

# COLLECTIVE AGREEMENT

BETWEEN :

PERIMETER AVIATION LP



(hereinafter referred to as the "Company")

AND

UNIFOR and its LOCAL 2002



(hereinafter referred to as the "Union")

**FLIGHT ATTENDANTS**

Effective: June 23, 2017 – June 22, 2021



# TABLE OF CONTENTS

<b>ARTICLE 1. – SCOPE</b> .....	2
1.1. <i>Definitions</i> .....	2
1.2. <i>General Scope</i> .....	4
1.3. <i>Recognition</i> .....	4
1.4. <i>Gender</i> .....	4
<b>ARTICLE 2. – MANAGEMENT RIGHTS</b> .....	5
2.1. <i>General</i> .....	5
<b>ARTICLE 3. – COMPENSATION</b> .....	5
3.1. <i>General</i> .....	5
3.2. <i>Salary Matrix</i> .....	6
3.3. <i>Per Diems/Expenses</i> .....	9
<b>ARTICLE 4. – SCHEDULING</b> .....	9
4.1. <i>General</i> .....	9
4.2. <i>Schedule Construction Guidelines</i> .....	12
4.3. <i>Training</i> .....	13
4.4. <i>Spare Coverage</i> .....	14
4.5. <i>Overtime</i> .....	14
<b>ARTICLE 5. – SENIORITY</b> .....	15
5.1. <i>General</i> .....	15
5.2. <i>Application of Seniority</i> .....	15
5.3. <i>Loss of Seniority</i> .....	16
<b>ARTICLE 6. – PROBATION</b> .....	16
6.1. <i>General</i> .....	16
<b>ARTICLE 7. – LEAVES OF ABSENCE</b> .....	17
7.1. <i>General</i> .....	17
7.2. <i>Furlough and Recall</i> .....	17
7.3. <i>Sick Leave</i> .....	18
<b>ARTICLE 8. – VACATION</b> .....	20
8.1. <i>Vacation Year</i> .....	20
8.2. <i>Vacation Entitlement and Pay</i> .....	20
8.3. <i>Vacation Bid System</i> .....	21
8.4. <i>Statutory Holidays</i> .....	22
<b>ARTICLE 9. – DRESS CODE</b> .....	22
9.1. <i>General</i> .....	22
<b>ARTICLE 10. – GENERAL</b> .....	23
10.1. <i>Personnel Files</i> .....	23
10.2. <i>Collective Agreement</i> .....	24
10.3. <i>New Employees</i> .....	24
10.4. <i>Bulletin Board</i> .....	24
10.5. <i>Parking</i> .....	24

<b>ARTICLE 11. – FILLING OF POSITIONS</b> .....	24
11.1. <i>General</i> .....	24
<b>ARTICLE 12. – NEW EQUIPMENT</b> .....	25
12.1. <i>General</i> .....	25
<b>ARTICLE 13. – HEALTH AND SAFETY</b> .....	26
13.1. <i>General</i> .....	26
<b>ARTICLE 14. – DURATION</b> .....	26
14.1. <i>General</i> .....	26
<b>ARTICLE 15. – PERMANENT THOMPSON/SIOUX LOOKOUT BASED FLIGHT ATTENDANTS</b> .....	26
15.1. <i>General</i> .....	26
<b>ARTICLE 16. – UNION SECURITY</b> .....	28
16.1. <i>General</i> .....	28
<b>ARTICLE 17. – DISCIPLINE AND DISCHARGE</b> .....	29
17.1. <i>General</i> .....	29
<b>ARTICLE 18. – GRIEVANCE PROCEDURE</b> .....	30
18.1. <i>General</i> .....	30
18.2. <i>Steps of the Grievance Procedure</i> .....	30
<b>ARTICLE 19. – ARBITRATION</b> .....	32
19.1. <i>Referral to Arbitration</i> .....	32
19.2. <i>Jurisdiction</i> .....	32
19.3. <i>Arbitration Expenses</i> .....	32
19.4. <i>Time Limits</i> .....	33
<b>ARTICLE 20. – AGREEMENT APPROVAL SIGNATURES</b> .....	33
<b>SCHEDULE 1</b> .....	34

## **PREAMBLE**

This Agreement (the “Agreement”) is entered into between Perimeter Aviation LP (the “Company”) and Unifor and its Local 2002 (the “Union”).

The Company, the Union and the Flight Attendants represented by the Union recognize and agree that in order to provide maximum opportunities for continued employment and in order to continue to provide good wages and working conditions, the Company must always be in a strong competitive market position. This means that the Company, the Union and the Flight Attendants must always recognize the objectives of promoting the safety of air transportation, the efficiency of flight operations and the high quality of customer service. The Company and the Union further recognize that the maintenance of a spirit of cooperation in compliance with the terms set forth herein is desirable. In addition, the Company and the Union wish to advance the corporate goals of the Company together with the individual goals of the Flight Attendants as represented by the Union and to do such things as may be reasonably required to promote safe, efficient and productive operations.

Flight Attendants will keep uppermost in their minds that the safe, efficient and comfortable operation of the equipment assigned to them and the safety, comfort and well-being of the customers who entrust their lives and property to the Company and its Flight Attendants are their first and greatest priority. Flight Attendants will at all times conduct themselves, both on duty and off, so as to instill and merit the confidence and respect of customers, the Company and their fellow employees.

## **OBLIGATIONS**

During the term of this Agreement, the Company and the Union undertake to comply fully with the procedures set out in this Agreement and the Canada Labour Code with respect to the peaceful settlement of disputes. The Company and the Union agree to abide by the Canada Labour Code with respect to strikes and lock-outs.

There shall be no discrimination or harassment on the basis of any prohibited ground set out in the Canadian Human Rights Act, nor for membership in the Union or participation in Union functions and activities, nor for the proper exercise of a Flight Attendant’s rights, responsibilities, and obligations under the Canadian Aviation Regulations (CARs).

## ARTICLE 1. – SCOPE

### 1.1. Definitions

- **Assignment** shall mean any Pairing(s), Training, Deadheading, ferrying, meetings, courses or any other duties required by the Company.
- **Base** shall mean a specific airport, as designated by the Company, from which a Flight Attendant or group of Flight Attendants operate scheduled or non-scheduled flights.
- **Block** shall mean one or more consecutive scheduled Assignments for a Flight Attendant on a monthly schedule.
- **Business Day** shall mean Monday to Friday, excluding statutory holidays as set out in section 8.4 Statutory Holidays of this Agreement.
- **Calendar Day** shall mean a twenty-four (24) hour period from midnight to midnight.
- **Calendar Month** shall mean any month as designated on a North American calendar (i.e., each of January through to December).
- **Calendar Week** shall mean the period from 12:00 a.m. Sunday to 11:59 p.m. Saturday.
- **Charter** shall mean any revenue flying, Assignments, or extra sections not listed in any published passenger schedules.
- **Day of Pay** shall mean: Annual Salary divided by 192 (16 days per month x 12 months = 192) (192 / 26 pay periods = 7.38 hours per day)
- **Day Off** shall mean a Calendar Day on which the Flight Attendant is not scheduled for any duty of any nature.
- **Deadheading** shall mean the positioning of a non-operating Flight Attendant from one location to another at Company request.
- **Duty Day** shall mean the period of time commencing at the Company's required reporting time and continuing until the expiry of the Maximum Duty Day.
- **Duty Hours** shall mean those hours worked by a Flight Attendant during a duty period, excluding hours spent in attendance at Company meetings on a day off.
- **Duty Period** shall mean the period of time commencing at the Company's reporting time and continuing until the time of release by the Company.
- **Full Time Flight Attendant** shall mean a Flight Attendant who is scheduled to work up to sixteen (16) days per Calendar Month.

