

COLLECTIVE AGREEMENT

BETWEEN

GARDA SECURITY SCREEN NG INC.

-and-

GENERAL TEAMSTERS LOCAL UNION NO. 979
affiliated with the International Brotherhood of Teamsters,
and
Teamsters Canada



Collective Agreement Ratified -

Term of Agreement - April 1, 2018 through March 31, 2022

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ARTICLE NO. 1 - BARGAINING AGENCY AND DEFINITION

- a) The Employer recognizes General Teamsters, Local Union No. 979 as the exclusive representative for the purpose of collective bargaining, and grievances arising from the Agreement, of "all employees of Garda Security Screening Inc. at the Winnipeg International Airport, Winnipeg, Manitoba, excluding Check Point Manager and those above the rank of Check Point Manager", in accordance with CIRB Order No.: 10193-U.
- b) This Agreement shall cover all employees, as defined in (a) above, employed by the Employer at the Winnipeg International Airport only.
- c) The Employer recognizes General Teamsters Local Union No. 979 as the exclusive representative for the purpose of collective bargaining for all employees in the classification of Screening Officers.
- d) The term "employee" as used in this Agreement, shall apply to any person performing work in any job covered by the Certificate and this Agreement. There shall only be three (3) categories under this Agreement, namely Screening Officers, Scheduler, and Training Coordinator. Should any other category become necessary within the bargaining unit, and there is no classification or wage rate contained in this Agreement for the job category, then the Union and the Employer shall immediately negotiate a classification and wage rate for that category. Should the Parties fail to agree, the matter shall be referred to a neutral Arbitrator as provided for in this Agreement.
- e) All work within the bargaining unit shall be performed only by those persons coming within the bargaining unit who are members of the Union, as prescribed herein, or who are eligible to become members under Article No. 3 herein, except in the case of emergency circumstances such as short staffing, training, excessive passenger volume, and charters. No work which the employees perform, or can perform, shall be sub-contracted out in any manner.
- f)
 - 1. All employees holding a schedule of hours shall be carried on a single seniority list, made up of part time and full time employees.
 - 2. An On Call Casual Employee is an employee who is offered work as set out in Article 18, such employee shall be carried on a separate seniority list and offered positions in the full time or part time classification when such work becomes available in seniority order. In the event that an On Call Casual employee accepts work in the full time category (subject to other provisions of the Collective Agreement) he shall hold his original date of hire for vacation and wage progression and his seniority date for all other purposes (e.g. bidding and bumping etc.) shall be the first day he worked as a full time employee.
 - 3. "Seniority Date and Start Date" shall be the first day of actual time for which wages are paid, or the first day of classroom training whichever comes first.

ARTICLE NO. 2 - DURATION OF AGREEMENT

- a) This Agreement shall be in full force and effect from and including the date of ratification up to and including March 31, **2022** and shall continue in full force and effect from year to year thereafter, subject to the right of either Party to this Agreement, within four (4) months immediately preceding the expiration date, or immediately preceding the anniversary date in any year thereafter, by written notice to the other Party, require the other Party to commence

collective bargaining with a view to the conclusion of a renewal or revision of the Collective Agreement, or a new Collective Agreement.

- b) Should either Party give written notice to the other Party pursuant hereto, this Agreement shall thereafter continue in full force and effect until the Union shall give notice of Strike, and such Strike has been implemented, or the Employer shall give notice of Lockout, and such Lockout has been implemented, or the Parties shall conclude a renewal or revision of the Agreement, or a new Collective Agreement.
- c) The expiration date of the Agreement shall be deemed to be the day immediately preceding the implementation of a Strike by the Union, or the implementation of a Lockout by the Employer, subject to the Canada Labour Code Part III section 87.4.

ARTICLE NO. 3 - UNION SECURITY

- a) The Union recognizes the right of the Employer to hire whomever they choose, subject to the seniority provisions contained herein. The Employer shall, however, give the Union an opportunity to refer suitable applicants for employment.
- b) The Employer agrees that when new employees who are not referred by the Union, are hired, the Employer shall have such employee complete the required Application for Union Membership cards, as supplied by the Union to the Employer, and mail same to the Union offices as soon as possible.
- c) All employees shall be required to become and remain a member in good standing of the Union, as a condition of employment with the Employer.

ARTICLE NO. 4 - DEDUCTION of UNION DUES

- a) The Employer shall, no later than the twentieth (20th) day of each month, remit to the Union a list containing the names of all employees who have left their employ since the previous checkoff was remitted, in addition to the names of all new employees hired during the preceding checkoff month. The Union shall then immediately send the Employer a current checkoff list based on the information supplied by the Employer.
- b) Fifteen (15) days after an employee commences employment, they shall have an amount equivalent to the monthly dues of the Union deducted from their wages, and that amount, along with the employee's name, will be added to the Union checkoff, before same is mailed to the Union. The Employer will deduct the Initiation Fee from the employee after the employee has completed ninety (90) calendar days of employment. The deduction of Initiation Fees shall be in increments of twenty-five dollars (\$25.00) per pay check commencing the first pay period following ninety (90) calendar days of employment until the Local Union Initiation is fully paid.
- c) All employees referred to above, will be required to sign an authorization form for the deduction and remittance of Initiation Fees, Union Dues, and fines and/or assessments, which may be levied by the Union in accordance with the Union's Constitution and/or By-Laws.
- d) The Employer shall deduct and pay over to the Secretary-Treasurer of the Local Union, such Initiation Fees, Union Dues, fines and or assessments levied in accordance with the Union's By-Laws, owing by the said employees hereunder to the said Union. Monies deducted during any month shall be forwarded by the Employer to the Secretary-Treasurer of the Local Union, not later than the tenth (10th) day of the month following the month to which such monies

apply, and shall be accompanied by a written statement which will include the names and social insurance numbers of the employees for whom the deductions were made, and the amount of each deduction. Where the Employer is not remitting such dues, initiation etc. as outlined herein above the Employer shall indicate the reason for not remitting on the Local Union check off. The Employer is entitled to rely absolutely upon a certificate of the Secretary-Treasurer of the Local Union that such fees, dues, fines and or assessments were levied in accordance with the Local Union's By-Laws.

- e) The Union shall forward all authorization forms to the Employer. It shall be the responsibility of the Employer to take proper and due care of all authorization forms sent to the Employer by the Union.
- f) The Company shall pay the sum of six dollars (\$6.00) per month to General Teamsters Local Union No. 979 on behalf of each employee for placement in the Union's Industry Advancement fund.

ARTICLE NO. 5 - MANAGEMENT RIGHTS

- a) The Employer shall have the right to hire, discipline, demote or discharge employees for proper cause.
- b) The Union recognizes the exclusive right of the Employer to manage and direct the Employer's business in all respects in accordance with its commitments, and to alter from time to time, rules and regulations to be observed by employees, which rules and regulations shall not be inconsistent with this Agreement. A copy of all rules and regulations shall be given to the Union and to the employees, any new rules or changes to the rules must be clearly communicated to the employee and copied to the Union prior to implementation. The employee shall sign a confirmation that a copy of the Employer's rules and regulations was received, and that their meaning is understood.
- c) Whenever possible, all rules and procedures are to be detailed in writing and clearly communicated to the employees, a copy of the Employer's rules and procedures shall be made available to the Union upon request, and any changes to the Employer's rules and procedures shall be copied to the Union whenever possible thirty (30) days prior to implementation, and shall be clearly communicated to all employees prior to implementation.
- d) The Employer agrees that in all instances where discipline is involved that the principle of progressive discipline will be followed. The Employer further agrees that twelve (12) months following the imposition of any discipline the discipline shall be removed from the employees file provided the employee has had no discipline of a similar nature within the immediately preceding twelve (12) months. Where the employee has had discipline of a similar nature, the Employer may hold the discipline up to six (6) additional months for a total of eighteen (18) months. After either twelve (12) or eighteen (18) months as the case may be, the discipline shall be removed from the employees file and it shall be considered null and void for the purposes of further discipline.
- e) It is recognized that the imposition of discipline is the exclusive right of the Company. Verbal reprimand, written reprimand, suspension and discharge are the disciplinary measures susceptible of being imposed depending on the gravity or the frequency of the infraction in question.

- f) Except in cases of conduct which would support discharge such as dishonesty, falsification of records, insubordination, sexual harassment or culminating incidents supporting discharge, employees shall be allowed to choose one of the following options at the time the discipline is dispensed:
- i) accept and serve the suspension. An employee choosing i) will be deemed to have forfeited his rights to the grievance and arbitration procedure.
 - ii) grieve the suspension and remain on the job until the grievance is resolved. The discipline will be considered to be imposed at the time dispensed however the employee choosing i) will serve the suspension (if a suspension has been maintained) once the grievance is settled in accordance with the settlement or the grievance has been abandoned by the Union. The above does not apply in cases of discharge.
- g) A written confirmation of discipline addressed to the employee concerned will be forwarded within a reasonable period of time following the incident, or Employer's knowledge of the incident giving rise to the discipline, and must state clearly the reason(s) for the discipline with a copy to the Head Office of the Local Union. The employee and the Union will be advised if there is any need to delay the imposition of discipline as a result of the investigation.

