

BETWEEN



DELTA MEADOWVALE RESORT & CONFERENCE CENTRE

- and -

UNITED FOOD & COMMERCIAL WORKERS INTERNATIONAL UNION, LOCAL 333

INDEX

<u>Article</u>		<u>Page</u>
1	Purpose	3
2	Recognition and Scope	3
3	Management Rights	5
4	Relationship	6
5	Check-off of Union Dues	7
6	Representation	7
7	Strikes or Lockouts	8
8	Grievance Procedure	9
9	Discharge and Disciplinary Action	11
10	Arbitration	12
11	Seniority	13
12	Hours of Work	16
13	Leave of Absence	18
14	Pregnancyand Parental Leave	19
15	Jury Duty and Crown Witness	19
16	Payment for Injured Workers	19
17	Bonding	19
18	Individual Agreement	20
19	Holidays	20
20	Vacations	21
21	Compassionate Leave	21
22	Health and Welfare	22

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Article	<u>Page</u>
22.01a Pension 22.02 Sick Leave 23Humanity & Training Fund 24Training Premium 25Bulletin Boards 26Health, Safety and Environment 27Working Conditions 28Wages 29Duration	22 23 23 23 23 24 24 27 28
Letters of Understanding	29-40 41
Schedule "A" = Wages	41



THIS COLLECTIVE AGREEMENT ENTERED INTO AS OF THE 6" DAY

BETWEEN:

DELTA MEADOWVALE RESORT & CONFERENCE CENTRE

(hereinafter referred to as the "Employer")

-and-

UNITED FOOD & COMMERCIAL WORKERS INTERNATIONAL UNION, LOCAL 333

(hereinafter referred to as the "Union")

ARTICLE ■- PURPOSE

1.01 The general purpose of this Agreement is to establish and maintain a mutually satisfactory relationship between the Union, the Employer and the employees represented by the Union, and to provide procedures for the prompt and equitable disposition of grievances, to establish and maintain satisfactory working conditions, hours of work and wages for all employees who are subject to the provision of this Agreement and to assist the Employer in the efficient operation of the business.

ARTICLE 2 - RECOGNITION AND SCOPE

2.01 The Employer recognizes that the Union is the sole and exclusive bargaining agent for all full and part-time employees of the Employer in the City of Mississauga save and except supervisors, persons above the rank of supervisor. office staff, sales staff, clerical, night auditors, switchboard operators, quest response agents, reservation agents, Club Meadowvale employees, co-op students and students employed during the school vacation period.

For the purpose of clarity, the term "supervisor" includes those employees in the classifications of: banquet captains, quest service coordinator, executive sous chef, sous chefs, outlet supervisor, housekeeping supervisor, and laundry supervisor.

- a) "Full-timeemployee" means an employee employed in the bargaining unit who regularly works more than twenty-four (24) hours per week; and
- b) "Part-time employee" means an employee employed in the bargaining unit who regularly works not more than twenty-four (24) hours per week.

The following provisions shall apply to part-time employees;

Articles

- 1.2.3.4.5.6.7.8.9.10.11,12.04,12.05,12.07,12.08,12.10,12.11,13.14.16,17,18,23.01, 24, 25, 26, 27.01 (1, 2 and 4), 27.02, 27.03, 27.04, 27.05, 28 and 29.
- 2.02 Any changes or amendments to this Agreement during its term shall be incorporated only with mutual agreement between the Employer and the Union.
- 2.03 Terms importing the singular shall be deemed to include the plural unless the context requires otherwise.

2.04 <u>ASSESSMENT</u>
The Employer shall assess the number of hours worked by each employee covered by this Agreement on January 1, April 1, July 1 and October 1 of each calendar year for the purpose of determining full-time or part-time status. An employee who works more than twenty-four (24) hours per week for a simple majority of weeks within the period under assessment will be treated as a full-time bargaining unit employee for the following quarter for all purposes of this collective agreement. Upon such assessment, any employee who works not more than twenty-four (24) hours per week for a simple majority of the weeks within the period under assessment shall be a part-time employee for the following quarter.

General Assessment Practice

1. Employees not on the list at the time of July 1, 2004, shall achieve full-time

- seniority on the date they first achieve full-time status after an assessment of hours. That date shall remain their full-time seniority date.
- 2. In the event that in future assessments a full-time employee becomes part-time they will be assigned to the top of the part-time list.
- 3. In the event that an employee elects to move to the part-time list, they shall be deemed to have abandoned their full-time seniority date, and they shall be lowered to the top of the part-time list. In the event that they elect to return to full-time hours, their seniority date shall be the date they achieve full-time hours in the next assessment of hours.
- 2.05 The Employer agrees that non-bargaining unit employees shall not perform bargaining unit work beyond current practice which includes the following circumstances:
 - Emergency;
 - Unforseen guest demands;
 - 3) Training;
 - 4) Lack of available staff;
- 2.06 The Company at no time shall use contracting out in order to intentionally subvert the bargaining unit positions. If the Union so claims, they will have the right to appeal to the Ontario Labour Relations Board for an Arbitrator and the decision of the Arbitrator shall be final.

ARTICLE 3 - MANAGEMENT RIGHTS

- **3.01** Except as and to the extent specificallymodified by this Agreement, **all** rights and prerogativesof management are retained by the Employer and remain exclusively within the tights of the Employer. These management rights shall include:
 - (a) maintain order, discipline and efficiency in connection with the Employer's operations:
 - to make, alter and enforcefrom time to time, rules and regulations, policies and practices to be observed by its employees;
 - (c) hire, layoff and recall, classify, direct, transfer, promote, demote, retire and to discharge, suspend or discipline employees for just cause, subject to the right of an employee to lodge a grievance in the manner and to the extent as provided herein:
 - (d) generally to manage the enterprise in which the Employer is engaged, and without restricting the generality of the foregoing, to plan, direct and control operations, to direct the work forces, to determine the number of personnel required from time to time, to determine the number and location of facilities, to determine the quality of services provided, methods and

procedures to be employed, schedules of work, standards of performance, and to determine the extension, limitation, curtailment and cessation of the Employer's operation.

3.02 It is understood and agreed that these rights shall not be exercised in a manner inconsistentwith the specificterms of this Agreement. It is understoodthat a claim that the Employer has exercised these rights in a manner that is inconsistentwith the specificterms of this Agreement shall be proper subject matterfora grievance.

