

COLLECTIVE AGREEMENT

Between

NAV CANADA

And

**INTERNATIONAL BROTHERHOOD OF
ELECTRICAL WORKERS, LOCAL 2228**

Expiry Date: December 31, 2019

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ARTICLE 1

PURPOSE OF AGREEMENT

- 1.01 The purpose of this Agreement is to establish and maintain harmonious relationships between the Company, the Union and the employees and to set forth herein the terms and conditions of employment upon which agreement has been reached through collective bargaining.
- 1.02 The parties to this Agreement share a desire to improve the quality and to increase the efficiency of the electronics field in NAV CANADA, to promote the well-being of its employees and to provide safe and efficient services to the public.

ARTICLE 2

INTERPRETATION AND DEFINITIONS

2.01 For the purpose of this Agreement:

- (a) "Union" means Local 2228 of the International Brotherhood of Electrical Workers;
- (b) "allowance" means compensation payable for the performance of special or additional duties;
- (c) "bargaining unit" means the employees of NAV CANADA in the Electronics Group, Technical Category, as described in the certificate issued by the Public Service Staff Relations Board on the 7th day of March 1969 and deemed to be certified under the Canada Labour Code by the Civil Air Navigation Services Commercialization Act (CANSCA).
- (d) "continuous service" means unbroken service from the employee's last date of hire including authorized leaves of absence.
- (e) "continuous employment" means continuous service including the cumulative periods of continuous service where interruptions in service of less than three (3) months occur.
- (f) the continuous service or continuous employment of a "designated continued employee" means the continuous service or continuous employment of a "designated" continued employee shall include his or her continuous service or continuous employment as an employee engaged in the Public Service as defined in the Public Service Staff Relations Act (R.S.C. c. P-35 s.i.) as at November 1, 1996 and who was employed in any department or organization mentioned in any version of Part 1, Schedule 1 under the said Act prior to November 1, 1996.
- (g) "daily rate of pay" means an employee's weekly rate of pay divided by five (5);
- (h) "day of rest" in relation to an employee means a day other than a general holiday on which that employee is not ordinarily required to perform the duties of his/her position other than by reason of his/her being on leave of absence;
- (i) "employee" has the same meaning as defined in the Canada Labour Code and who is a member of the bargaining unit;

- (j) “Company”, means NAV CANADA and includes any person authorized to exercise the authority of NAV CANADA;
- (k) “general holiday” means:
 - (i) in the case of a shift that does not commence and end on the same day, the twenty-four (24) hour period commencing from the time at which the shift commenced on a day designated as a general holiday in this Agreement,
 - (ii) in any other case the twenty-four (24) hour period commencing at 00:00 hours of a day designated as a holiday in this Agreement;
- (l) “lay-off” means an employee whose employment has been terminated because of lack of work or because of discontinuance of a function;
- (m) “leave of absence” means permission to be absent from duty;
- (n) “membership dues” means the dues established pursuant to the By-laws of the Union as the dues payable by its members as a consequence of their membership in the Union, and shall not include any initiation fee, insurance premium, or special levy;
- (o) “remuneration” means pay and allowances;
- (p) “weekly rate of pay” means an employee's annual rate of pay divided by 52.176;
- (q) “straight-time hourly rate” means an employee's weekly rate of pay divided by thirty-seven and one-half (37 1/2);
- (r) “premium” means an amount of money paid under a specific provision of this Agreement, or time off in lieu of such payment, other than any payment made in respect of overtime, and which is payable in addition to and not as part of the compensation paid an employee for the performance of the regular duties of his/her position;
- (s) “operating employee” means an employee whose hours of work are normally scheduled on a rotating shift basis and/or whose regular duties at his/her normal work place, include the actual in situ maintenance of electronic equipment that must be continually available beyond the hours of 0600 to 1800 local time; and
- (t) “non-operating employee” means an employee whose hours of work are not normally scheduled on a rotating shift basis and whose regular duties, at his/her normal work place, do not include the actual in situ maintenance

of electronic equipment that must be continually available beyond the hours of 0600 to 1800 local time.

If any dispute or difficulty arises in the application of the definitions (t) and (u), the matter shall be referred to the parties who will convene an appropriate forum to attempt to resolve or dispose of such dispute or difficulty.

In the event the parties are unable to resolve or dispose of the matter any grievance subsequently presented shall begin at the Final level of the grievance procedure in accordance with 36.04 Step 2.

- (u) “leave with pay” means an authorized absence from work during which an employee continues to receive his/her straight-time hourly rate of pay and such other benefits which he/she receives solely because he/she is in receipt of pay;
- (v) “shift cycle” means a period of time in which a certain number and types of shifts and days of rest are arranged in sequence and scheduled. At the end of such period of time the process repeats.
- (w) “spouse” is one of two persons legally married to one another or those in relationships where they have lived with one another for a period of at least one (1) year, continue to live with each other and who have publicly represented themselves as spouses.

2.02 Except as otherwise provided in this Agreement, expressions used in this Agreement if defined in the Canada Labour Code, have the same meaning as given to them in the Canada Labour Code.

2.03 Throughout this agreement, words importing the masculine gender include the feminine gender.

ARTICLE 3

APPLICATION

3.01 The provisions of this Agreement apply to the Union, employees and the Company.

ARTICLE 4
OFFICIAL TEXTS

4.01 Both English and French texts of this Agreement shall be official.

ARTICLE 5

FUTURE LEGISLATION AND THE COLLECTIVE AGREEMENT

- 5.01 If any law now in force or enacted during the term of this Agreement renders null and void any provision of this Agreement, the remaining provisions shall remain in effect for the term of the Agreement. The parties shall thereupon seek to negotiate substitute provisions which are in conformity with the applicable law.

ARTICLE 6

MANAGERIAL RIGHTS

6.01 The Union recognizes and acknowledges that the Company has and shall retain the exclusive right and responsibility to manage its operations in all respects including, but not limited to, the following:

- (a) to plan, direct and control operations; to determine methods, processes, equipment and other operating matters; to determine the location of facilities and the extent to which these facilities or parts thereof shall operate;
- (b) to direct the workforce, including the right to decide on the number of employees; to organize and assign work, to schedule shifts and maintain order and efficiency, to discipline employees including suspension and discharge for just cause;

and it is expressly understood that all such rights and responsibilities not specifically covered or modified by this Agreement shall remain the exclusive rights and responsibilities of the Company.

6.02 Such rights will not be exercised in a manner inconsistent with the express provisions of this Agreement.

ARTICLE 7

PREVIOUS RIGHTS

- 7.01 Unless specified otherwise in this collective agreement, the terms and conditions of employment of employees in the bargaining unit shall be those provided for in the present collective agreement. It is agreed that in the event of a contradiction between a provision of the present collective agreement and any policy or practice of NAV CANADA, the provision of the present collective agreement shall prevail.
- 7.02 The Company agrees to consult the Union before implementing changes in terms and conditions of employment not covered by this Agreement.

ARTICLE 8

RECOGNITION

- 8.01 The Company recognizes the Local Union 2228 International Brotherhood of Electrical Workers as the exclusive bargaining agent for all employees described in the certificate issued by the Public Service Staff Relations Board on the 7th day of March 1969, and deemed to be certified under the Canada Labour Code by the Civil Air Navigation Commercialization Act (CANSCA), covering employees of the Electronics Occupational Group.
- 8.02 The Union shall notify the Company promptly and in writing of the names of its representatives, the respective dates of their appointment and the names, if any, of those representatives who are being replaced or discontinued.
- 8.03 The Company recognizes and acknowledges that the employee has and shall retain the exclusive right to conduct his/her personal affairs outside the hours during which he/she is discharging his/her duties to the Company. It is expected that if full-time employees engage in part-time outside employment, their job performance at NAV CANADA will not be affected.
- 8.04 (a) Every employee of the bargaining unit who is now, or hereafter becomes a member of the Union, shall maintain his or her membership in the Union as a condition of his or her employment and every new employee shall within thirty (30) days after the commencement of his or her employment apply for and thereafter maintain membership in the Union as a condition of his or her employment.
- (b) The Union will not require the Company to terminate the employment of an employee because the employee has been expelled or suspended from membership in the Union for a reason other than a failure to pay the periodic dues, assessments, and initiation fees uniformly required to be paid by all members of the Union as a condition of acquiring or retaining membership in the Union.

ARTICLE 9

ILLEGAL WORK STOPPAGE

- 9.01 There shall be no strikes or lockouts, as defined in the Canada Labour Code, during the term of this Agreement.

ARTICLE 10

APPOINTMENT OF STEWARDS

- 10.01 The Company acknowledges the right of the Union to appoint a reasonable number of Stewards, having regard to the plan of organization, the dispersment of employees at the work place, and the administrative structure implied in the grievance procedure.
- 10.02 A Steward, or authorized representative, shall obtain the permission of his/her immediate supervisor before leaving his/her work to investigate complaints or grievances and to meet with local management for the purpose of dealing with these matters and to attend meetings called by management. Such permission shall not be unreasonably withheld. Where practicable the Steward or authorized representative shall report back to his/her supervisor before resuming his/her normal duties.
- 10.03 The Union recognizes that employees who are representatives of the Union have regular duties to perform in connection with their work for the Company.

ARTICLE 11

ACCESS TO PREMISES

- 11.01 The Company agrees that appointed and/or elected union representatives may be granted access to the Company's premises upon request and following the consent of the Company. Such request shall be made in writing to the local management where time permits and orally in other cases.
- 11.02 Such consent shall not be unreasonably withheld.

ARTICLE 12

CHECK-OFF

- 12.01 The Company will, as a condition of employment, deduct an amount equal to the membership dues from the monthly pay of all employees in the bargaining unit starting with the first full month of employment to the extent that earnings are available.
- 12.02 (a) The Union shall inform the Company in writing of the authorized monthly deduction to be checked off for each employee defined in clause 12.01.
- (b) Any adjustment to an individual's dues deduction, other than as provided in 12.06, or a general dues adjustment, shall be made within two (2) weeks after receipt of the list provided for in clause 12.08.
- 12.03 An employee who satisfies the Company to the extent that he/she declares in an affidavit that he/she is a member of a religious organization registered pursuant to the Income Tax Act, whose doctrine prevents him/her as a matter of conscience from making financial contributions to an employee organization and that he/she will make contributions to a charitable organization equal to dues, shall not be subject to this Article, provided that the affidavit submitted by the employee shows the registered number of the religious organization and is countersigned by an official representative of the religious organization involved.
- 12.04 No Union, other than Local 2228 of the International Brotherhood of Electrical Workers, will be permitted to have monies deducted by the Company from the pay of employees in the bargaining unit.
- 12.05 The amounts deducted in accordance with clause 12.01 shall be remitted to the Financial Secretary of the Union by cheque within a reasonable period of time after deductions are made and shall be accompanied by particulars identifying each employee and the deductions made on his/her behalf.
- 12.06 The Company agrees to continue the past practice of making deductions for group life insurance on the basis of the production of appropriate documentation. The Company will not be liable for not informing employees when their Group Life coverage is affected because of lack of sufficient earnings to cover deductions or because of transfers between Bargaining Units.

Should there evolve a requirement for deductions other than above, the parties agree to discuss the matter and where the need is mutually recognized, endeavour to implement the necessary change.

12.07 The Union agrees to indemnify and save the Company harmless against any claim or liability arising out of the application of this Article except for any claim or liability arising out of an error committed by the Company limited to the amount actually involved in the error.

12.08 The Company agrees to provide the Union with the following information on a monthly basis, pertaining to all employees in the bargaining unit:

- Employee's name
- Group and level
- Location (unit)
- Region
- Department
- Section or Organization
- Technical Certification Premium (TCP)
- New Employees
- Departed Employees

This information will be provided in a hard and soft copy.

ARTICLE 13
INFORMATION

- 13.01 The Company agrees to supply each employee with a copy of the Collective Agreement. All costs for printing and distributing the Collective Agreement will be divided equally between the Company and the Union.
- (a) the Collective Agreement shall be printed in a unionized shop as agreed to by both parties;
 - (b) furthermore, it is understood that both parties shall agree upon the quantity/quality required for the Union and NAV CANADA prior to printing and distribution.
- 13.02 An employee, upon written request, shall be entitled to a copy of his/her job description, the level of the position and the rating allotted by factor.

ARTICLE 14

USE OF COMPANY FACILITIES

14.01 The Company may permit the Union to use the Company's premises outside the working hours of the employees for conducting meetings of their members, where refusal to grant permission would make it difficult for the Union to convene a meeting. The Union shall insure the orderly and proper conduct of its members who attend such meetings and agrees to be responsible for leaving facilities in good order after use.

14.02 **Bulletin Boards**

Reasonable space on Bulletin Boards will be made available to the Union for the posting of official Union notices. Such boards will be placed in convenient locations as determined by the Company. Notices or other material shall require the prior approval of the Company, except notices of meetings to their members and elections, of the meetings of Union representatives or social and recreational affairs.

ARTICLE 15

LEAVE WITH OR WITHOUT PAY FOR UNION BUSINESS

15.01 When an employee is required to attend the proceedings identified in clauses 15.02, 15.03, 15.04, 15.06 and 15.07, the Union will make every effort to schedule such proceedings so that forty five (45) days advance notice can be provided to NAV CANADA.

15.02 **Canada Industrial Relations Board**

Where operational requirements permit, NAV CANADA will grant leave without pay to an employee representative who acts on behalf of an employee making a complaint, or who acts on behalf of the Union making a complaint.

15.03 **Canada Labour Code Applications for Certification**

Where operational requirements permit NAV CANADA will grant leave with pay to an employee representative who represents the Union in an application for certification or in an intervention.

15.04 **Preparatory Contract Negotiation Meetings**

Where operational requirements permit NAV CANADA will grant leave without pay to a reasonable number of employees for the purpose of attending preparatory contract negotiation meetings.

15.05 **Contract Negotiation Meetings**

Where operational requirements permit NAV CANADA will grant leave without pay to a reasonable number of employees to attend negotiation meetings on behalf of the Union.

15.06 **Canada Labour Code Conciliation Commissioner, Conciliator, or Mediator**

Where operational requirements permit, NAV CANADA will grant leave without pay to a reasonable number of employees representing the Union before a Conciliation Commissioner, Conciliator, or a Mediator.

15.07 **Arbitration**

NAV CANADA will grant leave:

- (a) with pay to the grievor to attend the arbitration;

- (b) with pay to the representative of an employee who is party to an arbitration.

15.08 Meetings between the Union and Management not Otherwise Specified in this Article

Where operational requirements permit, NAV CANADA will grant leave with pay to a reasonable number of employees who are meeting with management on behalf of the Union.

15.09 Union Conventions, National Union Committees and Executive Board Meetings

Where operational requirements permit NAV CANADA will grant leave without pay to a reasonable number of employees to attend National Union Committees, Executive Board meetings and Labour conventions.

15.10 Representatives' Training Courses

Where operational requirements permit NAV CANADA will grant leave without pay to employee representatives to undertake training related to the duties of a representative.

15.11 Elected/Appointed Union Officials

- (a) With reasonable notice from the employee in writing that he/she has been elected/appointed to serve as a full-time elected Union official, NAV CANADA will grant leave without pay to the employee for the term of the appointment.

- (b) An employee granted leave under clause (a) above shall continue insured benefits coverage (Basic Life Insurance, Long Term Disability Insurance, Supplementary Health Care, Dental Care, Comprehensive Health Care, Business Travel Accidental Death and Dismemberment Insurance Plan) and continue membership in the Pension Plan for the period of leave granted. The Union shall reimburse NAV CANADA the employee and Company contributions for the above mentioned plans.

- (c) The period of leave granted shall be counted as continuous service for the purposes of seniority, calculating severance pay, vacation leave and pay increments.

15.12 Witness General

- (a) An employee who is requested by NAV CANADA to appear as a witness before an arbitrator, arbitration board, or the Canada Industrial

Relations Board, or any of its constituent bodies, will be granted leave with pay to attend the hearing and appear as a witness if called.

- (b) An employee who is requested by the Union to appear as a witness before an arbitrator, arbitration board, or the Canada Industrial Relations Board, or any of its constituent bodies, will be granted leave without pay to attend the hearing and appear as a witness if called.

15.13 Upon prior written request from the Union, an employee on leave without pay under Articles 15.02, 15.04, 15.05, 15.06, 15.09, 15.10, and 15.12(b) of less than three (3) consecutive months will continue to receive his/her regular salary and benefits for the period of leave granted, subject to the Union reimbursing NAV CANADA for the employee's salary.

If the leave is expected to be three (3) consecutive months or greater, Article 15.11 (b) and (c) shall apply.

ARTICLE 16

PENSIONS

- 16.01 Members of the bargaining unit are entitled to the benefits of the NAV CANADA pension plan.
- 16.02 All portions of the NAV CANADA Pension Plan that provide for specific levels of benefits, entitlements, contributions are deemed to be included in the current collective agreement with IBEW and cannot be modified except by consent of both parties. All other portions of the current plan, including administration, funding, etc. are not deemed party of the current collective agreement with IBEW.
- 16.03 (a) Effective January 1, 2014 all newly hired employees will be placed under the provisions of Part B of the NAV CANADA Pension Plan.
- (b) Effective January 1, 2014, all new hires upon completion of their probation period, shall receive a two thousand dollar (\$2,000.00) lump sum non pensionable payment.
- Temporary employees and employees who had previously retired from NAV CANADA shall not be entitled to this lump sum payment. Employees shall only receive this lump sum payment once in their career at NAV CANADA.
- 16.04 The Memorandum of Agreement regarding the NAV CANADA Pension Plan dated January 26, 2009, shall form part of this collective agreement.

