

Letter of Understanding #4

Between

Bradley Air Services Limited, operating as Canadian North (the "Company")

And

Unifor Local 2002 (the "Union")

Subject: Crew Scheduling Classification

WHEREAS the Company and the Union and the Company are signatories to the Canadian North-Unifor Collective Agreement (the "CA"), and;

WHEREAS the Canada Industrial Relations Board ("CIRB") recognized that Employees employed as Crew Schedulers be included in the existing bargaining unit on June 17, 2021, and;

NOW THEREFORE the Parties agree that all provisions of the CA shall apply to Union members employed as Crew Schedulers except as outlined in this Letter of Understanding No.4 ("LOU").

1. **"Crew Schedulers and Crew Scheduling Coordinators"** shall be added to the cover of the CA.
2. Article 2.01: Shall be updated with to add the new CIRB Certification Order Number **"11618-U"**, in addition to Certification Order No. 11505-U.
3. Article 4.01: Shall be updated to add new classification **"(6) Crew Scheduling"**
4. After Article 4.06 (Load Control), Crew Scheduling positions shall be added as follows:

All persons who perform work in the following positions shall be included in the Crew Scheduling classification:

- | | |
|-----|-----------------------------|
| (1) | Crew Scheduling Coordinator |
| (2) | Crew Scheduler |



5. Within Article 4, new language reflecting the Crew Scheduling Coordinator and Crew Scheduler position descriptions shall be added, as follows:

Crew Scheduling Coordinator

The principal function of a Crew Scheduling Coordinator is to provide leadership, support and direction to a group of Employees in the areas of technical expertise, crew scheduling and operational demands and to carry out related administrative duties while remaining a full working member of the group performing the duties of a Crew Scheduler. Additional responsibilities include input into Employee scheduling and assignment, on the job training and instruction. They shall be responsible for ensuring that Company policies and procedures are adhered to, and deviations to same shall be reported to management, but shall not be permitted to be directly involved in the discipline of any other employee. The Crew Scheduling Coordinator shall perform other duties and functions related to the foregoing.

Crew Scheduler

Comprises all those who perform the following Crew Scheduling functions:

- Ensure full complement of crew members for all scheduled and non-scheduled flights are effectively and efficiently crewed in accordance with Company policy, regulations (CARs), and flight and cabin crew collective agreements.
- Liaise with OCC during Irregular Operations to ensure crew compliments and duty days are kept within the CARs regulations.
- Monitor and action daily and future crew requirements. Ensure that pairings are accurate and up to date. Reroute/reschedule crew members, as a result of irregular operations, mechanical, weather, sick calls, crew legalities, etc., in compliance with all applicable policies and procedures and update the system accordingly.
- Coordinate and book crew transportation and accommodations.
- Prepare crew itineraries, cross check all deadheading information, and provide to crews,
- Provide effective and timely communication with all flight and cabin crew as it relates to scheduling activity and schedule deviations.
- Assist Chief and Assistant Chief Crew Scheduler with expense coding and receipt reconciliation.
- Review and process crew members shift trade requests.
- Record and maintain accurate and detailed records on a timely basis in the Crew Scheduling system, and coordinate related reporting requirements (e.g.: crew book-offs, crew qualifications, crew medical/training/license requirements, etc.).
- Assist with on the job training and instruction of new Crew Schedulers.
- Actively participate in Safety Management System (SMS) including, reporting hazards, accidents and incidents in a timely manner and assisting with safety investigations. Active member of the Emergency Response Team.
- Perform other duties and functions related to the foregoing.

6. Article 4.20: For Crew Scheduling, the Company will be exempt from the terms of Article 2.02 where there are ten (10) or less bargaining unit members.

TA 

7. Within Article 5 "Pay Scales", a pay scale distinctly associated with the Crew Scheduling classification shall be added, as follows:

Crew Scheduler Pay Scale

Level	time at level	17JUN2021	02DEC2021	02DEC2022
1	6 months	\$19.00	\$20.35	\$20.60
2	6 months	\$19.60	\$20.85	\$21.10
3	6 months	\$20.20	\$21.35	\$21.60
4	6 months	\$20.80	\$21.85	\$22.10
5	12 months	\$21.55	\$22.60	\$22.85
6	12 months	\$22.30	\$23.35	\$23.60
7	12 months	\$23.05	\$24.10	\$24.35
8	12 months	\$23.80	\$24.85	\$25.10
9	12 months	\$24.55	\$25.60	\$25.85
10	12 months	\$25.30	\$26.35	\$26.60
11	12 months	\$26.05	\$27.10	\$27.35

When an Employee is hired externally and comes to Canadian North with Crew Scheduling experience at another airline, they may be hired at a rate higher than Level 1, but not higher than a current Crew Scheduler with at least equivalent experience to the new hire.

8. Article 5.06: for the purposes of this article, the rate of pay associated with 'higher classification' shall be the Coordinator premium of \$3.00/hour referenced in Article 5.03.
9. Article 6.06.02: This Article states that, "The local joint scheduling committee, or where none exists, the District Chairperson, will work with management on an alternate schedule." For the Crew Scheduling department, if there is no local joint scheduling committee, or where the District Chairperson is not a Crew Scheduler, a single Crew Scheduler can perform the committee function.
10. Article 6.06.12 and any others referring to 'uniform': Company uniform not required for Crew Schedulers.
11. Article 6.07.01: For Crew Schedulers, the reassignment language in this Article shall apply except that minimum notice of change of days off shall be seventy-two (72) hours.
12. Article 6.10 Shift Trades: Supplementing the current language, the following shall apply to Crew Schedulers:
- All approvals shall be by the Chief or Assistant Chief rather than Coordinator
 - Shift trades must occur within the period covered by the published schedule, however shall be no greater than three (3) months apart.

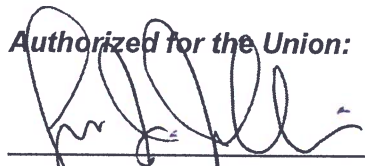
TA



13. Article 8: For Crew Scheduling, assignment away from Base shall be equitably distributed and the premium in Article 8.04.03 shall not apply.
14. Article 10: Bargaining Unit Seniority shall be used to determine (a) staff reductions and displacements per Article 11, and (b) recall after layoff per Article 11. Classification Seniority shall be used to determine (a) vacation preference, (b) bidding shift schedules, and (c) assignment of overtime.
15. Article 11.01.02: Further to this Article, "In the event of a staff reduction, Employees may only elect to bump into the Crew Scheduling classification, provided that Employee has previous Bargaining Unit Seniority in the Crew Scheduling classification.."
16. Article 11.01.04: For the purposes of this Article and Employees bumping into Crew Scheduling, the timeline indicated shall be amended from ninety (90) days to one-hundred and eighty (180) days.
17. Article 11.01.05: Time to report may be extended by the Company beyond twenty-one (21) days based on operational requirements. In such cases, the Union shall be advised.
18. Article 12.03.03: This Article shall apply to Crew Scheduling positions, in addition to Coordinator positions.
19. Article 14.01: National Day for Truth and Reconciliation shall be added to General Holidays.

Signed this 16 day of September, 2022 in Ottawa.

Authorized for the Union:



Michele Am

Theresa Amicarella

Authorized for the Company:

