

This Agreement made and entered into this  
21<sup>st</sup> day of August, 2001

SOURCE	Comp.		
EFF.	2001	07	01
TERM.	2004	06	30
No. OF EMPLOYEES	190		
NOMBRE D'EMPLOYÉS	810.		

between

**HOSPITALITY AND SERVICE TRADES UNION, LOCAL 261**

Ottawa – Affiliated with the A.F.L., C.I.O. and C.L.C.  
(hereinafter referred to as the "Union")



OF THE FIRST PART

-and-

**OTTAWA MARRIOTT**

(hereinafter referred to as the "Company")



OF THE SECOND PART

ENTERED

11451(02)

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NOW **THEREFORE** the parties agree as follows:

**ARTICLE 1**      **PURPOSE**

- 1.01      The general purpose of this Agreement is to establish mutually satisfactory relations between the Company and the Union, and to maintain a high standard of service in the Hotel, and to provide procedures for the prompt and equitable disposition of grievances, and to establish and maintain mutually satisfactory working conditions, benefits, hours of work and wages for all employees who are subject to the provisions of this agreement.
- 1.02      It is the mutual desire of the parties to ensure that only the highest standards of service are available for guests whenever they utilize the Hotel and/or its services. **The** Company, the Union and the employees pledge their commitment to provide this level of service.'

**ARTICLE 2**      **RECOGNITION**

- 2.01      The Company recognises that the Union is the sole and exclusive bargaining agent for all employees of the Company, save and except supervisors, persons above the rank of supervisor, office **and** sales staff (including front desk clerks, front desk cashiers, payroll clerks, accounting clerks, audit department staff, reservations clerks, secretaries and security staff).
- 2.02      Whenever the male gender is used in this Agreement, it shall be understood to include the female gender.
- 2.03      **a)**      Persons not subject to this collective agreement shall not perform work which would otherwise be performed by members of the bargaining unit, except in unforeseeable bona fide emergency situations due to illness, unexpected absenteeism, tardiness, unreported bereavement or accident. In such situations non-bargaining **unit** personnel may temporarily assist bargaining unit employees if necessary, until replacement staff report to work, to cover staff shortages.
- b)**      Notwithstanding the above, bargaining unit work that is currently being performed by persons in the employ of the Company not subject to the collective agreement shall be permitted to continue. The performance of such work by non-bargaining unit persons shall not be expanded beyond the current practice (s).

## 2.04

(a) Where an issue arises with respect to the full-time or part time status of an employee, the parties agree that the issue shall be settled by reviewing the seven weeks of employment immediately preceding the date that the employee brings the matter to the attention of the employer or the employer brings the matter to the attention of the employee. In the event that the individual has worked more than 24 hours for four (4) or more of the seven (7) previous weeks, the individual will be determined to be full-time from the determining date forward. In the event that the individual has worked 24 hours or less for four (4) or more of the seven (7) previous weeks the individual will be determined to be part time from the determining date forward.

An employee shall become entitled to receive benefits as a result of full time status determination following a three (3) month waiting period.

(b) Notwithstanding the above, for the purpose of determining eligibility for group insurance coverage only, the determination of an employee's status i.e. as being full time or part time, shall be made at six-month intervals (January 1<sup>st</sup> and July 1<sup>st</sup>). If, during said six-month period an employee has worked an average of twenty-four (24) hours or more per week, the employee will be considered to be full time. If, during the six-month period, an employee has worked an average of less than twenty (24) hours per week, the individual will be considered part time.

The Company shall provide the Union with a "status" seniority list, by classification, on or before the thirtieth (30<sup>th</sup>) of January and July, as appropriate. The Union shall be given two (2) weeks to review the status lists and raise any objections thereto. Thereafter, the list shall be deemed accurate until the next review period.

(c) In the application of (b) above, an employee must work a minimum of three (3) months in the preceding six (6) month period in order for the above noted calculation to apply. Where an employee has worked three (3) months or more within the preceding six (6) month period, the average number of hours he worked will be determined based on the average number of hours worked per week by the employee over the actual period of time he worked within the said six (6) month period.

**ARTICLE 3****UNION SECURITY**

- 3.01** All present members of the Union, and future employees employed within the scope of this Agreement shall, as a condition of employment, become and remain members in good standing of the Union.
- 3.02** Provided the Company complies with the written direction from the Union, the Union agrees to save the Company harmless from any claim by an employee arising out of the collection of Union dues, fees, fines and/or assessments.
- 3.03** The Company shall deduct and remit union dues to the Union **as** directed in writing, in accordance with the Union's by-laws. Where the directions cannot be implemented, the parties agree to meet and discuss alternate methods of implementation, so long **as** this does not result in any additional cost to the Company. Said dues to be remitted to the Union within fifteen **(15)** days following each pay period.
- 3.04** The Company further agrees that in the event of an employee being on vacation or other paid leave of absence at the time of a regular deduction, such deduction shall be made from the employee's vacation pay or regular pay.
- 3.05** In the event of a union member being on an absence without pay through a complete pay period (s) due to illness or non-compensable injury, any outstanding dues shall be deducted from his first pay following his return to work unless otherwise agreed by the Union.
- 3.06** The Company will provide a copy of the collective agreement to each new employee.
- 3.07** Each new employee shall furnish the Company at the time of hire with a signed application for Union membership and dues check-off authorisation. The form, a copy of which shall be forwarded to the Union, shall be as follows:

**APPLICATION FOR MEMBERSHIP AND CHECK-OFF AUTHORIZATION FORM**

**in the**

**HOSPITALITY & SERVICE TRADES UNION - LOCAL 261**

**Affiliated with the C.L.C., C.I.O., A.F.L.**

\*\*\*\*\*

NAME: \_\_\_\_\_

EMPLOYED: \_\_\_\_\_

I hereby request and accept membership in the Hospitality & Service Trades Union • Local 261, and promise to abide by the By-laws of Local 261 and the Constitution of the International Union, and further authorise said Local 261 to represent me in any negotiations concerning my wages, hours, working conditions, and/or other employment matters with my employer.

**As** a condition of continuous, employment, I agree to allow my employer to deduct from my earnings, monthly Union dues, and assessments.

I instruct my employer to deduct Union Dues **from** each of my pay cheques and to remit said deductions no later than the last day of the month **for** which said monies were deducted, to **H.S.T. - Local 261**, in order to become and **remain** a member in good standing on the Union.

It is understood that the amount of dues is determined by the Union's International Convention and the membership of the Union in accordance with the Local by-laws.

I further agree to save my Employer, \_\_\_\_\_ harmless for all deductions made, in accordance with this authorisation form and the Collective Agreement.