ARTICLE 17
VACATION LEAVE

17.01 The vacation year extends from April 1 to March 31 of each year.

17.02 **Accumulation of Vacation Leave**

An employee who has earned at least ten (10) days' pay for each calendar month of a vacation year shall earn vacation leave of:

- (a) one hundred and twelve and one half (112 ½) hours per vacation year for an employee if he/she has completed up to eight (8) years of continuous employment;
- (b) one hundred and fifty (150) hours per vacation year if he/she has completed eight (8) years of continuous employment;
- (c) one hundred and sixty five (165) hours per vacation year if he/she has completed sixteen (16) years of continuous employment;
- (d) one hundred and seventy two and one half (172 1/2) hours per vacation year if he/she has completed seventeen (17) years of continuous employment;
- (e) one hundred and eighty seven and one half (187 ½) hours per vacation year if he/she has completed eighteen (18) years of continuous employment;
- (f) two hundred and two and one half (202.5) hours per vacation year if he/she has completed twenty-seven (27) years of continuous employment;
- (g) two hundred and twenty five (225) hours per vacation year if he/she has completed twenty-eight (28) years of continuous employment;
- (h) vacation leave provided under 17.02(a) to (g) above, shall be granted on a pro rata basis during the vacation year in which the employee completes the required years of continuous employment;

17.03 An employee who has not earned at least ten (10) days' pay for each calendar month of a vacation year will earn vacation leave at one-twelfth (1/12) of the rate referred to in clause 17.02 for each calendar month for which he/she receives at least ten (10) days' pay. No employee shall as a result of transfer

or temporary assignment into the bargaining unit earn a double entitlement for annual leave in the same month.

- 17.04 An employee is entitled to vacation leave with pay to the extent of his/her earned credits but an employee who has completed six (6) months of continuous employment may receive an advance of credits equivalent to the anticipated credits for the vacation year.
- 17.05 At the beginning of each vacation year an employee will be credited with his/her entitled vacation leave in anticipation of his/her working and/or receiving pay for the following twelve (12) months.
- 17.06 To ensure that all concerned have information on vacation planning for the upcoming vacation year, representatives of the Union shall be given the opportunity to consult with the Company no later than April 1. During such consultation the proposed vacation schedule for the upcoming year may be reviewed in light of previous experience. Further consultation in respect of leave planning may be scheduled as the need arises.
- 17.07 An employee's vacation shall normally be taken in the vacation year in which he/she becomes eligible for it. The Company shall, subject to the operational requirements of the service, make every reasonable effort:
- (a) to schedule an employee's vacation leave for at least two (2) consecutive weeks, if so requested by the employee not later than May 1st;
 - (b) to give next priority to periods of vacation for which a request is made by employees prior to June 1st
 - (c) subject to (a) and (b) above, to schedule an employee's vacation leave at a time acceptable to him;
 - (d) after October 1st and after consultation with the employee, to assign him/her available vacation periods if the Company has been unable to schedule vacation during the periods preferred by the employee or if the employee has not filed with the Company his/her vacation preference by October 1st;
 - (e) to permit an employee to use at an agreed time in the following vacation year, any unused vacation credits earned by him/her in the current vacation year, provided that the employee has filed by October 1st a request in writing which includes his/her reason(s) for such request. Approval of such requests will be limited to exceptional circumstances which would require a vacation period of longer consecutive duration than that to which the employee would be

entitled in the following vacation year, and which can be accommodated having regard to the projected vacation entitlements of others for the time requested. However, if the circumstances warrant, consideration will be given to requests which, while not entailing a longer consecutive duration, do entail a longer period of vacation than the employee would otherwise have available in that year;

- (f) to comply with an employee's request that he/she be permitted to take vacation leave of five (5) or more days in accordance with the shift schedule so as to provide for the employee's normal days of rest immediately preceding and following the period of vacation leave.
- 17.08 (a) When operational requirements prevent an employee from receiving all the vacation leave credited to him/her, the unused portion of his/her vacation leave shall be carried over into the following vacation year. Carry-over beyond one (1) year shall be by mutual consent.
- (b) Upon application by the employee and with the approval of the Company earned but unused vacation leave credits carried forward from previous vacation years shall be compensated at the employee's regular daily rate of pay in effect on March 31st.
- 17.09 When a day that is a general holiday for an employee falls within a period of vacation leave with pay, the general holiday shall not count as a day of vacation leave.
- 17.10 Where, in respect of any period of vacation leave, an employee is granted sick leave with pay, on production of a medical certificate, the sick leave granted shall be substituted for vacation leave.
- 17.11 Where in respect of any period of vacation leave or a combination of vacation leave and lieu days, circumstances arise which necessitate personnel selection leave in accordance with Article 18, the leave taken shall be substituted for vacation leave and/or lieu days.
- 17.12 An employee shall not be required to return to duty during any period of vacation leave. When, during any period of vacation leave, an employee is requested to return to duty and reports as requested he/she shall be reimbursed for reasonable expenses, as normally defined by the Company, that he/she incurs:
- (a) in proceeding to his/her place of duty, and

- (b) in returning to the place from which he/she was recalled if he/she immediately resumes vacation upon completing the assignment for which he/she was recalled, after submitting such accounts as are normally required by the Company.

The employee shall not be considered as being on vacation leave during any period in respect of which he/she is entitled to be reimbursed for reasonable expenses incurred by him/her by virtue of this clause.

17.13 Cancellation of Vacation

When an employee's approved vacation leave is cancelled before he/she is due to commence such vacation leave, the employee will be reimbursed reasonable expenses incurred due to cancellation. The employee will make every reasonable attempt to mitigate any losses incurred and will provide proof of such action to the Company.

- 17.14 When an employee dies after a period of continuous employment of not more than six (6) months, his/her estate shall, in lieu of earned vacation leave, be paid an amount equal to four per cent (4%) of the total of the pay and compensation for overtime received by the employee during his/her period of employment.

- 17.15 Subject to clause 17.16 when an employee dies or otherwise ceases to be employed, after a period of continuous employment of more than six (6) months, the employee or his/her estate shall, in lieu of earned but unused vacation, be paid an amount equal to the product obtained by multiplying the number of days of earned but unused vacation by the daily rate of pay applicable to the employee immediately prior to the termination of his/her employment.

- 17.16 An employee whose employment is terminated by reason of a declaration that he/she abandoned his/her position is not entitled to receive the payment referred to in clause 17.15 unless he/she requests it within six (6) months following the date upon which his/her employment is terminated.

- 17.17 When the employment of an employee who has been granted more vacation leave with pay than he/she has earned is terminated by death, the employee is considered to have earned the amount of leave with pay granted to him/her.

- 17.18 When the employment of an employee who has been granted more vacation leave with pay than he/she has earned is terminated by lay-off, the employee is considered to have earned the amount of leave with pay granted to him/her if at the time of his/her lay-off, the employee has completed two (2) or more years of continuous employment.

- 17.19 An employee is entitled, once in each vacation year, to be informed, upon request, of the balance of his/her vacation leave with pay credits. In addition, as soon as possible after the end of the vacation year, an employee shall be informed in writing of the balance of his/her vacation leave with pay credits as of March 31st.
- 17.20 The amount of vacation leave with pay already credited to an employee by the Company at the time this Agreement is signed shall be retained by the employee. The amount of vacation leave with pay credited to a person by the Company at the time that person joins the bargaining unit after the effective date of this Agreement shall be retained by that person.

ARTICLE 18

OTHER LEAVE WITH OR WITHOUT PAY

18.01 **Marriage Leave With Pay**

- (a) After the completion of one (1) year's continuous employment, and providing an employee gives NAV CANADA at least fifteen (15) days' notice, the employee shall be granted five (5) days' marriage leave with pay for the purpose of getting married.
- (b) For an employee with less than two (2) years of continuous employment, in the event of termination of employment for reasons other than death or lay-off within six (6) months after the granting of marriage leave, an amount equal to the amount paid the employee during the period of leave will be recovered by NAV CANADA from any monies owed the employee.

18.02 **Bereavement Leave With Pay**

For the purpose of this clause, immediate family is defined as father, mother, (or alternatively stepfather, stepmother, foster parent or former guardian of the employee), brother, sister, spouse, child (or child of spouse) or ward of the employee, grandparent, father-in-law, mother-in-law, step-brother, step-sister, common law partner of the father or mother, spouse of the father or mother, grandchildren, or a relative permanently residing in the employee's household or with whom the employee permanently resides.

- (a) When a member of his/her immediate family dies, and the employee attends the funeral, the employee shall be entitled to bereavement leave with pay for a period of up to three (3) consecutive normally scheduled working days and the period of such leave shall encompass the day of the funeral. In addition, when necessary, the employee may be granted for the purpose of related travel up to three (3) calendar days' leave with no reduction in his/her weekly rate of pay.
- (b) An employee is entitled to bereavement leave with pay for up to one (1) day to attend the funeral of his/her son-in-law, daughter-in-law, brother-in-law, sister-in-law, aunt, uncle or in the event of the death of any member of the immediate family in (a) above when the employee is not attending the funeral.

- (c) It is recognized by the parties that the circumstances which call for leave in respect of bereavement are based on individual circumstances. On request management may, after considering the particular circumstances involved, grant leave with pay for a period greater than that provided for in clause 18.02 (a) and (b).
- (d) Where in respect of any period of vacation leave or a combination of vacation leave and lieu days, circumstances arise which necessitate bereavement leave in accordance with clause 18.02, the leave taken shall be substituted for vacation leave and/or lieu day(s).

18.03 Maternity Leave Without Pay

- (a) An employee with six (6) months of continuous service shall be granted a maternity leave without pay period up to 17 weeks in accordance with Articles 18.03 (b) to 18.03 (e).
- (b) Unless prevented from doing so by an unanticipated medical condition, an employee shall inform NAV CANADA in writing of her plans for taking leave with or without pay to cover her absence from work due to the pregnancy at least four (4) weeks in advance of the initial date of continuous leave of absence during which termination of pregnancy is expected to occur.
- (c) Maternity leave may begin not earlier than eleven (11) weeks prior to the expected date of delivery and end not later than seventeen (17) weeks after the actual delivery.
 - (i) Nevertheless, where the employee's new-born child is born prematurely, or is born with, or contracts, a condition that requires its hospitalization within the period defined in (c) above, the period of maternity leave without pay therein defined may be extended beyond the date falling twenty-six (26) weeks after the date of childbirth by a period equal to the period during which the child is hospitalized.
 - (ii) In any case described in subsection (i) above where the employee has proceeded on maternity leave without pay and then returns to work during all or part of the period during which her newborn child is hospitalized, she may resume her maternity leave without pay when the child's hospitalization is over and remain on maternity leave without pay to the extent provided for in subsection (i).

- (iii) The extension described in sub-section (i) or (ii) shall end no later than fifty-two (52) weeks after the termination date of pregnancy.
- (d) At its discretion, NAV CANADA may require an employee to submit a medical certificate certifying pregnancy.
- (e) An employee who has not commenced maternity leave without pay may elect to:
 - (i) use earned vacation and compensatory leave credits up to and beyond the date that her pregnancy terminates,
 - (ii) claim benefits under the Disability Income Security Program up to and beyond the date that her pregnancy terminates, subject to the provisions set out in the Disability Income Security Plan (DISP). For purposes of this clause, illness or injury as defined in the Disability Income Security Program Article shall include medical disability related to pregnancy.
- (f) **Maternity Allowance**
 - (I) (a) After completion of six (6) months continuous employment, an employee who agrees to return to work for a period of at least six (6) months and who provides NAV CANADA with proof that she has applied for and is eligible to receive employment insurance benefits pursuant to the Employment Insurance Act or the Quebec Parental Insurance Plan (Q.P.I.P.), shall be paid a maternity leave allowance in accordance with the Supplementary Employment Benefit Plan.
 - (b) An applicant under clause 18.03 (f) (I) (a) shall sign an agreement with NAV CANADA, providing:
 - (i) that she will return to work and work for a period of at least six (6) months, less any period in respect of which she is granted leave with pay;
 - (ii) that she will return to work on the date of the expiry of her pregnancy leave, unless this date is modified with NAV CANADA's consent.

- (c) Should the employee fail to return to work as per the provisions of clause 18.03 (f) (I) (b) (i) and (ii) for reasons other than death or lay-off, the employee recognizes that she is indebted to NAV CANADA for the full amount received as maternity leave allowance.
- (II) In respect of the period of maternity leave, maternity leave allowance payments made according to the Supplementary Employment Benefit Plan will consist of the following:
- (a) where an employee is subject to a waiting period of one (1) week before receiving employment insurance or Q.P.I.P. maternity benefits, an allowance of one-hundred percent (100%) of her weekly rate of pay for the waiting period less any other monies earned during this period; and/or
 - (b) up to a maximum of sixteen (16) weeks, payment equivalent to the difference between the EI benefits or Q.P.I.P. the employee is eligible to receive and one hundred percent (100%) of her weekly rate of pay, less any other monies earned during the period which may result in a decrease in EI or Q.P.I.P. benefits to which the employee would have been eligible if no extra monies had been earned during this period.
 - (c)
 - (i) for a full-time employee the weekly rate of pay referred to in clause 18.03 (f) (II) (a) and (b) shall be the weekly rate of pay, to which she is entitled, on the day immediately preceding the commencement of the maternity leave.
 - (ii) for a part-time employee the weekly rate of pay referred to in clause 18.03 (f) (II) (a) and (b) shall be the full-time weekly rate of pay for the classification multiplied by the fraction obtained by dividing the employee's assigned hours of work averaged over the last six (6) month period of continuous employment by the regularly scheduled full-time hours of work for the employee's assignment on the day immediately preceding the commencement of the maternity leave.
 - (d) where an employee becomes eligible for a pay increment or an economic adjustment during the

benefit period, payments under clause 18.03 (f) (II) (a) and (b) shall be adjusted accordingly.

- (g) Leave granted under this clause shall be counted for the calculation of entitlement for the purpose of severance pay and vacation leave. Time spent on such leave shall be counted for pay increment purposes.

18.04 Parental Leave Without Pay

- (a) An employee with six (6) months of continuous service shall be granted a parental leave period up to 37 weeks in accordance with Articles 18.04 (b) to (g).
- (b) An employee who intends to request parental leave shall notify NAV CANADA at least four (4) weeks in advance of the expected date of the birth of his or her child, or as soon as the application for adoption has been approved by the adoption agency.
- (c) An employee may request parental leave without pay at least four (4) weeks prior to the expected date of childbirth or prior to the acceptance of custody of a child below the age of majority and, subject to sections (d) and (e) of this clause, shall be granted parental leave without pay for a period beginning on the date of childbirth/custody date (or at a later date requested by the employee) and ending not later than fifty-two (52) weeks after the date of childbirth/custody.
- (d) NAV CANADA may:
 - (i) defer the commencement of parental leave without pay at the request of an employee;
 - (ii) require an employee to submit for inspection a photocopy of a birth certificate/proof of adoption of the child.
 - (iii) in the case of adoption, grant the employee parental leave without pay with less than (4) weeks' notice prior to the acceptance of custody of a child below the age of majority.
- (e) Parental leave without pay utilized by an employee-couple in conjunction with the birth/custody of their child shall not exceed a total of thirty seven (37) weeks for both employees combined.
- (f) The total duration of the maternity and parental leaves must not exceed 52 weeks.

- (g) Leave granted under this clause shall be counted for the calculation of entitlement for the purpose of severance pay and vacation leave. Time spent on such leave shall be counted for pay increment purposes.

18.05 **Leave Without Pay for the Care and Nurturing of Pre-School Age Children**

Subject to operational requirements, an employee shall be granted leave without pay for the personal care and nurturing of the employee's pre-school age children in accordance with the following conditions:

- (a) an employee shall notify NAV CANADA in writing as far in advance as possible but not less than ten (10) weeks in advance of the commencement date of such leave, unless because of an urgent or unforeseeable circumstance such notice cannot be given;
- (b) leave granted under this clause shall be for a minimum period of six (6) consecutive weeks;
- (c) the total leave granted under this clause shall not exceed five (5) years during an employee's total period of employment in NAV CANADA, and in the case of designated employees during an employee's total period of service in the Public Service and with NAV CANADA;
- (d) leave granted under this clause for a period of more than three (3) months shall be deducted from the calculation of entitlement for the purposes of severance pay and vacation leave;
- (e) time spent on such leave shall not be counted for pay increment purposes.

18.06 **Leave Without Pay for Relocation of Spouse**

- (a) At the request of an employee, leave without pay for a period of up to one (1) year shall be granted to an employee whose spouse is permanently relocated and up to five (5) years to an employee whose spouse is temporarily relocated.
- (b) leave granted under this clause for a period of more than three (3) months shall be deducted from the calculation of entitlement for the purposes of severance pay and vacation leave.
- (c) time spent on such leave which is for a period of more than three (3) months shall not be counted for pay increment purposes.

18.07 **Leave With Pay for Personal and Family-Related Responsibilities**

- (a) For the purpose of this clause, family is defined as spouse, dependent children (including children of spouse), parents (including step-parents or foster parents) or any relative permanently residing in the employee's household or with whom the employee permanently resides.
- (b) NAV CANADA shall grant leave with pay under the following circumstances:
 - (i) leave with pay for a medical or dental appointment to accompany a dependent family member when the dependent family member is incapable of attending the appointment by himself or herself, or for appointments with appropriate authorities in schools or adoption agencies. An employee is expected to make reasonable efforts to schedule medical or dental appointments for dependent family members to minimize his or her absence from work. An employee requesting leave under this provision must notify his or her supervisor of the appointment as far in advance as possible;
 - (ii) leave with pay in order to attend personal medical, dental or legal appointments
 - (iii) leave with pay to provide for the temporary care of a sick member of the employee's family;
 - (iv) leave with pay for needs directly related to the birth or to the adoption of the employee's child. This leave may be divided into two (2) periods and granted on separate days.
- (c) The total leave with pay which may be granted under sub-clauses (b)(i), (ii) (iii) and (iv) shall not exceed thirty seven and one half (37 ½) hours in a vacation year.

18.08 **Court Leave**

NAV CANADA shall grant leave with pay to an employee, other than an employee already on leave without pay or under suspension who is required:

- (a) to be available for jury selection;
- (b) to serve on a jury;

- (c) by subpoena or summons to attend as a witness to which he/she is not a party in any proceeding held:
 - (i) in or under the authority of a court of justice or before a grand jury,
 - (ii) before a court, judge, justice, magistrate or coroner,
 - (iii) before the Senate or House of Commons of Canada or a committee of the Senate or House of Commons otherwise than in the performance of the duties of the employee's position,
 - (iv) before a legislative council, legislative assembly or house of assembly, or any committee thereof that is authorized by law to compel the attendance of witnesses before it; or
 - (v) before any other person, body of persons or tribunal (other than a grievance arbitrator or the Canada Industrial Relations Board), empowered by law to make an inquiry and to compel the attendance of witnesses before it.
- (d) If, during the performance of his or her normal duties, an incident arises which results in a court action requiring the employee's attendance in court either as a plaintiff or defendant, the employee will be given the necessary leave with pay to attend court.

