeks - 8 working days
Last period - 12 working days
TOTAL - 20 working days |
| 4. <u>Four weeks (Split 1-1-2 weeks)</u>
One week - 4 working days
One week - 4 working days
Last period - 8 working days
TOTAL - 16 working days | 8. <u>Four weeks (Split 1-3 weeks)</u>
One week - 4 working days
Last period - 12 working days
TOTAL - 16 working days | 12. <u>Five weeks (Split 2-2-1 week)</u>
Two weeks - 8 working days
Two weeks - 8 working days
Last period - 4 working days
TOTAL - 20 working days | 16. <u>Five weeks (Split 3-2 weeks)</u>
Three weeks - 12 working days
Last period - 8 working days
TOTAL - 20 working days |

4/3 (COMPRESSED WORK WEEK) VACATION CHART

<p>17. Five weeks (Split 1-4 weeks) One week - 4 working days Last period - 16 working days TOTAL - 20 working days</p> <p>18. Five weeks (Split 4-1 weeks) Four weeks - 16 working days Last period - 4 working days TOTAL - 20 working days</p> <p>19. Six weeks (Split 1-1-4 weeks) One week - 4 working days One week - 4 working days Last period - 16 working days TOTAL - 24 working days</p> <p>20. Six weeks (Split 1-4-1 weeks) One week - 4 working days Four weeks - 16 working days Last period - 4 working days TOTAL - 24 working days</p> <p>21. Six weeks (Split 4-1-1 weeks) Four weeks - 16 working days One week - 4 working days Last period - 4 working days TOTAL - 24 working days</p>	<p>22. Six weeks (Split 1-2-3 weeks) One week - 4 working days Two weeks - 8 working days Last period - 12 working days TOTAL - 24 working days</p> <p>23. Six weeks (Split 1-3-2 weeks) One week - 4 working days Three weeks - 12 working days Last period - 8 working days TOTAL - 24 working days</p> <p>24. Six weeks (Split 2-1-3 weeks) Two weeks - 8 working days One week - 4 working days Last period - 12 working days TOTAL - 24 working days</p> <p>25. Six weeks (Split 2-3-1 weeks) Two weeks - 8 working days Three weeks - 12 working days Last period - 4 working days TOTAL - 24 working days</p> <p>26. Six weeks (Split 2-2-2 weeks) Two weeks - 8 working days Two weeks - 8 working days Last period - 8 working days TOTAL - 24 working days</p>	<p>27. Six weeks (Split 3-2-1 weeks) Three weeks - 12 working days Two weeks - 8 working days Last period - 4 working days TOTAL - 24 working days</p> <p>28. Six weeks (Split 3-1-2 weeks) Three weeks - 12 working days One week - 4 working days Last period - 8 working days TOTAL - 24 working days</p> <p>29. Six weeks (Split 1-5 weeks) One week - 4 working days Last period - 20 working days TOTAL - 24 working days</p> <p>30. Six weeks (Split 2-4 weeks) Two weeks - 8 working days Last period - 16 working days TOTAL - 24 working days</p> <p>31. Six weeks (Split 3-3 weeks) Three weeks - 12 working days Last period - 12 working days TOTAL - 24 working days</p>	<p>32. Six weeks (Split 5-1 weeks) Five weeks - 20 working days Last period - 4 working days TOTAL - 24 working days</p> <p>33. Six weeks (Split 4-2 weeks) Four weeks - 16 working days Last period - 8 working days TOTAL - 24 working days</p> <p>34. Six weeks (Split 3-1-1-1 weeks) Three weeks - 12 working days One week - 4 working days One week - 4 working days Last period - 4 working days TOTAL - 24 working days</p> <p>35. Six weeks (Split 1-3-1-1 weeks) One week - 4 working days Three weeks - 12 working days One week - 4 working days Last period - 4 working days TOTAL - 24 working days</p> <p>36. Six weeks (Split 1-1-3-1 weeks) One week - 4 working days One week - 4 working days Three weeks - 12 working days Last period - 4 working days TOTAL - 24 working days</p>
---	---	--	---

4/3 (COMPRESSED WORK WEEK) VACATION CHART

- 37. Six weeks (Split 1-1-1-3 weeks)
 - One week - 4 working days
 - One week - 4 working days
 - One week - 4 working days
 - Last period - 12 working days
 - TOTAL - 24 working days
- 38. Six weeks (Split 1-2-1-1 weeks)
 - One week - 4 working days
 - Two weeks - 8 working days
 - One week - 4 working days
 - Last period - 8 working days
 - TOTAL - 24 working days
- 39. Six weeks (Split 1-2-2-1 weeks)
 - One week - 4 working days
 - Two weeks - 8 working days
 - Two weeks - 8 working days
 - Last period - 4 working days
 - TOTAL - 24 working days
- 40. Six weeks (Split 2-2-1-1 weeks)
 - Two weeks - 8 working days
 - Two weeks - 8 working days
 - One week - 4 working days
 - Last period - 4 working days
 - TOTAL - 24 working days
- 41. Six weeks (Split 2-1-2-1 weeks)
 - Two weeks - 8 working days
 - One week - 4 working days
 - Two weeks - 8 working days
 - Last period - 4 working days
 - TOTAL - 24 working days
- 42. Six weeks (Split 2-1-1-2 weeks)
 - Two weeks - 8 working days
 - One week - 4 working days
 - One week - 4 working days
 - Last period - 8 working days
 - TOTAL - 24 working days
- 43. Six weeks (Split 1-1-2-2 weeks)
 - One week - 4 working days
 - One week - 4 working days
 - Two weeks - 8 working days
 - Last period - 8 working days
 - TOTAL - 24 working days

	ONE WEEK							TWO WEEKS							THREE WEEKS							FOUR WEEKS							FIVE WEEKS							SIX WEEKS						
CALENDAR DAYS	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42
WORKING DAYS	1	2	3	4	X	X	X	X	5	6	7	8	X	X	X	X	9	10	11	12	X	X	X	X	13	14	15	16	X	X	X	X	17	18	19	20	X	X	X	X	21	22

EXAMPLES OF ENTITLEMENTS WHEN VACATIONS ARE SPLIT

- | | | | |
|--|---|---|---|
| <p>1. Two weeks (Split 1-1 week)
 One week - 4 working days
 Last period - 4 working days
 TOTAL - 8 working days</p> | <p>5. Four weeks (Split 1-2-1 weeks)
 One week - 4 working days
 Two weeks - 8 working days
 Last period - 4 working days
 TOTAL - 16 working days</p> | <p>9. Four weeks (Split 3-1 weeks)
 Three weeks - 12 working days
 Last period - 4 working days
 TOTAL - 16 working days</p> | <p>13. Five weeks (Split 1-1-3 weeks)
 One week - 4 working days
 One week - 4 working days
 Last period - 11 working days
 TOTAL - 19 working days</p> |
| <p>2. Three weeks (Split 2-1 weeks)
 Two weeks - 8 working days
 Last period - 4 working days
 TOTAL - 12 working days</p> | <p>6. Four weeks (Split 2-1-1 weeks)
 Two weeks - 8 working days
 One week - 4 working days
 Last period - 4 working days
 TOTAL - 16 working days</p> | <p>10. Five weeks (Split 1-2-2 weeks)
 One week - 4 working days
 Two weeks - 8 working days
 Last period - 7 working days
 TOTAL - 19 working days</p> | <p>14. Five weeks (Split 3-1-1 weeks)
 Three weeks - 12 working days
 One week - 4 working days
 Last period - 3 working days
 TOTAL - 19 working days</p> |
| <p>3. Three weeks (Split 1-2 weeks)
 One week - 4 working days
 Last period - 8 working days
 TOTAL - 12 working days</p> | <p>7. Four weeks (Split 2-2 weeks)
 Two weeks - 8 working days
 Last period - 8 working days
 TOTAL - 16 working days</p> | <p>11. Five weeks (Split 2-1-2 weeks)
 Two weeks - 8 working days
 One week - 4 working days
 Last period - 7 working days
 TOTAL - 19 working days</p> | <p>15. Five weeks (Split 2-3 weeks)
 Two weeks - 8 working days
 Last period - 11 working days
 TOTAL - 19 working days</p> |
| <p>4. Four weeks (Split 1-1-2 weeks)
 One week - 4 working days
 One week - 4 working days
 Last period - 8 working days
 TOTAL - 16 working days</p> | <p>8. Four weeks (Split 1-3 weeks)
 One week - 4 working days
 Last period - 12 working days
 TOTAL - 16 working days</p> | <p>12. Five weeks (Split 2-2-1 weeks)
 Two weeks - 8 working days
 Two weeks - 8 working days
 Last period - 3 working days
 TOTAL - 19 working days</p> | <p>16. Five weeks (Split 3-2 weeks)
 Three weeks - 12 working days
 Last period - 7 working days
 TOTAL - 19 working days</p> |

