

# Agreement

between



and



**2019-2021**



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## AGREEMENT

THIS AGREEMENT made as of the twenty-fifth day of November AD 2019  
and consolidated herein between:

**HEARTLAND GENERATION LTD.**, a body  
corporate with head office at the City of Calgary,  
in the Province of Alberta (hereinafter called "the  
Company")

OF THE FIRST PART,

AND

**CANADIAN ENERGY WORKERS  
ASSOCIATION**, a trade union within the meaning  
of the Alberta *Labour Relations Code*, of the City  
of Edmonton (hereinafter called "the Association")

OF THE SECOND PART,

Whereas the Company is an independent power producer in the business  
of designing, constructing, commissioning and operating power generation  
facilities in the said Province of Alberta.

AND

Whereas by Certificate No. 92-2001 dated the 23<sup>rd</sup> day of March, 2001,  
and issued by the Labour Relations Board for the said Province  
(hereinafter called "the Board") and made pursuant to the provisions of the  
Alberta *Labour Relations Code*, the Association has been certified as  
bargaining agent for a unit of employees of the Company comprising: "all  
employees except those employed as managers, department heads, in

professions and in confidential capacities." The above certification No. 92-2001 is hereinafter referred to as "the Certificate".



## **SPIRIT OF AGREEMENT**

Whereas the Company is an organization wherein the money of investors is combined with the judgment, abilities, experience and energy of the management and employees to support the power generation business.

AND

Whereas it is agreed that the service rendered by the Company, its management and employees directly or indirectly to power generation customers from time to time served by the Company, is essential to the welfare of these customers.

AND

Whereas it is essential to the livelihood and in the best interest of the Company, its management and employees to direct their respective efforts towards the efficient and economical operation of the Company business.

AND

Therefore, this agreement recognizes and accepts the principles and spirit of good team work based upon mutual responsibility, respect, confidence, loyalty, integrity and friendliness.

AND

This agreement further recognizes that all successful employer-employee relations must be mutually advantageous, fair and just, not more favourable to one than to the other and of the same spirit of co-operation and friendliness in which this agreement is reached.

AND

Whereas subject to the terms and conditions herein contained the parties hereto by these presents are entering into a collective agreement with respect to the terms and conditions of employment of such employees.

## ARTICLE 1.00 TERM OF AGREEMENT

- 1.01 The term of this agreement is from January 1, 2019 to December 31, 2021 and from year to year thereafter, unless notice of intention to negotiate a replacement agreement is given, as required in Clause 1.02. All articles in this agreement are effective November 25, 2019, unless specified otherwise.
- 1.02 If either the Company or the Association wishes to negotiate a new collective agreement to replace this agreement, it must give the other party written notice between June 1 and no later than September 1 in the final year of the agreement.
- 1.03 If either party gives notice of its intention under Clause 1.02 to negotiate a new collective agreement to replace this agreement, the parties shall meet and exchange proposals in accordance with Part 2, Division 10 of the *Labour Relations Code*.
- 1.04 The terms of this collective agreement will remain in effect and continue to bind the parties while negotiations are in process towards a new agreement and until a new collective agreement is established.
- 1.05 Either or both parties may request the services of a mediator under the *Labour Relations Code* prior to forwarding unresolved issues to the arbitration board.
- 1.06 If negotiations reach an impasse, the parties shall establish a new collective agreement to replace this agreement through Contract Arbitration (voluntary interest arbitration) in accordance with Article 38.00 of this agreement and Part 2, Division 15 of the *Labour Relations Code*. For the purpose of section 93 of the *Labour Relations Code*, this clause constitutes written agreement to refer matters in dispute to a voluntary interest arbitration board.
- 1.07 Prior to the convening of an arbitration board under Article 38.00, employees will have the opportunity to ratify those terms of the collective agreement that have been agreed to by the parties.

## **ARTICLE 2.00 DEFINITIONS AND INTERPRETATION**

2.01 For the purposes of this agreement,

"Association" means the Canadian Energy Workers Association.

"Company" means Heartland Generation Ltd.

"Continuous Employment" means employment as a Probationary Employee or Permanent Employee that has been unbroken by termination.

"Day", unless modified, means a calendar day.

"Headquarters" means an employee's usual place of work – that is, the location (includes facilities, general support facilities/structures outside of the worksite fence) where an employee normally performs his work.

"Job" means a unique position within the Company (e.g., Administrative Assistant II - Accounting is a Job; Administrative Assistant II – Accounts Payable is a different Job).

"Job Class" means all Jobs in the Company with the same basic title (e.g., all Administrative Assistant IIs constitute a Job Class; all Administrative Assistant IIIs constitute a separate Job Class).

"Job Posting" means a document that invites applications for a vacant Job or a new Job.

"Working Day" means a day on which an employee is scheduled to work.

2.02 Headings used throughout this agreement are inserted for reference purposes only and are not to be relied on in interpreting the agreement.

2.03 Where singular or masculine terms are used in this agreement, they shall be interpreted as including the plural or feminine, as the context requires.

## ARTICLE 3.00 EMPLOYEE TYPES

- 3.01 "Casual Employee" means an employee who is enrolled in a work experience opportunity, such as the RAP Program, as a component of secondary or post-secondary studies. The collective agreement does not apply to Casual Employees.
- 3.02 "Part-time Employee" means an employee who works a regular schedule of reduced hours each Day or week and whose regularly scheduled hours total fewer than 15 hours per week.
- 3.03 "Permanent Employee" means an employee who has been appointed to a permanent Job and has completed a probationary period required by Article 11.00.
- 3.04 "Permanent Part-time Employee" means an employee who has been appointed to a permanent Job, has completed a probationary period required by Article 11.00 and who works a regular schedule of reduced hours each Day or week, totaling 15 hours or more per week.
- The regularly scheduled hours of Permanent Part-time Employees will not be more than 80 percent of the normal hours (on an annual basis) for the Job in which they are placed. Any overtime hours worked do not count toward the 80 percent calculation.
- Except for turbine plant operator Jobs, Permanent Part-time Employees will not be hired to perform Jobs listed in schedules 34, 36 or 38.
- 3.05 "Probationary Employee" means an employee who has been appointed to a permanent Job and has not completed the probationary period of employment required by Article 11.00.
- 3.06 "Temporary Employee" means an employee who is employed, on a full-time, part-time or occasional basis, for not more than 60 percent of the normal hours per year for the Job in which he is placed for work that is not of a permanent nature.
- 3.07 "Term Employee" means an employee who is hired, either full-time or part-time, into a Job that is based on the completion of a specific Job or project, on the occurrence of a specified event, or that is for a specified period of time.

- (a) The duration of the term of employment will be between eight and 24 months. If the Job is required beyond 24 months, the Company will review the Job to determine if it should be made permanent.
- (b) The Term Employee:
  - (i) is subject to the probationary period in accordance with the collective agreement.
  - (ii) will be paid a wage consistent with the Job Class into which he is hired.
  - (iii) will be eligible for all of the provisions of the collective agreement afforded to a Permanent Employee, excluding Article 36.00 Layoff, Article 37.00 Reduction of Staff and LOA Re: Severance Provisions.
- (c) The Company will provide notice to the Association that outlines the name of the employee hired as a Term Employee, the Job Class and the expected duration of the term of employment.
- (d) The Company will provide notice to the Term Employee and the Association in the event the term of employment ends prior to the expiry of the Term Employee's contract. Notice will be provided in accordance with the Alberta *Employment Standards Code*, but will be no less than 14 Days.

3.08 The Company will not use Temporary, Term or Permanent Part-time Employees to displace any Permanent Employee or Job or to reduce the regular hours of work of any Permanent Employee or Job. This clause will not apply to cases where Article 4.00 (Job-sharing).

#### **ARTICLE 4.00 JOB-SHARING**

- 4.01 Two employees may apply to the Company for permission to jointly fill one permanent Job.
- 4.02 The Company is not obliged to agree to such a request.
- 4.03 If the Company agrees to such a request, the two employees and their senior manager shall sign a Job-sharing agreement.

- 4.04 The Job-sharing agreement will set out the terms of the arrangement, including the right of either employee to withdraw from the arrangement after giving a certain amount of notice.
- 4.05 The Job-sharing agreement will also include the Company's right to terminate the arrangement if it proves unsatisfactory and will explain what will happen to the employees if the Company withdraws its consent.
- 4.06 Nothing in a Job-sharing agreement may contradict this collective agreement.
- 4.07 If either employee involved in a Job-sharing agreement withdraws from the arrangement, the other employee must fill the Job on a full-time basis.
- 4.08 The Company shall send the Association a copy of every Job-sharing agreement as soon as it has been signed.

**ARTICLE 5.00 LEFT BLANK INTENTIONALLY**

**ARTICLE 6.00 WAGE SCHEDULES, NOTES AND APPENDICES**

- 6.01 The provisions of wage schedules 30 to 38, inclusive, together with the notes applying to these schedules, and appendices A to G, all of which are attached hereto, form part of this agreement.
- 6.02 Any changes to this agreement, as officially agreed to and signed by both parties, shall be attached to and form part of this collective agreement.

**ARTICLE 7.00 RECOGNITION AND APPLICATION**

- 7.01 The Company recognizes the Association as the exclusive bargaining agent for the members of the bargaining unit and recognizes the right of any bargaining unit member to be represented by an Association officer.
- 7.02 This agreement applies to all Company employees who are members of the bargaining unit, as established by the Alberta Labour Relations Board certification.

- 7.03 The Association and the Company agree that it is important to promote the value of working together and teamwork within the workplace.
- 7.04 The Company will not cause its management or supervisory staff to routinely do work that would otherwise be assigned to members of the Association.
- 7.05 This agreement does not apply to Casual Employees.

#### **ARTICLE 8.00 VIOLENCE, HARASSMENT AND DISCRIMINATION**

- 8.01 The Company will provide employees with an environment free from violence, bullying and/or harassment as set out in the *Occupational Health and Safety Act, Regulation and Code*.
- 8.02 The parties will not discriminate against an employee on any basis prohibited by the *Alberta Human Rights Act*.
- 8.03 The Company will not discriminate against any employee because of his connection with the Association or activities related to the Association which are permitted by the Association or the Company, sanctioned by the terms of the collective agreement or are in accordance with those rights and privileges defined in the *Labour Relations Code* or the *Employment Standards Code*.
- 8.04 The Association will not discriminate against any employee because of non-membership in the Association or in accordance with those rights and privileges defined in the *Labour Relations Code* or the *Employment Standards Code*.

#### **ARTICLE 9.00 RIGHTS OF MANAGEMENT**

- 9.01 The Company has sole and exclusive control of all matters concerning the operation, management and administration of its business.
- 9.02 The Company has exclusive rights over all matters not addressed by this agreement and, in general, retains the residual rights of management.
- 9.03 Only specific provisions of this agreement can serve to abridge any of the Company's rights.



9.04 Without restricting the generality of this article, the Company may hire, classify or promote any employee. The Company may also, for just cause, discipline, demote for disciplinary reasons, suspend or discharge any employee.

9.05 The Company's rights shall be exercised in accordance with its commitments and responsibilities.

#### **ARTICLE 10.00 CONTINUITY OF SERVICE**

10.01 The Association will not directly or indirectly sanction, authorize or allow any stoppage of work or any action that restricts or limits service or production.

10.02 The employees will not become involved in any of the actions prohibited under Clause 10.01.

10.03 The Company will not cause any lockout of employees.

#### **ARTICLE 11.00 PROBATIONARY PERIOD**

11.01 A person hired for a Permanent, Term or Permanent Part-time Job will formally be appointed to that Job only after completing a probationary period.

11.02 The probationary period, which is designed to allow the Company to assess an employee, is typically three months in length. The Company has the discretion to extend the probationary period for up to an additional three months.

11.03 During the probationary period, the Company may terminate an employee after fair and appropriate consideration.

11.04 The employee's supervisor will review the employee's performance. The employee and supervisor will discuss the employee's performance periodically during the probationary period. The final performance review will take place during the last 30 days of the probationary period.

11.05 When an employee successfully completes the probationary period, the employee will be formally appointed to the Job. The Company will confirm the appointment, in writing, to the employee within seven Days of the end of the probationary period.

11.06 When a Temporary Employee, Term Employee or Part-time Employee is hired to a permanent Job on a probationary basis, the Company may reduce the probationary period by the amount of time the employee worked in Job-related duties.

**ARTICLE 12.00 TEMPORARY ASSIGNMENT TO HIGHER CLASSIFICATION**

12.01

- (a) Supervisors may, at their discretion, temporarily assign a Permanent or Probationary Employee to a Job that has a higher maximum rate of pay than the employee's current Job.
- (b) Any such assignment shall be documented.
- (c) The Company will provide notice in writing to the employee and the Association of any assignment to a higher classification that is longer than 90 days.

12.02

- (a) When an employee is temporarily assigned to a Job that is covered by this collective agreement, the employee's rate of pay, while so assigned, shall be calculated, from the first Day, as follows:
  - (i) The rate shall usually be equal to the employee's normal pay plus one increment, as identified for the employee's normal Job.
  - (ii) If the rate set out in sub-paragraph (i) is less than the minimum of the salary range for the Job to which the employee is assigned, the employee shall be paid the minimum rate for that Job.
  - (iii) If the rate set out in sub-paragraph (i) is higher than the maximum of the salary range for the Job to which the employee is assigned, the employee shall be paid the maximum rate for that Job.
- (b) While acting in a Job to which this clause applies, the employee's salary in the acting Job will be used as the basis for overtime and any other payment that relates to the employee's hourly rate of pay.

- (c) For salary administration purposes, an employee who remains in a temporary assignment to a higher classification for more than three (3) months will have his temporary assigned pay added to his base salary on the payroll system. The new temporary salary will be effective immediately following the third month and will be retroactive to the first Day of the assignment for pension purposes. This is not deemed to be a permanent change in the employee's salary. The company will not unreasonably remove an employee from temporary assignment to higher classification in order to avoid pensionable earnings.

12.03

- (a) An employee who is temporarily assigned to a Job that is outside the scope of this collective agreement will be paid, from the first Day, at a rate of five percent higher than the employee's normal pay.
- (b) An additional increment of between two and five percent will be payable if the duration of the assignment is greater than three months.
- (c) Prior to the temporary assignment taking effect, the employee and supervisor will sign a written agreement setting out the time and conditions of the assignment. The Company will provide the employee and the Association with a copy of the written agreement.
- (d) While acting in a Job to which this clause applies, the employee's salary in the acting Job will be used as the basis for overtime and any other payment that relates to the employee's hourly rate of pay.

12.04 An employee on temporary assignment will be paid at the job rate of the higher classification for any annual vacation and the first 14 Days of sick leave if:

- (a) the employee has been in the temporary assignment for at least 30 Days before the vacation or sick leave and
- (b) the employee continues the temporary assignment following the employee's return from annual vacation or sick leave.

- 12.05 An employee who remains in a temporary assignment for more than one year will receive the increments that would be awarded to an employee in the Job to which the temporary assignment has been made, so long as the employee remains in that Job. This is not to be deemed as a change in the employee's permanent Job Class.
- 12.06 Employees who are serving in temporary assignments are entitled to receive the increments they would have received in their regular Job.
- 12.07 An employee who is assigned to direct or oversee:
- (a) a project involving two or more contracted employers or
  - (b) two or more employees of a contracted employer or
  - (c) two or more concurrent projects, each involving a contracted employer or
  - (d) a project team of eight or more
- will receive an increase of five percent to his regular pay for the duration of the assignment. Employees at Planner and/or Scheduler, Lead Hand, Lead Station Inspector, Operator IV and Senior Qualified levels would not be eligible for the five percent increase.
- 12.08 At the end of the temporary assignment, the Company will reinstate the employee in the Job he occupied when the temporary assignment started. If that is not possible, the Company will provide the employee with alternative work of a comparable nature or provide the employee with a position mutually agreed upon by the employee, Association and the Company.

## **ARTICLE 13.00 JOB CLASSES, EVALUATIONS AND ASSESSMENTS**

### **Interpretation**

- 13.01 For the purposes of this article,
- (a) "Evaluation Plan" means a formal system adopted for determining the relative value of a Job or Job Class and setting out specific criteria for making that determination.

- (b) "Assessment" means measuring a specific Job or Job Class within the Company against:
  - (i) standards in a formal Evaluation Plan, if one exists for the schedule in which the Job is listed or
  - (ii) any other relevant standards, if no Evaluation Plan exists for that Job Class.

### **Evaluation Plans**

13.02 The Association acknowledges that the Company has adopted an Evaluation Plan for those Job Classes listed in schedules 30 and 30A of this agreement. The Company agrees to notify the Association if an Evaluation Plan is adopted for any other schedule.

### **New Classifications**

13.03

- (a) The Company may establish and implement a new Job or Job Class and set the wage rate for it.  
  
The Company will notify the Association of the new Job or Job Class and wage rate within 14 Days of establishing it.
- (b) The parties agree to discuss, as necessary, whether or not positions should fall within the scope of this collective agreement. In these discussions, the parties will be guided by any criteria that have been agreed upon between them.

13.04 If the Association disagrees with the new Job or Job Class or the wage rate assigned to it, it may appeal the Company's action by using the procedure set out in Clause 13.09.

### **Assessments**

13.05 When significant changes occur in a Job or Job Class, such that an employee, the Association or the Company feels the Job may be in an inappropriate Job Class:

- (a) an employee may request that his Job be assessed by sending a written request and a position fact sheet to Human Resources and to the Association, in which case,

the Company will begin the Assessment within 30 Days of receiving the request

- (b) the Association may request that a Job or Job Class be assessed by sending a written request and a position fact sheet to Human Resources, in which case, the Company will begin the Assessment within 30 Days of receiving the request or
- (c) the Company may, on its own initiative, assess a Job or Job Class, in which case, it shall notify the Association, in writing, within five Days of beginning the Assessment.

- 13.06 The Company will complete the Assessment as quickly as possible, but no later than 90 Days after the request was received or the notice was given, as the case may be.
- 13.07 The Company will give notice of the results of the Assessment and the reasons for the decision to the Association, the employee who initiated the Assessment and to the employee's supervisor within five Days of completion of the Assessment.
- 13.08 If the Association disagrees with the Assessment, it may initiate an appeal, using the procedure set out in Clause 13.09.

#### **Appeal Procedure**

- 13.09 The Association shall begin an appeal by giving notice to Human Resources within 14 Days of receiving notice of the Company's decision.
- 13.10 The appeal will be dealt with by a resolution committee.
- 13.11 The Association will, in its notice of appeal, name a representative to the resolution committee.
- 13.12 Within 14 Days of receiving the Association's notice, the Company will notify the Association of the Company's representative to the resolution committee.
- 13.13 The representatives so appointed shall, within 10 Days, agree upon a chair, who shall be qualified in wage determination and administration. The committee shall notify the parties of the name of the chair.

- 13.14 Each member of the resolution committee shall have one vote.
- 13.15 Within 30 Days of the appointment of the chair, the resolution committee shall consider all relevant matters and issue a written report deciding the issues before it.
- 13.16 The decision of a majority of the committee is the decision of the committee. It is final and binding upon the parties.
- 13.17 Each party will bear the expenses of its respective representative on the resolution committee. The expenses of the chair shall be shared equally by the parties.

**Retroactivity**

- 13.18 If an Assessment results in one or more Jobs being changed so that a higher wage is applicable, the change shall be retroactive to the date on which the senior manager received or gave notice, as the case may be.

**Changes in Job Class**

- 13.19 The Company will give the Association written notice of changes of an employee's Job or Job Class. No notice is required in the case of progression movement, as set out in Appendix B.