- **Furlough** shall mean any period of involuntary unpaid absence as directed by the Company.
- **Layover** shall mean the time between flight duty end and flight duty start at an away Base.
- **Line Indoctrination** shall mean on the job Training of a Flight Attendant who is qualified on the aircraft type being flown, whether required by the Canadian Aviation Regulations (CARS) or the Company, that is conducted during a Revenue Flight.
- **Line Indoctrination Flight Attendant** shall mean the Flight Attendant who provides Line Indoctrination to a fellow Flight Attendant as required by the Company, the Company Operations Manual, or Transport Canada.
- **Maximum Duty Day** shall mean a fourteen (14) hour period that commences at the later of the Company's required reporting time and the time the Flight Attendant reports and that concludes upon the expiry of the fourteenth (14th) hour following such later time.
- **Pairing** shall mean an arranged schedule of flights constituting one or more Duty Periods, as assigned by the Company, commencing from the time a Flight Attendant leaves home Base until the first time the Flight Attendant returns to his home Base.
- **Part Time Flight Attendant** shall mean a Flight Attendant who is scheduled to work no more than eight (8) days per Calendar Month.
- **Permanent Position** shall mean a Flight Attendant position of at least six (6) Calendar Months duration.
- **Probationary Period** shall mean the assessment period for a Flight Attendant following his most recent date of hire prior to him being considered a regular employee.
- **Released** shall mean the time when a Flight Attendant is relieved from all duty by the Company.
- **Rest Period** shall mean a period of time spent on the ground during which a Flight Attendant is relieved of all duty associated with the Company, which period shall commence twenty (20) minutes after the last passenger exits the aircraft.
- **Revenue Flight** shall mean a flight involving the transportation of passengers, cargo or freight for which the Company is paid by a third party.
- **Spare Flight Attendant** shall mean a Flight Attendant who has been scheduled by the Company to handle potential flight changes and who shall be on-call and shall report for duty when so required by the Company.

- **Temporary Position** shall mean a Flight Attendant position of less than six (6) Calendar Months duration.
- **Training** shall include all flights required to maintain currency or those flights conducted with the purpose of training another Flight Attendant (i.e. Line-Indoctrination) or any other upgrading of skills, whether involving flights, ground training or otherwise, that the Flight Attendant Manager deems necessary.
- **Year** shall mean a complete calendar year.
- **Work Day** shall mean a Calendar Day on which the Flight Attendant takes flight Assignments, undertakes Training or travels at the direction of the Company, whether scheduled or not scheduled.

## **1.2. General Scope**

1.2.1 Flight Attendant management may be scheduled to perform bargaining unit work up to six (6) calendar days per Calendar Month where the Company is operating five (5) or less aircraft in the provision of passenger services and up to eight (8) calendar days per Calendar Month where the Company is operating six (6) or more aircraft in the provision of passenger services.

1.2.2. The Company retains the right to enter into wet leases on a temporary basis, due to lack of suitable aircraft or Pilots or Flight Attendants, for reasons beyond the Company's control, provided that it does not do so for the purpose of furloughing Flight Attendants. The Company will consult with the Union before determining the duration of any temporary wet leases and any extensions thereto.

## **1.3. Recognition**

1.3.1. In accordance with the certification issued May 20, 2016 by the Canada Industrial Relations Board, or as may be amended, the Company recognizes Unifor as the sole bargaining agent for the Flight Attendants in the employ of the Company, excluding Supervisors and persons above the rank of Supervisor.

## **1.4. Gender**

1.4.1. Use in this agreement of the masculine or feminine gender shall be construed as including both male and female employees. Any references to the singular shall also pertain to the plural where appropriate.



## **ARTICLE 2. – MANAGEMENT RIGHTS**

### **2.1. General**

- 2.1.1. The Union recognizes that the Company has the sole and exclusive right to determine all matters pertaining to the management of the Company, its affairs and the direction of employees, except as otherwise specifically limited by the express provisions of this Agreement.
- 2.1.2. For greater certainty, but without limiting the generality of the foregoing, it is the Company's sole and exclusive right to hire, promote, discipline and discharge non-probationary employees for just cause and to maintain the safety and efficiency of its operations and employees. It is understood that the methods to be followed, equipment to be used, location of facilities, the stations and offices, scheduling of flights, building of crew schedules, determining of flight Assignments, the services and equipment, and the subcontracting of any of the above items are the sole and exclusive functions and responsibilities of the Company unless otherwise specified in this Agreement.
- 2.1.3. The Company acknowledges that it shall exercise its management rights fairly, in good faith and in a manner consistent with this Agreement as a whole.

## **ARTICLE 3. – COMPENSATION**

### **3.1. General**

- 3.1.1. Except as otherwise provided in this Agreement, Full Time Flight Attendants will be paid an annual salary, while Part Time Flight Attendants will be paid at a daily rate.
- 3.1.2. Flight Attendants who accept a flight Assignment on a scheduled Day Off will be paid at the applicable overtime rate.
- 3.1.3. Flight Attendants on a Day Off will be paid twenty-five dollars (\$25.00) for their attendance at group meetings which they are requested by the Company to attend. This constitutes compensation in full for such attendance. Flight Attendants on a Day Off will not be required to perform working duties nor required to perform working duties at such meetings. Attendance at such meetings will not be considered as time worked for the purpose of overtime or count towards the Flight Attendant's monthly

work days. The Company will endeavour to schedule no more than four (4) such meetings per Year. Flight Attendants on a Day Off who choose not to attend meeting(s) will not be entitled to the twenty-five dollars (\$25.00) compensation but must, prior to its expiry date, view/read/acknowledge the video, memo, or minutes from said meeting that will be posted on Pelesys.

- 3.1.4. Flight Attendants who resign from their position with the Company and are later re-hired by the Company will resume their rate of pay as at the time of resignation; however, seniority will be governed by the provisions of this Agreement.
- 3.1.5. Flight Attendants are required to submit completed payroll time sheets to the Flight Attendant Manager or his designate by 0800 every second Sunday. Failure of a Flight Attendant to submit his time sheets by the deadline may result in the Flight Attendant having to wait until the next regular payroll to receive any monthly pay adjustment. Any changes or adjustments made to a Flight Attendant's time sheet shall be forwarded to the affected Flight Attendant no later than the issuance of the Flight Attendant's pay stub.

### **3.2. Salary Matrix**

The salaries payable to Flight Attendants shall be those set forth in the salary matrix (Schedule 1) attached hereto and forming part hereof.

- 3.2.1. All Flight Attendant salaries referred to in this section 3.2 Salary Matrix are minimum annual salaries based on working sixteen (16) days in each calendar month.
- 3.2.2. A flight Assignment on the monthly schedule that spans two (2) Calendar Days will be considered as two (2) work days for the purpose of scheduling and the payment of any compensation in addition to the applicable salary.
- 3.2.3. A Flight Attendant who elects to work or is asked by the Company to work and works more than the applicable maximum number of days set forth in section 3.2.1 or more than the number of days scheduled by the Company will be provided with pay in addition to the applicable salary, based on the following:
  - (a). for each day of work equal to seven (7) hours or more worked by the Flight Attendant in addition to the maximum number of days set forth in section 3.2.1 or the number of days scheduled for the Flight

Attendant by the Company, the Flight Attendant shall be paid a full day of pay at one and one-half (1.5) times the regular rate of pay for one (1) day of such work; and

- (b). for each day of work equal to less than seven (7) hours worked by the Flight Attendant in addition to the maximum number of days set forth in section 3.2.1 or the number of days scheduled for the Flight Attendant by the Company, the Flight Attendant shall be paid one-half (1/2) days of pay at one and one-half (1.5) times the regular rate of pay for one-half (1/2) day of such work.

3.2.4. A Flight Attendant whose duty hours exceed the standard weekly hours of work in an averaging period (i.e. 40 X number of weeks in the averaging period) will be provided with overtime pay for each duty hour that exceeds the standard weekly hours of work in the averaging period, excluding those duty hours for which the Flight Attendant has received overtime pay under section 3.2.3. For the purposes of determining the applicable overtime rate for each such duty hour:

- (a). the Flight Attendant's regular hourly rate for each duty hour is equal to the Flight Attendant's annual salary / 2080;
- (b). therefore, the Flight Attendant's overtime hourly rate for each duty hour worked by the Flight Attendant on any day in excess of the applicable number of days set forth in section 3.2.1 or on any day in addition to the number of days scheduled for the Flight Attendant by the Company is equal to the Flight Attendant's annual salary / 2080 X 1.5; and
- (c). for averaging of hours purposes only, a half-day of overtime represents five (5) hours of work and a full day of overtime represents ten (10) hours of work.

The Company and the Union have decided that the averaging period shall consist of thirteen (13) weeks.