4/4 (COMPRESSED WORK WEEK) VACATION CHART

17. <u>Five weeks (Split 1-4 weeks)</u>	22. <u>Six weeks (Split 1-2-3 weeks)</u>	27. <u>Six weeks (Split 3-2-1 weeks)</u>	32. <u>Six weeks (Split 5-1 weeks)</u>
One week - 4 working days Last period - 15 working days TOTAL - 19 working days	One week - 4 working days Two weeks - 8 working days Last period - 10 working days TOTAL - 22 working days	Three weeks - 12 working days Two weeks - 8 working days Last period - 2 working days TOTAL - 22 working days	Five weeks - 20 working days Last period - 2 working days TOTAL - 22 working days
18. <u>Five weeks (Split 4-1 weeks)</u>	23. <u>Six weeks (Split 1-3-2 weeks)</u>	28. <u>Six weeks (Split 3-1-2 weeks)</u>	33. <u>Six weeks (Split 4-2 weeks)</u>
Four weeks - 16 working days Last period - 3 working days TOTAL - 19 working days	One week - 4 working days Three weeks - 12 working days Last period - 6 working days TOTAL - 22 working days	Three weeks - 12 working days One week - 4 working days Last period - 6 working days TOTAL - 22 working days	Four weeks - 16 working days Last period - 6 working days TOTAL - 22 working days
19. <u>Six weeks (Split 1-1-4 weeks)</u>	24. <u>Six weeks (Split 2-1-3 weeks)</u>	29. <u>Six weeks (Split 1-5 weeks)</u>	34. <u>Six weeks (Split 1-1-1-3 weeks)</u>
One week - 4 working days One week - 4 working days Last period - 14 working days TOTAL - 22 working days	Two weeks - 8 working days One week - 4 working days Last period - 10 working days TOTAL - 22 working days	One week - 4 working days Last period - 18 working days TOTAL - 22 working days	One week - 4 working days One week - 4 working days Last period - 10 working days TOTAL - 22 working days
20. <u>Six weeks (Split 1-4-1 weeks)</u>	25. <u>Six weeks (Split 2-3-1 weeks)</u>	30. <u>Six weeks (Split 2-4 weeks)</u>	35. <u>Six weeks (Split 3-1-1-1 weeks)</u>
One week - 4 working days Four weeks - 16 working days Last period - 2 working days TOTAL - 22 working days	Two weeks - 8 working days Three weeks - 12 working days Last period - 2 working days TOTAL - 22 working days	Two weeks - 8 working days Last period - 14 working days TOTAL - 22 working days	Three weeks - 12 working days One week - 4 working days One week - 4 working days Last period - 2 working days TOTAL - 22 working days
21. <u>Six weeks (Split 4-1-1 weeks)</u>	26. <u>Six weeks (Split 2-2-2 weeks)</u>	31. <u>Six weeks (Split 3-3 weeks)</u>	36. <u>Six weeks (Split 1-3-1-1 weeks)</u>
Four weeks - 16 working days One week - 4 working days Last period - 2 working days TOTAL - 22 working days	Two weeks - 8 working days Two weeks - 8 working days Last period - 6 working days TOTAL - 22 working days	Three weeks - 12 working days Last period - 10 working days TOTAL - 22 working days	One week - 4 working days Three weeks - 12 working days One week - 4 working days Last period - 2 working days TOTAL - 22 working days

4/4 (COMPRESSED) WORK WEEK VACATION CHART

37. Six weeks (Staff 1:1:3:1 weeks)	41. Six weeks (Staff 1:2:1 weeks)
One week - 4 working days	One week - 4 working days
One week - 4 working days	Two weeks - 8 working days
Three weeks - 12 working days	Two weeks - 8 working days
Last period - 2 working days	Last period - 2 working days
TOTAL - 22 working days	TOTAL - 22 working days
38. Six weeks (Staff 2:1:2 weeks)	42. Six weeks (Staff 2:2:1:1 weeks)
Two weeks - 8 working days	Two weeks - 8 working days
One week - 4 working days	Two weeks - 8 working days
One week - 4 working days	One week - 4 working days
Last period - 6 working days	Last period - 2 working days
TOTAL - 22 working days	TOTAL - 22 working days
39. Six weeks (Staff 1:2:1:2 weeks)	43. Six weeks (Staff 2:1:2:1 weeks)
One week - 4 working days	Two weeks - 8 working days
Two weeks - 8 working days	One week - 4 working days
One week - 4 working days	Two weeks - 8 working days
Last period - 6 working days	Last period - 2 working days
TOTAL - 22 working days	TOTAL - 22 working days
40. Six weeks (Staff 1:1:2:2 weeks)	
One week - 4 working days	
One week - 4 working days	
Two weeks - 8 working days	
Last period - 6 working days	
TOTAL - 22 working days	

MEMORANDUM NO. 5
813 TYPE WORK SCHEDULE

A 6/3 type work schedule, which includes additional days off in lieu of Statutory Holidays is a work schedule which can be implemented in accordance with Article 10.01.02 at locations for employees providing seven (7) days per week coverage at the request of the Union. Where a work schedule of six (6) days worked and three (3) days off is too stringent to meet the coverage required, equivalent variations thereof (e.g., 4/2, 5/3, 5/2, etc.) are acceptable to the Union.

A 6/3 type schedule will be implemented upon request and as soon as additional personnel can be hired and trained.

Once a 6/3 type work schedule has been implemented, it will remain in effect for a minimum of one (1) year in order to avoid fluctuations in employment, high cost of recruiting and training staff and to provide consistent working conditions for a reasonable period of time. Within the Airport & Cargo Operations Branch, such changes may only be made in conjunction with the introduction of a flight schedule.

1. Determination of an Appropriate Employee Group

It is not the intent that the implementation of a 6/3 type work schedule be contingent upon it applying to all employees at a location. In the interest of an efficient utilization of manpower, it is essential that the Company retain the responsibility for the establishment of an appropriate employee group when implementing work schedules. In making such a determination, it is then incumbent on both parties to jointly review all aspects of the situation to arrive at the most acceptable work schedule which will meet the required distribution of staff and cover the work requirements. Although a 5/3 type work schedule may be implemented for the majority of employees at a location, some employees may be required to work a fixed 5/2 work schedule in order to specialize in a particular work function, provide additional coverage on a shift, meet an uneven weekly work requirement, etc.

2. Assignments between 5/2 and 6/3 Type Work Schedules

(a) Short Term

Where Statutory Holidays fall during a short term assignment (e.g., less than thirty (30) days) and an employee is assigned from a standard 5/2 shift or equivalent to a shift having built-in Statutory Holidays (e.g., 6/3 type. etc.), the individual will

be credited with eight (8) hours special compensation unless scheduled to receive at least one (1) additional regular day off as a result of such assignment. Where Statutory Holidays fall during a short term assignment (e.g., less than thirty (30) days) and an employee is assigned from a shift having built-in Statutory Holidays (e.g., 6/3 type) to a standard 5/2 shift or equivalent, the provisions of the Agreement relative to Statutory Holidays will not apply. However, if all employees in a work location in which such an individual is employed are allowed a Statutory Holiday off, the individual will receive the day off and the time record will not be debited.

(b) Permanent Assignment

Employees permanently transferring between work schedules will have their Statutory Holidays credited in accordance with the schedule to which they are transferring effective the date of the transfer to the new schedule.

3. Floating Statutory Holiday

Employees working a 6/3 type work schedule, including equivalent compressed work week, which includes additional days off in lieu of Statutory Holidays are granted one (1) floating Statutory Holiday per calendar year.

The day on which the holiday will fall will be determined by mutual agreement between the Company and employee. In the event the day cannot be granted by December 31st of the calendar year, the employee will be credited eight (8) hours straight time in lieu of the holiday.

To be eligible for this additional day off or eight (8) hours straight time credit in lieu, an employee will be required to:

- (a) Be working a 6/3 type work schedule which includes additional days off in lieu of Statutory Holidays, and/or
- (b) Be in position to have accumulated at least six (6) months on a 6/3 type work schedule in any calendar year starting January 1st.

Should an employee revert to a 5/2 type work schedule during the calendar year prior to having worked six (6) months on a 6/3 and he had been granted the additional day off, the time record will be debited eight (8) hours in December of that calendar year.