**Job Descriptions**

- 13.20 A job description will be established for each Job. A copy of the job description will be given to the Association and the employee.
- 13.21 When a job description is changed, the Company will, within 14 Days of the change, give a copy of the revised job description to the Association and the affected employee.
- 13.22 During the annual performance review, the job description will be reviewed by the supervisor and employee meeting together. If there have been significant changes to the Job, the supervisor will notify Human Resources within 90 Days. Human Resources will confirm those changes to the job description by notice to the employee, in writing, within 45 Days of receiving notice from the supervisor.

## **ARTICLE 14.00 JOB POSTING AND JOB PROGRESSION**

- 14.01 The Company is committed to the development of employees from within the bargaining unit. This commitment is discussed in more detail in Appendix A, Letter of Agreement RE: Reciprocity, of this agreement.
- 14.02 The Company will issue a Job Posting whenever there is a vacancy in a permanent Job or a new permanent Job is created that is within the scope of this agreement, subject only to clauses 14.03, 14.04, 14.05 and 14.08.
- 14.03 The Company will provide notice to the Association within 60 Days after a permanent Job becomes vacant if the Job will not be filled.
- 14.04 Progression, as set out in Appendix B of this agreement, does not constitute a new or vacant Job.
- 14.05 The Company is not obliged to issue a Job Posting before hiring a Part-time Employee, a Temporary Employee or a Term Employee.
- 14.06 No posting is required if a Job has been assessed or evaluated to a higher class, if the person who held the Job before the Assessment or Evaluation remains in the Job.
- 14.07 Job Postings will be placed on bulletin boards throughout the Company and remain there for 14 Days. A copy of the postings will be sent to the Association.
- 14.08 A Job Posting will contain information as to the minimum education and experience required for the Job. If the Job is one for which there is a normal progression track, the posting will also list the qualifications required for progression. The posting will provide the name of a person who, on request, will give particulars related to the Job to any bargaining unit member.



14.09

(a) When

- (i) an employee is selected for a position for which a Job Posting was issued and
- (ii) that employee's successor is selected as a result of a Job Posting,

then the Company may fill the successor's Job without a Job Posting. If an employee is appointed to that unposted Job, then the Company may appoint his successor without a Job Posting. If a further vacancy occurs as a result of this second appointment, it will be posted.

(b) The Company will issue a bulletin board announcement advising of a Job vacancy under this clause, even when it is not required to post the vacancy.

14.10 Any employee may apply for a Job described in a Job Posting. Every applicant will receive a personal reply to an application. The Company will provide the Association with a summary of Association members applying for the Job Posting.

14.11 In selecting a person to fill a vacancy, the Company will give first consideration to applicants from within the bargaining unit. In making its decision, the Company will consider the following criteria (not listed in order of priority): related ability, education and Job-related experience and performance.

14.12 If two or more candidates equally meet the criteria,

- (a) a Permanent Employee from within the bargaining unit will be selected over a Temporary Employee or a Term Employee and
- (b) in deciding among Permanent Employees, the candidate with the greatest length of service with the Company will be selected.

14.13 The Company may fill or decline to fill any Job that has been posted.

- (a) If the Company decides to fill the posted Job, it will attempt to make its selection within 30 Days of the close of the Job Posting.

- (b) If the Company declines to fill the posted Job, it will provide notice to the Association.

14.14 When the Company fills a posted Job, it will, within two days of the selection (excluding Saturday, Sunday and holidays), send a notice to all applicants by Company mail.

14.15

- (a) An employee who applied for, but was not selected for, a posted Job may ask for reasons for not being selected.
- (b) The request will be in writing and will be sent to the person named as the information contact in the Job Posting within five Working Days of the employee receiving notice of the selection decision. The employee will send a copy of the request to Human Resources and to the Association.
- (c) Within five Working Days of receiving the request, the person to whom it was sent will give written reasons for the selection decision.

14.16 The Company may, but is not obliged to, consider the applications of employees who have been in their present Job and location for less than two years. The Company is, however, obliged to consider applications of employees who are applying for a Job that has a higher maximum rate of pay than their current Job.

14.17 When an employee is to take up a new Job as a result of a Job Posting, the change will take place within four weeks of the employee's selection for the position, unless a later date has been specified on the Job Posting. Should there be good and sufficient reason why the change to the new Job cannot be made within the four-week period, the employee shall be notified, in writing, as to the reasons for the delay and shall be given a specific date on which the change shall be made.

14.18 The following provisions apply when the Company appoints a person to a Job because of lack of qualified persons responding to a Job Posting or when the Company appoints a person to a Job under Clause 14.08:

- (a) The Company may subsequently appoint that employee to another Job, at the same or lower classification, without first issuing a Job Posting. In such a case, the provisions

of Clauses 14.02 to 14.16 are waived for that appointment only.

- (b) The Company will give first consideration to the employee's preferred locations when deciding where to transfer that employee.
- (c) When the Company moves a person, as described in paragraph (a), into a Job with a lower salary range, the employee's salary will be maintained at its current level until the salary range for the new Job incorporates the employee's salary.

**Table I - Normal Hours of Work - Office Employees**

	<b>Schedule 30, 32</b>	<b>Schedule 30A, 32A</b>
<b>Normal Working Day (paid)</b>	7.5 hours	8.0 hours
<b>Working Day to be scheduled between the hours of</b>	0700 - 1700	0700 - 1700
<b>Lunch period (unpaid) (Maximum)</b>	1 hour	1 hour
<b>Normal Work Week</b>	37.5 hours 5 consecutive days Monday - Friday inclusive	40 hours 5 consecutive days Monday - Friday inclusive

**Table II - Normal Hours of Work - Technical and Non-office Employees**

	<b>Non-shift Appendix G</b>	<b>Appendix D Positions</b>
<b>Normal Working Day (paid)</b>	8 hours or 10 hours	8 or 12 hours (as per schedule)
<b>Working Day to be scheduled between the hours of</b>	0600 - 1800	0000 - 2400
<b>Lunch period (unpaid) (Maximum)</b>	1 hour	
<b>Normal Work Week</b>	<p>40 hours over five consecutive days Monday -Saturday inclusive (for employees scheduled to work 8-hour days)</p> <p><b>OR</b></p> <p>40 hours over four consecutive days Monday -Saturday inclusive (for employees scheduled to work 10-hour days) (subject to Clause 15.08)</p>	40 hours scheduled over shift cycle

## ARTICLE 15.00 HOURS OF WORK

- 15.01 Subject to the specific exceptions set out in this article:
- (a) the normal hours of work for office employees shall be as set out in Table I and
  - (b) the normal hours of work for non-office and technical employees shall be as set out in Table II.
- 15.02 The hours of work stated in this article are not a guarantee of any minimum or a restriction on any maximum hours to be worked.
- 15.03
- (a) If the employee and supervisor agree, the daily hours of work may be extended to a maximum of 10 hours per day for a specific assignment.
  - (b) In such an agreement, the total hours worked by the employee must average 40 hours per week over a pre-determined period.
  - (c) Where such an agreement exists, overtime is payable only for those hours that an employee works beyond the agreed-upon maximum daily hours of work.
  - (d) A mutual agreement that is expected to last longer than 30 Days will be put in writing and sent to the senior manager and the Association.
- 15.04
- (a) By mutual agreement between an employee and the employee's supervisor, the hours during which an employee's Working Day may be scheduled may be changed. In these cases, there will be no payment for overtime or shift differential for the agreed-upon hours of work.
  - (b) A mutual agreement that is expected to last longer than 30 Days will be put in writing and sent to the senior manager and the Association.
- 15.05 Employees may exchange shifts, subject to the following rules:
- (a) The exchange must be approved by a supervisor.
  - (b) The arrangement for the exchange must be documented.

- (c) The exchange must not result in the Company incurring any costs higher than those that would be incurred if the exchange were not allowed.

15.06

- (a) By mutual agreement with his supervisor, an employee may take time off without pay.
- (b) Employees are encouraged, but not required, to provide as much advance notice as possible of a request for time off without pay, recognizing that the greater the notice, the more likely a supervisor can accommodate the employee's request.
- (c) Supervisors will respond as soon as possible to a request under this clause.
- (d) Supervisors will not unreasonably withhold approval for a request for time off without pay. However, nothing in this clause guarantees that such a request will be granted.

**Exceptions**

15.07

- (a) The Company must sometimes perform unit and equipment maintenance to mitigate production losses at its generating facilities. To try to minimize the business impact, the Company may need to change the hours of an employee's Working Day. These hours may be scheduled outside the normal hours of work noted in Table II.
- (b) The Company will give employees 168 hours (one week) notice of a change under this clause. If the Company does not give an employee 168 hours notice of a change to hours of work, that employee shall receive his regular rate of pay plus additional pay (equal to his normal hourly rate) for any hours worked that are outside the employee's normal scheduled hours in the first 48 hours of the 168-hour notice period.

15.08

- (a) Some Jobs are essential to providing continuous service to customers. The special rules in this clause apply to:
  - (i) plant maintenance men (Job group codes 366300, 366500, 366501 and 366700)
  - (ii) chemical technologists (Job group codes 385100, 385200, 385201, 385300 and 385400)
  - (iii) electrical/instrumentation technologists (Job group codes 380100, 380200, 380300 and 380400)
  - (iv) station inspectors (Job group codes 364200 and 364201) and
  - (v) apprentices (Job group codes 341010 to 341019, 341020 to 341029, 341030 to 341039, 341040 to 341049 and 341050 to 341059).

Other Jobs may be added to this list after discussions with the Association.

- (b) The Company may decide to schedule some of these employees to work on Sundays on a long-term basis. If it does, it may schedule employees to work on any days from Monday to Sunday. The Company must follow the rules regarding the number of consecutive Working Days and the length of the Working Day as contained in Table II. In these cases, no overtime will be paid for Sunday work unless the employee works more than the scheduled number of hours.
- (c) The Company will discuss work schedules with affected employees in advance.

15.09

- (a) The Company and the Association wish to ensure that employees have enough rest between work periods to allow them to work safely. While this clause sets out specific provisions, they are not intended to remove the responsibility of supervisors and employees to ensure that work can be accomplished safely.
- (b) If an employee works 16 or more hours in any 24-hour period, the employee shall be allowed nine consecutive hours of rest.



- (c) An employee who, as a result of a call out, works, at any time between midnight and the time three hours before the start of his next regularly scheduled shift, is entitled to have nine consecutive hours of rest, beginning at the end of the work for which the employee was called out.
- (d) If an employee's nine hours of rest under paragraph (b) or (c) extends into the last two hours of his next regularly scheduled shift, the employee shall not be required to work those hours.
- (e) When an employee is at rest because of this clause, the employee will not suffer any loss of wages.
- (f) When an employee is at rest because of this clause, the Company may request the employee to return to work. If it does make such a request and the employee agrees to return, the employee will be paid, in addition to normal wages, an amount equal to his normal hourly rate for each hour worked during normal scheduled working hours during which the employee was entitled to be at rest.
- (g) Hours of rest provided under this clause exclude travel time between the jobsite and the specified community, whether the travel is at the end of the work or travel is to finish the next regularly scheduled shift.

## **ARTICLE 16.00 OVERTIME**

16.01 The overtime rate of pay is twice the employee's regular hourly rate of pay, unless otherwise specifically provided.

16.02

- (a) Employees who are instructed or directed to participate in an activity outside their normal hours of work will be paid at the overtime rate for any time that exceeds their normal hours of work.
- (b) Employees who volunteer to participate in an activity outside their normal hours of work shall not receive compensation for any time that exceeds their normal hours of work.
- (c) The parties accept there may be situations in which work or activities may have mutual benefits to the Company and employees. This may include such things as developmental training, attendance at events in which the

Company is participating and work that promotes the image of the Company. In such cases, the Company may invite employees to undertake such work or activities. An employee may accept or decline such an invitation. Where employees accept such an invitation, the Company will pay employees at their normal rate of pay for any time that exceeds their normal hours of work. This paragraph does not apply to situations in which the Company requires the work to be done and should, therefore, pay the overtime rate as set out in paragraph (a).

16.03 An employee will be scheduled to travel during normal working hours when required to travel for training, interviews or for functions referred to in 16.02 (a) or 16.02 (b). This is the preference of both the Company and the Association and scheduling should reflect this preference whenever possible.

- (a) If due to Company requirements, an employee is not able to travel during normal working hours, the employee will be paid at the overtime rate.
- (b) By joint agreement with the supervisor, alternate arrangements may be made in the interest of the employee's work-life balance in accordance with the below:
  - (i) Travel may be allowed outside of the Working Day and paid at straight time (if for example an employee preferred to travel on Sunday to training being held on Monday).
  - (ii) Time may be provided in lieu for an employee to travel on his 'own time' (for example; 4 hours off on Friday when travel would have occurred and the travel occurs on Sunday without pay prior to Monday training).

Such exceptions will not be unreasonably withheld.

- (c) An apprentice will receive straight time pay for all hours he is required to travel, on a scheduled day off or outside of his regular hours of work, at the beginning and end of his apprenticeship period training. In addition, he will receive the equivalent of the round-trip travel hours, at straight time pay, every two weeks. Where reasonable, the Company will approve travel during regular work hours.

16.04 If an employee is scheduled to work overtime on a scheduled day off and that overtime work is cancelled with less than 48 hours notice, the employee will be paid \$160.00.

#### **ARTICLE 17.00 BANKED TIME**

17.01 An employee may bank overtime hours worked in accordance with Article 16.00 or standby under Article 23.00.

- (a) An employee can have up to 96 hours of banked time. The bank can be refilled provided it does not exceed 96 hours of banked time at any time.
- (b) An employee must bank time in increments of one overtime hour worked.
- (c) One hour of overtime worked equals two hours of banked time.
- (d) One hour of standby is equal to one hour of banked time.
- (e) An employee may request and, by mutual agreement with his supervisor, take banked time.
  - (i) The supervisor will, within 14 Days of receipt of a banked time off request, provide a written response to the employee.
  - (ii) The supervisor will not unreasonably withhold approval for a request for banked time off, provided there is no additional cost to the Company.
  - (iii) There is no guarantee that a request for banked time will be granted.
  - (iv) An employee must have all their annual vacation scheduled prior to using banked time.
- (f) An employee may, at any time, withdraw all or a portion of his banked time to be paid in dollars.
- (g) The Company will pay out accumulated time that remains in the bank as of December 31. The banked time will be paid out at the employee's hourly rate of pay as of December 31.

#### **ARTICLE 18.00 HOLIDAYS**

18.01 An employee will be eligible to be paid for a holiday if he works his scheduled shift immediately before and immediately after the holiday, unless absent due to sickness or accident or by authority of the Company.

18.02 Eligible employees will receive a Day off, with pay, for each of the following holidays:

New Year's Day	Labour Day
Alberta Family Day	Thanksgiving Day
Good Friday	Remembrance Day
Easter Sunday	Christmas Day
Victoria Day	Boxing Day
Canada Day.	

- 18.03 In addition, one civic holiday will be recognized and observed, but only in a community in which it is officially declared. This holiday shall apply to all employees regularly based in the community. No employee will forfeit entitlement to a civic holiday because of a transfer to another location.
- 18.04 Eligible employees scheduled to work on a holiday will be paid:
- (a) the normal day's pay, as provided for in Clause 15.01, and
  - (b) at the overtime rate for the hours actually worked.
- 18.05 The following rules apply to an eligible employee when a holiday falls on a Saturday or Sunday.
- (a) Easter Sunday will be observed on the following Monday. Alternatively, in any locality, the Company may designate some employees to observe the holiday on the previous Thursday and others on the following Monday.
  - (b) For any other holiday, the Company may direct that the holiday be observed on the previous Friday or the following Monday.
  - (c) Boxing Day will be observed on the first weekday following the day on which Christmas is observed.
  - (d) The Company will post, at least one month prior to a holiday, a notice as to when a holiday is to be observed.
- 18.06 When a holiday falls on an employee's regular day off, that employee shall receive, at his option,
- (a) holiday pay, according to the hours per Day scheduled for that work week, or
  - (b) an equivalent Day off with pay.
- 18.07 If a holiday falls on an eligible employee's regularly scheduled Working Day and the employee is given that day off, the employee will be paid for the previously scheduled hours of work for that day

at the normal hourly rate. No further action will be required to balance the normal wage with the hours of work scheduled.

#### **ARTICLE 19.00 ANNUAL VACATION**

19.01 For the purposes of this article, an employee is entitled to vacation with regular pay on the following basis:

- (a) Vacation is based on a work week of either 37.5 hours or 40 hours.
- (b) Vacation is calculated and displayed in hours.
- (c) An employee earns a portion of his vacation eligibility each pay period.

19.02

- (a) In the year of hire, a Permanent Employee or a Term Employee's vacation eligibility is pro-rated, based on the employee's date of hire. The employee is eligible to take the pro-rated number of vacation hours between his date of hire and the end of the calendar year in which he was hired.
- (b) Following the year of hire, a Permanent Employee or a Term Employee is entitled to take his full vacation eligibility on January 1 of each year, as provided in the Vacation Eligibility Table.

**VACATION ELIGIBILITY TABLE**

Completed Years of Service in the Calendar Year	Annual Vacation Eligibility	Annual Vacation Eligibility (Based on 7.5 Hours/Working Day)		Annual Vacation Eligibility (Based on 8 Hours/Working Day)	
		Annual Accrual	Accrual Per Pay Period	Annual Accrual	Accrual Per Pay Period
0-5	3 weeks/ 15 Working Days	112.5 hours	4.327 hours	120 hours	4.615 hours
6-13	4 weeks/ 20 Working Days	150 hours	5.769 hours	160 hours	6.154 hours
14-21	5 weeks/ 25 Working Days	187.5 hours	7.212 hours	200 hours	7.692 hours
22 years +	6 weeks/ 30 Working Days	225 hours	8.654 hours	240 hours	9.231 hours

(c) An employee is entitled to take his increased vacation eligibility on January 1 of the year in which he qualifies for the increase.

19.03 Vacation eligibility is documented on the employee's pay statement.

- (a) Vacation eligibility is recorded in hours.
- (b) Vacation eligibility is displayed as a negative balance if vacation is taken before it is fully earned.
- (c) An employee that leaves the Company while his pay statement reflects a negative balance for vacation eligibility is required to repay the Company.

19.04 A Part-time Employee or a Temporary Employee is paid vacation pay as prescribed by law.

- 19.05 A Permanent Part-time Employee or a Term Part-time Employee is entitled to paid annual vacation, pro-rated to correspond with his regular hours of work. Additional hours worked, except those hours of work where premium overtime rates apply, attract vacation pay.
- 19.06 The following rules apply to scheduling vacation:
- (a) All vacation should be scheduled in the calendar year the vacation time is earned. Vacation may be taken at any time during the calendar year, by mutual agreement between the employee and the supervisor, provided the scheduling is arranged to suit the work schedules of the Company.
  - (b) An employee may take up to five Working Days (or the equivalent in hours) of vacation one Working Day at a time, subject to the prior approval of his immediate supervisor and provided the scheduling does not unduly interfere with efficiency or incur overtime.
  - (c) The supervisor will, within 14 Days of receipt of a vacation request, provide a written response to the employee.
  - (d) An employee's scheduled vacation may only be changed by mutual agreement – except where there will be significant negative impact to the Company and where other resources are not available.
- 19.07 If a holiday falls within an employee's vacation, the vacation will be extended as follows:
- (a) If the regular work hours immediately before and immediately after the holiday are the same length, the vacation will be extended by the number of regular work hours in one Working Day.
  - (b) If the regular work hours immediately before and immediately after the holiday differ in length, the vacation will be extended by the number of regular work hours in the longer Working Day.
- 19.08 An employee who is admitted to hospital during his scheduled vacation may request that the portion of vacation affected by the hospitalization be re-allocated to his vacation entitlement. The employee must provide medical documentation to substantiate his request.