**PLEASE PRINT**

**I,** \_\_\_\_\_ **Social Insurance Number** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **POSTAL CODE:** \_\_\_\_\_

**NEXT OF KIN:** \_\_\_\_\_ **FULL-TIME** \_\_\_\_\_ **PART-TIME** \_\_\_\_\_

**JOB CLASSIFICATION** \_\_\_\_\_

**DATE** \_\_\_\_\_

**WITNESS** \_\_\_\_\_ **TEL #** \_\_\_\_\_

**WERE YOU EVER A MEMBER OF THIS INTERNATIONAL?** **YES** \_\_\_\_\_ **NO** \_\_\_\_\_

**APPLICANT'S SIGNATURE** \_\_\_\_\_

**ARTICLE 4****MANAGEMENT RIGHTS**

**4.01** The Union acknowledges that, subject to the terms of this Agreement and as is permitted by law, it is the exclusive function of the Company to:

- a) maintain order and efficiency;
- b) hire, retire, layoff and recall, classify, direct, transfer, promote, to discharge, demote, suspend or otherwise discipline any employee who has attained seniority for just cause subject to the right of an employee to lodge a grievance in the manner and to the extent hereinafter provided;
- c) maintain and enforce reasonable rules and regulations to be observed by employees. An employee shall have the right to lodge a grievance in the event such rules and regulations are enforced in a discriminatory manner. Copies of all such rules shall be forwarded to the Union Office;
- (d) generally, to manage the enterprise in which the Company 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 and location of facilities, to determine the quality of service, and processes, methods, and procedures to be employed, to establish schedules of work subject to the terms of this Agreement, to establish schedules of production, standards of performance, to select, procure and control supplies, material, products and produce, to determine the extension, limitation, curtailment or cessation of operations and all other rights and responsibilities of management not specifically modified in this Agreement. The Grievance Procedure shall apply.

**4.02** It is understood and agreed that these rights shall not be exercised in a manner inconsistent with the terms of the Agreement.

Any claim that the Company has exercised its management rights in a manner that is inconsistent with this Agreement and/or the law may be the proper subject matter of a grievance and dealt with as is hereinafter provided.

**ARTICLE 5****RELATIONSHIP**

- 5.01** The Union agrees that there will be no solicitation for membership, collection of dues (except as otherwise provided in this Agreement), or other Union activity at the work location or on the premises of the Company, unless otherwise provided for under the terms of this Agreement.
- 5.02** The parties agree that there shall be no discrimination, interference, restriction, limitation, coercion, harassment or intimidation exercised or practised by either of them or their representatives or members because an employee's involvement or activities in the Union.
- 5.03** The parties agree to comply with the terms of the Ontario ***Human Rights Code***, as amended. For the purpose of clarity, this means that the parties acknowledge that there shall be no discrimination on either of their parts on the basis of age, race, colour, sex, place of origin, sexual orientation, creed, national origin, political or religious affiliation, citizenship, physical handicap, marital or family status and/or other reason(s) set out under the Code.
- 5.04** The Union and the Company agree that the Shop Stewards, Local Union Representatives and the Human Resources Director, and or her designate, will meet as required on a quarterly basis to discuss and review current labour relations issues in the Hotel. The focus of the sessions will be to review and exchange information in an effort to promote harmonious relations between the parties. Attendance at the said meetings by the Shop Stewards shall be considered time worked.
- 5.05** The Company agrees to provide, at no cost to the Union, a secure telephone line with voice mail features, for the exclusive use of the Union and the bargaining unit members.



ARTICLE 6NO STRIKES- NO LOCKOUTS

- 6.01** The Union agrees that during the life of this Agreement, there will be no strike, picketing, slowdown or stoppage of work, either complete or partial, and the Company agrees that there will be no lockout.
- 6.02** The Union and the Company agree that the employees and the Company will not be involved in any dispute, inside or on the streets adjacent to the Hotel, which may arise between any other employer and the employees of such other employer.

ARTICLE 7REPRESENTATION

- 7.01** The Company acknowledges the right of the Union to appoint, elect or otherwise select five Shop Stewards from amongst employees of the Company who have completed their probationary period of employment for the purpose of assisting employees in presenting grievances to the Company and to perform other Union related tasks.
- 7.02** The Union shall keep the Company notified in writing of the names of the Shop Stewards and the effective dates of their appointment.
- 7.03** The Union acknowledges that Shop Stewards have their regular duties to perform on behalf of the Company, and therefore will not leave their regular duties to perform union-related tasks without first obtaining permission of their immediate supervisor, or in his absence the General Manager or his designate.

Granting of such permission shall be at the reasonable discretion of the immediate supervisor, or in his absence, the General Manager or his designate. In determining whether to grant permission for such request, the Company shall assess the urgency of the circumstances and the impact upon operational requirements. When it is determined that no detrimental impact on the Company's operation's shall result, such permission shall be granted.

When resuming their regular duties, Stewards will report again to their immediate supervisor, or in his absence, the General Manager or his designate. Pursuant to this understanding the Company will compensate Stewards for authorized time necessarily spent during their work hours in dealing with grievances and Union related tasks.

- 7.04** Shop Stewards shall be released from duty during the time required to attend any on-site Union meeting of the general membership of the bargaining unit to a maximum of one (1) meeting per quarter, without loss of pay, provided his attendance does not adversely affect the Company's operations.

## ARTICLE 8

### GRIEVANCE PROCEDURE

- 8.01** It is the mutual desire of the parties hereto that complaints of employees shall be adjusted as quickly as possible.

- 8.02** No grievance shall be considered where the circumstances giving rise to it occurred or originated more than five full working days before the filing of the grievance. However, when an employee's grievance is of such a nature that the employee concerned could not have been aware of its alleged occurrence at the actual date of same, the grievance shall be deemed, for all purposes, to have occurred on the first date on which the employee could reasonably have had such awareness.

- 8.03** Grievances properly arising under this Agreement shall be adjusted and settled as follows:

#### Step No. 1:

If an employee has any complaints or questions which he wishes to discuss with the Company he may take the matter up with his Department Head or Designate and shall be accompanied by his Steward if he requests such assistance.

If such complaint or question is not settled to the satisfaction of the employee concerned within twenty-four (24) hours, or within any longer period which may be mutually agreed at the time, then the following steps of the grievance procedure may be invoked in order.

Any complaint or grievance settled at this Step of the Grievance Procedure shall be on a "without prejudice" basis.

**Step No. 2 :-**

Within five (5) days of receiving the response from Step 1 or the date on which the response from Step 1 was due to be received or where Step 1 was by-passed, within five (5) days of the date of the incident giving rise to the grievance occurred, an employee having a grievance or any one employee who is designated as a member of a group of employees having a grievance shall take the grievance up with the Steward. The Steward shall refer the grievance to the Union Local where it shall be reduced to writing and presented to the Director of Human Resources or designate within seven (7) days of the date of the incident giving rise to the grievance. The grievance shall contain the names of all the employees who have the same grievance.

The Director of Human Resources or Designate shall deal with the grievance and provide his answer to the Union in writing within five (5) days after he receives the grievance.

**Step No. 3:**

If the matter is not settled at this time the Local Union Official Representative shall take up the grievance with the Hotel Manager or Designate within five (5) days after receiving the answer from the Director of Human Resources or Designate. If the grievance is not settled within a further period of five (5) days after it has been presented to the Manager or his designated representative, then at the request of either party to this Agreement, the grievance may be referred to arbitration. The referral to arbitration must be made in writing within five (5) days after receiving the response from Step 3 or within five (5) days of the date the response from Step 3 was due to be received.

**8.04** All limits contained herein and in Article VIII, Article IX and Article XI shall exclude Saturdays, Sundays and Declared Holidays. The parties are agreed that the time limits outlined herein may be extended by mutual agreement in writing.

