

AGREEMENT

BETWEEN:

PLAINS MIDSTREAM CANADA

Empress North (VI) Plant

and

UNIFOR Local 746

February 1, 2019 to January 31, 2023

AGREEMENT

This agreement entered into as of the 27th day of February 2020

BY AND BETWEEN

PLAINS MIDSTREAM CANADA

Empress North (VI) Plant

a body corporate, incorporated under the laws of the Dominion of Canada, and
hereinafter referred to as **“the Company”**

OF THE FIRST PART

and

UNIFOR Local 746

hereinafter referred to as “the Union”

OF THE SECOND PART

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ARTICLE I - PURPOSE

- 1.01 In consideration of the mutual value of joint discussions and negotiations on matters pertaining to employer-employee relationships, the parties hereto agree that the purpose of this Agreement, including Exhibits contained herein, shall be to set forth terms and conditions of employment relating to rates of pay, hours of work and other working conditions affecting the employees covered by this Agreement and to provide for a means of settling disputes and grievances of such employees.

ARTICLE II - RECOGNITION

- 2.01 The Company recognizes the Union as the sole bargaining agent for all employees of the Company employed at the Empress Plant with the exception of team leaders and employees above the rank of team leaders, office and clerical employees, as well as professional and administrative employees.
- 2.02 The term "employee" or "employees" whenever hereinafter used shall mean any person or persons covered by this Agreement.
- 2.03 The Company agrees to recognize a Union Bargaining Committee of four (4) employees who may be accompanied by a duly authorized representative of Unifor. As far as practicable, all meetings between Company and Union representatives will be held during working hours. No employee shall suffer loss of straight-time pay by reason of attending such meetings.
- 2.04 Nothing in this Agreement shall limit the Company in the exercise of its functions of management, under which it shall have, among others, the right to maintain order, discipline and efficiency; to hire new employees and to direct the working force; to determine or change work assignments or methods; to decide the number and location of its plants, products to be manufactured, the methods and schedules of production, including the means and processes of manufacturing, kinds and location of equipment to be used, the extension, limitation, curtailment or cessation of operations. The Company shall have the right to promote, demote, suspend or discharge for just cause (which just cause is to be stated in writing); to classify or re-classify, transfer or lay off employees because of lack of work; which rights are subject to the terms of this Agreement and subject to the right of the employee concerned to lodge a grievance in the manner and to the extent provided in this Agreement.
- 2.05 The Company will deduct Union dues determined by the local Union from the employee's pay on each pay day. The total amount of deductions will be remitted to the Secretary-Treasurer of the Union with a list of those employees from whom the deductions were made.
- 2.06 The Company agrees that employees who are, or who during the term of this Agreement become members of the Union shall, as a condition of continued

employment with the Company, remain members in good standing of the Union; provided however, the provision of this Article 2.06 shall not apply in respect of any employee who withdraws their membership from the Union during a thirty (30) day period immediately preceding the termination date of this Agreement.

- 2.07 The Union shall give the Company thirty (30) calendar days notice when requesting the Company to terminate an employee because such employee is not a member in good standing of the Union.

ARTICLE III - COOPERATION

- 3.01 There shall be no lockout by the Company, or strike, slow-down, sitdown or other suspension of work by the employees during the life of this Agreement.

- 3.02 The Company agrees that the Union may post notices or other material on notice boards supplied by the Company for such purposes, provided that such notices are Unifor literature or other material have been individually approved in writing by the Company.

The Company further agrees to schedule reasonable time and access to normal facilities in the Plant for a member of the Union's Executive to present the Union's Orientation Program to all new employees who are covered by the terms of this Collective Agreement.

- 3.03 There shall be no discrimination, intimidation, interference, restraint, coercion, by or on behalf of the Company or the Union, its members or its agents with respect to any employee because of membership or non-membership in the Union or because of the prohibited grounds of discrimination in the Alberta Human Rights, Citizenship and Multiculturalism Act.

The parties value the diversity that employees bring to the workplace, and recognize that such diversity can provide a competitive advantage if it is well-utilized, encouraged, supported and nurtured.

- 3.04 The Company and the Union recognize the right of all employees to work in an environment free from sexual or workplace harassment and to be treated fairly with respect in the workplace. It is the intention of the Company and the Union to provide a workplace environment that is productive and promotes both the dignity and self-esteem of all employees.

For the purposes of this provision, Sexual Harassment means any unwelcome behavior of a sexual nature that causes offense or humiliation to any employee or that might be perceived by that employee as placing a condition of a sexual nature on any employment relationship.

Workplace harassment means any unwelcome behavior which creates an intimidating, threatening or hostile work environment such that an employee's performance is impaired, the employment relationship is adversely affected or the employee's dignity or respect is denied.

Any person not satisfied with the decision will have the option of filing a grievance and/or a human rights complaint.

- 3.05 The Company recognizes the Union Stewards as identified by the Union. Union activities may be conducted at the Empress Plant during working hours only with the consent of the steward's team leader or designate. A Steward who is off duty shall obtain permission from the team leader before entering the plant for Union activities.
- 3.06 The Company agrees to meet each month with three (3) employees representing the Union for the purpose of discussing matters of mutual concern. No employee shall suffer loss of straight-time pay by reason of attending such meetings.
- 3.07 The Company agrees to provide and maintain lunchroom, lockers and adequate washroom and sanitary facilities. The Union agrees that it will cooperate fully with the Company in the maintenance and cleanliness of these facilities.
- 3.08 When an employee suffers loss of time due to injury and qualifies for Workers' Compensation payments, the Company shall continue to pay such employee at their regular rate of pay. Payments made by the Workers' Compensation Board shall become the property of the Company. This provision shall continue until each recipient case is finalized by the Workers' Compensation Board or the expiration of one year, which ever shall first occur.
- 3.09 It is agreed that the application of the Employee Benefits Plans shall continue in respect of the employees in conformity with their general application throughout the Company.

ARTICLE IV - HOURS OF WORK AND OVERTIME

- 4.01 The normal number of daily hours of work is stated solely for the purpose of calculating overtime and shall not be construed as a guarantee of any minimum or as a restriction on any maximum number of hours to be worked.
- 4.01 (9) The normal number of daily hours of work shall be nine (9) hours. The duration of a work week will vary in accordance with the schedules established from time to time , but will average approximately 37.3 hours per week.
- 4.01 (12, Operators) The normal number of daily hours of work shall be twelve (12) hours. The duration of a work week will vary in accordance with the schedules established from time to time but will average approximately 37.4 hours.

- 4.02 (9) A calendar day shall consist of twenty-four (24) hours commencing at 12:01 a.m. A calendar week shall consist of seven (7) consecutive days commencing on Sunday.
- 4.02 (12) A calendar day shall consist of twenty-four (24) hours commencing at 7:00 a.m. A calendar week shall consist of seven (7) consecutive days commencing on Sunday.
- 4.03 (9) A working day shall consist of nine (9) working hours broken by a half hour lunch period, 12:00 noon to 12:30 p.m. for day workers.
- 4.03 (12) A working day shall consist of twelve (12) consecutive hours commencing at 7:00 a.m. and 7:00 p.m. for shift workers.
- 4.04 (9) The standard schedule for nine (9) hour workers shall consist of a repeating cycle of four days on, four days off work, followed by four days on and two days off work. This cycle shall be adjusted where statutory holidays occur.
- 4.04 (12) The standard 12-hour shift schedule shall consist of a repeating cycle of four (4) or five (5) days of work followed respectively by four (4) or five (5) days of rest.
- 4.05 (12) The normal shifts for twelve hour shift employees shall be:
- 7:00 a.m. to 7:00 p.m. Day Shift
7:00 p.m. to 7:00 a.m. Night Shift
- 4.06 Day workers temporarily assigned to shift work shall be eligible for the shift differential applicable to all hours actually worked while so assigned. Shift work for these purposes shall be scheduled assignments to provide shift coverage for a period of two (2) or more consecutive days on a shift that is different than the normal day worker schedule.
- 4.06 (12) In addition to regular wage rates, a shift work differential shall be paid to 12 hour shift workers as specified on Exhibit "A".
- 4.07 (a) Employees with same job classification may, with the consent of their Shift Supervisor, trade shifts, provided that the trade does not require the payment of overtime or premium pay. Requests for mutual exchange of shift shall be made in writing at least twenty-four (24) hours prior to the proposed exchange.
- (b) A day worker may, with the consent of the employee's immediate supervisor or designate, exchange hours of work with themselves, provided that the exchanged hours do not require the payment of overtime or premium pay that would have not otherwise been payable. Request for exchange of hours shall be made in writing, at least twenty-four (24) hours prior to the proposed change.
- 4.08 Premium rates of two (2) times the regular hourly rates will be paid:
- (a) for all hours worked in excess of regular scheduled hours;

- (b) for all hours worked on days of rest;
- (c) for all hours worked on a Company recognized holiday.

4.09 Under no circumstances shall an employee be entitled to receive duplicate premium pay for the same hours worked.

4.10 An employee working overtime or on callout becomes eligible for a suitable meal after actually working:

- (a) more than one and one-half (1^{1/2}) hours in conjunction with a regular shift, or
- (b) more than four (4) hours scheduled in a period of rest, or
- (c) more than two (2) hours on a callout, and
- (d) four (4) additional hours after the time of the first and any subsequent eligibility for an overtime meal so long as the employee continues on overtime or callout.

Day workers shall be provided one half (1/2) hour paid time as a meal break, which shall be arranged by management to be taken at the earliest possible occasion after the employee has become eligible.

As it is the intention of this provision that employees will sustain themselves properly for work, meals will normally be taken as provided herein. If an employee does not take a Company provided meal, twenty-one dollars (\$21.00) will be paid in lieu of it.

If an employee is unable to take a paid meal break for which the employee has become eligible by the time the employee goes off duty, the employee shall be paid for the meal period, but shall not be considered for any other purpose as having continued work beyond the time the employee went off duty.

4.11 An employee required to work overtime shall be supplied transportation at the Company's expense or receive round-trip reimbursement at the prevailing rate established by the Company, to a maximum of two hundred (200) kilometers. This rate shall be revised upward from time to time so as to coincide with market competitive data.

4.12 An employee is considered to have been called out for an overtime assignment if the employee has not been notified of the assignment at any time prior to the end of their last shift before the overtime assignment commenced.

An employee who is called for duty and who reports for work outside their regular working hours shall receive two (2) hours at the basic hourly rate established for the job assigned plus pay at the applicable premium rate or a minimum of four (4) hours pay computed at the basic hourly rate established for the job assigned. This minimum of four (4) hours pay will not apply when work continues into or is a continuation of the employee's regular schedule.

An employee scheduled to work days who is called for duty between 12:00 midnight and 4:00 a.m. shall receive pay at the applicable premium rate or a minimum of six (6) hours pay computed at the basic hourly rate established for the job classification. This minimum of six (6) hours pay will not apply when work continues into the employee's regular scheduled work.

Whenever the Company cancels assigned overtime an employee shall receive two (2) hours straight time pay unless the employee is notified more than one (1) hour before the completion of the last shift worked or scheduled to be worked. This provision will not apply when overtime cancellation is caused by another employee returning to work after sickness or other leave of absence.

4.13 An employee who is required to continue work beyond their regular stopping time shall receive thirty (30) minutes notice or an additional one (1) hours pay at overtime rates over and above the pay received for the overtime worked. This provision shall not apply due to the late or non-arrival of an employee's relief.

4.14 If an employee is assigned to work a shift which does not encompass the hours of the employee's regular shift, premium pay shall be paid for the first shift, unless the change is made:

(a) as an accommodation to the employee;

(b) because of the permanent promotion of an employee whose schedule is changed;
or

(c) to return the employee to the original schedule which the employee worked prior to the change within fourteen (14) calendar days from the date upon the employee first received the change premium.

If the employee is eligible for premium pay in accordance with 4.08 on the first day of the change of shift, the change of shift premium will be paid on the first shift following.

4.15 No employee working on shift shall leave the Plant without the authority of their team leader, until properly relieved.

4.16 Employees who lose time through changes in shift schedule will be allowed to make up time, at premium rates, equal to that time lost, within the following fourteen (14) calendar days.

4.17 The Company will keep overtime to a minimum but such overtime as is necessary to be worked will be distributed as evenly as possible among qualified and available employees using the following guidelines. In the case of callouts the overtime list amongst qualified employees will be applied otherwise:

1. Continuity of the job
2. Overtime list

Overtime worked will be listed and posted monthly. When allotting necessary overtime, the Company will give consideration to the personal convenience of employees.

4.18 (a) An employee who works sixteen (16) total hours in a twenty-four (24) hour period (including meal breaks) shall not be required to continue working without eight (8) continuous hours off the job (exclusive of travel time).

(b) An employee, scheduled to work days, who works between 12:00 midnight and 4:00 a.m. shall not be required to work the scheduled day shift without eight (8) continuous hours off the job (exclusive of travel time).