19.09 An employee who becomes eligible for bereavement leave during his scheduled vacation may request that the portion of vacation taken as bereavement leave be re-allocated to his vacation entitlement.

19.10

- (a) An employee continues to earn vacation while on leave, as follows:
  - (i) Disability Leave – An employee continues to accrue vacation during short term disability lasting up to 17 weeks.
  - (ii) Leave Due to Work-related Injury – An employee continues to accrue vacation during WCB lasting up to 17 weeks.
  - (iii) Maternity Leave – An employee continues to accrue vacation during the disability portion of the leave; no vacation is accrued on the remainder of the leave.
  - (iv) Leave with Pay – An employee continues to accrue vacation while on leave with pay.
- (b) Statutory holidays and annual vacation count as Days worked for the purpose of this clause.
- (c) An employee does not earn vacation while on parental leave, leave without pay or long term disability.

19.11 An employee may apply, in writing, for permission to carry over any part of his vacation eligibility to the next year. Written approval of the Company is required to carry over vacation entitlement to the next year.

19.12 An employee who works rotating shifts, as outlined in Appendix D, may qualify for additional vacation. Refer to Appendix D.

## **ARTICLE 20.00 CALL OUT**

20.01 Employees will be paid at the overtime rate when called out to perform work outside their normal working hours. Call out applies to situations where an employee has less than 12 hours notice prior to the beginning of his overtime work. Overtime work, which occurs with 12 hours or more of notice, is considered as scheduled overtime and call out provisions will not apply.



20.02

- (a) An employee who is called out within two hours of the start of the employee's regularly scheduled shift will be paid for the time actually worked before the start of that shift. The call out time will start when the employee arrives at the jobsite. Travel time to the jobsite from the specified community will be added to the time actually worked.
- (b) An employee who is called out at any other time will be paid for the time actually worked or for two hours, whichever is greater. The call out time will start when the employee arrives at the jobsite. Travel time to and from the jobsite, from the specified community, will be added to the time actually worked.
- (c) Employees called out within three hours of the start of their regularly scheduled Working Day or shift who work continuously into regularly scheduled hours will be paid as follows:
  - (i) overtime rate for time worked prior to the regularly scheduled start time
  - (ii) straight time for regularly scheduled hours worked.
- (d) Employees called out more than three hours prior to their regular start time who work continuously into the regularly scheduled hours will be paid as follows:
  - (i) overtime rate for all hours worked prior to the regularly scheduled start time
  - (ii) regular rate of pay plus additional pay (equal to the employee's normal hourly rate) for all regularly scheduled hours worked. This rate applies until the employee is relieved from duty.

20.03 Once employees arrive at the jobsite, they are deemed to be on duty for the minimum period set out in Clause 20.02 or until the work for which they have been called out is completed. Further calls received during this period will be considered a continuation of the initial call and not subject to call out pay.

20.04

- (a) If an employee is called out to work outside his normal working hours and that call out work is cancelled before that employee leaves for work, the employee will be paid \$80.00.
- (b) An employee cannot receive call out pay and cancellation pay for the same call.

**ARTICLE 21.00 SHIFT DIFFERENTIAL AND WEEKEND PREMIUM**

21.01 This article applies to employees who work straight or rotating shifts.

21.02

- (a) An employee will receive a shift differential for all hours worked outside his regular day shift (8 or 10 hours Monday to Sunday) for his Job Class and work location.
- (b) Shift differential is always applied at the same rate.
- (c) The shift differential/weekend premium will be:  
\$2.84 for 2019  
\$2.91 for 2020  
\$2.98 for 2021.
- (d) Future negotiated wage increases will be applied to the shift differential/weekend premium.

21.03 An employee who works on a Saturday or Sunday will receive the premium from 21.02 (c) for all hours worked.

**ARTICLE 22.00 CALCULATION OF PREMIUMS**

22.01 An employee shall not receive a premium rate under more than one provision of this agreement unless otherwise specifically provided. If two or more premiums are attributable to the same hours worked, the employee shall receive only the highest applicable premium.

## ARTICLE 23.00 STANDBY

### 23.01

- (a) An employee who is requested to standby shall be paid, as follows:
  - (i) where the standby period begins on a scheduled Working Day, an amount equal to one hour of the employee's regular pay for each standby period
  - (ii) where the standby period begins on a weekend, an amount equal to 2.5 hours of the employee's regular pay for each standby period.
  - (iii) where the standby period begins on a recognized statutory holiday, an amount equal to four hours of the employee's regular pay for each standby period.
- (b) For employees on staff as of January 1, 2004, the standby pay provided for under Clause 23.01(a) will not be less than the standby provided for in 2003 (\$23.48 on a regularly scheduled Working Day; \$61.30 on a scheduled day of rest or recognized holiday).
- (c) An employee who is scheduled by the Company to standby for more than 110 days in a calendar year shall be paid 1.5 times the applicable rate set out in paragraph (a) for every day he is scheduled to standby after the 110<sup>th</sup> day.
- (d) An employee who is scheduled by the Company to standby for more than 150 days in a calendar year shall be paid 2.5 times the applicable rate set out in paragraph (a) for every day he is scheduled to standby after the 150<sup>th</sup> day.

23.02 The amount set out in this article is in addition to the applicable pay for any work performed, subject to Article 20.00 (call out).

23.03 The Company will designate which employees are on standby. Where practical, a standby schedule will be posted in advance.

23.04 An employee on standby will be available to be called out during the standby period.

**23.05 LEFT BLANK INTENTIONALLY**

23.06 For the purposes of this article:

- (a) The standby period on a regularly scheduled Working Day begins at the conclusion of the employee's regularly scheduled shift and continues until 8 a.m. the following Day.
- (b) The standby period on a scheduled day of rest or recognized holiday begins at 8 a.m. and continues until 8 a.m. the following Day.
- (c) A mutual agreement between employees to exchange standby duty does not constitute a scheduling of standby by the Company.

23.07 Employees shall not be required to standby for more than 14 consecutive Days except by mutual agreement between the employee and the supervisor. Where there is no agreement for standby beyond 14 Days, the supervisor will arrange to relieve the employee of standby duties.

**ARTICLE 24.00 PAY FOR WORKING ON STACKS**

24.01 An employee who climbs a stack more than 25 meters above ground level will be paid, in addition to any other pay, a premium equal to the employee's normal hourly rate for the actual hours worked, with a minimum payment of two hours premium.

**ARTICLE 25.00 WORK AWAY FROM HEADQUARTERS**

25.01 The Company will provide an employee 48-hour notice when requiring him to work away from his Headquarters. If the Company fails to provide 48-hour notice, an employee who is required to work under this article on a regular Working Day will be paid at his normal hourly rate plus additional pay equal to his normal hourly rate for the travel time to arrive at the new location and for the hours worked at the new location within the first 48 hours after notice is given.

25.02 For the purpose of this article, "work" is considered solely the application of trade/occupational skills. It does not include other away-

from-Headquarters activities, such as, but not limited to, training, development, Association business, interviews and conferences.

## **ARTICLE 26.00 BOARD AND LODGING**

26.01 The Company will provide accommodation for employees working away from their Headquarters or, alternatively, will pay for the costs of accommodation on production of receipts.

26.02

(a) When an employee is working away from his Headquarters and such work requires an overnight absence, the Company will reimburse the employee for the cost of reasonable meals, unless the meals were provided to them at no charge or as part of a registration fee.

(b) An employee may, at the employee's option, claim:

(i) the actual cost of the meal, evidenced by a receipt, or

(ii) the following allowances for each meal:

Breakfast	\$15.00
Lunch	\$18.00
Dinner	\$30.00.

26.03 An employee may, at his option, claim a per diem allowance of \$125 for each full day of work away from his Headquarters. This allowance is intended to reimburse costs for meals, accommodation and incidental expenses, without the need for receipts. If this option is chosen, it must be used for all full days claimed on that work assignment.

26.04 An employee who is required by the Company to be away from his Headquarters overnight will be paid \$6.50 per night for incidental expenses.

26.05

(a) When an employee is required to work more than two hours beyond the scheduled quitting time, the Company will provide the employee with a reasonable meal in the third hour and every four hours thereafter, as long as work continues after the meal break.

- (b) When an employee is called out under Article 20.00, the Company shall provide the employee with a reasonable meal in the fifth hour and every four hours thereafter, as long as work continues after the meal break.
- (c) When an employee is called out under Article 20.00 to work more than two hours prior to the beginning of the normally scheduled Working Day or shift, the Company shall provide the employee with a meal.
- (d) If the employee takes a meal break on site, the break does not exceed 30 minutes and the employee continues working after the meal break, the employee will be paid at the overtime rate for the meal break.
- (e) In lieu of providing the meals set out in this article, the Company may, at its option, pay an employee the dinner rate identified in Clause 26.02 (b) for each meal to which the employee is entitled.
- (f) The employee and supervisor may agree to a practical application of the arrangements in this article.

#### **ARTICLE 27.00 BEREAVEMENT LEAVE**

- 27.01 An employee, in the event of a death in the immediate family, is entitled to bereavement leave. "Immediate family" includes parent, sibling, spouse (including common-law), child, parent-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparent (including spouse's), grandchild, step-relatives at the same levels, any dependent relative living in the employee's household and an employee's dependent child's other parent.
- 27.02 An employee entitled to bereavement leave will be given time off, with pay, for a maximum of three Working Days and time off without pay for a maximum of two additional Working Days for travel. If travel one-way is greater than 500 kilometers they will be paid for those travel days. The employee has the sole right to decide whether to use all or some of the bereavement leave and travel time entitlement.
- 27.03 It is understood that an employee may require time to grieve for individuals outside of "immediate family". It is the expectation that the employee will discuss these situations with his supervisor who

will not unreasonably refuse time away without pay. The employee has the ability to discuss options available to them with the applicable senior manager.

#### **ARTICLE 28.00 TERMINATION OF SERVICE**

- 28.01 A Permanent Employee shall give the Company a written termination notice of at least
- (a) one week, if the employee has less than two years service
  - (b) two weeks, if the employee has more than two years service.
- 28.02 The Company shall give a non-permanent employee a written termination notice consistent with the Alberta *Employment Standards Code*.
- 28.03 Subject to an employee's right to submit a grievance, an employee may be discharged for just cause, without notice or pay in lieu thereof.
- 28.04 The Company will provide notice to the Association of the intent to terminate a Permanent Employee under this article.

#### **ARTICLE 29.00 MATERNITY AND PARENTAL LEAVE**

- 29.01 This article expands on the provisions contained in the Alberta *Employment Standards Code* and the Federal Employment Insurance maternity and parental benefits. That legislation sets out the eligibility, entitlements and notice periods required.
- 29.02 If, during the 12 weeks immediately before the estimated date of delivery, the pregnancy of the employee interferes with the performance of her duties, the Company may give the employee written notice requiring her to begin maternity leave if modified duties are not available. This clause may not be used if the employee is absent from work for medical reasons, as certified by a physician.
- 29.03 Employees who choose not to take parental leave are entitled to a day off, with pay, when their child is born or adopted.

29.04 On return from maternity or parental leave, employees are eligible to take an advance of up to two weeks of their vacation entitlement.

## **ARTICLE 30.00 GRIEVANCE PROCEDURE**

The Company and Association recognize the benefits of minimizing grievances through ongoing communication and effective application of the collective agreement. The parties believe that any grievance or prospective grievance should be resolved as early as possible and, wherever possible, should be resolved by the employee and the supervisor involved.

30.01 This grievance procedure will be used to resolve disagreements regarding the interpretation, application, administration or alleged contravention of the collective agreement.

An employee may be assisted and represented by the Association at any stage of the grievance procedure.

### **Discussions**

30.02 Before submitting a grievance, the employee is first encouraged to settle the disagreement through discussion with the:

- (i) selecting supervisor, if the disagreement relates to a Job Posting or
- (ii) most immediate supervisor who is not a member of the bargaining unit.

Discussions should be held as soon as possible after the act that gave rise to the disagreement; the grievance procedure is governed by time limits that are explained in Clauses 30.05 and 30.06.

The parties agree that the employee will not be prevented from submitting a grievance in situations where discussion with the supervisor is not possible.

### **Facilitation**

30.03 The Company and/or the Association may, by mutual agreement, request a facilitator at any time in the grievance procedure. The parties must agree to the facilitator and facilitation process; e.g., the problem-solving process.



Time limits will not be enforced while the facilitator is working with the parties.

Time limits resume when the facilitation process is complete or when the parties mutually agree to stop the facilitation process.

30.04 If the disagreement remains unresolved, the employee may proceed to the grievance procedure, as follows:

- (a) Grievances that involve the termination of an employee start at Step 2.
- (b) All other grievances start at Step 1.

### **Time Limits**

30.05 The following time limits apply to the grievance procedure:

- (a) The employee must submit a Job Posting grievance within five Days of receiving the reasons for not being selected (Clause 14.14).
- (b) The employee must submit any other type of grievance within 15 Days of the act giving rise to the grievance.

30.06 Whenever a time limit is imposed in this article, the following rules apply:

- (a) The number of Days begins the Day after the notice is received; e.g., If the reasons for not being selected for a Job Posting are received on Monday, Tuesday constitutes Day 1. If a grievance is received on Friday, Monday constitutes Day 1.
- (b) Calculations do not include Saturday, Sunday or statutory holidays.
- (c) The parties may mutually agree to extend time limits or to waive steps. Any extensions and/or waivers must be in writing.
- (d) If either party fails to meet a time limit established in this article, the grievance is conceded to the other party –

unless the parties have mutually agreed as per Sub-clause 30.06 (c).

30.07 All grievances submitted shall include:

- (a) the nature of the grievance;
- (b) the date of occurrence;
- (c) the circumstances out of which the grievance arose;
- (d) the clause(s) in issue;
- (e) the requested remedy;
- (f) the signature of the employee(s) submitting the grievance.

The employee will continue to perform the duties assigned during the grievance procedure.

#### **Step 1**

30.08 The employee submits the grievance, in writing, to the:

- (a) selecting supervisor's senior manager, the manager of Human Resources and the Association when the grievance results from a Job Posting.
- (b) employee's senior manager, the manager of Human Resources and the Association for all other grievances.

30.09 Within 10 Days of receiving the grievance, the senior manager will:

- (a) discuss the grievance with the employee and supervisor, jointly or separately
- (b) uphold (i.e., agree with) or deny the grievance
- (c) communicate the decision, by telephone or in person, to the affected employee(s) and the Association
- (d) convey the decision, in writing.

When a Job Posting grievance is upheld, the employee initially identified as the successful candidate will be the first person advised of the outcome.

- 30.10 If the grievance is not resolved, either the Company or the Association may advance the grievance to Step 2.

## **Step 2**

- 30.11 Either the Company or the Association may request the formation of a Grievance Committee by written notice to the other party within 10 Days of receipt of the written Step 1 decision.
- 30.12 In the case of a grievance resulting from the dismissal of an employee, receipt of the grievance constitutes a request for formulation of a Grievance Committee.
- 30.13 The Company and the Association, will each name a minimum of two or three members to the Grievance Committee.
- 30.14 The employee who initiated the grievance, the employee's supervisor cannot sit on the Grievance Committee. The selecting supervisor is ineligible to sit on the Grievance Committee for a Job Posting grievance.
- 30.15 The Company and the Association exchange all information related to the grievance within five Days before the Grievance Committee meeting.
- 30.16 The Grievance Committee meets and reviews the written grievance and any relevant information within 15 Days of the grievance being moved to Step 2.
- 30.17 One member of the Grievance Committee is appointed chair.
- 30.18 Within five Days of hearing the grievance, the Grievance Committee will issue a written report:
- (a) resolving the grievance in a matter that is fair and just, or
  - (b) reporting that is unable to reach a decision.

The committee's report will be given to the Association and the Company.

30.19 A decision of the Grievance Committee is binding upon both parties.

30.20 If the Grievance Committee reports it is unable to reach a decision, the grievance may be advanced to arbitration.

### **Policy Grievances**

30.21 Either party to this agreement may initiate a grievance regarding the interpretation, application, administration or any alleged violation of this agreement.

30.22 A party initiating a policy grievance shall, within 30 Days of the act giving rise to the grievance, give notice to the other party, as set out in Clause 30.07.

30.23 A policy grievance under this article, once served on the other party, shall constitute a notice of a request for the establishment of a Grievance Committee and the provisions of Clause 30.06 and Clauses 30.13 to 30.33 apply.

### **Grievance Arbitration**

30.24 The Association or the Company shall notify the other party of its desire to proceed to arbitration within 20 Days of the Step 2 decision. In the notice, the party requesting arbitration shall include the name of its nominee to the arbitration board.

30.25 Within ten Days of receiving this notice, the party receiving the notice names its nominee to the arbitration board and notifies the other party.

30.26 The two nominees select a chair of the arbitration board. If agreement cannot be reached in a reasonable period of time, the representatives will request the appointment of a Chair, in accordance with the *Labour Relations Code*.

30.27 Notwithstanding clauses 30.24 to 30.26, the parties may agree to refer a particular grievance to a single-person arbitration board.

(a) A single arbitrator, appointed under this clause, constitutes the "board" for the purposes of clauses 30.28 to 30.32.

(b) In this case, the parties agree on an arbitrator within 10 Days of the notice required in Clause 30.24. If no agreement has been reached by that time, the parties will request the appointment of an arbitrator, in accordance with the *Labour Relations Code*.

30.28 The arbitration board will meet within six months of the chair's appointment and hears evidence the parties may wish to present to assure a full and fair hearing.

30.29 The decision of the board is final and binding on the parties affected by it.

30.30 The board's decision shall not alter, amend, add to or change the terms or conditions of this collective agreement. It has no jurisdiction to determine any matter other than the grievance before it.

30.31 The board's jurisdiction is limited to the remedy requested by the grieving party.

30.32 If an arbitration board determines that an employee has been terminated or otherwise disciplined for cause, the board may substitute another penalty for the termination or discipline that, to the board, is just and reasonable in all circumstances.

30.33 The parties pay the expenses of their respective nominee. The expenses of the chair are shared equally by the parties. Where arbitration is conducted by a single arbitrator under Clause 30.27, the expenses of the arbitrator are shared equally by the parties.

#### **ARTICLE 31.00 LEFT BLANK INTENTIONALLY**

#### **ARTICLE 32.00 LEFT BLANK INTENTIONALLY**

#### **ARTICLE 33.00 ASSOCIATION DUES**

33.01 All members of the bargaining unit shall, as a condition of employment, pay to the Association the dues established by the Association's bylaws.

33.02 The Company shall deduct the dues from the employee's pay on a bi-weekly basis and send the money so deducted to the Association within 15 Days.

33.03 The Company shall provide the Association a bi-weekly computer report showing the name, classification and amount of dues deducted for every member of the bargaining unit.

33.04 Nothing in this article obliges an employee to become a member of the Association.

#### **ARTICLE 34.00 NOTICES**

34.01 Except where otherwise provided in this collective agreement, any notice required to be given by this collective agreement will be in writing and will be delivered by e-mail, by hand, or by mail.

- (a) Notices to the Association will be sent to the attention of the business manager of the Association at the Association's office.
- (b) Notices to the Company will be sent to the attention of the Human Resources Manager at the senior manager's office.

Each party will notify the other of the address or e-mail address to which notices are to be sent and may, from time to time, change that information by notice to the other party.

34.02 Notice is deemed to be given:

- (a) on the Day after the notice is delivered by e-mail
- (b) on the Day after the notice is delivered by hand
- (c) five Days after the notice is mailed

Saturdays, Sundays and holidays are excluded from time specifications outlined in this clause.

The Day notice is deemed to be given is the first day for the purposes of timelines within the collective agreement.