**8.05** If a grievance is not processed by either of the parties within the respective time limits set forth above or such time limits as agreed upon by the parties, the grievance shall proceed to the next step of the grievance procedure.

**ARTICLE 9****DISCIPLINARY ACTION**

- 9.01**           a)     An employee who has completed his probation period shall not be disciplined or terminated without just cause.
- b)     No bargaining unit employee shall discipline another bargaining unit employee.
- c)     The union acknowledges that the dismissal of a probationary employee may be carried out for reasons less serious than what would be justified for a non-probationary employee and may be carried out at the discretion of the Company at any time during the probationary period. The grievance procedure shall not apply to employees who have not attained seniority unless there is 'a claim that said decision to terminate is arbitrary, discriminatory or in bad faith.
- 9.02**           Where an employee has been discharged or suspended, he shall have the right to an interview with his shop steward for a reasonable period of time before leaving the premises. The employee shall be given written reasons for the discharge or suspension within seven days and a copy shall be forwarded to the Union. The employee shall also be given the appropriate documentation for unemployment insurance purposes.
- 9.03**           Any grievance relating to suspension or discharge shall be filed at Step 3 within five (5) days from the date the Union receives the written reasons for the suspension or discharge. Receipt of the written reasons shall be proven by means of a facsimile confirmation.
- 9.04**           Grievances alleging unjust suspension or discharge may be settled by confirming the Company's actions or by reinstating the employee with full compensation for time lost, or by any other arrangement which is just and equitable in the opinion of the conferring parties.
- 9.05**           a)     No discipline shall be taken after (10) days of the date of the incident giving rise to the discipline or after ten (10) days from the day the Company could reasonably have become aware of the circumstances giving rise to the discipline. Furthermore, no entry shall be made on an employee's record regarding work performance or conduct unless the matter is first discussed with the employee in the presence of the Union Steward or Union Business agent if his presence is requested. A copy of any adverse record shall be supplied to the employee and a copy shall be forwarded to the Union.

**b)** . Any such adverse entry made on **an** employee's file shall be removed no later than ten (10) months following the date of the incident.

**9.06** Upon request by an employee, that employee's record will be available for review by the employee, or a representative of the Union (if so requested by the employee), subject to reasonable notice being given of the request, and arrangements being made for a mutually convenient time for the review.

**9.07** The parties have agreed that grievances should be settled in the Grievance Procedure. To ensure this, the parties agree that all relevant documentation on which the parties intend to rely at Arbitration shall be tendered to be available for inspection during the Grievance Procedure.

## ARTICLE 10      INDIVIDUAL DISCUSSION OF PROBLEM

**10.01** Nothing contained in this Agreement shall be deemed to deprive any employee of his right to discuss a problem without the assistance of the Union if he so desires, prior to the filing of the formal grievance. Any resultant settlement that may be concluded without the knowledge or assistance of the Local Union shall be on a without prejudice basis and shall not conflict with the terms of this Agreement.

## ARTICLE 11      COMPANY AND UNION GRIEVANCES

**11.01** If the Company or Union wishes to file a Grievance, the party wishing to grieve shall do so by mailing, faxing or otherwise delivering a copy of its grievance to the Union or Company, as the case may be, within fifteen (15) working days of the occurrence of the event on which the grievance is based. No such grievance shall be filed with respect to the same subject matter that is already the subject of a grievance filed by an employee under Article VIII nor shall any grievance be filed with an employee with respect to the same subject matter that is already the subject of a grievance filed by the Union under this Article. The party which receives the grievance shall answer the grievance in writing within five (5) working days ~~after~~ receipt of same but, if there is no answer given in writing then it shall be deemed that the claim of the grievor has been refused. If the grievance is not settled by the parties through this procedure, it can then be submitted to arbitration under the Arbitration Procedure of this agreement within five (5) days after the expiration of the five (5) working days referred to above.

## ARTICLE 12      ARBITRATION

- 12.01**      When either party refers a grievance to arbitration, they shall make such referral in writing to the other in accordance with article 8.03 Step 3 indicating the name (s) of their nominee (s) to act as single arbitrator.
- 12.02**      **a)**      The arbitrator will be selected by mutual agreement between the parties within fifteen (15) working days after the date of the referral. In the event the parties are unable to agree on an arbitrator within the said fifteen (15) working day period, one will be appointed by the Ministry of Labour.
- (b)**      If the arbitrator so selected is unable to hear the case within thirty (30) days, or on a date mutually acceptable to the Union and the Company, selection of another arbitrator may be made.
- (c)**      The arbitrator so selected or appointed shall be empowered to attempt to mediate a settlement of the matter in dispute, prior to commencing the arbitration hearing.
- 12.03**      No person may be appointed as arbitrator who has been involved in an attempt to negotiate or settle the grievance.
- 12.04**      The parties shall equally bear the costs of the arbitrator.
- 12.05**      No matter may be submitted to arbitration which has not been properly carried through all previous steps of the grievance procedure.
- 12.06**      The Arbitrator shall not be authorised to make any decision inconsistent with the provisions of this Agreement nor to alter, modify or amend any part of this Agreement, except that the arbitrator may, at his discretion, modify any penalty which has been imposed on the aggrieved employee(s).
- 12.07**      The Arbitrator shall hold a hearing as soon as possible and render a decision within thirty (30) days after the hearing. Said decision shall be final and binding upon the parties.
- 12.08**      The Company shall provide one meeting room for arbitration purposes providing this does not result in a loss of business to the Hotel. Where the hearings are held off the Company's premises, the parties shall equally bear the cost of the facilities used.

**ARTICLE 13****SENIORITY****Purpose:**

The purpose of seniority is to afford preference to senior employees in recognition of their length of service with the Company. Seniority is intended to provide maximum work opportunity to senior employees.

**13.01**

**a)** Classification seniority in the department shall apply to matters related to the job. The applications of this **type** of seniority are as follows:

- reduction of working hours
- selection of available days off
- vacation preference
- promotions and demotions (subject to the provisions set out in 13.02a)
- selection of shifts subject to the right of the Company to establish schedules of work as set out in 4.01 d),
- temporary transfers to a higher paid job as set **out** in Article 21.01
- layoff and recall (subject to the provision set out in 13.02 b)

**b)** Company seniority shall be based on length of service with the Company from the last date of hire, subject to Article XIII and shall apply to all other benefits set out in the Collective Agreement.

**c)** In the event of a closure or sale (**as** defined in the Ontario Labour Relations Act) of a food or beverage facility, the Company will endeavour to place affected employees, in order of their classification seniority, in other food or beverage departments in the hotel. If the Company determines that the affected employees fill the job criteria and have the necessary skill and ability to perform the work in another food and beverage department, their **full** classification seniority will be recognised after thirty days in the new department.

## 13.02

**a) (i)** All vacancies within the bargaining unit and all newly created positions within the bargaining unit shall be posted for a minimum period of four (4) days, one of which shall fall on a weekend. Should the Company not intend to fill a vacancy it shall meet and discuss with the Union the reasons that do not necessitate the filling of the vacancy. Should the Union not be satisfied with the reasons provided, the matter may be referred to the grievance procedure.