ARTICLE 4 - RELATIONSHIP

- 4.01 The Employer agrees that there shall be no discrimination in the hiring, training, upgrading, promotion, transfer, layoff, discharge, discipline or otherwise of employees because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex. sexual orientation, age, record of offences, marital status, same-sex partnership status and family status.
- **4.02** The Employerand the Unionagree to observe the provisions of the Ontario <u>Human</u> Rights Code.
- 4.03 The Employer agrees it shall not interfere with, restrain, coerce or discriminate against employees in their lawful right to become and remain members and officers of the Union and to participate in its activities in a manner consistent with this Agreement.
- **4.04** The Union agrees that, except as provided for in this Agreement, there shall be no Union activity on the premises of the Employer during the employees' working hours except by agreement with the Employer.
- **4.05** The Employer agrees that all employees shall become and remain members of the Union as **a** condition of their continued employment.
- **4.06** Authorized representatives of the Unionshall be permitted to enter the premises of the Employer at reasonable times for the purpose of conducting its business provided that the following conditions are complied with:
 - (1) Upon entering the Employer's premises, notice shall be given to the Director of People Resources or his/her designate.
 - (2) The Employer agrees that entry shall not be unreasonably denied and the Union agrees that such access privileges shall not be abused.

Entry shall not be refused unreasonably.

4.07 On the request of either party, the Employerand the Unionconsultationcommittee comprising of the Local Union business agent, senior steward and one (1) other steward selected by the Union shall meet once every two (2) months for the purpose of discussing issues relating to the workplace which affect the parties or any employees bound by this Agreement.

ARTICLE 5 - CHECK-OFF OF UNION DUES

5.01 The Company agrees to take from the pay of all employees covered by this agreement, a fixed dollar amount on each pay period as may be uniformly assessed by the Union's Constitutionand By-laws as regular semi-monthlyunion dues and shall remit same on a monthly basis to the designated officer of the Unionwithin fifteen (15) days after the month in which such deductions are made. The deductions shall be accompanied by an alphabetical check-off list, which will provide each employee's name, current address and social insurance number.

The Company shall show the yearly union dues deductions on the employee's T-4 slip.

The union agrees to indemnify and save the Employer harmless against all claims or other forms of liability that may arise out of, or by reason, of deductions made or payments made in accordance with this article.

The Company will not be responsible for the collection of any dues where, because of absence from work, the employee has no earnings from which dues required may be deducted.

The Company shall deduct from the earnings of each employee who has completed the probationary period, such initiation fees as the union may prescribe from time to time by its Constitution or By-laws. The Union will give the Company written notice of the amount of such initiation fee and, unless the company is **so** notified, the Company is under no obligation to deduct such initiation fee.

The Employershall provide the Union, every three (3) months, with a list of those employees:

- (1) Recalled to work;
- (2) Newly hired:
- (3) Resigned:
- (4) Who submitted a change of address.

ARTICLE 6 - REPRESENTATION

6.01 The Employeracknowledgesthe right of the Union to appoint or otherwise elect a senior steward and eleven (11) stewards who have completed a one (1) year period of employment from the following Departments for the purpose of assisting employees in presenting grievances to the Employer in accordance with the provisions of this Agreement:

Banquet Servers Banquet Housepersons

Regatta Grille Regatta Bar
Front Desk Bell Services
Culinary Maintenance
Housekeeping(2) Laundry
In-Room Dining

- **6.02** The Union shall keep the Employer notified in writing of the names of the stewards and the effective date **c** their appointment. The Employer shall not be obliged to recognize such personnel until it has been **so** informed.
- 6.03 A steward shall not leave his or her regular duties during working hours without first obtaining permission of his or her immediate supervisor. Where it is necessary for a steward to investigatean employee's grievance or complaint during working hours, the employee shall not be disturbed in the performance of his or her assigned duties unless that employee's supervisor has given that employee permission to discuss the matter with the steward. Permission will not be unreasonably denied.

6.04 NEGOTIATING COMMITTEE

The Employer agrees to recognize and deal with a Negotiating Committee which shall consist of the Union Business Agent, the senior steward and five (5) employee members.

The Employer agrees to pay for the compensable employee Negotiating Committeetime spent on negotiations. Compensabletime spent on negotiations is defined as any hours that he or she would have worked had they been otherwise scheduled to work. The basis for any payments made by the employer shall be the employee's regular straight time hourly wage rate for non-gratuity employees and time and one-half (1%) for gratuity employees.

6.05 The NegotiatingCommittee is a separate entity from other committees and shall deal only with such matters as are properly the subject matter of negotiations, including proposals for the renewal or modification of this Agreement.

ARTICLE 7 - STRIKES OR LOCKOUTS

7.01 The Union agrees that while this Agreement is in force, there will be no strike, slowdown, sitdown, stoppage of work, or any act intended to interfere with the work of the Employer's operations. The Employer agrees that there will be no lockout while this Agreement is in force.

The <u>Labour Relations Act</u> of Ontario defines a strike and lockout as follows: "strike" includes a cessation of work, a refusal to work or to continue to work by employees in combination or in concert or in accordance with a common understanding or a slowdown or other concerted activity on the part of the employee's design to restrict or limit output:

"lockout" includes the closing of a place of employment, a suspension of work or a refusal by an employer to continue to employ a number of employees, with a view to compel or induce the employees, or to aid another employer to compel or induce that employer's employees, to refrain from exercising any rights or privileges under this Act or to agree to provisions or changes in provisions respecting terms or conditions of employment, or the rights, privileges or duties of the employer, an employer's organization, the trade union or the employees.

ARTICLE 8 - GRIEVANCE PROCEDURE

- 8.01 It is the mutual desire of the parties hereto that any complaint or cause for dissatisfactionarising between an employee and the Employerwith respect to the interpretation, application, administration or alleged violation of this Agreement shall be resolved as quickly as possible.
- **8.02** It is agreed that all Step 1 and Step 2 meetings held between the Employer, the employee and the Union steward shall be held during regular working hours. The employees shall be paid for time lost from work to attend these meetings at his or her regular straight-time hourly wage rate. There will be no payment for those employees who have been suspended or discharged.

8.03 Step 1

It is generally understood that an employee has no complaint or grievance until they have first given their immediate supervisor an opportunity to adjust the complaint. This complaintshall be made to the supervisor within five (5) days after the circumstances giving rise to the complaint were known or could reasonably have been known to the employee. The employee may request a Union steward to be present at this meeting. His or her supervisor shall give his or her reply to the employee within five (5) working days.