34.03 In the event of anticipated or existing postal disruption, all notices will be delivered by e-mail, or by hand and will not be mailed.

#### **ARTICLE 35.00 EMPLOYEE RELATIONS COUNCIL**

35.01 The parties agree to establish a standing Employee Relations Council.

- 35.02 The Council will consider matters relating to technological change, employee relations and collective agreement issues and make recommendations to the parties, as appropriate.
- 35.03 The Council will consist of an equal number of representatives from the Company and the Association.
- 35.04 Each of the parties will name its own representatives to the Council and may change its representatives at any time. The parties will use their best efforts to ensure that their representatives are also members of their respective bargaining committees.
- 35.05 The Company and the Association will each nominate one of its representatives to be a co-chair of the Council.
- 35.06 The Council will meet at the call of the co-chair and may establish its own procedures and practices.

#### **ARTICLE 36.00 LAYOFFS**

- 36.01 The Company will notify the Association of its intent to lay off a Permanent Employee at least 30 Days prior to the date on which the intention will be announced to the employee.
- (a) Before laying off a Permanent Employee, the Company, in consultation with the Association, shall attempt to place the employee in another Job within the Company.
  - (b) If the layoff of a Permanent Employee is required, the Company will notify the Association and arrange for a meeting to discuss the procedure to be used. The Company representatives at the meeting will include the Vice President, Operations or his delegate and the senior manager of the location in which the layoff is to occur.
  - (c) If the layoff of a Permanent Employee is required, the affected employee will be given 30-Day notice or pay in lieu of notice.
- 36.02 In the event of layoffs, the Company will, in deciding among Permanent Employees, select the employee with the least amount of service for layoff first.

36.03 The following rules apply in the event of an increase in the staff of a department within one year following layoffs:

- (a) Employees will be rehired on a last out, first in basis.
- (b) To be eligible for rehire, an employee affected by layoff will notify the Company of any change of address.
- (c) The Company will send a registered letter to an eligible laid off employee to advise of eligibility to be rehired.
- (d) The former employee must acknowledge receipt of the Company's letter within 14 Days of the date of mailing.
- (e) The former employee must be prepared to report to work with the Company within 30 Days of the date on which the Company mailed the letter.

#### **ARTICLE 37.00 REDUCTION OF STAFF**

37.01 When the Company proposes to terminate one or more employees as a result of a decision to reduce the number of Permanent Employees:

- (a) The Company will notify the Association of its intent at least 30 Days prior to the date on which the intention will be announced to employees.
- (b) The parties will meet as soon as possible after the notice is given and as often as required thereafter to discuss the Company's decision. In these meetings, the parties will discuss the reasons for and impacts of the termination and specifically (without restricting the generality of the foregoing):
  - (i) the proposed implementation dates of the terminations
  - (ii) the anticipated number, type and location of employees who will be affected
  - (iii) anticipated changes to the terms and working conditions of employees affected by the terminations and



- (iv) the means by which the terminations and related changes will be communicated to employees.
- (c) Prior to terminating an employee, the Company will, whenever possible, provide the employee with an opportunity to relocate and/or be placed in a Job that is available and for which the employee has or can, through training provided by the Company, reasonably acquire the skills for the Job.

#### 37.02

- (a) If the Company needs to reduce the workforce, it will invite employees from the Job Classes being reduced to volunteer for severance.
- (b) The Company will choose the employees to be terminated from the list of volunteers.
- (c) If there are insufficient volunteers to meet the proposed reduction, the Company may select other additional employees to be terminated.

### **ARTICLE 38.00 CONTRACT ARBITRATION**

- 38.01 When negotiations towards a new collective agreement have reached an impasse, either party will give written notice to the other that it is referring all unresolved issues in dispute to arbitration.
- 38.02 Within 15 days of either party giving written notice to the other under Clause 38.01, the parties will notify the Minister responsible for the *Labour Relations Code* of their agreement to appoint an interest arbitration board and each party will provide written notice to the other party and the Minister of the name of its nominee.
- 38.03 Within seven days of their nomination, the two members nominated by the parties will select a third person to be chair of the arbitration board. If the nominees are unable to agree on the selection of a chair, either nominee may notify the Minister and request that he appoint the chair.
- 38.04 The arbitration board will meet and hear such evidence as the parties may wish to present to assure a full and fair hearing.

38.05 If the arbitration board is unable to effect a settlement, then, within 20 Days of hearing the evidence, or any longer period that may be agreed to by the parties or fixed by the Minister, the arbitration board shall issue its award in writing. The award is final and binding upon the parties and upon any employee affected by it.

38.06 In its award, the arbitration board:

- (a) shall resolve the unresolved issues and requests by either incorporating them, with or without amendment, or refusing to incorporate them and
- (b) shall not make any change retroactive unless one of the parties listed the request or issue as one for which they desire a retroactive effect.

38.07 The parties will pay the expenses of their respective nominee. The expenses of the chair shall be shared equally by the parties.

#### **ARTICLE 39.00 LEFT BLANK INTENTIONALLY**

#### **ARTICLE 40.00 DISCIPLINE**

40.01 All discipline is significant and can have serious consequences. The Company will obtain relevant facts before initiating disciplinary action.

40.02 An employee should not be subject to serious disciplinary action, such as suspension without pay or termination, until a thorough investigation of the alleged incident has been held and the employee's responsibility is established.

40.03 The investigation will gather and document relevant facts about the incident and will provide an opportunity for the employee involved to explain his actions.

40.04 The employee involved will be informed that an investigation is being undertaken, unless the Company reasonably believes that informing the employee would negatively affect the investigation.

40.05 At the conclusion of the investigation, the Company will inform the employee and the Association of the results of the investigation and the action the Company is taking.

- 40.06 The Company will advise the employee and provide notice to the Association at least one Day in advance of any disciplinary meeting that includes formal written discipline. The Company will provide the Association with the name of the employee, as well as the date, time and location of the disciplinary meeting.
- 40.07 An employee may be accompanied and/or represented by an Association representative at any stage of this process.
- 40.08 Discipline imposed under this article may be the subject of a grievance under the grievance procedure established in this collective agreement.
- 40.09 Any formal disciplinary action will be administered by management. This does not prevent an employee covered by this collective agreement from exercising the normal responsibilities associated with a lead hand or acting supervisory role.
- 40.10 Disciplinary letters older than 18 months will be considered void unless there has been further related disciplinary action during this time.

#### **ARTICLE 41.00 TICKET BONUS**

##### 41.01

- (a) Those employees who, on December 31, 1998, were being paid a ticket bonus, under provisions of the 1997-1998 collective agreement, will continue to be paid the ticket bonus.
- (b) An employee's entitlement to a ticket bonus under paragraph (a) ends when the employee:
- (i) leaves the employ of the Company
  - (ii) moves from the Job the employee was in on December 31, 1998 to a Job where a ticket bonus was not payable as of that date
  - (iii) ceases to hold a valid ticket or
  - (iv) if a steam plant operator progresses or is promoted to a position where a ticket bonus would not have been payable on December 31, 1998.

- (c) Where an employee was receiving two ticket bonus payments on December 31, 1998, each ticket will be dealt with separately for the purpose of determining continued eligibility under paragraph (b).

#### **ARTICLE 42.00 WAIVER OF SPECIFIC CLAUSES**

- 42.01 The Company or the Association may, from time to time, ask the other party to waive one or more provisions of this collective agreement in a particular set of circumstances for the purpose of managing the Company's business or employees' interests.
- 42.02 Upon receiving such a request, the Company or Association shall review it, along with any documentation provided by the other party, and shall provide the other party with a response as soon as practical under the circumstances.
- 42.03 Any waiver by the Company or Association, pursuant to this article, applies only to the specific request made by the Company or Association. Should a further waiver of the same clause be required on a subsequent occasion, the procedure outlined in clauses 42.01 and 42.02 shall apply.

#### **ARTICLE 43.00 CONTRACTING OUT**

- 43.01 The Company will use reasonable efforts to use members of the Association for work required by the Company, rather than contracting such work out.
- 43.02 The parties agree to meet at least quarterly to review the use of contractors, discuss upcoming work and explore ways to use Association members to perform work required by the Company.
- 43.03 The Company will notify the Association of any work contracted out by the Company.

#### **ARTICLE 44.00 SAFETY FOOTWEAR**

- 44.01 An employee will be reimbursed for 100 percent of the cost of safety footwear, to a maximum of \$400 in a calendar year, based on presentation of the receipt(s). To qualify for reimbursement, the footwear must meet the applicable CSA standard or ANSI equivalent.

## **ARTICLE 45.00 PERSONAL LEAVE**

- 45.01 Permanent Employees, Permanent Part-time Employees and Term Employees are eligible for five Working Days of personal leave, with pay, each calendar year. Personal leave may be taken in half or full day increments.
- 45.02 New employees appointed to probationary status in each calendar year shall have their entitlement for personal leave pro-rated, based on their hire date in the calendar year. This calculation will be rounded to the nearest half day.
- 45.03 Personal leave may be taken at any time during the calendar year, by mutual agreement between the employee and the supervisor, provided personal leave scheduling is arranged to suit the work schedules of the Company.
- 45.04 If a probationary employee resigns or terminates employment within the probationary period he will be responsible to repay any personal leave taken.
- 45.05 If an employee resigns or terminates employment within the first six months of the entitlement year and has used more than one half of his entitlement, he will be responsible to repay any personal leave that exceeds one half of the yearly entitlement.
- 45.06 Unused personal leave that remains at the end of a calendar year shall be forfeited and does not carry over into the next calendar year.
- 45.07 Personal leave will not be included in the vacation scheduling process. However, once the vacation schedule has been finalized, an employee can use personal leave to replace vacation that has already been scheduled and approved.

## **ARTICLE 46.00 COMPASSIONATE CARE LEAVE**

- 46.01 An employee may apply for leave, without pay, to provide compassionate care to a gravely ill family member under the Alberta Employment Standards Code
- a) The definition of family member and the provisions of the benefit are defined in the Alberta *Employment Standards Code* and federal Employment Insurance Compassionate Care Benefits.

- b) The Company will not unreasonably deny requests for compassionate care leave.
- c) The Company agrees to provide the same or equivalent Job on the employee's return.
- d) Administrative processes for compassionate care leave will be the same as those for leave of absence.

46.02 An employee will be allowed up to forty (40) hours of special compassionate leave, without pay, for any one person/occurrence to address circumstances that would not be covered under legislation pursuant to Clause 46.01. Situations where this compassionate leave is acceptable would include, but are not limited to:

- a) family crisis or emergency
- b) medical situations (emergencies)
- c) absence for extenuating circumstances.

Approval for special compassionate leave will be obtained from the senior manager.

**ARTICLE 47.00 EXTENSIVE OVERNIGHT ABSENCES**

47.01 An employee required to work away from Headquarters who experiences extensive overnight absences qualifies for additional vacation, based on the number of overnight absences that take place in a calendar year, as follows:

Overnight Absences	Additional Vacation Earned hours/ Working Day
30 overnight absences	8 (total of 8)
40 overnight absences	8 (total of 16)
50 overnight absences	8 (total of 24)
60 overnight absences	8 (total of 32)
70 overnight absences	8 (total of 40)

47.02 Overnight absences related to classroom instruction for apprenticeship and power engineering training programs and

examinations do not count towards the entitlement in clause 47.01.

47.03 Vacation earned under Article 47.00 will be added to the employee's vacation entitlement for the following calendar year.

47.04 The employee has the option to receive pay in lieu of additional vacation earned under this article.

IN WITNESS WHEREOF the Company has hereunto affixed its corporate seal, duly authenticated by the signature of its proper officers thereunto authorized, and the Association has caused these presents to be executed, all as of the day and year first above written.

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Business Manager, Canadian  
Energy Workers Association

Chief Executive Officer.  
Heartland Generation Ltd.

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President, Chapter 102,  
Canadian Energy Workers  
Association

Director, Human Resources,  
Heartland Generation Ltd.



**HEARTLAND GENERATION LTD.  
SCHEDULE 30  
Table I Office Jobs (7.5 hours)  
Minimum Bi-weekly (Hourly) Salary and Increments**

Job Group Code	Job Title	Effective Jan. 1, 2019			Effective Jan. 1, 2020			Effective Jan. 1, 2021		
		2.00%			2.35%			2.25%		
		2019 Min	2019 Max	2019 Incr.	2020 Min	2020 Max	2020 Incr.	2021 Min	2021 Max	2021 Incr.
300103	Summer Student	20.59	28.97	1.67	21.07	29.65	1.71	21.54	30.32	1.75
		1544.25	2172.75	125.25	1580.25	2223.75	128.25	1615.5	2274	131.25
300200	Administrative Assistant II	20.59	28.97	*1.67	21.07	29.65	*1.71	21.54	30.32	*1.75
		1544.25	2172.75	**125.25	1580.25	2223.75	**128.25	1615.5	2274	*131.25
300300	Administrative Assistant III	29.04	34.51	1.83	29.72	35.32	1.87	30.39	36.11	1.91
		2178.00	2588.25	137.25	2229	2649.00	140.25	2279.25	2708.25	143.25
300400	Administrative Assistant IV	31.08	38.38	1.83	31.81	39.28	1.87	32.53	40.16	1.91
		2331.00	2878.50	137.25	2385.75	2946.00	140.25	2439.75	3012	143.25
300500	Administrative Assistant V	34.65	41.95	1.83	35.46	42.94	1.87	36.26	43.91	1.91
		2598.75	3146.25	137.25	2659.5	3220.50	140.25	2719.5	3293.25	143.25
300600	Administrative Assistant VI	38.05	45.59	1.89	38.94	46.66	1.93	39.82	47.71	1.98
		2853.75	3419.25	141.75	2920.5	3499.50	144.75	2986.5	3578.25	148.50

**HEARTLAND GENERATION LTD.**  
**SCHEDULE 30A**  
**Table I Office Jobs (8 hours)**  
**Minimum Bi-weekly (Hourly) Salary and Increments**

Job Group Code	Job Title	Effective Jan. 1, 2019			Effective Jan. 1, 2020			Effective Jan. 1, 2021		
		2.00%			2.35%			2.25%		
		2019 Min	2019 Max	2019 Incr.	2020 Min	2020 Max	2020 I Incr.	2021 Min	2021 Max	2021 Incr.
300114	Summer Student	20.59	28.97	1.67	21.07	29.65	1.71	21.54	30.32	1.75
		1647.20	2317.60	133.60	1685.6	2372.00	136.80	1723.2	2425.6	140.00
300210	Administrative Assistant II	20.59	28.97	*1.67	21.07	29.65	*1.71	21.54	30.32	*1.75
		1647.20	2317.60	*133.60	1685.6	2372.00	*136.80	1723.2	2425.6	*140.00
300310	Administrative Assistant III	29.04	34.51	1.83	29.72	35.32	1.87	30.39	36.11	1.91
		2323.20	2760.80	146.40	2377.6	2825.60	149.60	2431.2	2888.8	152.80
300410	Administrative Assistant IV	31.08	38.38	1.83	31.81	39.28	1.87	32.53	40.16	1.91
		2486.40	3070.40	146.40	2544.8	3142.40	149.60	2602.4	3212.8	152.80
300510	Administrative Assistant V	34.65	41.95	1.83	35.46	42.94	1.87	36.26	43.91	1.91
		2772.00	3356.00	146.40	2836.8	3435.20	149.60	2900.8	3512.8	152.80
300610	Administrative Assistant VI	38.05	45.59	1.89	38.94	46.66	1.93	39.82	47.71	1.98
		3044.00	3647.20	151.20	3115.2	3732.80	154.40	3185.6	3816.8	158.40

**HEARTLAND GENERATION LTD.  
SCHEDULE 32  
Table I Office Jobs (7.5 hours)  
Minimum Bi-weekly (Hourly) Salary and Increments**

Job Group Code	Job Title	Effective Jan. 1, 2019			Effective Jan. 1, 2020			Effective Jan. 1, 2021		
		2.00%			2.35%			2.25%		
		2019 Min	2019 Max	2019 Incr.	2020 Min	2020 Max	2020 Incr.	2021 Min	2021 Max	2021 Incr.
320100	Purchasing Assistant	34.18	41.21	1.76	34.98	42.18	1.80	35.77	43.13	1.84
		2563.50	3090.75	132.00	2623.5	3163.50	135.00	2682.75	3234.75	138.00
320300	Purchasing Coordinator	42.09	52.67	2.12	43.08	53.91	2.17	44.05	55.12	2.22
		3156.75	3950.25	159.00	3231	4043.25	162.75	3303.75	4134	166.50
320301	Purchasing Coordinator (Flat Rate)	0.00	55.30	0.00	0	56.60	0.00	0	57.87	0
		0.00	4147.50	0.00	0	4245.00	0.00	0	4340.25	0
320500	Draftsman Trainee	28.06	32.05	1.33	28.72	32.80	1.36	29.37	33.54	1.39
		2104.50	2403.75	99.75	2154	2460.00	102.00	2202.75	2515.5	104.25
320501	Draftsman I	29.87	38.18	*1.66	30.57	39.08	*1.70	31.26	39.96	*1.74
		2240.25	2863.50	*124.50	2292.75	2931.00	*127.50	2344.5	2997	*130.50
320502	Draftsman II	39.90	47.20	*1.83	40.84	48.31	*1.87	41.76	49.4	*1.91
		2992.50	3540.00	*137.25	3063	3623.25	*140.25	3132	3705	*143.25
320503	Draftsman III	45.28	53.85	2.14	46.34	55.12	2.19	47.38	56.36	2.24
		3396.00	4038.75	160.50	3475.5	4134.00	164.25	3553.5	4227	168.00
320601	Engineering Assistant I	29.87	38.18	*1.66	30.57	39.08	*1.70	31.26	39.96	*1.74
		2240.25	2863.50	*124.50	2292.75	2931.00	*127.50	2344.5	2997	*130.50
320602	Engineering Assistant II	39.90	47.20	*1.83	40.84	48.31	*1.87	41.76	49.4	*1.91
		2992.50	3540.00	*137.25	3063	3623.25	*140.25	3132	3705	*143.25
320603	Engineering Assistant III	45.28	53.85	2.14	46.34	55.12	2.19	47.38	56.36	2.24
		3396.00	4038.75	160.50	3475.5	4134.00	164.25	3553.5	4227	168.00

**HEARTLAND GENERATION LTD.  
SCHEDULE 32A  
Table I Office Jobs (8 hours)  
Minimum Bi-weekly (Hourly) Salary and Increments**

Job Group Code	Job Title	Effective Jan. 1, 2019			Effective Jan. 1, 2020			Effective Jan. 1, 2021		
		2.00%			2.35%			2.25%		
		2019 Min	2019 Max	2019 Incr.	2020 Min	2020 Max	2020 Incr.	2021 Min	2021 Max	2021 Incr.
320110	Purchasing Assistant	34.18	41.21	1.76	34.98	42.18	1.80	35.77	43.13	1.84
		2734.40	3296.80	140.80	2798.4	3374.40	144.00	2861.6	3450.4	147.20
320310	Purchasing Coordinator	42.09	52.67	2.12	43.08	53.91	2.17	44.05	55.12	2.22
		3367.20	4213.60	169.60	3446.4	4312.80	173.60	3524	4409.6	177.60
320311	Purchasing Coordinator (Flat Rate)	0.00	55.30	0.00	0	56.60	0.00	0	57.87	0
		0.00	4424.00	0.00	0	4528.00	0.00	0	4629.6	0
320510	Draftsman Trainee	28.06	32.05	1.33	28.72	32.80	1.36	29.37	33.54	1.39
		2244.80	2564.00	106.40	2297.6	2624.00	108.80	2349.6	2683.2	111.20
320511	Draftsman I	29.87	38.18	*1.66	30.57	39.08	*1.70	31.26	39.96	*1.74
		2389.60	3054.40	*132.80	2445.6	3126.40	*136.00	2500.8	3196.8	*139.20
320512	Draftsman II	39.90	47.20	*1.83	40.84	48.31	*1.87	41.76	49.4	*1.91
		3192.00	3776.00	*146.40	3267.2	3864.80	*149.60	3340.8	3952	*152.80
320513	Draftsman III	45.28	53.85	2.14	46.34	55.12	2.19	47.38	56.36	2.24
		3622.40	4308.00	171.20	3707.2	4409.60	175.20	3790.4	4508.8	179.20
320611	Engineering Assistant I	29.87	38.18	*1.66	30.57	39.08	*1.70	31.26	39.96	*1.74
		2389.60	3054.40	*132.80	2445.6	3126.40	*136.00	2500.8	3196.8	*139.20
320612	Engineering Assistant II	39.90	47.20	*1.83	40.84	48.31	*1.87	41.76	49.4	*1.91
		3192.00	3776.00	*146.40	3267.2	3864.80	*149.60	3340.8	3952	*152.80
320613	Engineering Assistant III	45.28	53.85	2.14	46.34	55.12	2.19	47.38	56.36	2.24
		3622.40	4308.00	171.20	3707.2	4409.60	175.20	3790.4	4508.8	179.20

### **NOTES SCHEDULES 30, 30A, 32, 32A**

- (1) Station employees in a Job group under Schedule 30 and 32 who were on staff prior to January 1, 2004 may remain on their current 7½-hour schedule. They have the option to switch to the 8-hour Schedule 30A or 32A at any time.
- (2) Prior to making a final decision to switch to an 8-hour schedule, employees may switch on a trial basis for up to six months.
- (3) Both the trial period and the decision to switch to the 8-hour schedule is available only one time. Once an employee makes a (final) decision to move to the 8-hour schedule, it is a permanent change.
- (4) New hires in these Job groups (or employees transferring to the stations from Edmonton or Calgary) automatically go onto the 8-hour schedule.
- (5) Employees in Job Group Codes 320300 or 320310 (Purchasing Coordinator) who have at least one year of related experience after attaining their Supply Chain Management Professional (SCMP) designation will receive the Flat Rate.
- (6) Employees who do not maintain their SCMP designation will not retain the Flat Rate and may be moved to the top of the increment range in Job Group Codes 320300 or 320310 (Purchasing Coordinator).