ARTICLE NO. 6 - UNION ACTIVITIES OF EMPLOYEES AND LEAVES OF ABSENCE

- a) The Employer shall allow time off work, without pay, to any employee who is serving as a Union delegate to any conference or function, provided all requests for time off are reasonable and do not interfere with the proper operation of the business. No employee who acts within the scope of this clause shall lose their job or be discriminated against for so acting.
- b) During an authorized, unpaid Leave of Absence, an employee shall maintain and accumulate seniority.
- c) When the requirements of the Employer's service will permit, any employee hereunder upon written application to the Employer with a copy to the Union, may if approved by the Employer be granted an unpaid Leave of Absence in writing with a copy to the Union, for a period of thirty (30) calendar days. Under such unpaid Leave, the employee shall retain and accrue seniority only. **Should the employee wish to continue Health & Welfare plan coverage they may do so by providing the cost of the plan to the employer (excluding short term and long term disability).**
- d) Such Leave may be extended for an additional period of thirty (30) calendar days, without pay, when approved by both the Employer and the Union, in writing, and seniority shall accrue during such extension.
- e) Any employee hereunder on an unpaid Leave of Absence engaged in gainful employment without prior written permission from both the Employer and the Union shall forfeit his/her seniority rights and his/her name will be stricken from the Seniority List, and he/she shall no longer be considered an employee of the Employer.
- f) An employee requesting an unpaid Compassionate Leave will be given special consideration, and may be required to substantiate the reason for such Leave, prior to returning to work. Any violation of this provision will be subject to disciplinary action.

- g) An employee who goes to work for the Local Union which represents the employee in his/her bargaining unit, may apply for an unpaid Leave of Absence from the employer for a period not to exceed ninety (90) days. Such Leave will not be unduly withheld, and when granted, the Employer will do so in writing, with a copy to the Union. The employee will continue to accrue seniority during such Leave. At the expiration of the ninety (90) calendar days, the employee must return to his/her former position or relinquish all seniority rights with the Employer.
- h) Employees must file a request for Leave of Absence, at least fourteen (14) days in advance, and the Employer must reply to the said Leave of Absence within seven (7) days of the request. **Such leaves of absence will be granted up to three percent (3%) consistent with operational requirements and will not be unreasonably denied.**
- i) When an employee suffers an injury or illness which requires his/her absence, they shall report the fact to the Employer as soon as possible, prior to their actual starting time, so that adequate replacement may be made if necessary. The reporting of such injury or illness should be made prior to starting times wherever possible - a minimum of one (1) hour for day shifts, or two (2) hours for afternoon shifts. Failure to comply may result in disciplinary action being taken by the Employer.
- j) Employees must keep the Employer notified of their correct address and phone number at all times.
- k) Bereavement Leave - In the case of death in the immediate family, (mother, father, step mother, step father, spouse, common-law spouse, children, sister, brother, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandchildren and grandparents) upon notification to the Employer, the affected employee shall be granted five (5) days Leave of Absence with pay. An additional period of up to five (5) days unpaid Leave of Absence shall be granted upon request.

In the event of the death of the employees' aunt, uncle or where the employee has been asked to be a pallbearer the Employer shall allow one (1) day off without pay in order to allow the employee to attend the funeral.

Proof of death may be required, if requested by management. The Employer will not require any person already on bereavement leave to report for work during the bereavement period.

- l) Jury Duty - All time lost by an employee on his regular work day due to necessary attendance on any court proceedings where subpoenaed as a witness or juror, shall be paid for at the rate of pay applicable to said employee. Once an employee is released from witness duty, he/she shall be returned to the job classification and pay rate they were on, prior to such duty. All witness payments received by the employee from courts or otherwise shall be reimbursed to the Employer, by endorsement of witness fees to the Employer. The employee must be returned to his regular assignment that he/she was on prior to being summoned or subpoenaed, either during a break in the court proceeding, or on the completion thereof. No employee's work or shift shall be changed to avoid payment as set out above.

In the event an employee is subpoenaed to attend court on his/her day off, on Employer related business only, the Employer will reschedule that employee's shift.

- m) Maternity and Parental Leave - Maternity and Parental Leave shall be as defined and outlined in the Canada Labour Code. The employee shall give the Employer four (4) weeks' notice, in writing, of the day upon which she intends to commence the Leave, and a certificate of a

qualified medical practitioner stating that she is pregnant. Where an employee intends to resume her employment with the Employer upon expiration of the Leave, the employee shall notify the Employer not less than four (4) weeks prior to their return. The Employer shall reinstate her to their former position at not less than the same wages and benefits.

- n) Paternity Leave - an employee whose partner has given birth shall be granted two (2) days of paid Paternity Leave at the time of birth of the child, or on the date when the child is brought home. Upon request, an employee will be granted an additional three (3) days Leave without pay to be taken in conjunction with the foregoing.
- o) Marriage Leave - The Employer shall grant, upon written request, up to five (5) consecutive unpaid days off for an employee to attend his/her own wedding. An employee will be granted a Leave of Absence without pay to attend the wedding of a member of their immediate family.
- p) Personal Leave - The Employer shall grant unpaid time off to an employee for such leave up to six (6) days per year, such days may be taken in single or multiple days. In order to avail himself of personal days the employee must advise the employer in writing on a form provided by the employer seven (7) days in advance. The criteria for allowing such time off shall be the same as that used to allow employees off on annual vacation. Vacation requests shall take precedence.

ARTICLE NO. 7 - SHOP STEWARDS

- a) The Union shall appoint or elect Shop Stewards from Regular Employees who have completed their probationary period and shall notify the Employer in writing of the appointment or election. The Employer shall only recognize such Shop Stewards when notified in writing by the Union, and shall not discriminate against them for lawful Union activity.
- b) The Union shall supply the Employer Human Resources Department on or about each January 1, a list of the employees acting as Shop Stewards. Such list will indicate the name of the employee and the location.
- c) Shop Stewards will suffer no loss of regular pay when processing grievances under Steps 1 and 2 of the Grievance Procedure.
- d) The Employer will notify the Union prior to the dismissal of any Shop Steward.
- e) A Shop Steward shall be present any time an employee is interviewed by management where the result of the interview may lead to discipline, unless the employee advises the Steward that his/her presence is not wanted. When an employee is required to attend a meeting, the purpose of which is to conduct a disciplinary investigation hearing, investigate a documented performance event, or render a disciplinary decision, the employee is entitled to have, at his or her request, their choice of an available representative of the Union in attendance. In the event there is no Steward on site the employee shall have the option of meeting management with another employee of his/her choice, or where a suspension may result, go off work without pay and return to address the matter when a Steward or Business Agent is available.
- f) **A Union representative will have the opportunity to meet with new employee(s) for up to one (1) hour to provide information in regard to Union membership. This orientation will take place during initial classroom training at a time mutually agreed between the Employer and the Union.**

ARTICLE NO. 8 - UNIFORMS AND MISCELLANEOUS

- a) All uniforms, when supplied by the Employer, shall be without cost to the employee.
- b) Uniforms will be as described in the Employer's Uniform Policy, and will be subject to change only upon mutual agreement between the Employer and the Union. Additional uniform(s) (e.g. maternity or difficult sizes) must be approved by management and will be supplied by the Employer. Where the Employer is unable to supply articles as agreed upon in this article the employee will upon receiving the prior approval purchase the item and thereafter will be reimbursed upon presentation of receipt. Adequate winter wear will be provided, at the Employer's expense. (e.g. US Customs Bridge and Ramp Duties)
- c) Upon termination of employment, the employee is required to return all pieces of the uniform which bear an external logo, including the shield. The employee's final paycheck will not be issued until all required pieces of the uniform are returned to the Employer.
- d) For every four (4) weeks of work by an employee, the Employer shall pay to such employee a cleaning allowance of sixteen dollars (\$16.00).
- e) Employees shall be issued with uniforms having a reasonable fit. An employee who at any time feels that his/her uniform is not of a reasonable fit, shall bring this to the attention of Management, and the matter shall be corrected in a reasonable period of time, at the Employer's expense.
- f) The Employer will provide a clean and adequate lunchroom for its employees. The employees will be responsible to ensure the area and equipment are kept in a clean and tidy condition, after use. The lunchroom shall be equipped with a fridge (where the employees' lunches may be kept) and microwave, and shall be used for the exclusive use of the employees for lunch and breaks during normal hours of operation.
- g) The Employer shall provide footwear as part of the uniform, however where the employee declines the footwear provided by the employer, the employee shall be given sixty – five dollars (\$65.00) on January 1 of each year payable by separate check (non-taxable) to be used towards the purchase of footwear. The footwear must meet the Employer's approval.
- h) The Employer shall supply clean lockers where the employees may keep their belongings while in the employ of the Employer. Until such time as there is an increase in the number of available lockers, a minimum of one hundred (100) lockers shall be assigned to employees on a permanent basis in order of seniority. The balance of the lockers will be available on a per shift basis and must be emptied at the conclusion of each shift. It shall be the employee's duty to keep the lockers clean once they have been assigned. It is understood that an employee's locker will not be subject to search by the Employer other than where the employee and the Shop Steward or fellow employee of the employee's choice is present.