18.09 **Personnel Selection Leave**

Where an employee participates in a personnel selection process, for a position within NAV CANADA, the employee is entitled to leave with pay for the period during which the employee's presence is required for purposes of the selection process, and for such further period as NAV CANADA considers reasonable for the employee to travel to and from the place where his or her presence is so required.

18.10 **Examination Leave With Pay**

At NAV CANADA's discretion, examination leave with pay may be granted to an employee for the purpose of writing an examination which takes place during the employee's scheduled hours of work. Such leave will only be granted where, in the opinion of NAV CANADA, the course of study is directly related to the employee's duties or will improve his or her qualifications.

18.11 Leave With or Without Pay for Other Reasons

At its discretion NAV CANADA may grant:

- (a) leave with pay when circumstances not directly attributable to the employee prevent his or her reporting for duty or remaining on duty. Such leave shall not be unreasonably withheld;
- (b) leave with or without pay for purposes other than those specified in this Agreement.

18.12 Injury on Duty Leave

Subject to clause 18.13, when an employee is unable to perform his or her duties because he or she:

- (a) is injured in the performance of his or her duties; or
- (b) suffers from a sickness resulting from the nature of his/her employment; or
- (c) suffers as a result of exposure to hazardous conditions;

the Company shall grant the employee paid leave for such reasonable period as may be determined by the Company provided that:

- (a) a claim has been filed with the appropriate worker's compensation authority;
- (b) the Company has been notified by that worker's compensation authority that the employee's claim has been granted;
- (c) the employee's injury was not caused by the employee's wilful misconduct; and
- (d) the employee agrees and is entitled to remit to the Company any amount received by him or her in compensation for loss of pay resulting from or in respect of such injury, illness or disease, providing, however, that such amount does not stem from a personal liability policy for which the employee or the employee's agent has paid the premium.

18.13 Exception to Injury on Duty Leave

Paid injury on duty leave shall not be granted in any province where it is prohibited by provincial legislation, nor for any period of time or in any

amount which would limit compensation payments under any provincial workers' compensation legislation.

18.14 Leave Without Pay for Family-Related Needs

Leave without pay will be granted for family-related needs, in the following manner:

- (a) Subject to operational requirements, leave without pay for a period of up to three (3) months will be granted to an employee for family-related needs.
- (b) Subject to operational requirements, leave without pay of more than three (3) months but not exceeding one (1) year will be granted to an employee for family-related needs.
- (c) An employee is entitled to leave without pay for family-related needs only once under each of (a) and (b) of this clause during his/her total period of employment in NAV CANADA. Leave without pay granted under this clause may not be used in combination with maternity, parental or adoption leave without the consent of the Company.
- (d) Leave granted under (a) of this clause shall be counted for the purpose of severance pay and vacation leave entitlement. Time spent on such leave shall be counted for pay increment purposes.
- (e) Leave without pay granted under (b) of this clause shall be deducted from the calculation of severance pay and vacation leave entitlement for the employee involved. Time spent on such leave shall not be counted for pay increment purposes.

18.15 Personal Leave Without Pay

Reasons for requesting leave without pay for personal reasons of up to three (3) days, will not be required of the employee unless the number of requests is excessive or the granting of such leave would interfere with urgent work commitments. Permission to take such leave will not be unreasonably withheld.

ARTICLE 19

INCOME SECURITY IN THE EVENT OF ILLNESS OR DISABILITY

19.01 Reflecting the intent that employees shall have income protection either through salary continuation or eligibility for long term disability benefits where absence from work is due to non-occupational illness or injury, employees shall be entitled to authorized leave and to salary continuation for absences due to non-occupational illness or injury in accordance with the terms of this Article provided that the employee satisfies NAV CANADA of his or her inability to work in such manner and at such time as may be determined by NAV CANADA.

In the event that an employee is required to provide the Company with a medical certificate in instances where the employee is absent or requires ongoing treatment for a chronic or ongoing medical condition, the Company shall not unreasonably request repeated medical certificates if the initial certificate provides sufficient medical authorization to support the absence(s).

19.02 In the event that an employee is absent from work under this Article, salary continuation will be provided. However, where an employee is absent for a continuous period in excess of nine hundred and seventy five (975) hours, salary continuation will cease as of the nine hundred and eighty two and one half (982 ½) working hour, at which time the employee will become eligible to apply for long term disability benefits. Absence is considered to be continuous if it is due to a recurrence of the same or related illness within any 30 (thirty) day period.

19.03 Salary continuation benefits will be as follows:

- (a) salary continuation will be at one hundred (100) percent of the employee's normal salary for up to four hundred and eighty seven and one half (487 ½) hours in any twelve (12) month period;
- (b) any salary continuation in excess of four hundred and eighty seven and one half (487 ½) hours in any twelve (12) month period shall be at seventy (70) percent of the employee's normal salary;
- (c) if a period of continuous absence due to illness exceeds nine hundred and seventy five (975) hours the employee will be eligible to apply for long term disability benefits under the NAV CANADA long term disability program.

- 19.04 NAV CANADA on occasion, may utilize the services of a third party medical provider to assist with the early return to work of an employee on sick leave or to improve the employee's attendance at work. It is understood that the services of the third party will be conducted in a fashion that is neither arbitrary nor discriminatory and is in good faith.

The cost to retain the third party shall be borne by the Company.

Provisions for Employees with Accumulated Sick Leave

- 19.05 As of August 28, 1998 all further accumulation of former sick leave credits ceased and existing employee banks were frozen.
- 19.06 Employees who are absent from work due to a non-occupational illness or injury and who have accumulated sick leave credits as of August 28, 1998 under the former sick leave program shall:
- (a) in the event of absence due to non-occupational illness or injury, continue to use their accumulated sick leave credits in lieu of any NAV CANADA Disability Insurance Plan (DISP) entitlements until such time as their former sick leave credits are exhausted;
 - (b) upon exhaustion of former sick leave credits, be entitled to income security benefits under the NAV CANADA Disability Insurance Plan (DISP) as if the period of absence due to non-occupational illness or injury during which the sick leave credits expired had been a period solely under the DISP.
- 19.07 The use of former sick leave credits will not result in any loss of income protection eligibility either through the DISP or the NAV CANADA long term disability plan.

ARTICLE 20

NATIONAL JOINT COUNCIL AGREEMENTS

20.01 Agreements concluded by the NAV CANADA Joint Council on items which may be included in this Collective Agreement and which the parties to this Collective Agreement endorsed after November 1, 1996 and made in accordance with the terms of the NAV CANADA Joint Council By-laws (as amended from time to time) will form part of this Collective Agreement.

20.02 These NCJC Agreements currently form part of this Agreement:

- (1) Bilingual Bonus Program;
- (2) Commuting Assistance Program;
- (3) Isolated Posts Program;
- (4) Memorandum of Understanding on Definition of Spouse;
- (5) Relocation Program;
- (6) Travel Program;

During the term of this Collective Agreement, other guidelines, policies or regulations may be added to the above-noted list.

20.03 Grievances with respect to the above-mentioned agreements and in cases of alleged misinterpretation or misapplication arising out of agreements concluded by the NAV CANADA Joint Council on items which may be included in a collective agreement and which the NAV CANADA Joint Council parties to this agreement have endorsed will be filed in accordance with NAV CANADA Joint Council By-laws paragraph 17.

20.04 The following plans, as presently administered, including any new or amended plan(s), shall remain in place for the life of this Collective Agreement:

- (1) Basic Life Insurance
- (2) Long Term Disability Insurance
- (3) Supplementary Health Care
- (4) Dental Care
- (5) Comprehensive Health Care
- (6) Business Travel Accidental Death & Dismemberment Insurance Plan

ARTICLE 21

PAY ADMINISTRATION

21.01 **Entitlement to Pay**

An employee, other than an employee paid acting pay, shall be paid for services rendered a rate of pay specified in Appendix "B" for his/her classification level.

21.02 **Rates of Pay and Effective Dates**

The rates of pay in Appendix "B" shall be implemented as indicated therein.

21.03 **Rates of Pay on Appointment**

- (a) A person appointed to a classification level from outside NAV CANADA shall be paid at the minimum rate applying to that level except where the Company, in its discretion, authorizes a higher rate of pay.
- (b) An employee appointed to a classification level from within NAV CANADA shall be paid a rate of pay as determined by the application of clause 21.04, 21.05 or 21.06 as applicable.
- (c) An employee to whom clause 21.03(a) applied and who was appointed above the minimum rate during a period where a pay increase becomes retroactive and who was notified in writing prior to his/her appointment that a negotiated retroactive pay increase would not apply to him/her shall, effective the date of his/her appointment, have his/her rate of pay on appointment altered to the rate in the new scale of rates for his/her classification level which is nearest to but not less than the rate at which the employee was appointed. Changes in the employee's rate of pay which took place during the retroactive period will be recalculated on the basis of that new rate.

21.04 **Rate of Pay on Appointment to a Classification Level Having a Higher Maximum Rate**

An employee appointed to a classification level having a maximum rate of pay four per cent (4%) or more greater than the maximum of his/her former classification level shall be paid in his/her new classification level at the rate of pay, nearest to the rate he/she was receiving immediately before the appointment (see clause 21.09 for application on acting pay and temporary assignment), that gives him/her an increase in pay of not less than the smallest

pay increment for his/her new classification level. If there is no such rate, the employee shall be paid the maximum rate in his/her new scale.

An employee appointed to a classification level two (2) or more levels above his/her substantive position shall receive no less than what he/she would have received had he/she been appointed to a classification level one (1) level above his/her substantive position.

21.05 Rate of Pay on Appointment to a Classification Level Having a Lower Maximum Rate

NOTE: (Except in the case of reclassification of duties and responsibilities to a level having a lower maximum rate where clause 21.10 would apply.)

- (a) An employee appointed, other than for incompetence or incapacity, to a classification level having a lower maximum rate of pay than his/her former classification level may be paid at any rate in the scale of rates for the new classification level to which he/she is appointed which is not less than the rate of pay the employee was receiving immediately before the appointment (see clause 21.09 for application on acting pay and temporary assignment), or if there is no such rate the employee shall be paid the maximum of his/her new scale of rates.
- (b) An employee appointed, because of his/her incompetence, to a classification level having a lower maximum rate of pay than his/her former classification level shall be paid in his/her new classification level at a rate of pay to be determined by the Company.
- (c) An employee appointed, because of his/her incapacity, to a classification level having a lower maximum rate of pay than his/her former classification level shall be paid in his/her new classification level at a rate of pay to be determined by the Company.

21.06 Rate of Pay on Appointment to a Classification Level Having (a) the same maximum rate of pay, or (b) a maximum rate which exceeds the employee's former maximum rate by less than four per cent (4%)

- (a) An employee appointed to a classification level having the same maximum rate of pay as his/ her former classification level shall be paid a rate of pay in his/her new scale of rates nearest to but not less than the rate he/she was receiving immediately before the appointment.

- (b) An employee appointed to a classification level having a maximum rate of pay which exceeds the maximum rate of his/her former classification level by less than four per cent (4%) shall be paid a rate of pay in his/her new scale of rates nearest to but not less than the rate he/she was receiving immediately before the appointment.

21.07 **Rates of Pay on Appointment Where the Effective Date of Appointment Coincides With a Pay Increment Date and/or a Pay Revision Date**

Where there is a coincidence of dates of appointment, pay increment and/or pay revision, the employee's rate shall be adjusted in the following sequence as applicable:

- (a) the employee shall receive his/her pay increment;
- (b) his/her rate of pay shall be revised;
- (c) his/her rate of pay on appointment shall be established in the revised scale of rates in the new classification level in accordance with the provisions of clause 21.04, 21.05 or 21.06.

21.08 **Acting Premium**

An employee at the ANS-TEC-1 classification level or above who is required by the Company to perform on an acting basis the duties of a higher position to which a higher rate of pay would apply, if appointed for a period of at least three (3) consecutive scheduled working days, shall be paid an acting premium, from the date on which he/she commenced to act, equal to the difference between the employee's current rate of pay and the rate of pay to which he/she would be entitled if he/she were appointed to the position. The acting premium will be recalculated as the result of any pay increment or any change to the range of rates in the employee's substantive position or any change to the range of rates in the higher position. While performing these duties, the employee remains in his/her substantive position for all purposes.

An employee at the ANS-TEC-0 classification level may be permitted to act in an ANS-TEC-2 position subject to the following conditions:

- (a) no other ANS-TEC-1 at the location is available to act in the position;
- (b) the acting assignment is for no more than three (3) weeks;
- (c) the employee has at least one (1) year of service;
- (d) employee has experience outside of NAV CANADA to the degree he/she would be suitable to act in the higher level position, and;

- (e) advance notice has been provided to the Union;

21.09 **Pay of an Employee on Termination of Acting Pay within the Bargaining Unit or Termination of Temporary Assignment Outside the Bargaining Unit**

- (a) On termination of acting pay within the bargaining unit or termination of a temporary assignment outside the bargaining unit, an employee shall be entitled to pay from the date of termination as if he/she had remained in his/her classification level in the bargaining unit. The rate so determined shall also be the employee's rate of pay for the purpose of calculating a new rate of pay for any appointment, acting pay within the bargaining unit or temporary assignment outside the bargaining unit which coincides with the termination date.
- (b) Where an employee on acting pay or on temporary assignment is appointed to the classification level in which he/she is acting or temporarily assigned, the employee shall continue to be paid in that classification level at the rate of pay he/she is receiving and his/ her service in that classification level shall be recognized in determining his/her pay increment date.

21.10 **Rate of Pay on Reclassification of Duties and Responsibilities to a Level With a Lower Maximum Rate**

Where an employee's duties and responsibilities are reclassified to a level with a lower maximum rate of pay than the level at which he/she is being paid, the following shall apply:

- (a) Prior to a position being reclassified to a group and/or level having a lower attainable maximum rate of pay, the incumbent shall be notified in writing.
- (b) Downward reclassification notwithstanding, an encumbered position shall be deemed to have retained for all purposes the former group and level. In respect to the pay of the incumbent, this may be cited as Salary Protection Status and subject to Section c(ii) below shall apply until the position is vacated or the attainable maximum of the reclassified level, as revised from time to time, becomes greater than that applicable, as revised from time to time, to the former classification level.
- (c) (i) The Company will make a reasonable effort to transfer the incumbent to a position having a level equivalent to that of the former group and/or level of the position.

- (ii) In the event that an incumbent declines an offer of transfer to a position as in (i) above in the same geographic area, without good and sufficient reason, that incumbent shall be immediately paid at the rate of pay for the reclassified position.

21.11 Pay Increments

- (a) Except as provided in clause 21.11(b) an employee's salary shall be increased by a pay increment on completion of the pay increment period specified in Appendix "B".
- (b) The Company may deny a pay increment to an employee if it is satisfied the employee is not performing the duties of his/her position satisfactorily. Where the Company intends to deny a pay increment from an employee it shall, at least two (2) weeks but not more than six (6) weeks before the due date for the pay increment to the employee, give the employee, in writing the reason for the denial.
- (c) Where the Company has denied an pay increment it may grant the increment on any Monday prior to the expiry of the pay increment period following and the employee shall retain his/her pay increment date. The Company shall review the employee's performance three (3) months after the date of denial and decide whether or not the employee's pay increment should be granted.
- (d) The pay increment date of an employee who is appointed in accordance with clause 21.03(a), 21.04, 21.05 or 21.06 shall one (1) year effective on the anniversary date of his/her appointment.

For current employees who reach an increment anniversary day in 2018, the following increment period shall thereafter be every one (1) year

- (e) The pay increment of an employee appointed in accordance with clause 21.06 will become due at the end of the pay increment period specified in Appendix "B" calculated from the date from which his/her pay increment period would have been calculated in his/her former classification level.
- (f) This clause does not apply to an employee who is on leave without pay except when the leave without pay is for a period of two (2) months or less or is on leave of absence for education leave or on leave as per Article 15.

21.12 **New Positions**

- (a) If the Company creates a new position with new duties not previously performed by members in the bargaining unit, it shall so advise the Union and provide it with the job description and classification as well as the effective date of the position and its location
- (b) If the Union disagrees with the classification it may submit a grievance in accordance with Article 36 of this Agreement.

21.13 **Reclassification of Positions**

- (a) If the Company reclassifies an existing position for any reason, it shall so advise the Union.
- (b) If the Union disagrees with the new classification it may submit a grievance in accordance with Article 36 of this agreement.

21.14 **Payment Following Death of Employee**

When an employee dies the Company shall pay to the estate of that employee the amount of pay the employee would have received but for his/her death for the period from the date of the employee's death to the end of the month in which the employee's death occurred.

- 21.15 (a) The Company will endeavour to make cash payments for overtime premium and shift differential within four (4) weeks following the end of the calendar month in which they are earned.
- (b) The Company will endeavour to make cash payments in settlement of travel claims within six (6) weeks of the submission of the claim by the employee.

21.16 When an employee, through no fault of his/her own, has been overpaid, the paying office will, before recovery action is implemented, advise the employee of the intention to recover the overpayment. Where the amount of overpayment is in excess of fifty dollars (\$50.00), and where the employee advises his/her manager that the stated recovery action will create a hardship, arrangements will be made by the Company with the paying office to limit recovery action to not more than 10% of the employee's pay each period until the entire amount is recovered.

21.17 **Additional Responsibility Premium**

Employees required by his/her manager to perform higher level responsibilities shall receive a premium of one-half times the hourly pay per shift or portion thereof.

This premium shall not be pyramided.

ARTICLE 22
SEVERANCE PAY

Applicable to employees hired on or before April 26, 2006:

22.01 Solely for the purpose of this Article, the term "weekly rate of pay" means the rate in Appendix "B" identified with the level and step in the level the employee normally occupies and shall not include "Acting Pay" unless the period of Acting Pay has been more than one year.

22.02 **Lay-Off**

An employee who has one (1) year or more of continuous employment and who is laid off is entitled to be paid severance pay at the time of lay-off.