"Days" for the purposes of this Article 8 and for the purposes of Article 9 and Article 10 shall be defined to mean Monday to Friday.

8.04 Step 2

If the employee is not satisfied with the supervisor's reply, the employee shall submit the grievance, in writing on the Union's normal form and have it signed by a Union steward or the employee. The grievance shall set out the particulars of the grievance, the sections of this Agreement alleged to have been violated and the remedy sought.

This grievance must be presented to the Director of People Resources, or his or her designate, within ten (10) working days of receiving his or her supervisor's reply.

The Director of People Resources shall schedule a meeting to deal with the grievance within five (5) working days of the receipt of written grievance. This meeting may be attended by the supervisor, Director of People Resources, a Union Steward and a Union staff representative. The employee may also attend if requested by either party.

The Director of People Resources shall give his or her reply within five (5) days after this meeting.

8.05 Step 3

If the matter is not settled at this time the local Union official representative shall take up the grievance with the General Manager or his designate within seven (7) days after the steward receives the answer from the Director of People Resources. If the grievance is not settled within a further five (5) days after its presentation to the General Manager, then at the request of either party the grievance may be referred to arbitration in accordance with Article 10.01.

8.06 Step 4

Failing resolution of the grievance under the foregoing procedure, any grievance between the parties arising from the interpretation, application, administration or alleged violation of this agreement, including any question as to whether the matter is arbitrable, such grievance may be submitted to arbitration as provided under this agreement.

8.07 GROUP GRIEVANCES

When two (2) or more employees wish to file a grievance arising from the same incident, such grievance may be handled as a group grievance and presented to the Employer beginning at Step 2 of the grievance procedure. Such a grievance shall be filed within seven (7) days after the circumstances giving rise to the complaint were known or could reasonably have been known to the employees.

8.08 POLICY GRIEVANCE

If, during the life of this Agreement, a dispute should arise between the Union and the Employerconcerning the interpretation, application, administration or alleged

violation of the Agreement, then the aggrieved party may submit the alleged complaint to the other party, in writing, giving full particulars of the matter. This complaint must be given to the Director of People Resources or the Union by the aggrieved party, within ten (10) days from the date the facts giving rise to the grievance were known or could reasonably have been known by the grieving party.

- 8.09 The time limits and other procedural requirements contained in this article 8 shall be deemed to be mandatory and not merely directory and therefore any failure to comply shall be deemed to be a complete waiver and abandonment of the grievance by the grievor. The time allowances provided for in this article may be extended by mutual agreement between the parties in writing.
- 8.10 If a final resolution of the grievance is not reached at Step 3, then the grievance may be referred, in writing, by the party having carriage of the grievance to arbitration as provided in Article 10 at any time within twenty one (21) days after the decision is received under Step 3.

ARTICLE 9 - DISCHARGE AND DISCIPLINARY ACTION

- **9.01** No employees shall be disciplined or discharged on his or her day off.
- 9.02 A claim by a full-time employee that has been discharged or suspended without just cause shall be proper subject for a grievance if a written statement of such grievance is lodged at Step 2 of the grievance procedure within ten (10) days after the employee receives notice that he or she has been dischargedor suspended as the case may be.

The Employer shall notify the Union of the discharge of a full-time seniority employee within three (3) days of the discharge.

9.03 DISCIPLINARY MEETINGS AND RECORDS

- (1) Employees required to attend investigativemeetings with the Ernployerwhichmay result in discipline or to attend meetings held for the purpose of issuing discipline shall be represented by either a steward or the senior steward. It is understood that employees may exercise the choice to decline such representation after a brief consultation with their steward representative.
- (2) Disciplinary notations on an employee's file shall not be used for the purposes supporting further discipline if the employee has a clean record for 12 months.
- 9.04 Pursuant to being discharged, an employee shall be allowed to confer with his

shop steward for a reasonable length of time (up to one-half (1/2) hour) before leaving the Employer's premises.

ARTICLE 10 - ARBITRATION

- 10.01 In the event that the grievance is not settled at Step 3, the party having carriage of the grievance may requestarbitration of the grievance by giving notice in writing to the other party within twenty one (21) days from the delivery of the decision at Step 3, but not thereafter. If a request for arbitration is not given within such twenty one (21) day period, the decision at Step 3 shall be final and binding upon both parties to this Agreement and upon any employee involved.
- 10.02 When either party requests that any matter be submitted to arbitration as herein before provided, it shall make such a request in writing addressed to the other party to this agreement and at the same time appoint a nominee. Within five (5) days thereafter the other party shall appoint a nominee as herein required. The two nominees so appointed, shall attempt to select by agreement a chairman of the arbitration board. If they are unable to agree upon a chairmanwithin a period of five (5) days, either of the parties shall then request the Minister of Labourfor the province of Ontario to appoint an impartial arbitrator, who shall be chosen having regard to his qualifications in interpreting collective agreements.
- 10.03 The arbitratorshall hear and determine the matter and shall issue a decisionwhich shall be final and binding upon the parties and upon any employee or employees affected by it. The arbitrator shall give a decision within thirty (30) days after hearings on the matter submitted to arbitration are concluded. This time period for giving a decision may be extended at the discretion of the sole arbitrator so long as he or she states in his or her decision the reasons for extending the time.
- 10.04 The arbitrator shall not be authorized, nor shall the arbitrator assume authority, to alter, modify or amend any part of this Agreement, nor to make any decision inconsistentwith the provisionsthereof, or to deal with any matter not covered by this Agreement.
- **10.05** No matter may be submitted to arbitration which has not been properly carried through all requisite steps of the Grievance Procedure.
- 10.06 The proceedings of the arbitrator will be expedited by the parties hereto, and the decision will be final and binding upon the parties hereto and the employee or employees concerned.
- 10.07 Each of the parties hereto will bear the fees and expenses of the nominee appointed by it and the parties will jointly bear the fees and expenses, if any, of the

arbitrator

ARTICLE 11 - SENIORITY

11.01 Seniority is defined for the purposes of this Agreement as the length of continuous service of an employee with the Employer computed from the date that the employee commenced employment with the Employer, provided that the employee has completed the probationary period set forth in Article 11.02 hereof. Seniority shall apply only to the extent specifically provided in this Agreement.

Employees will be placed on the seniority list on the basis of their most recent date of hire. In the event that two employees are placed on the full-time seniority list at the same time, and where their date of hire are the same, the Company shall place the affected parties alphabetically, by their surname.