3.2.5. A Duty Period will start prior to the scheduled departure time as outlined below:

- (a). operating on a normal scheduled flight - 60 minutes;
- (b). operating on a charter flight - 60 minutes;
- (c). Deadheading - 45 minutes;
- (d). Training - Required report time; or

- (e). if the Company directs the Flight Attendant to perform duties prior to the applicable time set out in a), b), c) or d) above, when the Flight Attendant commences the performance of such duties.

A Duty Period will end twenty (20) minutes after the termination of a flight or whenever the last passenger exits the aircraft, whichever is greater.

- 3.2.6. Part Time Flight Attendants will be paid for flight time or half their duty time, whichever is greater.

Duty time commences at scheduled check in time and ends twenty (20) minutes after flight arrival or whenever the last passenger exits the aircraft, whichever is greater.

Part Time Flight Attendants will be paid a minimum of three (3) hours anytime he reports for work.

- 3.2.7. If requested by the Company, a Flight Attendant may elect to work more than the applicable number of days set forth in section 3.2.1 and will be compensated as per section 3.2.3.

- 3.2.8. A Flight Attendant who is scheduled by the Company to work less than the applicable number of days set forth in section 3.2.1 shall not have pay deducted from their regular salary as a result of the Company's schedule, except where such schedule is as a result of disciplinary action resulting in a loss of pay.

- 3.2.9. Except as set out in section 7.3 Sick Leave, one (1) day's pay shall be deducted from the Flight Attendant's regular salary where the Flight Attendant fails to complete an Assignment or is otherwise absent from work.

- 3.2.10. Where a flight Assignment ends on a day which is the Flight Attendant's scheduled Day Off and which follows the day on which the Assignment started, the Flight Attendant will be paid in accordance with section 3.2.3 for all duty hours worked by the Flight Attendant on his scheduled Day Off.

- 3.2.11. A Flight Attendant who works more than fourteen (14) hours in a Calendar Day will be paid at one and one-half (1.5) times the regular rate of pay for each hour worked by the Flight Attendant beyond fourteen (14) hours in that Calendar Day.

3.2.12. Each Flight Attendant shall be paid thirty dollars (\$30.00) per day in addition to regular salary for each day he performs Line Indoctrination. No overtime will be payable with respect to such amount. The Flight Attendant Manager shall determine which Flight Attendants may perform Line Indoctrination duties.

### **3.3. Per Diems/Expenses**

3.3.1. Flight Attendants are paid a per diem when they are away from their Base for more than fifteen (15) hours at the direction of the Company and are required by the Company to spend a night away from their Base. The per diem rate is equal to \$48.00 (cdn funds) per overnight when staying at a residence that provides a stove and microwave and a fridge or \$68.00 (cdn funds) per overnight when not staying at a residence that provides a stove or microwave and a fridge.

3.3.2. Per diems are currently considered as non-taxable reimbursements. Should this interpretation be changed by the Canada Revenue Agency or any competent court or tribunal, the Company will be under no obligation to reimburse Flight Attendants for any costs incurred by them as a result of the change in interpretation.

3.3.3. A Flight Attendant who starts a day with a scheduled end time of 19:00 or earlier and is assigned and will complete an additional flight departing at or after 17:00 will be paid a meal allowance of fifteen dollars (\$15.00).

## **ARTICLE 4. – SCHEDULING**

### **4.1. General**

4.1.1. The Company will issue the monthly Flight Attendant schedule on the twenty fifth (25th) Calendar Day of the Calendar Month prior to the Calendar Month to which such schedule relates except should the twenty fifth (25th) Calendar Day not be a Business Day, the schedule will be posted no later than the Business Day immediately before that day. Should the Calendar Month have less than thirty (30) days in the month, the Company will issue the monthly Flight Attendant schedule on the twenty third (23rd) Calendar Day of said month except should the twenty third (23rd) Calendar Day not be a Business Day, the schedule will be posted no later than the Business Day immediately before that day.

- 4.1.2. Flight Attendants will submit requests for days off to the Flight Attendant Manager or his designate by email or paper on the appropriate bid sheet. Flight Attendants will submit their requests by no later than 4:00 p.m. local time on the fifteenth (15th) Calendar Day of the Calendar Month prior to the Calendar Month to which such requests relate. Where the fifteenth (15th) Calendar Day falls within a weekend, the first Monday following the weekend (or Business Day in the case of a holiday) will be substituted in its place. The Company will, subject to the requirements and efficiency of operations, make reasonable efforts to accommodate employee requests for days off on the basis of seniority.
- 4.1.3 All trading of Work Days at the request of Flight Attendants shall require the approval of the Flight Attendant Manager or his designate, which requests will not be unreasonably denied. Such trading of Work Days shall not result in any additional cost to the Company and no overtime, extra pay, additional pay or multi-type pay shall be payable as the result of such trading of Work Days. When a Flight Attendant agrees to trade Work Days with another Flight Attendant, he is responsible for all flights that the Flight Attendant he traded with would have been responsible for during that Work Day.
- 4.1.4. The production and amendment of the schedule and crew Blocks will be the responsibility of the Flight Attendant Manager or his designate. The Company reserves the right to make changes to flights and corresponding changes to the Flight Attendant schedule when required by operational circumstances. The Company will make reasonable efforts to minimize the impact of such scheduling changes on Flight Attendants.
- 4.1.5. Dispatch shall not interrupt a Flight Attendant's minimum Rest Period of ten (10) hours prior to report by any means of communication in order to assign him duty nor will a Flight Attendant be required to contact the Company during his minimum Rest Period. The minimum Rest Period for a shift immediately following a Day Off will be considered as the ten (10) hours preceding the commencement of the shift.
- 4.1.6. The Company may change a Flight Attendant's scheduled start time by notifying the Flight Attendant by voice mail or message left at the Flight Attendant's designated contact numbers of the change by no later than 8:00 p.m. on the Calendar Day prior or, in the absence of such notice, with the agreement of the Flight Attendant, except that Flight Attendants who are flying on the evening before a scheduled shift shall contact the Company's Operations Centre upon landing in order to confirm their start time and Assignment for the following Calendar Day. It is the Flight

Attendant's responsibility to provide the Flight Attendant Manager or designate with the Flight Attendant's designated contact number and in no event will a Flight Attendant provide more than two (2) contact numbers.

- 4.1.7. Flight Attendants may be required by the Company to work beyond their scheduled end time, whether or not such additional work is continuous with their scheduled end time. This additional work will not result in any additional compensation to the Flight Attendant except as otherwise set out in this Agreement. The Company's Operations Centre is not required to release a Flight Attendant after the last scheduled flight if there is a reasonable expectation of additional flights commencing within the same Duty Day.
- 4.1.8. All days of work away from the Flight Attendant's Base, including travel days, will be considered a full day of work for the purpose of determining the number of Calendar Days worked by the Flight Attendant provided that the Flight Attendant fulfills all Assignments given on that Calendar Day to him by the Company.
- 4.1.9. Where a flight Assignment becomes vacant, the Company Operations Centre will, subject to the requirements and efficiency of operations of the Company, and the availability of Flight Attendants, consult the following chart in order to determine the appropriate Flight Attendant to fill the vacancy:
  - (a). Flight Attendant originally scheduled for the flight (unless otherwise assigned)
  - (b). Flight Attendant scheduled for a flight but not flying
  - (c). Spare Flight Attendant scheduled that day starting with Spare 1 for duty within sixty (60) minutes of being notified by the Company that he is required to report
  - (d). Standby Flight Attendant scheduled that day
  - (e). Flight Attendant willing and available to work in order of seniority
  - (f). Supervisory/Management Flight Attendants.
- 4.1.10. In the event an overnight Charter is scheduled the Company will follow section 4.1.9 to fill the Assignment. In addition, the Company will seek out and award the overnight(s) to volunteers who are already scheduled for those days and who are willing to accept the overnight(s). Should no Flight Attendant accept, the Flight Attendant with the lowest seniority standing will be required to do the flight(s) for the days that Flight Attendant is

scheduled. The Flight Attendant is not obligated to complete the flight Assignment on a Day Off unless agreed to by the Flight Attendant as per section 3.2 Salary Matrix.