If, as a result of the call out, the employee completes four (4) hours of work or works to 6:00 a.m., the employee will not be required to work the scheduled day of work on that date.

(c) Where an emergency situation exists, the provisions of paragraphs (a) and (b) above shall not preclude the employee from continuing to work. An employee who continues to work as a result of an emergency situation shall receive the premium wage rate for all time so worked.

(d) The employee shall not lose any scheduled time or pay because of this provision.

4.19 Work performed by other than shift workers during their lunch period will be paid for at the rate of two (2) times the applicable regular hourly rate and a thirty (30) minute lunch period, with pay, shall be granted at an alternate time.

4.20 The Company recognizes employee's efforts to maintain the plant at its optimum efficiency and where these efforts result in overtime will make efforts to allow day workers to bank overtime worked and to take it as time-off at a future date subject to the following:

(a) Overtime that qualifies for BOT will be paid at straight time and banked at straight time. Employees can also opt to bank all overtime hours.

(b) The maximum number of hours an employee is allowed to bank in any calendar year is eighty-one (81) hours.

(c) Approval of BOT time off will be at the mutual agreement of the employee and the Team Leader and will be subject to the operational and training constraints of the business, and shall not result in any additional costs to the Company.

(d) BOT must be taken in blocks of one shift, with the exception of partial shift blocks (AM and PM blocks as per Art. 4.03(9)) that may be taken upon the request of the employee.

(e) BOT will be accrued over one calendar year starting January 1. No carry over is permitted into the following year. Any BOT remaining as of December 31 in any calendar year will be paid out in the next pay period.

(f) Temporary employees will not be eligible for banked overtime.

4.21 For Earned Day Off (EDO) purposes, the year is divided into four periods based on payroll timing and prime vacation time. The basic guide is as follows:

- Period One: Early January to late June
- Period Two: Late June to September
- Period Three: September to late December
- Period Four: Late December to early January

(a) Period One EDO's will be 13 shifts per operator

(b) Period Three EDO's will be 7 shifts per operator

(c) A maximum of two operators per shift group may be away on EDO's during these periods (Shift Groups: A&C Shift + A/C Swing, B&D Shift + B/D Swing). The two operators may be from the same shift provided the swing man is working on their shift.

(d) Period one EDO schedules will be established by each shift by November 30. Period three EDO schedules will be established by each shift by June 30.

EDO schedules will be approved by the Supervisor of each shift.

4.22 Where an employee is moved from maintenance to operations or vice versa, the Company will endeavor to maintain the individuals straight time pay whole, regardless of the number of days worked in that year.

ARTICLE V - RATES OF PAY AND CLASSIFICATIONS

5.01 Attached hereto, marked Exhibit A, is a schedule of wages, shift differential and job classifications agreed upon by both parties to this Agreement.

5.02 It is agreed that if a new job classification is established during the term of this agreement which is not covered by the schedule of wages then in effect, the rate for such new job classification shall be opened for negotiation between the Company and the Union within thirty (30) calendar days.

The Company may place into effect a temporary rate of pay pending establishment of a rate by negotiation and once the rate is established, it shall be made retroactive for a period not to exceed thirty (30) calendar days.

5.03 The Company shall provide on each pay day an itemized statement of wages indicating hours, rates and deductions.

5.04 Employees who are given the responsibilities of a Planner/Coordinator shall for all hours so worked in the role, receive in addition to their base rate a premium equal to ten percent (10%) over their current hourly rate. Any hours not worked in the role will not receive the premium (i.e., regular shift, vacation time, sick time). The premium will be included in the basic hourly rate in computing overtime for which an employee might be eligible while given the responsibilities of a Planner/Coordinator.

In addition, at the Company's discretion, an Employee may be paid step up premium for work that would be considered significantly different from his normal job duties such as overseeing significant projects.

5.05 Upon promotion or assignment for one (1) or more hours to a job classification calling for a higher rate of pay, the employee shall receive the higher rate of pay for all hours worked during the assignment. If an employee is temporarily assigned to a lower job classification, their rate shall not be reduced. If an employee is assigned to a lower job classification at their own request or because of unsatisfactory performance of their duties the employee shall be reclassified and paid at the rate established for such job classification.

5.06 An employee who holds a temporary steam certificate (permit) will be paid for such permit.

ARTICLE VI - COMPANY RECOGNIZED HOLIDAYS

6.01 The following holidays shall be recognized:

New Year's Day
Good Friday
Victoria Day
Canada Day
First Monday in August
Labour Day
Family Day
Thanksgiving Day
Remembrance Day
Christmas Day
Boxing Day
One additional recognized holiday

6.02 Where a Company recognized holiday occurs on an employee's regularly scheduled work day and the employee is required to work, the employee shall be granted eight (8) hours pay at their regular straight time rate for the holiday, excepting those employees covered by letter re: Averaging of Worker's Pay on a Bi-Weekly Basis since statutory holiday pay has been included in the averaging calculation. In addition they will receive pay as provided in Clause 4.08(c).

6.03 When a Company-recognized holiday occurs on an employee's regularly scheduled day of rest, the employee shall receive holiday pay equivalent to eight (8) hours at their regular straight time rate, excepting those employees covered by letter re: Averaging of Worker's Pay on a Bi-Weekly Basis since statutory holiday pay has been included in the averaging calculation.

6.04 Employees who fail to work when required to do so on a Company recognized holiday, without just reason, will not be paid for such holiday. Employees who are absent without permission or justifiable reason either the day before or the day after the Company recognized holiday will not be paid holiday pay.

6.05 Shift workers shall observe the Company recognized holidays on the day on which they fall. When a Company recognized holiday falls on a twelve hour shift worker's scheduled day of rest, the employee shall receive premium rate for the time worked in excess of four (4) hours on the first scheduled work day back following the holiday. Day workers shall observe Friday for Company recognized holidays which fall on Saturday; except when Friday is a day of rest, the first scheduled working day following the days of rest will be observed as a Company recognized holiday. When a Company recognized holiday falls on Sunday, Monday will be observed as a Company recognized holiday.

Note: first day back pay will only be granted for days of rest on the master schedule, a scheduled EDO or as called for in clause 7.05.

By the end of each year the Company and Union will meet to resolve any unusual situations that may arise in the forth-coming year in connection with the fit of Company recognized holidays and the day workers' schedule. At the same meeting the Company, with the assistance of the Union, will determine the date of the additional recognized holiday in Clause 6.01.

6.06 Should either the Provincial or Federal Governments legislate a new statutory holiday, the parties to this agreement agree that the twelfth statutory holiday shall be taken to observe any new statutory holiday declared by legislation.

ARTICLE VII - ANNUAL VACATIONS

7.01 **Earned Vacation**

An employee will be entitled to an annual paid vacation in accordance with the following:

First Vacation

Ten (10) hours of vacation (to a maximum of 120 hours in the first year) for each calendar month (or part thereof) the employee is on the payroll in the first calendar year.

Second and subsequent vacations

YEARS OF SERVICE	HRS. OF ENTITLEMENT	9 HR SHIFTS	12 HR SHIFTS
less than nine years of service to be completed in vacation year	120 hours	13 days	10 days
9 to 17 years of service to be completed in the vacation year	160 hours	18 days	13 days
18 to 23 years of service to be completed in vacation year	200 hours	22 days	17 days
24 plus years of service in vacation year	240 hours	27 days	20 days

7.02 For vacation purposes, each year of service including the first year terminates on December 31 of the year. The vacation entitlement is based on service at the beginning of the year (i.e.: you will receive 18 days for the calendar year where your ninth anniversary of service occurs).

7.03 Each Employee shall receive additional vacation pay as a percentage of total earnings (comprised of shift differential, overtime and straight time pay, and step up pay) during the current period January 1 to December 31. This additional vacation pay will be paid as it is earned, not as a one-time annual payment, and calculated as follows:

HOURS	%	9 HOUR SHIFTS	12 HOUR SHIFTS
120	6	13 days	10 days
160	8	18 days	13 days
200	10	22 days	17 days
240	12	27 days	20 days

7.04 In the event of termination of employment, an adjustment will be made to the final pay cheque to reflect vacation earned but not taken or taken but not earned.

7.05 Where a Company recognized holiday falls within a shift employee's annual vacation, the employee shall receive holiday pay for that day and shall receive premium rates as follows:

- for a twelve hour shift worker, for all hours in excess of four (4) hours worked on their first scheduled work day back following their vacation.

7.06 If an employee becomes disabled as a result of sickness or accident immediately prior to commencing their vacation, the employee's vacation shall be rescheduled in such a manner that they shall not lose their vacation by reason of such disability.

Where a period of illness or disability occurs after an employee has left work to start vacation and lasts for 36 hours of vacation time before the scheduled return to work, and can be substantiated by a medical certificate, the period of illness or disability will be rescheduled and not be charged against vacation.

7.07 Annual vacations may not be waived in order to receive vacation pay and regular wages at the same time.

7.08 Employees will be permitted to take scheduled work days off without pay after having been required to work Company recognized holidays either as part of their regular schedule or as overtime.

(a) day workers will be permitted one half ($1/2$) such day of leave without pay for each half ($1/2$) day worked on a Company recognized holiday;

(b) twelve hour shift workers will be permitted to take up to eight (8) scheduled work days off per year without pay.

Requests for these days of leave will normally be made at least ten (10) days in advance in order that coverage may be arranged. Granting of these days off will not normally result in a requirement for another employee to work overtime. Cancellation of request for these days off will normally be made not less than five (5) days in advance.

7.09 Operations and maintenance vacation guidelines (as developed, revised and agreed upon by the Union and the Company) are to be followed. Exceptions to these guidelines must be with Union approval.

ARTICLE VIII - PROMOTIONS, SENIORITY, VACANCIES

8.01 Employees shall be on probation for the first ninety (90) calendar days of employment with the Company. On the completion of the probationary period; for the purposes of seniority, the calculation of seniority shall be from the date of employment at the Empress Plant.

8.02 A seniority list will be posted within thirty (30) calendar days of the signing of this Agreement and will be revised at least twice per year. Copies of the seniority list will be supplied to the Union. In the case of employees hired on the same date the relative plant seniority shall be equal.

8.03 The seniority list will show name, job classification and date of employment with the Company.

8.04 Seniority shall be lost when:

(a) an employee is discharged;

(b) employment is terminated due to resignation;

(c) a temporary employee is laid off;

(d) employment (other than temporary employment) is terminated for a period of twelve (12) months or longer due to layoff.

8.05 (a) If, as a result of lay-off due to shortage of work, it becomes necessary to reduce the number of regular employees, seniority and job qualifications will be considered.

(b) Where there is a requirement to increase the number of regular employees after a lay-off, employees will be hired in the reverse order of lay-off provided that they have the necessary qualifications to perform the work available.

Seniority, which employees had at the time of lay-off, will be regained and adjusted on the date of re-employment, providing the employee is re-employed within one (1) year.

(c) Employees on lay-off must supply the Company with a current address and phone number and the Company will make a reasonable effort to contact the employee by phone and registered mail. In the event the employee cannot be so contacted, declines the offer of employment or fails to notify the Company of his intention to return to work within three days of his receipt of the registered letter, he shall forfeit his seniority and right to recall.

(d) Where an employee is laid off and eligible for severance pay, the employee will receive severance pay based on the greater of:

i) [Four weeks pay multiplied by 1.30]; or

ii) [Two weeks pay plus two weeks pay for each year of continuous service multiplied by 1.30], provided in either case the employee has at least one year of continuous service with the Company. Severance pay for a partial year of service will be calculated on a prorated basis.

The Company will take into consideration all applicable legislation and regulations in an effort to provide the employee with the greatest flexibility in the payment of severance pay.

- (e) For the purpose of this Article, one week's pay is defined as the employee's basic hourly wage rate at the time of termination times 40.0 hours.
- (f) An employee terminated and accepting severance payment under the above terms, remains eligible to be considered for re-employment as a new employee.
- (g) The parties have agreed to provisions with respect to job security, which appear as part of this Agreement in Exhibit "B".

8.06 If an employee is permanently assigned to a job classification not covered by this agreement, the employee shall retain their seniority rights and continue to accumulate seniority for a period of six (6) months while so employed. Such person, when released from excepted employment, may exercise their seniority right to return to the job classification from which the employee came, provided the employee returns within six (6) months from the time they were assigned outside of this Agreement.

8.07 Any new job classification or vacancy of a permanent nature within the Empress system shall be posted on bulletin boards for seven (7) calendar days.

8.08 Employees desiring posted positions shall within the seven calendar day period specified in Article 8.07 apply in writing by e-mail, to the person indicated on the posting. To ensure employees on leave of absence or vacation are considered for any vacancy, they shall be considered to have applied for vacancies, within the line of progression, for which they are eligible which have been posted during their absence and shall have the right to decline or accept within three (3) work days of their scheduled date of return to work, any offer of promotion that may result thereby.

8.09 When filling vacancies, the Company will award based on demonstrated performance and qualifications as specified on Job Bid. In cases where these items are relatively equal, seniority shall be the governing factor. In those cases where promotions will take place outside the line of seniority, the Company will inform the Union in writing and discuss its reasons before taking final action.