When promotions or demotions are made, or vacancies occur within the staff covered by this Agreement, seniority, skill, competence, efficiency and reliability shall be the determining factors. Where skill, competence, efficiency and reliability are equal, seniority shall be the governing factor.

If a successful candidate is found from within the bargaining unit, he shall be placed in the position within (30) calendar days of his being selected.

Notwithstanding the above, where a full time position becomes vacant within a classification having a complement of part time employees, such full time position shall be offered to the existing part time employees within the classification, in order of seniority. Any resultant vacancy shall then be posted.

**(ii)** Any vacancies which the Company intends to fill or newly created positions outside the bargaining unit shall be posted for a minimum period of four (4) days when at least one of those days falls on a weekend to allow bargaining unit employees the opportunity to apply. The Company shall determine, at its discretion, which applicant it shall appoint to the vacancy or new position and this decision shall not be subject of a grievance.

**(b)** Provided there are employees capable of performing the work in the classification in the department concerned, the following lay off or cutback procedures of employees in the classification concerned shall apply:

- volunteers, in order of seniority, then

in reverse order of seniority:

- employees on probation in the affected classification;
- part time employees in the affected classification;
- full time employees in the affected classification



Before any new employees are hired in the classification in the department concerned, laid off employees in the classification shall be recalled to work by registered mail in the reverse order to which they were laid off.

c) The Company shall provide written notice of lay off to full time employees, **as** far in advance as possible but not less than five (5) calendar days prior to the effective date of the lay off except in situations outside of the Company's control (acts of God, fire, flood, snow storm, etc). Where said notice **is** not provided the affected employees shall receive pay in lieu of said notice.

The Company shall provide written notice of lay off *to* part time employees as far in advance **as** possible but not less than forty-eight (48) hours prior to the effective date of the lay off except in situations outside the Company's control (acts of God, fire, flood, snow storm etc.) No monetary penalty shall be assessed where said notice **is** not given.

**13.03** Seniority shall become effective after the completion of a minimum of thirty (30) shifts of work within sixty (60) calendar days, unless extended by mutual agreement of the parties.

**13.04** **An** employee shall lose all seniority and his employment deemed to have been terminated if he is laid-off for a period equal to the lesser of his period of seniority or fifty-two (52) weeks.

- 13.05** Any employee who has been laid off and who is notified to return to work (by registered mail) and does not return to work, and does not notify the Company of **his** intention to return to work, within five **(5)** days (Saturday and Sunday excluded) shall be considered as having terminated employment with the Company. Employees must notify the Company and the Union **of** any change of address during the life of this Agreement.
- 13.06** Up to date seniority lists, for the respective seniority groups indicating starting date and classification, shall be posted by the Company within clear view for all employees to see, within thirty (30) days of the signing of this Agreement. These lists shall be revised and posted every three (3) months.
- 13.07** The Union office shall be provided with copies of the seniority lists within ten **(10)** days of the most recent posting.
- 13.08** Employees absent due to illness or injury shall retain their seniority but shall not accumulate seniority after the expiration of weekly indemnity benefit entitlement or the expiration of eleven **(11)** months, whichever occurs later, after which time the employee shall lose his seniority and his employment shall be deemed to have been terminated, save and except employees who have a handicap or disability within the meaning **of** the Ontario Human Rights Code, in which case, such employees shall not be subject to the loss or reduction of any rights or benefits afforded him under this Agreement.
- 13.09** In the event that an employee covered by this Agreement should be promoted to **a** supervisory **or** confidential position beyond the scope of this Agreement for not more than five **(5)** months, he shall retain the seniority previously acquired and shall have added thereto the seniority accumulated while serving in such supervisory or confidential capacity.
- 13.10** In the event that an elected shop steward, with **six** months or more seniority is laid off, he shall be the first on recall in **his** classification in the department.

**13.11** If due to a shortage of work, a full-time employee *is* laid off, the Company agrees to continue to cover the employee for all the benefits outlined in Appendix “C” to the end of the calendar month in which the layoff occurs, plus two (2) additional months. Thereafter the employee shall have the option of maintaining said benefits provided the employee pays the premium.

**13.12** If the Company creates a new classification within the bargaining unit, the Company agrees to inform the Union of the new classification and the rate payable. If the Union disagrees with the wage rate the grievance procedure shall apply.

#### **ARTICLE 14**      **LEAVE OF ABSENCE**

**14.01** The Company may grant a leave of absence without pay and without loss of seniority to an employee for personal reasons up to six (6) months. All requests for such leaves of absence shall be in writing as far in advance as practicable. The Company agrees to reply to such requests within seven (7) working days. If an employee fails to return to work upon termination of an authorised leave of absence unless **prior** arrangements acceptable to the employee, the Union and the Company have been made for an extension of such leave, it shall leave the employee subject to disciplinary action. If **an** employee utilises a leave of absence for purposes other than those for which the leave of absence may be granted, the employee shall lose all seniority and his employment shall be deemed to have terminated.

**14.02** “Pregnancy and Parental leave shall be granted in accordance with the Employment Standards Act”.

**14.03** Leave of absence will be granted to not more than one (1) employee who has been elected by the Union membership as a delegate to attend a Union Convention or Seminar and to not more than **six (6)** employees who have attained seniority and who have been selected by the Union to attend meetings on negotiations for a Collective Agreement or renewal thereof.

**ARTICLE 15**      **BEREAVEMENT LEAVE**

**15.01** Full time employees who have completed their probationary period shall be entitled to receive three (3) days' leave of absence and will be paid their regular rate for each regularly scheduled work day that occurs within such three (3) day period:

In the event of death in an employee's immediate family, that is, spouse, common law spouse, son or daughter, father or mother, brother or sister, mother-in-law or father-in-law and grandchild.

In the application of this Article, the Company agrees to recognise "common-law" in the same fashion as relations by way of "marriage" are recognised.

In order to qualify for the foregoing leave of absence, an employee must supply satisfactory proof by way of a doctor's certificate or newspaper clipping and must promptly notify his or her department head.

**ARTICLE 16**      **BULLETIN BOARD**

**16.01** The Company shall provide a bulletin board in a mutually satisfactory location on the premises for the convenience of the Union in posting notices of Union activity. Pursuant to the current practice, all such notices must be signed by the proper officer of the local Union, and submitted to the Director of Human Resources for posting. Should the Director of Human Resources have a concern with the notice, she shall discuss the matter with the Union representative.

**ARTICLE 17**      **ACCESS TO PREMISES**

17.01            No more than *two* official representatives of the Union shall be permitted to enter the Company's premises, after informing the Company of such visits. The Union agrees that the visits of such official representative shall not impair or hinder production and services, and that the visits will be limited to the proper discharge of Union business, such as ensuring that the terms of this Agreement are being implemented and not for the purpose of soliciting membership.

**ARTICLE 18**      **LOCKERS AND DRESSING ROOMS**

18.01            The Company agrees to provide ample and sanitary dressing rooms with individual lockers for all employees.

18.02            The current practice concerning general locker inspections shall be continued for the life of the Agreement. If an individual's locker is to be searched a Union Steward or the employee, if available, shall be present.