- 4.1.11. Flight Attendants shall devote their entire professional flying service to the Company, and shall not engage in any other professional flying without written authorization from the Company, which authorization shall not be unreasonably withheld by the Company. A Flight Attendant who has received such authorization shall ensure that they arrive for their scheduled shifts on time and well rested.
- 4.1.12. Subject to the requirements and efficiency of operations, Flight Attendants are expected to be granted at least one weekend off in a calendar month worked regardless of seniority.

#### **4.2. Schedule Construction Guidelines**

- 4.2.1. The schedule will be constructed subject to the requirements and efficiency of operations to ensure that efficient operations of the Company are met. This will take into account availability of the Flight Attendants, their seniority and schedule preferences, while adhering to the scheduling provisions of this Agreement and ensuring the efficient operations of the Company.
- 4.2.2. Where practical, requests for Days Off will be awarded according to seniority, subject to the requirements and efficiency of operations except that vacation periods and Training will be placed on the Flight Attendant's schedule before any other Flight Attendant requests for Days Off are considered.

Flight Attendants may only ask for five (5) Days Off at a time. Once all Flight Attendants have been awarded their first group of five (5) Days Off in order of seniority, they will be awarded their second requested group of five (5) Days Off. The Days Off do not have to be taken consecutively.

Management may award a Day Off for special circumstances regardless of seniority.

- 4.2.3. Should problems arise during the scheduling process and all scheduling guidelines have been followed, the Flight Attendant Manager or his designate will meet with the Flight Attendants and/or Union to discuss how the problem may be resolved before the Company implements a resolution.



- 4.2.4. Where Flight Attendants are affected by errors in the published schedule and/or minor changes are required after the commencement of the period covered by the schedule, they will be notified by the Flight Attendant Manager or his designate of the effects.
- 4.2.5. Subject to the requirements and efficiency of operations, Part-Time Flight Attendants will make up no more than twenty percent (20%) of Flight Attendants.

### **4.3. Training**

- 4.3.1. A Flight Attendant may be assigned to Training at any time on any scheduled Work Day except as set out in section 4.3.2.
- 4.3.2. All Training days away from the Flight Attendant's Base including travel days, provided that the Flight Attendant fulfills all Assignments given to him by the Company for Training away from the Flight Attendant's Base, will be considered as a full day of work for the purpose of determining the number of days worked by the Flight Attendant.
- 4.3.3. Flight Attendants are required to report for Training with their Company uniform on hand and, in addition to the Training assigned to them, are required to perform all Non-Training Assignments assigned to them on a Training day.
- 4.3.4. All scheduled classroom or flight Training days at the Flight Attendant's Base will be considered a full day of work, provided that the Flight Attendant fulfills all Training Assignments and Non-Training Assignments given to the Flight Attendant by the Company.
- 4.3.5. All Flight Attendants are required to maintain, at their own expense, a valid passport issued by Canada or their country of citizenship.
- 4.3.6. Whenever online Training is assigned, it must be completed before its expiry. Online Training shall be completed during scheduled Spare days and, subject to section 4.3.8, no overtime will be paid for time spent on the completion of online Training. The Company will make available the equipment necessary to complete the online Training including, but not limited to, functioning computer with appropriate software.
- 4.3.7. Flight Attendants able to provide satisfactory proof to the Flight Attendant Manager of inability to complete online Training during scheduled Spare days will be compensated as per section 3.2 Salary Matrix.

- 4.3.8. In the event that a Flight Attendant fails to report for a scheduled Training day except for reasons outlined in section 7.3 Sick Leave and such failure results in the loss of the Flight Attendant's qualifications or currency, the Flight Attendant will be suspended without pay until he has re-acquired the qualifications or currency.
- 4.3.9. A Flight Attendant who is engaged in classroom training on a scheduled day off at the direction of the Company will be paid at the applicable overtime rate.

#### **4.4. Spare Coverage**

- 4.4.1. The Company may schedule Spare Flight Attendants to handle potential flight changes. Spare coverage is not considered a Day Off with regard to time free from duty.
- 4.4.2. The Company will notify Spare Flight Attendants, on the evening prior to the Calendar Day for which they are scheduled as Spare, if they are assigned flights for that Calendar Day. The Flight Attendant is still considered "on spare" even when the Flight Attendant is assigned a flight the previous day.
- 4.4.3. The on-call period will begin at 06:30 – 15:00, which period may be amended by the Flight Attendant Manager after consultation with the Union. Spare Flight Attendants are to be available at all times during this on-call period.
- 4.4.4. Two (2) Company calls to report for duty shall be made to a Spare Flight Attendant, if the first such call does not result in contact with the Flight Attendant. Such calls will be made fifteen (15) minutes apart. If the Spare Flight Attendant is not contacted after two (2) calls, he will be deemed to be unavailable and will not be paid for that Calendar Day.
- 4.4.5. Part Time Flight Attendants will receive the full daily rate for Spare.

#### **4.5. Overtime**

- 4.5.1. Overtime will be offered on the basis of seniority to qualified Flight Attendants who are immediately available to perform the overtime work provided, however, that if there are insufficient volunteers immediately available to perform the overtime work, then the Company will require Flight Attendants to work the overtime which will be assigned on a reverse seniority basis to the most junior qualified Flight Attendant(s) immediately available to perform the overtime work except that a junior Flight

Attendant(s) who is on an approved day off will not be required to perform such overtime work.

## **ARTICLE 5. – SENIORITY**

### **5.1. General**

- 5.1.1. The Company will maintain a Flight Attendant seniority list. The seniority list shall contain the names and seniority numbers of all Flight Attendants as well as respective seniority dates. Flight Attendants shall be assigned a seniority date following the completion of Line Indoctrination.
- 5.1.2. A Flight Attendant performing non-flying, supervisory or management duty will retain and accrue seniority for a period of twelve (12) months. When a Flight Attendant is Released from such position, he may exercise his seniority as per section 5.2 Application of Seniority.

### **5.2. Application of Seniority**

- 5.2.1. Subject to the provisions of this Agreement, and Flight Attendant abilities and availabilities, Flight Attendant seniority shall govern the awarding of positions, furlough and recall, changes in required staffing, vacation periods and scheduling.
- 5.2.2. A Flight Attendant's seniority under this Agreement will accrue from and be determined by the date on which the Flight Attendant successfully completed Line Indoctrination, subject to section 5.2.4.
- 5.2.3. Where two (2) or more Flight Attendants are to receive the same seniority date under section 5.2.2, their position on the Flight Attendant Seniority List will be determined by time with the Company. The higher seniority number will be awarded in order of the following:
  - (a). Original start date in any other Company position (e.g. cargo, reservations, Thompson)
  - (b). Success in initial training for qualification as a Flight Attendant.
- 5.2.4. A Flight Attendant who moves to a position outside the bargaining unit will maintain, and continue to accrue, his bargaining unit seniority for a period of one hundred and eighty (180) days from the date of such move. If the Flight Attendant is not returned to the bargaining unit within the

one hundred and eighty (180) day period from the date of such move, the Flight Attendant will forfeit all bargaining unit seniority.

### **5.3. Loss of Seniority**

A Flight Attendant will lose his seniority and be deemed to have left the employ of the Company if he:

- (a). resigns (unless provided for in section 5.2.4;
- (b). is discharged;
- (c). is retired subject to mutual agreement between the Company and the Flight Attendant; or
- (d). fails to respond within forty-eight (48) hours after being notified by the Company of his recall from Furlough, or fails to report for work from Furlough within fourteen (14) Calendar Days after being notified by the Company of his recall from Furlough, unless the recall period is less than fifteen (15) Calendar Days in length, or is not recalled from Furlough within eighteen (18) months of the date of Furlough.

## **ARTICLE 6. – PROBATION**

### **6.1. General**

- 6.1.1. All Flight Attendants will be on a Probationary Period for a period of six (6) Calendar Months from their most recent date of hire. The Probationary Period may be extended by mutual agreement between the Company and the Union by an additional six (6) Calendar Months. During the Probationary Period, the Company reserves the exclusive right of discipline or retention of the employee provided that the Company does not discipline or release an employee in bad faith or for a reason which violates the Canadian Human Rights Act.
- 6.1.2. No Flight Attendant shall be required by the Company to serve more than a twelve (12) Calendar Month Probationary Period.