8.10 Where a job opening is of such a nature that it requires special qualifications which, in the opinion of the Company, are not available from present employees, the job shall be filled from other sources.

8.11 The Company shall post the status of job postings within seven (7) calendar days of the closing date of the job posting.

8.12 Persons temporarily engaged for the purpose of vacation relief or other temporary employment shall not accumulate seniority or severance rights during such employment.

The seniority date of any employee transferred to regular full-time status from temporary status will date from the last commencement date of temporary employment.

- 8.13 (a) Employees will be given a letter at the time of their hire stating whether they will be regarded as regular full-time employees or temporary employees. If temporary, the period of the expected term of employment will be indicated. The Union will be notified in writing of the temporary status of any such employee.
- (b) Continuous periods of temporary employment will not exceed twelve (12) months. Where a position has been filled temporarily for twelve (12) months or less and is, within twelve (12) months thereafter, once again filled on a temporary basis such that the total temporary period is eighteen (18) months in duration, the position will then become permanent and the employee will be hired as a regular permanent employee. Where the Company estimates that the need for temporary employment will exceed the above timelines, those timelines can be extended with the approval of the Union.
- (c) Before hiring from other sources, regular full-time vacancies will be offered to temporary employees having more than one hundred eighty (180) days' service since last hire and considered qualified for employment, with first preference being given to those with longer service.

ARTICLE IX - ADJUSTMENT OF COMPLAINTS AND GRIEVANCES

9.01 Step 1:

An employee may discuss any difference with their Team Leader at any time. However, if an adjustment of complaint is desired, such complaint must be submitted in writing to their employee's Team Leader within twenty-one (21) calendar days of the occurrence or the date the employee was aware or reasonably could have been aware of the occurrence. The employee's Team Leader shall within fourteen (14) calendar days give a written decision on the difference or dispute.

Step 2:

If the employee is not satisfied with the decision at Step 1 the employee may, within fourteen (14) calendar days of the decision at Step 1, present the case in writing to the Site Senior Management who will give a decision in writing within fourteen (14) calendar days.

If the decision of the Site Senior Management is not satisfactory to the employee, the employee may submit the dispute to arbitration as provided in Article X. In all discussions and presentations the employee shall be represented by a Union Steward or representative of the Union unless the employee requests in writing that the Union not be present at the meeting.

- 9.02 In order to assist the resolution of problems, in any case where a grievance is filed by an employee and the grievance deals with a matter beyond the control of the Team Leader referred to in Step 1, the matter may be brought to Step 2 directly. The total time prescribed for processing and answering at any step where a prior step has been omitted in this manner will be extended by the time period to a maximum of fourteen (14) calendar days.
- 9.03 Any grievance instituted by the Company may be referred in writing to the Union Executive within twenty one (21) days of the occurrence or the date they reasonably could have been aware of the circumstances giving rise to the grievance. The Union Executive shall meet within fourteen (14) days thereafter with management to consider the grievance. If final settlement of the grievance is not completed within fourteen (14) working days of such meeting, the grievance may be referred by either party, to a single arbitrator or a board of arbitration as provided in Article X at any time within thirty (30) days thereafter.

ARTICLE X – ARBITRATION

- 10.01 (a) On the application of either party, the matter may be submitted for final settlement to a single arbitrator, or Board of Arbitration, provided, that not more than thirty (30) calendar days have elapsed since the date of the superintendent's decision under the grievance procedure. It is agreed by both parties that the use of a single arbitrator is the method of choice, but where either party wishes the matter in question to be heard before a board of arbitration, then that method will be used.
- (b) Notwithstanding 10.01 (a), where the Parties mutually agree, the matter may be referred to mediation within 30 days of the superintendent's decision under the grievance procedure.
- 10.02 The following sets out the procedure for the appointment of a single arbitrator, board of arbitration or mediator.

A. Single Arbitrator

1. The party desiring to submit a matter to arbitration shall notify the other party to this Agreement of its intention in writing and at the same time nominate at least five names of possible arbitrators. The notice shall also state in what respect the Agreement has been violated or misinterpreted by reference to the specific clause

or clauses relied upon. The notice shall also state the nature of the relief or remedy sought. Within seven (7) calendar days thereafter the other party shall choose one of the suggested arbitrators or submit its list of five possible arbitrators. If agreement is not reached by the parties within an additional seven (7) calendar days either party may request the Minister of Labour of the Province of Alberta to appoint a qualified arbitrator.

2. The arbitrator shall endeavor to commence hearing the grievance within twenty-one (21) calendar days of the arbitrator's appointment, and shall endeavor to issue an award within a further fourteen (14) calendar days. The award shall be in writing and shall be final and binding upon the parties to this Agreement and upon any employee affected by the award.

B. Arbitration Board

1. The party desiring to submit a matter to arbitration shall notify the other party to this Agreement of its intention in writing and at the same time nominate its representative on the Arbitration Board. The notice shall state the matter at issue and shall state in what respect the Agreement has been violated or misinterpreted by reference to the specific clause or clauses relied upon. The notice shall also state the nature of the relief or remedy sought. Within seven (7) calendar days thereafter the other party shall nominate its representative. In the event that either party shall fail to appoint a representative as herein provided, the other party may request the Labour Relations Board of the Province of Alberta to appoint a representative on behalf of the defaulting party. When the representatives have been appointed they shall meet forthwith to choose a Chairman who with the two representatives shall constitute the Arbitration Board. Should the representatives fail to agree on the Chairman within seven (7) calendar days they shall forthwith request the Minister of Labour of the Province of Alberta to appoint a qualified Chairman.
2. The Arbitration Board shall endeavor to commence its hearings within twenty-one (21) calendar days of the Chairman's appointment. The Arbitration Board shall endeavor to issue an award within a further fourteen (14) calendar days. The Arbitration Board award shall be in writing and shall be final and binding upon the parties to this Agreement and upon any employee affected by the award. The award of the majority shall be the award of the Arbitration Board.

C. Mediator

Either party may apply to Alberta Mediation Services for the appointment of a mediator. The mediator shall endeavor to resolve the dispute within 30 calendar days. Where the dispute is not resolved in mediation, either Party may refer the matter to arbitration pursuant to Clause 10.01 (a).

- 10.03 Each party shall bear the expense of its nominee. The fees and expenses of the Chairman shall be shared equally between the parties.

10.04 The Arbitrator or Arbitration Board shall not be authorized to make any decision inconsistent with the terms of this Agreement nor to alter or modify any portion of this Agreement.

ARTICLE XI - LEAVES OF ABSENCE

11.01 Individual employees may, with the Company's consent in writing, obtain a leave of absence without pay. The written consent shall state the dates on which the leave of absence begins and ends.

11.02 The name of an employee on an authorized leave of absence shall be continued on the seniority list.

11.03 An employee who receives a subpoena for jury or witness duty will be granted leave of absence for that purpose provided the Company is properly notified. The employee shall be paid their regular straight time rate of pay for the number of regular scheduled hours (as indicated in clause 4.01) of work the employee loses as a result of such duty. An employee is expected to report for work during periods the employee is excused from jury duty except in instances where this would be impracticable.

11.04 An employee who is elected by the community at large to serve as a member of a governing body, or is appointed to become an active participant in a volunteer community emergency medical or fire organization will be granted paid leave of absence for scheduled meetings and required training provided the Company is properly notified. The employee shall be paid their regular straight time rate of pay for the number of regular scheduled hours (as indicated in clause 4.01) of work the employee loses as a result of such duty. In no case shall such elected or appointed employees be entitled to paid leave of absence more than twice per month per elected position. Where the absence will necessitate the payment of overtime to provide coverage to the plant or cause undue hardship to the Company, the Company may limit their frequency and duration.

11.05 Leave of absence without pay for Union business shall not normally be granted at any one time to more than two (2) employees for a maximum period of twenty-one (21) calendar days, or four (4) employees for a maximum period of ten (10) calendar days. In addition, for employees on Union leave, as described by this clause, the Company agrees to keep the employees pay whole while on the leave and to bill the Union for those wages on a monthly basis provided that:

(a) written application for leave is made at least ten (10) calendar days in advance;
and

(b) the Company is able to furnish qualified replacements from within the Plant.

The Company recognizes that the Union may not always be able to provide ten (10) calendar days of notice of need for a leave of absence for Union business and

therefore agrees to make every reasonable effort to accommodate, on infrequent occasions, such requests on shorter notice.

- 11.06 On written request of the Union, a leave of absence up to one (1) year without pay, but without loss of seniority, may be granted to one (1) employee in any calendar year for Union business, provided the request is made at least ten (10) calendar days in advance.
- 11.07 In application of Clause 11.05 and 11.06 above, the Union shall determine what constitutes Union business.
- 11.08 When an employee attends the funeral of a spouse (by marriage or in common law), son or daughter, parent, sister or brother or equivalent in-law, or grandparent (by birth or marriage), the employee will not suffer loss of pay due to absence from work on the day of the funeral and up to four (4) additional days, if required, for travel and/or making necessary arrangements. One (1) such day without loss of pay will be provided for purposes of attending the funeral of a more distant relative or a close friend. Employees applying for leave under this clause will give the Company as much advance notice as possible under the circumstances.

ARTICLE XII – SAFETY

- 12.01 The Company shall continue to make reasonable provision for the safety and health of its employees during the hours of their employment. Such special protective devices and special protective wearing apparel as the Company requires to be worn and such other equipment as is, in the opinion of the Company, necessary to protect the employees from injury shall be provided by the Company and shall be worn or used by the employees.
- 12.02 The Company will provide first-aid facilities and medical supplies in accessible parts of its premises.
- 12.03 The Union recognizes its responsibility to urge employees to cooperate with the Company on all safety matters and observe Company safety rules.
- 12.04 A Safety Committee shall be in existence. Two (2) members appointed by the Company and two (2) members appointed by the Union shall make up the Committee.
- 12.05 The Safety Committee shall do regular safety inspections consistent with the Safety Committee Charter. The entire Safety Committee shall discuss the results of the safety inspections.
- 12.06 No employee shall lose regular pay due to being a member of the Safety Committee.
- 12.07 All relevant information known concerning the identity of chemicals manufactured or used in any process at the Plant will be provided to the Safety Committee.

The Safety Committee shall also be advised of health and safety hazards known to be associated with such chemicals and of the precautions to be taken in the use or handling of same.

- 12.08 The Company commits to provide suitable protective work clothing as required. In addition each regular full time employee shall be reimbursed for the actual purchase price of appropriate safety footwear as required. The standards for summer and winter footwear shall be determined by the Joint Safety Committee and shall be consistent with Company guidelines. For students and temporary employees, the reimbursement is to a maximum of one hundred and twenty (\$120.00) dollars, and based upon relative need.

ARTICLE XIII - MISCELLANEOUS

- 13.01 SUPERVISOR DOING WORK - Supervisors will not do work assigned to employees covered by the job classifications in the Collective Bargaining Agreement except in the following types of situations:
- (a) in emergencies;
 - (b) in the instruction of employees;
 - (c) in the experimental work which requires special techniques and knowledge.
- 13.02 Notwithstanding anything contained in this Agreement, the Company and Union shall at all times comply with any and all Federal and Provincial laws, regulations, and rulings pertaining to matters covered herein, and such compliance shall be deemed performance and not violation thereof.
- 13.03 The Company will not contract maintenance work if the necessary equipment and qualified employees are available within the Plant to properly perform such work at the required time.

ARTICLE XIV - DURATION

- 14.01 The parties agree that the Collective Agreement shall be renewed for a period of four (4) years from February 1, 2019 to January 31, 2023.
- The parties agree that all other provisions of this Collective Agreement taking effect on February 1, 2019 will remain effective up to and including January 31, 2023. This Agreement shall also remain in full force and effect from year to year thereafter unless either party gives notice of its desire to terminate this Agreement or enter into negotiations for the purpose of amending the Agreement.

14.02 All written notices herein provided shall be given by depositing in duplicate in Her Majesty's Mail in a sealed envelope, registered, postage paid and addressed as follows:

Plains Midstream Canada

P.O. Box 1347
Medicine Hat, AB T1A 7N2

Unifor

Local 746
P.O. Box 115
Burstall, SK S0N 0H0

IN WITNESS WHEREOF the parties have caused these presents to be executed in Medicine Hat this 27th day of February, 2020.