**HEARTLAND GENERATION LTD.  
SCHEDULE 34 (continued)  
Table II Apprenticeship Jobs  
Minimum Bi-weekly (Hourly) Salary and Increments**

Job Group Code	Job Title	Effective Jan. 1, 2019			Effective Jan. 1, 2020			Effective Jan. 1, 2021		
		2019 Min	2019 Max	2019 Incr.	2020 Min	2020 Max	2020 Incr.	2021 Min	2021 Max	2021 Incr.
341011	Electrician (1.1)	0.00	31.21	0.00	0	31.94	0.00	0	32.66	0
		0.00	2496.80	0.00	0	2555.20	0.00	0	2612.8	0
341012	Electrician (1.2)	0.00	33.82	0.00	0	34.61	0.00	0	35.39	0
		0.00	2705.60	0.00	0	2768.80	0.00	0	2831.2	0
341013	Electrician (2.1)	0.00	36.43	0.00	0	37.29	0.00	0	38.13	0
		0.00	2914.40	0.00	0	2983.20	0.00	0	3050.4	0
341014	Electrician (2.2)	0.00	39.06	0.00	0	39.98	0.00	0	40.88	0
		0.00	3124.80	0.00	0	3198.40	0.00	0	3270.4	0
341015	Electrician (3.1)	0.00	41.62	0.00	0	42.60	0.00	0	43.56	0
		0.00	3329.60	0.00	0	3408.00	0.00	0	3484.8	0
341016	Electrician (3.2)	0.00	44.23	0.00	0	45.27	0.00	0	46.29	0
		0.00	3538.40	0.00	0	3621.60	0.00	0	3703.2	0
341017	Electrician (4.1)	0.00	46.83	0.00	0	47.93	0.00	0	49.01	0
		0.00	3746.40	0.00	0	3834.40	0.00	0	3920.8	0
341018	Electrician (4.2)	0.00	49.43	0.00	0	50.59	0.00	0	51.73	0
		0.00	3954.40	0.00	0	4047.20	0.00	0	4138.4	0

**HEARTLAND GENERATION LTD.  
SCHEDULE 34 (continued)  
Table II Apprenticeship Jobs  
Minimum Bi-weekly (Hourly) Salary and Increments**

Job Group Code	Job Title	Effective Jan. 1, 2019			Effective Jan. 1, 2020			Effective Jan. 1, 2021		
		2019 Min	2019 Max	2019 Incr.	2020 Min	2020 Max	2020 Incr.	2021 Min	2021 Max	2021 Incr.
341021	Instrument Mechanic (1.1)	0.00	31.21	0.00	0	31.94	0.00	0	32.66	0
		0.00	2496.80	0.00	0	2555.20	0.00	0	2612.8	0
341022	Instrument Mechanic (1.2)	0.00	33.82	0.00	0	34.61	0.00	0	35.39	0
		0.00	2705.60	0.00	0	2768.80	0.00	0	2831.2	0
341023	Instrument Mechanic (2.1)	0.00	36.43	0.00	0	37.29	0.00	0	38.13	0
		0.00	2914.40	0.00	0	2983.20	0.00	0	3050.4	0
341024	Instrument Mechanic (2.2)	0.00	39.06	0.00	0	39.98	0.00	0	40.88	0
		0.00	3124.80	0.00	0	3198.40	0.00	0	3270.4	0
341025	Instrument Mechanic (3.1)	0.00	41.62	0.00	0	42.60	0.00	0	43.56	0
		0.00	3329.60	0.00	0	3408.00	0.00	0	3484.8	0
341026	Instrument Mechanic (3.2)	0.00	44.23	0.00	0	45.27	0.00	0	46.29	0
		0.00	3538.40	0.00	0	3621.60	0.00	0	3703.2	0
341027	Instrument Mechanic (4.1)	0.00	46.83	0.00	0	47.93	0.00	0	49.01	0
		0.00	3746.40	0.00	0	3834.40	0.00	0	3920.8	0
341028	Instrument Mechanic (4.2)	0.00	49.43	0.00	0	50.59	0.00	0	51.73	0
		0.00	3954.40	0.00	0	4047.20	0.00	0	4138.4	0

**HEARTLAND GENERATION LTD.  
SCHEDULE 34 (continued)  
Table II Apprenticeship Jobs  
Minimum Bi-weekly (Hourly) Salary and Increments**

Job Group Code	Job Title	Effective Jan. 1, 2019			Effective Jan. 1, 2020			Effective Jan. 1, 2021		
		2.00%			2.35%			2.25%		
		2019 Min	2019 Max	2019 Incr.	2020 Min	2020 Max	2020 Incr.	2021 Min	2021 Max	2021 Incr.
341031	Machinist (1.1)	0.00	31.21	0.00	0	31.94	0.00	0	32.66	0
		0.00	2496.80	0.00	0	2555.20	0.00	0	2612.8	0
341032	Machinist (1.2)	0.00	33.82	0.00	0	34.61	0.00	0	35.39	0
		0.00	2705.60	0.00	0	2768.80	0.00	0	2831.2	0
341033	Machinist (2.1)	0.00	36.43	0.00	0	37.29	0.00	0	38.13	0
		0.00	2914.40	0.00	0	2983.20	0.00	0	3050.4	0
341034	Machinist (2.2)	0.00	39.06	0.00	0	39.98	0.00	0	40.88	0
		0.00	3124.80	0.00	0	3198.40	0.00	0	3270.4	0
341035	Machinist (3.1)	0.00	41.62	0.00	0	42.60	0.00	0	43.56	0
		0.00	3329.60	0.00	0	3408.00	0.00	0	3484.8	0
341036	Machinist (3.2)	0.00	44.23	0.00	0	45.27	0.00	0	46.29	0
		0.00	3538.40	0.00	0	3621.60	0.00	0	3703.2	0
341037	Machinist (4.1)	0.00	46.83	0.00	0	47.93	0.00	0	49.01	0
		0.00	3746.40	0.00	0	3834.40	0.00	0	3920.8	0
341038	Machinist (4.2)	0.00	49.43	0.00	0	50.59	0.00	0	51.73	0
		0.00	3954.40	0.00	0	4047.20	0.00	0	4138.4	0



**HEARTLAND GENERATION LTD.**  
**SCHEDULE 34 (continued)**  
**Table II Apprenticeship Jobs**  
**Minimum Bi-weekly (Hourly) Salary and Increments**

Job Group Code	Job Title	Effective Jan. 1, 2019			Effective Jan. 1, 2020			Effective Jan. 1, 2021		
		2.00%			2.35%			2.25%		
		2019 Min	2019 Max	2019 Incr.	2020 Min	2020 Max	2020 Incr.	2021 Min	2021 Max	2021 Incr.
341041	Millwright (1.1)	0.00	31.21	0.00	0	31.94	0.00	0	32.66	0
		0.00	2496.80	0.00	0	2555.20	0.00	0	2612.8	0
341042	Millwright (1.2)	0.00	33.82	0.00	0	34.61	0.00	0	35.39	0
		0.00	2705.60	0.00	0	2768.80	0.00	0	2831.2	0
341043	Millwright (2.1)	0.00	36.43	0.00	0	37.29	0.00	0	38.13	0
		0.00	2914.40	0.00	0	2983.20	0.00	0	3050.4	0
341044	Millwright (2.2)	0.00	39.06	0.00	0	39.98	0.00	0	40.88	0
		0.00	3124.80	0.00	0	3198.40	0.00	0	3270.4	0
341045	Millwright (3.1)	0.00	41.62	0.00	0	42.60	0.00	0	43.56	0
		0.00	3329.60	0.00	0	3408.00	0.00	0	3484.8	0
341046	Millwright (3.2)	0.00	44.23	0.00	0	45.27	0.00	0	46.29	0
		0.00	3538.40	0.00	0	3621.60	0.00	0	3703.2	0
341047	Millwright (4.1)	0.00	46.83	0.00	0	47.93	0.00	0	49.01	0
		0.00	3746.40	0.00	0	3834.40	0.00	0	3920.8	0
341048	Millwright (4.2)	0.00	49.43	0.00	0	50.59	0.00	0	51.73	0
		0.00	3954.40	0.00	0	4047.20	0.00	0	4138.4	0

**HEARTLAND GENERATION LTD.**  
**SCHEDULE 34 (continued)**  
**Table II Apprenticeship Jobs**  
**Minimum Bi-weekly (Hourly) Salary and Increments**

Job Group Code	Job Title	Effective Jan. 1, 2019			Effective Jan. 1, 2020			Effective Jan. 1, 2021		
		2.00%			2.35%			2.25%		
		2019 Min	2019 Max	2019 Incr.	2020 Min	2020 Max	2020 Incr.	2021 Min	2021 Max	2021 Incr.
341051	Welder** (1.1)	0.00	33.82	0.00	0	34.61	0.00	0	35.39	0
		0.00	2705.60	0.00	0	2768.80	0.00	0	2831.2	0
341052	Welder** (1.2)	0.00	36.43	0.00	0	37.29	0.00	0	38.13	0
		0.00	2914.40	0.00	0	2983.20	0.00	0	3050.4	0
341053	Welder** (2.1)	0.00	39.06	0.00	0	39.98	0.00	0	40.88	0
		0.00	3124.80	0.00	0	3198.40	0.00	0	3270.4	0
341054	Welder** (2.2)	0.00	44.23	0.00	0	45.27	0.00	0	46.29	0
		0.00	3538.40	0.00	0	3621.60	0.00	0	3703.2	0
341055	Welder** (3.1)	0.00	46.83	0.00	0	47.93	0.00	0	49.01	0
		0.00	3746.40	0.00	0	3834.40	0.00	0	3920.8	0
341056	Welder** (3.2)	0.00	49.43	0.00	0	50.59	0.00	0	51.73	0
		0.00	3954.40	0.00	0	4047.20	0.00	0	4138.4	0

(\*\* 3-year Apprenticeship Program)

**NOTES SCHEDULE 34**  
**Table II Apprenticeship Jobs**

- (1) The Company Apprenticeship Guidelines set out all articles, conditions and administration necessary for these apprenticeship arrangements.
- (2) Employees enrolled in the Government of Alberta Apprenticeship System must successfully meet all apprenticeship requirements before being advanced.
- (3) When the Company enrolls an apprentice in the Government of Alberta's apprenticeship program, the employee shall be reclassified to the applicable Journeyman Job Classification upon successful completion of the full program and receipt of the Journeyman ticket.

**HEARTLAND GENERATION LTD.  
SCHEDULE 36  
Table II Steam Plant Non-office Jobs  
Minimum Bi-weekly (Hourly) Salary and Increments**

Job Group Code	Job Title	Effective Jan. 1, 2019			Effective Jan. 1, 2020			Effective Jan. 1, 2021		
		2019 Min	2019 Max	2019 Incr.	2020 Min	2020 Max	2020 Incr.	2021 Min	2021 Max	2021 Incr.
360100	Assistant Steam Plant Operator	23.10	34.39	*2.83	23.64	35.20	*2.90	24.17	35.99	*2.97
		1848.00	2751.20	*226.40	1891.2	2816.00	*232.00	1933.6	2879.2	*237.60
360300	Steam Plant Operator I	29.26	40.77	*2.88	29.95	41.73	*2.95	30.62	42.67	*3.02
		2340.80	3261.60	*230.40	2396	3338.40	*236.00	2449.6	3413.6	*241.60
360400	Steam Plant Operator II	40.71	50.02	*3.10	41.67	51.20	*3.17	42.61	52.35	*3.24
		3256.80	4001.60	*248.00	3333.6	4096.00	*253.60	3408.8	4188	*259.20
360500	Steam Plant Operator III (Entry Level)	0.00	54.26	0.00	0.00	55.81	0.00	0.00	57.07	0.00
		0.00	4340.79	0.00	0.00	4465.02	0.00	0.00	4565.48	0.00
360510	Steam Plant Operator III (Qualified Level)	0.00	56.74	0.00	0.00	58.36	0.00	0.00	59.67	0.00
		0.00	4538.92	0.00	0.00	4668.82	0.00	0.00	4773.87	0.00
360600	Steam Plant Operator IV (Entry Level)	0.00	61.33	0.00	0.00	63.09	0.00	0.00	64.50	0.00
		0.00	4906.41	0.00	0.00	5046.82	0.00	0.00	5160.37	0.00
360610	Steam Plant Operator IV (Qualified Level)	0.00	63.49	0.00	0.00	65.31	0.00	0.00	66.77	0.00
		0.00	5079.06	0.00	0.00	5224.41	0.00	0.00	5341.96	0.00
362100	Steam Plant Helper	22.70	34.95	*1.74	23.23	35.77	*1.78	41.85	53.1	*2.81
		1816.00	2796.00	*139.20	1858.4	2861.60	*142.40	3348	4248	*224.80

Operator wage adjustment of 0.75%, effective Jan 1, 2019 applied in year 1 and 0.50%, effective Jan 1, 2020 applied in year 2 only for the following Job Classes:

- 360500 Steam Plant Operator III Entry Level
- 360510 Steam Plant Operator III Qualified Level
- 360600 Steam Plant Operator IV Entry Level
- 360610 Steam Plant Operator IV Qualified Level

**HEARTLAND GENERATION LTD.  
SCHEDULE 36 (Continued)  
Table II Steam Plant Non-office Jobs  
Minimum Bi-weekly (Hourly) Salary and Increments**

Job Group Code	Job Title	Effective Jan. 1, 2019			Effective Jan. 1, 2020			Effective Jan. 1, 2021		
		2019 Min	2019 Max	2019 Incr.	2020 Min	2020 Max	2020 Incr.	2021 Min	2021 Max	2021 Incr.
363100	Plant Utility Man I	22.61	36.73	*2.83	23.14	37.59	*2.90	23.66	55.78	*2.97
		1808.80	2938.40	*226.40	1851.2	3007.20	*232.00	1892.8	4462.4	*237.60
363300	Plant Utility Man II	36.68	45.15	*2.83	37.54	46.21	*2.90	38.38	47.25	*2.97
		2934.40	3612.00	*226.40	3003.2	3696.80	*232.00	3070.4	3780	*237.60
363500	Lead Utility Man	0.00	47.41	0.00	0	48.52	0.00	0	49.61	0
		0.00	3792.80	0.00	0	3881.60	0.00	0	3968.8	0
364200	Station Inspector	48.52	58.01	*2.37	49.66	59.37	*2.43	50.78	60.71	*2.49
		3881.60	4640.80	*189.60	3972.8	4749.60	*194.40	4062.4	4856.8	*199.20
364201	Lead Station Inspector	0.00	60.90	0.00	0	62.33	0.00	0	63.73	0
		0.00	4872.00	0.00	0	4986.40	0.00	0	5098.4	0

**HEARTLAND GENERATION LTD.  
SCHEDULE 36 (Continued)  
Table II Steam Plant Non-office Jobs  
Minimum Bi-weekly (Hourly) Salary and Increments**

Job Group Code	Job Title	Effective Jan. 1, 2019			Effective Jan. 1, 2020			Effective Jan. 1, 2021		
		2.00%			2.35%			2.25%		
		2019 Min	2019 Max	2019 Incr.	2020 Min	2020 Max	2020 Incr.	2021 Min	2021 Max	2021 Incr.
366050	Plant Maintenance Worker	22.12	36.24	*2.83	22.64	37.09	*2.90	23.15	37.92	*2.97
		1769.60	2899.20	*226.40	1811.2	2967.20	*232.00	1852	3033.6	*237.60
366300	Plant Maintenance Man II	36.33	44.81	*2.83	37.18	45.86	*2.90	38.02	46.89	*2.97
		2906.40	3584.80	*226.40	2974.4	3668.80	*232.00	3041.6	3751.2	*237.60
366500	Plant Maintenance Man III	46.24	52.05	*2.91	47.33	53.27	*2.98	48.39	54.47	*3.05
		3699.20	4164.00	*232.80	3786.4	4261.60	*238.40	3871.2	4357.6	*244.00
366501	Plant Maintenance Man III (Flat Rate)	0.00	55.22	0.00	0	56.52	0.00	0	57.79	0
		0.00	4417.60	0.00	0	4521.60	0.00	0	4623.2	0
366700	Lead Maintenance Man	0.00	58.00	0.00	0	59.36	0.00	0	60.7	0
		0.00	4640.00	0.00	0	4748.80	0.00	0	4856	0
366701	Planner and/or Scheduler	0.00	58.00	0.00	0	59.36	0.00	0	60.7	0
		0.00	4640.00	0.00	0	4748.80	0.00	0	4856	0

## NOTES SCHEDULE 36 Steam Plant Non-office Jobs

- (1) All Steam Plant Operators shall obtain their Alberta Third Class Certificate within three years of starting duties in an operating Job.
- (2) Qualified journeymen in job group code 366500 (Plant Maintenance Man III) shall be paid no less than the semi-annual ceiling. During the probationary period, new employees in this category will be paid one increment less than the semi-annual ceiling.
- (3) Employees in Plant Maintenance Man III (job group code 366500) jobs must have completed 12 months at the top of the increment range before being changed to maximum rate.
  - (a) New employees hired to the position of journeymen welder in the Plant Maintenance Man III classification, after January 1, 2007, must have and maintain their "B" Pressure certification to advance to and retain the flat rate.
- (4) Employees in job group code 364200 (Station Inspector) who have reached the top of the range shall remain there until such time as they achieve their In-service Boiler and Pressure Vessel Inspection certification and CGSB Level II LPI and MPI certification. Upon achieving the required certification, the employee will be progressed to the Lead Station Inspector.
- (5) The Lead Maintenance Man rate (366700) and the Planner and/or Scheduler rate (366701) will be maintained at five percent above the Maintenance Man III flat rate. The Lead Utility Man rate (363500) will be maintained at five percent above the maximum rate for Plant Utility Man II.