An employee will not be eligible for the additional day off if he commences working a 6/3 work schedule after July 1st after having worked a 5/2 type schedule for the first six (6) months. On the other hand, an employee who has worked the first four (4) months of a year on a 6/3 type schedule reverts to a 5/2 type schedule until October and then returns to a 6/3 type schedule for two (2) months (November, December), such employee will be considered eligible for the additional holiday effective with his return to a 6/3 type schedule in November.

4. Statutory Holiday Overtime Credits

Since employees working a 6/3 shift schedule are granted additional days off in lieu of Statutory Holidays identified in Article 12.01, any employee required to work overtime beyond the regularly scheduled hours of the shift on such a day will be credited on a time **and** one-half basis for the first two (2) hours and double time thereafter (reference Article 10.02.01 [d]).

5. Vacation Entitlements 6/3 Type Work Schedules

Vacation entitlements for employees on a 6/3 shift cycle who commence vacation after a regular day off will be in accordance with the following chart.

VACATION ENTITLEMENTS - FOR 6/3 CYCLE COMMENCING AFTER AN RDO

	ONE WEEK							TWO WEEKS							THREE WEEKS							FOUR WEEKS							FIVE WEEKS							SIX WEEKS						
CALENDAR DAYS	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42
WORKING DAYS	1	2	3	4	5	6	X	X	X	7	8	9	10	11	12	X	X	X	13	14	15	16	17	18	X	X	X	19	20	21	22	23	24	X	X	X	25	26	27	28	29	30

EXAMPLES OF ENTITLEMENTS WHEN VACATIONS ARE SPLIT

257

- | | | | |
|---|--|--|--|
| 1. <u>Two weeks (Split 1-1 week)</u> | 4. <u>Four weeks (Split 1-1-2 weeks)</u> | 7. <u>Four weeks (Split 2-2 weeks)</u> | 10. <u>Five weeks (Split 1-3-1 weeks)</u>
<u>Five weeks (Split 1-2-2 weeks)</u> |
| First week - 6 working days | One week - 6 working days | Two weeks - 12 working days | One week - 6 working days |
| Last period - 5 working days | One week - 6 working days | Last period - 7 working days | Two weeks - 12 working days |
| TOTAL - 11 working days | Last period - 7 working days | TOTAL - 19 working days | Last period - 6 working days |
| | TOTAL - 19 working days | | TOTAL - 24 working days |
| 2. <u>Three weeks (Split 2-1 weeks)</u> | 5. <u>Four weeks (Split 1-2-1 weeks)</u> | 8. <u>Four weeks (Split 1-3 weeks)</u> | 11. <u>Five weeks (Split 2-1-2 weeks)</u>
<u>Five weeks (Split 3-1-1 weeks)</u> |
| Two weeks - 12 working days | One week - 6 working days | One week - 6 working days | Two weeks - 12 working days |
| Last period - 3 working days | Two weeks - 12 working days | Last period - 13 working days | One week - 6 working days |
| TOTAL - 15 working days | Last period - 1 working days | TOTAL - 19 working days | Last period - 6 working days |
| | TOTAL - 19 working days | | TOTAL - 24 working days |
| 3. <u>Three weeks (Split 1-2 weeks)</u> | 6. <u>Four weeks (Split 2-1-1 weeks)</u> | 9. <u>Four weeks (Split 3-1 weeks)</u> | 12. <u>Five weeks (Split 2-2-1 weeks)</u> |
| One week - 6 working days | Two weeks - 12 working days | Three weeks - 15 working days | Two weeks - 12 working days |
| Last period - 9 working days | One week - 6 working days | Last period - 4 working days | Two weeks - 11 working days |
| TOTAL - 15 working days | Last period - 1 working days | TOTAL - 19 working days | Last period - 1 working days |
| | TOTAL - 19 working days | | TOTAL - 24 working days |

VACATION ENTITLEMENTS - FOR 603 CYCLE COMMENCING AFTER AN RDO

13. Five weeks (Shift 1-1-3 weeks)	17. Six weeks (Shift 1-1-4 weeks)	21. Six weeks (Shift 2-1-3 weeks)	25. Six weeks (Shift 4-2 weeks) Six weeks (Shift 3-1 weeks)
One week - 6 working days	One week - 6 working days	Two weeks - 12 working days	Three weeks - 18 working days
One week - 6 working days	One week - 6 working days	One week - 6 working days	Last period - 12 working days
Last period - 12 working days	Last period - 18 working days	Last period - 12 working days	TOTAL - 30 working days
TOTAL - 24 working days	TOTAL - 30 working days	TOTAL - 30 working days	
14. Five weeks (Shift 2-3 weeks) Five weeks (Shift 2-2 weeks)	23. Six weeks (Shift 1-4-1 weeks)	28. Six weeks (Shift 2-2-2 weeks) Six weeks (Shift 2-3-1 weeks)	26. Six weeks (Shift 5-1 weeks)
Two weeks - 12 working days	One week - 6 working days	Two weeks - 12 working days	Five weeks - 24 working days
Last period - 12 working days	Four weeks - 18 working days	Three weeks - 12 working days	Last period - 6 working days
TOTAL - 24 working days	Last period - 6 working days	Last period - 6 working days	TOTAL - 30 working days
15. Five weeks (Shift 1-4 weeks)	19. Six weeks (Shift 3-1-2 weeks) Six weeks (Shift 4-1-1 weeks)	23. Six weeks (Shift 1-5 weeks)	27. Six weeks (Shift 3-1-1-1 weeks) Six weeks (Shift 2-2-1-1 weeks) Six weeks (Shift 2-1-1-2 weeks)
One week - 6 working days	Four weeks - 18 working days	One week - 6 working days	Three weeks - 12 working days
Last period - 18 working days	One week - 6 working days	Last period - 24 working days	One week - 6 working days
TOTAL - 24 working days	Last period - 6 working days	TOTAL - 30 working days	One week - 6 working days
16. Five weeks (Shift 4-1 weeks)	20. Six weeks (Shift 1-3-2 weeks) Six weeks (Shift 1-2-3 weeks)	24. Six weeks (Shift 2-4 weeks)	TOTAL - 30 working days
Four weeks - 18 working days	One week - 6 working days	Two weeks - 12 working days	Six weeks (Shift 1-1-3-1 weeks) Six weeks (Shift 2-1-2-1 weeks)
Last period - 6 working days	Two weeks - 12 working days	Last period - 18 working days	Three weeks - 12 working days
TOTAL - 24 working days	Last period - 12 working days	TOTAL - 30 working days	One week - 6 working days
	TOTAL - 30 working days		Three weeks - 12 working days
			Last period - 6 working days
			TOTAL - 30 working days

VACATION ENTITLEMENTS - FOR 63 CYCLE COMMENCING AFTER AN RDO

28. Six weeks (Shift 1: 6-1-1 weeks)
Six weeks (Shift 1: 2-1-2 weeks)
Six weeks (Shift 1: 2-1-1 weeks)
- One week - 6 working days
Three weeks - 12 working days
One week - 6 working days
Last period - 6 working days
TOTAL - 30 working days
30. Six weeks (Shift 1: 1-1-3 weeks)
Six weeks (Shift 1: 2-2 weeks)
- One week - 6 working days
One week - 6 working days
One week - 6 working days
Last period - 12 working days
TOTAL - 30 working days

VACATION ENTITLEMENTS - FOR 4/2 CYCLE COMMENCING AFTER AN RDO (EQUIVALENT TO 6/3 CYCLE)

	ONE WEEK							TWO WEEKS							THREE WEEKS							FOUR WEEKS							FIVE WEEKS							SIX WEEKS						
CALENDAR DAYS	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42
WORKING DAYS	1	2	3	4	X	X	5	6	7	8	X	X	9	10	11	12	X	X	13	14	15	16	X	X	17	18	19	20	X	X	21	22	23	24	X	X	25	26	27	28	X	X