Active employees working in NPS V will be provided with full size lockers to accommodate the PPE and other articles of clothing necessary to perform their duties.
- i) The Employer agrees that whenever an employee is required to provide a medical note or report for any reason that all such notes or reports shall be paid for by the Employer.

- j) Employees shall not be asked or required to give oral or written statements against fellow Union members, where such oral or written statements are not directly related to the fulfillment of the employee's duties to the Employer.

ARTICLE NO. 9 - CONFLICTING AGREEMENT

- a) The Employer agrees not to enter into any agreement or contract with the employees covered by this Agreement, individually or collectively, which in any way conflicts with the terms and provisions of this Agreement or any statute of Canada. Any such agreement will be null and void.
- b) The Employer party to this Agreement shall not use another limited company or device to avoid the conditions of this Agreement. All time worked by any person who, at any time works for the Employer, Party hereto, shall be paid on the basis of the conditions set out in this Agreement regardless of who the Employer hereto states employed such person for a portion of the total hours worked by such person. The Employer agrees that he accepts the sole responsibility for all time worked by persons on his payroll and will not use a subsidiary or allied company to circumvent the terms of this Agreement.

ARTICLE NO. 10 - TRANSFER OF TITLE OR INTEREST

- a) This Agreement shall be binding upon the Parties hereto, their successors, administrators, executors and assigns. In the event that the entire operation is sold, leased, transferred or taken over by sale, transfer, lease, assignment, receivership or bankruptcy proceeding, such operation shall continue to be subject to the terms and conditions of this Agreement for the life thereof.
- c) It is understood by this Section that the Parties hereto shall not use any leasing device to a third party to evade this Collective Agreement. The Employer shall give notice of the existence of this Agreement to any purchaser, transferee, lessee, assignee, etc, of the operation covered by this Agreement or any part thereof. Such notice shall be in writing, with copy to the Union, not later than the effective date of sale.

ARTICLE NO. 11 - GRIEVANCE PROCEDURE

- a) Any grievance of a disciplinary nature shall first be taken up between such employee and the employer's Management Team. Such employee will be entitled to be accompanied by a Shop Steward or Union representative.

Time Limit to institute a grievance:

Termination or layoff - ten (10) calendar days
All others - fifteen (15) calendar days

- b) Failing settlement under a) above, such grievance shall be taken up between the employee's Supervisor, or higher authority, and a Shop Steward or Local Union Representative. This Step must be completed within ten (10) calendar days from the completion of a) above.

- c) Failing settlement under b) above, such grievance and any question or controversy that is not of a kind that is subject to a) and b) above, the grieving party shall reduce the grievance to writing and it will be referred to and taken up in a presentation to a Grievance Board, hereinafter referred to as "The Board". Such Board shall consist of two (2) Union Representatives appointed by the Secretary-Treasurer or higher authority of the Union, and two (2) representatives of the Employer, appointed by an officer of the Employer.

Appointments to the Board by the Parties shall be in writing. All members of the Board shall have been duly appointed and so authorized that any settlement arrived at by the Board on a specific grievance shall be final and binding.

- d) Except by written mutual agreement between the Union and the Employer providing for an extension of time and setting a firm meeting date, c) above, must be completed within ten (10) calendar days from the completion date of b) above.
- e) In all such grievance procedures, the Union representative shall act in the capacity of Chairman of the meeting, and the representative of the Employer shall act in the capacity of Recording Secretary.

All copies of all minutes shall be signed and dated by both the Union and the Employer.

- f) Failing settlement under the above steps, the matter will be referred to an agreed-upon neutral person to act as an Arbitrator, who will meet with the Parties to hear both sides of the case. Failing to agree upon a neutral person, the Department of Labour will be requested to appoint a neutral Arbitrator.

The Arbitrator shall be required to hand down his decision within thirty (30) calendar days following completion of the hearing, and his decision shall be final and binding on the two Parties to the dispute.

The cost of the Arbitrator will be borne equally by the Union and the Employer.

ARTICLE NO. 12 - PAYDAY AND PAY STATEMENTS

- a) All employees covered by this Agreement shall be paid on a definite bi-weekly basis, and dates will not be altered without consent of the Union.
- b) The Employer shall provide every employee covered by this Agreement with a separate electronic or detachable written or printed itemized statement in respect of all wage payments made to such employee. The pay statement shall include at a minimum the following bi weekly accumulation and year to date totals:
- Rate of pay
 - Regular hours worked
 - Overtime hours worked
 - Statutory holiday pay
 - Statutory deductions

- Sick Hours accumulation
- Vacation pay/accrual
- Cleaning Allowance
- Parking (shown under "other" earnings)
- Shoe allowance
- Any other Bonus paid
- Health and Welfare premiums (employee's contribution)
- Pension
- Medical cost reimbursement (shown under "adjustment")
- Total hours worked in the calendar year
- Wage Premium (ie Point Leader/TES/TPL/TS) including all hours paid
- Union dues
- Grievance Settlement

The Employer shall include a sample pay stub and an explanation of payroll codes in its employee orientation document. Upon request, the Employer will provide a document explaining payroll codes to all current part-time and full-time employees.

Such statement shall set forth the total hours worked, the total overtime hours worked, either time and one-half (1½) or double time (2x), the rate of wages applicable, and all deductions made from the gross amount of wages.

Payment of wages will be made by direct deposit to the employee's bank account.

Any error in payroll calculation by the Employer of fifty dollars (\$50.00) or more shall be paid to the employee within ninety-six (96) hours of the error being brought to the attention of the Site Management Team. All pay adjustments will be by separate cheque and will be explained in full.

Failure by the Employer to correct a payroll error within ninety-six (96) hours of being notified, in writing, will result in a penalty of ten dollars (\$10.00) per day until the error is paid.

Should the employee be overpaid, the Employer, after verifying and notifying the employee, shall have the right to make deductions of twenty-five dollars (\$25.00) per pay period until the overpayment is repaid. Where there is an agreement in writing between the Employer and employee, the Employer may deduct greater than twenty-five dollars (\$25.00) per pay period as agreed upon between the Employer and the employee.

ARTICLE NO. 13 - ANNUAL VACATIONS

- a) Employees who have previously completed or subsequently complete one (1) calendar year as an employee, shall receive two (2) weeks vacation at four percent (4%) of their annual gross earnings for the calendar year for which they are receiving their vacation. A calendar year shall be twelve (12) months from the date an employee commenced work.
- b) Employees who have previously completed or subsequently complete three (3) years of continuous service and thereafter, as an employee shall receive three (3) weeks vacation at six percent (6%) of their annual gross earnings for the calendar year of service dating from their anniversary date prior to receiving said vacation.
- c) Employees who have previously completed or subsequently complete seven (7) years of continuous service and thereafter, as an employee shall receive four (4) weeks vacation at eight percent (8%) of their annual gross earnings for the calendar year of service dating from their anniversary date prior to receiving said vacation.
- d) Employees who have previously completed or subsequently complete eleven (11) years of continuous service and thereafter, as an employee shall receive five (5) weeks vacation at ten percent (10%) of their annual gross earnings for the calendar year of service dating from their anniversary date prior to receiving said vacation.
- e) Employees entitled to vacation as set forth above shall be given their vacation within six (6) months of their anniversary date, and at a time suitable to the Employer and employee, based on seniority.
- f) Employees, at their option, shall have the right to split their vacation into separate periods consisting of a minimum of two (2) days at a time. The Employer will do its utmost to cooperate with any employee's vacation requirements where extenuating problems exists. It is understood that full weeks of vacation shall have priority over two (2) day blocks of vacation on the vacation planner.
Definition – one week is seven (7) calendar days.
- g) For the purposes of determining a calendar year's employment to qualify an employee for vacation and vacation pay, when an employee has worked a minimum of seventeen hundred (1700) hours in an employee's calendar year, running from anniversary date to anniversary date, he/she shall be eligible for vacation as set forth above.
- h) In the event that an employee leaves the employ of the Employer before he/she is entitled to two (2) weeks vacation, he/she shall receive four percent (4%) of the gross earnings he received while in the employ of the Employer.
- i) In the event of an employee leaving the employ of the Employer after he has had his vacation he earned for the previous year, he/she shall receive four percent (4%), six percent (6%), eight percent (8%), or ten percent (10%), as the case may be, of his/her pay for the year in which he ends his /her employment for which no vacation has been paid.