## **ARTICLE 7. – LEAVES OF ABSENCE**

### **7.1. General**

- 7.1.1. A Flight Attendant may request a leave of absence for personal reasons. (i.e. health issues, emergencies, family matters, etc.) A leave of absence is not intended for the pursuit of other employment or “vacation” purposes.
- 7.1.2. A leave of absence can be requested through the Flight Attendant Manager, and Flight Attendant requests will be considered on a case by case basis at the discretion of the Company. The Company will impose a 180 day limit to absences but a longer term may be granted in extenuating circumstances.
- 7.1.3. A Flight Attendant will not be penalized seniority for a leave of absence less than 180 days. If a Flight Attendant’s absence exceeds 180 days he/she will no longer accrue seniority after this time. A Flight Attendant returning to employment after 180 days can use his/her previously accrued term of service to calculate a new seniority date and number. This new seniority date would be calculated by counting back from the date that the Flight Attendant returned to work from his leave of absence his length of service with the Company from the date of his completion of Line Indoctrination to the date that he commenced the leave of absence. This date would then be the basis of the new seniority number.
- 7.1.4. Flight Attendants returning from a leave of any amount of time will be subject to re-training and requalification as necessary and may not immediately qualify for position and/or pay scale previously held, notwithstanding the increments set out in Article 3: Compensation.
- 7.1.5. Leaves of absences will be granted by the Company in accordance with the Canada Labour Code.
- 7.1.6. In the event that the Company grants leave to an employee for the purpose of fulfilling a Union position on a temporary basis at the request of the Union, the Company will continue to pay to the employee his regular salary for the duration of such leave on condition that the Union will reimburse the Company for such payment(s) within fifteen (15) days of the payment(s) being made by the Company to the employee.

### **7.2. Furlough and Recall**

#### **7.2.1. General**

- (a). The Company will determine the timing of any Furlough.

- (b). In the event of Furlough of a Full Time Flight Attendant for a period in excess of five (5) consecutive Business Days and recall from Furlough of a Full Time Flight Attendant, Full Time Flight Attendants shall be Furloughed in reverse order of seniority of Full Time Flight Attendants and recalled in reverse order of Furlough. In the event of a Furlough of a Full Time Flight Attendant, a more senior Full Time Flight Attendant may volunteer for the Furlough in the place of a less senior Full Time Flight Attendant and the more senior Full Time Flight Attendant will retain recall rights pursuant to section 7.2.2.
- (c). In the event of Furlough of a Part Time Flight Attendant for a period in excess of five (5) consecutive Business Days and recall from Furlough of a Part Time Flight Attendant, Part Time Flight Attendants shall be Furloughed in reverse order of seniority of Part Time Flight Attendants and recalled in reverse order of Furlough. In the event of a Furlough of a Part Time Flight Attendant, a more senior Part Time Flight Attendant may volunteer for the Furlough in the place of a less senior Part Time Flight Attendant and the more senior Part Time Flight Attendant will retain recall rights pursuant to section 7.2.2.

7.2.2. Flight Attendants on Furlough must notify the Company of their then current home mailing address, home telephone number, mobile telephone number and email address so they may be contacted for recall. A copy of the contact attempts will be provided to the Union.

7.2.3. The Company will provide the Flight Attendants and the Union with notice of closure or partial closure or reduction in activity in accordance with the notice requirements of the Canada Labour Code.

### **7.3. Sick Leave**

7.3.1. During a Year, any Flight Attendant may build up a sick bank of five (5) sick days.

Each Flight Attendant will be credited four (4) days towards their sick bank on January 1.

One (1) additional sick day will be credited towards their sick bank after the third quarter of each year (October 1).

7.3.2. Should an employee not use the five (5) sick days allotted in the period of January 1 to December 31, the sick days are cumulative from year to year to a maximum sick day credit of twelve (12) days.

7.3.3. Should an employee resign with more than five (5) years of service from their employment with the Company, they will be entitled to their accumulated sick days by either pay out or time in lieu to a maximum period of twelve (12) days.

7.3.4. Flight Attendants are expected to report to work on time and fit for duty every day they are scheduled to work. In the event the employee becomes ill or unfit to work, a sick day shall be used.

An acceptable use of a sick day is defined as a day where you are too ill or unfit to perform your assigned duties. The illness of a dependent child is also acceptable use of a sick day.

7.3.5. Sick days are not intended to be used for activities such as (but not limited to) scheduled medical or dental appointments, court appearances, car repairs, veterinary appointments, leisure activities, vacations, holidays, or extra days off.

Sick days are also not to be used for absence related to unforeseen circumstances such as (but not limited to) missed flights (while traveling standby), blizzards and calling in fatigued. In these circumstances, the employee shall contact their manager/supervisor as soon as possible and if a reasonable explanation is provided and accepted by management, the Flight Attendant will not be docked a day of pay.

7.3.6. Reports of actual or suspected abuse of the sick day policy may be subject to a meeting with the employee, his/her immediate manager, and Union. If the sick day abuse was found to be a result of personal issues, support and assistance may be offered to help the individual. If the sick day was deemed to not follow the policy, as determined by the Company, a documented warning will be issued to the individual, and he/she will be told that the misuse of sick days is not acceptable and will not be tolerated. A second offence will result in disciplinary action, up to and including termination of employment.

7.3.7. Full Time Flight Attendants who have completed three (3) months of Flight Attendant service since their most recent date of hire by the Company are eligible for sick days. Part Time Flight Attendants are not eligible for sick days.

7.3.8. The Company may request a doctor's note and/or a return-to-work interview may be conducted if three (3) consecutive sick days are used, or if more than four (4) sick days are used in one Year.

7.3.9. Should the employee become ill after already completing a portion of his scheduled flight day but is unable to complete the remainder of his scheduled day, he will only be debited half a sick day.

7.3.10. If a Flight Attendant is absent from work for any of the reasons listed below, the absence will result in one (1) day's pay being deducted from the Flight Attendant's regular salary for each day absent. Disciplinary action may also result from a Flight Attendant being absent from work.

- Personal reasons
- Flight Attendant fails to provide a doctor's note when requested
- Absence without communicating the fact to his/her manager in a timely fashion
- Confirmed abuse of the policy

## ARTICLE 8. – VACATION

### 8.1. Vacation Year

The vacation year will run January 1st through December 31st.

### 8.2. Vacation Entitlement and Pay

8.2.1. Annual vacation is based on completed Years of service as of December 31 since the Flight Attendant's most recent date of hire by the Company. Annual vacation entitlement will be granted and annual vacation pay will be calculated as follows:

Completed Years of Service	Vacation Time (One vacation week = 4 Working days)	Vacation Pay Accrual
1-5 years	Two Weeks (8 working days) or 2/3 of a day per month worked	4% in years 1 – 5
6-10 years	Three Weeks (12 working days) or 1 day per month worked	6% in years 6 – 10
over 10 years	Four Weeks (16 working days) or 1 1/3 days per month worked	8% years 11+



8.2.2. Flight Attendants are entitled to receive the following number of consecutive days off when requesting vacation time off:

- One week of vacation      9 consecutive days off
- Two weeks of vacation      16 consecutive days off
- Three weeks of vacation      23 consecutive days off
- Four weeks of vacation      30 consecutive days off

8.2.3. Flight Attendants must use their entire annual vacation allotment each Year unless exceptional circumstances warrant otherwise and prior arrangements, confirmed in writing, are agreed to between the Flight Attendant and the Company.

### **8.3. Vacation Bid System**

8.3.1 By October 15th, the Company will issue a Vacation Scheduling Calendar (VSC).

8.3.2. Flight Attendants may bid their vacation preferences by November 1st. The Company will notify the Flight Attendant of awarded vacation by December 1st. Once a Flight Attendant has bid his vacation blocks he will not be permitted to make any changes to those blocks until after all other Flight Attendants have been permitted to bid their vacation blocks.

8.3.3. After the preparation of the monthly bid package, if the monthly Flight Attendant requirements are below the Flight Attendant count, the Company will make available additional vacation allotments on the monthly bid.

8.3.4. Flight Attendants may elect to split their vacation. The second bid will be awarded in order of seniority after the first bid has been awarded to all Flight Attendants.