Unifor Local 746

Plains Midstream Canada

[Redacted signature line]

Jason Smith

Justin Anderson

[Redacted signature line]

Rod Wood

Don Lacey

[Redacted signature line]

Garth Sept

Jason Carter

[Redacted signature line]

Leon Schafer

Quentin Fauth

[Redacted signature line]

Derek Nunweiler

Allan Greene

[Redacted signature line]

Geoff Roberts

[Redacted signature line]

Krishna Koul

[Redacted signature line]

Crystal Wood

EXHIBIT "A" - WAGE RATES

The schedule of rates set forth shall apply to and govern hourly paid employees:

Effective	1-Feb-19	1-Feb-20	1-Feb-21	1-Feb-22
Operator 1	\$63.33	\$65.07	\$67.02	\$69.37
Operator 2	\$59.33	\$60.96	\$62.79	\$64.99
Operator 3	\$50.74	\$52.14	\$53.70	\$55.58
Operator 4	\$47.66	\$48.97	\$50.44	\$52.21
Operator 5	\$44.59	\$45.82	\$47.19	\$48.84
Operator 6	\$42.69	\$43.86	\$45.18	\$46.76
Laboratory Technician No. 1	\$50.91	\$52.31	\$53.88	\$55.77
Laboratory Technician No. 2	\$41.54	\$42.68	\$43.96	\$45.50
Laboratory Technician No. 3	\$38.38	\$39.44	\$40.62	\$42.04
Laboratory Technician No. 4	\$35.39	\$36.36	\$37.45	\$38.76
Maintenance Lead Hand	\$60.35	\$62.01	\$63.87	\$66.11
Dual Ticket Craftsperson	\$56.72	\$58.28	\$60.03	\$62.13
Craftsperson No. 1	\$54.81	\$56.32	\$58.01	\$60.04
Craftsperson No. 2	\$46.78	\$48.07	\$49.51	\$51.24
Craftsperson No. 3	\$42.32	\$43.48	\$44.78	\$46.35
Craftsperson No. 4	\$38.95	\$40.02	\$41.22	\$42.66
Craftsperson No. 5	\$36.53	\$37.53	\$38.66	\$40.01
Utility Person	\$35.39	\$36.36	\$37.45	\$38.76
Laborer	\$33.18	\$34.09	\$35.11	\$36.34
Summer Student (4th yr)	\$26.15	\$26.87	\$27.68	\$28.65
Summer Student (3rd yr)	\$25.17	\$25.86	\$26.64	\$27.57
Summer Student (2nd yr)	\$24.09	\$24.75	\$25.49	\$26.38
Summer Student (1st yr)	\$23.06	\$23.69	\$24.40	\$25.25
SHIFT DIFFERENTIAL				
DAY SHIFT	\$1.22	\$1.25	\$1.29	\$1.34
NIGHT SHIFT	\$2.76	\$2.84	\$2.93	\$3.03

EXHIBIT "B" - JOB SECURITY

PERMANENT WORK FORCE REDUCTION

In the event of Plant closure, partial Plant closure, or change in methods or facilities which will involve a permanent work force reduction of employees covered under this Collective Agreement, the Company shall give the Union not less than six (6) months advance notice or statutory notice, whichever is greater, for such change or closure.

Upon such notice, the Company will meet with the Union to discuss the impact of the change on the employees affected. The Company agrees to cooperate with the Government and the Union in finding alternate employment for affected employees.

Any employee covered by the terms of this Collective Agreement who is permanently discharged or laid-off under this Article shall be entitled to severance pay as outlined below, provided that:

- a. The employee remains available for work until the date of termination.
- b. The employee is not terminated for reasons outlined in Clause 8.04 (a), (b), and (c).

Upon payment of severance pay, the employee will be terminated and will have no further rights of recall.

RATE PROTECTION

In the event that employees are downgraded solely due to a plant closure, partial plant closure or change of methods or facilities which will involve employees covered by this agreement, rate protection will be provided as follows:

- Employees who remain within their line of promotion/progression will have their existing rate maintained until the rate for the classification in which they are placed, equals the protected rate.
- Employees who are placed outside their line of promotion/progression will have their existing rate protected for one year.

To qualify for rate protection employees must:

- Successfully complete any training/retraining program to which they are assigned.
- Perform work to which they are assigned and qualified to perform.
- Use normal bidding procedures wherever available, to return to equal or better than their former grade.

SEVERANCE PAY

Employees entitled to severance pay as outlined in this Exhibit shall receive at termination the greater of:

- a. The amount of severance pay required by law;
- b. Severance pay as outlined in Clause 8.05 "d".

An employee terminated and accepting severance payment under the above terms, remains eligible to be considered for re-employment as a new employee.

COMPANY USE OF CONTRACTORS

Performance of work for the Company by contractors at this location will not serve to alter any right an employee has under the terms of this agreement nor cause the layoff of any employee in the Bargaining Unit. The parties agree that on a quarterly basis and upon request, the Union will be provided with the number of contractors utilized and the total number of hours worked by such contractors.

TRAINING/RE-TRAINING

In the event of a Plant closure, partial plant closure or change of methods or facilities which will involve a permanent workforce reduction of employees covered under this agreement, the Company shall train or retrain employees subject to lay-off for job vacancies which exist at that time within the Company provided the employees have the basic qualifications and aptitude required for the job vacancy. Employees who are placed in lower paying jobs as a result of being declared surplus will receive the base rate of pay for the job which they held immediately prior to notification of such surplus.

In the case of an employee who does not qualify for a job vacancy as stated above or in the event that no job vacancy exists, the Company will participate in every reasonable way possible with the Union and the Government in training and retraining any employee for outside employment opportunity. Provision of this training for outside employment will occur only when an employee's recall rights have expired or they have waived their recall rights and accepted severance payment. The Company will reimburse an employee for training and/or moving costs incurred within two years of termination to a maximum of two thousand dollars (\$2,000), provided such expense is for the purpose of outside employment opportunity less any other training or moving subsidy available to the employee. Training costs will include registration and tuition fees, books and examination fees.

The Company and the Union agree to assist the employee in identifying outside subsidies that may exist and assist the employee in qualifying for such subsidies.

EMPLOYMENT SECURITY

a. Empress Gas Plant Maintenance

The Company and the Union recognize the current situation relative to contract construction and maintenance in the process plant environment for the purpose of turnarounds, capital projects, emergency situations, environmental or legislative compliance and the variable component of continuous maintenance. These functions have been and will continue to be performed by contractors at Empress. The Company and the Union recognize that:

1. The mix of trades personnel may change within the overall complement;
2. Business circumstances may dictate the closure of Empress which would negate the commitment or partial closure of Empress which could alter the commitment;
3. Productivity in the Company workforce must compare favorably to that of the contract workforce;
4. Technological change may dictate changes in trades employment

In all the above circumstances, the Company shall discuss with the Union the reasons for any changes in the trades workforce. In such circumstances, the Company agrees to present to the Union, all relevant and non-confidential information which lead to the Company's decision. The Union will be given a minimum of three (3) months to respond before any action is taken. This letter should not be construed as restricting the Company from operating efficient and productive gas plants when measured against competitors in the same business.

b. Empress Gas Plant Operations

In the event of a reduction in typical operating complement within the operations workforce, the Company agrees to present to the Union, all relevant and non-confidential information which lead to the Company's decision. The Union will be given a minimum of three (3) months to respond before any action is taken. This letter should not be construed as restricting the Company from operating efficient and productive gas plants when measured against competitors in the same business.

EXHIBIT "C" – BIDDING BETWEEN EMPRESS AND PPTC

Terms and conditions of the attached Agreement are with respect to job vacancies at the Company LPG facilities along the Plains Petroleum Transmission Company pipeline and at the Empress Plant.

- (1) Employees in the certified unit will be permitted to bid vacancies anywhere along the pipeline if the vacancy is not filled by Company pipeline employees and before hire from outside the Company.
- (2) Company pipeline employees will be permitted to bid vacancies in the certified unit if the vacancy is not filled by employees in the unit and before hire from outside the Company.
- (3) Should a pipeline employee successfully bid into a job at Empress Plant, the employee will maintain their full Company seniority. However, for the purpose of future bidding, seniority accumulated at Empress Plant will be governing seniority.
- (4) When Empress Plant seniority is equal and the qualifications of two or more employees are relatively equal, then the Company seniority will prevail.

EXHIBIT "D" – WRITING EXAMINATIONS

The following outlines certain intentions expressed and agreed to by the parties to an Agreement between the Company and the Union.

EMPLOYEES WRITING EXAMINATIONS UNDER THE ALBERTA BOILERS ACT

The Company encourages employees to improve their qualifications and accordingly will permit leaves of absence to sit for examination papers which are required by the Alberta Boilers Act.

It is understood that such leaves will be subject to the employee providing the Company with reasonable notice of such requests and also that the operational requirements of the Plant can be met in a reasonable manner.

As a further encouragement to employees in this matter, the Company intends for the first, and in case of failure on the first attempt, the successful writing of a particular examination paper:

1. That such leave of absence will be at the employee's regular straight time rate of pay or, if the examination paper is written on a day of rest, will be recognized by four (4) hours of pay at straight time rates.
2. That upon their return to work the employee will be reimbursed for automobile expenses for kilometers traveled by the most direct route from their place of residence to Medicine Hat and return at the rate established by Company policy.

Also, the Company will reimburse the employee for the actual cost of the examination, up to a maximum of:

- six (6) exam attempts for the exams required to achieve the Third Class Power Engineering certification and
- eight (8) exam attempts for the exams required to achieve the Second Class Power Engineering certification.

EXHIBIT "E" – PROGRESSION

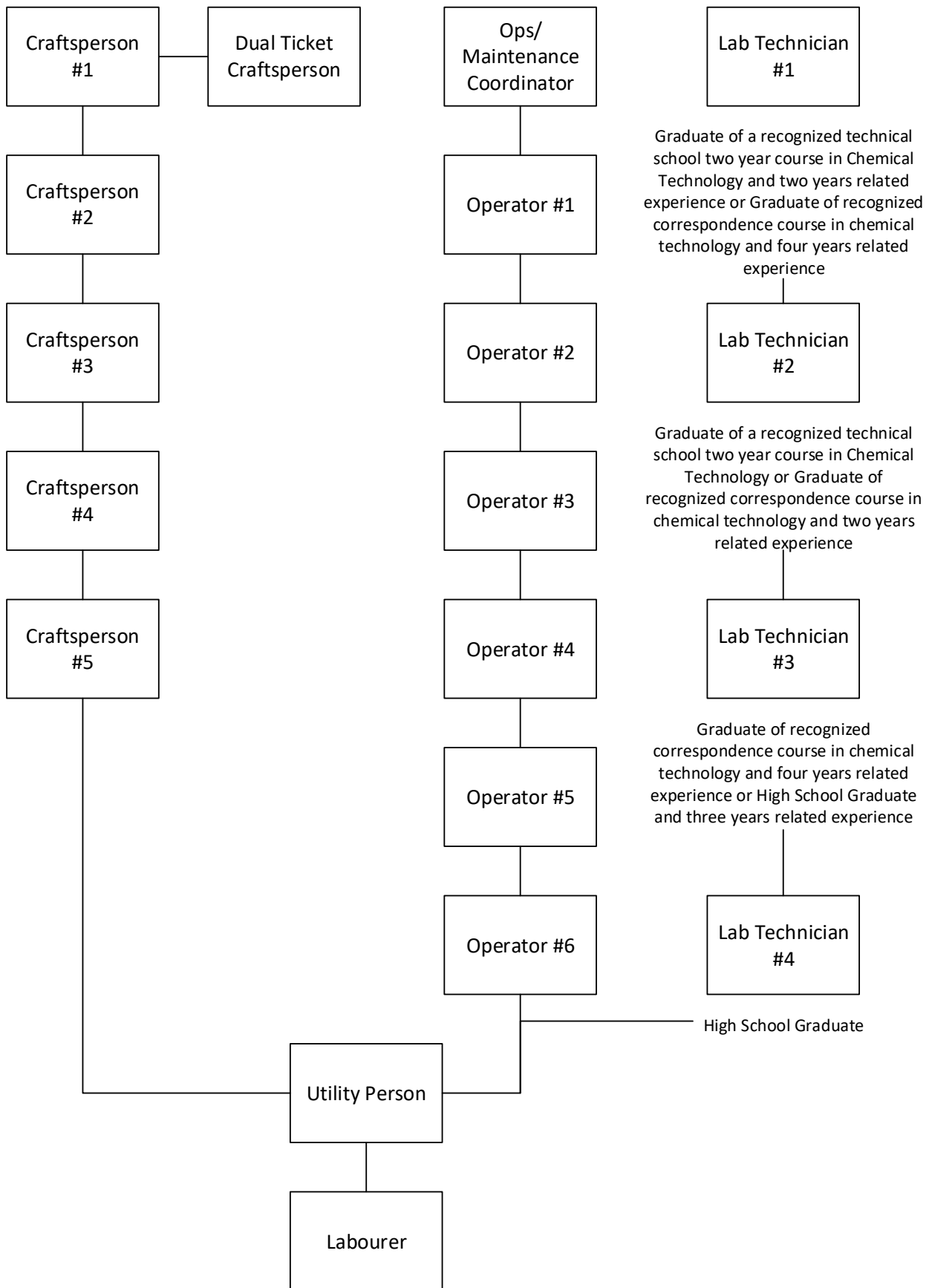
EMPRESS OPERATIONS PROGRESSION PLAN

OPS/Maint Coordinator	Must be qualified as #1 Operator, this is an appointed position.	
#1 Operator (BID)	Must be qualified as #2 Operator. Includes Assistant Shift Engineer duties, Operator #1 duties.	Assistant Shift Engineer
#2 Operator	Qualified in Control Room, and all outside areas. Will provide coverage for #1 Operator when required. Minimum of 2 nd Class Power Engineering Certificate. (Temporary 2 nd)	Control Room Operator
#3 Operator	Qualified all outside areas. Minimum of 3 rd Class Power Engineering Certificate (Temporary 3 rd).	Trained in all outside areas
#4 Operator	Qualified in two areas. Minimum of 4 th Class Power Engineering Certificate.	Trained two outside areas
#5 Operator	Qualified in one area. Minimum of 4 th Class Power Engineering Certificate.	Trained in one outside area
#6 Operator	Entry Level Trainee Position	

In the instance where no line of progression employee is qualified for a vacancy, the Company shall fill such vacant position with a qualified external candidate. The newly hired employee shall be held at that corresponding rate of pay until back training has been completed as per the employee training plan.