- 11.02 An employee shall be considered a probationary employee and shall not have any seniority rights until he or she has completed forty five (45) days of work or six (6) months, whichever occurs first. The layoff of an employee during his or her probationary period shall be at the sole and absolute discretion of the Employer.
- 11.03 The Employer shall have the right to discharge an employee during his or her probationary period where, in the opinion of the Employer, the continued employment of the probationary employee is not in the best interest of the Employer. It is agreed that such standard amounts to a lesser standard than just cause in accordance with the Ontario Labour Relations Act.
- 11.04 Upon completion of the probationary period, the employee's name will be entered on the appropriate departmental seniority lists with the seniority dated from the date last hired.

The departments for seniority purposes are:

Banquet Servers Banquet Housepersons Beverage Lounges Receiving

Housekeeping Laund Culinary Outle Outlet Servers Outle

Front Desk

Maintenance In-Room Dining Stewarding Bell Desk Laundry

Outlet Hostesses
Outlet Buspersons

- 11.05 The Employer shall maintain up-to-dated epartmental seniority lists showing each employee's seniority date and his classification. Copies of such lists shall be supplied to the Union at intervals of three (3) months and posted on the Bulletin Board
- 11.06 In the event it becomes necessary to layoff employees, the Employer shall, on a departmental basis, consider the skill, ability and seniority of the employees in the departmentand where their skill and ability are relatively equal in the judgment of the Employer, shall layoff the least senior employees.
- 11.07 The Employer shall post notices of all promotional opportunities within the bargaining unit for five (5) working days. Employees who have at least six (6) months' seniority with the Employer may make written applications for such opportunities.
- **11.08** The following factors shall be considered by the Employer in filling the posted positions:
 - (a) departmental seniority;
 - (b) skill, ability and efficiency to perform the work.

Where skill, ability and efficiency of two (2) or more employees to perform the work is relatively equal in the opinion of the Employer, factor (a) shall govern.

- **11.09** Nojob shall be assigned to an employee on a permanent basis unless it has been filled through the posting procedure outlined above.
- **11.10** The name of the successful applicant for the posted job shall be posted on the Bulletin Board.
- **11.11** The successful applicant shall not be able to apply for another posting for a period of six **(6)** months.
- **11.12** An employee shall lose all seniority and his employment deemed to have been terminated if he or she:
 - (a) voluntarily leaves the employ of the Employer;
 - is discharged and is not reinstated through the grievance or arbitration procedure;
 - (c) is laid off for a period of twelve (12) months.
 - (d) fails to return to work upon termination of an authorized leave of absence unless prior arrangements acceptable to both the employee and the Employer have been made for an extension of such leave; and have been

- confirmed in writing: or an employee utilizes a leave of absence for purposes other than those for which the leave of absence was granted:
- (e) fails to return to work within five (5) calendar days after being recalled from layoff by notice sent by registered mail, or fails to advise of his intention to return within three (3) days following such notice;
- (f) is absent without leave for three (3) working days without properly calling in a valid reason for failing to do so:
- (g) for use of alcohol or use of prohibited drugs on Employer property or theft of any amount of Employer or guest property. When responding to incidents of theft of guest property, the employer shall request a signed statement from the guest. However, it is understood that the employer's right to terminate under this clause is in no way limited by a guest's failure to provide such a statement.

11.13 PREFERENTIAL SENIORITY

The senior steward plus eleven (11) other shop stewards who have a minimum of two (2) years seniority shall have company wide seniority in the case of layoff and therefore be retained wherever they have the skill or ability to perform the available work. The Union shall provide the Employer with the names of the persons affected and the order in which they are *to* be recognized.

- 11.14 Any mutual exchange of shifts by employees must be approved by the department manager at least twenty-four (24) hours prior to the requested change. It is understood that such shift exchange will not be approved where any additional overtime would be created as the result of the shift exchange.
- 11.15 If the employer changes an employee's shift schedule, the employee will be given forty-eight (48) hours notice of the change excepting cases of emergency or unforeseen circumstances.
- 11.16 During the course of this agreement, if the employer establishes a new job classification for a full time position, a rate will be set and the union will be notified. If the union disagrees with the rate, the union will advise the employer within thirty (30) days of notification, after which a meeting will be held to negotiate the rate. If no agreement can be reached, the union may refer the issue to arbitration within thirty (30) days of the meeting.
- **11.17** If an employee works at a higher rated position for two **(2)** hours or more, he or she shall be paid the higher rate; if it is less the employee retains his or her hourly rate.
- **11.18** When an employee transfers into another department his or her departmental seniority, for the purpose of scheduling in the new department shall be the effective date of the transfer and **he** or she **shall** be placed at the bottom of the new departmental seniority list.

11.19 An employeewho fills a job for an absent employee on a temporary basis will not suffer a loss of seniority if they return to their previous position at the end of the leave.

ARTICLE 12 - HOURS OF WORK

- **12.01** The provisions of this Article are intended to define the normal hours of work as a basis for calculating time worked and shall not be construed as a guarantee of hours of work per day or per week, nor a guarantee of a working schedule.
- **12.02** (a) The normal work week shall consist of forty (40) hoursper week. However, the Employer shall have the right to schedule working hours of less than forty (40) hours per week subject to the availability of work.
 - (b) There shall be no scheduled split shifts in Regatta Grille except by mutual agreement and by seniority.

12.03 REDUCTIONOF HOURS IN A DEPARTMENT

Employees (except banquet employees) can use seniority to be scheduled for up to forty (40) hours a week, subject to the availability of hours. Banquet employees can use seniority to be scheduled for up to forty-four (44) hours per week, subject to the availability of hours. In the event that there is a need to reduce hours in a department, it will be done on the basis of seniority.

- 12.04 The Employer shall postshift schedules in advance, no later than Thursday at 6:00 p.m.
- 12.05 Employees are entitled to a paid fifteen (15) minute rest period for each four (4) hours worked at a time determined by the Employer and consistent with efficient operations. If, with the approval of the supervisor/manager it is impractical for the employee to take their normal paid break(s) the employee may be permitted to leave early (with no loss of pay) or be paid the equivalent time.

Employees are entitled to a half $(\frac{1}{2})$ hour unpaid meal break during each shift of five (5) hours or more, to be taken at a time to be designated by the Employer.