8.3.5. Where for whatever reason additional vacation times become available in the course of the Year, these will be listed in the monthly bid package, and be subject to the normal bidding process.

8.3.6. Flight Attendants who have elected not to bid their vacation preferences by November 1st as per section 8.3.2 may bid their vacation preferences by the 15th of the month prior to the month in which the requested vacation falls.

8.3.7. Vacation will be awarded in order of seniority.

#### **8.4. Statutory Holidays**

- 8.4.1. For the purposes of this Agreement, statutory holidays are New Year's Day, Louis Riel Day, Good Friday, Victoria Day, Canada Day, Labour Day, August Civic Holiday, Thanksgiving Day, Remembrance Day, Christmas Day and Boxing Day, and any other day proclaimed by federal statute.
- 8.4.2. One (1) scheduled Day Off in each month is deemed to be a Day Off with pay for statutory holiday purposes for all Flight Attendants, the pay for which is included in the salaries set out in section 3.2 Salary Matrix of this Agreement.

### **ARTICLE 9. – DRESS CODE**

#### **9.1. General**

- 9.1.1. Flight Attendants are expected to wear uniform clothing prescribed by the Company in a clean, neat and conservative manner in accordance with the Company regulations at all times when completing a flight Assignment. The Flight Attendant uniform will consist of the following, in such colour(s) as may be determined by the Company:

- Flight Attendant shirts (polos for Summer, and dress shirts for Fall, Spring and Winter)
- Pants
- Cardigan
- Scarves/ties
- Shoes and/or boots
- Name Tag

Three year entitlement: One (1) Company Jacket and one (1) toque.

Note: The Flight Attendant uniform may be changed at the discretion of the Company.

- 9.1.2. The Company will provide to Full-Time Flight Attendants four (4) shirts, one (1) cardigan and two (2) scarves/ties per Year. The Company will provide to Part-Time Flight Attendants two (2) shirts, one (1) cardigan and one (1) scarf/tie per Year.

- 9.1.3. Flight Attendants will provide their own work footwear. Required footwear shall consist of shoes for summer operations and boots for winter operations in such colour(s) as may be determined by the Company. Running shoes, sandals or any other type of informal footwear are not acceptable. Boots for winter must be considered warm by the Flight Attendant but still appropriate to wear inflight. Should the Flight Attendant elect for winter boots that are cumbersome, he must bring a change of footwear for inflight service. The Company will reimburse Full-Time Flight Attendants up to a maximum of two hundred dollars (\$200.00) per Year to purchase approved footwear following the successful completion of their Probationary Period. The Company will reimburse Part-Time Flight Attendants up to a maximum of one hundred dollars (\$100.00) per Year to purchase approved footwear following the successful completion of their Probationary Period. Proof of purchase must be provided to the Company together with a completed expense claim form.
- 9.1.4. Flight Attendants will provide their own pants. Flight Attendants may purchase their pants from the vendor of their choice; however, the pants purchased must meet the conditions set forth in this Article of the Agreement. The Company will reimburse Full-Time Flight Attendants up to a maximum of one hundred dollars (\$100.00) per Year to purchase approved pants following the successful completion of their Probationary Period. The Company will reimburse Part-Time Flight Attendants up to a maximum of seventy-five dollars (\$75.00) per Year to purchase approved pants following the successful completion of their Probationary Period. Proof of purchase must be provided to the Company together with a completed expense claim form.
- 9.1.5. Should Flight Attendants fly north of Churchill (58.77°N) snow pants will be permitted at the discretion of the Company. Flight Attendants are required to provide their own snow pants in navy blue or black in colour.

## **ARTICLE 10. – GENERAL**

### **10.1. Personnel Files**

A Flight Attendant's personnel file shall be maintained in the Human Resources Department. A Flight Attendant may, at a time convenient to the Human Resources Manager, or his designate, and the Flight Attendant, be allowed to review his file in the presence of the Human Resources Manager or his designate.

## **10.2. Collective Agreement**

The Company shall, no later than thirty (30) Calendar Days after signing this Agreement, electronically distribute this Agreement to the Flight Attendants. The Company and the Union shall share equally in the cost of printing this Agreement up to a maximum cost of two-hundred and fifty dollars (\$250.00) each.

## **10.3. New Employees**

The Company shall permit a Union representative thirty (30) minutes during initial training to meet with newly hired Flight Attendants.

## **10.4. Bulletin Board**

The Company will allow the Union to install an agreed upon bulletin board in the crew rooms at Flight Attendant bases for Union notices relating to Union information and activities, which bulletin board will be provided by the Company to the Union. The Union shall furnish the Flight Attendant Manager or his designate with a copy of such notices. The contents of such notices will not in any way be derogatory to the Company or its management, employees, suppliers or customers.

## **10.5. Parking**

Flight Attendants may continue to use any available parking stalls, as determined by the Company, without cost to the Flight Attendant.

# **ARTICLE 11. – FILLING OF POSITIONS**

## **11.1. General**

11.1.1. When a position within the scope of the bargaining unit becomes permanently vacant and the Company determines that the position is to be filled, it will post via email notice of the position for seven (7) Calendar Days and provide a copy to the Union. All Flight Attendants interested in the permanent vacancy must make written application within the seven (7) Calendar Days during which the permanent vacancy was posted. This provision shall not preclude the Company from advertising outside the Company, nor shall it prevent the Company from filling any permanent vacancy on a temporary basis until the position is filled through the posting procedure. The notice of posting will contain the following information:

- (a). Job Description
- (b). Duration
- (c). Effective date
- (d). Closing date of posting (which date will be no less than seven (7) Calendar Days from the date of the email notice) except that the Company and Union agree that certain exceptional circumstances may require positions to be filled more rapidly than the provisions of this Agreement enable.

Any Flight Attendant (including one who is out of service, provided he is reasonably expected to be available for work) may submit a bid in writing to the Flight Attendant Manager by the closing date. The Company will make a reasonable effort to ensure that Flight Attendants on vacation will be notified of a vacant position provided the Company has been asked by the Flight Attendant to do so. Flight Attendants are responsible for providing the Company with a reasonable means of contact. The Company will inform the successful applicant(s) and the Union of the awarding of the position(s).

- 11.1.2. It will be the policy of the Company that in filling permanent vacancies, current Flight Attendants who submit applications will be given first consideration.

## **ARTICLE 12. – NEW EQUIPMENT**

### **12.1. General**

- 12.1.1. Should new aircraft types be introduced, positions will be posted in accordance with this Article. In the event that new aircraft types require qualifications not present in the membership, qualified outside flight attendants may be hired on a contract basis for a period not to exceed six (6) months or until membership Flight Attendants may be trained and qualified, whichever is greater.

## **ARTICLE 13. – HEALTH AND SAFETY**

### **13.1. General**

- 13.1.1. The Company, the Union and the Flight Attendants will make every effort to comply in a timely manner with all applicable legislation pertaining to the health and safety of the employees at the Company.

The Union and the Company agree to actively promote measures to ensure the health and safety of all employees.

## **ARTICLE 14. – DURATION**

### **14.1. General**

- 14.1.1. Provisions of this Agreement will become effective on June 23, 2017 and shall continue in full force and effect until midnight on June 22, 2021.
- 14.1.2. This Agreement will automatically be renewed from Year to Year thereafter unless either party gives to the other party not more than ninety (90) days and not less than thirty (30) days' notice in writing prior to the expiry date of this Agreement that it desires to revise or terminate this Agreement. During the period of negotiations for a revised or new agreement, this Agreement shall remain in full force and effect subject to the provisions of the Canada Labour Code.

## **ARTICLE 15. – PERMANENT THOMPSON/SIOUX LOOKOUT BASED FLIGHT ATTENDANTS**

### **15.1. General**

- 15.1.1. An advance of seven hundred dollars (\$700.00) will be provided to each Flight Attendant who is awarded a position based in Thompson or Sioux-Lookout. Such Flight Attendants shall complete an expense form and include receipts related to the move and return any unused advance or portion thereof to the Company. Should the receipts not be provided to the Company within 90 days of issuance of the advance, the seven hundred dollar (\$700.00) advance or the unreceipted portion thereof will be considered a taxable moving allowance for T4 purposes. In the event that the Flight Attendant does not remain in the Thompson or Sioux Lookout

position for at least one (1) year, the Flight Attendant will be required to repay to the Company the amount of seven hundred dollars (\$700.00).