**ARTICLE 19**      **BONDING**

19.01            It is expressly understood that 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 Company's bonding company immediately terminates his employment. In the event that the bonding company refuses to continue bonding of an employee with seniority, the Company shall provide the Union with full written reasons for such refusal. If the Union feels that the action of the bonding company is unfair, unjust or discriminatory, the matter may become subject to the Grievance and Arbitration procedure.

**ARTICLE 20****HOURS OF WORK AND OVERTIME**

**20.01** The following paragraphs and sections are intended to define the normal hours of work and shall not be construed as a guarantee of hours of work per week subject to Article 20.06.

**20.02** The standard workweek shall consist of forty **(40)** hours per week comprised of eight (8) hours per day in five **(5)** days per week. The Company shall employ its best effort to arrange schedules so that employees will have two **(2)** consecutive days off during each workweek.

**20.03** a) Overtime at the rate of time and one-half of the employee's basic rate shall be paid for all hours worked in excess of forty (40) hours per week, eight (8) hours per day, and five **(5)** consecutive days in the same work week.

Employees shall be paid overtime at the rate of two times their regular hourly rate for **all** hours worked after 6:00 pm (18:00 hrs) to midnight on Christmas Eve and New Year's Eve.

Unless faced with an extreme staff shortage situation, the Company shall not compel any employee to work on a scheduled day off or during authorised vacation periods. Should an employee be compelled to work on a scheduled day off or during an authorised vacation period, overtime premiums shall be paid for all such hours worked.

**b)** Where the period of rest between an employee's finishing time from one shift, including overtime worked, and their starting time for their next scheduled shift is fewer than eight (8) hours, the employee shall be paid overtime at the rate of time and one-half the employee's regular rate for all hours worked during said next scheduled shift.

**(c)** For employees who reside in an area where public transit is provided, but which is not available as a consequence of the Company scheduling the employee's start or finish time prior to commencement of transit service or following the cessation of transit service, the Company shall reimburse for the taxi fare, where the employee is required to utilize a taxi service to report to work or to return home.

**(d)** Where there is a period of less than eight (8) hours between an employee's finishing time one shift (including overtime) and his start time for his next shift, the employee shall, subject to availability, be offered overnight accommodations at no cost to the employee.

## 20.04

**(a)** The full time employees may select one of the following options for the manner in which he is compensated for overtime worked:

- i) pay, which shall be subject to statutory deductions.
- ii) accumulated and gross amount owed deposited into the employee's individual RRSP account.

**(b)** In the application of the a) above, full time employees shall elect twenty **(20)** calendar days prior to the beginning of each calendar year which of the above options they wish. Said election shall be provided to their immediate supervisor in writing and containing all relevant RRSP information. Failure to make an election will result in the Company applying option a) i) above. If through the application of this article, a participating full time employee's RRSP contributions reach the maximum allowable pursuant to Canada Customs and Revenue Agency guidelines, the full time employee shall immediately advise the Company and thereafter the payment of overtime will automatically revert to option a) i) for the balance of the calendar year.

**(c)** There shall be no pyramiding of overtime.

## 20.05

Each employee shall be allowed one (1) fifteen minute rest periods in each four **(4)** hour work period, and such time shall be regarded as time worked. Each employee shall be allowed a one-half (1/2) hour meal period during each shift. The timing of the meal period shall be as close to the mid point of the employee's shift but subject to operational requirements. Under no circumstances shall an employee be required to work more than five (5) consecutive hours without receiving a meal period. Such meal period shall not be regarded as time worked.

## 20.06

The Company recognizes, when establishing schedules of work, that employees within a particular classification have first right, by seniority, to the available hours of work within their classification, before any other classification.

**a)** Once a full time employee reports to work on his regularly scheduled day, he shall receive guaranteed pay for eight (8) hours, save and except servers and bartenders in dining rooms and lounges who shall receive six (6) guaranteed hours. Part-time employees shall receive four (4) guaranteed hours.

**b)** During the last two (2) weeks of December, January and the week preceding and following Easter weekend, winter breaks in March (2 weeks), the following shall apply:

(i) The Company shall continue to schedule full time employees by seniority, using the current practice of maximizing hours, and in accordance with 20.06 (a) above, however, where operational requirements result in a reduced work assignment consisting of fewer than the number of guaranteed hours in 20.06 (a) above, said reduced hours will be offered to employees by seniority. Such reduced hours shall not be fewer than four (4) hours.

(ii) In the event that not enough staff are available to cover the scheduled hours, the employer has the option of compelling the junior employee from the bottom up to accept the hours of work as posted.

**(c)** The parties acknowledge that the Company's current practice to establish schedules of work such that work opportunities are maximized up to eight (8) hours of work per day by seniority.

## 20.07

**(a)** Split shift assignments shall be confined to servers in the food and beverage department and shall be confined to not more than two (2) tours of duty to a maximum total of eight (8) hours work within a spread of twelve (12) consecutive hours in any one day. The Company shall endeavour to minimise the assignment of split shifts.



**(b)** With the exception of employees working in Merlot, where the time between two segments of a split shift exceed one (1) hour, the Company shall pay to the affected employees a premium of three dollars (\$3.00) for each occurrence where the time between the two segments of a split exceed one (1) hour, exclusive of the one-half (1/2) hour meal period.

**20.08**

**a)** The Company agrees to post weekly schedules forty-eight (48) hours prior to the commencement of the workweek. Such schedules shall not be construed as a guarantee of hours of work per week subject to Article (20.06).

**b)** Changes to the work schedule which result in a reduction of an employee's scheduled work week requires notice twenty-four (24) hours in advance in order to compel an employee to report for work or prevent an employee from reporting for their scheduled shift, except in cases of sickness, bereavement or accident causing shortage of staff. In such cases, the Company shall provide as much notice in advance as possible. Communication shall be deemed to be received if the phone call made by the hotel is no later than twenty-four (24) hours outlined above.

**c)** Where an employee refuses three (3) scheduled work assignments in any thirty (30) calendar day period, the employee shall be deemed to have abandoned his employment, except where the employee provides proof of sickness or accident satisfactory to the Company or other reasonable explanation for his inability to do so.

**d)** Notwithstanding the above, employees in the Housekeeping Department shall receive twelve (12) hours notice of changes to work schedule in accordance with the above.

**20.09**

When **an** employee is directed by the Company to attend a staff meeting during working hours, or is called in on a day off, the time spent on the day off, or time spent before or after the employee's regular working hours, shall be regarded as time worked, and shall be paid at the employee's regular rate of pay for the actual time spent at the staff meeting. An employee called in on a day off shall receive a minimum of three regular hours' pay.

**ARTICLE 21****TEMPORARY TRANSFERS**

- 21.01** Employees temporarily assigned to a higher rated classification for two (2) hours or more per day shall be paid the higher rate for all time worked in the higher rated classification. Employees temporarily assigned to a lower rated classification for the convenience of the Company shall not have their rate reduced. This provision is not intended to apply to frequent or ongoing work requirements, save and except for replacement coverage for rest and/or meal periods.

**ARTICLE 22****GENERAL****22.01 Individual Agreements:**

No arrangements shall be made between any employee and the Company which conflicts with the terms of this Agreement. Should the Union allege that this Article has been breached, such alleged breach shall be subject to the provisions of Article XI.