EXAMPLES OF ENTITLEMENTS WHEN VACATIONS ARE SPLIT

- Two weeks (Split 1-1 week)
 - One week - 4 working days
 - Last period - 6 working days
 - TOTAL - 10 working days
- Three weeks (Split 2-1 weeks)
 - Two weeks - 11 working days
 - Last period - 4 working days
 - TOTAL - 15 working days
- Three weeks (Split 1-2 weeks)
 - One week - 4 working days
 - Last period - 11 working days
 - TOTAL - 15 working days
- Four weeks (Split 1-1-2 weeks)
 - One week - 4 working days
 - Last period - 4 working days
 - TOTAL - 8 working days
- Four weeks (Split 1-2-1 weeks)
 - One week - 4 working days
 - Last period - 4 working days
 - TOTAL - 8 working days
- Four weeks (Split 2-2 weeks)
 - Two weeks - 12 working days
 - Last period - 4 working days
 - TOTAL - 16 working days
- Four weeks (Split 1-3 weeks)
 - One week - 4 working days
 - Last period - 16 working days
 - TOTAL - 20 working days
- Four weeks (Split 3-1 weeks)
 - Three weeks - 16 working days
 - Last period - 4 working days
 - TOTAL - 20 working days
- Five weeks (Split 2-1-1 weeks)
 - Two weeks - 8 working days
 - Last period - 8 working days
 - TOTAL - 16 working days
- Five weeks (Split 1-2-2 weeks)
 - One week - 4 working days
 - Last period - 12 working days
 - TOTAL - 16 working days
- Five weeks (Split 1-3-1 weeks)
 - One week - 4 working days
 - Last period - 16 working days
 - TOTAL - 20 working days
- Five weeks (Split 2-2-1 weeks)
 - Two weeks - 8 working days
 - Last period - 8 working days
 - TOTAL - 16 working days
- Five weeks (Split 3-1-1 weeks)
 - Three weeks - 16 working days
 - Last period - 4 working days
 - TOTAL - 20 working days
- Five weeks (Split 2-1-2 weeks)
 - Two weeks - 8 working days
 - Last period - 8 working days
 - TOTAL - 16 working days
- Five weeks (Split 2-2-1 weeks)
 - Two weeks - 8 working days
 - Last period - 8 working days
 - TOTAL - 16 working days
- Five weeks (Split 2-2-1 weeks)
 - Two weeks - 8 working days
 - Last period - 8 working days
 - TOTAL - 16 working days
- Five weeks (Split 2-2-1 weeks)
 - Two weeks - 8 working days
 - Last period - 8 working days
 - TOTAL - 16 working days

VACATION ENTITLEMENTS - FOR 4/2 CYCLE COMMENCING AFTER AN RDO (EQUIVALENT TO 6/3 CYCLE)

17. Five weeks (Split 1-1-3 weeks)	21. Five weeks (Split 4-1 weeks)	25. Six weeks (Split 3-1-2 weeks)	29. Six weeks (Split 2-3-1 weeks)
One week - 4 working days	Four weeks - 20 working days	Three weeks - 16 working days	Two weeks - 8 working days
One week - 4 working days	Last period - 4 working days	One week - 4 working days	Three weeks - 16 working days
Last period - 16 working days	TOTAL - 24 working days	Last period - 8 working days	Last period - 4 working days
TOTAL - 24 working days		TOTAL - 28 working days	TOTAL - 28 working days
18. Five weeks (Split 2-3 weeks)	22. Six weeks (Split 1-1-4 weeks)	26. Six weeks (Split 1-3-2 weeks)	30. Six weeks (Split 2-2-2 weeks)
Two weeks - 8 working days	One week - 4 working days	One week - 4 working days	Two weeks - 12 working days
Last period - 16 working days	One week - 4 working days	Three weeks - 16 working days	Two weeks - 8 working days
TOTAL - 24 working days	Last period - 20 working days	Last period - 8 working days	Last period - 8 working days
	TOTAL - 28 working days	TOTAL - 28 working days	TOTAL - 28 working days
19. Five weeks (Split 3-2 weeks)	23. Six weeks (Split 1-4-1 weeks)	27. Six weeks (Split 1-2-3 weeks)	31. Six weeks (Split 2-2-1 weeks)
Three weeks - 16 working days	One week - 4 working days	One week - 4 working days	Three weeks - 16 working days
Last period - 8 working days	Four weeks - 20 working days	Two weeks - 8 working days	Two weeks - 8 working days
TOTAL - 24 working days	Last period - 4 working days	Last period - 16 working days	Last period - 4 working days
	TOTAL - 28 working days	TOTAL - 28 working days	TOTAL - 28 working days
20. Five weeks (Split 1-4 weeks)	24. Six weeks (Split 4-1-1 weeks)	28. Six weeks (Split 2-1-3 weeks)	32. Six weeks (Split 1-5 weeks)
One week - 4 working days	Four weeks - 20 working days	Two weeks - 8 working days	One week - 4 working days
Last period - 20 working days	One week - 4 working days	One week - 4 working days	Last period - 24 working days
TOTAL - 24 working days	Last period - 4 working days	Last period - 16 working days	TOTAL - 28 working days
	TOTAL - 28 working days	TOTAL - 28 working days	

VACATION ENTITLEMENTS - FOR 4/2 CYCLE COMMENCING AFTER AN RDO (EQUIVALENT TO 6/3 CYCLE)

33. Six weeks (Split 2-4 weeks) Two weeks - 8 working days Last period - 20 working days TOTAL - 28 working days	37. Six weeks (Split 3-1-1-1 weeks) Three weeks - 16 working days One week - 4 working days One week - 4 working days Last period - 4 working days TOTAL - 28 working days	41. Six weeks (Split 2-1-2-1 weeks) Two weeks - 12 working days One week - 4 working days Two weeks - 8 working days Last period - 4 working days TOTAL - 28 working days	45. Six weeks (Split 1-1-1-3 weeks) One week - 4 working days One week - 4 working days One week - 4 working days Last period - 16 working days TOTAL - 28 working days
34. Six weeks (Split 3-3 weeks) Three weeks - 16 working days Last period - 12 working days TOTAL - 28 working days	38. Six weeks (Split 2-2-1-1 weeks) Two weeks - 12 working days Two weeks - 8 working days One week - 4 working days Last period - 4 working days TOTAL - 28 working days	42. Six weeks (Split 1-3-1-1 weeks) One week - 4 working days Three weeks - 16 working days One week - 4 working days Last period - 4 working days TOTAL - 28 working days	46. Six weeks (Split 1-1-2-2 weeks) One week - 4 working days One week - 4 working days Two weeks - 12 working days Last period - 8 working days TOTAL - 28 working days
35. Six weeks (Split 4-2 weeks) Four weeks - 20 working days Last period - 8 working days TOTAL - 28 working days	39. Six weeks (Split 2-1-1-2 weeks) Two weeks - 12 working days One week - 4 working days One week - 4 working days Last period - 8 working days TOTAL - 28 working days	43. Six weeks (Split 1-2-1-2 weeks) One week - 4 working days Two weeks - 12 working days One week - 4 working days Last period - 8 working days TOTAL - 28 working days	
36. Six weeks (Split 5-1 weeks) Five weeks - 24 working days Last period - 4 working days TOTAL - 28 working days	40. Six weeks (Split 1-1-3-1 weeks) One week - 4 working days One week - 4 working days Three weeks - 16 working days Last period - 4 working days TOTAL - 28 working days	44. Six weeks (Split 1-2-2-1 weeks) One week - 4 working days Two weeks - 12 working days Two weeks - 8 working days Last period - 4 working days TOTAL - 28 working days	

MEMORANDUM NO. 6
MITIGATION OF STAFF REDUCTIONS

During the 1997 contract negotiations, it was agreed that should a staff reduction become necessary during the life of this Agreement, the Company agrees to make the Deferred Payment Leave Plan and Long Term Leave of Absence Program in effect from previous staff reductions available to mitigate the lay-off.

The Company also agrees to meet with the Union for the purpose of discussing voluntary severance options, or other means mutually agreeable to the parties in an effort to further mitigate the lay-off.

APPENDIX I

January 8, 1888

Mr. V. Blais
President & Directing General Chairman
IAMAW - District Lodge 148
3787 Thimens Boulevard
suite 205
St. Laurent, Quebec
H4R 1W4

Dear Mr. Blais:

Subject: Sick Leave

Discussions during this round of negotiations have resulted in agreement that employees covered by this Collective Agreement will be exempt from that portion of the Company Sick Leave Plan dealing with "eligibility for recommendation of sick leave" outlined in point .OI of Publication 707, Chapter 5, Page 8, sub-section 2.

Yours very truly,

S.L. Belding
A/Director, Labour Relations
Technical Personnel

APPENDIX II

June 18.1985

Mr. L. Giuliani
President & Directing General Chairman
District Lodge 146, IAMAW
3767 Thimens Boulevard
Suite 205
St. Laurent, Quebec
H4R 1W4

Dear Mr. Giuliani,

Subject: Application of Article 10.01.06 and U.M.H.Q. 218 - U.181 -
CS

During the 1995 contract negotiations, the Company and the Union agreed to the following application of Article 10.01.06 and U.M.H.Q. 218 - U.181-CS as related to the scheduling of employees assigned to relief duties:

- normally the "relief" will be for the duration of a flight schedule (ie. April - October / November - March).
- when employees move from one agreed to relief schedule to another agreed to relief schedule within the identified period. this will not result in the application of Article 10.01.06.
- the Committee of General Chairmen and Labour Relations will review and mitigate any disputes over agreed to relief schedules at any location.