Guidelines:

1. Time worked in area begins after Operator qualification requirements are completed.
2. Ability to progress will be determined by the Shift Leader or designate... Both parties to cooperate to achieve advancement before 12 months. If the Company has delayed this advancement pay progression will still occur (for outside areas only).
3. The Operator 1 & Ops/Maint coordinator group is defined as six (6) operators, all of which hold second class steam certificates. These roles are not eligible for step up when covering the shift engineer duties. .
4. Bidding back and forth between operations and maintenance.
 - An operator who has signed a maintenance apprenticeship shall be restricted from bidding back into operations until he has completed the apprenticeship, and shall be governed by Maintenance Group Job Training and Progression Program.
 - A maintenance person who has bid into operations shall remain in operations for a minimum of 24 months unless they are unable to obtain their 4th class certificate. Failing to obtain the certificate within the time limits will have their position reviewed with regard to job assignment and/or continued employment.



MAINTENANCE GROUP JOB TRAINING AND PROGRESSION PROGRAM

- EMPRESS PLANT

A. Purpose and Philosophy

The purpose of the Program is to provide a means of training and developing trades persons of the highest caliber for the Empress Plant. Further, to provide an environment and incentive which will assist employees to achieve their maximum potential.

The program is recognized as requiring the active participation of the Company, the employees, and various levels of government.

B. Coverage

The program will cover the following trades recognized under the Alberta Apprenticeship Act:

Electrician Millwright
Instrument Mechanic / Technician
Heavy Duty Mechanic Mobile Crane Operator
Steam Fitter

The number of employees required in any and all trades and classifications covered by the program shall be at the discretion of the Company.

C. General Principles

1. Employees will normally be hired into the Laborer classification and as openings occur will be given the opportunity to bid into the program.
2. Employees with previous experience or training may be hired directly into the program at a level appropriate to their previous experience or training.
3. In order to enter the program, an employee will normally be required to enter into an apprentice contract or indenture with the Company.
4. The Company will set standards for entry into the various levels of the program that are not inconsistent with standards recommended by Alberta Advanced Education and Career Development (Apprenticeship and Industry Training Division).
5. The minimum periods of apprenticeship training will be as prescribed by Alberta Advanced Education and Career Development (Apprenticeship and Industry Training Division).

6. The training syllabus for each trade shall be as prescribed by Alberta Advanced Education and Career Development (Apprenticeship and Industry Training Division) to meet the particular needs of the particular trade.
7. Employees, while indentured or certified in one trade recognized by the Company, will be expected to work also in other trades as required by the Company.
8. An Employee's classification and rate of pay shall be in accordance with Section G which follows, and the Employee's qualifications as recognized by Alberta Advanced Education and Career Development (Apprenticeship and Industry Training Division).

D. Entry To The Program

1. Employees will normally enter the program by bidding on posted vacancies.
2. Employees entering the program without any previous training will, in all cases, be subject to the standards established for acceptance under C.4.
3. Employees entering the program with previous training and experience will be placed in a level of the program in keeping with the credit granted by Alberta Advanced Education and Career Development (Apprenticeship and Industry Training Division).
4. Employees accepted into the program will enter into a preliminary agreement of apprenticeship with the Company for a period of three months. Such agreements will be registered with Alberta Advanced Education and Career Development (Apprenticeship and Industry Training Division).
5. If at the end of the aforementioned three months preliminary period both the employee and the Company are satisfied to continue the agreement of apprenticeship, a contract or indenture will be made and registered with Alberta Advanced Education and Career Development (Apprenticeship and Industry Training Division).

E. Schedule of Training

1. Upon being selected as an apprentice in a specific trade, an employee shall work at the trade and spend such time at a technical school as may be prescribed by Alberta Advanced Education and Career Development (Apprenticeship and Industry Training Division).
2. In the event of failure to pass examinations, the employee shall be required to undergo a period of re-training on the subject material specified by Alberta Advanced Education and Career Development (Apprenticeship and Industry Training Division) authorities and will be required to be re-examined within twelve months.
3. Failure to pass a second examination will result in review of their position and could result in their removal from the program.

4. Employees who are removed from the program may be terminated or may revert to Utility person, if a vacancy exists.

F. Pay and Allowances While Attending Technical School

1. For the first attendance at any particular year of technical school, the apprentice will receive from the Company, on their regular pay day their regular straight time pay based upon their regular work schedule.
2. Employees may claim up to eighty dollars (\$80.00) per calendar day expenses on an expense statement. This allowance will start on the first day of vocational school and end with the last day of vocational school.
3. The employee will be reimbursed for the costs of books required for the apprenticeship.
4. In the absence of a Doctor's Certificate, any days not attended at vocational school will be regarded as without pay by the Company.
5. No allowance will be paid to employees attending technical school who live in the same community, or the immediate surrounding area.

G. Progression within the Program and Maintenance Group

1. Upon being accepted into the program, an employee shall normally be classified and paid as Craftsperson No. 5, or such other level of Craftsperson as found appropriate under D.3. However, Operator B and above will move directly to the Craftsman 3 Level. Progression according to qualifications shall occur as follows:

Entry Apprentice	- Craftsperson #5
Following successful completion of first year training	- Craftsperson #4
Following successful completion of second year training	- Craftsperson #3
Following successful completion of third year training	- Craftsperson #2
Completed requirements for Trades person's qualifications	- Craftsperson #1
Trades person's qualifications in more than one recognized trade	- Dual Ticket Craftsperson

Successful completion of a particular year of training shall mean successful completion of prescribed theoretical training, practical training, and tests according to the Alberta

Advanced Education and Career Development (Apprenticeship and Industry Training Division).

2. If any minimum work period established by the Alberta Advanced Education and Career Development (Apprenticeship and Industry Training Division) is exceeded due to the Company not permitting the employee to attend a previously scheduled period of training at a technical school, the employee will be temporarily reclassified and temporarily receive the increased rate from the date the employee would have received it had the employee attended the scheduled course and passed the examinations. Should the employee not pass the examinations at the next scheduled attendance at technical school, their classification and rate of pay will revert effective from the date of failure.
3. Should deferral by the Company of one particular year at technical school cause subsequent years to be delayed, the apprentice will be reclassified to the appropriate level one year after the previous upgrade pending successful completion of the delayed attendance at technical school. In the event of a deferral under this section, sincere efforts will be made to schedule future attendance at technical school to permit the apprentice to return to the schedule they would have been on had the Company not deferred their attendance originally.
4. If any minimum work period established by the Alberta Advanced Education and Career Development (Apprenticeship and Industry Training Division) is exceeded due to the unavailability of technical school facilities, the employee's reclassification and rate will be adjusted retroactively to the commencement of the scheduled year provided the employee successfully passes the examination. Retroactivity will not apply where retesting is necessary.
5. In the event an employee attends technical school and successfully passes the tests prescribed by the Alberta Advanced Education and Career Development (Apprenticeship and Industry Training Division) prior to completing the scheduled year, reclassification and rate of pay will be effective on the completion of the scheduled year.
6. If an employee does not attend a particular year's training within the twelve-month period because of any action or lack of action by the employee, the reclassification and increase in rate will only be effective after successful completion of that period of training. Retroactivity will not apply.
7. To receive the classification of Dual Ticket Craftsperson, the employee must be qualified as a trades person in more than one of the specialties recognized in Section B.

H. Revisions to the Program

Government policy, over which the Company and the employees have no control, and changes in the oil industry or our own operations, may call for revisions to the program from time to time. It is a basic principle of the program that the Company and employees will discuss these changes in a meaningful manner before implementation. Changes will be

accomplished through mutual trust, understanding, cooperation and tolerance, which will respect the rights and dignity of all concerned. However, while the Company has every desire and intention to continue this program indefinitely, it reserves the right to cease the program should conditions so indicate.

LETTER: LOCATION OF BOILERS BRANCH EXAMINATIONS

February 27, 2020

(originally signed 86-02-20)

Mr. Jason Smith
President, Unifor
Local 746
Empress Plant

Dear Mr. Smith:

Re: Location of Boilers Branch Examinations

This letter will confirm the understanding reached by us during recent negotiations. The Company and the Union agree that the employees writing examinations under the Alberta Boilers Act will continue to make every reasonable effort to plan for and write their examination papers in Medicine Hat during sittings currently scheduled every second month.

The Company has the expectation that employees planning to write will make application prior to the application deadline set by the Boilers Branch (currently 3 weeks prior to the examination sitting). If the Boiler's Branch declines the application because the examination sitting is fully booked, or a Lethbridge sitting is more timely, the Company will agree to reimburse the employee for writing the examination at Lethbridge.

Reimbursement will be governed by the most direct route between the Employee's residence and Lethbridge, and return, at the rate established by Company policy.

Should the Boiler's Branch change the examination schedules or locations, the Company agrees to meet with the Union to discuss a suitable reimbursement schedule for the new situation.

Yours truly,

Don Lacey
Vice President Operations

LETTER: STEAM ENGINEERS EDUCATION ASSISTANCE PROGRAM

Mr. Jason Smith
President, Unifor
Local 746
Empress Plant

Dear Mr. Smith:

Re: Steam Engineers Education Assistance Program

The Program

The company will assist operators in progressing through their various steam courses with the following program.

- a) Fourth-class students are eligible for up to \$1000 dollars to pay for private tutors. This level of support will also be extended to utility pool employees.
- b) Third-class students are eligible for up to \$3000 dollars to pay for private tutors.
- c) Second-class students are eligible for up to \$3000 dollars to pay for private tutors. The Company recognizes that the Applied and Thermodynamics classes may require additional educational assistance. Students selected by the company will also be given the opportunity to audit 2nd class lectures at Medicine Hat College. Tuitions will be paid and course material will be covered or supplied for your use, by the company.
- d) First-class students are eligible for up to \$3000 dollars to pay for private tutors.

Failing to pass any of these classes on the first attempt will not require repayment of funds. Any additional expenses for subsequent attempts to complete a section of the steam program will fall under the guidelines of the educational assistance program. Specifically, the student will be required to cover any additional tuition or tutoring costs and can apply for repayment from the company for the cost pertaining to the final successful attempt. Receipts must support all funding requests.

Selection, Schedule and Compensation

For each term that the Medicine Hat College offers courses in Applied Mechanics and Thermodynamics the company will decide if there is a need for additional 2nd class steam certificates. If there is a need a request for interested parties will be made. The selection of the successful candidate will comply with the following.

1. First opportunity will go to current holders of temporary 2nd class certificates within the Operator group who have not previously attended these courses. Within this group seniority will be the deciding factor.

2. The second opportunity will go to current members of the Operator group who currently hold a 3rd class certificate who have not previously attended these courses. Within this group seniority will be the deciding factor.

It is expected that individuals who are selected for this program will be committed to completing their 2nd class certificate and will work diligently towards that goal.

After being selected for this program the individual will meet with the Operations Team Leader to create a work schedule for the period of the courses that complies with the following guidelines.

1. The operator's straight time pay will be kept whole.
2. Shift differential will not be paid for time while attending class.
3. Overtime will be minimized.
4. Operators may claim up to eighty dollars (\$80.00) per calendar day expenses on an expenses statement. This allowance will be for the days of classroom attendance. Operators who reside in Medicine Hat are not eligible for this allowance.
5. The number of hours that will be paid while attending the course will be the sum of the classroom hours plus 2 hours study time per class day up to a maximum of 37.4 hours per week.
6. If the classroom plus study hours do not equal 37.4 hours per week then additional shifts will be scheduled to make up the difference.
7. The Operations Team Leader will determine the scheduling of the makeup hours and the associated work assignments.
8. During the time at school the operator will not accumulate EDO's.

Yours truly,

Don Lacey
Vice President, Operations

LETTER: ENHANCED COLLABORATION AND COMMUNICATION AT EMPRESS PLANT

February 27, 2020

Jason Smith
President, Unifor
Local 746

Empress Plant

Dear Jason:

Re: Enhanced Collaboration and Communication at Empress Plant

This will confirm the understanding between us reached during recent negotiations.