(a) In the case of an employee who is laid off for the first time following the 22nd day of December, 1969, the amount of severance pay shall be two (2) weeks' pay for the first and one (1) week's pay for each succeeding complete year of continuous employment, less the amount paid out as a result of the cash out provisions agreed to in the collective agreement settled on December 22, 2011.

(b) Subject to clause 22.02(a) an employee who is laid off for a second or subsequent time the amount of severance pay shall be one (1) week's pay for each completed year of continuous employment.

22.03 **Death**

If an employee dies, there shall be paid to the employee's estate a severance payment in respect of the employee's complete period of continuous employment, comprised of one (1) week's pay for each complete year of continuous employment and, in the case of a partial year of continuous employment, one (1) week's pay multiplied by the number of days of continuous employment divided by 365, to a maximum of thirty (30) weeks' pay, regardless of any other benefit payable, less the amount paid out as a result of the cash out provisions agreed to in the collective agreement settled on December 22, 2011.

22.04 **Exclusion of Period of Employment**

In all cases of severance payment under this article the period for which a designated continued employee is entitled to severance pay will not include any period of employment for which the designated continued employee received severance pay from the Public Service.

ARTICLE 23

HOURS OF WORK

- 23.01 A day is the twenty-four (24) hour period commencing at 00:00 hours and ending at 2400 hours.
- 23.02 An employee's regularly scheduled daily hours of work are hours which may fall within one (1) day or may embrace the latter part of one (1) day and the beginning of the following day.
- 23.03 Normal hours of work shall be arranged to provide for either:
- (a) a thirty-seven and one-half (37 1/2) hour work week as described in clause 23.04, or
 - (b) an average of thirty-seven and one-half (37 1/2) hours per week as described in clause 23.05, and in neither case shall there be split-shifts, that is, a normal schedule where the period of work is divided by more time than that provided as a meal break.
- 23.04 **Non-Operating Employees**
- (a) Normal scheduled hours of work for non-operating employees shall be thirty-seven and one-half (37 1/2) hours per week consisting of five (5) consecutive days, Monday to Friday inclusive, each day to be seven and one-half (7 1/2) hours (exclusive of a meal break) between the hours of 07:00 and 18:00 local time.
 - (b) These employees will be provided with a scheduled unpaid meal break of not less than thirty (30) consecutive minutes nor more than one (1) hour commencing between one-half (1/2) hour prior to and one (1) hour following the mid-point of the normal work period except that a meal break of less than thirty (30) minutes may be granted to compensate for summer hours. It is recognized that in extenuating circumstances the meal break may be advanced or delayed because of work requirements. However, if the employee is able to take a meal break of at least a half (1/2) hour's duration commencing within the time prescribed it shall be considered as satisfying the requirements of this clause. If an employee is not able to take a meal break within the prescribed time period the period of the meal break shall be counted as time worked.

23.05 **Operating Employees**

- (a) Normal hours of work for operating employees shall be an average of thirty-seven and one-half (37 1/2) hours per week consisting of an average of five (5) days per week, each day to be seven and one-half (7 1/2) hours exclusive of a meal break.
- (b) These employees will be provided with a scheduled unpaid meal break of thirty (30) consecutive minutes' duration commencing within one-half (1/2) hour prior to and one (1) hour following the mid-point of their shift. It is recognized that in extenuating circumstances the meal break may be advanced or delayed because of operational requirements. However, if the employee is able to take a meal break of a half (1/2) hour's duration commencing during the period of time prescribed it shall be considered as satisfying the requirements of this clause. If an employee is not able to take a meal break within the prescribed time period the period of the meal break shall be counted as time worked.
- (c) Subject to all conditions in (b) above except the time at which a meal period may be scheduled, a meal break on the evening shift (1600 - 2400), may be taken at a time other than as specified above when by agreement of the Manager and the Steward responsible for that location, a different time for the meal break is established. When such alternative is established, it shall not again be changed except by thirty (30) days' written notice to the Manager by the Steward, or thirty (30) days' written notice to employees concerned at the site by the Manager.
- (d) Subject to all conditions in (b) above except the length of the meal period, an unpaid meal break during the day shift (0800 -1600) may be up to one (1) hour by agreement of the Manager and the Steward responsible for that location. When such period is established, it shall not again be changed except by thirty (30) days' written notice to the Manager by the Steward, or thirty (30) days' written notice to employees concerned at the site by the Manager.
- (e) It is recognized that the Company may require employees
 - (i) whose hours of work are prescribed in accordance with clause 23.05(a), and

(ii) who provide twenty-four (24) hour coverage, to remain at their place of work and to be available to return immediately to duty during their one-half (1/2) hour unpaid meal break. In such circumstances, whether the employee works or does not work, such meal break will be paid at the employee's straight-time hourly rate and does not form part of the employee's normal hours of work as prescribed in clause 23.05(a). Employees covered by this clause are excluded from the provisions of clause 23.05(b), Article 25 and 27 of this Agreement, and under no circumstances will employees receive any other compensation for the half 1/2 hour meal break under any other provision of this collective agreement.

(f) An operating employee will not be scheduled to work more than seven (7) consecutive days.

23.06 Minimum and Maximum Hours

Nothing in this Agreement shall be construed as guaranteeing an employee minimum or maximum hours of work.

23.07 Break Periods

Each employee shall be given two (2) paid break periods of fifteen (15) minutes each during each working shift.

23.08 Shift Times - Operating Employees

(a) The starting and finishing times of normal shifts will be as follows:

0000 - 0800 Local Time
0800 - 1600 Local Time
1600 - 2400 Local Time

(b) The Company may schedule shifts to commence not more than one (1) hour before or one (1) hour after the times outlined above.

(c) Before scheduling shifts more than one (1) hour before or one (1) hour after the times listed above the Company will consult with the Union.

(d) There shall be an equitable distribution of shift work among available qualified employees.

(e) When the scheduled shift hours are modified in accordance with 23.08(b) and (c), then a day as defined in 23.01 is modified accordingly.

23.09 **Posting of Shift Schedules and Shift Cycles - Operating Employees**

- (a) A shift schedule must be of not less than twenty-eight (28) days' duration and will be posted at least fifteen (15) days in advance in order to provide an employee with reasonable notice as to the shift he/she will be covering.
- (b) Every reasonable effort will be made by the Company not to schedule the commencement of a shift within eight (8) hours of the completion of the employee's last shift.
- (c) The schedule may be an entire shift cycle in itself or portion thereof and the employees affected shall work an average of thirty-seven and one-half (37 1/2) hours per week over the period of the cycle in accordance with 23.05(a).
- (d) The local representative will be provided with a copy of the current shift schedule and shift cycle where practicable.
- (e) If the shift schedule is not posted within the time limits in this clause, then the employee's upcoming schedule shall be considered to be a continuation of his/her present shift cycle.

23.10 **Shift Exchange - Operating Employees**

Provided sufficient advance notice is given and with the approval of the Company, employees may exchange shifts if there is no increase in cost to the Company. Such approval shall not be unreasonably withheld.

Employees may shift exchange with themselves in accordance with the following parameters:

1. The employee shall make every reasonable effort to provide a minimum of twenty-four (24) hours advance notice of the requested shift change.
2. The new shift to be worked needs to be meaningful to NAV CANADA. As such, it must be at a time where work is necessary to be completed and/or where shift coverage is required.
3. The shift change shall not require any additional payment of overtime, shift change premium or time off in lieu.
4. The requested shift change shall not result in an impact that is adverse to the operation.

5. The employee requesting a shift exchange shall be responsible for arranging the replacement for their vacated shift if NAV CANADA determines it is required.
6. The new shift shall be worked within forty eight (48) hours of the traded shift.
7. The shift worked and the corresponding time off shall be completed in the current published schedule and shift cycle.
8. Once the shift exchange is approved by NAV CANADA, the employee shall not be authorized to take discretionary leave on this day.

23.11 Change in Shift - Operating Employees

- (a) In the event that an individual employee's shift hours and/or days of work are changed to accommodate to an unanticipated absence of an employee, not initiated by the Company, and less than fifteen (15) days' advance notice of such change is given, the employee shall be paid a premium equal of four (4) hours' pay for work performed on the first scheduled shift changed in addition to his/her daily rate of pay. When an employee works less than three point seven five (3.75) hours of the first scheduled shift changed no premium will be paid.
- (b) In the event that an individual employee's shift hours and/or days of work are changed for reasons other than accommodating to an unanticipated absence of an employee not initiated by the Company, and less than twenty-one (21) days' advance notice of such change is given, the employee shall be paid a premium of four (4) hours pay in addition to his/her daily rate of pay for work performed on each of the changed scheduled shifts for which twenty-one (21) days' advance notice was not given to a maximum of three (3). When an employee works less than three point seven five (3.75) hours of any scheduled shift changed no premium will be paid for that shift.
- (c) Any return to the employee's previous hours and/or days of work will not be considered a change subject to premium pay under this clause, unless the return is delayed beyond ten (10) working days following the date of notification of the change.
- (d)
 - (i) The above shall not apply to an employee who requests a change.
 - (ii) The above shall apply to an employee assigned to a course away from his/her assigned work place.

- (e) (i) Notwithstanding the above, a change to an employee's shift schedule shall not reschedule the first group of previously scheduled days of rest. The "first group of previously scheduled days of rest" means the days of rest shown on the employee's unchanged shift schedule, immediately following but not necessarily contiguous to the day prior to the change.
- (ii) An employee required to work on the "first group of previously scheduled days of rest", will be compensated for those days, at the applicable overtime rate as specified in clauses 24.04 and 24.05 but will not be entitled to the premiums provided in clauses 23.11(a) and (b).

23.12 **Change in Schedule or Cycle**

Except as provided in 23.10, the Company agrees that before a shift schedule or shift cycle is changed, if the change will affect more than one (1) employee, the change will be discussed with the local representative where practicable.

23.13 **Encroachment**

An employee who has not had a break of ten (10) consecutive hours during a twenty-four (24) hour period in which he/she works more than fifteen (15) hours shall not be required to report for work on his/her regularly scheduled shift until a period of ten (10) hours has elapsed from the end of the period of work that exceeded fifteen (15) hours. If, in the application of this clause, an employee works less than his/her regularly scheduled shift he/she shall, nevertheless, receive his/her regular daily rate of pay. For the purpose of this clause, time necessarily spent in travel required by the Company, shall be considered as time worked.

23.14 **Change in Employee Status - Operating/Non-Operating**

It is understood that certain employees, because of the nature of their duties, may be required to change from a non-operating employee to an operating employee (or vice versa) for varying periods of time. No change in the employee's status (Operating or Non-Operating) will be made unless the requirement to change is consistent for thirty (30) consecutive calendar days or more. Advance notice of such requirement which will involve a change in the employee's status should be given at the earliest possible date but in any case not less than thirty (30) calendar days prior to the earliest date that the changed circumstance may commence. If notice of the change is less than thirty (30) calendar days, the employee shall be paid a premium of four (4) hours pay for each shift or day worked during the period of the change for which he/she has not received thirty (30) calendar days' notice. Such notice

shall not be required when the employee concerned is promoted, is acting in a higher level position or the change is in response to the employee's request.

- 23.15 It is recognized that when circumstances warrant certain non-operating employees may be required to work their normal daily hours within a schedule which deviates from their normal daily schedule as specified in clause 23.04. When a non-operating employee is required to work his/her normal seven and one-half (7 1/2) hours a day at times other than those specified in clause 23.04 the employee shall receive his/her normal daily rate of pay plus a premium payment as follows:

In a calendar month for days worked in accordance with the above, four (4) hours pay at the employee's rate of pay for each day.

It is understood that these payments are inclusive of any shift premiums provided in Article 30.

If the employee works less than three point seven five (3.75) hours he/she shall receive the full premium for the day and revert to his/her normal schedule for that day which will be reduced by the equivalent number of hours that the employee worked. If the employee works three point seven five (3.75) hours or more he/she shall be paid the full premium for the day and his/her normal daily rate of pay. Hours worked in excess of seven and one-half (7 1/2) hours per day shall be subject to Article 25.

23.16 **Maximum Hours of Work – Canada Labour Code**

- (a) The period for the purpose of calculating the average maximum hours of work pursuant to the Canada Labour Code shall be six months.
- (b) This averaging period shall start on February 1st and August 1st of each year.

- 23.17 Employees working at Goose Bay, Iqaluit, Resolute Bay, Yellowknife, Whitehorse or employees seasonally servicing and/or maintaining isolated sites as agreed to by the parties may be required to work an arctic work week. An arctic work week is defined as hours of work up to fifty-four (54) hours per week.

ARTICLE 24

DAYS OF REST

- 24.01 A "day of rest" is defined in Article 2.01(h).
- 24.02 The Company shall schedule days of rest. Days of rest shall be scheduled on consecutive calendar days and shall consist of two (2) or more such days.
- (a) **Non-Operating Employees**
- (i) The first day of rest shall be the twenty-four (24) hour period commencing at 00:00 on Saturday.
 - (ii) The second day of rest shall be the twenty-four (24) hour period commencing at 00:00 on Sunday.
- (b) **Operating Employees**
- (1) When any shift falls completely within one (1) day and two (2) or more consecutive calendar days are scheduled as days of rest for an employee:
 - (i) The first day of rest will be that twenty-four (24) hour period which commences immediately after midnight following the employee's preceding regularly scheduled shift;
 - (ii) The second day of rest will be that twenty-four (24) hour period which commences immediately after midnight following the employee's first day of rest;
 - (iii) A subsequent day of rest will be that twenty-four (24) hour period which commences immediately after midnight following the employee's preceding day of rest.
 - (2) When any shift overlaps two (2) days:
 - (i) The first day of rest will be that twenty-four (24) hour period commencing four (4) hours after the end of the employee's preceding scheduled shift.
 - (ii) The second day of rest will be that twenty-four (24) hour period commencing immediately after the end of the employee's first day of rest.

(iii) A subsequent day of rest will be that twenty-four (24) hour period commencing immediately after the preceding day of rest.

(3) The Company will make every reasonable effort, subject to the operational requirements of the service, to arrange schedules which will permit employees to have a consecutive Saturday and Sunday off including standby at least once every five (5) weeks unless the majority of the employees affected by the schedule express a preference not to do so.

24.03 For there to be a second or subsequent day of rest, the days of rest scheduled for the employee must consist of an unbroken series of consecutive and contiguous calendar days numbering two (2) days or more.

24.04 Work performed on a day of rest shall be paid at one and one-half (1 1/2) times an employee's straight-time hourly rate for the first seven and one-half (7 1/2) hours (exclusive of a meal break) and twice (2) the employee's straight-time hourly rate for all hours in excess of seven and one-half (7 1/2) hours for that day.

24.05 In an unbroken series of consecutive and contiguous days of rest, an employee shall be paid at twice (2) his/her straight-time hourly rate on a day of rest, provided the employee has worked and has received one and one-half (1 1/2) times his/her straight-time hourly rate in accordance with clause 24.04 for any day of rest in that series.

24.06 At the discretion of the Company, employees on temporary assignment outside of their Head-quarters area, other than those on training courses, may be given the opportunity to work on what would otherwise be normal days of rest, where practicable and when work is available. Such work will be paid for at the appropriate overtime rate.

ARTICLE 25

OVERTIME

- 25.01 An employee shall be paid at his/her straight-time hourly rate for all work performed during his/her regularly scheduled hours of work, including all work performed during regularly scheduled hours of work which embraces not more than two (2) hours of the latter part of a day designated as a general holiday or not more than two (2) hours of the latter part of a second day of rest, and not more than two (2) hours at the beginning of the following day.
- 25.02 Each completed six (6) minute period of overtime shall be compensated for at the following rates:
- (a) time and one-half (1 1/2) for hours worked other than provided in 25.01;
 - (b) notwithstanding 25.01, double (2) time for all hours worked in excess of twelve (12) in a continuous period of work, or, in excess of twelve (12) hours of work in a day. In a situation where an employee is receiving double (2) time for work in excess of twelve (12) hours in a day and such overtime continues in to the next day, the employee will be paid double (2) time for the continuous period of time worked. This section shall not apply to Article 27 "Travel", except as specifically provided in Article 27;
 - (c) an authorized break of up to one (1) hour will not be considered as breaking the continuity of hours worked in order to qualify under clause 25.02(b).
- 25.03 "Time and one-half" is one and one-half (1 1/2) times the straight-time hourly rate.
- 25.04 "Double time" is twice (2) the straight-time hourly rate.
- 25.05 Employees working overtime will be granted meal breaks and compensated for meals as follows:
- (a) An employee who works three (3) or more hours of overtime immediately before his/her scheduled hours of work shall be provided a paid meal break of up to one-half (1/2) hour duration and be reimbursed his/her expenses for one meal at a rate equivalent to the lunch allowance as provided under the current NCJC Travel Program. The reimbursement of expenses for a meal as noted above shall not

apply to an employee in travel status who is entitled to a meal allowance pursuant to the NCJC Travel Program.

- (b) An employee who works three (3) or more hours of overtime immediately following his/her scheduled hours of work shall be provided a paid meal break of up to one-half (1/2) hour duration and be reimbursed his/her expenses for one meal at a rate equivalent to the lunch allowance as provided under the current NCJC Travel Program. The reimbursement of expenses for a meal as noted above shall not apply to an employee in travel status who is entitled to a meal allowance pursuant to the NCJC Travel Program.
- (c) For each four (4) hours an employee works overtime continuously extending beyond the period provided in (a) or (b) above, he/she shall be provided a paid meal break of up to one-half (1/2) hour and be reimbursed his/her expenses for one meal at a rate equivalent to the lunch allowance as provided under the current Travel Program.
- (d) When, at the request of the employee, a meal period of more than one-half (1/2) hour can be arranged and taken prior to the beginning of an overtime assignment such meal period shall be unpaid time and no reimbursement for expenses will be made. Utilization of this option shall not serve to deny an employee entitlement under (c) above.

25.06 If an employee is given instructions, prior to his/her leaving work, to work overtime which is not contiguous to his/her work period, the employee shall be paid for the time actually worked at the applicable overtime rate, or a minimum of four (4) hours' pay at straight-time, whichever is the greater.