- 15.1.2. Flight Attendants based in Thompson or Sioux Lookout may receive in each month, in addition to the currently allotted employee pass benefit, two (2) one-way OCS guest passes for use by the Flight Attendant and two (2) round trip OCS guest passes for use by any acquaintance of the Flight Attendant. Use of the OCS and employee pass benefit is at the Flight Attendant's discretion and is non-cumulative. The OCS guest pass may be used by any acquaintance of the Flight Attendant for the purposes of visitation while the Flight Attendant is working in Thompson. Flight Attendants flying on confirmed OCS guest passes fly on a "confirmed seat" basis ("standby" basis for other users). Flight Attendants are responsible for paying the Thompson Airport Improvement Fee ("AIF") for the two (2) round trip OCS guest passes. No Flight Attendant may receive a monetary gain in relation to any OCS guest pass.
- 15.1.3. Flight Attendants based in Thompson or Sioux Lookout will receive an OCS freight allowance of 100/lbs a month for personal items only. OCS freight will be shipped on a space available basis, and is noncumulative.
- 15.1.4. Flight Attendants based in Thompson or Sioux Lookout who are required to travel to Winnipeg to attend training as required by the Company will be reimbursed, to a maximum of fifty dollars (\$50.00) per trip, for any necessary taxi transportation expenses from and to the airport in Winnipeg.
- 15.1.5. Should the Company require a Thompson/Sioux-Lookout-based Flight Attendant to move to Winnipeg permanently for any reason during their one-year commitment, any reasonable moving costs incurred by the employee will be paid by the Company. This includes but is not limited to lease penalties and associated moving costs. A Thompson/Sioux-Lookout-based Flight Attendant who is awarded a position posting in Winnipeg, unless for purposes of a status upgrade, shall not be considered as being required to move to Winnipeg and shall not be entitled to the benefits of this Article.

## ARTICLE 16. – UNION SECURITY

### 16.1. General

16.1.1. The Company agrees to deduct biweekly from the salary due and payable to each Flight Attendant covered by section 1.3 Recognition an amount equal to the monthly Union dues determined from time to time by the Union pursuant to its constitution. The total amount of such dues deductions shall be remitted by the Company, together with a list of names of Flight Attendants from whom the deductions were made, to the Secretary Treasurer of the Union, not later than the 15th day of the month following the month in which the dues are deducted. Union dues shall be 1.35% of the Flight Attendant's regular pay with respect to regularly scheduled hours worked by the Flight Attendant, vacation pay and holiday pay.

The Company shall furnish to the Union on at least a monthly basis a complete dues listing including:

- The names of all active and inactive Flight Attendants
- The amount of dues deducted for each Flight Attendant
- The relevant rate of pay and job classification for each Flight Attendant
- The salary upon which Union dues were calculated
- A reason should there be no deductions (i.e. Workers Compensation Benefits, layoff, etc.)

The Union agrees to provide sixty (60) days advance notice to the Company of any change in its dues structure.

16.1.2. The Company shall not be responsible financially or otherwise either to the Union or to any Flight Attendant for any failure to make deductions or for making improper deductions or remittances. However, in any instances in which an error occurs in the amount of any deduction of dues from a Flight Attendant's wages, the Company shall adjust the amount in a subsequent remittance. The Company's liability for any and all amounts deducted pursuant to this Article shall terminate at the time it remits payment to the Union.

16.1.3. The Union shall indemnify and save harmless the Company from any and all claims, demands, actions and any other form of liability or expense arising out of or in respect of deductions made by the Company from the wages of any employee and remitted to the Union pursuant to the provisions of this Article.



## ARTICLE 17. – DISCIPLINE AND DISCHARGE

### 17.1. General

- 17.1.1. All disciplinary or discharge actions of non-probationary employees must be for just cause.
- 17.1.2. Where disciplinary or discharge action is considered, the Flight Attendant involved may where necessary be held out of service pending investigation, to provide the Company with sufficient time to investigate and consider all factors. This investigation will take place as soon as possible, and in most cases it is expected will not take more than seven (7) calendar days. However, if the Company requires more time, it will advise the Flight Attendant and Union, prior to the expiry of the seven (7) calendar days and to the extent possible provide an indication of by when the process will be completed.
- 17.1.3. When disciplinary or discharge action is taken, the Flight Attendant will be so notified in writing, with a copy to the Union.
- 17.1.4. Training Discipline
  - (a). When a Flight Attendant fails to qualify during any exam, drill, Line Indoctrination or line check, the Flight Attendant and the Union shall be advised in writing. The Flight Attendant will then receive additional training, which training will be determined by the Company.
  - (b). In the event of a second (2nd) consecutive failure of the exam, drill, Line Indoctrination or line check (i.e. Initial and/or Annual) the Flight Attendant may be dismissed at the discretion of the Company.
- 17.1.5. Any investigations shall be held so as to best reasonably accommodate the persons concerned including the Flight Attendant involved, any witnesses, and the Company. “Best reasonably accommodating” the persons concerned may include things such as time off work and positive space transportation, and will be interpreted with the idea of taking all reasonable and cost effective steps towards a prompt and full investigation.
- 17.1.6. During any investigatory meeting with the Flight Attendant involved, the Flight Attendant may request the presence of an Union representative, which shall not delay such meeting more than twenty-four (24) hours.
- 17.1.7. A Flight Attendant who has been disciplined or discharged may file a grievance in accordance with the provisions of Article 18: Grievance Procedure.

## **ARTICLE 18. – GRIEVANCE PROCEDURE**

### **18.1. General**

- 18.1.1. The Company and the Union agree that grievances shall be adjusted as quickly as possible in the manner set out herein and without suspension, interruption or disruption of the normal operations of the Company.
- 18.1.2. A “grievance” shall mean a dispute concerning the interpretation, application or alleged violation of the provisions of this Agreement, or in the case of a non-probationary employee, a complaint that he has been disciplined or discharged without just cause.
- 18.1.3. Written agreements arrived at between the Company and the Union on the disposition of any specific grievance shall be final and binding upon the Company, the Union and the employee or employees concerned.

### **18.2. Steps of the Grievance Procedure**

- 18.2.1. If an employee has a complaint, he shall first confer with the Flight Attendant Manager immediately following the event or circumstance giving rise to the complaint and he may be accompanied by a Union Steward if he so requests.
- 18.2.2. The Union will not file a grievance until the affected employee or the Union has first given the Flight Attendant Manager the opportunity to settle the complaint, except for those complaints referred to in Article 18.2.4 and 18.2.5.
- 18.2.3. If such informal discussion does not result in a satisfactory adjustment of the employee’s complaint, an earnest effort shall be made to settle grievances properly arising under this Agreement in the following manner:

#### **STEP 1**

The grievance shall be submitted by the union representative in writing to the Flight Attendant Manager or his designate within ten (10) Calendar Days from the date immediately following the event or circumstance giving rise to the grievance or the date on which the affected employee ought to have become aware of the event or circumstance giving rise to the grievance or the date on which the informal discussion referred to in section 18.2.1 was held, whichever is later. The grievance shall be signed and dated by the Union and the nature of the grievance, the article or articles of this Agreement alleged to have been violated and the remedies sought shall all

be clearly set out in the written grievance. The Flight Attendant Manager or his designate shall render his decision in writing within seven (7) Calendar Days of receipt of the written grievance.

### STEP 2

If the grievance is not resolved at Step 1, the Union District Chairperson may appeal, in writing, to the Flight Attendant Manager or his designate within ten (10) Calendar Days from the date of receipt of the Flight Attendant Manager's decision at Step 1. Within ten (10) Calendar Days of receipt of the written appeal from the Union District Chairperson, the Flight Attendant Manager or his designate will meet with a Union representative to discuss the grievance. The employees affected by the grievance may attend with the Union. The Flight Attendant Manager or his designate shall render his decision in writing within ten (10) Calendar Days after the meeting.

### STEP 3

Failing satisfactory settlement at Step 2, either the Company or the Union may submit the grievance to arbitration in accordance with the provisions of Article 19: Arbitration.