The Company recognizes that Union-Management meeting purposes of identifying and resolving problems at the plant are in the mutual interest of the Company and Union. The Company intends that such meetings, whether formal or informal, will continue to occur as and when required, that they will be constructive, that they will allow all matters of mutual concern to be brought forward for review promptly and that they are conducted in an efficient and effective manner. We believe that this will make a major contribution to good working relationships at the Empress Plant.

To help realize these intentions, the Company has already agreed with the Union:

- a. In Article 2.03, for negotiations, and
- b. In Article 3.06, for monthly Union-Management meetings, that representatives of the Union shall suffer no loss of pay while at these meetings. In addition, the Company treated and shall continue to treat attendance of Union representatives at grievance meetings in the same manner.

The Company further agrees that employees representing the Union, while attending meetings with representatives of Management on task forces or committees which may be established from time to time by mutual agreement between the parties, will be paid at regular straight time rates for all hours actually spent at such joint meetings. Also, as necessary, union representatives attending monthly Union-Management meetings during their hours of rest will receive straight time pay for such hours actually spent in these meetings.

With the understanding that the Union will make every effort to contribute to the orderliness and effectiveness of monthly Union-Management meetings, the Company agrees to continue these meetings each month so as to ensure that all current issues are reviewed between the Company

and the Union. The Company will endeavor to reach an understanding with the Union of the nature of all matters brought up at Union-Management meetings, whether or not an answer can be given or agreement between the parties can be reached during the meeting. The Company will undertake to provide its answers to the Union promptly, stating its reasons. As has been the practice in the past, such answers will normally be provided in writing, which could be as part of the minutes of the meeting, in answer to a grievance or in such other manner as may be appropriate.

The Company recognizes that the Collective Agreement cannot encompass all particular situations that may arise from time to time in the course of operations. There will likely be significant matters of joint Union-Management interest arising from the workplace during the term of the Agreement which are not clearly addressed by the Agreement but which are best addressed by mutual understanding. To further enhance constructive working relationships in the Plant, the Company agrees to discuss such matters with the Union as these arise. Either party, as the needs arise, may request an off-site meeting to address these matters. The objectives of such discussions will be to understand the issue at hand and to understand the position of both parties to the issue. To seek a mutually acceptable solution is also an objective, however, it is understood that this may not always occur and that the process will, in such cases, have been successful even without agreement.

The foregoing is based upon the company's understanding that the Union will continue to contribute to effective working relationships through cooperation and good faith in all these matters. The Company expects that the Union will continue to utilize all these avenues to cooperation and communication in good faith for the purposes for which they are intended.

Yours truly,

Don Lacey
Vice President Operations

Acknowledged and accepted by the Union

J. Smith, President

LETTER: PAID EDUCATION LEAVE (PEL)

February 27, 2020

Jason Smith
President, Unifor
Local 746
Empress North (VI)

Dear Jason,

RE: Paid Education Leave (PEL)

Effective October 1, 2016, the Company will remit five cents (\$0.05) for each full time employee's regular hours of work to Paid Education Leave ("PEL"). It is understood that the Union has committed to maintaining the principles and governance established with the former Health, Safety and Industrial Relations Training Fund ("HSIRTF") for administration and reporting of PEL activities to the Company.

The Union shall keep the Company informed of opportunities for Management to participate in training

Yours truly,

Don Lacey
Vice-President Operations

LETTER: CONTRACTING OUT OF UTILITY POOL WORK

February 27, 2020

(originally signed 90-03-20)

Mr. Jason Smith
President, Unifor
Local 746
Empress Plant

Dear Mr. Smith:

Re: Letter of Understanding Regarding Contracting Out of Utility Pool Work

As part of the terms of settlement for the 1990 - 1992 collective agreement at the Empress Plant, the Company agrees that where it can determine that utility pool positions are available for a period in excess of thirty (30) continuous calendar days, the position shall be filled by a temporary employee as defined by the collective agreement. It is to be clearly understood the exceptions contained in the national 'Letter of understanding' regarding employment security for maintenance personnel shall be deemed to be exceptions for the above utility pool positions.

Yours truly,

Don Lacey
Vice President Operations

LETTER: AVERAGING OF WORKER'S PAY ON BI-WEEKLY BASIS

February 27, 2020

Mr. J. Smith
President, Unifor
Local 746
Empress Plant

Dear Mr. Smith:

Re: Averaging of Worker's Pay on Bi-Weekly Basis

Shift Workers

As part of the terms of settlement, beginning in 2010 of the Collective Agreement at the Empress Plant, the company will pay shift workers an average bi-weekly rate, based upon the number of hours worked in one year calculated as follows.

(Average work week from clause 4.01(12)) X (average weeks in a year) + (statutory pay for the year) / (26 pay periods)

$(37.4 \times 52 + 96) / 26$

This represents an average bi-weekly pay of 78.5 hours per pay period for shift workers.

Day Workers

As part of the terms of settlement, beginning in 2010, the company will pay day workers an average bi-weekly rate, based upon the number of hours worked in one year calculated as follows.

(Average work week from clause 4.01(9)) X (average weeks in a year) / (26 pay periods)

$(37.3 \times 52) / 26$

This represents an average bi-weekly pay of 74.6 hours per pay period for day workers.

The method of payment will ensure that overtime hours, shift differential, or any variable component of the employee's wages are entered as accurately as possible in the following pay period and regular wages are kept whole in the current pay period.

Where employees take unpaid leaves of absence, their bi-weekly pay will be adjusted accordingly in the following pay period. If required, in the first pay period of each year a reconciliation will be

done between actual regular scheduled hours worked, and the bi-weekly average for the prior year.

In situations such as promotion, demotion, hire, transfer, termination or resignation, will be reconciled from their respective effective date to the beginning of the calendar year. Such reconciliation could be accomplished by the employee either working the hours back or by pay adjustment. Regardless of the mode chosen, it should be reconciled by the end of the following quarter.

The above provisions will not routinely be applied to temporary employees.

This letter of agreement and all subsequent changes required to the Collective Agreement as a result, represents a minor change only in the method of pay for Empress workers. It is not meant to create a gain or loss for either party, nor change the manner in which the Collective Agreement has been interpreted in the past. Where unforeseen issues arising from this agreement occur, the parties will endeavour to resolve the issue based upon the preceding sentences.

Yours truly,

Don Lacey
Vice President Operations

LETTER OF UNDERSTANDING: EMPLOYMENT RELATIONSHIP

The Company and Unifor share a vision for the Company to become the premier crude oil and NGL transportation and marketing company in the United States and Canada by providing the utmost in value-added services to our customers, and in doing so delivering superior returns to our stakeholders. In addition, the parties acknowledge the commitments captured in the Company's Operations Policy.

The parties agree that the employment relationship is an interdependent relationship created by all the Company employees as they work together every day. It requires a clear understanding of the responsibilities we have toward each other and the values that guide us as we carry out our work together.

The Company values the long-term growth of Unifor members because it enhances the employee's ability to contribute. The primary responsibility for development falls on the individual Unifor member, and is supported by the manager/team leader. The responsibility of the company is to create a climate favorable to lifelong learning, share information and provide specific tools and resources to empower individuals to reach their potential.

The Company will ensure clear understanding of business and behavioral accountabilities for Unifor members. It is essential that individuals agree on the expectations for job performance and know the standards and measures by which performance is evaluated. It is understood that all Unifor members will receive feedback on their work performance to ensure that they are meeting job expectations.

In conducting our business, we value:

Safety – We conduct our operations and business in a manner that is safe for our employees, contractors and the environment.

Ethics and Integrity – In our dealings within and outside of the company, we do the right thing, obey the law and act with the highest levels of honesty, ethics, integrity and environmental stewardship.

Accountability – In conducting our business we are accountable to each other, the environment, our unit holders, our customers and our other stakeholders, including the communities where we live and work.

Respect and Fairness – We treat each other and our stakeholders fairly and with respect.

FOR THE COMPANY

FOR THE UNION

LETTER: SUCCESSORSHIP RIGHTS

February 27, 2020

Mr. Jason Smith
President, Unifor
Local 746
Empress Plant

Dear Mr. Smith,

Re: Successorship Rights

The Company undertakes that for the life of the current collective agreement, it will abide by clauses relevant to successorship rights in the Labour Relations Code of Alberta.

Yours truly,

Don Lacey
Vice President Operations

LETTER: HEALTH BENEFITS FOR TEMPORARY EMPLOYEES

February 27, 2020

J. Smith
President
Unifor 746
Empress Plant

Dear Jason:

Re: Health Benefits for Temporary Employees

The Company will reimburse temporary employees for costs associated with the purchase of Alberta or Saskatchewan Blue Cross coverage. The Company is willing to provide medium coverage (as defined by Alberta or Saskatchewan Blue Cross) for the employee, their spouse and children for the duration of their temporary employment.

To receive reimbursement, the employee shall provide proof of Blue Cross coverage (e.g.: cancelled cheque, receipt, etc) to the designated administrative position at the Empress Plant.

Yours truly,

Don Lacey
Vice President Operations

LETTER: PROPOSAL FOR UTILITY POSITION ENHANCEMENT

February 27, 2020

Jason Smith
President, Unifor
Local 746
Empress Plant (VI)

Dear Mr. Smith,

Re: Proposal for Utility Position Enhancement

In an effort to enhance the utility position the company and the union agree to the following changes and provisions.

- 1) A utility person with 3rd or 4th class steam ticket will receive the Operator 6 rate for all work. Once they have trained to operate an area they would receive the Operator 5 rate for all work.
- 2) The utility persons schedule shall have sufficient flexibility to allow coverage of operations needs. This coverage shall be for periods greater than or equal to one-week total duration. The coverage does not necessarily need to be for one individual but may consist of coverage for a number of people over a consecutive period for a single purpose. In supplying this coverage the utility person may not follow Ops master schedule, and may be outside of overtime equalization. The flexibility of this position shall not be impacted by the overtime list.
- 3) The utility persons schedule shall have sufficient flexibility to allow for participation in safety projects on an as needed basis.
- 4) The utility person may be called on to supply Loader coverage. If the utility person is not available due to other job priorities than the company may cover with contract help.
- 5) When loading rail cars they will receive the Operator 6 rate.
- 6) The Company would be unrestricted by Letter of Understanding Regarding Contracting Out Utility Pool Work, to utilize contractors for Utility work while the company maintains the 3rd permanent utility position.

Notes:

- a) For the purposes of item 2 one week shall mean four shifts of either nine or twelve hours

Yours truly,

Don Lacey
Vice President Operations

LETTER: LEAD HANDS

February 27, 2020

J. Smith
President, Unifor
Local 746
Empress Plant

Dear Jason,

Re: Lead Hands

Further to discussions at the 2010 negotiations, the Company recognizes the increased responsibilities expected of the role performed by the Lead Hands in the various maintenance department shops on a continuous basis. For this reason, a new Maintenance Lead Hand classification has been created and included in Exhibit "A" of the collective agreement. It is also understood that the filling of these roles will be strictly by appointment, by the Company, notwithstanding any other provision of the agreement.

Any employees required to backfill the Maintenance Lead Hand classification will be entitled to an upgrade for all hours worked.

Yours truly,

Don Lacey
Vice President Operations

LETTER: EMPRESS POWER ENGINEERS

February 27, 2020

Jason Smith President, Unifor Union Local 746
Empress Plant

Dear Jason,

RE: Empress Power Engineers

Those employees in the Empress Operations Progression will be paid a monthly bonus based on the level of inter-provincial steam certification that they have achieved. If an employee transfers out of this progression, the bonus will no longer apply.

Rates will be as follows:

Ticket Level:	Effective Feb 1, 2016
1 st Class	\$665.23
2 nd Class	\$536.91
3 rd Class	\$214.76

For those employees in the Empress Operations Progression holding a third class ticket and working towards attaining their 2nd Class ticket:

- \$150 will be paid upon successful completion of each examination towards attaining their 2nd Class ticket
- \$3000 upon attaining their 2nd Class ticket

For new hires that are hired into the Empress Operations Progression in classifications requiring a second class ticket \$3000 will be paid upon hire.

Yours truly,

Don Lacey
Vice President Operations

LETTER OF UNDERSTANDING: TRAVEL AND LOCATION ALLOWANCE

It has been agreed between the company and the union that the Travel and Location Allowance for 2019, 2020, 2021 and 2022 will be as follows:

- Commencing Feb 1, 2019: \$1,006.90
- Commencing Feb 1, 2020: \$1,034.59
- Commencing Feb 1, 2021: \$1,065.63
- Commencing Feb 1, 2022: \$1,102.93

Further adjustments to the Travel and Location allowance will be tied to the general wage adjustment agreed to between the Company and the Union.

FOR THE UNION:
Jason Smith

FOR THE COMPANY:
Don Lacey

Letter: Safe Shift Relief

February 27, 2020

Jason Smith
President, Unifor
Local 746
Empress North (VI)

Dear Jason,

The parties agree that on the first pay day in March, Operators shall be paid a one-time annual payment in respect of the time spent on shift relief.