- j) The employee must request vacation pay one (1) week prior to the scheduled vacation, and the Employer shall pay such vacation pay by direct deposit on the regular payday.
- k) The Employer shall furnish the employee with a statement showing the period for which the employee is receiving his/her vacation pay, how the vacation pay was calculated, and shall include all overtime payments, commissions or anything of a monetary value on which the employee has to pay income tax.
- l) Annual vacation must be taken between January 1 and December 31 of the current contract year, and may only be carried over to the next vacation year with mutual agreement between the Employer and the employee.
- m) Vacation lists shall be posted November 1st of each year, and employees shall designate their choice of vacation time **in an open bid process that involves and equal number of representatives of the Employer and Shop Stewards. The bid will be completed by November 21st.** The Employer shall post the final vacation schedule by November 30th, and it shall remain posted for the balance of the year to which it applies. Once posted, this vacation schedule will not be altered unless mutually agreed to between the Employer and the employee(s) concerned.

Following completion of the spring shift bid in the vacation calendar year, if an employee has not designated his/her choice of vacation time, the Employer will advise the employees who have remaining outstanding vacation liability and will provide a further opportunity for an open bid by seniority amongst those employees into available slots. In the event an employee does not bid their remaining vacation at this time, the Employer will designate their vacation time including partial weeks into remaining open slots and will re-post the updated vacation schedule. This process will normally be completed by June 15th, unless there is a delay to the spring shift bid. The second vacation bid cannot override already selected and approved vacation.

The vacation schedule will remain posted throughout the vacation calendar year and will be updated to reflect any changes to vacant vacation periods. Employees may request an available vacation slot by submitting a written request with two (2) weeks notice to the Employer which will be approved on a first come first served basis.

- n) Unless the employer and the Union agree there is only one (1) classification for the purposes of granting vacation. **The percentage of employees allowed off on vacation at any one time shall be a minimum of ten percent (10%) of active employees at the time of the posting of the vacation schedule rounded up, except for weeks that fall in the months of July and August, and the last three (3) weeks of December and the first (1st) week of January, at which time the minimum will be eight percent (8%).**
- o) **Employees who are entitled to three (3) or more weeks of annual vacation shall have the option to take their vacation as provided for herein, or request vacation payout in whole weeks increments provided they keep a minimum of two (2) weeks to be taken as vacation. Requesting a vacation payout will reduce the number of weeks vacation taken by the number of weeks of payout requested.**

ARTICLE NO. 14 - GENERAL HOLIDAYS

- a) The following and all additional days as may be declared by the Federal and / or Provincial governments shall be recognized as General Holidays:

Boxing Day	Good Friday	Christmas Day
New Year's Day	Canada Day	Civic Holiday
Victoria Day	Thanksgiving Day	Remembrance Day
Labour Day	Louis Riel Day	

- b) Each full-time employee shall be paid eight (8) hours pay for each such Holiday, following the first thirty (30) days of employment, which is calculated from the first day of training.
- c) Following the first thirty (30) days of employment, part-time employees are entitled to an extra days pay for General Holidays **which will be calculated as follows:**
- **where the employee has worked less than fifteen (15) days within the previous thirty (30) calendar days, one-twentieth (1/20th) of the total hours worked within the previous thirty (30) calendar days; or**
 - **where the employee has worked more than fifteen (15) days within the previous thirty (30) calendar days, divide the total number of hours worked by the total number of days worked in the previous thirty (30) calendar days.**
- d) In addition to b) and c) above, employees working on a General Holiday, following the first thirty (30) days of employment, shall be paid as follows:
1. **The duration of the shift or portion thereof** - time and one-half (1 ½) their regular rate;
 2. All hours in excess of **duration of the shift** and up to and including eleven (11) hours - double (2x) the regular rate;
 3. All hours in excess of eleven (11) - triple (3x) the regular rate.
- e) In the event that a work shift overlaps the beginning or the end of a General Holiday, the criteria shall be that all hours actually worked on the General Holiday, between 12:01 and 12:00 midnight, shall be considered as worked on a General Holidays for each individual employee.

ARTICLE NO. 15 - SENIORITY AND PROMOTIONS

- a) For the purpose of this Agreement, Garda Security Screening Inc. will recognize the existing seniority/hours worked of the former Executive Security employees. Any pay increase due to these employees will be explained in full and paid to the employee by a separate deposit.
- b) Strict seniority shall prevail at all times, subject to the particular employee(s) being capable for work which is to be done. Seniority shall be based from the first day of actual time for which wages are paid or the first day of classroom training whichever comes first.

- c) Should two or more persons have the same start date, the seniority ranking for that group of employees shall be by random draw.
- d) Any alleged breach of this clause shall be the basis of a grievance. When it becomes necessary to reduce the working force, the last person hired shall be laid off first, and when the force is again increased, employees are to be returned to work in reverse order in which they are laid off during the layoff process, subject to qualifications. Laid off full or part time employees shall have the right to be placed on the On Call Casual list. However they shall not suffer a loss of seniority or benefits, and will whenever possible be allowed the minimum number of days worked required to maintain their CATSA certification. In the event the layoff is to be permanent the employee shall be so notified and paid severance in accordance with the Canada Labour Code.
- e) Any employee promoted to any position outside the bargaining unit, and at a later date proves to be unsatisfactory for any such position, or there is a reduction in staff of the department, may be reinstated to his/her former position without loss of seniority, or accrued seniority, provided this occurs within one hundred and eighty (180) calendar days of the promotion. Any employee who uses this clause to return to the bargaining unit, for whatever reason, will be restricted from bidding positions outside the unit for the remaining life of the Collective Agreement.

Employees moving to a position outside the bargaining unit consistent with the foregoing shall retain the Screening Officer bargaining unit Teamster Health & Welfare and Pension Plans for up to one hundred and eighty (180) calendar days.

- f) The Employer shall provide the Union with a separate seniority list for full-time, part time, and On Call Casual employees, giving the names of employees and dates they commenced employment, immediately after the signing of this agreement and each four (4) months after that, and shall also post a copy of the seniority list at the site. The Employer shall add any new employees and delete those whose employment is terminated.
- g) Any employee wishing to protest seniority must do so within thirty (30) calendar days of the initial posting of the seniority lists. The Employer shall date stamp the seniority list when posted.
- h) On Call Casual employees shall only gain seniority for bidding and bumping purposes when they accept a position with regular scheduled hours and their seniority date shall be the first day worked on a regular schedule.
- i) Probation: Due to the nature of the Employers' business, the Employer will have the right to discontinue the employment of any employee, for just cause, during the period up to ninety (90) calendar days from commencement of employment. The Probationary Period will be extended by an equivalent number of calendar days of any absence by the employee.

ARTICLE NO. 16 - HOURS OF WORK

- a) The calendar week shall be from 12:01 a.m. Sunday to midnight the following Saturday.
- b)
 - (i) Schedules will be submitted for mutual agreement by both the Employer and the Union prior to implementation. Such schedules will normally be implemented on a semi-annual basis, or as may otherwise be mutually agreed upon or mandated (bumping procedure), to coincide with the airline schedules. In the absence of a shift bid precipitated as described in this Article, with thirty (30) days written notice from the Union the parties shall meet to conduct a shift bid. This shall not occur without mutual agreement more than twice each calendar year. Accordingly, where there is little or no change to a current shift at the time a shift bid would normally take place, the current shift shall be rebid. Subject to the bilingual services requirements contained in this Agreement, seniority of the employee shall be the determining factor when awarding schedules of work, other than when the hours of work on a bid schedule change by one hour or more per week.
 - (ii) Schedules will be developed by Management in conjunction with the Labor Relations Committee. The Labour Relations Committee will have representation from both the A.M. and P.M. shifts.

Schedules will consider the appropriate number of staff and their qualifications for all aspects of screening operations (PBS, NPS, HBS) and the optimum shift lengths/durations (in light of the 85% Full time and 15% Part time staff levels).

Agreed upon schedules will be subject to a shift bid with employees bidding in order of seniority and qualifications. Seniority will prevail where qualifications are equivalent. Shift bid procedures will be developed in conjunction with the Labour Relations Committee.