25.07 (a) When an employee is required to work either contiguous or non-contiguous overtime and is required to use other than normal public transportation services, the employee's entitlement to transportation costs will be as provided in the Travel Program.

(b) Other than when required by the Company to use a vehicle of the Company for transportation to a work location other than his/her normal place of work, time spent by the employee reporting to work or returning to his/her residence shall not constitute time worked.

25.08 (a) When operational requirements permit, an employee assigned to work away from his/her assigned permanent headquarters may accumulate time off in lieu of overtime at the appropriate overtime rate. Such time off will be liquidated at a mutually acceptable time.

- (b) If any time off in lieu of overtime earned in 25.08(a) cannot be liquidated by the end of the vacation year, then, at the request of the employee and with the approval of the Company, payment in cash will be made at the employee's rate of pay as of March 31.
- (c) Overtime earned within the assigned permanent headquarters area or overtime earned outside the headquarters area which does not require an overnight stay shall be compensated in cash, except where, upon request of an employee and, with the approval of the Company, an employee may be granted time off in lieu of overtime at the appropriate overtime rate.
- (d) If any time off in lieu of overtime earned in 25.08(c) cannot be liquidated by the end of the vacation year, then payment in cash will be made at the employee's rate of pay as of March 31.

25.09 The Company will make every reasonable effort:

- (a) to allocate overtime work on an equitable basis among readily available qualified employees;
- (b) to give employees who are required to work overtime, adequate advance notice of this requirement;
- (c) unless otherwise agreed to locally between management and local union representatives, the period of equitable distribution of overtime referred to in (a) above is over a twelve-month period as determined by the Company.

ARTICLE 26

GENERAL HOLIDAYS

NOTE: For the purpose of determining lieu days under clauses 26.05, 26.07, 26.08 and 26.09, when Easter Monday and/or Good Friday fall in the month of March, such day(s) shall be deemed to be contained in the following vacation year.

26.01 Subject to clause 26.02, the following days shall be designated as general holidays with pay:

- (a) New Year's Day,
- (b) Good Friday,
- (c) Easter Monday,
- (d) The day fixed by proclamation of the Governor in Council for celebration of the Sovereign's Birthday,
- (e) Canada Day,
- (f) Labour Day,
- (g) The day fixed by proclamation of the Governor in Council as a general day of Thanksgiving,
- (h) Remembrance Day,
- (i) Christmas Day,
- (j) Boxing Day,
- (k) One day in each year in addition to those listed above which, in the opinion of the Company, is recognized to be a provincial or civic holiday in the area in which the employee is employed or in any area where, in the opinion of the Company, no such day is recognized as a provincial or civic holiday, the additional day shall be the first Monday in August, and
- (l) one additional day when proclaimed by an Act of Parliament as a National Holiday.

26.02 (a) Clause 26.01 does not apply to an employee who is absent without permission on his/her scheduled working day immediately preceding or his/her scheduled working day immediately following the general holiday.

- (b) There shall be no payment for general holidays which occur within a period of leave without pay.

- (c) An employee who is not required to perform work on a day designated as a general holiday in this Agreement shall be paid at his/her straight-time rate for what would otherwise have been his/her regularly scheduled daily hours had it not been a general holiday.

26.03 Subject to clauses 26.05 and 26.06 the following shall apply to Non-Operating Employees:

- (a) When a day designated as a general holiday under clause 26.01 coincides with an employee's day of rest, the general holiday shall be moved to the employee's first scheduled working day following his/her day of rest, or the second day following his/her day of rest if the employee would otherwise lose credit for a general holiday.
- (b) When a day designated as a general holiday is moved to another day, in accordance with (a) above, work performed by an employee on the day from which the general holiday was moved shall be considered as work performed on a day of rest.
- (c) Work performed by an employee on the day to which the general holiday was moved under clause 26.03(b) shall be considered as work performed on a general holiday.
- (d) When a day that is a general holiday for an employee falls within a period of leave with pay, the holiday shall not count as a day of leave.
- (e) When an employee covered by this clause is required to work on a general holiday he/she shall be paid, in addition to the pay he/she would have received had he/she not worked on the general holiday, one and one-half (1 1/2) times his/ her straight-time hourly rate for all hours worked by him/her up to seven and one-half (7 1/2) hours, exclusive of a meal break, and twice (2) his/her straight-time hourly rate for hours worked in excess of such seven and one-half (7 1/2) hours subject to clause 25.05 in respect of meal breaks.
- (f) Notwithstanding clause 26.03(e) an employee assigned to duty outside his/her headquarters' area (other than to training courses conducted under Article 39), who cannot return to his/ her headquarters' area for a general holiday without incurring additional expense to the Company shall, if he/she so requests and sufficient work is available, work the general holiday. For such work the employee shall receive his/ her normal daily rate of pay and be provided with a lieu day to be taken at a mutually acceptable time. Hours worked in excess of normal daily hours will be paid for in accordance with Article 25 (Overtime).

- 26.04 The following shall apply to all employees whose general paid holidays are governed by one of the following clauses - 26.05, 26.07, 26.08 or 26.09:
- (a) The normal work schedule shall require the employees to work on days designated as paid general holidays in clause 26.01 or the day to which the general holiday is moved as provided in clause 26.04(b);
 - (b) When a day which is otherwise designated as a paid general holiday as provided in clause 26.01 coincides with an employee's day of rest, the general holiday shall be moved to the employee's first scheduled working day following his/her day of rest or the second day following his/her day of rest if the employee would otherwise lose credit for a general holiday;
 - (c) When a day designated as a general holiday is moved to another day, in accordance with (b) above, work performed by an employee on the day from which the general holiday is moved shall be considered as work performed on a day of rest;
 - (d) Employees who work on general paid holidays, or the day to which the general holiday is moved as provided in 26.04(b) shall be paid at their straight-time hourly rate for all regularly scheduled hours of work. For hours worked in excess of such seven and one-half (7 1/2) hours employees shall be paid in accordance with Article 25 (Overtime).
- 26.05 The following shall apply to all Operating Employees except those covered by clause 26.06 and to Non-Operating Employees at isolated posts with an Environment Allowance Classification of 4 or 5.
- (a) On April 1st of each year each employee shall be credited with eleven (11) days in lieu ("lieu days") of general holidays;
 - (b) A deduction shall be made from the credited lieu days for which the employee is absent without permission on the general holiday as listed in clause 26.01 or the day to which the general holiday is moved as provided in clause 26.04(b);
 - (c) Lieu days may be taken in conjunction with days of rest or vacation leave or a combination thereof or as occasional days and shall be charged against the lieu day credits on the basis of one shift for one day;
 - (d) An employee's lieu days shall be scheduled in the vacation year in which they are credited to him/her. In scheduling such lieu days the

Company shall, subject to the operational requirements of the service, make every reasonable effort:

- (i) to schedule an employee's lieu days on the dates requested when such a request is made in writing prior to May 1st;
 - (ii) to give next priority to scheduling lieu days on the dates requested when such a request is made in writing prior to October 1st;
 - (iii) to make available to the employee alternative dates, which the employee may accept or decline, for lieu days, the request for which is made by the employee prior to October 1st, and which cannot be accommodated by the Company;
 - (iv) to schedule any remaining lieu days, after consulting with the employee, if as of October 1st the Company has been unable to accommodate an employee's request or no request has been filed; such schedule shall be subject to at least twenty-eight (28) days' advance notice; such lieu days shall be scheduled in conjunction with the employee's days of rest or annual vacation and shall not be in excess of five (5) days in any calendar month except by mutual consent;
 - (v) to provide by mutual agreement lieu days requested on shorter notice, notwithstanding the above.
- (e) If an employee's scheduled lieu days are canceled by the Company with less than seven (7) days' notice the Company shall pay the employee for the first shift worked of the canceled lieu days a premium payment equal to the amount of four (4) hours pay. Within five (5) days of such notice of cancellation, the Company will consult with the employee to establish alternative lieu days.
- (f) When operational requirements prevent the Company from providing lieu days to which the employee was entitled prior to the end of the vacation year, the remaining days shall be liquidated by the Company by a premium payment equal to 11.25 times the employee's hourly rate of pay for each day liquidated. The premium payment for a half (1/2) day shall be half of the amount.

26.06 Clauses 26.03 and 26.05 shall not apply to employees while employed at Isolated Posts with an Environment Allowance Classification of 1, 2 or 3. Such employees shall be entitled to days in lieu of general holidays as provided in clauses 26.07, 26.08, 26.09 and subject to clause 26.04.

- 26.07 For all employees as described in clause 26.06 who are so employed at the beginning of the vacation year and when it is anticipated they will be continuously so employed to or beyond the end of the vacation year, clause 26.01 shall not apply and the following shall apply:
- (a) On April 1st of each year such employees will be credited with eleven (11) lieu days.
 - (b) A deduction shall be made from the credited lieu days for any instance in which the employee is absent without permission on the day recognized as the general holiday in clause 26.01 or the day to which the general holiday is moved as provided in clause 26.04(b).
 - (c) Such lieu days shall be scheduled so they will be taken contiguously with the employee's vacation leave in that vacation year.
 - (d) If for any reason the employee's lieu days have not been taken by the end of the vacation year in which they were earned the days remaining shall be liquidated by the Company by a premium payment equal to 11.25 times the employee's hourly rate of pay for each day liquidated. The premium payment for a half (1/2) day shall be half of the amount.
- 26.08 For all employees as described in clause 26.06 who after the beginning of the vacation year are assigned for a period anticipated to extend to or beyond the end of the vacation year, clause 26.01 shall not apply during such period and the following shall apply:
- (a) The employee will be credited with one (1) lieu day for each general holiday he/she has worked during the period, provided he/she was not absent without permission on the day recognized as a general holiday in clause 26.01 or the day to which the general holiday is moved as provided in clause 26.04(b).
 - (b) Lieu days thus accumulated shall be taken contiguously with the employee's vacation leave in the current or the following vacation year.
- 26.09 For all employees as described in clause 26.06 who on or after the beginning of the vacation year are assigned for a period known to be less than the balance of the vacation year, clause 26.01 shall not apply during such period and the following shall apply:
- (a) On the completion of the term of the assignment the employee will be credited with one (1) lieu day for each general holiday he/she has worked during the period, provided he/she was not absent without permission on the day recognized as a general holiday in clause 26.01

or the day to which the general holiday is moved as provided in clause 26.04(b).

- (b) (i) Employees who complete their assignments before January 2nd in any vacation year shall take their accumulated lieu days at a time preferred by the employee before the end of the vacation year, operating requirements permitting. Unused lieu days as of March 31 shall be liquidated by the Company by a premium payment equal to 11.25 times the employee's hourly rate of pay for each day liquidated. The premium payment for a half (1/2) day shall be half of the amount.
- (ii) Employees who complete their assignments on or after January 2nd may take their lieu days as provided for in (i) above or may carry all or part of them over into the next vacation year.

26.10 Any lieu days taken under clauses 26.05, 26.07, 26.08 or 26.09 in advance of general holidays occurring after the date an employee ceases to be an employee or after he/she becomes subject to clause 26.03 shall be subject to recovery of pay.

26.11 The following shall apply to employees who are classified as Electronic Systems Instructors on a continuing basis:

- (a) When on a general holiday an employee is required by the Company to conduct a course, scheduled in accordance with clause 39.05(b), the employee shall be given a lieu day with pay to be taken at a mutually agreed time and, in addition to the pay the employee would have received had he/she not worked on the general holiday, one-half (1/2) times his/her straight-time hourly rate for all hours worked by him/her up to seven and one-half (7 1/2) hours, exclusive of a meal break. Hours worked in excess of such seven and one-half (7 1/2) hours, will be paid at twice (2) the employee's straight-time hourly rate.
- (b) If an operating employee who anticipated and was previously granted the statutory holiday in the form of a "lieu day" shall receive only pay at the straight-time rate for the first seven and one-half (7 1/2) hours worked on the statutory holiday.
- (c) If an operating employee has any lieu days to his/her credit at the time of becoming an Electronics Systems Instructor, the disposition of such lieu days shall be mutually agreed upon by the employee and the Company at the commencement of the assignment.

- (d) If for any reason the employee's lieu days have not been taken by the end of the vacation year in which they were earned the days remaining shall be liquidated by cash payment at the employee's daily rate of pay as of March 31. Payment for a half (1/2) day shall be one half (1/2) the employee's daily rate of pay as of March 31st .
- (e) Notwithstanding the above, when Good Friday and/or Easter Monday fall in the month of March, such day(s) shall be deemed to be contained in the following vacation year.

ARTICLE 27

TRAVEL

- 27.01 This Article shall not apply to an employee for the travel involved in respect of a transfer or posting which is subject to the Relocation Program.
- 27.02 Employees in travel status will be reimbursed for all reasonable expenses in accordance with the current Travel Program.
- 27.03 When an employee travels through more than one (1) time zone, computation will be made as if the employee had remained in the time zone of the point of origin for continuous travel and in the time zone of each point of overnight stay after the first day of travel.
- 27.04 In making travel arrangements for employees, every reasonable effort shall be made to minimize the amount of time the employee is away from his/her headquarters area. For trips entailing more than one day of travel the employee's regular scheduled hours of work for each day of his/her itinerary are to be established in advance for each day of travel in accordance with 27.05(b) prior to the commencement of his/her trip.
- 27.05 When in the performance of his/her duties an employee is required by the Company to travel by authorized means of transport, time necessarily spent in such travel shall be considered as time worked and compensated for as follows:

(a) **Planned Overnight Stay**

When an employee's travel itinerary includes an overnight stay between the first and second day of travel, and where good sleeping accommodation is available at the Company's expense, and when the employee has eight (8) continuous hours available to him/her after 2100 and before 1000 hours to utilize such accommodation, the employee shall be compensated as provided for in (b), (c) and (d) below for all hours travelled and/or worked before his/her arrival at and after his/her departure from the point of his/her overnight stay.

(b) **Travel during Regular Hours**

Except as provided in 27.05(e), at the employee's straight-time hourly rate for all hours during his/her regularly scheduled hours of work (minimum - the employee's daily rate of pay). When an employee is travelling for a period of more than one (1) day, his/her regularly scheduled hours of work shall be considered as being seven point five

(7.5) consecutive hours (exclusive of a meal break) between the hours of 0800 and 1800 for each day of travel.

(c) **Travel in Excess of Regular Hours**

Except as provided in 27.05(d) to (f) inclusive, at time and one-half (1 1/2) the employee's straight-time hourly rate for:

- (i) all hours other than in (b) above, and
- (ii) the first seven point five (7.5) hours (exclusive of a meal break) on a General Holiday or first Day of Rest for travel or any combination of travel and work.

(d) **Travel on General Holidays and Days of Rest**

At twice (2) the employee's straight-time hourly rate for hours travelled or any combination of travel and work in excess of seven point five (7.5) (exclusive of a meal break) on a General Holiday or first Day of Rest and all hours on a second and subsequent Day of Rest except that where good sleeping accommodation is provided or available at no expense to the employee and the employee has eight (8) continuous hours between 2100 and 1000 hours to utilize such accommodation, that eight (8) hours shall be exempt from payment.

(e) **Travel and Work Less Than Twenty-four (24) Hours, No Sleeping Accommodation**

If, within any period of twenty-four (24) consecutive hours, and employee is required by the Company to travel by authorized means of transport to and/or from a work location other than his/her normal place of work, such time spent shall be considered as time worked. When, in such case, on a regular work day, any period of such travel and work exceeds seven and one-half (7 1/2) consecutive hours, exclusive of a meal break, the hours in excess of such seven and one-half (7 1/2) shall be paid for at one and one-half (1 1/2) times the employee's straight-time hourly rate except that if the period of such travel and work exceeds twelve (12) consecutive hours exclusive of meal breaks, the hours in excess of twelve (12) in any continuous period of such travel and work will be paid for at twice (2) the employee's straight-time hourly rate. To qualify for double (2) time as provided above, the employee's contiguous periods of travel and work must begin and end within a continuous period of twenty-four (24) hours.

In the above, where any hours involved are on a General Holiday or Days of Rest, the rates will be replaced as applicable in accordance with 27.05(c) and (d) above.

(f) **Unforeseen and Unavoidable Delays (Travel between Assigned Work Locations)**

When an employee is subject to an unforeseen or unavoidable delay while travelling between assigned work locations, and that delay is at such a time and for such duration that the employee can utilize overnight accommodation, the employee shall be compensated for all hours of that delay at his/her straight-time hourly rate, except that where good sleeping accommodation is available at no expense to the employee and when the employee has eight (8) continuous hours available to him/her after 2100 and prior to 1000 hours to utilize such accommodation, that eight (8) hours will be exempt from payment. The straight-time payment will continue during the period of such delay until such time as the employee again commences travelling.

In the above where any hours involved are on a General Holiday or Days of Rest, the straight-time rate will be replaced as applicable in accordance with 27.05(c) and (d) above.

(g) **Unforeseen and Unavoidable Delays (Travel from Assigned Work Locations over Days of Rest)**

When an employee is subject to an unforeseen or unavoidable delay while travelling from an assigned work location, and that delay is at such a time and for such duration that the employee is required to extend their travel over a day or days of rest where they are not required to work, such employee shall earn 7.5 hours of straight time paid leave added to their time off in lieu of overtime bank (clause 25.08 c) for each full day of rest in travel status.

(h) When an employee is assigned to work at a location outside of his/her headquarters' area and the assignment involves one or more overnight stays, the time spent travelling to or from the employee's home shall be considered time worked and compensated in accordance with the provisions of this Collective Agreement.

27.06 (a) An employee assigned to a military establishment when in travel status will not be required to make use of the establishment for accommodation and messing except where it is evident that to stay elsewhere would be inconsistent with good order and common sense (for example certain training courses, no suitable commercial accommodation is convenient and available etc.).

- (b) Subject to 27.06(a) when an employee is required to utilize service accommodation, such accommodation shall be the equivalent where available, of good commercial accommodation.

27.07 With the approval of the Company, an employee may be permitted to use his/her private motor vehicle in place of a public carrier to proceed on training courses, provided there is no extra cost to the Company. The employee will be allowed the equivalent travel time as if he/she had travelled by public carrier. The employee will also be reimbursed expenses including meals and accommodations as per the Travel Program, with mileage paid at the Company requested rate.