Operators shall be compensated with twelve (12) hours of straight time pay.

The above compensation shall be prorated for new employees and for those Operators temporarily assigned, for a period of longer than one (1) month, to task that do not require a safe shift relief.

Yours truly,

Don Lacey
Vice President Operations

Letter: Maintenance Recognized Trades

February 27, 2020

Jason Smith
President, Unifor
Local 746
Empress North (VI)

Dear Jason,

The Company shall recognize the following trades held by Employees hired prior to ratification of the 2019-2023 Collective Bargaining Agreement:

- Electrician
- Welder
- Machinist
- Insulator
- Instrument Mechanic / Technician
- Heavy Duty Mechanic
- Mobile Crane Operator
- Steam Fitter
- Millwright

The Company shall recognize the following certificate recognized under the Alberta Boilers and Pressure Vessels Act:

- Pressure Vessel Welders Certificate

Yours truly,

Don Lacey
Vice President Operations

January	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
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C SHIFT			D	D	N	N						D	D	N	N	N						D	D	D	N	N					D	
D SHIFT					D	D	N	N	N					D	D	D	N	N							D	D	N	N				
SWING 1	D	D	D	D						D	D	D	D							D	D	D	D	D				D	D	D	D	
SWING 2					D	D	D	D	D					D	D	D	D	D							D	D	D	D				

September	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
2020	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	
A SHIFT	N					D	D	N	N							D	D	N	N	N						D	D	D	N	N	
B SHIFT				D	D	D	N	N						D	D	N	N								D	D	N	N	N		
C SHIFT	D	N	N							D	D	N	N	N						D	D	D	N	N					D	D	N
D SHIFT		D	D	N	N	N					D	D	D	N	N							D	D	N	N						D
SWING 1	D						D	D	D	D							D	D	D	D	D						D	D	D	D	D
SWING 2		D	D	D	D	D					D	D	D	D	D									D	D	D	D				D

October	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
2020	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
A SHIFT					D	D	N	N						D	D	N	N	N						D	D	D	N	N				
B SHIFT		D	D	D	N	N					D	D	N	N							D	D	N	N	N					D	D	
C SHIFT	N						D	D	N	N	N						D	D	D	N	N							D	D	N	N	
D SHIFT	D	N	N	N						D	D	D	N	N							D	D	N	N					D	D	N	N
SWING 1					D	D	D	D								D	D	D	D	D							D	D	D	D	D	
SWING 2	D	D	D	D						D	D	D	D	D							D	D	D	D					D	D	D	D

November	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		
2020	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M		
A SHIFT		D	D	N	N						D	D	N	N	N						D	D	D	N	N						D	
B SHIFT	D	N	N							D	D	N	N								D	D	N	N	N				D	D	D	N
C SHIFT				D	D	N	N	N						D	D	D	N	N							D	D	N	N				
D SHIFT	N					D	D	D	N	N							D	D	N	N							D	D	N	N	N	
SWING 1		D	D	D	D						D	D	D	D	D						D	D	D	D	D						D	
SWING 2	D					D	D	D	D	D							D	D	D	D								D	D	D	D	D

December	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
2020	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	
A SHIFT	D	N	N							D	D	N	N	N						D	D	D	N	N					D	D	N	N
B SHIFT	N						D	D	N	N						D	D	N	N	N						D	D	D	N	N		
C SHIFT		D	D	N	N	N					D	D	D	N	N								D	D	N	N					D	D
D SHIFT				D	D	D	N	N						D	D	N	N							D	D	N	N	N				
SWING 1	D	D	D							D	D	D	D	D							D	D	D	D	D				D	D	D	D
SWING 2				D	D	D	D	D							D	D	D	D														

January	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
2021	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
A SHIFT					D	D	N	N	N					D	D	D	N	N						D	D	N	N				
B SHIFT				D	D	N	N					D	D	N	N	N					D	D	D	N	N						
C SHIFT	N	N	N					D	D	D	N	N						D	D	N	N						D	D	N	N	N
D SHIFT	D	D	D	N	N					D	D	N	N						D	D	N	N	N					D	D	D	
SWING 1					D	D	D	D	D						D	D	D	D	D						D	D	D	D			
SWING 2	D	D	D	D	D						D	D	D	D						D	D	D	D	D					D	D	D

February	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28		
2021	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S		
A SHIFT			D	D	N	N	N					D	D	D	N	N							D	D	N	N				
B SHIFT	D	D	N	N						D	D	N	N	N					D	D	D	N	N							
C SHIFT				D	D	D	N	N						D	D	N	N								D	D	N	N	N	
D SHIFT	N	N						D	D	N	N							D	D	N	N	N					D	D	D	
SWING 1			D	D	D	D	D					D	D	D	D	D								D	D	D	D			
SWING 2	D	D						D	D	D	D							D	D	D	D	D						D	D	D

March	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
2021	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W
A SHIFT			D	D	N	N	N					D	D	D	N	N							D	D	N	N					D
B SHIFT	D	D	N	N						D	D	N	N	N					D	D	D	N	N						D	D	N
C SHIFT				D	D	D	N	N						D	D	N	N							D	D	N	N	N			
D SHIFT	N	N						D	D	N	N						D	D	N	N	N					D	D	D	N	N	
SWING 1			D	D	D	D	D					D	D	D	D	D								D	D	D	D			D	
SWING 2	D	D						D	D	D	D							D	D	D	D	D					D	D	D	D	D

April	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
2021	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	
A SHIFT	D	N	N	N						D	D	D	N	N						D	D	N	N						D	D	N
B SHIFT	N						D	D	N	N	N					D	D	D	N	N							D	D	N	N	
C SHIFT		D	D	D	N	N						D	D	N	N								D	D	N	N	N				D
D SHIFT				D	D	N	N						D	D	N	N	N							D	D	D	N	N			
SWING 1	D	D	D	D						D	D	D	D	D						D	D	D	D						D	D	D
SWING 2					D	D	D	D						D	D	D	D	D							D	D	D	D			

May	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
2021	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	
A SHIFT	N	N					D	D	D	N	N						D	D	N	N							D	D	N	N	N	
B SHIFT				D	D	N	N	N						D	D	D	N	N							D	D	N	N				
C SHIFT	D	D	N	N						D	D	N	N							D	D	N	N	N					D	D	D	N
D SHIFT			D	D	N	N						D	D	N	N	N							D	D	D	N	N				D	
SWING 1	D	D					D	D	D	D	D							D	D	D	D						D	D	D	D	D	
SWING 2			D	D	D	D						D	D	D	D	D								D	D	D	D				D	

June	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
2021	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W		
A SHIFT				D	D	D	N	N						D	D	N	N							D	D	N	N	N				
B SHIFT		D	D	N	N	N					D	D	D	N	N									D	D	N	N				D	
C SHIFT	N						D	D	N	N						D	D	N	N	N							D	D	D	N	N	
D SHIFT	D	N	N							D	D	N	N	N						D	D	D	N	N					D	D	N	
SWING 1				D	D	D	D	D							D	D	D	D							D	D	D	D				
SWING 2	D	D	D							D	D	D	D	D						D	D	D	D	D						D	D	D

July	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
2021	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
A SHIFT		D	D	D	N	N						D	D	N	N						D	D	N	N	N						D	D
B SHIFT	D	N	N	N					D	D	D	N	N						D	D	N	N							D	D	N	N
C SHIFT					D	D	N	N						D	D	N	N	N						D	D	D	N	N				
D SHIFT	N					D	D	N	N	N					D	D	D	N	N							D	D	N	N			
SWING 1		D	D	D	D	D					D	D	D	D							D	D	D	D	D					D	D	
SWING 2	D						D	D	D	D	D					D	D	D	D	D						D	D	D	D			

August	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
2021	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	
A SHIFT	D	N	N						D	D	N	N						D	D	N	N	N						D	D	D	N	N
B SHIFT	N					D	D	D	N	N						D	D	N	N								D	D	N	N	N	
C SHIFT		D	D	N	N					D	D	N	N	N						D	D	D	N	N							D	D
D SHIFT				D	D	N	N	N					D	D	D	N	N								D	D	N	N				
SWING 1	D	D	D						D	D	D	D						D	D	D	D	D						D	D	D	D	
SWING 2				D	D	D	D	D					D	D	D	D	D								D	D	D	D				

September	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
2021	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	
A SHIFT						D	D	N	N						D	D	N	N	N						D	D	D	N	N		
B SHIFT			D	D	D	N	N						D	D	N	N								D	D	N	N	N			
C SHIFT	N	N						D	D	N	N	N					D	D	D	N	N							D	D	N	N
D SHIFT	D	D	N	N	N					D	D	D	N	N							D	D	N	N						D	D
SWING 1						D	D	D	D							D	D	D	D	D						D	D	D	D	D	
SWING 2	D	D	D	D	D					D	D	D	D	D							D	D	D	D						D	D

October	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
2021	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
A SHIFT				D	D	N	N						D	D	N	N	N							D	D	D	N	N			
B SHIFT	D	D	D	N	N					D	D	N	N							D	D	N	N	N					D	D	D
C SHIFT						D	D	N	N	N					D	D	D	N	N							D	D	N	N		
D SHIFT	N	N	N					D	D	D	N	N						D	D	N	N							D	D	N	N
SWING 1				D	D	D	D							D	D	D	D	D							D	D	D	D	D		
SWING 2	D	D	D					D	D	D	D	D							D	D	D	D						D	D	D	D

November	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		
2021	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T		
A SHIFT	D	D	N	N						D	D	N	N	N							D	D	D	N	N					D	D	
B SHIFT	N	N							D	D	N	N						D	D	N	N	N						D	D	D	N	N
C SHIFT			D	D	N	N	N						D	D	D	N	N								D	D	N	N				
D SHIFT				D	D	D	N	N							D	D	N	N								D	D	N	N	N		
SWING 1	D	D	D	D						D	D	D	D	D							D	D	D	D	D					D	D	
SWING 2					D	D	D	D	D							D	D	D	D								D	D	D	D		

December	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
2021	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F
A SHIFT	N	N						D	D	N	N	N					D	D	D	N	N							D	D	N	N
B SHIFT						D	D	N	N						D	D	N	N	N							D	D	D	N	N	
C SHIFT	D	D	N	N	N					D	D	D	N	N							D	D	N	N						D	D
D SHIFT			D	D	D	N	N						D	D	N	N										D	D	N	N	N	
SWING 1	D	D							D	D	D	D									D	D	D	D	D				D	D	D
SWING 2			D	D	D	D	D						D	D	D	D										D	D	D	D		D

January	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
2022	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	
A SHIFT					D	D	N	N	N					D	D	D	N	N						D	D	N	N					
B SHIFT			D	D	N	N					D	D	N	N	N						D	D	D	N	N						D	
C SHIFT	N	N					D	D	D	N	N						D	D	N	N						D	D	N	N	N		
D SHIFT	D	D	N	N						D	D	N	N							D	D	N	N	N				D	D	D	N	
SWING 1					D	D	D	D	D						D	D	D	D						D	D	D	D					
SWING 2	D	D	D	D						D	D	D	D							D	D	D	D	D					D	D	D	D

February	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28		
2022	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M		
A SHIFT		D	D	N	N	N					D	D	D	N	N							D	D	N	N					
B SHIFT	D	N	N						D	D	N	N	N						D	D	D	N	N						D	
C SHIFT				D	D	D	N	N						D	D	N	N								D	D	N	N	N	
D SHIFT	N						D	D	N	N							D	D	N	N	N					D	D	D	N	
SWING 1		D	D	D	D	D					D	D	D	D	D								D	D	D	D				
SWING 2	D						D	D	D	D							D	D	D	D	D						D	D	D	D

March	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
2022	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	
A SHIFT		D	D	N	N	N					D	D	D	N	N						D	D	N	N							D	D
B SHIFT	D	N	N						D	D	N	N	N					D	D	D	N	N						D	D	N	N	
C SHIFT				D	D	D	N	N						D	D	N	N							D	D	N	N	N				
D SHIFT	N						D	D	N	N							D	D	N	N	N					D	D	D	N	N		
SWING 1		D	D	D	D	D					D	D	D	D	D								D	D	D	D					D	D
SWING 2	D						D	D	D	D							D	D	D	D	D						D	D	D	D	D	

April	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
2022	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
A SHIFT	N	N	N					D	D	D	N	N							D	D	N	N						D	D	N	N
B SHIFT						D	D	N	N	N					D	D	D	N	N							D	D	N	N		
C SHIFT	D	D	D	N	N						D	D	N	N							D	D	N	N	N					D	D
D SHIFT				D	D	N	N							D	D	N	N	N						D	D	D	N	N			
SWING 1	D	D	D					D	D	D	D	D							D	D	D	D						D	D	D	D
SWING 2				D	D	D	D							D	D	D	D	D							D	D	D	D	D		