Yours truly,

K. M. Kelly
Director Labour Relations -
Technical Services

APPENDIX III

January 8, 1988
Mr. V. Blais
President & Directing General Chairman
IAMAW - District Lodge 148
3787 Thimens Boulevard
Suite 205
St. Laurent, Quebec

Dear Mr. Blais:

Subject: Introduction of Non-Certificated Station Agents I and Non-Certificated Station Agents II

Discussions during this round of negotiations have concluded in agreement that the introduction of non-certificated Station Agents I and non-certificated Station Agents II will have no impact on the seniority privileges of Station Agents I and Station Agents II having a seniority date prior to January 8, 1988.

Furthermore, Station Agents I and Station Agents II holding these grandfather rights will, when transferring or bumping or recalling, etc., into the non-certificated agent classifications, retain their original status (i.e., wages, benefits, etc.)

Additionally, current Station Agents I and Station Agents II will remain on their original seniority list(s) as well as a corresponding non-certificated agent list(s). The seniority date(s) to be used on this non-certificated agent list(s) will be the seniority date(s) on the original list(s).

Finally, non-certificated Station Agents I and non-certificated Station Agents II will not be introduced at a point while the weight and balance function is being performed at that point.

Yours very truly,

S.L. Belding
A/Director, Labour Relations
Technical Personnel

APPENDIX IV

January 8, 1988

Mr. V. Blais
President & Directing General Chairman
IAMAW - District Lodge 148
3787 Thimens Boulevard
Suite 205
St. Laurent, Quebec
H4R 1W4

Dear Mr. Blais:

Subject: Pension Plan (Publication 712)

Discussions during this round of negotiations have resulted in an agreement for those employees covered by this Collective Agreement that the effective date of the Canadian Pension Reform as described in the Pension Benefit Standards Act, 1985 and Regulations will be January 1, 1987 rather than June 28, 1987 for all active members who are in classifications covered by this Collective Agreement as of June 28, 1987. The terms "active members" includes employees under any leave of absence but excludes individuals who have terminated, died or retired prior to June 28, 1987".

Yours very truly,

S.L. Belding
A/Director, Labour Relations
Technical Personnel

May 14, 1995

Mr. L. Giuliani
President & Directing General Chairman
District Lodge 148, IAMAW
3787 Thimens Boulevard
Suite 205
St. Laurent, Quebec

Dear Mr. Giuliani:

Subject: Letters of Confirmation for M.O.T. Structure License S33
&S34

This will confirm that Air Canada will provide the necessary correspondence to Category 19 employees, upon request, which will allow them to apply to write their M.O.T. Structure Licenses (S33 and 534).

Administration of this item will be coordinated by the office of the Director Quality, Planning & Administration and confirmed to District Lodge 148 following ratification of the 1995 Collective Agreement.

Yours truly,

K. M. Kelly
Director Labour Relations -
Technical Services

Mr. L. Giuliani
President & Directing General Chairman
IAMAW - District Lodge 1 4 8
3787 Thimens Boulevard
Suite 205
St. Laurent, Quebec

Dear Mr. Giuliani:

Subject: Pension Plan Rules

In accordance with Item U.21(J) April 1982 Minutes of Negotiations, Rule 3 of the Air Canada Pension Plan - Canada was amended on October 5, 1983 as follows:

RULE 3 - THE COMMITTEES

1. (a) The provisions of the Pension Plan applicable to pilots shall be administered by a Committee of six (6) members, of whom three (3) shall be appointed by the Directors and three (3) shall be elected by the pilots.
- (b) The provisions of the Pension Plan applicable to employees of the Technical Operations, Airport & Cargo Operations and Purchasing & Supply Branches of Air Canada represented by the International Association of Machinists & Aerospace Workers (IAMAW) shall be administered by a committee of eight (8) members of whom four (4) shall be appointed by the Directors and four (4) shall be elected by the IAMAW.
- (c) The provisions of the Pension Plan applicable to employees other than those referred to in Parts 1 (a) and (b) of this Rule, shall be administered by a Committee of eight (8) members, of whom four (4) shall be appointed annually by the Directors; three (3) shall be elected by the employees from among their number in accordance with regulations made from time to time by the Committee and approved by the Directors and one (1) shall be elected from among retired employees chosen in accordance with regulations and through an associa-

- tion of retired employees acceptable to this Committee and approved by the Directors.
2. A majority of the members shall constitute a quorum.
 3. A Chairman of each Committee shall be appointed by the Directors from among the members nominated by them.
 4. Members elected by the employees and the approved association of retired employees shall be appointed for a term of two (2) years and may be re-elected.
 5. The Committees shall have power:
 - (a) To make and enforce rules for the efficient operation of the Pension Plan for the government of their own proceedings;
 - (b) to receive and act upon applications for pensions and supplemental annuities;
 - (c) to approve and authorize refunds.
 6. The Committees shall, from time to time, report on their decisions to the Directors who may approve, alter or rescind such decisions if these decisions exceed the terms of reference of the Committees.
 7. The Trustee shall furnish a statement monthly to the Committees showing the financial position of the Fund and the Committees shall report annually thereon to the employees.
 8. The Chairman of each committee shall appoint a secretary for each committee who shall be charged respectively with the supervision of the rules relative to pilots, those relative to employees of the Technical Operations, Airport & Cargo Operations and Purchasing & Supply Branches represented by the IAMAW and those relative to employees other than pilots and the aforementioned IAMAW members and each secretary shall report to their respective Chairman on all administrative **matters**.
 9. Each Committee shall meet at the call of its respective Chairman and at least once quarterly.
 10. The Company will provide each employee with a written explanation of the terms and conditions of these rules and any amendments thereto which are applicable to him and of his rights and duties with respect to benefits available to him under the terms of these rules, including such other information as may be required by the Act.

The Company agrees to include Rule 3 in Air Canada Publication 712, Chapter 3 no later than three (3) months from advice of ratification.

The Company further agrees to amend the following Pension Plan Rules in the manner described, no later than six (6) months following advice of ratification.

RULE 17(d) - INJURY ON DUTY

1. An eligible or participating employee who is absent from the service on account of temporary total disability for which he is eligible to receive Workers' Compensation under the Workers' Compensation Act of any province of Canada (or its equivalent in any other area) and is not a member of an approved Group Disability Income Plan, may apply in the prescribed form to have any full calendar month of such absence counted as allowable service, provided he assumes an obligation to pay for each such month a contribution equal to the applicable percentage rate of employee's contributions under Rule 19 or 28 of his average monthly compensation during the last six (8) full calendar months preceding such absence.
2. An eligible or participating employee who is a member of an approved Group Disability Income Plan and who is absent from the service on account of temporary total disability, as described in Clause 1 of this Rule, will have any such full calendar month or such absence counted as allowable service.

RULE 30 - EARLY RETIREMENT

Reference to Clause 5 under Clause 2 of this Rule shall be deleted.

RULE 34 - DEATH IN SERVICE

Clause 4 shall be amended to read as follows:

4. Effective with the month in which a pension becomes payable under a government pension plan, the annual amount of the pension computed and paid under Clause 2 shall be reduced to an annual amount computed as provided for in Clause 1 and Clause 4 of Rule 29, provided however that, should the annual amount of pension payable under a government pension plan and the reduced pension payable under this clause be less than an annual pension computed under Clause 3 of this Rule, the participating employee's surviving spouse shall be paid the difference.