- **12.06** Seniority shall apply to entitlement to available days off and shift preference on available shifts, within job classifications, subject to the following:
 - the employee providing a minimum of one (1) week's notice in writing prior to the posting of the following week's work schedule, of the employee's desire to alter the employee's existing shift assignment;

the employer being able to maintain a qualified and efficient workforce.

The employer shall respond to an employee making a request under this provision within forty-eight (48) hours of receiving the written request.

- **12.07** To the extent that hours are compensated for at overtime rates under one provision, they shall not be counted as hours worked in determining overtime under the same or any other provision and there shall be no duplication or pyramiding of overtime or other premium payment.
- 12.08 With the exception of the banquet staff, overtime at the rate of time and one-half (11/2) of the employee's basic rate of pay shall be paid:
 - (a) For authorized hours worked in excess of eight (8) hours per day excluding training hours,
 OR
 - **(b)** For authorized hours worked in excess of forty **(40)** hours per week excluding training hours.

Banquet Staff

Overtime at the rate of time and one-half (1½) of the employee's basic rate of pay shall be paid for authorized hours in excess of forty-four (44) hours per week excluding training hours or daily overtime after twelve (12) hours per day excluding training hours for banquet servers only.

12.09 MINIMUM REPORTING ALLOWANCES

An employee who reports for work at his or her regular time and who is sent home because no work is available or commences to work but is assigned less than eight (8) hours' work, shall receive a minimum of four (4) hours pay at the appropriate hourly rate. This provisions hall not apply in circumstances beyond the reasonable control of the Employer. (Examples: such as fire, flood, major equipment failure.)

- 12.10 When an employee has not been working because of illness, leave of absence or any other causes, it shall be his or her responsibility to arrange with the Employer for his or her return to work prior to his or her intended date of return, and if the employee fails to do so he or she shall not be entitled to the reporting allowance as herein provided.
- 12.11 It is the employee's obligation to keep the Employer and Union informed of his or her correct Social InsuranceNumber, address and currenttelephonenumber, and the Employershall not be liable for any paymenthereunder unless arrangements have been so made.

12.12 CALL BACK ALLOWANCE

An employee who has left after the completion of his or her regular shift and is called back to work and agrees to do so, shall receive a minimum of four (4) hours pay.

ARTICLE 13 - LEAVE OF ABSENCE

- 13.01 The Employer may, at its discretion, grant a leave of absence without pay and without loss of seniority to an employee who has a minimum of one year's seniority for personal reasons. All requests for such leave of absence shall be in writing as far in advance as practical. The Employer agrees to reply to such request in writing within seven (7) working days whenever possible. The maximum period for which such a leave shall be granted will be three (3) months.
- It is understood that employees on leave of absence shall not use the time granted for purposes other than as declared in their request for such leave.
- The Union shall be notified of all leaves granted under this Article and shall be provided with a copy of the document setting out the terms and conditions of the leave of absence.

13.02 UNION EDUCATIONAL LEAVE

Employeeswho have been selected by the Union to attend Union conventions or conferencesor attend to other Union business shall be granted a leave of absence by the Employer on the following conditions:

- the maximum one (1) person per department is on such leave of absence at any one (1) time;
- the Employer receives written notice from the business agent of not less than thirty (30) days prior to the start of the leave of absence.
- 13.03 The Employeragrees to grant an employee a leave of absence without pay for up to one (1) year to work in an official capacity for the Union, provided such request is made by an authorized representative of the Union. The Union agrees to notify the Employer thirty (30) days prior to the return to work of such employee.

ARTICLE 14 - PREGNANCY AND PARENTAL LEAVE

14.01 The Employeragrees that employees shall be entitled to Pregnancyand Parental leave benefits under the provisions of the Employment Standards Act.

ARTICLE 15 - JURY DUTY AND CROWN WITNESS

15.01 Should a seniority employee be called to serve on a jury, or be subpoenaed as a witness, the employee shall be paid the difference between his or her regular straight-time hourly wage rate for all regular hours necessarily lost and the jury or

witness fees received.

ARTICLE 16 - PAYMENT FOR INJURED WORKERS

16.01 In the event that an employee is injured in the performance of his or her duties, he or she shall, to the extent that he or she is required to stop work and receive treatment, be paid the regular straight-time hourly wage rate lost for the balance remaining of his or her shift. The Employer shall provide and arrange for suitable transportation for the employee to the doctor or hospital and back to the Employer. Injured employees have an obligation to co-operate with the WSIB and the Employer in communication and return to work initiatives.

ARTICLE 17 - BONDING

17.01 It is expressly understoodthat as a condition of employment each employee must be and remain acceptable for bonding purposes and it is agreed that failure by the employee to be and remain acceptable to the Employer's bonding company. immediately terminates his or her employment regardless of seniority or other conditions.

ARTICLE 18 - INDIVIDUAL AGREEMENT

18.01 No employee covered by this agreement will enter into any individual contract or agreement with the company concerning wages or working conditions that will in any way conflict with the terms of this agreement.

ARTICLE 19 - HOLIDAYS

19.01 Employees in the active employ of the employer who have completed their probationary period and who are not required to work on the holiday concerned shall receive pay for the following holidays:

News Years Day
Boxing Day
Victoria Day
Labour Day
Remembrance Day
Anniversary of Employment
Canada Day
Good Friday
Civic Holiday
Thanksgiving Day
Christmas Day
Family Day

19.02 Holiday pay shall be computed on the basis of the number of hours the employee would otherwise have worked had there been no holiday, at his regular straight time hourly rate of pay.

- 19.03 In order to qualify for holiday pay, the employee must work his scheduled shift on each of the work days immediately preceding and immediately following the holiday concerned.
- 19.04 If an employee works on one of the above-named paid statutory holidays, he will receive payment at time and one-half for the hours actually worked by him in addition to receiving his holiday pay. It is understood that non-statutory holidays will not attract a premium if worked.
- **19.05** In the event that one or more of the aforementionedholidays occurs during the eligible employee's vacation, the company shall grant the extra day's holiday with pay to the eligible employee as provided herein.
- **19.06** If an employee is not eligible for payment for **a** declared holiday and is required to work, he or she shall receive one and one-half times the regular straight time hourly rate of pay for hours worked that day.