- 18.2.4. A grievance arising directly between the Company and the Union concerning the interpretation, application or alleged violation of this Agreement shall be initiated by either the Company or the Union at Step 2 of the grievance procedure within ten (10) Calendar Days from the date immediately following the event or circumstance giving rise to such policy grievance or the date on which the Company or the Union ought to have become aware of the event or circumstance giving rise to such policy grievance, whichever is later. If not so presented the grievance shall be forfeited and waived by the aggrieved party. The nature of the grievance, the article or articles of this Agreement alleged to have been violated and the remedies sought shall all be clearly set out in the written grievance.
- 18.2.5. In the event a non-probationary employee claims he has been disciplined without just cause, the Union shall submit a written grievance at Step 1 of the grievance procedure within ten (10) Calendar Days after the employee was notified by the Company in writing of his discipline, except that where the employee claims he has been discharged without just cause, the Union shall submit a written grievance at Step 2 of the grievance procedure within ten (10) Calendar Days after the employee was notified by the Company in writing of his discharge.

## **ARTICLE 19. – ARBITRATION**

### **19.1. Referral to Arbitration**

19.1.1. When a party desires that a grievance be submitted to arbitration, that party shall notify the other party in writing, within twenty (20) Calendar Days after the date the decision at Step 2 of the grievance procedure was or should have been given, of its desire to submit the matter to arbitration. If no such written request for arbitration is received within the said twenty (20) Calendar Day time limit, then the grievance will be deemed to have been abandoned. Grievances shall be submitted to a single arbitrator to be chosen in rotation from a list consisting of:

Arne Peltz

Michael D. Werier

19.1.2. If any individual on the above list who, having been requested in his turn to act as arbitrator on an arbitration, shall be unable or unwilling to act, he shall not again be requested to act as arbitrator on any arbitration until his name comes up again on the regular rotation of the list.

### **19.2. Jurisdiction**

19.2.1. The arbitrator may determine his own procedure but shall give full opportunity to the parties to present evidence and to make representations.

19.2.2. The arbitrator shall not have any jurisdiction to alter, modify, amend or add to any of the provisions of this Agreement, nor to substitute any new provisions in lieu thereof nor to make any decisions inconsistent with the provisions hereof. The arbitrator shall have the authority, within the above limitations, to dispose of grievances in such manner as he may deem just and reasonable in the circumstances.

19.2.3. The findings and decision of the arbitrator on all arbitrable questions shall be final and binding upon all parties concerned.

### **19.3. Arbitration Expenses**

The Company and the Union shall each pay one-half (½) of the fees and expenses of the arbitrator.

**19.4. Time Limits**


19.4.1. No grievance shall be submitted to arbitration which has not been properly carried through all the requisite steps of the grievance procedure.


19.4.2. The time limits set out in the grievance procedure in Article 18 and the arbitration provisions in this Article 19 are mandatory and may only be extended or waived by mutual agreement in writing between the Company and the Union. Any grievance not submitted within the time limits nor advanced by the grieving party within any of the time limits specified in Article 18 and this Article 19, including reference to arbitration, shall be deemed to have been abandoned and settled on the basis of the reply to the grievance and further recourse to the grievance procedure or to arbitration shall be forfeited.

**ARTICLE 20. – AGREEMENT APPROVAL SIGNATURES**

To indicate our agreement to the terms and conditions of this Flight Attendant Collective agreement, we have signed our names below:

**FOR: Unifor Local 2002**


  
Kaitlin Gedeon  
Chairperson

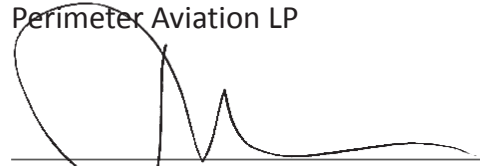
  
Cody Klassen  
Bargaining Representative

  
Ashley Watkins  
Bargaining Representative

  
Gina Smoke  
National Representative

**FOR: Perimeter Aviation LP**

  
Chris Laing, VP Flight Operations,  
Perimeter Aviation LP

  
Milt Christiansen  
Perimeter Aviation LP

Dated this 7th day of June, 2017 at Winnipeg, Manitoba.

## SCHEDULE 1

Pay Scale	Base	Base Incr	Hourly Wage - Sched				Hourly Wage - Charter			
			2017	2018	2019	2020	2017	2018	2019	2020
<b>Winnipeg Base</b>										
A - 0 to 12 months	\$ 29,000.00	\$ 29,435.00	\$ 0.55	\$ 1.11	\$ 1.68	\$ 2.26	\$ 0.74	\$ 1.48	\$ 2.24	\$ 3.01
B - 13 to 24 months	\$ 31,320.00	\$ 31,789.80	\$ 0.60	\$ 1.20	\$ 1.82	\$ 2.44	\$ 0.79	\$ 1.60	\$ 2.42	\$ 3.25
C - 25 to 36 months	\$ 32,259.60	\$ 32,743.49	\$ 0.61	\$ 1.24	\$ 1.87	\$ 2.51	\$ 0.82	\$ 1.65	\$ 2.49	\$ 3.35
D - 37 to 48 months	\$ 33,227.40	\$ 33,725.81	\$ 0.63	\$ 1.27	\$ 1.93	\$ 2.59	\$ 0.84	\$ 1.70	\$ 2.57	\$ 3.45
E - 49 to 60 months	\$ 34,224.21	\$ 34,737.57	\$ 0.65	\$ 1.31	\$ 1.98	\$ 2.66	\$ 0.87	\$ 1.75	\$ 2.64	\$ 3.55
F - 61 to 72 months	\$ 35,250.94	\$ 35,779.70	\$ 0.67	\$ 1.35	\$ 2.04	\$ 2.74	\$ 0.89	\$ 1.80	\$ 2.72	\$ 3.66
G - 73 to 84 months	\$ 36,308.46	\$ 36,853.09	\$ 0.69	\$ 1.39	\$ 2.10	\$ 2.83	\$ 0.92	\$ 1.86	\$ 2.81	\$ 3.77
H - 85 to 96 months	\$ 37,397.72	\$ 37,958.69	\$ 0.71	\$ 1.43	\$ 2.17	\$ 2.91	\$ 0.95	\$ 1.91	\$ 2.89	\$ 3.88
<b>Thompson / Sioux Lookout Bases</b>										
A - 0 to 12 months	\$ 32,132.00	\$ 32,613.98	\$ 0.61	\$ 1.23	\$ 1.86	\$ 2.50	\$ 0.82	\$ 1.64	\$ 2.48	\$ 3.34
B - 13 to 24 months	\$ 34,420.68	\$ 34,936.99	\$ 0.66	\$ 1.32	\$ 1.99	\$ 2.68	\$ 0.87	\$ 1.76	\$ 2.66	\$ 3.57
C - 25 to 36 months	\$ 35,195.22	\$ 35,723.15	\$ 0.67	\$ 1.35	\$ 2.04	\$ 2.74	\$ 0.89	\$ 1.80	\$ 2.72	\$ 3.65
D - 37 to 48 months	\$ 36,018.50	\$ 36,558.78	\$ 0.69	\$ 1.38	\$ 2.09	\$ 2.80	\$ 0.91	\$ 1.84	\$ 2.78	\$ 3.74
E - 49 to 60 months	\$ 36,927.92	\$ 37,481.84	\$ 0.70	\$ 1.42	\$ 2.14	\$ 2.88	\$ 0.94	\$ 1.89	\$ 2.85	\$ 3.83
F - 61 to 72 months	\$ 37,824.26	\$ 38,391.62	\$ 0.72	\$ 1.45	\$ 2.19	\$ 2.94	\$ 0.96	\$ 1.93	\$ 2.92	\$ 3.93
G - 73 to 84 months	\$ 38,958.98	\$ 39,543.36	\$ 0.74	\$ 1.49	\$ 2.26	\$ 3.03	\$ 0.99	\$ 1.99	\$ 3.01	\$ 4.04
H - 85 to 96 months	\$ 40,127.75	\$ 40,729.67	\$ 0.76	\$ 1.54	\$ 2.33	\$ 3.12	\$ 1.02	\$ 2.05	\$ 3.10	\$ 4.17



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