RULE 30.02 shall be amended to read as follows:

- 30.2 a) With respect to participating employees of the Technical Operations, Airport & Cargo Operations and Purchasing & Supply Branches represented by the International Association of Machinists and Aerospace Workers District Lodge 148 who elect for early retirement between November 9, 1985 and June 27, 1987. Pension benefits under this rule shall be calculated on the basis stipulated in Rule 29 and the amount thus calculated shall be reduced by multiplying it by a fraction, the numerator of which shall be a figure representing the number of MONTHS OF ALLOWABLE SERVICE and the denominator a figure representing the number of MONTHS OF ALLOWABLE SERVICE PLUS THE NUMBER OF MONTHS BY WHICH THE PARTICIPATING EMPLOYEE'S AGE IS BELOW 58. On the death of the participating employee, the provisions of Clause 4 of Rule 29 regarding survivor benefits shall apply to this reduced pension.
- 30.2 b) With respect to participating employees of the Technical Operations, Airport & Cargo Operations and Purchasing & Supply Branches represented by the International Association of Machinists and Aerospace Workers District Lodge 148 who elect for early retirement on June 28, 1987 or later, Pension benefits under this rule shall be calculated on the basis stipulated in Rule 29 and the amount thus calculated shall be reduced by multiplying it by a fraction, the numerator of which shall be a figure representing the number of MONTHS OF ALLOWABLE SERVICE and the denominator a figure representing the number of MONTHS OF ALLOWABLE SERVICE PLUS THE NUMBER OF MONTHS BY WHICH THE PARTICIPATING EMPLOYEE'S AGE IS BELOW 57. On the death of the participating employee, the provisions of Clause 4 of Rule 29 regarding survivor benefits shall apply to this reduced pension.
- 30.2 c) With respect to participating employees electing for early retirement other than those covered by clause 2 a) and 2 b) of Rule 30, Pension benefits under this rule shall be calculated on the basis stipulated in Rule 29 and the amount thus calculated shall be reduced by multiplying it by a fraction, the numerator of which shall be a figure representing the

number of MONTHS OF ALLOWABLE SERVICE and the denominator a figure representing the number of MONTHS OF ALLOWABLE SERVICE PLUS THE NUMBER OF MONTHS BY WHICH THE PARTICIPATING EMPLOYEE'S AGE IS BELOW 60. On the death of the participating employee, the provisions of Clause 4 of Rule 29 regarding survivor benefits shall apply to this reduced pension.

The Company further agrees to include in Publication 712. Chapter 3, all Rule revisions made up to advice of ratification no later than three (3) months following such advice.

Yours very truly,

K.M. Kelly
Director, Labour Relations -
Technical Services

June 15, 1887

Mr. G. Brosseau
President & Directing General
Chairperson -
District Lodge 148, IAMAW
3787 Thimens Boulevard
Suite 205
St. Laurent, Quebec
H4R 1W4

Dear Mr. Brosseau:

Subject: Air Canada Pension Plan - Canada
Section 6.2(l) - Early Retirement Pensions - other than
Pilots

This is to confirm, that during the 1997 negotiations, it was agreed that IAMAW members covered under this Collective Agreement who elect early retirement on or after July 1, 1887 will have their pension reduced by a fraction of which the numerator shall be the member's number of months of qualifying service and the denominator shall be the sum of the member's number of months of qualifying service and the number of months the member's attained age is less than 55.

Rule 6.2(l) of the rules of the Air Canada Pension Plan - Canada will be amended accordingly.

Yours truly,

K.M. Kelly
Director, Labour Relations -
Technical Services

APPENDIX VII

Mr. L. Giuliani
President & Directing General Chairman
IAMAW - District Lodge 148
3787 Thimens Boulevard
Suite 205
St. Laurent, Quebec
H4R 1W4

Dear Mr. Giuliani:

Subject: Sick Leave Plan
(Publication 707, Chapter 5)

Recent negotiations have resulted in changes to the Sick Leave Plan applicable to IAMAW District Lodge 148 members covered by the Collective Agreement.

This is to inform you that publication 707, Chapter 5, will be revised within ninety (90) days following ratification, to include the following.

Specific exceptions to waiting period:

- c) Personnel of the Technical Operations, Airport & Cargo Operations and Purchasing & Supply Branches represented by District Lodge 148.

The waiting-period is waived whenever the employee has served three (3) months since the last date for which sick leave was granted.

Yours very truly,

K.M. Kelly
Director, Labour Relations -
Technical Services

INTENTIONALLY LEFT BLANK

January 8, 1888

Mr. V. Blais
President & Directing General Chairman
IAMAW - District Lodge 148
3787 Thimens Boulevard
Suite 205
St. Laurent, Quebec
H4R 1W4

Dear Mr. Blais:

Subject: WCB/CSST Claims

Discussions during this round of negotiations have resulted in agreement that employees covered by this Collective Agreement will be advised, in writing should WCB/CSST claims made by them be contested by the Company.

Yours very truly,

S.L. Belding
#Director, Labour Relations
Technical Personnel

June 1,1997

Mr. G. Brosseau
President & Directing General Chairperson
District Lodge 148, IAMAW
3787 Thimens Boulevard
Suite 205
St. Laurent, Quebec
H4R 1W4

Dear Mr. Brosseau:

Subject: Pension Plan - Income Protection

During the 1997 round of negotiations, the Company and the Union agreed to provide income protection for eligible retirees as outlined below :

1. DEFINITIONS

- The Consumer Price Index for Canada as calculated periodically by Statistics Canada.

Duration - From January 1, 1992 until December 31, 1998

Adjustment Dates: January 1, 1998 January 1, 2001
 January 1, 1999 January 1, 2002
 January 1, 2000

Eligible Beneficiaries - Include eligible pensioners and eligible survivors.

Eligible Pensioner - Any disability pensioner who was a member of the IAMAW at time of retirement or any other pensioner who, on the adjustment date, has reached age sixty (60) and who at retirement time was a member of the IAMAW.

Eligible Survivor - Either the spouse of a deceased employee who was a member of the IAMAW at time of death or the spouse of a pensioner who was a member of the IAMAW at time of retirement and who is in receipt of a survivor income from the Air Canada Pension Plan.

2. PENSION INDEX

The Pension Index for a given year is calculated as the average for the twelve (12) month period ending October 31st in the preceding year and the CPI for each month in that twelve (12) month period.

PERCENTAGE ADJUSTMENT

The percentage adjustment for a given year shall be determined as follows:

- (i) Calculate the percentage increase in the Pension Index of the current year over the Pension Index of the immediate preceding year subject to a maximum increase to eight percent (8%) and
- (ii) multiply the percentage increase obtained in (i) by fifty percent (50 %).

PENSION ADJUSTMENT

Monthly pensions otherwise payable to eligible beneficiaries as of an adjustment date are increased by a percentage called the Pension Adjustment Factor determined as follows:

- (i) For eligible pensioners who retire in the twelve (12) month period prior to the adjustment date, except for disability pensioners; the Pension Adjustment Factor is 112 of the pension adjustment for each full month prior to the adjustment date.
- (ii) For all other eligible pensioners and for all survivors the Pension Adjustment Factor is equal to the applicable percentage adjustment.

While the parties have agreed that these negotiated pension adjustments for members of IAMAW District Lodge 148 extend up to December 31, 2001 which is beyond the term of the Agreement, the parties further agree that this does not prevent the Union from re-negotiating this pension agreement at the termination of Collective Agreement as set out in Article 21.

Yours very truly,

K.M. Kelly
Director, Labour Relations
- Technical Services

Mr. M. Cyr
President & Directing General Chairman
District Lodge 148, IAMAW
3787 Thimens Boulevard
Suite 205
St. Laurent, Quebec
H4R 1W4

Dear Mr. Cyr:

Subject: Pension Plan

This letter will confirm that during 1990 negotiations, the Company agreed to amend the Rules of the Air Canada Pension Plan - Canada to reduce from sixty (80) to thirty-six (38) the number of months used to determine an IAMAW employee's average annual compensation for benefits commencing on or after July 1, 1990 for members on the active payroll on or after June 30, 1999.

Yours truly,

B.R. Corbett
Director, Labour Relations
- Technical Services

Mr. M. Cyr
President & Directing General Chairman
District Lodge 148, IAMAW
3787 Thimens Boulevard
Suite 205
St. Laurent, Quebec
H4R 1W4

Dear Mr. Cyr:

Subject: Centralization Load Dispatch - Salary Protection

Discussions at a U.M.C.M. have resulted in an agreement that Certificated Station Agents declared surplus as a result of the centralization of the Load Dispatch function, who are working in a lower classification due to exercising bumping privileges, shall have their rate of pay and progression protected at the applicable rate of their former classification for a period not to exceed three (3) years effective from date of layoff. Employees who decline recall to point of lay-off, shall have their salary protection adjusted equivalent to the differential between their current status and the salary of the classification declined. In addition, employees who fail to bid on any above basic vacancies at their point during the protection period and it is determined they would have been the successful bidder, as well as declining to accept temporary relief assignments for which they are eligible, shall have their salary protection adjusted.

Yours truly,

B.R. Corbett
Director, Labour Relations
- Technical Services

Mr. M. Cyr
President & Directing General Chairman
District Lodge 148, IAMAW
3787 Thimens Boulevard
Suite 205
St. Laurent, Quebec
H4R 1W4

Dear Mr. Cyr:

Subject: Promotional Bulletins

This letter will confirm the agreement between the Company and the Union covering any station closure or the centralization of the Load Dispatch function.

Where an employee has received a notice of lay-off, he shall, for the purpose of this letter, be deemed to hold laid-off status.