HBS shifts, NPS V shifts and Training Specialist shifts will be identified as such and bid in seniority order amongst qualified employees. All PBS and NPS T Checkpoints will be bid as PBS shifts.

Following the bid, if an employee who does not have NPS V or HBS certification wants a vacant NPS V or HBS shift, they will be required to sign up in seniority order and successfully complete the next available training class, and agree to remain in the function for the current, and one (1) successive bid

It is understood and agreed that full-time employees will work a minimum six (6) hours per day, five consecutive days per week, except where a change of shift schedule occurs. The Employer agrees that **at the time of the shift bid**, the number of employees holding less than a thirty (30) hour per week schedule will not exceed fifteen percent (15%) of the number of Full time employees holding thirty (30) or more hour per week schedules, **and such employees will not exceed twenty percent (20%) at any time between shift bids.**

Shift schedules will contain lines designated as "Relief" to cover absences and vacancies of employees holding a bid shift. Relief schedules will be built in accordance with the following:

- **The number of relief schedule lines will not exceed the number of employees allowed away on vacation in accordance with Article 13, n) and known long term leaves of absence as agreed with the Labour Relations Committee.**
- **Employees working relief schedules shall be Full-time employees, and relief schedules will contain a minimum of thirty (30) hours;**
- **Additional hours/shifts that have not been filled from the Availability List will be provided to qualified employees working the relief work schedule up to forty (40) hours per week;**
- **When scheduling relief employees or making adjustments thereto, where possible, every reasonable effort will be made to respect the employees' seniority and shift/starting time preferences;**
- **Unless otherwise provided for herein, all Articles of this Agreement shall apply to relief positions.**
- **Utilization of Article 18 – On Call Casual Employees will be suspended for the life of this Collective Agreement and will subsequently be deleted subject to the successful application of the foregoing.**

Any employee who reports to work on a normal work day, on the call of the Employer, and who does not commence his/her shift, shall be paid four (4) hours pay at the applicable rate.

Overtime will be paid in minimum fifteen (15) minute increments.

- c) All time worked on a sixth (6th) day shall be at time and one-half (1 ½) rates of pay, and all time worked on a seventh (7th) day, shall be at double time rates of pay.

Should an employee be offered overtime work on their days off, their first day off worked will be paid at time and one half (1 ½) the applicable rate of pay. The second day off worked will be at the double (2x) time rates of pay.

Should an employee choose not to work overtime on their first day off, but does choose to work on their second day off, all time worked on their second day off shall be a time and one half (1 ½) the applicable rate of pay.

- d) Any employee called out after his/her working day has been completed shall be paid a minimum of four (4) hours pay at the applicable overtime rate of pay. To qualify, the employee must have a minimum one (1) hour break between the end of their original shift and the beginning of the call-out shift.
- e) When an employee is called to work on one of his/her days off, he/she shall receive a minimum of four (4) hours pay at the applicable overtime rate of pay.
- f) Employees will be given eight (8) hours free from duty on any shift change, and where an employee has his/her shift changed and he/she receives less than the eight (8) hours free from duty, he/she will receive overtime at the overtime rate shown herein for each fifteen (15) minutes unit that he/she is short of his/her eight (8) hours.

- g) If an employee is requested by the Company to leave early when working overtime on his/her day off, he/she will be paid only for the time worked. The employee must work at least four (4) hours on said shift.
- h) Overtime shall be paid either after eight (8) hours in a regular workday or where the employee's schedule of hours is less than eight hours per day for all hours worked beyond the employee's regular scheduled hours. (Example: The employee has a 6 hour schedule then overtime is paid after 6 hours). All employees may be required to work overtime, all of which shall be voluntary, and awarded in order of seniority. When overtime work is required and no employee volunteers to work such overtime, the junior employee shall be required to work such overtime; reverse seniority shall apply until enough employees are working to cover the shift. No employee will be requested to work overtime shifts while on vacation with the exception of an emergency situation.
- i) When an employee meets with an accident at work which hampers him/her from the normal performance of duties, he/she shall be paid for the remainder of the shift on the day of the accident. All work related injuries must be reported immediately to a supervisor or manager.
- j) If an employee is required to work unscheduled overtime, of which he / she is not notified in advance of commencement of his / her regular shift, and the employee works beyond two (2) hours overtime, the employee shall receive a meal allowance credit of sixteen dollars (\$16.00).
- k) Implementation of the whole of this Article shall be no more than two (2) weeks from the date of signing of this Agreement.
- l) Where an employee having bid on and been awarded a shift/schedule of hours by the Employer has his hours increased or reduced by one (1) hour or more per week, such employee shall be entitled to use his seniority to bump to another shift/schedule of his choice. Up to four (4) employees affected by a bump of this nature will be allowed to use their seniority to choose a shift/schedule of work, where more than four bumps are to take place as a result of hours of work increase or reduction the employer shall conduct an overall shift rebid.
- m) Any new or vacant position on any shift or schedule shall be posted for bid. A vacant position shall be posted within five (5) days of becoming vacant and shall be date and time dated at the time of posting other than where the Employer has notified the Union (in writing) that such shift will not be filled and has been eliminated. The posted position shall remain up for bid for five (5) days and shall be awarded within three (3) days following the end of the posting period.
- n) The Employer agrees that in accordance with the requirements of its contract to provide bilingual service, that each shift shall have a maximum of three (3) employees designated to provide bilingual service (French and English) at the Domestic screening area and a maximum of two (2) employees providing such service at the International screening area. It is also agreed that any new screening point that is activated will require a minimum of one (1) bilingual agent for every two (2) lines.
- o) The work week shall be any five (5) consecutive days beginning Sunday at 12:00 midnight and ending at 11:59 pm the following Saturday. The Employer shall allow a fifteen (15) minute paid break for each four (4) hours worked at straight time, and shall allow a thirty (30) minute paid lunch for each employee required to work six (6) hours or more. Where an employee having completed an eight (8) hour day is required to work in excess of three (3) hours of overtime,

such employee shall be granted a fifteen (15) minute paid break for each additional three (3) hours worked, and an additional paid lunch period after six (6) hours of overtime.

Employees shall be entitled to their first fifteen (15) minute paid break after the end of the first (1st) hour and prior to the start of the third (3rd) hour. They shall be entitled to their paid lunch break after the end of the third (3rd) hour and prior to the start of the fifth (5th) hour. They shall be entitled to their second fifteen (15) minute paid break after the end of the fifth (5th) hour and prior to the start of the seventh (7th) hour. For employees working ten hour shifts they shall be entitled to their third fifteen (15) minute paid break after the start of the ninth (9th) hour and before the start of the tenth (10th) hour. Employees shall be entitled to an additional half hour paid lunch upon completion of fourteen (14) hours on duty.

It is understood that the above noted paid breaks and lunch periods may be rescheduled in order to meet passenger volume and site requirements such peak period manning requirements shall be posted as well as any changes to these requirements.

- p) The Employer shall maintain an Availability List on which employees wishing to work extra hours outside of their regular shift/schedule may place their names in order to be called to work. Such list shall be posted one week in advance of the week in which the employee may be called to work. Employees will indicate the days of the week and hours in which they are available. The Employer will call employees to such extra work on the basis of seniority on the Availability List, and then call employees in order of seniority whose names do not appear on the list in the event that there are insufficient employees on the list.
- q) The Employer agrees to combine hours to create as many full time shifts/schedules of the greatest number of hours up to forty (40) hours per week as is possible.
- r) **Employees will be permitted to exchange shift in accordance with the following procedure:**
 - 1) the change is to be requested **in the automated system at least three (3) days in advance. Where the system does not accept the request, or when the employee is unable to utilize the automated system, it must be submitted** in writing on a form provided for such purpose by the Employer and signed by the two (2) employees and **approved by a Manager or designate;**
 - 2) the two (2) work shifts shall be scheduled within the same work week;
 - 3) the changes in work shifts are not to result in the payment of any overtime;
 - 4) the change in work shifts is not to harm operations;
 - 5) any debit or credit in salary caused by any reason whatsoever (ie. late arrival for work or payment of a statutory holiday) shall be attributed to the employee who actually performs the work.

Employees will be permitted to give away shift in accordance with the following procedure:

- 1) **Giveaways must be submitted in the automated system at least seventy-two (72) hours prior to the start of the shift of the earliest applicable shift. Where the system does not accept the request, or when the employee is unable to utilize the**

automated system, it must be submitted on the form supplied, legible and in full and approved by a Manager or designate.