ARTICLE 20 - VACATIONS

- **20.01** Employees in the active employ of the employer shall be entitled to an annual vacation with pay in accordance with the following schedule:
 - employees who have completed one (1) year of continuous employment with the employer shall be entitled to two weeks of vacation with pay equivalent to four (4) per cent of their total pay earned during the twelve (12) months prior to the completion of one (1) year of continuous employment;
 - employees who have completed three (3) years or more of continuous employment with the employer shall be entitled to three (3) weeks of vacation with pay equivalent to six (6) per cent of their total pay earned during the preceding twelve (12) months prior to the date of completion of the continuous service concerned;
 - employees who have completed seven (7) years or more of continuous employment with the employer shall be entitled to four (4) weeks of vacation with pay equivalent to eight (8) per cent of their total pay earned during the preceding twelve (12) months prior to the date of completion of the continuous service Concerned.
 - d) employees who have completed sixteen (16) years or more of continuous employment with the Employershall be entitled to five (5) weeks of vacation with pay equivalent to ten percent (10%) of their total pay earned during the

proceeding twelve (12) months prior to the date of completion of the continuous service concerned.

- 20.02 "Total pay" shall include wages received for work performed at either a straight time or time and one-half, rate and holiday pay. Vacation shall be granted as scheduled by the employer. Vacation pay shall be paid on a separate cheque if requested.
- **20.03** The vacation schedule may be altered by mutual agreement between the employer and the employee.
- **20.04** All vacation accrued in a year must be taken within the twelve (12) month period following the year in which the vacation time was earned. Each year's accrualwill be paid out in equal proportion for each week of vacation taken.

ARTICLE 21 - COMPASSIONATE LEAVE

- **21.01** It is agreed that after an employee has completed his or her probationaryperiod, the employer shall grant three (3) consecutive days leave of absence with pay for the purpose of attending the funeral or making other arrangements on the death of the employee's spouse, parent, child, sister, brother, grandchild, mother-in-law, father-in-law, brother-in-law, sister-in-law or common-law spouse.
- **21.02** One (1) day's leave of absence with pay shall be granted on the death of the employee's grandparentfor the purpose of attending the funeral.
- **21.03** If a bereavement leave referred to in this Article coincides with vacations or other days on which the employeewould not normally work, **no** payment shall be made by the employer.
- **21.04** In the event an employee cannot attend the funeral of any of the relatives described in 21.01 or 21.02, the company shall grant one (1) day's leave of absence with pay.
- 21.05 Payment shall be made at the employee's regular straight time hourly wage rate based on the number of normal hours of work the employeewould otherwise have worked.
- **21.06** The employer reserves the right to request proof of bereavement.

ARTICLE 22 - HEALTH AND WELFARE

- **22.01** The Company agrees to provide during the term of this agreement, contributions to the Union's health and welfare plan for all full-time employees in the bargaining unit. as set out below:
 - 1) Effective June 1,2008: Monthly payment of one hundred and forty five dollars (\$145.00) per employee.
 - Effective May 1,2009: Monthly payment of one hundred and fifty (\$150.00) per employee.
 - 3) Effective May 1,2010: Monthly payment of one hundred and fifty five (\$155.00) per employee.

ARTICLE 22.01(a)- PENSION

The Company agrees to provide 35 cents per hour during the term of this agreement, contributions to the United Food and Commercial Workers' International Union, local 333 Pension Plan for all regular hours worked, in accordance with the Collective Agreement, for all full-time employees in the bargaining unit, to a maximum of 40 hours per week per employee.

The contributions made by the Company and the fund assets accruing therefrom, shall be used exclusively to provide retirement benefits for eligible employees as shall be determined, from time to time, by the Trustees of the aforesaid Trust Fund pursuant to the terms of the Trust Agreement.

The Employer's liability in connection to the Pension Plan shall be limited solely to the payment of the amount(s) described above. There shall be no past service liabilities recognized nor past service payments required of the employer as a condition of the participation in the plan.

As a consequence of the Agreement in this Article between the Company and the Union, the Company will enter into a "Participation Agreement" with the Board of Trustees of the United Food and Commercial Workers' International Union, local 333 Pension Plan and supply such actuarial data as may be reasonably required with respect to the administration of the plan.

ARTICLE 22.02 - SICK LEAVE

22.02 Effective January 1, 2009 full-time employees will receive up to two (2) sick days per year. In any period of disability of more than one day, the first sick day will be unpaid, and therefore up to two sick days will be paid for a period of short-term disability. Such days cannot be carried over from one calendar year to another.

ARTICLE 23 - HUMANITY & TRAINING FUND

23.01 The Company agrees to deduct on a weekly basis the amount of one cent (\$0.01)

- per hour from the wages of all employees in the bargaining unit for hours worked and to remit such amounts to the Union office together with the names and amounts paid by each employee in the bargaining unit on whose behalf such payments have been made.
- 23.02 Effective the first pay period in May 2007, the Company will contribute five (\$0.05) cents per hour worked on behalf of all full-time employees only in the bargaining unit, to a maximum of 40 hours per week per employee, to the Union Training Fund.

ARTICLE 24 - TRAINING PREMIUM

- **24.01** The Employer agrees to pay a training premium of one dollar (\$1.00) per hour to an employee who is requested to train another employee for the hours when such training is being carried out.
- **24.02** With mutual agreement, and in order of seniority, employees will be trained by the employer, in any area within their immediate department, for the purpose of maximizing his or her hours.

ARTICLE 25 - BULLETINBOARDS

25.01 The employer shall provide space on the employee information bulletinboards for the use of the union. All union notices must be signed by an official of the union and submitted to the People Resources Department for approval before being posted. The union agrees that it shall not distribute pamphlets or other publications on the premises of the employer without prior written approval of the employer.

ARTICLE 26 - HEALTH, SAFETY AND ENVIRONMENT

- 26.01 The company and the union shall maintain a joint occupational health and safety and environment committee consisting of one representative per department elected or appointed by the union and a number of members appointed by the employer. The number of employer representatives shall not exceed the number of employee representatives. The members of this committee shall carry out their duties and responsibilities in accordance with the provisions of the Occupational Health and Safety Act.
- 26.02 One management and one employee representative on the Joint Health & Safety and Environment Committees shall be eligible to participate in training programs offered by the Workers' Health and Safety Centre (WHSC). The employer shall provide time off without loss of pay for the representatives to participate in this training as is required by the legislation. The employee representative trained shall become the "certified member representingworkers".

ARTICLE 27 - WORKING CONDITIONS

27.01 GENERAL

1) Meals for Staff

The Hotel will provide a complimentary duty meal to each employee during their shift.