May	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
2022	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T
A SHIFT	N					D	D	D	N	N						D	D	N	N							D	D	N	N	N	
B SHIFT				D	D	N	N	N					D	D	D	N	N								D	D	N	N			
C SHIFT	D	N	N							D	D	N	N								D	D	N	N	N					D	D
D SHIFT		D	D	N	N						D	D	N	N	N						D	D	D	N	N					D	D
SWING 1	D					D	D	D	D	D							D	D	D	D						D	D	D	D	D	
SWING 2			D	D	D	D					D	D	D	D	D						D	D	D	D	D					D	D

June	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		
2022	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T		
A SHIFT			D	D	D	N	N						D	D	N	N								D	D	N	N	N				
B SHIFT	D	D	N	N	N					D	D	D	N	N									D	D	N	N					D	D
C SHIFT						D	D	N	N						D	D	N	N	N							D	D	D	N	N		
D SHIFT	N	N						D	D	N	N	N						D	D	D	N	N						D	D	N	N	
SWING 1			D	D	D	D	D							D	D	D	D							D	D	D	D	D				
SWING 2	D	D						D	D	D	D	D							D	D	D	D	D						D	D	D	D

July	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
2022	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
A SHIFT	D	D	D	N	N						D	D	N	N						D	D	N	N	N					D	D	D
B SHIFT	N	N	N					D	D	D	N	N						D	D	N	N						D	D	N	N	N
C SHIFT				D	D	N	N						D	D	N	N	N						D	D	D	N	N				
D SHIFT						D	D	N	N	N					D	D	D	N	N						D	D	N	N			
SWING 1	D	D	D	D	D					D	D	D	D							D	D	D	D					D	D	D	
SWING 2						D	D	D	D	D					D	D	D	D	D							D	D	D	D		

August	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
2022	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W
A SHIFT	N	N						D	D	N	N						D	D	N	N	N						D	D	D	N	N
B SHIFT					D	D	D	N	N						D	D	N	N							D	D	N	N	N		
C SHIFT	D	D	N	N						D	D	N	N	N					D	D	D	N	N						D	D	N
D SHIFT			D	D	N	N	N					D	D	D	N	N							D	D	N	N					D
SWING 1	D	D						D	D	D	D						D	D	D	D	D						D	D	D	D	D
SWING 2			D	D	D	D	D					D	D	D	D	D								D	D	D	D				D

September	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
2022	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	
A SHIFT					D	D	N	N						D	D	N	N	N						D	D	D	N	N			
B SHIFT		D	D	D	N	N						D	D	N	N							D	D	N	N	N					D
C SHIFT	N						D	D	N	N	N					D	D	D	N	N							D	D	N	N	
D SHIFT	D	N	N	N					D	D	D	N	N							D	D	N	N					D	D	N	
SWING 1					D	D	D	D							D	D	D	D	D						D	D	D	D	D		
SWING 2	D	D	D	D					D	D	D	D	D							D	D	D	D						D	D	D

October	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
2022	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M
A SHIFT			D	D	N	N						D	D	N	N	N					D	D	D	N	N						D
B SHIFT	D	D	N	N					D	D	N	N						D	D	N	N	N						D	D	D	N
C SHIFT					D	D	N	N	N					D	D	D	N	N							D	D	N	N			D
D SHIFT	N	N					D	D	D	N	N						D	D	N	N							D	D	N	N	N
SWING 1			D	D	D	D						D	D	D	D	D					D	D	D	D	D					D	
SWING 2	D	D					D	D	D	D	D						D	D	D	D							D	D	D	D	D

November	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
2022	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	
A SHIFT	D	N	N						D	D	N	N	N						D	D	D	N	N						D	D	N
B SHIFT	N						D	D	N	N							D	D	N	N	N						D	D	D	N	N
C SHIFT		D	D	N	N	N					D	D	D	N	N							D	D	N	N						D
D SHIFT				D	D	D	N	N					D	D	N	N							D	D	N	N	N				D
SWING 1	D	D	D						D	D	D	D	D							D	D	D	D	D					D	D	D
SWING 2				D	D	D	D	D							D	D	D	D									D	D	D	D	D

December	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
2022	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
A SHIFT	N						D	D	N	N	N					D	D	D	N	N							D	D	N	N		
B SHIFT					D	D	N	N						D	D	N	N	N							D	D	D	N	N			
C SHIFT	D	N	N	N					D	D	D	N	N							D	D	N	N						D	D	N	N
D SHIFT		D	D	D	N	N						D	D	N	N								D	D	N	N	N				D	D
SWING 1	D						D	D	D	D	D						D	D	D	D	D						D	D	D	D	D	
SWING 2		D	D	D	D	D						D	D	D	D																D	D

EMPRESS PLANT 2020 MODIFIED WORK WEEK CALENDAR

JANUARY 2020

W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S						
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Stat	A					A	A	A	A			A	A	A	A					A	A	A	A			A	A	A	A	
	B	B			B	B	B	B					B	B	B				B	B	B	B				B	B	B	B	

FEBRUARY

S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S							
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
		A	A	A	A	A			A	A	A	A			Stat	A	A	A	A						A	A	A	A
		B	B	B	B	B			B	B	B	B				B	B	B	B					B	B	B	B	

MARCH

S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T							
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
	A	A	A	A					A	A	A	A			A	A	A	A					A	A	A	A		A	A	
		B	B	B	B			B	B	B	B				B	B	B	B					B	B	B	B		B	B	

APRIL

W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th							
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
A	A				A	A	A	A	Stat				A	A	A	A				A	A	A	A				B	A	A
B	B	B			B	B	B	B				B	B	B	B					B	B	B	B				B	B	B

MAY

F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S							
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
A			A	A	A	A				B	A	A	A	A		Stat	A	A	A	A				A	A	A	A			
			B	B	B	B				B	B	B	B				B	B	B	B				B	B	B	B		B	

JUNE

M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T							
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
A	A	A	A	A			UNIFORM	A	A	A	A			A	A	A	A					A	A	A	A			A	A
B	B	B	B	B				B	B	B	B			B	B	B	B					B	B	B	B			B	B

JULY

W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S						
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Stat	A					A	A	A	A			A	A	A	A					A	A	A	A				A	A	A	
	B	B				B	B	B	B				B	B	B					B	B	B	B				B	B	B	

AUGUST

S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T						
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
		Stat	A	A	A	A				B	A	A	A	A			A	A	A	A					A	A	A	A		
			B	B	B	B				B	B	B	B				B	B	B	B					B	B	B	B	A	

SEPTEMBER

T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th							
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
A	A	A	A			Stat	A	A	A	A				A	A	A	A				A	A	A	A				B	A	A
B	B	B	B				B	B	B	B			B	B	B	B					B	B	B	B				B	B	B

OCTOBER

Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S							
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
A	A				A	A	A	A			Stat	A	A	A	A					A	A	A	A				A	A	A	
B					B	B	B	B				B	B	B	B					B	B	B	B				B	B	B	

NOVEMBER

S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T						
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
		A	A	A	A				A	A	Stat	A	A			B	A	A	A	A				A	A	A	A		
		B	B	B	B				B	B		B	B			B	B	B	B					B	B	B	B		B

DECEMBER

T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th									
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
A	A	A	A			A	A	A	A					A	A	A	A					A	A	A	A		Stat		Stat	A	A	A
B	B	B				B	B	B	B				B	B	B	B					B	B	B	B				B	B	B		

JANUARY 2021

F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S							
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Stat			A	A	A	A				B	A	A	A	A			A	A	A	A						A	A	A	A	
			B	B	B	B				B	B	B	B				B	B	B	B					B	B	B	B		

EMPRESS PLANT 2021 MODIFIED WORK WEEK CALENDAR

JANUARY 2021

F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Stat			A	A	A	A				B	B	B	B	A			A	A	A	A	B			B	B	B	B	A		
			B	B	B	B				B	B	B	B				B	B	B	B				B	B	B	B			

FEBRUARY

M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28		
A	A	A	A				B	A	A	A	A			Stat	A	A	A	A			A	A	A	A					
B	B	B	B	B			B	B	B	B				B	B	B	B				A	A	A	A				B	

MARCH

M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
A	A	A	A	A			A	A	A	A					A	A	A	A			A	A	A	A				A	A	A
B	B	B	B				A	A	A	A	B				B	B	B	B			A	A	A	A				B	B	B

APRIL

Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
A	Stat			B	A	A	A				A	A	A	A				B	B	B	B	A	A	A			A	A	A
B				B	B	B	B				A	A	A	A	B			B	B	B	B				A	A	A	A	B

MAY

S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
			A	A	A	A			A	A	A	A					A	A	A	A				Stat	A	A	A	A		A
		B	B	B	B				B	B	B	B				B	B	B	B					B	B	B	B			A

JUNE

T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
A	A	A	A				A	A	A	A			UNIF OR	A	A	A	A				A	A	A	A				B	A	A
B	B	B	B				B	B	B	B				B	B	B	B				A	A	A	A				B	B	B

JULY

Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Stat	A			A	A	A	A				B	B	B	B	A				A	A	A	A				B	B	B	A	A
				B	B	B	B				B	B	B	B					A	A	A	A				B	B	B	B	A

AUGUST

S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
	Stat	A	A	A	A			A	A	A	A					A	A	A	A				A	A	A	A				A
		B	B	B	B			B	B	B	B				B	B	B	B				A	A	A	A				B	B

SEPTEMBER

W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
A	A	A			Stat	A	A	A	A			A	A	A	A					B	B	B	B				A	A	A	A
B	B				B	B	B	B				A	A	A	A	B				B	B	B	B				A	A	A	A

OCTOBER

F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
			B	B	B	B	A			Stat	A	A	A	A				A	A	A	A				B	B	B	A	A	A
B			B	B	B	B				B	B	B	B					A	A	A	A				B	B	B	B		

NOVEMBER

M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
A	A	A	A				A	A	A	Stat				B	B	B	B				A	A	A	A				B	B
B	B	B	B				B	B	B					B	B	B	B				A	A	A	A				B	B

DECEMBER

W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
A	A	A			A	A	A	A				B	A	A	A	A				A	A	A	A	Stat			Stat	A	A	A	A
B	B				B	B	B	B				B	A	A	A	A				B	B	B	B				B	B	B	B	

JANUARY 2022

S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
		Stat	A	A	A	A			A	A	A	A					A	A	A	A				A	A	A	A			B
			B	B	B	B			B	B	B	B				B	B	B	B					B	B	B	B			

EMPRESS PLANT 2022 MODIFIED WORK WEEK CALENDAR

JANUARY 2022

S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
		Stat	A	A	A	A			A	A	A	A	B			B	B	B	B	A			A	A	A	A	B			B
			B	B	B	B				B	B	B	B				B	B	B	B				B	B	B	B			B

FEBRUARY

T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	
A	A	A	A			A	A	A	A	B			B	A	A	A	A			Stat	A	A	A	A			A	
B	B	B					B	B	B	B				B	B	B	B				B	B	B	B				A

MARCH

T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
A	A	A	A				A	A	A	A			A	A	A	A							A	A			A	A	A	A	
B	B	B	B				B	B	B	B				B	B	B	B					B	B	B	B			A	A	A	A

APRIL

F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
B			B	B	B	B	A			B	B	B	B	Stat			A	A	A	A			B	B	B	B			B	

MAY

S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
	A	A	A	A				B	A	A	A	A			A	A	A	A					Stat	A	A	A	A			B	A
		B	B	B	B				B	B	B	B				B	B	B	B					B	B	B	B			B	B

JUNE

W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
A	A	A			A	A	A	A				UNIF OR	B	A	A	A	A							A				A	A	
B	B					B	B	B	B					B	B	B	B					B	B	B	B			B	B	B

JULY

F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Stat			A	A	A	A	B			B	B	B	B	A			A	A	A	A				B	B	B	B			
				B	B	B	B																							

AUGUST

M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
Stat	A	A	A	A			A	A	A	A				B	A	A	A	A				A	A	A	A				A	A		
	B	B	B	B				B	B	B	B				B	B	B	B					B	B	B	B				B	B	B

SEPTEMBER

Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
A	A			Stat	A	A	A	A			A	A	A	A	B						A	A	A			A			A	A
B					B	B	B	B				B	B	B	B						B	B	B	B			A	A	B	B

OCTOBER

S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
			A	A	A	A			Stat	A	A	A	A			A	A	A	A					B	B	B	B			A	
		B	B	B	B					B	B	B	B				B	B	B	B					B	B	B	B			A

NOVEMBER

T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		
A	A	A				A	A	A	A	Stat				A	A	A	A					A	A	A	A				A	A	
B	B	B	B				B	B	B	B				B	B	B	B						B	B	B	B			B	B	B

DECEMBER

Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
A	A			A	A	A	A					A	A	A	A							Stat			Stat	A	A	A	A		
B				B	B	B	B	B				B	B	B	B							B			B	B	B	B			A

JANUARY 2023

S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
	Stat	A	A	A	A			A	A	A	A				B	A	A	A	A				A	A	A	A			B	A	
		B	B	B	B				B	B	B	B				B	B	B	B					B	B	B	B			B	B