- 2) Urgent requests may be approved on a case-by-case basis by a Manager or designate.**
- 3) Where the form is used, both parties must sign the shift giveaway form.**
- 4) Both parties must ensure that the shift giveaway has been processed by the system or otherwise approved by a Manager or designate.**
- 5) The change in work shift is not to harm operations.**
- 6) Employees who give their shift away will NOT be eligible for overtime that day.**
- 7) Giveaways are paid straight time, cannot result in the payment of overtime, and do not count towards maximum hours per day or the forty (40) hours per week. Any debit or credit in salary caused by any reason whatsoever (i.e. late arrival for work or payment of a statutory holiday) shall be attributed to the employee who actually performs the work.**
- 8) Overtime is only paid out on give away when the employee is requested to stay for additional hours by the Company and the hours exceed the normal length of the shift the employee accepted to work.**
- 9) Any employee will be allowed to Give Away a maximum of twenty-five percent (25%) of their scheduled shift in any eight (8) week period. One time during every calendar year, this amount will be increased to fifty percent (50%) of their scheduled shift during an eight (8) week period.**

Note: This does not include hours traded or exchanged.

- 10) Failure to comply with the proper shift trade/giveaway procedures may result in a loss of privileges for the employee concerned for up to six (6) months.**
- s) Where an employee holds an advanced qualification such as HBS, NPS-Vehicle, etc., that employee shall be provided with the minimum number of hours in the function in order to maintain such qualification.**
 - t) Where an employee is identified as requiring on the job training (OJT) prior to being permitted to perform certain of the Screening Officer duties, such training shall be provided as soon as reasonably possible. The process shall be OJT, recertification on the specific job and after recertification the Employer will normally advise the employee within fourteen (14) calendar days to advise his/her status of the training and qualification.**
 - u) The Employer will notify employees by way of electronic media and bulletin board, of the expiration deadlines, in the case of their CATSA recurrent medicals with thirty (30) days notice, and in the case of their RAIC's with six (6) months notice. Employees will be required to provide the Employer with the renewal documentation at least five (5) business days prior to the expiration date. Employees who become ineligible to perform their duties as a result of failing to renew their RAIC's or medical through their**

own conduct by the posted deadlines shall be placed on a leave of absence without pay until they are able to resume their full scope of duties.

ARTICLE NO. 17 - PART-TIME EMPLOYEES

- a) All employees who are regularly scheduled to work less than thirty (30) hours per week shall be considered to be part time employees, employees scheduled to work thirty (30) hours per week or more are considered to be full time employees.
- b) Unless otherwise specifically identified all articles of the Collective Agreement are applicable to part time employees.
- c) Part time and full time employees shall be carried on a single seniority list (excluding On Call Casual employees), and shall use such seniority for all purposes covered by the Collective Agreement.
- d) At the time of a shift bid, the number of Part-time employees in the bid will not exceed fifteen percent (15%) of the number of full time employees, **and at anytime between shift bids, will not exceed twenty percent (20%).**
- e) Such employees shall not be reduced to the status of On Call Casual prior to notification to the Union. In the event such employee is reclassified he/she shall continue to receive all wages and benefits provided in this agreement (including the accrual of seniority) for full or part time employees, and shall be the first recalled to any new or vacant position. Such employees placed on the On Call Casual list shall go to the top of the On Call Casual list and shall be offered work in order of their full or part time seniority.

ARTICLE NO. 18 - ON-CALL CASUAL EMPLOYEES

- a) An On-Call Casual employee will be offered work not filled from the Availability List, and on an ad hoc basis, to cover the following:
 - 1. Illness and injury
 - 2. Periodic training requirements
 - 3. Cover shifts not covered by Full-time employees, or
 - 4. Covering contingency staff requirements arising out of irregular operational situations.
- b) On-call Casual employee will be held on a separate seniority list.
- c) There is a requirement that On-Call Casuals will be available for work on a regular basis. Frequent unavailability for work will be grounds for review of the employee's work record. Part of such review will consist of a documented demonstration of the employee's availability to work. Frequent unavailability may result in discipline.
- d) Vacation pay and pay for General Holidays will be given as per the Canada Labour Code.

- e) The following clauses in the Collective Agreement do not apply to the On-Call Casual employees:
 - 1. Article No. 13 – Vacations
 - 2. Article No. 15(a) – Seniority
 - 3. Article No. 21 - Health and Welfare Plan
 - 4. Article No. 22 - Pension Plan

ARTICLE NO. 19 - BONDING

- a) If at any time the Employer requires any employee hereunder to be bonded, it is agreed that the Employer shall then request the employee to fill in an application to a recognized bonding firm, selected by the Employer. Where any competent authority requires employees to be bonded, it shall be a condition of employment that the employees qualify for and obtain a bond.
- b) **If at anytime the Employer, in accordance with its contractual obligations, requires and employee to obtain a Secret Level Clearance as defined through the Government of Canada Clearance Program, the Employer will assist the employee with the application process, which will be considered as time worked, including covering any approved associated costs the employee may incur in obtaining such clearance. Where required such successful application will be a condition of employment in the classification.**

ARTICLE NO. 20 - EMPLOYER SEARCHES

- a) The Employer will not require employees represented by General Teamsters Union Local No. 979 to participate in searches of the Employer's equipment, property or premises in the event of a bomb threat. This understanding does not preclude the voluntary participation by the employee in such searches, however the Employer shall inform the employees that a bomb threat has been reported prior to requesting the employees to search or service the Employer's equipment, property, or premises. In the Employer staff room, employees will be required to identify staff property. Property not identified as belonging to the staff may be destroyed by police as the necessity arises.

ARTICLE NO. 21 - HEALTH AND WELFARE PLAN

- a) The Employer shall provide the Prairie Teamsters Health and Welfare Plan, excluding Long Term and Short Term Disability coverage, to all Full-time and Part-time employees, members of the Union, and eligible dependants coming under the jurisdiction of this Agreement. The Company shall provide the complete Prairie Teamsters Health and Welfare Plan, including Long Term and Short Term Disability coverage, to all Full-time and Part-time employees who have attained Level 3 CATSA Certification and have completed three (3) calendar years of service.
- b) Any Full-time or Permanent Part-time employee, member of the Union, who is hired by the Employer after the effective date of the Health and Welfare Plan, shall join the Plan on the first day of the month immediately following ninety (90) calendar days from the date of employment with the Employer.

- c) It will be the responsibility of the Employer to ensure that all employees are enrolled in the Health and Welfare Plan, and to make premium remittances on their behalf. Failure of the Employer to enroll employees, forward complete forms and/or remit premiums on the due date [being the tenth (10th) day of each month], to the trustees, will cause the Employer to be liable for any claim arising thereof.
- d) It shall be the Union's responsibility to supply all necessary enrollment forms to the Employer.
- e) The Employer shall remit the premiums to the Administrator as designated by the Trustees of the Health and Welfare Plan. It shall be the Trustees' responsibility, after receipt of the premiums, to distribute same to the applicable insurance underwriters.
- f) The cost of the Health and Welfare Plan will be paid for by the Employer, for full-time employees as follows:

The cost of the Plan, excluding Short Term and Long Term Disability coverage, will be two hundred and **forty-nine dollars and thirty cents (\$249.30)** per employee, per month, of which **two hundred and twenty-four dollars and thirty cents (\$224.30)** will be paid by the Employer.

The cost of the complete plan shall be **three hundred and twelve dollars and twelve cents (\$312.12)** per employee, per month of which **two hundred and eighty-seven dollars and twelve cents (\$287.12)** will be paid by the Employer.

Part-time employees will have the same coverage as the full time employees except that in order to receive Short Term and Long Term Disability benefits, part-time employees must have 6240 hours worked.

The Employer will be responsible for a maximum of five dollars (\$5.00) increase per employee, per month, per year, every January 1st, for the term of this Agreement.

- g) The Employer will continue to cover employees who are off ill, or on Compensation, for a maximum of **seventeen weeks (17) weeks** from date of illness or injury **where the employee continues to pay their portion of the premium.** After **seventeen (17) weeks**, the employee will have the option to continue paying their own premiums through the Company.
- h) The Employer will pay for all medical examinations required by the Employer with the exception of the initial medical exams required by Transport Canada at the entry level, or processing, stage of the trainee.
- i) Full – Time employees who have attained Level 3 CATSA Certification and completed two thousand and eighty (2080) hours of service, will accrue Sick Days based upon two percent (2%) which is the equivalent of 5 days on April 1, 2007, this shall be increased April 1, 2010 to two point four percent (2.4%) which is the equivalent of 6 days and further increased April 1, 2011 to two point eight percent (2.8%) which is the equivalent of 7 days and further increased April 1, 2012 to three point two percent (3.2%) which is the equivalent of 8 days. Unused sick days can be paid out annually providing an employee maintains a minimum of six (6) sick days in their sick bank. All days accumulated in excess of sixteen (16) days will be paid out to the employee's on December 15th of each year.