No payment under this Article shall exceed the cost NAV CANADA would have incurred had the employee not requested application of this article.

27.08 For every employee proceeding on leave with pay from an isolated post, the Company will approve leave of absence with pay for the lesser of:

- (a) Three (3) days; or
- (b) The actual time required to travel from his/her post to a point of departure and to return from a point of departure to his/her post. In this section "Isolated Posts" and "Point of Departure" have the same meaning as given to these expressions in the Isolated Posts Program. In the event of unavoidable delays at northern transportation terminals, additional travel time may be allowed. It is understood by the parties the above applies to an employee using his/her private motor vehicle where such use is practicable and it is understood that a maximum of one (1) day's leave shall compensate for all hours travelled in a day.
- (c) For the purpose of the above, an employee will be limited to the use of this entitlement up to a maximum of two (2) additional times in the fiscal year, beyond the entitlement as stipulated in Section 2.4 of the NCJC Isolated Posts Program.

27.09 **Travel Premium**

Employees who are in travel status and incur an overnight stay outside of the headquarters area shall receive one-half (1/2) hour of compensatory time off in lieu for each overnight stay up to and including fifty (50) overnights in a vacation year. Employees who are in travel status and incur an overnight stay outside of the headquarters area of more than fifty (50) overnights shall receive one (1) hour of compensatory time off in lieu for each overnight stay in a vacation year. If the compensatory time off in lieu cannot be liquidated

by the end of the vacation year, then payment in cash will be made at the employee's straight-time rate of pay as of March 31st.

27.10 **Short Notice Travel**

Employees who are required to travel with less than forty eight (48) hours notice and where such travel involves one or more overnight stays, will be paid a premium of seven and one half (7 ½) hours' pay.

An employee who qualifies for this premium will not be entitled to the premium outlined in Article 34, clause 34.04.

ARTICLE 28

CALL-BACK

- 28.01 If,
- (a) on a general holiday or a day of rest, or
 - (b) after he/she has completed his/her work period and has left his/her place of work and prior to reporting for his/her next regular scheduled work period an employee is called back to work and returns to work prior to his/her next regular scheduled work period for a period of overtime the employee shall be entitled to the greater of:
 - (i) compensation at the applicable over-time rate for any time worked, or
 - (ii) compensation equivalent to four (4) hours' pay at the straight-time rate.
 - (c) after he/she has completed his/her work period and has left his/her place of work and prior to reporting for his/her next regular schedule work period an employee is contacted and is required to work without physically reporting to the workplace shall be entitled to the greater of:
 - (i) compensation at the applicable overtime rate for any time worked, or
 - (ii) compensation equivalent to two (2) hours' pay at the straight-time rate.

In the case of multiple calls, no further compensation will be paid under 28.01 (c)(ii) within any given two hour time period for a subsequent call related to the same equipment/system where the problem has not been corrected.

Clause 28.01 (c) would not apply in the event of a call to the employee where the purpose is to provide him/her information regarding his work or exchanging information not related to system restoration or reconfiguration.

- 28.02 (a) When an employee is recalled to work overtime under the conditions described in clause 28.01, and is required to use transportation services other than normal public transportation services, the employee's entitlement to transportation costs will be as provided in the Travel Program.

(b) Other than when required by the Company to use a vehicle of the Company for transportation to a work location other than his/her normal place of work, time spent by the employee reporting to work or returning to his/her residence shall not constitute time worked.

28.03 Notwithstanding clause 28.01 an employee called back to work and who reports for work one (1) hour or less prior to the commencement of his/ her scheduled work period and the period of work for which the employee was recalled is contiguous to the commencement of his/her work period shall receive only the applicable overtime rate for the period worked prior to the commencement of his/her scheduled work period.

28.04 When an employee is called back to work in accordance with clauses 28.01(a) or (b) for a period of overtime, the duration of which cannot be predetermined, and works four (4) hours or more of overtime he/she shall be provided a paid meal break of up to one-half (1/2) hour and reimbursed his/her expenses for one meal at a rate equivalent to the lunch allowance in the current Travel Program. If the employee continues to work for four (4) hours or more of overtime he/she shall be provided further paid meal breaks of up to one-half (1/2) hour and reimbursed his/her expenses for one meal at a rate equivalent to the lunch allowance in the current Travel Program at the completion of this second and subsequent four (4) hour periods.

ARTICLE 29

STANDBY

- 29.01 The standby schedule will be posted in conjunction with the shift schedule. When an employee is scheduled or otherwise notified in writing that he/she will be required to be available for work during his/her off-duty hours the employee shall be entitled for each consecutive eight (8) hours or portion thereof that he/she is required to remain available, to a standby payment of one (1) hour straight time pay.
- 29.02 While an employee is not required to have a telephone, an employee designated for standby duty shall be available during his/her period of standby at a known telephone number and be able to return to duty as quickly as is practicable when he/she is called, but in any event not later than one (1) hour after he/she is called.
- 29.03 No payment for standby will be made for any eight (8) hour period referred to in clause 29.01 if an employee is unable to report for duty when required during that period.
- 29.04 No employee will be assigned standby duties when otherwise not required to work on a statutory holiday or lieu day.
- 29.05 The Company shall not unreasonably deny a request for vacation leave if the employee previously scheduled for standby, as per clause 29.01, agrees to remain on standby during his/her off duty hours. With the approval of the Company, an employee may exchange his/her standby with another employee provided there is no extra cost to the Company.
- 29.06 The Company agrees to give seven (7) days' notice of such standby requirement unless it is essential to provide a replacement due to the inability of the assigned employee to assume or continue standby duties.
- 29.07 When an employee is required for standby duty on his/her day of rest, he/she shall be designated for such duty for the full twenty-four (24) hour period.
- 29.08 The Company shall have the right to put an employee on standby duty in a specific instance where there is a requirement known in advance.
- 29.09 When there is a known requirement for standby duties on a continuing basis the Company will use his best endeavours to distribute the standby duties on an equitable basis among qualified available employees and on a weekly basis.

- 29.10 An employee on standby who was called into work and who reports to work in accordance with the above shall be compensated in accordance with the Call-Back provisions of this Agreement.
- 29.11 The Company agrees that in those areas where electronic paging devices are both available and practicable they will be provided without cost to those employees on standby.

ARTICLE 30

SHIFT AND WEEKEND PREMIUMS

- 30.01 (a) An employee will receive a shift premium for each shift worked on the 1600 to 2400 evening shift. The premium shall be fifty percent (50%) of the employee's straight time hourly rate per shift worked.
- (b) An employee will receive a shift premium for each shift worked on the 00:00 to 08:00 night shift. The premium shall be eighty percent (80%) of the employee's straight time hourly rate per shift worked.
- 30.02 An employee who works four (4) or more regularly scheduled hours during the 1600 to 2400 evening shift or the 0000 to 0800 night shift shall be paid the premium for that shift as set out in 30.01 above.
- 30.03 An employee on a day shift who works two (2) or more regularly scheduled hours during the 1600 to 2400 evening shift or the 0000 to 0800 night shift shall be paid thirty (30%) percent of the premium for that shift as set out in 30.01 above.
- 30.04 Where an operating employee's assigned work place has shift cycles which have scheduled shifts on Saturdays and Sundays and it is evident that these weekend shifts will be on a continuing basis and are not affected by seasonal operations, the employee shall receive for all regular hours worked on Saturday and/or Sunday at his/her straight-time hourly rate in addition to the above shift premiums a weekend premium of fifty percent (50%) of the employee's straight time hourly rate per shift worked.

ARTICLE 31

FLYING PAY

- 31.01 An employee required to perform duties with equipment while in flight, such as flight calibration or magnetometer surveys, shall be paid a monthly allowance of 2.5 times the employee's straight time hourly rate provided that he/she completes fifteen (15) hours in the performance of such duties each quarter. The Company will make every reasonable effort to allocate such duties on an equitable basis among available qualified employees.

ARTICLE 32

WORKING CONDITIONS

- 32.01 In so far as is feasible, having regard to building and space limitations, the Company will where alternate facilities are not available, provide proper accommodation for employees to have and/or to prepare their meals and where there is a requirement, to provide space to keep their clothes, tools and manuals.
- 32.02 The Company will ensure that a supply of water and a utensil capable of heating liquids (hot-cup) are made available to Technologists working at normal work sites where such facilities are not now available.
- 32.03
- (a) It is recognized that at some isolated and remote work sites a variety of conditions can make egress so difficult that an employee cannot leave the site at the completion of his/her assigned work. Such sites frequently are stocked with emergency food supplies and provision may be made for the employee to sleep overnight. Typical of such sites are certain mountain-top VOR sites, some Radar sites and remote sites in arctic regions.
 - (b) When, as a result of conditions beyond the employee's control, the employee must remain at such a site, he/she will be given equivalent time off for the period he/she is required to remain at the site in an unproductive state beyond his/her normal hours of work. When work assignments are authorized normal overtime conditions will prevail during this period. Examples of sites that are recognized as meeting these requirements are: Whitehorse VOR, Enderby VOR, Landsdowne and Attawapiskat.
 - (c) Every reasonable effort will be made to grant equivalent time off at a mutually acceptable time but if at the end of a vacation year any time off still remains due to the employee, it shall be liquidated by the Company by payment at the employee's straight-time hourly rate.

ARTICLE 33

ASSIGNED WORK PLACE

- 33.01 An employee shall have an assigned permanent workplace which shall be the point where the employee reports, commences and ends his/her day's work, unless the employee agrees to an alternate arrangement.
- 33.02 In the event that the employee's permanent workplace is changed within the headquarters' area, the Company will give not less than one (1) month's notice in writing of the impending change.
- 33.03 In the event that the employee's permanent workplace is changed outside the headquarters' area, the Company will give not less than three (3) months' notice in writing of the impending change.

ARTICLE 34

TEMPORARY ASSIGNMENT

- 34.01 When an employee is assigned to work at a location outside of his/her headquarters' area he/she shall be considered as being on temporary assignment until he/she returns to his/her headquarters' area or is permanently assigned to another headquarters' area. An employee on temporary assignment shall be entitled to reimbursement for all reasonable expenses in accordance with clause 27.02.
- 34.02 An employee on temporary assignment at a work place that is a work place of other employees may have that work place designated as his/her report point where he/she shall commence and end his/her day's work.
- 34.03 The Company agrees that temporary assignments to isolated posts for engineering activities will be equitably distributed, as far as practicable, amongst the available qualified engineering Technologists in that region.
- 34.04 Employees assigned away from their headquarters area on other than a training course for a period of seven (7) days or more shall be given seven (7) days' notice of such assignment. Where less than seven (7) days' notice is given, the employee shall be paid a premium of four (4) hours' pay for the first day of the assignment.
- An employee who qualifies for the premium under Article 27, clause 27.10 will not be entitled to the premium outlined above.
- 34.05 With a view of allowing employees to spend as much time as possible within their Headquarters area and, at the same time, allowing NAV CANADA to minimize its costs, at the discretion of the Company, employees on temporary assignment outside of their Headquarters area, other than those on training courses, may be given the opportunity to work, where practicable and when work is available. Such work will be paid for at the appropriate overtime rate.

ARTICLE 35

NO DISCRIMINATION OR HARASSMENT

- 35.01 There shall be no discrimination, interference, restriction, coercion, harassment, intimidation or any disciplinary action exercised or practiced with respect to an employee by reason of race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, mental or physical disability, conviction for which a pardon has been granted, or union affiliation.
- 35.02 Grievances arising from Article 35.01 shall first be dealt with through an alternate dispute resolution process (ADR) as agreed to by the parties. Once alternate dispute resolution mechanisms are agreed to by the parties, the grievance will be held in abeyance pending the results of the ADR process. Furthermore, employees are precluded from other avenues of redress, save and except applicable legislative procedures, until the ADR process has concluded. The ADR process shall not result in any unreasonable delay.
- 35.03 Any level in the grievance procedure shall be waived if a person hearing the grievance is the subject of the complaint.

ARTICLE 36

GRIEVANCE AND ARBITRATION PROCEDURE

36.01 Employee complaints or grievances will be dealt with in accordance with the procedure set forth in this Article the purpose of which is to secure prompt and fair disposition of grievances.

36.02 **Definitions**

(a) **Grievance**

A grievance shall be defined as any dispute between NAV CANADA (hereafter referred to as “the Company”) and Local 2228 of the International Brotherhood of Electrical Workers (hereafter referred to as “the Union” on behalf of an employee, group of employees or on its own behalf) concerning the interpretation, application or administration of the Collective Agreement, and shall include individual employee grievances, group grievances, policy grievances and Company grievances.

(b) **Days**

A day shall mean calendar days, however, where a deadline occurs on a Saturday, Sunday or General Holiday, the deadline shall be extended to the next normal business day.

36.03 **Disclosure of Information**

In the interest of resolving disputes in an expeditious and efficient manner, the representative of each party should share all relevant information with respect to the subject matter of the grievance. This provision does not limit the right of either party to introduce further evidence at arbitration.

36.04 **Dispute Resolution**

Complaint Stage

(a) Before presenting a grievance through his or her authorized Union Representative, the Employee shall meet with his or her authorized Management Representative to discuss and attempt to resolve the complaint.

(b) The Employee is entitled to have an authorized Union Representative accompany the Employee during such a meeting.

Step 1

- (a) Failing a mutually agreed upon resolution of the issue being reached at the complaint stage, the authorized Union Representative, on behalf of the Employee(s) concerned, may submit a written grievance to the Employee's authorized Management Representative.
- (b) The written grievance shall be submitted:
 - (i) within 30 days of the incident giving rise to the grievance; or
 - (ii) within 30 days of the date on which the employee(s) was notified/informed; or
 - (iii) within 30 days of the date where the employee(s) should otherwise have reasonably been aware of the incident giving rise to the grievance.

The written grievance shall be in a form approved by the parties; however, a grievance shall not be deemed to be invalid by reason only that it is not in accordance with the form supplied by the Company.

- (c) The Company's authorized designate shall discuss and attempt to resolve the grievance with the authorized Union representative and render a written response to the grievance to the authorized Union Representative and provide a copy to the Employee(s) concerned no later than fifteen (15) days following receipt of the grievance at Step 1.

Step 2

- (a) Failing settlement being reached at Step 1, the authorized Union Representative on behalf of the Employee(s) concerned, may within fifteen (15) days of the receipt of the Step 1 response or the expiration of the Step 1 time limits transmit in writing the grievance to the Director of Labour Relations or authorized designate.
- (b) The Director of Labour Relations or authorized designate shall discuss and attempt to resolve the grievance with the authorized Union Representative and render a written response to the grievance to the authorized Union Representative and provide a copy to the Employee(s) concerned no later than thirty (30) days following receipt of the grievance at Step 2.

36.05 **Abbreviated Procedure**

Any policy grievance, Company grievance or a discharge grievance shall be submitted directly to Step 2 the earlier of:

- (i) Within twenty (20) days of the incident giving rise to the grievance; or
- (ii) Within twenty (20) days of the date on which the employee(s), Union and Company was notified/informed; or
- (iii) Within twenty (20) days of the date where the employee(s), Union and Company should otherwise have reasonably been aware of the incident giving rise to the grievance.

36.06 **Referral to Arbitration**

Failing settlement being reached at Step 2, either party may refer their grievance to arbitration within thirty (30) days of the receipt of the Step 2 response or the expiration of Step 2 time limits, by advising the Director of Labour Relations or authorized designate or the authorized Union Representative, in writing by registered mail of its intention to refer the dispute to Arbitration.

36.07 **Extension of Time Limits**

The time limits stipulated in this procedure shall be mandatory except where extended by mutual agreement between the parties. Such agreement will not be unreasonably withheld.

It is not the Company's intent to deny any grievance as being untimely when failure to present the grievance within the time limits stipulated above is caused due to circumstances beyond the control of the grievor and providing the Company is not unduly prejudiced by the extension of time limits.

36.08 **Time Off Work to Discuss Complaints and Grievances**

- (a) The Union recognizes that each employee and authorized Union representative is employed to perform work for the Company and therefore no employee or authorized Union representative will leave his or her work during working hours to discuss complaints or grievances without first obtaining the permission of the authorized management representative. While recognizing that operational safety requirements take precedence, permission shall not be unreasonably withheld.

- (b) When a discussion or meeting on a complaint or grievance takes place during the employee's normal working hours, in the employee's headquarters area or the assigned work location and leave to attend is granted to the employee, the employee shall not suffer loss of normal pay. When a discussion or meeting on a complaint or grievance takes place during the employee's normal working hours, but at a location outside the employee's headquarters area or assigned work location, the employee shall not be entitled to be paid.
- (c) When a discussion or meeting on a complaint or grievance takes place during normal working hours and leave to attend is granted the authorized Union representative, the authorized Union representative shall not suffer loss of normal pay, if the discussion or meeting is within his or her area of jurisdiction. If the discussion or meeting is outside his or her area of jurisdiction the authorized Union representative shall not be entitled to be paid.
- (d) Employees and authorized Union representative will not be entitled to be paid when discussions or meetings on complaints or grievances take place outside their normal working hours.

36.09 Notification of Authorized Representatives

The Union shall notify the Company in writing of the names and areas of jurisdiction of its representatives authorized to represent the Union in the presentation of grievances at each level, and shall promptly notify the Company in writing of changes in these names. The Company shall notify the Union in writing of the position/titles and areas of jurisdiction of its representatives authorized to represent the Company with respect to the receipt and response of grievances at each level, and shall promptly notify the Union in writing of changes to these names.

Arbitration Procedure

36.10 Powers of an Arbitrator

A grievance referred to arbitration shall be determined by mutually acceptable arbitrator/board of arbitration who shall have all the powers described in Part I of the Canada Labour Code.

36.11 **Cost of Arbitration**

In respect of the cost of arbitration of grievances, the parties shall share equally the fee and expenses of the sole arbitrator or the chair of the arbitration board and where applicable each party shall be responsible for the expenses of their respective nominee to the board of arbitration.

36.12 **List of Arbitrators**

The parties will agree to a list of arbitrators for each geographical area to whom grievances may be referred. This list shall be reviewed at the mid-point of the Collective Agreement and may be amended by mutual agreement (see Appendix “C”). Each party will alternate in selecting an arbitrator to sit as a sole arbitrator or as a chair of the arbitration board from the appropriate list. In the event that the arbitrator selected by a party is unable to hear the grievance within ninety (90) days of the referral to arbitration, the party having made the selection may choose another arbitrator from the list.