2) Safety Shoes

The Employer shall reimburse employees for up to seventy five dollars (\$75.00) per calendar year per employee for those employees who are required to wear safety footwear acceptable to the employer.

3) Broken and Replaced Tools

The Employer will replace broken or worn *tools* for full time maintenance or culinary employees to a maximum of one hundred and fifty dollars (\$150.00) per calendar year per employee.

4) Uniform Cleaning

The Employeragrees to continue its current practice regarding the cleaning of uniforms.

27.02 BANQUET DEPARTMENT

1)(a) Banquet Gratuities

The bargaining unit portion of banquet gratuities shall be 75%.

1)(b) Gratuity Posting

The Employeragrees to post total gratuities from functions of the prior day on the day following the function.

1)(c) Gratuities

The steward shall have access to relevant records to verify the amount of the bargaining unit portion of the gratuity split and hours worked.

2) Gratuity: Temporary Assignment to Banquet Captain

When temporarily assigned to the banquet captain position, the house person and the server will not receive gratuities out of the bargaining unit gratuity pool.

3) Banquet Server: Hours

The Employeragrees to maximize the hours of banquet servers up to forty-four (44) hours per week when such hours are available.

4) Banquet Covers

The Employerwill endeavour to schedule banquet staff in accordance with the following covers. However, it is recognized that the covers will not be appropriate for certain functions and therefore not applicable:

Cover Guidelines:

Meal	<u>Maximum</u>	<u>Mininum</u>
Buffet	40	20
Continental Breakfast	50	20
Plated Breakfast	32	20
Plated Lunch	24	20
Plated Dinner	24	20

For each function of 100 covers or more:

	<u>Maximum</u>	<u>Minimum</u>
Plated Breakfast	30	20
Plated Lunch	24	20
Plated Dinner	24	16

6) Casual Banquet Employees

Casual banquet employees shall be deemed to have been hired for each function worked and terminated at the end thereof such that such persons shall only be employed subject to the provisions of Article 27.02 and no other term or condition of this agreement except as provided under the Employment Standards Act. Casual banquet employees working under this arrangement will have deducted from their pay an amount of \$3.00 per shift and forwarded to the Union as dues. It is understood that casual employees will be sent home before non-casual employees.

7) Banquet Seniority

A part time employee who has not been authorized and who refuses four (4) work shift assignments in a six (6) month period will be terminated and placed on the casual list.

27.03 BELL PERSONS

1) Gratuities

The following rates shall apply for bell persons handling baggage for tour buses effective date of ratification:

In-charge\$2.00 per bag

Out-charge \$2.00 per bag

Clarity Note: Notwithstandingthe above, the parties agree that this will not affect those tours and organized delivery contracts signed prior to the date of ratification. The parties agree that in the case of lower rated tours (for example, church groups, student groups etc.), the Company will not be forced to refuse this business due to this note, but the Unionwill be given reasonable access to relevant documents which support the basis of the Company's decision that such tours would have been lost if the minimum baggage charge was imposed.

2) Organized Delivery

It is agreed that bell persons shall receive a premium of one dollar and fifty cents (\$150) per item for organized deliveries effective date of ratification. For the purposes of this clause, "organized delivery" is defined as follows: a pre-planned delivery involving a delivery to a group guest room (ie. tours, conventions, conferences).

27.04 IN-ROOM DINING

1) Gratuity for Bar Set-Up

The room service server shall receive \mathbf{a} thirty dollar (\$30) gratuity for bar set-up. It is understood that the thirty dollar (\$30) gratuity does not apply to a banquet houseperson involved in bar set-up.

2) Guest Cheque

The Employer agrees to indicate a fifteen percent (15%) gratuity on the guest cheque for room service deliveries. If the guest refuses to pay, the guest will not be forced to pay and the gratuity charge will be removed.

27.05 ROOM ATTENDANTS

The number of rooms each room attendant is normally expected to complete on a normal eight (8) hour shift is sixteen (16) rooms; effective January 1, 2009 fifteen (15) rooms. If in the judgement of a room attendant, damage has been done to the room which will necessitate a significantlylonger time spent cleaning it, a supervisor must be notified. If the supervisor concurs, someone will be assigned to assist the room attendant. If there is no one available, the room attendant will either be assigned to another room or have the day's room quota reduced by one (1) room.

Clarity Note: The Prince Rupert and Hudson Bay rooms shall be treated as two (2)

rooms for the purposes of the quota.

Cots: The employer agrees to pay a one dollar (\$1.00) premium for each cot in a room assigned to a room attendant and a one dollar (\$1.00) premium to the houseperson assigned to deliver the cot to a room.

ARTICLE 28 - WAGES

28.01 See attached wage schedule.

ARTICLE 29 - DURATION

29.01 This agreement shall come into effect on the sixth (6th) day of May, 2008 and shall continue in effect until the fifth (5th) day of May, 2011 and shall continue thereafter for annual periods of one (1) year each unless either party notifies the other in writing not less than thirty (30) days and not more than ninety (90) days prior to the expiration date that it desires to amend or terminate this agreement.

DATED AT MISSISSAUGA, ONTARIO, THIS / H DAY OF GULY , 2008.

FOR THE UNION

FOR THE COMPANY

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28

Letter of Understanding-Banquet Scheduling

RE: Reduced hours in Banquets

In the event that the hours scheduled for a full-time banquet employee are reduced by the Employer following the posting of the weekly schedule due to a cancellation, the Employershall offer the same number of hours to the Employee so reduced from hours scheduled to be worked by the part time employee with the least seniority, and in the event that doing so would create a situation whereby the full-time employeewas already scheduled to work the effected part-timers shift, then the hours will be taken from the next least senior part-time employee (and so on until all part-time employees are exhausted, at which time the least senior full-time employee is subject to reduction of hours), such hours to be the first available shift being worked by the affected part-timerthat does not create overtime.

However, in the event that shifts remain vacant at the time of the cancellation, the fulltime employeeshall be assigned to the vacant shift(s) to replace the cancelled hours until such vacant hours are exhausted.

In no circumstances will the offer of replacement hours, on its own, create overtime, and the Union agrees not to file a grievance, or pursue any other remedy, seeking overtime payment created solely by this agreement.

Dated:

Re: Clarification of Intent of "Current Practice" for the Purpose of Article 2.05

It is understood that "current practice" does not contemplate a bargaining unit person being sent home prior to the end $\,\mathrm{of}\,$ a scheduled shift in circumstances where a non-bargaining unit person performs their work.