**HEARTLAND GENERATION.  
SCHEDULE 37  
Table II Non-office Jobs  
Minimum Bi-weekly (Hourly) Salary and Increments**

Job Group Code	Job Title	Effective Jan. 1, 2019			Effective Jan. 1, 2020			Effective Jan. 1, 2021		
		2.00%			2.35%			2.25%		
		2019 Min	2019 Max	2019 Incr.	2020 Min	2020 Max	2020 Incr.t	2021 Min	2021 Max	2021 Incr.
370000	Labourer/ Groundsman	22.70	34.95	*1.74	23.23	35.77	*1.78	23.75	36.57	*1.82
		1816.00	2796.00	*139.20	1858.4	2861.60	*142.40	1900	2925.6	*145.60
370010	Summer Student	22.70	34.95	1.74	23.23	35.77	1.78	23.75	36.57	1.82
		1816.00	2796.00	139.20	1858.4	2861.60	142.40	1900	2925.6	145.60
370100	Warehouseman	25.90	35.49	*1.37	26.51	36.32	*1.40	27.11	37.14	*1.43
		2072.00	2839.20	*109.60	2120.8	2905.60	*112.00	2168.8	2971.2	*114.40
370300	Senior Warehouseman	34.15	39.62	*1.37	34.95	40.55	*1.40	35.74	41.46	*1.43
		2732.00	3169.60	*109.60	2796	3244.00	*112.00	2859.2	3316.8	*114.40
370500	Stockkeeper	38.79	47.33	1.70	39.7	48.44	1.74	40.59	49.53	1.78
		3103.20	3786.40	136.00	3176	3875.20	139.20	3247.2	3962.4	142.40
370600	Materials Management Coordinator	42.09	52.67	2.12	43.08	53.91	2.17	44.05	55.12	2.22
		3367.20	4213.60	169.60	3446.4	4312.80	173.60	3524	4409.6	177.60
370601	Materials Management Coordinator (Flat Rate)	0.00	55.30	0.00	0	56.60	0.00	0	57.87	0
		0.00	4424.00	0.00	0	4528.00	0.00	0	4629.6	0



## NOTES SCHEDULE 37 TABLE II Non-office Jobs

- (1) Employees in job group codes 370300 (Senior Warehouseman) and 370500 (Stockkeeper) who hold a valid Government of Alberta Partsman ticket shall be paid no less than two increments below the wage range ceiling.
- (2) Employees in job group code 370600 (Materials Management Coordinator) who have at least one year of related experience after attaining their Supply Chain Management Professional (SCMP) designation will receive the Flat Rate.
- (3) Employees who do not maintain their SCMP designation will not retain the Flat Rate and may be moved to the top of the increment range in job group code 370600 (Materials Management Coordinator).

**HEARTLAND GENERATION LTD.  
SCHEDULE 38  
Table II Technical Non-office Jobs  
Minimum Bi-weekly (Hourly) Salary and Increments**

Job Group Code	Job Title	Effective Jan. 1, 2019			Effective Jan. 1, 2020			Effective Jan. 1, 2021		
		2.00%			2.35%			2.25%		
		2019 Min	2019 Max	2019 Incr.	2020 Min	2020 Max	2020 Incr.	2021 Min	2021 Max	2021 Incr.
380100	Electrical /Instrumentation Technologist, Entry	34.81	45.68	*2.72	35.63	46.75	*2.78	36.43	47.8	*2.85
		2784.80	3654.40	*217.60	2850.4	3740.00	*222.40	2914.4	3824	*228.00
380200	Electrical/Instrumentation Technologist, Qualified	42.87	56.46	*2.72	43.88	57.79	*2.78	44.87	59.09	*2.85
		3429.60	4516.80	*217.60	3510.4	4623.20	*222.40	3589.6	4727.2	*228.00
380201	Planner and/or Scheduler	0.00	59.31	0.00	0	60.70	0.00	0	62.07	0
		0.00	4744.80	0.00	0	4856.00	0.00	0	4965.6	0
380300	Electrical/Instrumentation Technologist, Senior Qualified	53.04	60.12	2.36	54.29	61.53	2.42	55.51	62.91	2.48
		4243.20	4809.60	188.80	4343.2	4922.40	193.60	4440.8	5032.8	198.40
380400	Electrical/Instrumentation Technologist, Team Leader	54.25	61.33	2.36	55.52	62.77	2.42	56.77	64.18	2.48
		4340.00	4906.40	188.80	4441.6	5021.60	193.60	4541.6	5134.4	198.40
381100	Electrical Technologist, Entry	29.18	42.77	*2.72	29.87	43.78	*2.78	30.54	44.77	*2.85
		2334.40	3421.60	*217.60	2389.6	3502.40	*222.40	2443.2	3581.6	*228.00
381200	Electrical Technologist, Qualified	40.17	56.47	*2.72	41.11	57.80	*2.78	42.03	59.1	*2.85
		3213.60	4517.60	*217.60	3288.8	4624.00	*222.40	3362.4	4728	*228.00
381300	Electrical Technologist, Senior Qualified	53.04	60.12	2.36	54.29	61.53	2.42	55.51	62.91	2.48
		4243.20	4809.60	188.80	4343.2	4922.40	193.60	4440.8	5032.8	198.40
381400	Electrical Technologist, Team Leader	54.25	61.33	2.36	55.52	62.77	2.42	56.77	64.18	2.48
		4340.00	4906.40	188.80	4441.6	5021.60	193.60	4541.6	5134.4	198.40

**HEARTLAND GENERATION LTD.  
SCHEDULE 38 (Continued)  
Table II Technical Non-office Jobs  
Minimum Bi-weekly (Hourly) Salary and Increments**

Job Group Code	Job Title	Effective Jan. 1, 2019			Effective Jan. 1, 2020			Effective Jan. 1, 2021		
		2.00%			2.35%			2.25%		
		2019 Min	2019 Max	2019 Incr.	2020 Min	2020 Max	2020 Incr.	2021 Min	2021 Max	2021 Incr.
382100	Technical Resources Technologist, Entry	28.29	41.51	*2.64	28.95	42.49	*2.70	29.6	43.45	*2.76
		2263.20	3320.80	*211.20	2316	3399.20	*216.00	2368	3476	*220.80
382200	Technical Resources Technologist, Qualified	38.95	54.81	*2.64	39.87	56.10	*2.70	40.77	57.36	*2.76
		3116.00	4384.80	*211.20	3189.6	4488.00	*216.00	3261.6	4588.8	*220.80
382300	Technical Resources Technologist, Senior Qualified	51.46	58.34	2.30	52.67	59.71	2.35	53.86	61.05	2.41
		4116.80	4667.20	184.00	4213.6	4776.80	188.00	4308.8	4884	192.80
382400	Technical Resources Technologist, Team Leader	52.66	59.55	2.30	53.9	60.95	2.35	55.11	62.32	2.41
		4212.80	4764.00	184.00	4312	4876.00	188.00	4408.8	4985.6	192.80
383100	Mechanical Technologist, Entry	28.29	41.51	*2.64	28.95	42.49	*2.70	29.6	43.45	*2.76
		2263.20	3320.80	*211.20	2316	3399.20	*216.00	2368	3476	*220.80
383200	Mechanical Technologist, Qualified	38.95	54.81	*2.64	39.87	56.10	*2.70	40.77	57.36	*2.76
		3116.00	4384.80	*211.20	3189.6	4488.00	*216.00	3261.6	4588.8	*220.80
383300	Mechanical Technologist, Senior Qualified	51.46	58.34	2.30	52.67	59.71	2.35	53.86	61.05	2.41
		4116.80	4667.20	184.00	4213.6	4776.80	188.00	4308.8	4884	192.80
383400	Mechanical Technologist, Team Leader	52.66	59.55	2.30	53.9	60.95	2.35	55.11	62.32	2.41
		4212.80	4764.00	184.00	4312	4876.00	188.00	4408.8	4985.6	192.80

**HEARTLAND GENERATION LTD.  
SCHEDULE 38 (Continued)  
Table II Technical Non-office Jobs  
Minimum Bi-weekly (Hourly) Salary and Increments**

Job Group Code	Job Title	Effective Jan. 1, 2019			Effective Jan. 1, 2020			Effective Jan. 1, 2021		
		2.00%			2.35%			2.25%		
		2019 Min	2019 Max	2019 Incr.	2020 Min	2020 Max	2020 Incr.	2021 Min	2021 Max	2021 Incr.
384200	Turbine Plant Operator I	25.01	39.48	*2.41	25.6	40.41	*2.47	26.18	41.32	*2.53
		2000.80	3158.40	*192.80	2048	3232.80	*197.60	2094.4	3305.6	*202.40
384300	Turbine Plant Operator II	39.80	50.50	*2.67	40.94	51.94	*2.75	41.86	53.11	*2.81
		3184.07	4039.90	*213.75	3275.19	4155.51	*219.87	3348.88	4249.01	*224.82
384301	Lead Turbine Plant Operator	0.00	53.05	0.00	0.00	54.57	0.00	0.00	55.79	0.00
		0.00	4243.78	0.00	0.00	4365.23	0.00	0.00	4463.45	0.00
385100	Chemical Technologist, Entry	31.69	42.94	*2.82	32.43	43.95	*2.89	33.16	44.94	*2.96
		2535.20	3435.20	*225.60	2594.4	3516.00	*231.20	2652.8	3595.2	*236.80
385200	Chemical Technologist, Qualified	40.19	51.78	*2.90	41.13	53.00	*2.97	42.06	54.19	*3.04
		3215.20	4142.40	*232.00	3290.4	4240.00	*237.60	3364.8	4335.2	*243.20
385300	Chemical Technologist, Senior Qualified	47.22	54.29	2.36	48.33	55.57	2.42	49.42	56.82	2.48
		3777.60	4343.20	188.80	3866.4	4445.60	193.60	3953.6	4545.6	198.40
385400	Chemical Technologist, Team Leader	48.20	55.40	2.40	49.33	56.70	2.46	50.44	57.98	2.52
		3856.00	4432.00	192.00	3946.4	4536.00	196.80	4035.2	4638.4	201.60

Operator wage adjustment of 0.75%, effective Jan 1, 2019 applied in year 1 and 0.50%, effective Jan 1, 2020 applied in year 2 only for the following Job Classes:

- 384300 Turbine Plant Operator II
- 384301 Lead Turbine Plant Operator

**NOTES SCHEDULE 38 Technical Non-office Jobs**

- (1) The Planner and/or Scheduler rate (380201) will be maintained at five percent above the maximum rate for Electrical/Instrumentation Technologist, Qualified (380200).
- (2) The Lead Turbine Plant Operator rate (384301) will be maintained at five percent above the maximum rate for Turbine Plant Operator II (384300).

## NOTES APPLYING TO ALL WAGE SCHEDULES

**[NOTE: THE SALARY SCHEDULES CONTAINED IN THIS AGREEMENT DO NOT REFLECT EXACTLY THE BI-WEEKLY PAY AMOUNTS BECAUSE OF THE ROUNDING CALCULATIONS USED.]**

1. When increments are listed in a wage schedule, they are annual increments unless marked with an asterisk (\*), in which case they are semi-annual.
2. When a salary range is set out for a Job Class, progression through the range will be annual (January) or semi-annual (January and July) to the range ceiling, as provided by the particular schedule. Progression is subject to satisfactory performance, improved skills or knowledge required by the employee in the performance of the Job, possession of necessary tickets or certificates of technology graduation and successful completion of Company examinations. The words "Company examinations" shall refer to existing written examinations.
3. The following rules apply to new employees:
  - (a) The Company will place new employees within a salary range on the basis of market hiring rates.
  - (b) After a new employee successfully completes the probationary period, the employee will receive one increment. At the date of the first increment review (January 1 or July 1, as appropriate) following appointment to permanent staff, the increment adjustment, as applicable, will be retroactive to the date of appointment to permanent staff. This means that the employee will receive 1/12 or 1/6 (for annual or semi-annual review respectively) of the increment for each month since appointment to permanent staff. These increments will be subject to Clause 2 of these notes. This provision is waived for apprentice employees listed in Schedule 34.
4. When an employee receives a promotion, the employee shall be placed within the new salary range at a rate that reflects an increase in wage no less than one increment in the range from

which the employee was promoted. This does not apply in the case of progression Jobs.

5. If an employee is accepted under a Job Posting for a Job at a lower level or is transferred to such a Job at his own request, the employee will be paid at an appropriate level within the wage range for the lower-level Job Class.

## **APPENDIX A**

### **LETTERS OF AGREEMENT**

#### ***RE: RECIPROCITY***

The ATCO Group of companies represents a very diverse range of businesses operating in different regulatory and competitive environments. This diversity is reflected in different strategic business goals and objectives as well as in the range of human resource skill requirements for each of the companies. Competitive, geographic considerations and other factors further influence human resource requirements and employment conditions. Employee representation and employee contracts are also unique to each of the companies.

The Canadian Energy Workers Association (CEWA) has been certified as the bargaining agent for a unit of employees of ATCO Power (the Company). Similarly, the CEWA is also the bargaining agent for several other ATCO companies, namely ATCO Electric, ATCO Electric Yukon Limited, and Northland Utilities (NWT) Limited.

#### **Job Posting Reciprocity**

The Company recognizes that, in some cases, there may be value to employees and the Company to expand access to the internal job posting process to the other CEWA bargaining units. This would provide employees with a wider range of career choices and opportunities while giving the Company access to a larger human resource base with experience working in the ATCO Group.

It is understood, however, that employment terms and conditions as well as recruitment processes and management policies may vary from company to company within the ATCO Group. Employees interested in applying on job postings in other companies within the group are responsible for determining the terms and conditions of employment and any relevant management policies for the company to which they are applying.



## APPENDIX A

### LETTERS OF AGREEMENT

#### Reciprocity Principles

In order to enable employees to have access to alternate employment opportunities and to facilitate the mobility of employees among the ATCO companies, the Company agrees to participate in a reciprocal arrangement with the other ATCO companies represented by CEWA. For the purposes of this agreement, the various bargaining units will be treated as one unit, subject to the following:

- a) The Company will issue a Job Posting to all human resource departments in the participating companies and to the appropriate CEWA bargaining unit.
- b) The Company will consider applications from all employees covered by the bargaining units previously identified.
- c) No employee of the other ATCO companies identified in this agreement will have a right to grieve under the grievance provisions of the Company's collective bargaining agreement.
- d) Relocation expenses will not typically be covered unless Company management determines that such coverage is in the best interests of the Company.
- e) Prospective candidates will be subject to the Company's interview and selection processes and may include, but are not limited to personal, telephone or other selection techniques that the Company deems appropriate.
- f) ATCO Power employees applying to jobs outside of their bargaining unit will be responsible for arranging personal time off to participate in interviews or other activities related to re-employment outside of the Company.

## **APPENDIX A**

### **LETTERS OF AGREEMENT**

- g) Successful candidates transferring from other bargaining units will be subject to the terms of the Company's collective bargaining agreement and Company policies and procedures.

#### **Revision/Termination Conditions**

This Letter of Agreement will be terminated 60 Days after written notice is given by one of the following to all of the others:

- (1) ATCO Power
- (2) Canadian Energy Workers Association
- (3) ATCO Electric
- (4) ATCO Electric Yukon
- (5) Northland Utilities (N.W.T.) Limited

Unless revised or terminated beforehand, this Letter of Agreement will continue in force during the term of this agreement.

ATCO and CEWA agree to review the terms of this Letter of Agreement with the intent to create a consistent Letter of Agreement across CEWA bargaining units regarding reciprocity.

**RE: SEVERANCE PROVISIONS**

1. The Company may request a signed Release from a Permanent Employee (including a Permanent Part-time Employee) whose employment is terminated under Article 37.00 of this collective agreement. The format of the Release shall be as per Attachment A. In any case when the Company makes such a request, notice will be provided to the Association of such a request. The Company will advise the employee of his right to consult with the Association and will provide reasonable opportunity to do so. The signing of the Release is at the discretion of the employee.
2. Subject to paragraph 3 of this letter of agreement, a Permanent Employee (including a Permanent Part-time Employee) whose employment is terminated under Article 37.00 of this agreement shall receive severance pay of not less than the amount achieved by adding the entitlements under paragraphs (a) and (b) of this section:
  - (a) An amount for length of service, calculated as follows:
    - (i) where an employee has less than five years of continuous service with the Company – 2.2 weeks of regular pay for each year of service
    - (ii) where an employee has more than five years but less than 10 years of continuous service with the Company – 2.4 weeks of regular pay for each year of service
    - (iii) where an employee has more than 10 years but less than 15 years of continuous service with the Company – 2.6 weeks of regular pay for each year of service
    - (iv) where an employee has more than 15 years but less than 20 years of continuous service with the Company – 2.8 weeks of regular pay for each year of service or
    - (v) where an employee has more than 20 years of continuous service with the Company – 3.0 weeks of regular pay for each year of service.
  - (b) An amount in consideration of an employee's age, calculated as follows:

- (i) where an employee is between 50 and 54 years of age at the time of termination – four weeks of regular pay or
- (ii) where an employee is 55 years of age or older at the time of termination – six weeks of regular pay.

3. The following additional rules apply in calculating the minimum amount of severance pay to an employee terminated under Article 37.00 of the agreement:

- (a) Fractional years of service shall be used in calculating the payments under Clause 1. For example, if an employee has 4.5 years of service, the calculation would be 4.5 years x 2.2 weeks/year = 9.9 weeks of regular pay.
- (b) The amount of severance pay shall not be less than eight weeks of regular pay.
- (c) Subject to paragraph (d), the Company shall not be required to offer more than 60 weeks of regular pay.
- (d) Where an employee is entitled to at least 60 weeks' regular pay by virtue of paragraph 2(a) of this letter of agreement and the employee is aged 50 years or more at the time of termination, the employee shall be entitled to 64 or 66 weeks of regular pay, subject to 2(b).

4. In addition to the amounts payable under paragraphs 2 or 3, an employee terminated under Article 37.00 of the agreement shall be entitled to a payment of between 10 and 12 percent of the severance amount in lieu of extended benefits.

5. Upon termination, the Company will provide career transition services, such as, but not limited to, up to three (3) hours of individual counseling and up to two (2) Days of workshops on career transition related topics, such as resume writing, job search skills, interviewing, etcetera.

Attachment A

**GENERAL RELEASE FOR REDUCTION OF STAFF**

I release and discharge Heartland Generation (the Employer) and the Canadian Energy Workers Association (CEWA), and the respective personal representatives, and agents, from any and all claims, or actions for anything whatsoever arising out of the termination of that employment due to the reduction of staff, or the representation I have received from CEWA.

This Release is intended to end any obligations of my Employer or CEWA arising from the termination of my employment due to reduction of staff and the representation I have received from CEWA in that regard.

This Release releases the Employer and CEWA of any complaint I have for discrimination or harassment pursuant to the Human Rights Act and the Employment Standards Code as it relates to the reduction of staff.

I confirm that I have had the opportunity to obtain advice in respect of this release, that I fully understand the terms of this Release and that I am signing this voluntarily and of my own free will.