Accordingly, he will be eligible to bid for Promotional Bulletins addressing classifications in which he does not hold a seniority date and which are lower paying than his active classification prior to the effective date of lay-off.

Yours truly,

B.R. Corbett
Director, Labour Relations
- Technical Services

Mr. M. Cyr
President & Directing General Chairman
District Lodge 148. IAMAW
3787 Thimens Boulevard
Suite 205
St. Laurent. Quebec
H4R 1W4

Dear Mr. Cyr:

Subject: Introduction of the Cabin Servicing and Cleaning
Category and Classifications at Toronto

During 1990 contract negotiations, the Company and the Union agreed to provide each employee covered by the provisions of the Company's July 14, 1989 letter to the Union with a one time option to revert to Category 33 in the Maintenance & Engineering Branch. This option is subject to a permanent vacancy being available and must be exercised consistent with the employee's seniority.

Employees who revert to Category 33 in Maintenance & Engineering will re-establish their original Category 33 seniority date.

In addition, Category 33 Lead Cleaner and Cleaner classifications utilized in the Sales and Service Branch at Toronto shall be converted to new Cabin Servicing Cleaning Category with Lead Cabin Servicing and Cleaning Attendants and Cabin Servicing and Cleaning Attendant classifications.

Yours truly,

B.R. Corbett
Director, Labour Relations
- Technical Services

Mr. G. Brosseau
President & Directing General
Chairperson
District Lodge 148, IAMAW
3787 Thimens Boulevard
Suite 205
St. Laurent, Quebec
H4R 1W4

Dear Mr. Brosseau:

This will confirm that in the event the Company proceeds with an organizational change in accordance with Article 20.16.02 involving the Ground Support Equipment or Cabin Servicing & Cleaning departments, there will be no change to the Collective Agreement with respect to Categories/Classifications nor is there an intent to diminish, reduce or replace work performed in affected Categories/Classifications. In addition, there will be no change to the grievance and disciplinary appeal charts with respect to Union representation.

Yours truly,

K.M. Kelly
Director, Labour Relations -
Technical Services

TITLE	ARTICLE/LETTER OF UNDERSTANDING/MEMORANDUM APPENDIX	PAGE
ARBITRATION	Article 18	140
Arbitration Boards	Article 18.12	141
Expedited Arbitration	Letter of Understanding no. 8	204
Regular Arbitration	Article 18	140
BUMPING	Article 16.15	113
Airport & Cargo Operations	Memorandum no. 3 - Point 3	237
Cargo - Aircraft Services	Letter of Understanding no. 5	199
Technical Operations	Memorandum no. 1 - Point 3	234
Joint Restructuring Committee	Letter of Understanding no. 11	211
CATEGORIES		
Airport & Cargo Operations	Article 6.02	34
Cabin Servicing and Cleaning, Toronto (Introduction of Category)	Appendix XIV	283
Purchasing & Supply	Article 8.02	53
Technical Operations	Article 4.02	3
CLASSIFICATIONS		
Airport & Cargo Operations	Article 6.03	35
Non-certificated Station Agents I and II	Appendix III	266
Dorval Base Cafeteria	Article 4.05	20
Purchasing & Supply	Article 8.03	53
Technical Operations	Article 4.03	11
COLLECTIVE AGREEMENT		
Amalgamation of Dorval Base Cafeteria Collective Agreement	Letter of Understanding no. 12	212
Definition of Terms Used		1
Duration	Article 21.01	176
Language of Agreement	Article 20.14	168
Purpose	Article 1.02	1

TITLE	ARTICLE/LETTER OF UNDERSTANDING/MEMORANDUM APPENDIX	PAGE
Saving Clause	Article 20.05	156
Signatories	Article 21.02	177
COMPANY SERVICE TRANSPORTATION	Article 15.01	90
DISCIPLINARY MEASURES		
Advisors at Hearings	Article 17.04.07	134
Appeal upon receipt of Disciplinary Letter	Article 17.01.07	126
Appeal Levels - Airport & Cargo Operations	Chart	137
Appeal Levels - Dorval Base Cafeteria	Chart	139
Appeal Levels - Purchasing & Supply	Chart	138
Appeal Levels - Technical Operations	Chart	136
Discharge	Article 17.01	124
Disciplinary Progression	Article 17.01.02	124
Witnesses at Hearing	Article 17.04.01	133
DISCRIMINATION AND HARASSMENT	Article 20.18	173
EMPLOYEE ASSISTANCE PROGRAM	Article 20.19	174
Employee Rehabilitation	Article 16.19.01 Article 16.19.02	123
EMPLOYEE PERSONAL FILE	Article 20.13	167
EMPLOYMENT SECURITY		
Loss of Ground Handling Contract - Connector Carriers	Article 20.21	176
Staff Reductions	Memorandum no. 6	263
Station Closure	Letter of Understanding no. 7	202
Sub-contracting	Article 20.07.08	159
Technological Change	Article 20.20	175

TITLE	ARTICLE/LETTER OF UNDERSTANDING/MEMORANDUM APPENDIX	PAGE
EXAMINATIONS		
Above Basic Selection Process	Letter of Understanding no. 4	196
Certificated Classification Status - Load Dispatch - Steps	Memorandum no. 3 - Point 4 Chart	239
Certificated Classification Status - Technical Operations	Memorandum no. 1 - Point 4	234
Qualifying Examinations - Airport & Cargo Operations	Article 6.04.02	45
Training Failures - Airport & Cargo Operations	Article 6.04.02.01	46
FIELD AND EMERGENCY WORK		
Expenses Payable to Personnel - At Point of Assignment	Article 20.11.02	166
Expenses Payable to Personnel - En Route to and from Assignment	Article 20.11.01	166
Principles	Article 10.04	71
Travel Insurance	Article 20.11.05	167
GRIEVANCES		
Appeals	Article 17.03.05	132
Appeal Levels - Airport & Cargo Operations	Chart	137
Appeal Levels - Dorval Base Cafeteria	Chart	139
Appeal Levels - Purchasing & Supply	Chart	138
Appeal Levels - Technical Operations	Chart	136
Grievance Procedure	Article 17.03	129
Level I	Article 17.03.02	130
Level II	Article 17.03.03	131
Level III	Article 17.03.04	131
HOURS OF WORK		
	Article 10.01	59

TITLE	ARTICLE/LETTER OF UNDERSTANDING/MEMORANDUM APPENDIX	PAGE
INSURANCE		
Dental Insurance	Letter of Understanding no. 1 - L1.04	179
Disability Income Insurance	Letter Of Understanding no. 1 - L1.02	178
Health Insurance (Supplementary) • Hyperbaric Treatment • Psychologists Services • S.O.S. Assistance Access Program	Letter of Understanding no. 1 - L1.03	178
Life Insurance	Letter of Understanding no. 1 - L1.01	178
Vision Care Insurance	Letter of Understanding no. 1 - L1.05	179
LANGUAGE REQUIREMENTS		
Airport & Cargo Operations	Article 6.04.03	46
LEAVES OF ABSENCE		
Adoption	Article 14	86
Bereavement	Article 14.05	89
Child Care	Article 14.06	89
Maternity	Article 14.04	88
Personal	Article 14.03	87
Seniority Rights	Article 14.02	87
	Article 14.01.01	86
MEAL PERIOD		
	Article 10.01.04	62
MEAL ALLOWANCE		
	Article 10.01.04.02	63
MEDICAL ATTENTION		
	Article 20.02	155
MINUTES - NEGOTIATIONS & UMHQ MEETINGS - LEGAL STATUS		
	Letter of Understanding no. 6	201
OCCUPATIONAL INJURY		
Supervisor's Accident Report	Article 20.08.19	163
WCB/CSST Claims	Appendix IX	277

TITLE	ARTICLE/LETTER OF UNDERSTANDING/MEMORANDUM APPENDIX	PAGE
OFF-DUTY STATUS	Article 20.15	168
ORDERS IN WRITING	Article 20.03	155
OVERTIME	Article 10.02	65
Bypass	Article 10.02.07.07	67
Off Duty Hours After 16 Hours of Work	Article 10.01.05.01	63
Recall	Article 10.02.06	66
Short Shift Change	Article 10.01.07	64
Work Schedule Change	Article 10.01.06 - Appendix II	64 265
PART-TIME EMPLOYMENT	Letter of Understanding No. 2	180
PENSION PLAN	Article 20.17	171
Calculation of Benefits - Best 36 months	Appendix XI	280
Effective Date of Reform	Appendix IV	267
Pension Index	Appendix X	278
Pension Plan Rules - Rule no. 3, no. 17D, no. 30, no. 34	Appendix VI	269
Pre-retirement Seminars	Article 20.17.02	171
Medical Board - Disability Pension	Article 18.13	142
PREAMBLE	Article 1	1
PREMIUMS		
Cafeteria Attendants performing Cook Duties	Article 5.13	26
Endorsement Premium - Categories 1, 2, 4 and 38	Article 4.02 Article 4.04.03	3 20
Holder of Load Dispatch Certificate	Article 6.02.01	34