For the Company

Dated:

For the Union

Re: Vacations

Vacation requestforms will be posted in November of each year. Employees are asked to book their preferred vacation dates by December 31 for the following year. Seniority will be the governing factor in determining preferred vacation dates. Responses to the requested vacation time will be made prior to January 31.

Vacation requests received after December 31 for the following year will be approved or denied within 4 weeks of the request on the basis of seniority on a first come first served basis.

All vacation requests will be subject to the ability of the Company to maintain a qualified work force

It is agreed that pursuant to article 20.04 all earned vacation will be taken.

Dated:

For the Union

Re: Restaurant Group Reservations in Regatta Grille

It is recognized that a variation in our business and clientele will necessitate that some group reservationspermit greater covers per server while others require a fewer number. The policy of the restaurant will be to distribute covers equally, and to endeavour to assign **a** maximum **of** 15 covers per server at one time.

For the Company

Dated:

For the Union

32

Re: Review of Housekeeping schedule

The Company and Union agree that the Senior Steward and DepartmentSteward will be allowed to review the Housekeeping/Laundry schedule on a weekly basis with the Executive Housekeeper and/or the Director of Operations.

For the Company

Dated:

For the Union

33

Re: Negotiating Committee

Further to the provisions of article 6.04, employee attendance at future negotiations to renew the collective agreement may be expanded to a total of twelve (12) employee representatives, with mutual agreement, subject to the Company's ability to manage the business and it is understood that the cost of attendance beyond the senior steward and five employee members set out in article 6.04 will not be bourne by the Company.

For the Company

Dated:

For the Union

Re: Room Attendants

Article 27.05 will **be** modified *to* fifteen rooms *on* Sundays and all other provisions of 27.05 will apply on Sundays. Effective January **1**, 2009 the precedingsentence will cease to apply.

For the Company

Dated:

For the Union

Re: Housekeeping/Laundry

Subject to business levels, or unless otherwise requested, the employer will endeavour to schedule full-time housekeeping/laundry employees a regular work week of Monday to

Friday.

Provided that the Employer is able to maintain a qualified work force, it will, when practical to do **so**, make reasonable efforts, in accordance with seniority, to schedule full-time employees consecutive days off each week.

Room attendants who are required to travel more than 3 floors will have 1 room reduced from their daily allotment. Effective January 1, 2009 the preceding sentence will cease to apply.

Dated:

For the Union

Re: Apprentices

The employment of apprentices hired after date of ratification shall be subject to the following understanding:

- At the time of hire, each apprentice will be advised that their employment as "apprentice' with the hotel shall be for a maximum of three (3) years;
- If by the end of the three (3) years an apprentice is unable to successfully post into a position within the hotel, pursuant to the posting provisions of the collective agreement, their employment will be terminated.

Any Apprentice employed prior to the date of ratification shall not be subject to these provisions.

Dated:

For the Union

Re: In-house/Internal BEO Functions

In-house/internal BEO functions served by Banquets, Restaurant, Bar and In-Room Dining pay gratuity of 10% of retail.

Dated:

For the Union

Re: Box Fee in Banquets

Where a box fee is charged by the Hotel to a client the fee will be identified on the BEO and paid out to the Banquet Housepersons, quarterly, on the basis of hours worked.

Dated:

For the Union

Re: Banquet Server Gratuity Distribution

During the period of their probationary period Banquet Servers will receive .75 of a gratuity point for each hour worked. Casual servers will receive .75 of a gratuity point for their first six months following their first shift with the hotel.

For the Company

Dated:

For the Union

40

SCHEDULE "A"

		May 6,	November	May 2009	November 2009	May 2010	November 2010
Department	Classification	2008	2008			10.28	10.44
Banquets	Server	9.69	9.83	9.98	10.13		
	Houseperson	12.22	12.40	12.59	12.78	12.97	13.17
	Bartender	11.46	11.63	11.81	11.98	12.16	12.34
Beverage Lounge	Bartender	13.29	13.49	13.69	13.89	14.10	14.31
	Server	9.64	9.79	9.93	10.08	10.23	10.39
F&B Outlets	Server	9.64	9.79	9.93	10.08	10.23	10.39
	Hostess / Cashier	15.03	15.26	15.49	15.72	15.95	16.19
	Busperson	10.80	10.96	11.13	11.29	11.46	11.63
In-Room Dining	Server	11.15	11.32	11.49	11.66	11.84	12.02
m-room sumg	Operator	14,53	14.75	14.97	15.20	15.43	15.66
Stewarding	Helper	13.90	14.11	14.32	14.54	14.76	14.98
Otomaramg	Utility	14.12	14.33	14.55	14.76	14.99	15.21
Housekeeping	Room Attendant	14.41	14.63	14.85	15.07	15.29	15.52
Hodoomooping	Houseperson	14.41	14,63	14.85	15.07	15.29	15.52
Laundry	Finisher	14.26	14.47	14.69	14.91	15.14	15.36
Launary	Washer	14.60	14.81	15.04	15.26	15.49	15.72
Receiving	Clerk 11	16.74	16.99	17.25	17.51	17.77	18.04
Receiving	Clerk 1	17.22	17.47	17.74	18.00	18.27	18.55
Culinary	Chef de Partie	20.51	20.82	21.13	21.45	21.77	22.10
Cumary	Pastry Chef	22.69	23.03	23.37	23.72	24.08	24.44
·	First Cook	19.50	19.80	20.09	20.39	20.70	21.01
	Second Cook	17.59	17.85	18.12	18.39	18.67	18.95
	3rd Year Apprentice	16.08	16.32	16.56	16.81	17.06	17.32
	2nd Year Apprentice	14.27	14.49	14.70	14.92	15.15	15.37
	1st Year Apprentice	12.49	12.68	12.87	13.07	13.26	13.46
Maintenance	Maintenance Person 11	18.17	18.44	18.72	19.00	19.28	19.57
	Maintenance Person 111	17.83	18.10	18.37	18.65	18.93	19.21
Bell Desk	Beliperson Guest Service	11.98	12.16	12.34	12.52	12.71	12.90
Front Desk	Agent	15.23	15.46	15.69	15.93	16.17	16.41

NOTES:

Shift premium of fifty cents (\$0.50) per hour to persons who work a shift where the majority of hours are worked after midnight.

The probationary rate is set at fifty cents (\$0.50) per hour less than the classification rate.