36.13 **Expedited Arbitration**

- (a) As an alternative to the formal arbitration process set out in the foregoing paragraphs, a grievance may, upon mutual consent of the parties, be referred to a previously agreed-upon sole arbitrator, whose appointment shall be reviewed annually. The arbitrator shall hear the grievance and at the conclusion of the hearing, immediately give a verbal decision with reasons. The arbitrator’s decision, with reasons, will be confirmed in writing.

The decision shall be final and binding upon both parties and shall be made without precedent or prejudice to similar or like cases. The arbitrator shall not have the power to change the Collective Agreement or to alter, modify or amend any of its provisions.

- (b) To maintain the efficiency of such a process, the parties agree not to use outside legal counsel to argue a case or to call any evidence at expedited arbitration.
- (c) The parties agree to schedule expedited arbitration as required. At least thirty (30) days prior to the hearing, the parties will mutually agree upon a list of grievances to be heard. The parties also agree to prepare a joint statement of facts at least five (5) days prior to the scheduled hearing date.

36.14 **Sole Arbitrator vs. Board of Arbitration**

All grievances will be heard by a sole arbitrator except where the parties mutually agree that the grievance shall be heard by a board of arbitration.

36.15 **Board of Arbitration**

Where the parties agree to a Board of Arbitration, the party referring the grievance to arbitration shall also provide the name of that party's nominee to the board of arbitration. Within ten (10) days thereafter, the other party shall answer by registered mail indicating the name and address of its nominee to the board of arbitration. The selection of the Chair shall be in accordance with the list of arbitrators. (See Appendix "C")

36.16 **Arbitration Procedure**

The arbitrator/board of arbitration may determine its own procedure, but shall give full opportunity to all parties to present evidence and make representations in order to determine the issue in dispute.

36.17 **Decision**

- (a) The decision of the majority shall be the decision of the board of arbitration. Where there is no majority decision, the decision of the Chair shall be the decision of the board of arbitration. The decision of the board of arbitration shall be final and binding and enforceable on all parties, but in no event shall the arbitrator/board of arbitration have the power to change the collective agreement or to alter, modify or amend any of its provisions.
- (b) The Arbitrator/Board of Arbitration shall have the power to modify any penalty imposed by the Company and in that regard take whatever action is just and equitable in the circumstances.

36.18 **Arbitrability**

- (a) It is understood that no matter may be submitted to arbitration which has not been properly carried through the grievance procedure. The arbitrator/ board of arbitration shall have jurisdiction to determine whether a grievance is arbitrable.
- (b) The Arbitrator /board of Arbitration may extend the time for taking any step in the grievance process or arbitration procedure, even after the expiration of the time, if the arbitrator or arbitration board is satisfied that there are reasonable grounds for the extension and that the other party would not be unduly prejudiced by the extension.

36.19 **Location of Arbitration Hearing**

The arbitration hearing shall be held at the city where the work site of the grievor is located and where the circumstances giving rise to the grievance occurred, unless the parties agree otherwise.

ARTICLE 37

JOINT CONSULTATION

- 37.01 The Company and the Union recognize that consultation and communication on matters of mutual interest outside the terms of the Collective Agreement should promote constructive and harmonious Company-Union relations.
- 37.02 The Company will recognize committees of the Union for the purpose of consultation with management with a view to resolving problems which arise within the ambit of the joint consultation process, as follows:
- (a) A National Committee of the Union consisting of not more than five (5) employee representatives of the Union.
 - (b) Regional Committees of the Union consisting of not more than three (3) employee representatives.
 - (c) By agreement of the parties, and where circumstances warrant, local Unit Committees of the Union, consisting of not more than three (3) employee representatives, may be established for the purpose of consultation with local management.
- 37.03 It is agreed that a subject suggested for discussion may not be within the authority or jurisdiction of either the management or union representatives. In these circumstances, consultation may take place for the purpose of providing information, discussing the application of policy or airing problems to promote understanding, but it is expressly understood that no commitment may be made by either party on a subject that is not within their authority or jurisdiction, nor shall any commitment made be construed as to alter, amend, add to, or modify the terms of this Agreement.
- 37.04 Frequency of national and local meetings will be determined by mutual agreement.
- 37.05 All meetings shall be held on the Company's premises at a time and for a duration determined by mutual agreement.
- 37.06 Full-time employees forming the continuing membership of local Committees shall be protected against any loss of normal pay by reason of attendance at such meetings with management, including reasonable travel time where applicable.
- 37.07 A designated representative of the Union Committee and management shall exchange a written agenda for a meeting as early as possible prior to the

effective date of the meeting, but in any case normally not less than thirty (30) calendar days in advance.

37.08 There will be no limitations on subjects for joint consultation subject to clause 37.01.

ARTICLE 38

EMPLOYEE-OWNED MOTOR VEHICLE

- 38.01 Unless by prior agreement in writing between the employee and the Company, no employee shall be required by the Company to use his/her privately-owned motor vehicle on Company business.

ARTICLE 39

TRAINING

39.01 In recognition of changes taking place in the "state of the art" in the Electronics field, the Company will continue to provide appropriate training manuals and, when operational requirements permit, to initiate and to facilitate relevant training and study sessions designed to improve the qualifications of an employee.

Off-Location Training

39.02 Days Off

The Company shall, where practicable, schedule at least two (2) days off to which the employee would normally be entitled immediately preceding and immediately following training courses and in no case will an employee lose credit because of such training for days off to which he/she would normally be entitled.

39.03 Expenses

- (a) Employees attending training courses will be reimbursed for expenses incurred for accommodation, meals and incidentals in accordance with the NCJC Travel Program.
- (b) An employee shall advise his/her supervisor, within one (1) week of being informed that he/she is to be assigned to an off-location training course, of any unusual related personal expenses he/she anticipates incurring as a result of attendance at such course. The supervisor shall thereupon decide whether or not to proceed with the assignment. If the decision is to proceed, and subsequently the employee's attendance at the course is cancelled or re-scheduled, any such expenses incurred by the employee will be reimbursed by the Company. The employee will make every reasonable effort to mitigate any losses incurred and will provide proof of such action to the Company.

Weekend Meal Allowance at NAV CENTRE

- (c) (i) Subject to the provisions in 39.03 (c)(ii), NAV CANADA agrees to pay meal allowances at the applicable rates, as specified in the NAV CANADA Travel Program, in lieu of paid meals at the training facility for Electronic Technologists on days of rest and/or general holidays while attending training.

- (ii) Entitlement to the Weekend Meals Allowance shall be pre-authorized and will require the employee to notify the NAV CENTRE Registration desk of the arrangement no later than 5:00pm on the Thursday of each week.
 - (a) The weekend meal allowance will include all meals commencing with the evening meal (supper) Friday and ending with the noon meal (Lunch) on Sunday;
 - (b) The general holiday meal allowance will include all meals commencing with the evening meal (supper) on the day immediately preceding the day specified as the general holiday and ending with the noon meal (Lunch) on the general holiday, inclusive;
 - (c) When training is conducted on days of rest or general holidays, these days will be considered as normal training days for purposes of meal allowances and as such, employees will not be entitled to opt for the meal allowance on such days;
 - (d) Employees are not entitled to claim both transportation expenses and meal allowances if they are returning home for weekends. These employees will be governed by the Weekend Travel Home provisions of the Travel Program. Subject to room availability, employees returning home for weekends are required to notify the registration desk to be considered for "temporary check-out" status;
 - (e) Employees exercising their option to take meals outside NAV CENTRE will be considered as being "in residence" and will have normal access to their accommodation. Any additional expense incurred by employees who choose to "reside" at a place other than NAV CENTRE will be the responsibility of the employees;
 - (f) Expenses incurred by employees in travelling to restaurants, hotels, etc. during the weekend or general holiday period will be the responsibility of the employees.

39.04 **Advance Notice**

An employee required to attend a training course will, where practicable, be given two (2) months' advance notice of the nature and location of the course. An employee will not be required to attend training course outside of his/her headquarters area, which will necessitate his/her absence from his/her home for a period of more than fourteen (14) consecutive calendar days, without a minimum of one (1) month's notice. In the event that the one (1) month's notice cannot be provided, the Company may offer participation to employees on a voluntary basis.

39.05 (a) An employee will not be required to attend a course or series of courses in excess of twelve (12) continuous weeks' duration.

(b) (i) Courses which are primarily for employees and conducted by members of the Electronics Group shall operate on days otherwise recognized as general holidays when such days occur within the course schedule.

(ii) Whenever the Company can arrange courses, not conducted by members of the Electronics Group, to operate on days otherwise recognized as general holidays they will do so and will advise the attendees of this requirement in advance.

(iii) All employees attending such courses on a general holiday shall receive the equivalent of a day's straight-time pay and shall be credited with a lieu day as is appropriate under clause 26.05 or 26.09(a) and (b).

(iv) Where the Company is unable to arrange for a course, attended by employees outside their assigned headquarters' area, to be conducted on what are otherwise considered to be general holidays, the employees shall be notified of such in advance and the day in question shall be recognized as a general holiday in accordance with clause 26.03 and shall constitute a deduction from lieu day credits as provided in 26.05, 26.07, 26.08, 26.09 or 26.11(b).

39.06 An employee who occupies a unilingual position that NAV CANADA designates bilingual by its own action or to meet statutory requirements and who does not meet the second language requirement, or an employee who does not meet a higher second language proficiency standard for the position set by NAV CANADA or through statutory requirements, shall be entitled to training in the second language for a period not to exceed one year at the Company's expense and on Company time. If an employee is unable to meet the proficiency of the second language, he/she shall be entitled to

reassignment to a position at the same level in the region with relocation expenses. If no position at the same level in the region is available, the employee may elect to accept an assignment in another region with relocation expenses or accept the NAV CANADA Departure Incentive Program. The employee shall be considered a surplus employee for purposes of the priority placement provisions in Article 50.02. If the employee is not reassigned or does not accept the NAV CANADA Departure Incentive Program he or she shall be subject to lay-off.

- 39.07 When training courses are given in locations where French is the employees' working language, such courses shall be conducted in the French language except where, because of the nature of the course content, the employees attending the course request that the instruction be given in the English language.
- 39.08 When, in connection with training courses given under the terms of this Article, the courses entail classroom or associated instruction of seven (7) or less hours per day, exclusive of a meal period, no overtime claim from participants will be recognized or paid, except as may be involved in travel immediately prior to or following the course from his/her residence to his/her place of lodging during the course and vice versa.
- 39.09 An employee assigned to a training course outside of his/her headquarters' area, which will necessitate his/her absence from his/her assigned work place for a period of more than fourteen (14) consecutive calendar days, will not be required to report for work on the day(s) he/she is assigned to travel to such training course. Except in respect of travel on a day of rest or a general holiday, an employee will receive his/her normal salary for the day(s) but no additional payment will be made for time spent traveling unless such time exceeds eight (8) hours per day. Such excess hours will be paid at the rate of time and one-half (1 1/2).
- 39.10 On return from a training course outside of his/her headquarters area, which necessitated his/her absence from his/her assigned work place for a period of more than fourteen (14) consecutive calendar days, an employee may travel on the day his/her course terminates; but when the employee is given a following day or days off with pay for the purpose of travel, he/she shall receive no additional payment for time spent traveling unless such time exceeds eight (8) hours per day. Such excess hours will be paid at the rate of time and one-half (1 1/2).
- 39.11 Clause 39.09 and 39.10 shall not apply to an employee who lives at home while on an assigned training course.
- 39.12 Attendance at training or development seminars, symposiums, etc., other than specific equipment oriented classroom instruction type training, represents an

opportunity for individual self development beyond that which the Company requires of the employee to simply maintain current operations.

Many of these development opportunities do not readily associate themselves with the normal hours of work and overtime provisions commonly contained in Collective Agreements.

Accordingly when such a training situation is arranged and an employee is to be given the opportunity to attend, the employee shall be informed in advance of what is likely to be involved in respect of his/her personal time.

If the employee is permitted to attend, he/she shall be entitled to actual and reasonable travel expenses incurred and shall suffer no loss of regular salary.

Electronics System Instructors - NAV CENTRE

- 39.13 (a) Instructors will not be required to provide formal instruction (be formally in contact with the students in a classroom or laboratory environment) to students in excess of an average of twenty (20) hours per week over a fiscal year. Such hours are part of the hours of work set out in clause 23.04
- (b) (i) New instructors will be given the opportunity to familiarize themselves with the organizational structures, objectives and relevant administration, documentation and procedures.
- (ii) An instructor will be given the opportunity to visit field facilities to gain or regain appreciation of the operational environment and the applicable current field maintenance methods, practices and procedures. Subject to operational requirements, NAV CANADA will allow instructors five (5) days per year to visit field facilities. NAV CANADA will authorize up to one third of its instructors for such visits in any one (1) year. Attempts will be made to increase the number of instructors benefiting from those visits by making them coincide with new course development and delivery in the regions. Notwithstanding the above, no instructor will be denied the opportunity to visit field facilities away from the institute for a total of five (5) days in any three (3) year period.

ARTICLE 40

TECHNOLOGICAL CHANGE

- 40.01 Both parties recognize the overall advantages of technological change. Both parties will, therefore, encourage and promote technological change and improvements in the Electronics field.
- 40.02 With this in view, and recognizing the extensive lead time required for the selection, installation and providing of sophisticated electronic equipment, the Company agrees to provide as much advance notice as is practicable but not less than six (6) months' notice to the Union of any major technological change in electronic equipment which would result in changes in the employment status or working conditions of employees as provided for in this Agreement. In addition, the Company agrees to consult with the Union with a view to resolving problems which may arise as a result of the introduction of such technological change.

ARTICLE 41

SAFETY AND SECURITY

- 41.01 The Company shall institute and maintain reasonable precautions to assure a healthy and safe workplace for employees.
- 41.02 A National Committee of not less than three (3) employer representatives and three (3) union representatives will be established to serve as the policy committee (Canada Labour Code s.134.1) for employees falling under this collective agreement.
- 41.03 The terms of reference for the National Committee shall be developed by the parties and shall specify a dispute resolution process.
- 41.04 Two co-chairpersons shall be selected from the members of the Committee. One of the co-chairpersons shall be a union member and the other co-chairperson shall be a manager.
- 41.05 The committee shall hold regular meetings at least four (4) times per year.
- 41.06 The Union agrees to make every effort to encourage its members to observe all safety rules and to use all the appropriate protective equipment and safeguards.
- 41.07 In the interests of safety the Company will continue to provide all training it considers necessary to employees required to work on new equipment and facilities either by on-the-job training or by formal or informal training at factories or at Company training schools. The Company will also continue to provide training in safety practices to employees while attending technical courses at the Company's schools.
- 41.08 The Company shall provide first aid equipment, training and services in accordance with the Canada Labour Code Standards, Part II.
- 41.09 When the Company is investigating an accident involving a fatality of a member of this Bargaining Unit, the Union will be invited to be present at the investigation.

ARTICLE 42

VEHICLE LIABILITY

- 42.01 The Company will waive its claim against any employee in the bargaining unit for reimbursement of damages paid by it to a third party for bodily injury, death or property damage caused by an accident involving a motor vehicle owned or leased by the Company or rented by or on behalf of the Company and driven by the employee in the normal course of performing his/her duties.
- 42.02 The Company will indemnify an employee in the bargaining unit against any liability imposed upon him/her by a court of competent jurisdiction to pay any damages arising from bodily injury, death or property damage suffered by a third party and caused by an accident which occurs while the employee is driving a motor vehicle owned or leased by the Company or rented by or on behalf of the Company while in the normal course of performing his/her duties.
- 42.03 The Company will act as irrevocable attorney to appear and defend in any court of competent jurisdiction in which an action is brought against an employee claiming damages allegedly arising out of such an accident.
- 42.04 The Company will conduct all negotiations in respect of such damages and will effect any settlement relating to the payment thereof.
- 42.05 The above will not apply where the accident occurred while the employee was driving a vehicle owned or leased by the Company or rented by or on behalf of the Company if:
- (a) the employee is aware his/her driver's licence has been suspended or invalidated; or
 - (b) the employee is convicted of a criminal offence by a court of competent jurisdiction in relation to the actual specific accident.

ARTICLE 43

POSTING

43.01 **Posting**

Whenever practicable, advance notice of a change in posting or a transfer shall be given to an employee. Such notice shall not normally be less than three (3) months. Every reasonable effort will be made to effect such posting or transfer of an employee during his/her children's vacations from school.

43.02 **Isolated Posts**

Operational requirements permitting, the following guidelines will be applied to the assignment of employees to Resolute Bay and Iqaluit.

(a) **Single Employee**

Maximum Posting - One (1) year with a minimum of two (2) years following completion of such an assignment before re-assignment to a post in the same category.

(b) **Married**

(i) **Accompanied by Family**

Maximum Posting - Two (2) years with a minimum of three (3) years following completion of such an assignment before re-assignment to a post in the same category.

(ii) **Unaccompanied by Family**

Maximum Posting - Six (6) months with a minimum of two (2) years following completion of such an assignment before re-assignment to a post in the same category.

(c) **Limitations and Extensions at Isolated Posts**

Employees may request, in writing, an extension of the limits of the time spent at isolated posts with the understanding that it is not normally the policy of the Company to assign such employees for more than four (4) consecutive years.

Where an employee is on temporary assignment to an isolated post for periods in excess of two (2) months, those periods shall be credited to

the employee and count towards satisfying the maximum requirements listed above.

Employees may be required to undertake one assignment (tour of duty) at an Isolated Post anywhere in Canada during their first seven (7) years of service as Electronics Technologists with NAV CANADA. The Union agrees and is prepared to meet with the Company if the seven (7) year limitation presents a staffing difficulty. In the future this specific obligation may be increased.

The Union will present no objections to a change should NAV CANADA provide evidence of these difficulties.

This article commits the Union to approve a change in the length of time and number of postings after review and upon substantiated proof of said difficulties by the Corporation that such change is necessary.