Dated at \_\_\_\_\_, Alberta this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
[signature of witness]

\_\_\_\_\_  
[signature of person executing release]

\_\_\_\_\_  
[print name of witness]

\_\_\_\_\_  
[print name of person executing release]

**APPENDIX A**

**LETTERS OF AGREEMENT**

***RE: ALBERTA HEALTH CARE PREMIUMS***

The parties acknowledge that prior to January 1, 2009, the Company contributed 50% of the cost of the Alberta Health Care Insurance Plan (ACHIP) for all Permanent Employees, including Permanent Part-Time Employees.

In the event that premiums for ACHIP or a substantially similar plan are reintroduced, the parties will negotiate the Company's contribution to the premiums prior to the required implementation date for premium collection no less than 50% of the cost.

## **APPENDIX A**

### **LETTERS OF AGREEMENT**

#### ***RE: PENSION AND BENEFITS***

The Company recognizes the advantage of providing a competitive and comprehensive pension and benefits package as one of the means to attract and retain personnel. These programs are designed to provide a fair and reasonable level of pension and benefit coverage that is comparable to the pension and benefit coverage provided by employers in similar businesses and markets.

Heartland Generation is committed to considering feedback from the Association and its members about the pension plans and the benefits package. On an annual basis, the Association, the Company and Heartland Generation will meet to discuss pension and benefit related items with the intent that such input will be taken forward to provide the opportunity to influence change.

The pension plans and the benefits package may change from time to time for valid business, legislative and social reasons.

## **APPENDIX A**

### **LETTERS OF AGREEMENT**

#### ***RE: JOINT VENTURE PROJECTS***

Heartland Generation continues its involvement in joint venture projects and as such, staffing of these projects is often limited by the “terms and conditions” of the Joint Venture Agreements.

Heartland Generation and the Canadian Energy Workers Association wish to continue to provide access to career and development opportunities for Heartland Generation staff. Therefore, the parties agree that all permanent Heartland Generation in-scope employee job vacancies on the Company’s Alberta IPP Joint Venture Projects (the “JV Projects”) will be filled in accordance with the Job Posting and Job Progression provisions set out in Article 14.00 of the Collective Agreement.

It is further agreed that Heartland Generation’s in-scope employees working on the JV Projects will be represented by the Association and will pay Association dues in accordance with Article 33.00 of the Collective Agreement.

Any site specific terms and conditions of employment contractually agreed to between the Joint Venture Partners will remain under the JV Partners’ control.

It is also understood that the Association will continue its current practice of meeting with the Heartland Generation employees off site.



## **APPENDIX A**

### **LETTERS OF AGREEMENT**

#### ***RE: JOINT VENTURE TERMS AND CONDITIONS***

Heartland Generation is committed in recognizing the Canadian Energy Workers Association as the exclusive bargaining agent for all its members.

Through discussion at the bargaining table it has been recognized by both parties that a further review of all current joint venture in scope positions terms and conditions of employment is required.

The parties agree to discuss and create a process outlining expectations and practice as an ongoing commitment of communication for the terms and conditions of in scope joint venture employees.

## **APPENDIX A**

### **LETTERS OF AGREEMENT**

#### **RE: DESIGNATED COMMUNITY ALLOWANCE (RAINBOW LAKE/MUSKEG RIVER) & RAINBOW LAKE ALLOWANCE POLICY**

The scope and elements of the Rainbow Lake and Muskeg River Designated Community Allowance Program and the Rainbow Lake Allowance Program are contained in Heartland Generation Policy, GEN-02 (RAINBOW LAKE/MUSKEG RIVER) & Rainbow Lake Allowance Policy (the "Policy").

Subject to the provisions set out below, the Company will not terminate the Policy or reduce the benefits provided in the Policy prior to December 30, 2021.

The Company may, at its sole discretion, provide the Association with at least 90 Days written notice that the Community Incentive Allowance for employees located at the Rainbow Lake Generating Plant and/or Muskeg River will be reduced from 100% to any level at or above 66.7% of the reference rate. During the 90 Day notice period, the Company will consult with the Association about the reasons for the reduction.

If there is a dispute that arises during the life of the Policy, as to the interpretation or application of the Policy, the parties will resolve it by way of the grievance procedure. The Parties agree that the terms and conditions of the Policy itself shall not form a part of the collective agreement.

## **APPENDIX A**

### **LETTERS OF AGREEMENT**

#### **RE: GRANDFATHERING SELF-FINANCED ACCOUNT**

As of December 31, 2018, Article 39.00, Self-Financed Account, has been removed due to under utilization.

The two existing employees utilizing Article 39.00, Self-Financed Account, of the 2017-2018 collective agreement will continue to have access to the self-financed leave account as follows:

- An employee may contribute funds to a self-financed account.
- Employees may, at any time, withdraw all or a portion of the funds in a self-financed account.
- At the end of each year, each employee will be paid any amount that remains accumulated in the employee's self-financed account.
- The existence of a self-financed account or the amount of money in the account provides no guarantee that a supervisor will grant time off without pay under Clause 15.06.

## **APPENDIX A**

### **LETTERS OF AGREEMENT**

#### **RE: IN-SCOPE DETERMINATION – NEWLY CREATED OUT-OF-SCOPE POSITIONS**

The Association and the Company completed a review of all positions to determine if any of the positions should become in-scope positions or remain as out-of-scope positions as defined by the signed off and agreed to Determination Criteria dated July 21, 2014.

As per Article 13.00 – Job Classes, Descriptions, Evaluations and Assessments, the parties agree to follow the process described for newly created out-of-scope positions.

The Determination Committee agrees to meet on an annual basis or earlier to validate the Determination Criteria and placement of existing out of scope positions.

## **APPENDIX A**

### **LETTERS OF AGREEMENT**

#### **RE: ENGINEERS IN TRAINING**

The Association and the Company completed a review of all positions to determine if any of the positions should become in-scope positions or remain as out-of-scope positions as defined by the signed off and agreed to Determination Criteria.

The parties both recognize that the in-scope determination for Engineers in Training in Alberta is uncertain at this time and is under review by the Alberta Labour Relations Board and industry in Alberta. Therefore the parties have mutually agreed to leave Engineers in Training status quo as out of scope positions until January 1, 2018.

The parties agree to meet prior to January 1, 2018, to discuss the status of the Engineers in Training in-scope determination.

## **APPENDIX A**

### **LETTERS OF AGREEMENT**

#### **RE: ALCOHOL AND DRUG ASSESSMENTS**

As per the March 27, 2016, mediated settlement, employees referred for an independent Substance Abuse Professional (SAP) assessment will have the right to select their assessor from a list of two (2) or three (3) service providers that will be agreed to between Heartland Generation and the Canadian Energy Workers Association.

The list of assessors will be reviewed annually, or at such earlier times as may be mutually agreed by the parties. The assessor's consent forms will be approved by the parties as part of the assessor selection process.

## **APPENDIX A**

### **LETTERS OF AGREEMENT**

#### **RE: COMMITMENT TO PRIVACY**

The Association and the Company are committed to upholding and following the requirements outlined in the *Alberta Personal Information Protection Act*. It is recognized by both parties that privacy in the workplace is a complex and evolving issue.

The parties agree to meet quarterly, or as required, to discuss privacy issues and any changes to legislation or company policy or practice.

## **APPENDIX A**

### **LETTERS OF AGREEMENT**

#### **RE: STRATEGIC WORKFORCE INITIATIVES**

The Company commits to engaging the Association, on an on-going basis, through the ERC or as required, regarding strategic workforce initiatives. The Company and the Association commit to working together on such initiatives.

The Company and the Association recognize the unprecedented uncertainty and challenges in the electrical generation business and understand the need to work together to find creative solutions for how the Company structures, educates and trains employees to prepare for the future needs of the business.

The Company and Association have agreed to consider initiatives, as they arise, that provide training or other opportunities for employees to support workforce flexibility that assists the business in adapting and remaining viable. These initiatives are expected to continue as the business transitions through the evolving Alberta Electricity Market.

The intent is to execute these initiatives in line with the Spirit of Agreement.



**APPENDIX A**

**LETTERS OF AGREEMENT**

**RE: HEALTH DAY**

A Health Day was introduced to employees for one-time use in 2019. It is administered in in 7.5- or 8-hour allotments based on an employee's normal hours of work.

If the Company is considering extending the Health Day beyond the expiry date indicated below, the Association will be notified and consulted prior to the Company communicating to employees.

This Letter of Agreement will expire on December 31, 2019.

## APPENDIX A

### LETTERS OF AGREEMENT

#### RE: COAL TRANSITION PROGRAM

Heartland Generation (“Company”) recognizes the Canadian Energy Workers Association (CEWA) as the exclusive bargaining agent for the members of the bargaining unit.

The Company is implementing a Coal Transition Program (the “Program”) to demonstrate its commitment to supporting employees, their families and the communities in which it operates through the transition away from coal and the CEWA has agreed to support the Company’s initiative.

Therefore, the Parties agree as follows:

1. The scope and elements of the Program are as set out in the notice that was provided to the CEWA on July 19th, 2017.
2. The Program commenced effective July 25th, 2017 and will terminate on July 31, 2020 (the “Termination Date”).
3. The Company will not terminate the Program, or reduce any benefits provided by the Program, prior to the Termination Date.
4. The CEWA will not attempt to negotiate changes or enhancements to the benefits provided by the Program prior to the Termination Date.
5. The Company commits to open communication with the CEWA regarding the application of the provisions of the Program. Should the CEWA have concerns regarding the consistent application of the Program, they will bring these concerns forward to the Company at their earliest opportunity. The Company commits to engage in discussion regarding these concerns prior to taking action.
6. The Parties agree that the terms and conditions of the Program itself shall not form a part of the current Collective Agreement or any subsequent Collective Agreement. Any continuation of this Letter of Agreement beyond the Termination Date must be agreed to by both parties.
7. Effective as of the Termination Date, the Program and the terms and conditions provided therein and this Letter of Agreement will all

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### **LETTERS OF AGREEMENT**

terminate. Therefore they will not be subject to the bridging provisions of the current Collective Agreement or any subsequent Collective Agreement or the Labour Relations Code.

## **APPENDIX A**

### **LETTERS OF AGREEMENT**

#### **RE: LIFESTYLE ALLOWANCE PROGRAM FOR CALGARY BASED EMPLOYEES**

Heartland Generation Ltd. (“Company”) recognizes the Canadian Energy Workers Association (CEWA) as the exclusive bargaining agent for the members of the bargaining unit.

The Company is implementing a Lifestyle Allowance Program (the “Program”) to demonstrate its commitment to supporting the healthy lifestyle choices of employees and the CEWA has agreed to support the Company’s initiative.

The purpose of the Program is to provide Calgary Head Office employees with a bi-annual lump sum amount to enable them to offset the costs of meaningful lifestyle enhancements that provide the most impact to them personally. For example, gym memberships, fitness classes, health and fitness equipment, parking, transit, commute, meal subscriptions etc.

Therefore, the Parties agree as follows:

1. The scope and elements of the Program are as set out in the program document that was provided to the CEWA on December 29, 2019.
2. The Program commenced effective March 2020 and will be reviewed on an annual basis and assessed based on relevant economic and market factors. The Company reserves the sole discretion to provide the Association at least 60 Days written notice that the Program and this Letter of Agreement will be terminated based on the annual review process.
3. The Company commits to open communication with the CEWA regarding the application of the provisions of the Program. Should the CEWA have concerns regarding the consistent application of the Program, they will bring these concerns forward to the Company at their earliest opportunity. The Company commits to

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engage in discussion regarding these concerns prior to taking action.

4. The Parties agree that the terms and conditions of the Program itself shall not form a part of the Collective Agreement. Effective December 30, 2021, the Program, and this letter of agreement will terminate. Any continuation of the Program from one year to the next must be expressly agreed to by both Parties

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### **LETTERS OF AGREEMENT**

#### **RE: LIFESTYLE ALLOWANCE PROGRAM FOR EDMONTON BASED EMPLOYEES**

Heartland Generation Ltd. (“Company”) recognizes the Canadian Energy Workers Association (CEWA) as the exclusive bargaining agent for the members of the bargaining unit.

The Company is implementing a Lifestyle Allowance Program (the “Program”) to demonstrate its commitment to supporting the healthy lifestyle choices of employees and the CEWA has agreed to support the Company’s initiative.

The purpose of the Program is to provide Edmonton based employees with a bi-annual lump sum amount to enable them to offset the costs of meaningful lifestyle enhancements that provide the most impact to them personally. For example, gym memberships, fitness classes, health and fitness equipment, parking, transit, commute, meal subscriptions etc. Therefore, the Parties agree as follows:

1. The scope and elements of the Program are as set out in the program document that was provided to the CEWA on March 10, 2020.
2. The Program commenced effective March 2020 and will reviewed on an annual basis and assessed based on relevant economic and market factors. The Company reserves the sole discretion to provide the Association at least 60 Days written notice that the Program and this Letter of Agreement will be terminated based on the annual review process.
3. The Company commits to open communication with the CEWA regarding the application of the provisions of the Program. Should the CEWA have concerns regarding the consistent application of the Program, they will bring these concerns forward to the Company at their earliest opportunity. The Company commits to engage in discussion regarding these concerns prior to taking action.

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4. The Parties agree that the terms and conditions of the Program itself shall not form a part of the Collective Agreement. Effective December 30, 2021, the Program, and this letter of agreement will terminate. Any continuation of the Program from one year to the next must be expressly agreed to by both Parties.

## APPENDIX B

### JOB PROGRESSION

For information purposes only, the following consolidates the current progression provisions, as contained in the corporate job descriptions.

NOTE: All apprentice Jobs are progression. Upon completion of the apprenticeship program, the move to Journeyman is a progression appointment.

PROGRESSION FROM	PROGRESSION TO
300200 Administrative Assistant II	300300 Administrative Assistant III
300210 Administrative Assistant II	300310 Administrative Assistant III
320500 Draftsman - Trainee	320501 Draftsman I
320501 Draftsman I	320502 Draftsman II
320601 Engineering Assistant I	320602 Engineering Assistant II
360100 Asst Steam Plant Operator	360300 Steam Plant Operator I
360300 Steam Plant Operator I	360400 Steam Plant Operator II
360400 Steam Plant Operator II	360500 Steam Plant Operator III Entry
360500 Steam Plant Operator III Entry	360510 Steam Plant Operator III Qualified
360600 Steam Plant Operator IV Entry	360610 Steam Plant Operator IV Qualified
363100 Plant Utility Man I	363300 Plant Utility Man II
380100 Electrical/Instrumentation Tech Entry	380200 Electrical/Instrumentation Tech Qualified
370100 Warehouseman	370300 Senior Warehouseman
381100 Electrical Technologist Entry	381200 Electrical Technologist Qualified
384200 Turbine Plant Operator I	384300 Turbine Plant Operator II
382100 Technical Resources Tech Entry	382200 Technical Resources Tech Qualified
383100 Mechanical Technologist Entry	383200 Mechanical Technologist Qualified
385100 Chemical Technologist Entry	385200 Chemical Technologist Qualified



## APPENDIX D

### 12-HOUR SHIFTS - GENERATION SHIFT WORKERS

#### INTRODUCTION

The parties have signed agreements to provide for 12-hour shifts for certain employees and these agreements have been approved by the appropriate officials of the Province of Alberta.

Those agreements contain certain provisions that supersede the collective agreement (herein "the contract") in effect between the parties.

For ease of reference, the parties wish to have certain provisions of those agreements reflected in the contract.

The parties agree that the following document shall be inserted as an appendix to the contract, acknowledging that where any provision of the contract conflicts with the agreements, the agreements shall prevail. The parties agree that if there are any problems in interpretation as a result of the consolidation of shift articles from the main body of the agreement, these problems will be addressed by the Employee Relations Council.

#### Application

This appendix applies to steam plant operators, assistant steam plant operators and utility men at the generating stations who work 12-hour rotating shifts.

For the purpose of Joint Venture projects, the conditions of the site-specific master schedule and the corresponding policy that govern administration of that master schedule may supersede Article 15.00 Hours of Work. For those employees to whom this appendix applies, all provisions of the collective agreement apply, except for articles 15.00, 18.00 and 21.00, and Clause 19.12, which are replaced with the following.

#### ARTICLE 15.00 HOURS OF WORK

15.01 Subject to the specific exceptions set out in this article:

- (a) **Does not apply**

## APPENDIX D

- (b) The normal hours of work for non-office and technical employees shall be as set out in Table II.

15.02 The hours of work stated in this article are not a guarantee of any minimum or a restriction on any maximum hours to be worked.

### 15.03 Does not apply

15.04

- (a) By mutual agreement between an employee and his supervisor, the hours during which an employee's Working Day may be scheduled may be changed. In these cases, there will be no payment for overtime or shift differential for the agreed-upon hours of work.
- (b) A mutual agreement that is expected to last longer than 30 Days will be put in writing and sent to the senior manager and the Association.

15.05 Employees may exchange shifts, subject to the following rules:

- (a) The exchange must be approved by a supervisor.
- (b) The arrangement for the exchange must be documented.
- (c) The exchange must not result in the Company incurring any costs higher than those that would be incurred if the exchange were not allowed.

15.06

- (a) By mutual agreement with his supervisor, an employee may take time off without pay.
- (b) Employees are encouraged, but not required, to provide as much advance notice as possible of a request for time off without pay, recognizing that the greater the notice, the more likely a supervisor can accommodate the employee's request.
- (c) Supervisors will respond as soon as possible to a request under this clause.
- (d) Supervisors will not unreasonably withhold approval for a request for time off without pay. However, nothing in this clause guarantees that such a request will be granted.

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**15.07 Does not apply**

**15.08 Does not apply**

15.09

- (a) The Company and the Association wish to ensure that employees have enough rest between work periods to allow them to work safely. While this clause sets out specific provisions, they are not intended to remove the responsibility of supervisors and employees to ensure that work can be accomplished safely.
- (b) If an employee works 16 or more hours in any 24-hour period, the employee shall be allowed nine consecutive hours of rest.
- (c) An employee who, as a result of a call out, works, at any time between midnight and the time three hours before the start of his next regularly scheduled shift, is entitled to have nine consecutive hours of rest, beginning at the end of the work for which the employee was called out.
- (d) If an employee's nine hours of rest under paragraph (b) or (c) extends into the last two hours of his next regularly scheduled shift, the employee shall not be required to work those hours.
- (e) When an employee is at rest because of this clause, the employee will not suffer any loss of wages.
- (f) When an employee is at rest because of this clause, the Company may request the employee return to work. If it does make such a request and the employee agrees to return, the employee will be paid, in addition to normal wages, an amount equal to his normal hourly rate for each hour worked during normal scheduled working hours during which the employee was entitled to be at rest.
- (g) Hours of rest provided under this clause exclude travel time between the jobsite and the specified community, whether the travel is at the end of the work or is travel to finish the next regularly scheduled shift.

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- 15.10 Clauses 15.11 to 15.23, inclusive, apply only to those non-office employees who work rotating shifts.
- 15.11 In January of each year, the Company will prepare a schedule showing which employees will work which shifts during the year. A copy of that schedule will be given to each affected employee.
- 15.12 At each generating station, the Company will post the shift schedule covering, at minimum, the next 60 Days.
- 15.13 If the Company wishes to change the shift schedule, it shall post a revised schedule, signed and dated by the affected supervisor, on appropriate bulletin boards.
- 15.14 If an employee's schedule is changed, a supervisor will either:
- (a) give the employee written notice of the change or
  - (b) advise the employee of the change, by telephone or in person, and then send the employee a written confirmation of the change, making sure that the confirmation includes a note as to when the telephone or in-person notice was given.
- 15.15
- (a) This clause applies to employees when taken out of the shift rotation.
  - (b) Rotating shift employees may be scheduled to a non-rotating (8 or 12 hour) schedule, provided they are given 35 Days notice. If such notice is not given, the employee will be paid at his regular rate, plus additional pay equal to his normal hourly rate, for the first five Days worked, which, under the previous schedule, would have been days off.
  - (c) Rotating shift employees assigned to a non-rotating schedule will be given 14 Days notice to be returned to a rotating shift schedule, unless mutually agreed to between the employee and the Company. If such notice is not given, an employee will be paid at his regular rate, plus additional pay equal to his normal hourly rate, for the first two shifts when back on a rotating schedule.