**22.02 Breakage:**

Unless negligence is established, employees will not be required to pay for broken or damaged equipment.

**22.03 Responsibility:**

When an employee is authorised to cash cheques, honour credit cards or credit amounts, he will not be held responsible for any losses, provided he has reasonably followed Management's instructions, but where an employee assumes personal responsibility of cashing cheques, honouring credit cards or credit accounts, without such authorisation from Management, he will be held responsible. Before taking recovery action against the employee, the Company shall attempt to recover the loss from the *client/guest*.

**22.04** The Company shall not prohibit the wearing of the current Union membership button.**22.05** In the event of termination of employment the provisions of the Employment Standards Act shall apply.

**22.06** The Company hereby agrees that all monies deducted from employees with respect to Union monies shall be deemed to be held in trust for the Union and considered not to be part of the assets of the Company. In the event of a bankruptcy, the monies so deducted shall be considered separate from the Company's assets.

**22.07** The Company will not remove the drinking water dispenser or fan(s) from the laundry room.

**22.08** **No discrimination or harassment**

The parties agree that there shall be no discrimination, interference, restriction, limitation, coercion, harassment or intimidation exercised or practised with respect to an employee by reason of age, race, colour, creed, national **origin**, political or religious affiliation, sex, physical or emotional handicap, marital status or membership or activity in the Union.

**22.09** **Present and future laws**

Unless the terms and conditions set out in this Agreement or any part thereof are found to be in violation of existing and/or future laws, said terms and conditions shall remain in **full** force and effect for the duration of the Agreement. Any term that **is in** conflict shall only be inoperative, or modified to the extent necessary to resolve the conflict.

**22.10** The Company **and** the Union shall equally share the cost of the printing of the Collective Agreement.

**22.11** For the purposes of this Agreement, "days" means working days unless otherwise specified, and working **days** excludes Saturdays, Sundays **and** Statutory/Paid Holidays.

**ARTICLE 23** **RESOURCE DEVELOPMENT FUND**

**23.01** On the date this Agreement is ratified, the Company agrees to henceforth contribute premium in the amount of three cents (**\$0.03**) per hour worked by an employee to the Union's Resource Development Fund.

**ARTICLE 24**

**APPENDICES**

24.01

The appendices attached hereto cover and form a part of the Hotel's Collective Agreement with the Union.

**ARTICLE 25**


**TERMINATION**

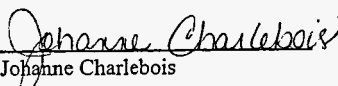
25.01

This Agreement shall remain in full force and effect July 1, 2001 until the 30<sup>th</sup> day of June, 2004, and shall continue in effect from year to year thereafter, unless either party shall give written notice of not more than ninety (90) calendar days and not less than thirty (30) calendar days before the termination of its desire to amend the Agreement.

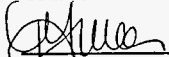
**IN WITNESS WHEREOF** each of the parties hereto has caused this Agreement to be signed by its duly authorised representatives as of the date and year first above written.

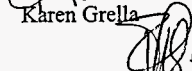
**OTTAWA MARRIOTT**

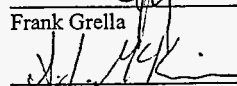
  
Daniel Laliberté


  
Johanne Charlebois

**UNION**

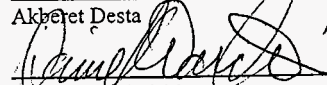
  
Karen Grella

  
Frank Grella

  
Andy McKim

  
Brenda Godin

  
Akberet Desta

  
Daniel Warchulski

## APPENDIX "A"

### WAGES AND CLASSIFICATIONS

The basic hourly rates contained in this Schedule are minimums. The Company reserves the right to grant individual merit increases which shall not in any way obligate the Company to grant a general increase. The Union will be notified in writing of any such merit increases issued.

The following hourly rates of pay shall be effective with the start of the pay period coincident with or next following the following dates.

### TRAINING PREMIUM

The Hotel will pay a "training" premium to Hotel designated sponsor trainers in the amount of one dollar (\$1.00) per hour while training new employees. The Hotel will provide the Union with the names of the Hotel's sponsor trainers.

### TOUR BAGGAGE GRATUITY

There shall be an automatic tour baggage gratuity levied on all bus tours in the amount of two dollars and sixty cents (\$2.60) per bag/per way. This amount takes effect for all bus tours booked after the date of ratification.

### VALET PARKING

Employees providing valet parking services shall receive a gratuity in the amount of three dollars (\$3.00) per guest per day per vehicle that is parked via valet parking. In and out privileges do not attract an additional gratuity.

### OVERNIGHT PREMIUM

Where the majority of an employee's hours worked fall between 23:00 hours and 07:30 hours, an overnight premium of one (\$1.00) dollar per hour shall be paid to that employee for all hours worked on that shift.

### RESTAURANT GRATUITY GUARANTEE

The Company will continue to print at the bottom of menus "Taxes and gratuities not included". All business coupons will indicate "Gratuities not included".

## RATES AND FAVOURS/ROOM SERVICE GRATUITY

The Company agrees to pay a gratuity of ten percent (10%) of the Company's cost of the item being delivered as a rate/favour to the employee making the delivery. The cost of such items has been pre-determined by the Company.

There shall be an automatic gratuity in the amount of fifteen percent (15%) added to the pre-tax total of all goods and services delivered by Room Service. The entire amount of the gratuity shall be paid to the employee making the delivery.

### **APPENDIX "A"**

#### Wages

Effective July 1, 2001	= 3.0%
Effective July 1, 2002	= 4.0%
Effective July 1, 2003	= 3.25 %

<u>CLASSIFICATION</u>	<b>July 1, 2001</b>	<b>July 1, 2002</b>	<b>July 1, 2003</b>
Room Inspector Attendant	12.75	13.26	13.69
Room Attendant	12.63	13.14	13.56
Houseperson	12.24	12.73	13.14
Laundry Attendant	12.24	12.73	13.14
Cleaners	12.24	12.73	13.14
Seamstress	12.98	13.50	13.94

#### Kitchen:

1st Cook	17.44	18.14	18.73
2nd Cook	15.42	16.04	16.56
3rd Cook	14.18	14.75	15.23
Cook's Helper	13.47	14.01	14.47
Ware/Potwasher	12.00	12.48	12.89
Receiver	13.80	14.35	14.82

<b><u>CLASSIFICATION</u></b>	<b>July 1, 2001</b>	<b>July 1, 2002</b>	<b>July 1, 2003</b>
<b><u>Dining Room/All</u></b>			
Host/Hostess	13.56	14.10	14.56
Cashier	13.56	14.10	14.56
Server	8.86	9.21	9.51
BusPerson	11.51	11.97	12.36
<b><u>Beverage Production:</u></b>			
Service Bartender	13.83	14.38	14.85
Combination Bartender	10.82	11.25	11.62
<b><u>Room Service:</u></b>			
Server	8.86	9.21	9.51
Captain	10.27	10.68	11.03
<b><u>Bell/Doorperson:</u></b>			
Bellperson	8.86	9.21	9.51
Doorperson	8.86	9.21	9.51
<b><u>Maintenance</u></b>			
Maintenance 1	18.52	19.26	19.89
Maintenance 2	15.82	16.45	16.99
Maintenance 3	14.01	14.57	15.04
<b><u>Telephone</u></b>			
Switchboard	12.46	12.96	13.38

**APPENDIX "A"****Hiring Rate:**

Shall be eighty-five percent (85%) of the applicable collective agreement rate for the probation period.





**APPENDIX "B"**  
**(Meals)**

- a) The Company shall provide meals to all employees free of charge. It is understood that employees shall be assessed a taxable benefit of \$2.50 per shift worked to a maximum of \$12.50 per week which shall be shown on each employee's pay. These amounts may be subject to change where so directed by the proper government authority.
- b) Employees shall cooperate in maintaining orderly conditions in eating areas, locker rooms and dressing rooms.
- c) All meals shall be consumed in the areas designated by the Company for this purpose.

## APPENDIX "C"

### HEALTH AND WELFARE

The Company agrees to contribute to the benefits' administrator seventy percent (70%) of the cost of premiums for the current Health and Welfare Plan.

It is understood that the trustees, in recognising their fiduciary obligations, will ensure that a minimal amount of money will be expended for administrative services. Trustees will receive only minimal expense reimbursement for their efforts.

### RETIREMENT BENEFITS

A full time employee, following twelve (12) months of service of full time employment may contribute a minimum of three percent (3%) up to a maximum of nine percent (9%) of his basic earnings to the plan (RRSP), subject to the terms of the plan.

The Company shall contribute an amount equal to three percent (3%) to any full time employee's RRSP plan who is enrolled and participating in the plan. Payment of the Company's contribution shall be made prior to the fifth (5<sup>th</sup>) working day of the month in which the payment should be made for the month for which the employee made his contribution.

APPENDIX "D"  
(Part-time Employees)

- 1) All employees regularly scheduled and working twenty-four (24) hours or less per week will be considered part-time employees. The Articles, benefits in the Collective Agreement and the following amendments listed below shall govern part-time employees:

Articles 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 16, 17, 18, 19, 20, 21, 22, 23, 24, and Appendix "A", "B", "D", "E", "F", "I" and "J".

- 2) Part-time employees who are called in to work on any given day shall receive not less than four (4) hours pay.
- 3) Part-time employees in the active employ of the Company who qualify and who are not required to work on any holiday established under the Employment Standards Act of the Province of Ontario shall receive pay for such holidays(s).

In order to qualify for holiday pay, a part-time employee must have completed three (3) months continuous employment with the Company, have worked twelve (12) days in the thirty (30) day period preceding the holiday concerned and have worked his full scheduled shifts on each of the work days immediately preceding and immediately following the holiday concerned.

- 4) **An** eligible part-time employee in the active employ of the Company who is required to work on a holiday established under the Employment Standards Act of the Province of Ontario may, at the discretion of the Company, be granted a day off with pay in lieu of the holiday at his regular rate of pay within thirty (30) days following the day of the holiday or pay for the holiday as provided herein. Employees shall receive one (1) week's advance notice or shorter notice if agreeable to both the Company and the employee. Pay for a day off in lieu of a holiday shall be computed on the basis of the number of hours such employee would have worked had there **been** no holiday at his regular straight time hourly rate of pay and in addition, shall receive holiday pay calculated in accordance with Section 3 of this Schedule.

**An** employee shall qualify for a day off with pay in lieu of a holiday in the same manner as set forth in Section 3 of this Schedule.

**APPENDIX "E"**  
**(Departments for Seniority Purposes)**

Kitchen  
Housekeeping and Laundry  
Maintenance  
Bars and Lounges  
Cafe Toulouse  
Merlot (Revolving Dining Room)  
Room Service  
Food and Beverage Cashiers  
Bellperson  
Switchboard  
Banquets (See Appendix "J")

**APPENDIX "F"**  
**(Uniforms)**

The parties agree to continue the past practice concerning uniforms and special clothing for the life of **this** Agreement as follows:

- Uniforms or special style clothing, if required by the Company, shall be supplied and maintained by the Company. Maintenance shall include repairs of normal wear and tear, dry-cleaning of non-washable apparel and laundering of kitchen whites and Room Attendants' uniforms.
- Female employees in the Housekeeping and Banquet departments shall have the option of wearing approved skirts or pants.
- Employees in the cook and maintenance classifications, banquet porter(s) and receiver (s) shall receive **an** annual footwear allowance of one hundred dollars (\$100.00) upon proof **of** purchase being provided to the Company. The footwear must be safety approved. This allowance is based on the contract year and shall take effect on July 1, 2001.

**APPENDIX "G"**  
**(Sick Leave Allowance)**

**Full** time regular employees of the Company, on completion of one (1) year's continuous service, shall be entitled to receive sick leave allowance subject to the following provisions:

- 1)** All cases of sickness must be reported to the Personnel Department or Department Head on duty, on the first day within a period of three (3) hours prior to the normal reporting time of the employee concerned.
- 2)** The allowance for sick pay shall commence on the second (2nd) consecutive day of illness if a Doctor's certificate is provided justifying the absence, and shall be paid for scheduled days only or days for which an employee would have been scheduled had he not been ill.
- 3)** Sick pay allowance shall be an amount equal to the product of the normal daily hours of the employee concerned multiplied by his basic hourly rate.
- 4)** Eligibility for Sick Leave Allowance shall be reinstated for an employee who has received such allowance following his return to active work with the Company for a period of thirty (30) days or more.
- 5)** Consistent with the OMA guideline for receiving a doctor's certificate after five (5) days of absence, the Company reserves the right to request medical certification at any time where excessive absenteeism has occurred.

**APPENDIX "H"**  
**(Paid Holidays)**

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

New Year's Day	Good Friday
Victoria Day	Canada Day
Labour Day	Thanksgiving Day
Christmas Day	Boxing Day
Civic Holiday (effective August 2002)	

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.

In order to qualify for holiday pay, the employee must work his scheduled shift immediately proceeding and immediately following the holiday concerned. Subject to the foregoing, an employee who is laid off will receive any declared holidays which occur within seven (7) days of the day of lay-off.

- 2) **An** employee who is eligible to receive paid holidays pursuant to this Article and who is required to work on a paid holiday may, at the employee's option,
- i) be paid at the holiday rate at time and one half (1 ½) the regular rate of pay as listed herein for all hours worked on the holiday plus receive the holiday pay, or;
  - ii) to be paid at the holiday rate at time and one-half (1 ½) the regular rate of pay listed herein for all hours worked on the holiday plus receive a paid day off in lieu of the holiday to be taken at a time chosen by the employee within thirty (30) days following the holiday.

APPENDIX "H"  
(Paid Holidays)

- 3) If a holiday falls within an employee's vacation period, the Company shall grant either an extra day's Holiday at a time convenient to the Company within thirty (30) days following the holiday or pay for the holiday as provided herein.
  
- 4) The Company shall also provide to full time employees their anniversary of employment day, their birthday and one floater day as additional days off with pay. The anniversary of employment day and the birthday shall be taken on the day they fall or within thirty (30) days following at a time mutually convenient to the Company and the employee. The floater day shall be taken between January 15<sup>th</sup> and February 28<sup>th</sup>. These days shall not attract any premium pay.