TITLE	ARTICLE/LETTER OF UNDERSTANDING/MEMORANDUM APPENDIX	PAGE
Longevity Pay - Airport & Cargo Operations	Article 7.06	50
Longevity Pay - Dorval Base Cafeteria	Article 5.17	27
Longevity Pay - Purchasing & Supply	Article 9.06	57
Longevity Pay - Technical Operations	Article 5.17	27
Shift Premium - Airport & Cargo Operations	Article 7.04 Article 7.05	49
Shift Premium - Purchasing & Supply	Article 9.04 - Article 9.05	56
Shift Premium - Technical Operations;	Article 5.15	26
and Dorval Base Cafeteria	Article 5.16	27
Tank Sealers	Article 5.12	26
PROBATION	Article 11	78
PROMOTIONS	Article 16.11	99
Above Basic Selection Process	Letter of Understanding no. 4	196
Declining Promotion	Article 16.11.11	102
Laid-off Employees / Promotional Bulletins	Article 16.11.13	103
Promotion to a Certificated Classification - Technical Operations	Memorandum no. 1 - Point 1	231
Promotion to a Higher Classification - Airport & Cargo Operations Branch	Article 6.04.01 Memorandum no. 3 - Point 1	42 236
Promotion to a Higher Classification - Cafeteria	Article 4.06.04 Article 4.06.05 Article 4.06.06 Article 4.06.07	22
Promotion to a Higher Classification - Purchasing & Supply	Article 8.04.01	55
Sick or Injured Employees / Promotional Bulletins	Article 16.11.14	103

TITLE	ARTICLE/LETTER OF UNDERSTANDING/MEMORANDUM APPENDIX	PAGE
Stations Closures and Load Dispatch Centralization / Promotional Bulletins	Appendix XIII	282
RATIOS		
Lead Station Attendants	Article 6.04.01.02.01	43
Lead Stockkeepers	Article 8.04.02	55
Technicians and Lead Mechanics	Article 4.04.01 Article 4.04.02	19
RECALL		
Joint Restructuring Committee	Article 16.16 Letter of Understanding No. 11	116 211
Term Employment	Article 16.16.04	117
Term Recall - Airport & Cargo Operations	Letter of Understanding No. 17	223
RELIEF DUTIES		
Customer Service Agents	Article 10.05 Article 6.03.01.09.02	72 40
Cafeteria	Article 4.06.02 Article 4.06.03	21 22
Lead Station Attendants	Article 10.05.04	75
Customer Service Agents - Weight & Balance	Article 10.05.03	73
REORGANIZATION OF CORPORATE STRUCTURE		
Merger, Amalgamation, Acquisition	Article 20.09 Article 20.09.01	163 164
RESERVATIONS OF MANAGEMENT		
	Article 3	2
SAFETY AND HEALTH COMMITTEES		
	Article 20.08	159

TITLE	ARTICLE/LETTER OF UNDERSTANDING/MEMORANDUM APPENDIX	PAGE
SALARY		
Airport & Cargo Operations	Article 7	48
Dorval Base Cafeteria	Article 5.19	31
Load Dispatch - Centralization - Salary Protection	Appendix XII	281
Pay Cheques	Article 10.08	78
Purchasing & Supply	Article 9	55
Technical Operations	Article 5	23
SENIORITY	Article 16	90
Categories	Article 16.04	91
Classifications	Article 16.05	91
Establishment of Seniority Date	Article 16.06	91
Principle	Article 16.01	90
Privileges	Article 16.03	90
Recognition	Article 16.02	90
Scope of Agreement - Airport & Cargo Operations	Article 6.01 Article 16.10.02	34 98
Scope of Agreement - Dorval Base Cafeteria	Article 4.05 Article 16.10.04	20 99
Scope of Agreement - Purchasing & Supply	Article 8.01 Article 16.10.03	53 98
Scope of Agreement Technical Operations	Article 4.01 Article 16.10.01	3 97
Seniority - Airport & Cargo Operations	Article 6.04.04 Article 16.08	48 97
Seniority - Dorval Base Cafeteria	Letter of Understanding No. 12	212
Seniority List	Article 16.18.01	121
Seniority - Purchasing & Supply	Article 16.09	97
Seniority - Technical Operations	Article 16.07	96
SET-BACKS OR DEMOTIONS	Article 16.13	111

TITLE	ARTICLE/LETTER OF UNDERSTANDING/MEMORANDUM APPENDIX	PAGE
SEVERANCE PAY	Article 20.10	164
SICK LEAVE	Article 10.03	70
	Appendix I	264
Waiting Period	Appendix VII	275
STAFF REDUCTIONS	Article 16.14	112
	Article 16.19.03	124
	Article 16.19.04	124
STATUTORY HOLIDAYS	Article 12.01	79
Absence due to Sickness or Injury	Article 12.03.01	80
	Article 12.03.02	
Additional Days Off/Time Credit	Article 12.02	80
STRUCTURE LICENSES S33 AND S34	Appendix V	268
SUB-CONTRACTING	Article 20.07	158
	Letter of Understanding No. 10	210
TECHNOLOGICAL CHANGE	Article 20.20	175
TEMPORARY/SPECIAL ASSIGNMENTS	Letter of Understanding No. 15	219
TERM EMPLOYMENT	Article 16.17	120
TIME BANK	Article 10.02.11	69
TIME RECORDING	Article 10.06	76
TOTEM IMPLEMENTATION COMMITTEE	Letter of Understanding no. 3	194

TITLE	ARTICLE/LETTER OF UNDERSTANDING/MEMORANDUM APPENDIX	PAGE
TRAINING	Article 10.07	76
Endorsement Course Seat Allocation	Letter of Understanding no. 9 - Appendix	208
Joint Training and Licensing Committee	Letter of Understanding no. 9	206
TRANSFERS	Article 16.12	103
Declining Transfers	Article 16.12.06.01	107
From Cargo to Aircraft Services	Letter of Understanding no. 5	199
To Certificated Classification - Airport & Cargo Operations	Memorandum no. 3 - Point 2	237
Cabin Servicing Reverting to Category 33 - Toronto	Appendix XIV	283
To Certificated Classification - Technical Operations	Memorandum no. 1 - Point 2	232
UNIFORMS		
Baggage Agents	Article 6.03.01.07	38
Cleaning Allowance	Article 20.01	155
UNION ACTIVITIES	Article 19	143
Chief Stewards - Dorval Base	Article 19.03	144
Compensatory Time Off	Article 19.11	150
General Chairmen	Article 19.14	154
Location of Union Shop Committees	Article 19.05	147
Negotiating Committee	Article 19.09	149
Posting of Union Notices	Article 19.13	154
Shop Committee Activities	Article 17.04.04 Article 19.06	134 147
Shop Stewards - System	Article 19.02	143
Time Charges	Article 17.04.07 Article 19.08	134 149
Time for Union Activities	Article 19.01	143

TITLE	ARTICLE/LETTER OF UNDERSTANDING/MEMORANDUM APPENDIX	PAGE
Time for Union Activities - Local or District Lodge	Article 17.04.07 Article 19.07	134 148
Travel Credits	Article 19.10	150
Union Dues	Article 20.06	156
Union/Management Communications	Article 17.05	134
Union Recognition	Article 2	2
Union Regional Shop Committes	Article 19.04	145
Work Order Numbers	Article 19.12	150
VACATIONS		
Annual:	Article 13	80
• 6/3 Type Work Schedule	Memorandum no. 5 - Point 5	256
• Sickness or Injury	Article 13.08	84
Standard Work Week and Compressed Work Week: Vacation Entitlement	Memorandum no. 4	240
WORKING IN ANOTHER CATEGORY		
	Article 16.19.05	124
	Memorandum no. 2	235
WORKING IN INCLEMENT WEATHER		
	Article 20.04	155
WORK SCHEDULES		
	Article 10.01.03	60
6/3 Type Work Schedule	Memorandum no. 5	254
Compressed Work Week	Memorandum no. 4	240
Compressed Work Week - Annual Vacations	Memorandum no. 4	243
Compressed Work Week - Length of Disciplinary Suspensions	Memorandum no. 4	245
Compressed Work Week - Overtime/Undertime Hours	Memorandum no. 4	241