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- 15.16 Where the Company and the employees' needs are not met by clauses 15.15 (b) and (c), a written mutual agreement may be made, provided the guidelines and length of agreement are documented and a copy forwarded to the senior manager and the Association.
- 15.17
- (a) Employees who are scheduled to work a day shift on a given day must be given 10 Days notice if the Company reschedules them to work the night shift of that same day.
  - (b) Employees who are scheduled to work a night shift on a given day must be given 10 Days notice if the Company reschedules them to work the day shift of that same day.
  - (c) If the Company fails to give the proper notice under this clause, an employee will be paid at his regular rate, plus additional pay equal to his normal hourly rate, for the first two affected shifts.
- 15.18 If a shift schedule change affects days off in the 35-Day period following posting of the new schedule, the employee will be paid at his regular rate, plus additional pay equal to his normal hourly rate, for the first five Days worked which, under the previous schedule, would have been days off.
- 15.19
- (a) For the purposes of this clause, "master schedule" means the generating station schedule used to develop the individual schedules of employees.
  - (b) The parties acknowledge that each generating station has a master schedule as well as policies that govern how the master schedule is to be administered.
  - (c) The master schedule that was in effect on October 31, 1996 shall not be changed, except in accordance with this clause.
  - (d) The Company will provide the Association with a copy of the master schedule and policies governing administration of that master schedule for each generating station.

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- (e) Where, due to changing business needs, the Company plans to change the master schedule at a generating station:
  - (i) the Company shall give the Association at least six months written notice of its plan
  - (ii) the senior manager and/or his designates will meet with the Association's designates to discuss the Company's plans and the method of implementation that minimizes negative impact on employees
  - (iii) the parties will use their best efforts to work together to develop an acceptable means of administering the revised master schedule and
  - (iv) the Company will file the revised schedule with the Association.
  
- (f) Either party may give the other notice of its desire to discuss any policy or the need for a policy relating to the administration of the master schedule. Within 15 Days of such notice being delivered:
  - (i) the senior manager and/or his designates will meet with the Association's designates to discuss the issue
  - (ii) the parties will use their best efforts to work together to resolve the issue and
  - (iii) the Company will file any new or revised policy with the Association.
  
- (g) Where the parties' best efforts do not result in a mutually acceptable resolution under paragraph (e) or paragraph (f), the Company may make such policy changes as it requires to meet its business needs.
  
- (h) For the purposes of Article 30.00 (grievance procedure), an action taken by a supervisor or manager under a policy described in this clause shall constitute a matter of application or administration of this collective agreement.
  - (i) Each master schedule will specify the maximum number of consecutive 12-hour shifts an employee will be required to work. If, as a result

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of a schedule change, an employee works more consecutive 12-hour shifts than allowed under the master schedule, the employee will be paid at the overtime rate for each shift in excess of the allowed maximum. This entitlement affects only those shifts added by the schedule change, not the shifts an employee was, prior to change, scheduled to work.

15.20

- (a) If one or more units at the Company generating station on the Alberta Interconnected System (AIS) is dispatched down on standby for an undetermined length of time or shut down for maintenance, affected employees may be scheduled to a maintenance work week, provided that they return to their previously scheduled rotating shift schedule as and when required. For the purposes of this clause, a maintenance week involves the working hours applicable to non-office, non-shift employees.
- (b) For a planned unit shutdown, the Company shall give affected employees five Days notice of rescheduling. If notice is not given, the first two Days worked on the new schedule will be paid at the overtime rate.
- (c) For an unplanned unit shutdown, the Company shall give the affected employees 24 hours notice of rescheduling. If notice is not given, the first Day worked on the new schedule will be paid at the overtime rate.
- (d) The Company shall give employees 24 hours notice when they are to return to their previous shift schedule. If such notice is not given, the first shift will be paid at the overtime rate.

15.21 Employees will be paid for the time spent traveling between the station and the specified community for the station where they:

- (a) cover a vacant shift and
- (b) are notified of the need to cover the vacant shift less than 12 hours before the beginning of that shift.

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15.22

- (a) Shift employees at the Battle River station will be paid at the overtime rate for any work performed during any of the initial five Days of their seven-Day long change.
- (b) Operators at the Sheerness station will be paid at the overtime rate for any work performed during any of the last six Days of their long change.

15.23 The following rules apply to all shift employees when changing from Mountain Standard Time to Mountain Daylight Time and vice versa:

- (a) When the spring time change occurs, employees will receive 12 hours straight time when they work a full shift that begins between 1800 hours and 2000 hours Saturday.
- (b) When the fall time change occurs, employees will receive 12 hours straight time and one hour overtime when they work a full shift that begins between 1800 hours and 2000 hours Saturday.

### ARTICLE 18.00 HOLIDAYS

18.01 An employee will be eligible to be paid for a holiday if he works his scheduled shift immediately before and immediately after the holiday, unless absent due to sickness or accident or by authority of the Company.

18.02 Eligible employees will receive a Day off, with pay, for each of the following holidays:

New Year's Day	Labour Day
Alberta Family Day	Thanksgiving Day
Good Friday	Remembrance Day
Easter Sunday	Christmas Day
Victoria Day	Boxing Day
Canada Day.	

18.03 In addition, one civic holiday will be recognized and observed, but only in a community in which it is officially declared. This holiday shall apply to all employees regularly based in the community. No



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employee will forfeit entitlement to a civic holiday because of a transfer to another location.

18.04 Eligible employees scheduled to work on a holiday will be paid:

- (a) the normal Day's pay, as provided for in Clause 15.01,  
and
- (b) at the overtime rate for the hours actually worked.

### 18.05 Does not apply

18.06 When a holiday falls on an eligible employee's regular day off, that employee shall receive the entitlement under paragraph (a) or paragraph (b), whichever is applicable:

- (a) If the employee's last shift worked immediately before the holiday was eight hours in length and the employee's first shift worked immediately after the holiday was eight hours in length:
  - (i) eight hours pay at the employee's normal hourly rate in addition to regular pay or
  - (ii) eight hours off with pay.
- (b) In any other case:
  - (i) 12 hours pay at the employee's normal hourly rate in addition to regular pay or
  - (ii) 12 hours off with pay.
- (c) Reasonable effort will be made to grant an employee the day off with pay, if so requested. When a day off with pay is requested, the day off will be scheduled at a time that is mutually agreeable to the employee and the supervisor.

18.07 If a holiday falls on an eligible employee's regularly scheduled Working Day and the employee is given that day off, the employee will be paid for the previously scheduled hours of work for that day at the normal hourly rate. No further action will be required to balance the normal wage with the hours of work scheduled.

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### CLAUSE 19.12 ADDITIONAL VACATION FOR ROTATING SHIFTS

- 19.12 An employee earns eight hours of additional vacation, with regular pay, for every 15 rotating shifts that he works in the previous year – to a maximum of 75 shifts and 40 hours of additional vacation.
- (a) The additional time earned is administered under Article 19.00 in the following year.
  - (b) 2 In the current year, if the Company terminates the employee for just cause or the employee terminates his employment he forfeits the additional time earned.
  - (c) The Company will pay the employee for time earned under this Article in the current year:
    - I. Under Article 37.00;
    - II. long term disability; or
    - III. death.

### ARTICLE 21.00 SHIFT DIFFERENTIAL AND WEEKEND PREMIUM

21.01 This article applies to employees who work straight or rotating shifts.

21.02

- (a) In addition to any other pay to which he is entitled, an employee will receive shift differential for all hours worked in:
  - (i) the last four hours of a day shift and
  - (ii) each hour of a night shift.
- (b) Shift differential is always applied at the same rate.
- (c) The shift differential/weekend premium will be:
  - \$2.73 for 2017
  - \$2.78 for 2018.
- (d) Future negotiated wage increases will be applied to the shift differential/weekend premium.

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21.03 An employee who works on a Saturday or Sunday will receive the premium from 21.02 (c) for all hours worked.

### Additional Terms

1. If an employee is given time off, with pay, (whether for compassionate reasons, sickness and accident indemnity or some other reason), compensation will be based on a normal Working Day of eight hours.
2.
  - (a) The Company will establish an availability list, assigning employees to be available to come to work at any time from 90 minutes before until 60 minutes after the beginning of a shift.
  - (b) Employees listed on the availability list who are required to come to work will report for work at the beginning of the shift or within one hour of the request.
  - (c) Employees listed on the availability list are not entitled to receive standby pay.
  - (d) Employees listed on the availability list for a given shift may not arrange for mutual coverage under Clause 15.05 of the agreement for the same shift.
3. The parties understand that the eight-hour maintenance shift referred to in the amendments to the collective agreement actually covers an elapsed time of 8.5 hours, of which one-half hour shall be the lunch period.
4. If, as a result of a shift schedule change, an employee's normal work week has averaged less than 40 hours over the shift cycle, the Company is entitled to recover this time during the next shift cycle.
5. If an employee owes time to the Company because of a shift schedule change, but is called out to work on his Day off, the time worked will be paid at overtime rates and not deducted from the time owed.

## APPENDIX G

### 8 – 10-HOUR NON-ROTATING SHIFT EMPLOYEES

#### Application

1. This appendix applies to employees in the following schedules who do not work a rotating series of shifts: Schedule 34, Schedule 36, Schedule 37 and Schedule 38.

#### Changes to Agreement

2. For those employees to whom this appendix applies, all provisions of the collective agreement apply, except for Articles 15.00 and 18.00, which are replaced with the following.

#### ARTICLE 15.00 HOURS OF WORK

15.01 Subject to the specific exceptions set out in this article:

- (a) **Does not apply**
- (b) The normal hours of work for non-office and technical employees shall be as set out in Table II.

15.02 The hours of work stated in this article are not a guarantee of any minimum or a restriction on any maximum hours to be worked.

15.03

- (a) If the employee and supervisor agree, the daily hours of work may be extended to a maximum of 12 hours per Day for a specific assignment.
- (b) In such an agreement, the total hours worked by the employee must average 40 hours per week over a pre-determined period.
- (c) Where such an agreement exists, overtime is payable only for those hours that an employee works beyond the agreed-upon maximum daily hours of work.
- (d) A mutual agreement that is expected to last longer than 30 Days will be put in writing and sent to the senior manager and the Association.

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15.04

- (a) By mutual agreement between an employee and his supervisor, the hours during which an employee's Working Day may be scheduled may be changed. In these cases, there will be no payment for overtime or shift differential for the agreed-upon hours of work.
- (b) A mutual agreement that is expected to last longer than 30 Days will be put in writing and sent to the senior manager and the Association.

15.05 Employees may exchange shifts, subject to the following rules:

- (a) The exchange must be approved by a supervisor.
- (b) The arrangement for the exchange must be documented.
- (c) The exchange must not result in the Company incurring any costs higher than those that would be incurred if the exchange were not allowed.

15.06

- (a) By mutual agreement with his supervisor, an employee may take time off without pay.
- (b) Employees are encouraged, but not required, to provide as much advance notice as possible of a request for time off without pay, recognizing that the greater the notice, the more likely a supervisor can accommodate the employee's request.
- (c) Supervisors will respond as soon as possible to a request under this clause.
- (d) Supervisors will not unreasonably withhold approval for a request for time off without pay. However, nothing in this clause guarantees that such a request will be granted.

### Exceptions

15.07

- (a) The Company must sometimes perform unit and equipment maintenance to mitigate production losses at its generating facilities. To try to minimize the business impact, the Company may need to change the hours of an

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employee's Working Day. These hours may be scheduled outside the normal hours of work noted in Table II.

- (b) The Company will give employees 168 hours (one week) notice of a change under this clause. If the Company does not give an employee 168 hours notice of a change to hours of work, that employee shall receive his regular rate of pay plus additional pay (equal to his normal hourly rate) for any hours worked that are outside the employee's normal scheduled hours in the first 48 hours of the 168-hour notice period.

15.08

- (a) Some jobs are essential to providing continuous service to customers. The special rules in this clause apply to:
  - (i) plant maintenance men (Job Group Codes, 366300, 366500, 366501 and 366700)
  - (ii) chemical technologists (Job Group Codes 385100, 385200, 385201, 385300 and 385400)
  - (iii) electrical/instrumentation technologists (Job Group codes 380100, 380200, 380300 and 380400)
  - (iv) station inspectors (Job Group codes 364200 and 364201) and
  - (v) apprentices (Job Group codes 341010 to 341019, 341020 to 341029, 341030 to 341039, 341040 to 341049 and 341050 to 341059).

Other jobs may be added to this list after discussions with the Association.

- (b) The Company may decide to schedule some of these employees to work on Sundays on a long-term basis. If it does, it may schedule employees to work on any days from Monday to Sunday. The Company must still follow the rules regarding the number of consecutive Working Days and the length of the Working Day as contained in Table II. In these cases, no overtime will be paid for Sunday work unless the employee works more than the scheduled number of hours.

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- (c) The Company will discuss work schedules with affected employees in advance.

15.09

- (a) The Company and the Association wish to ensure that employees have enough rest between work periods to allow them to work safely. While this clause sets out specific provisions, they are not intended to remove the responsibility of supervisors and employees to ensure that work can be accomplished safely.
- (b) If an employee works 16 or more hours in any 24-hour period, the employee shall be allowed nine consecutive hours of rest.
- (c) An employee who, as a result of a call out, works at any time in the period from eight hours before the start of his next regularly scheduled shift and the time three hours before the start of his next regularly scheduled shift is entitled to have nine consecutive hours of rest, beginning at the end of the work for which the employee was called out.
- (d) If an employee's nine hours of rest under paragraph (b) or (c) extends into the last two hours of his next regularly scheduled shift, the employee shall not be required to work those hours.
- (e) When an employee is at rest because of this clause, the employee will not suffer any loss of wages.
- (f) When an employee is at rest because of this clause, the Company may request the employee return to work. If it does make such a request and the employee agrees to return, the employee will be paid, in addition to normal wages, an amount equal to his normal hourly rate for each hour worked during normal scheduled working hours during which the employee was entitled to be at rest.
- (g) Hours of rest provided under this clause exclude travel time between the jobsite and the specified community, whether the travel is at the end of the work or is travel to finish the next regularly scheduled shift.

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- 15.10 In January of each year, the Company will prepare a schedule showing the hours of work for employees during the year. A copy of that schedule will be given to each affected employee.
- 15.11 If an employee's schedule is changed, a supervisor will either:
- (a) give the employee written notice of the change or
  - (b) advise the employee of the change, by telephone or in person, and then send the employee a written confirmation of the change, making sure that the confirmation includes a note as to when the telephone or in-person notice was given.
- 15.12 There are several ways in which an employee's schedule can be changed. The following table shows various kinds of situations (see next page). For each one, the table shows how much advance notice the employee must receive. If the employee does not receive the necessary notice, the Company will provide extra payments indicated for the appropriate item.
- 15.13 When the Company notifies an employee of a change in schedule, it will tell the employee how long the change will last. At the end of the specified schedule, the employee will revert back to the employee's regular schedule. If there is no specified ending date for the change, the employee will revert back to the regular schedule on the first Working Day after the next Day off.



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<b>Situations</b>	<b>Advance notice required and conditions</b>	<b>Amount to be paid if notice is not given</b>
The Company changes an employee's starting time on a certain Day.	48 hours before the revised starting time. The same change has to be made to all Days the employee is scheduled to work in a calendar week.	Overtime rate for hours worked outside of the originally scheduled hours in the first 48 hours after notice is given
The Company changes an employee's schedule, requiring the employee to work on a Day that had originally been scheduled as a Day off. (This is also the situation that will apply if the Company changes a schedule to require an employee to work 8 hours on a Day when the employee was originally scheduled to work 10 hours.)	10 Days before the starting time on the Day that was scheduled as a Day off	Overtime rate for all hours worked on the Day that had been scheduled as a Day off
The Company changes an employee's schedule, requiring the employee to work 10 hours on a Day that the employee had originally been scheduled to work eight hours.	10 Days before the starting time on the Day affected. The same change has to be made to all Days the employee is scheduled to work in the same calendar week.	Overtime rate for the final two hours worked on each of the first two Days affected by the change

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- 15.14 The parties want to place some limits on how changes to an employee's schedule are handled. Both sides prefer a situation where an employee's start time and the length of the Working Day is consistent for all Days the employee is scheduled to work in a particular calendar week. They recognize, however, that may not always be possible. The rules in this clause will be used to help manage changes in schedule under Clause 15.15.
- (a) Sometimes, it may not be possible for the Company to change the starting time for all Days in a calendar week. For that reason, the parties agree that the Company may start such a change in the middle of an employee's work week, but the change must apply to all Days after the first affected Day. The Company will not make more than one such change in an employee's work week.
  - (b) The Company cannot make more than 24 changes a year in an employee's schedule if the change affects the days of the week the employee is scheduled to work or changes the length of the Working Day.
- 15.15 An employee and supervisor may mutually agree to change an employee's starting time for one or more Days. This may include situations where the Company has had to change an employee's start time for a week, even though it was only required for one Day. Where the employee and supervisor agree to such a change, the employee waives any payment for overtime for the agreed-upon hours of work.

## ARTICLE 18.00 HOLIDAYS

- 18.01 An employee will be eligible to be paid for a holiday if he works his scheduled shift immediately before and immediately after the holiday, unless absent due to sickness or accident or by authority of the Company.
- 18.02 Eligible employees will receive a Day off, with pay, for each of the following holidays:

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New Year's Day	Labour Day
Alberta Family Day	Thanksgiving Day
Good Friday	Remembrance Day
Easter Sunday	Christmas Day
Victoria Day	Boxing Day
Canada Day.	

18.03 In addition, one civic holiday will be recognized and observed, but only in a community in which it is officially declared. This holiday shall apply to all employees regularly based in the community. No employee will forfeit entitlement to a civic holiday because of a transfer to another location.

18.04

- (a) Wherever possible, an employee will not be scheduled to work on a holiday.
- (b) Any employee scheduled to work on a holiday will be paid:
  - (i) the normal day's pay, as provided for in Clause 15.01, and
  - (ii) at the overtime rate for the hours actually worked.

18.05 The following rules apply when a holiday falls on a Saturday or Sunday.

- (a) Easter Sunday shall be observed on the following Monday. Alternatively, in any locality, the Company may designate some employees to observe the holiday on the previous Thursday and others on the following Monday.
- (b) For any other holiday, the Company may direct that the holiday be observed on the previous Friday or the following Monday.
- (c) Boxing Day will be observed on the first weekday following the day on which Christmas is observed.
- (d) The Company will post, at least one month prior to a holiday, a notice as to when a holiday is to be observed.

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- 18.06 When a holiday falls on an eligible employee's regular day off, that employee shall receive payment under paragraph (a) or paragraph (b), whichever is applicable:
- (a) If the employee's other Working Days in that calendar week have been scheduled as eight hours, the employee will receive eight hours pay at the employee's normal hourly rate, in addition to regular pay, or eight hours off with pay.
  - (b) If the employee's other Working Days in that calendar week have been scheduled as 10 hours, the employee will receive 10 hours pay at the employee's normal hourly rate, in addition to regular pay, or 10 hours off with pay.
- 18.07 If a holiday falls on an eligible employee's regularly scheduled Working Day and the employee is given that day off, the employee will be paid for the previously scheduled hours of work for that day at the normal hourly rate. No further action will be required to balance the normal wage with the hours of work scheduled.