ARTICLE NO. 22 - PENSION PLAN

- a) Effective November 1, 2005 the Employer will contribute twenty cents (\$0.20) per hour for each hour worked for all employees who have attained Level 3 CATSA Certification to the Prairie Teamsters Pension Plan.

Effective January 1, 2006, the Employer will contribute forty cents (\$0.40) per hour for each hour worked for all employees who have attained Level 3 CATSA Certification to the Prairie Teamsters Pension Plan.

Effective January 1, 2007, the Employer will contribute fifty cents (\$0.50) per hour for each hour worked for all employees who have attained Level 3 CATSA Certification to the Prairie Teamsters Pension Plan.

Effective April 1, 2009 the Employer will contribute eighty cents (\$.80) per hour for each hour worked for all employees who have attained Level 3 CATSA Certification to the Prairie Teamsters Pension Plan.

In the event that Teamsters Local Union 362 negotiates an increased pension contribution for screening officers employed at Calgary International Airport effective April 1, 2010 that is higher than eighty cents (\$.80) per hour worked for each hour worked for employees who have attained Level 3 CATSA Certification, Garda Security Screening Inc. will provide the same pension contribution increase to employees at Winnipeg who have attained Level 3 CATSA Certification for the period March 31, 2010 to April 1, 2011. Similarly if Teamsters Union Local 362 negotiates a further pension contribution for screening officers employed at Calgary International Airport effective for the period April 1, 2011 to March 31, 2012. Garda Security Screening Inc. will match that pension contribution for the period April 1, 2011 to March 31, 2012.

Effective April 1, 2012 the Employer will contribute eighty five cents (\$.85) per hour for each hour worked for all employees who have attained Level 3 CATSA Certification to the Prairie Teamsters Pension Plan.

Effective January 24, 2016, the employer will contribute ninety cents (\$0.90) per hour for each hour worked for all employees who have attained a Level 3 CATSA Certification.

Effective April 3, 2016, the employer will contribute ninety-five cents (\$0.95) per hour for each hour worked for all employees who have attained a Level 3 CATSA Certification.

Effective March 19, 2017, the employer will contribute one dollar and five cents (\$1.05) per hour worked for all employees who have attained a Level 3 CATSA Certification.

Effective in the pay period that follows advice of ratification, the Employer will contribute one dollar and ten cents (\$1.10) per hour for each hour worked for all employees who have attained a Level # CATSA Certification.

Effective March 19, 2019, the employer will contribute one dollar and fifteen cents (\$1.15) per hour for each hour worked for all employees who have attained a Level 3 CATSA Certification.

Effective March 19, 2020, the employer will contribute one dollar and twenty cents (\$1.20) per hour for each hour worked for all employees who have attained a Level 3 CATSA Certification.

Effective March 19, 2021, the employer will contribute one dollar and twenty-five cents (\$1.25) per hour for each hour worked for all employees who have attained a Level 3 CATSA Certification.

- b) Contributions and remittances referred to above shall be remitted monthly, by the fifteenth (15th) day of the month following the month to which they refer, together with a form supplied to the Employer by the Union, which will provide full instructions.
- c) Timely payment of contributions to the Trust Fund provided for in this Agreement is essential for the protection of the beneficiaries. Delinquency and continued failure to remit contributions to the Trust Fund shall be dealt with as follows:
 - 1. The Union will advise the Employer in writing of any delinquency.
 - 2. If the Employer has failed to respond within forty-eight (48) hours of receipt of notification, exclusive of Saturdays, Sundays and Holidays, the Union may then request a meeting with the Employer to provide for payment of funds.
 - 3. In the case of failure of the Employer to contribute into the funds on the due date, the Trustees, in their joint names, may take legal action against the Employer for recovery of the amount due.

ARTICLE NO. 23 - WAGE RATES

Effective April 1, 2018 (1.25%)								
	L1	L3.1	L3.2	L3.3	L3.4	TL rate 12.5% L3.4	Scheduler & TC	red circle salary protected
Regular	\$18.91	\$21.35	\$21.79	\$22.20	\$22.64	\$25.47	\$26.90	\$30.15
OT*1.5	\$28.37	\$32.03	\$32.69	\$33.30	\$33.96	\$38.21	\$40.35	\$45.23
OT*2	\$37.82	\$42.70	\$43.58	\$44.40	\$45.28	\$50.94	\$53.80	\$60.30
Length of Service Required (hours)		0-2080	2081-4160	4161-6240	6241+			
Effective September 30, 2018 (1.25%)								
	L1	L3.1	L3.2	L3.3	L3.4	TL rate 12.5% L3.4	Scheduler & TC	red circle salary protected
Regular	\$19.15	\$21.62	\$22.06	\$22.48	\$22.92	\$25.79	\$27.24	\$30.53
OT*1.5	\$28.73	\$32.43	\$33.09	\$33.72	\$34.38	\$38.69	\$40.86	\$45.80
OT*2	\$38.30	\$43.24	\$44.12	\$44.96	\$45.84	\$51.58	\$54.48	\$61.06
Length of Service Required (hours)		0-2080	2081-4160	4161-6240	6241+			
Effective March 31, 2019 (1.25%)								
	L1	L3.1	L3.2	L3.3	L3.4	TL rate 12.5% L3.4	Scheduler & TC	red circle salary protected
Regular	\$19.39	\$21.89	\$22.34	\$22.76	\$23.21	\$26.11	\$27.58	\$30.91
OT*1.5	\$29.09	\$32.84	\$33.51	\$34.14	\$34.82	\$39.17	\$41.37	\$46.37
OT*2	\$38.78	\$43.78	\$44.68	\$45.52	\$46.42	\$52.22	\$55.16	\$61.82
Length of Service Required (hours)		0-2080	2081-4160	4161-6240	6241+			
Effective September 29, 2019 (1.25%)								
	L1	L3.1	L3.2	L3.3	L3.4	TL rate 12.5% L3.4	Scheduler & TC	red circle salary protected
Regular	\$19.63	\$22.16	\$22.62	\$23.04	\$23.50	\$26.44	\$27.92	\$31.30
OT*1.5	\$29.45	\$33.24	\$33.93	\$34.56	\$35.25	\$39.66	\$41.88	\$46.95
OT*2	\$39.26	\$44.32	\$45.24	\$46.08	\$47.00	\$52.88	\$55.84	\$62.60
Length of Service Required (hours)		0-2080	2081-4160	4161-6240	6241+			
Effective April 12, 2020 (1.25%)								

	L1	L3.1	L3.2	L3.3	L3.4	TL rate 12.5% L3.4	Scheduler & TC	red circle salary protected
Regular	\$19.88	\$22.44	\$22.90	\$23.33	\$23.79	\$26.76	\$28.27	\$31.69
OT*1.5	\$29.82	\$33.66	\$34.35	\$35.00	\$35.69	\$40.14	\$42.41	\$47.54
OT*2	\$39.76	\$44.88	\$45.80	\$46.66	\$47.58	\$53.52	\$56.54	\$63.38
Length of Service Required (hours)		0-2080	2081-4160	4161-6240	6241+			
Effective October 12, 2020 (1.75%)								
	L1	L3.1	L3.2	L3.3	L3.4	TL rate 12.5% L3.4	Scheduler & TC	red circle salary protected
Regular	\$20.23	\$22.83	\$23.30	\$23.74	\$24.21	\$27.24	\$28.76	\$32.24
OT*1.5	\$30.35	\$34.25	\$34.95	\$35.61	\$36.32	\$40.86	\$43.14	\$48.36
OT*2	\$40.46	\$45.66	\$46.60	\$47.48	\$48.42	\$54.48	\$57.52	\$64.48
Length of Service Required (hours)		0-2080	2081-4160	4161-6240	6241+			
Effective March 28, 2021 (1.5%)								
	L1	L3.1	L3.2	L3.3	L3.4	TL rate 12.5% L3.4	Scheduler & TC	red circle salary protected
Regular	\$20.53	\$23.17	\$23.65	\$24.10	\$24.57	\$27.64	\$29.19	\$32.73
OT*1.5	\$30.80	\$34.77	\$35.48	\$36.15	\$36.86	\$41.46	\$43.79	\$49.10
OT*2	\$41.06	\$46.34	\$47.30	\$48.20	\$49.14	\$55.28	\$58.38	\$65.46
Length of Service Required (hours)		0-2080	2081-4160	4161-6240	6241+			
Effective September 26, 2021 (1.75%)								
	L1	L3.1	L3.2	L3.3	L3.4	TL rate 12.5% L3.4	Scheduler & TC	red circle salary protected
Regular	\$20.89	\$23.58	\$24.06	\$24.52	\$25.00	\$28.13	\$29.70	\$33.30
OT*1.5	\$31.34	\$35.37	\$36.09	\$36.78	\$37.50	\$42.20	\$44.55	\$49.95
OT*2	\$41.78	\$47.16	\$48.12	\$49.04	\$50.00	\$56.26	\$59.40	\$66.60
Length of Service Required (hours)		0-2080	2081-4160	4161-6240	6241+			

The basic rate applicable to the Training Coordinator and Scheduler will be subject to three (3) increases of one dollar (\$1.00) per hour upon completion of 2080 hours between each increase.