**APPENDIX "I"**  
(Vacation pay)

- 1) The parties recognise the need for rest and recreation on the part of the employees covered by this Agreement and hereby provide the following vacation leave plan. The parties further recognise that annual vacation leave entitlements, as provided herein, are intended to be taken annually and, under normal circumstances are not intended to be accrued from year to year. Employees may not elect to forego taking their vacation leave in lieu of payment nor will an employee be allowed to draw more than their accrual.
- 2) Employees will be paid at the time of starting their vacation, and all deductions usually made from the employee's earnings will be made from their vacation pay.

**Service Requirements:**

- (i) Less than one (1) year's continuous service:
  - four percent (4%) of their earnings.
- (ii) After completion of one (1) year's continuous service:
  - two (2) weeks vacation with pay at four percent (4) of their earnings.
- (iii) After completion of five (5) years continuous service:
  - three (3) weeks vacation with pay at six percent (6%) of their earnings.
- (iv) After completion of ten (10) years continuous service:
  - four (4) weeks vacation with pay at eight percent (8%) of their earnings.
- (v) Effective 01/01/1998, after completion of twenty (20) years continuous service:
  - five (5) weeks vacation with pay at ten percent (10%) of their earnings.

Consistent with the efficient operation of the Hotel, the granting of vacation will be by seniority.

**APPENDIX "J"**  
(Banquet employees)

The parties recognize that the nature of the Company's banquet operations may require contractual concessions in order to function effectively and efficiently. Therefore the parties have agreed to the following:

The Collective Agreement shall apply to banquet employees unless specifically excluded or modified herein.

**1. SENIORITY AND SCHEDULES**

- 1.01** The Company recognizes seniority rights for full time and part time employees within each classification of the Banquet Department provided for in **this** Agreement.
- 1.02** New employees shall be considered as probationary employees during the first five (5) functions worked fifteen (15) hours in their classifications.

**2. HOURS OF WORK**

- 2.01** Work schedules for banquet employees shall be established in accordance with the current practice.
- 2.02** The work day shall be defined in terms of the number of functions worked in a day. No employee shall be required to work more than three (3) functions on any given day.
- 2.03** Work schedules indicating the day(s) and function(s) to be worked, shall be posted in a mutually agreed upon location no later than Thursday of the week prior to the week for which it applies. Employees shall be notified of changes made to the schedule subsequent to it being posted.
- 2.04** Notice of changes to the work schedule for full time employees that result in a reduction of hours must be given at least eight (8) hours in advance, otherwise the employee shall receive work for his scheduled hours, or pay in lieu of work for three (3) hours at his basic rate of pay. For part time employees, notice of a change in schedule that results in a reduction of hours of work must be notified at least two (2) hours in advance of the commencement of the breakfast or lunch shifts and six (6) hours in advance of a dinner function, otherwise the employee shall receive work for his scheduled hours, or pay in lieu of work for three (3) hours at his basic rate of pay.

- 2.05** For captains and porters, overtime at the rate of time and one-half of the employee's basic rate shall be paid for all hours worked in excess of eight (8) per day, forty (40) hours per week and on the sixth (6<sup>th</sup>) and seventh (7<sup>th</sup>) consecutive days worked. For the purposes of calculating overtime, the **worksheet shall** run from Saturday to Friday inclusive.
- 2.06** For all other banquet classifications, overtime at the rate of time and one-half of the employee's basic rate shall be paid for all hours worked in excess of forty (40) hours per week and on the sixth (6<sup>th</sup>) and seventh (7<sup>th</sup>) consecutive days worked. For the purpose of calculating overtime, the work week shall run from Saturday to Friday, inclusive.
- 2.07** There shall be no pyramiding of overtime.
- 2.08** Where an employee is required to work more than one (1) function on a given day, he shall receive **a fifteen (15)** minute rest period between each function. Said rest periods will be considered **as** time worked.
- 2.09** For the purpose of scheduling and distribution of work, the Company agrees that porters shall continue to provide all coffee, beverage and/or snack services; self-serve continental breakfast service and working lunches serving up to fifteen (15) people anywhere in the Hotel. Accordingly, the Company further agrees to maintain a separate gratuity pool for the said "porters", based on the gratuity split set out below, to be distributed **among** the porters.

For greater clarity, the parties agree that "servers" shall continue to provide "table service" continental breakfasts and working lunches for more than fifteen (15) people.

### 3. WAGES

3.01 The following function rates (regular earnings) shall become effective with banquets scheduled on or after:

<u>CLASSIFICATION</u>	<u>July 1, 2001</u> 3%	<u>July 1, 2002</u> 4%	<u>July 1, 2003</u> 3.25%
<u>Server</u> breakfast/lunch	8.41	8.75	9.03
<u>Server</u> Dinner	8.83	9.18	9.48
<u>Bartender</u> <u>Host</u>	9.41	9.79	10.11
<u>Bartender</u> <u>Cash</u>	11.90	12.38	12.78
<u>Cashier</u>	11.90	12.38	12.78
<u>Porter</u>	10.02	10.42	10.76

### 4. GRATUITIES

**Banquet split** (employee/employer) shall be as follows:

July 1, 2001	July 1, 2002	July 1, 2003
83% / 17%	84% / 16%	85% / 15%

A summary indicating the manner in which gratuities have been allocated and distributed shall be posted weekly. Such weekly gratuity summary shall be retained by the Company for inspection by the Union for a period of six (6) months.

4.01 The current system for distributing the employee tip pool shall remain in effect for the duration of the collective agreement, unless the Union provides the Company with a new method of distribution, which will not increase the Company's administrative costs, no later than the commencement of this renewal agreement.

5. GENERALASSIGNED COVERS

	<u>Plate Service</u>	<u>French</u> <u>Service</u>	Buffet
Breakfast	30	14	36
Lunch	24	14	32
Dinner	24	14	30

**Extra** covers shall be paid at the rate of fifty-five cents (\$0.55) each.

Except in cases of emergency, banquet servers shall not be required to perform work normally assigned to banquet porters.

LETTER TO THE UNION ON HOTEL LETTERHEAD

Dear Ms. Grella:

We wish to confirm the following understandings reached during our recent negotiations:

- 1) The Hotel, the Union and the Employees agree that minors and/or intoxicated persons must not be served alcoholic beverages. The above parties further agree that if an employee has a reasonable perception that a person is a minor and/or intoxicated, the employee shall raise the matter with the General Manager or his designee. Employees shall not be disciplined for refusing to serve a minor and/or an intoxicated person.
- 2) It is understood that controlled gratuities are included as "earnings" for the purposes of Income Tax, Unemployment Insurance, Workplace Safety Insurance, Canada Pension Plan and Quebec Pension Plan, and this collective agreement.
- 3) The Hotel agrees that the current scheduling practices in the Hotel, to the extent that they are not inconsistent with the provisions of the Agreement shall be continued for the life of the Agreement.

With respect to the Housekeeping Department it is agreed that, to the extent that days off on weekends are available, they will be granted to the Room Attendants in order of seniority.

A handwritten signature or set of initials, possibly 'UG', written in black ink on a white background.