The foregoing percentage increase will apply to the red circle salary protected rate for the incumbent Scheduler as per LOU dated November 23, 2015.

POINT LEADERS/TRAINING EXPERIENCE SPECIALISTS(TESSs)/TRAINING POINT LEADERS (TPLs)/TRAINING SPECIALISTS (TSs)

Point leaders/TESs/TPLs/TSs will receive an hourly salary rate equal to the maximum hourly rate for screening officers for the applicable time period, plus 12.5% upon execution of the Collective Agreement. The point leader/TES/TPL/TS rate as noted above is not as in previous Collective Agreements an hourly premium it is now a part of the salary for the employee with the applicable overtime rates applied to the 12.5%, the rates as indicated above are for ease of reference. This increase is not retroactive to April 1, 2007.

Where a screening officer replaces a point leader/TES/TPL/TS on a temporary basis they will only be entitled to the point leaders/TES/TPL/TS rate where they work for more than one half (½) hour and they will be paid for Point Leaders/TES/TPL/TS hours worked to the nearest half (½) hour.

ARTICLE NO. 24 - SEPARATION OF EMPLOYMENT

- a) If an employee is discharged by the Employer, he shall be paid in full for all monies owing to him by the Employer, on the date of his discharge, subject to other clauses of this Agreement.
- b) If an employee is terminated, or quits, he shall receive his final pay cheque including all monies owing to him, subject to Article No. 8(c), by his next regular payday.
- c) The Employer shall give a Record of Employment (ROE) Certificate to any employee who separates from employment of at least seven (7) days, for any reason, within seven (7) days of the last day worked or terminated.
- d) This Article shall not apply where an employee has failed to surrender all necessary documents and material(s) issued to him/her by the Employer, in good condition notwithstanding normal wear and tear. In such event, the Employer may require such employee to pay for any item wilfully destroyed, mutilated or not returned before final payment of salary is made, subject to the Payment of Wages Act.

ARTICLE NO. 25 - INSPECTION PRIVILEGES

- a) Authorized agents of the Union shall, after requesting permission which shall not be unduly denied by the Employer, have access to the establishment(s) where employees of the Employer are employed, during working hours, and for the purpose of adjusting disputes, investigating working conditions, and ascertaining that the Agreement is being adhered to, provided however that there is no interruption of the working schedule.

ARTICLE NO. 26 - EXTRA SKILLS OR REQUIREMENTS

- a) When the Employer requires any employee to take a First Aid course, or a course of any other type, the actual time spent taking such course shall be deemed to be work time, and shall be paid for as such, at the straight time rate of pay.

ARTICLE NO. 27 - PARKING/TRANSPORTATION ALLOWANCE

- a) The Employer shall pay one hundred percent (100%) of the cost of staff parking at the Winnipeg International Airport.
- b) Where an employee having completed probation does not require parking such employee shall be paid the equivalent of the cost of parking, bi we, ekly.

Note: The foregoing provisions apply to those employees employed on or before January 23, 2016. For those employees hired after January 23, 2016, the cost of employee parking and the transportation allowance will be shared 50/50 by the employee and Employer.

ARTICLE NO. 28 - SAVING CLAUSE

- a) If any Articles of this Agreement or of any supplement hereto should be held invalid by operation of law, or by any tribunal of competent jurisdiction, or if compliance with, or enforcement of, any Article should be restrained by such tribunal, pending a final determination as to its validity the remainder of this Agreement or of any supplement thereto, or the application of such Article to persons or circumstances other than those as to which it has been held invalid, or as to which compliance with or enforcement of has been restrained, shall not be affected thereby.

In the event that any Article or Section is held invalid, or enforcement of or compliance with which has been restrained as above set forth, the Parties affected thereby shall enter into immediate collective bargaining negotiations upon the request of the Union, for the purpose of arriving at a mutually satisfactory replacement for such Article or Section during the period of invalidity or restraint. If the Parties do not agree on a mutually satisfactory replacement, they shall submit the dispute to the procedure as outlined in Article No. 10 - Grievance Procedure, herein.

ARTICLE NO. 29 - COMPENSATION COVERAGE

- a) The Employer shall provide coverage to all employees for injury on the job under the Workers' Compensation Act of the Province of Manitoba.

ARTICLE NO. 30 - STRIKES AND PICKET LINES

- a) There shall be no strikes, work stoppages, job action or lockouts, or intimidation under this Agreement, excepting those strikes as provided under the Federal Labour Code.

All disputes and grievances of either Party shall be settled as quickly as possible under the Grievance Procedure outlined herein.

- b) In the event of a strike, by a Labour Group other than those covered by this Agreement, involving the Employer's property or operations, the employees will remain on the job in accordance with their obligations under the Canada Labour Code, unless to do so would endanger the life of the employee.

ARTICLE NO. 31 - LABOUR RELATIONS MEETINGS

Labour Relations meetings will be held to discuss any questions of mutual interest other than those being the object of a grievance or those being the jurisdiction of the Health and Safety committee. These meetings shall occur at least every three (3) months.

ARTICLE NO. 32 - HEALTH AND SAFETY AT WORK

1) Cooperation

The parties agree to cooperate in order to establish and maintain conditions conducive to ensuring proper health and safety at work for all employees.

b) Respect of the Law

The Company, the Union and the employees collectively undertake to respect the health and safety measures prescribed by applicable laws and regulations in order to ensure the health and safety of all employees.

c) Health and Safety Committee

The Health and Safety Committee will be comprised of:

- two (2) members designated by the Union
- two (2) Company representatives

The Committee's functions are those provided for in Article 135 (6) of Part II of the Canada Labour Code.

d) Committee Meetings

- (i) The Health and Safety Committee shall meet on a monthly basis. Minutes of each meeting must be taken and remitted to each of its members and posted on the bulletin board along with a copy to the Local Union.
- (ii) Members of the Health and Safety Committee shall not be required to perform their normal functions during the time necessary to attend the said meetings and shall not suffer any loss of regular wages by reason thereof.
- (iii) All time spent in such health and safety meetings shall be remunerated at the applicable regular or overtime rate.

e) Right of Refusal

An employee may exercise the right of refusal to perform work constituting an imminent danger, the whole in compliance with the provisions of Articles 128 and following of the Canada Labor Code.

f) **Government Inspection**

A Union member of the Health and Safety Committee shall be present, during a governmental inspection in a matter of health and safety. All reports of such inspections or inquiries shall be remitted to all members of the Health and Safety Committee.

g) **Safety Training**

The Company agrees to meet any safety training requirements specified under Part II of the Canada Labor Code or any other legislation which may apply.

ARTICLE NO. 33 – OUT OF TOWN WORK

From time to time the Employer may have a requirement for employees covered by this Collective Agreement to travel and perform the duties of their classification off site. When such requirements arise the Employer shall post the assignment seeking volunteers and shall award such assignments by seniority amongst the qualified applicants.


The following provisions shall apply to employees who accept such assignments:

- 1) **A non taxable Per Diem in the amount of seventy-five dollars (\$75.00) per day will be paid to each employee inclusive of day of departure and the day of return to Winnipeg and, where possible, will be paid in advance of the departure and any subsequent extension to the agreed assignment.**
- 2) **Air fare and hotel expenses will be arranged and paid by the Employer directly on the employee's behalf.**
- 3) **Taxi fares, and other reasonable costs associated with travel, supported by receipts, shall be reimbursed by the Employer**
- 4) **Where the employee uses their own vehicle as transportation, mileage in the amount of forty-eight cents (\$0.48) per kilometer (non taxable) will be paid. Mileage will be based on the round trip distance from the Winnipeg International Airport to the out of town airport. Travel time will be paid as regular hours worked.**
- 5) **In the case of travel by air, the employee will be considered in travel status two (2) hours prior to the scheduled departure of the flight and shall be paid for all scheduled hours of the assignment, including breaks, meal periods, and any overtime, consistent with the provisions of the collective agreement until their return to Winnipeg.**
- 6) **Room accommodation for the assignment will be based on single occupancy.**

Agreed In Winnipeg this of February, 2019

For Garda

For the Teamsters Local Union 979



Shawn Blakeney



Kelly Gorzen