ARTICLE 44

DEVELOPMENT

44.01 NAV CANADA and Local 2228, IBEW, agree to the necessity of a jointly developed, structured training program to develop electronics technologist. The NAV CANADA Electronics Technologist (NET) Development Programs will be the methods used to develop the competency of employees. Such programs shall be utilized for the development of maintenance, engineering/installation, technical operation coordinators and flight inspection technologists.

Movement through the developmental programs will require three elements to be considered before advancement:

1. Successful completion of the identified training and experience
2. A minimum time in level
3. A satisfactory performance appraisal

The following list are examples of NET developmental programs utilized as accepted methods used to develop technologist to their working level.

1. Technical Operations Certification Program (TOCP)
2. Engineering Technologist Competency Program (ENGETCOMP)
3. Competency Program for Technical Operation Coordinators (COMPTOC)
4. Competency Program for Flight Inspection Technologist (COMPFIT)

Testing of Electronics Technologists will be carried out as required to confirm that training objectives and competency requirements are being achieved. No record of examination scores will be issued, but this data will be kept for NAV CANADA Training Management use.

Regulatory requirements of the Canadian Aviation Regulations places the ultimate responsibility and accountability of ensuring competency standards on the Company. To this end, the parties will work together, as appropriate, to ensure the regulatory requirements are met for the various competency programs.

ARTICLE 45

EMPLOYEE PERFORMANCE REVIEW AND EMPLOYEE FILES

- 45.01 When a formal assessment of an employee's performance is made, the employee concerned must be given an opportunity to sign the assessment form in question upon its completion to indicate that its contents have been read and understood. Upon written request, a copy of an employee's completed assessment form will be provided to the employee.
- 45.02 The Company agrees not to introduce as evidence in a hearing relating to disciplinary action any document from the file of an employee, the content of which the employee was not aware at the time of filing or within a reasonable period thereafter. In the case of discharge such evidence will be limited to the grounds stated in the notice of discharge given to the employee.
- 45.03 When an unsatisfactory report is placed on an employee's file, the employee concerned must be given an opportunity to sign the report in question to indicate that its contents have been read and understood.
- 45.04 Upon written request from an employee, any document relating to disciplinary action, which may have been placed on the personnel file of an employee shall be destroyed after two (2) years have elapsed since the infraction took place provided that no further occurrence of disciplinary action has been recorded during this subsequent period.
- 45.05 Upon written request of an employee, the personnel file of that employee may be made available once per year for his/her examination in the presence of an authorized representative of the Company.

ARTICLE 46

LOSS OF PERSONAL EFFECTS

- 46.01 NAV CANADA, at management discretion, will reimburse an employee who suffers loss of clothing or personal effects related to the performance of their duties.

ARTICLE 47

TOOLS AND MANUALS

Tools

- 47.01 The Company agrees to continue its present practice of supplying tools where it considers them necessary.
- 47.02 Such tools remain the property of the Company.
- 47.03 An employee who through neglect or negligence destroys or loses any of the tools issued to him/her by the Company shall be held responsible for such damage or loss. However, if the employee demonstrates that the loss or damage was not because of neglect or negligence, NAV CANADA will indemnify him or her regarding that loss or damage.

Manuals

- 47.04 The Company agrees to continue the present practice of ensuring that employees have ready access to all manuals considered necessary to their work by the Company, and manuals of a non-confidential nature relating to their terms and conditions of employment.

ARTICLE 48

FACILITY RELATED MAINTENANCE

- 48.01 While at equipment sites, electronics personnel may be required to perform regular plant run-ups, checking of oil or antifreeze levels and other minor inspections. An employee may also be required to perform minor maintenance/repair activities on environmental control systems such as the replacement or adjustment of modules and components. Employees may also be required to perform facility related maintenance activities. However, such activities should not exceed the scope of minor maintenance or be at a level that clearly overlaps work normally done by another group of employees or a specialized contractor.

ARTICLE 49

SENIORITY

49.01 Calculation of Seniority

For the purposes of the present collective agreement:

- (a) seniority is the continuous service in the bargaining unit of an employee with NAV CANADA from his or her last date of hire.
- (b) The seniority of a “designated” continued employee shall be the employee’s continuous service with NAV CANADA in addition to his or her continuous service as an employee engaged in the public service as defined in the Public Service Staff Relations Act (R.S.C., P-35 S.1) as at November 1, 1996. It is agreed that the continuous service of these “designated” employees referred to above who were employed in any department or organization mentioned in any version of Part 1, Schedule I under the said Act prior to November 1, 1996 shall be covered.

49.02 Acquisition of Seniority

An employee shall not acquire seniority until such time as he or she has successfully completed the probationary period provided for in the present collective agreement.

49.03 Seniority Date

Once the probationary period is successfully completed, the employee’s seniority shall be retroactive to his or her date of hire.

49.04 Seniority Lists

NAV CANADA shall provide the Union an updated seniority list of employees in the bargaining unit twice a year.

In the event that seniority in a given situation is to be applied and two (2) or more employees have identical seniority, the order of seniority shall be determined by a random draw or any like means to be determined by the shop steward and the manager at the location concerned.

49.05 **Temporary Full Time and Part Time Employees**

Temporary full time and part time employees shall not accumulate seniority. However a temporary employee whose status is modified to that of a regular employee at the end of his or her employment period shall be subject to the probationary period provided for in the present Article. Upon completion of the probationary period, the seniority shall be retroactive to the last date of hire as a temporary employee. In the case of a temporary part time employee, the seniority shall be pro-rata the total number of regular hours during the period.

49.06 **Probationary Period**

The probationary period for an employee shall be 12 months from the employee's last date of hire. Absences from work for whatever reason exceeding 30 days shall not be counted for the purposes of the probationary period. The termination of a probationary employee for non-disciplinary reasons may be carried out at NAV CANADA's discretion at any time during the probationary period.

An employee progressing through a development program as per LOU 11-14 and who advances to the next level sooner than twelve (12) months shall be considered to have successfully completed his or her probationary period.

Notwithstanding the above, a new employee hired on the basis that he or she will acquire a second official language during employment will be deemed to be on probation until such time as the employee has successfully met the condition. In this case the probationary period may be extended by NAV CANADA by a period equivalent to the accumulated regular work time taken by the employee in language training.

49.07 **Accumulation of Seniority**

An employee shall continue to accumulate seniority during any absence due to industrial or non-industrial accident or illness, leaves of absence for union business, paid leaves of absence provided for under the present collective agreement, maternity and parental leave, and unpaid authorized leave of absence. In the latter case, seniority shall only continue to accumulate for a maximum period of twelve (12) consecutive months.

49.08 **Loss of Seniority**

Seniority shall be lost if the employee

- (a) is dismissed for just cause and is not reinstated by agreement of the parties or by virtue of an award by an arbitrator;
- (b) retires;

- (c) voluntarily resigns;
- (d) fails, without valid reason, to return to work from an authorized leave of absence for a period of five (5) consecutive days following the expiry of such leave;
- (e) is subject to lay-off and accepts in writing any NAV CANADA departure incentive program which may have been offered to the employee by NAV CANADA.

49.09 **Transfer Out of the Bargaining Unit**

The seniority of an employee transferred to a position outside the bargaining unit shall continue to accumulate for a period of twelve (12) months or the date of the return of the employee whichever is sooner.

At the end of the twelve (12) month period if the employee has not returned to the bargaining unit, seniority accrued up to the date of transfer shall be maintained.

ARTICLE 50

STAFFING

50.01 Order of Staffing – Level 1

Staffing of a new or vacant Level 1 position shall be done by using the following process and in the order provided below:

- (a) The placement of employees who have a priority status under the provisions of Article 50, clause 50.02.
- (b) The deployment without restriction of employees returning from an assignment at an isolated post.
- (c) The deployment of employees with seven (7) years of employment or less.
- (d) The assignment of employees by Lateral Transfers under Article 50.03.
- (e) The deployment of an employee at the same level to a position provided the employee being transferred is qualified by having sufficient relevant training and experience to be able to meet the requirements of the vacant position with training time not exceeding 25% of the training time normally required by an employee with no pertinent training for the position. If the deployment requires re-location, the employee may refuse the deployment.
- (f) Staffing by external hiring

50.02 Priority Placements (Level 1)

In the event of a vacant position NAV CANADA shall seek to fill the position with an employee eligible for priority placement.

NAV CANADA shall review each category in the order set out below and determine if at the location where the position vacancy occurs there is an eligible employee. If no eligible employee is identified, NAV CANADA shall apply the process on a national basis.

The order of categories are as follows:

- (a) employees returning from leaves of absence for Union business;
- (b) employees who have received notices of lay-off (surplus)

- (c) employees returning from leaves of absence of twelve (12) months or more.

50.03 **Staffing of Level 1 Positions by Lateral Transfers**

- (a) In staffing the position, NAV CANADA shall proceed by a national lateral transfer in accordance with the following:
 - (i) in January of every year the company shall establish a lateral transfer request inventory indicating the employee's name, present location and the locations which he or she is interested in;
 - (ii) the transfer list shall be established for a period of twelve (12) months and shall be supplied to the Union at the national level ;
 - (iii) employees at the ANS-TEC-1, ANS-TEC-2 and ANS-TEC-3 are eligible to submit a request for a lateral transfer to an ANS-TEC-1 level position;
 - (iv) subject to availability of vacancies, a minimum of three (3) vacancies shall be staffed by using this process per year (January 1st to December 31st);
 - (v) the eligible employee must have seven (7) years of seniority at the date of the transfer. An employee who reaches seven (7) years of service during the calendar year shall be deemed eligible;
 - (vi) employees may undertake a lateral transfer only once during their career;
 - (vii) in the event that the employee voluntarily retires or resigns within two (2) years of being transferred, the employee will be required to reimburse 50% of the relocation costs;
 - (viii) in the event that releasing the employee from his or her position will create an immediate staff shortage, NAV CANADA shall notify the Union of the delay to the employee's transfer;
 - (ix) If there are other reasons why NAV CANADA believes a transfer of an employee should not be carried out, meaningful consultation with the Union shall take place;

- (x) of the employees listed who meet the present conditions and all other things being equal, the senior employee shall be assigned.
- (b) Notwithstanding sub paragraph (a) above, NAV CANADA shall not be obliged to effect a lateral transfer of an Level 1 from an area control centre if the transfer creates a position vacancy where there is no eligible employee qualified by having sufficient relevant training and experience to be able to meet the requirements of the vacant position with training time not exceeding 50% of the training time normally required by an employee with no pertinent training for the position.
- (c) NAV CANADA shall advise the employees and the Union of the training, including the relevant Position Technical Qualification Requirements (PTQR's) required for the vacant position.

50.04 **Staffing of Level 2 and Level 3 Positions**

In the event of a vacant position, NAV CANADA shall first seek to fill the position with an employee eligible for priority placement.

NAV CANADA shall review each category in the order set out below and determine if at the location where the position vacancy occurs there is an eligible employee occupying a position at the same level. If no eligible employee is identified, NAV CANADA shall apply the process on a national basis.

The order of categories are as follows:

- (a) employees returning from leaves of absence for Union business;
- (b) employees who have received notices of lay-off (surplus)
- (c) employees returning from leaves of absence of twelve (12) months or more.

If there are no priority placements, NAV CANADA shall proceed by the following staffing process:

(a) **Posting Period**

The vacant position shall be posted for a minimum period of twenty one (21) days on the NAV CANADA Portal (Intranet). Employees may subscribe to receive postings electronically.

(b) **Information**

The position posted shall include the following information:

- (i) position title, classification and specific geographic location(s);
- (ii) basic qualifications required, including security clearances and language requirements;
- (iii) area of selection;
- (iv) summary of duties of the position;
- (v) particular working conditions such as shift work, need to travel, driver's license requirement;
- (vi) closing date of competition;
- (vii) name and address of person to whom the application is to be directed;
- (viii) the availability of a statement of qualifications for the position.

(c) **Eligible Employees**

Only Level 1 employees or higher may apply on a vacant position. Temporary employees shall only be considered following the consideration of regular employees.

(d) **Application from Outside the Bargaining Unit**

For the purposes of the present Article, a candidate may include a qualified employee at the equivalent or lower salary level from another occupational group in another bargaining unit. For the purposes of paragraph 50.04 the employee shall be deemed to be the least senior.

(e) **Transmission of Application**

The application must be transmitted by midnight on the closing date.

(f) **Area of Selection**

The minimum area of selection concerned shall be defined as national for all Level 2 and 3 positions.

(g) **Eligibility List**

If NAV CANADA establishes an eligibility list, it shall only be used for similar positions at the location(s) indicated on the original posting. The eligibility list shall be valid for a period of up to twelve (12) months. When an eligibility list is used, the selected employee may decline the assignment without jeopardizing his or her standing on the list.

(h) **Statement of Qualifications**

NAV CANADA shall determine the position requirements in the Statement of Qualifications using reasonable selection standards, security requirements, linguistic requirements and any bona fide occupational requirements. The Statement of Qualification will include the weightings for each of the rated categories of the Knowledge, Abilities and Personal Suitability.

(i) **Employee Qualifications**

An employee is deemed qualified if the employee meets the position requirements established under sub paragraph (h).

(j) **Basic Qualifications**

Employees who do not meet the basic qualifications for the vacancy as outlined on the Statement of Qualifications will be screened out and will be so advised.

(k) **Assessment Methods**

The remaining candidates shall be assessed by a variety of means such as testing, interviewing, review of training and experience, and or other reasonable methods. Interviews may be conducted in person, via teleconferencing or other suitable methods.

(l) **Employee Selection**

In the selection process, the most qualified candidate who best meets the position requirements shall be selected. However, if employees who are salary protected as a result of organizational change have

applied for the competition and the vacant position to be filled is the same position at the same location as the previous position held by the salary protected employee, the salary protected employee shall be declared the successful candidate if he/she has met the position requirements. If two or more such salary protected employees have applied and met the position requirements, the candidate with the highest score shall be selected. When two or more qualified candidates are relatively equal, the most senior will be selected. Any candidate may request a confidential debrief from the hiring manager or a Human Resources representative.

- (m) NAV CANADA will make every reasonable effort to have a Human Resources representative participate in the interview process (for employees or external candidates). Where a Human Resources representative is not available, the Union shall be so advised

50.05 **Travel and Relocation Expenses**

Employees assigned to positions requiring relocation under the present staffing process shall be eligible for authorized travel and relocation expenses in accordance with the NAV CANADA Joint Council (NCJC) Travel Program and NCJC Relocation Program.

50.06 **Staffing of Temporary Vacancies**

- (a) Temporary vacancies are vacancies caused by special projects, vacations, absences due to accidents or illness, leaves of absence or where a work requirement clearly exists for a limited time and is not anticipated to become a permanent ongoing need. A temporary vacancy may also result when an existing employee is assigned to a temporary vacancy per the above provision.
- (b) NAV CANADA may assign a temporary or regular employees to fill a temporary vacancies anticipated to be of less than twelve (12) months duration.
- (c) Temporary vacancies anticipated to be greater than twelve (12) months duration shall be staffed using the normal staffing procedures provided for in the present Article. Where NAV CANADA posts a temporary vacancy for competition the other of consideration shall be as follows:
 - (i) regular employees;
 - (ii) temporary employees;

- (iii) external applicants.
- (d) A regular employee assigned to a temporary vacancy for a period of 12 months or less shall be returned to his or her original position at the end of the temporary assignment.
- (e) A regular employee assigned to a temporary vacancy for a period of more than twelve (12) months shall be reassigned to a position at the same level but not necessarily their original position at the end of the assignment.
- (f) If it becomes evident during the first twelve (12) months of a temporary assignment that it will not end in the foreseeable future, the position shall be staffed using the normal staffing procedures provided for in the present Article.

50.07 Familiarization Period

Upon assignment under paragraph 50.04, the employee shall be granted a familiarization period of a maximum of forty five (45) days during which period the employee may return or be returned by NAV CANADA to his or her former position subject to the following:

- (a) the parties may agree to waive or extend the familiarization period;
- (b) no relocation expenses shall be paid during the familiarization period unless mutually agreed otherwise. In the latter case the return rights shall be extinguished;
- (c) the employee shall receive travel expenses during the familiarization period.

50.08 Leave of Absence for Less than Twelve (12) Months

An employee on a leave of absence of less than twelve (12) months for whatever reason shall, upon his or her return to work, be assigned to his or her former position.

If an employee has been absent for two (2) or more consecutive leaves and is returning to work, the present paragraph shall apply only if the total accumulation of periods of leave of absence is less than twelve (12) months.

50.09 Medical Leave of Absence for Twelve (12) Months or More

An employee who returns to work following a leave of absence due to accident or illness of twelve (12) months or more shall be reassigned to his

or her former position if available. If the position is not available, NAV CANADA recognizes the duty to accommodate including the application of Article 50.02 Priority Placements and 50.04 Staffing of Level 2 and Level 3 Positions.

50.10 Return Notice from Leave of Absence

Within sixty (60) days prior to the expiry of an authorized leave of absence of twelve (12) months or more, the employee shall advise NAV CANADA in writing of his or her desire to return to work.

50.11 Level Changes

- (a) In the event that a position at a given location is modified to the extent that an increase in level is required, the employee presently filling the position shall be assigned to the higher level.
- (b) In the event that the level change results in a lower level, the employee presently filling the position may request to remain in the position at the lower level or be subject to the provision of Article 51, Employment Security.
- (c) Any adjustment in salary rates shall be determined under Article 21 of the present Collective Agreement.

50.12 Mobility

Subject to Article 43, an employee during the first seven (7) complete years of employment shall be required to be mobile for locations throughout Canada for the purposes of position assignments and staffing.

50.13 Temporary Employee

A temporary employee is an employee hired for special projects or temporary needs and for a specified term. Temporary employees shall be governed by the provisions of Appendix "A". The Company shall provide the Union with the names, locations and term of temporary employees.

A temporary employee with three (3) years of continuous service shall be considered a regular employee and shall be deemed to have completed his/her probationary period per Article 49 of the collective agreement.

Where such an employee has not secured ongoing employment by the end of their assignment, the employee shall be deemed to be laid-off and NAV CANADA shall pay to the employee a termination allowance in the amount specified in Article 51.09 of the collective agreement.

50.14 **Regular Employee**

A regular employee is an employee hired on an ongoing basis for an indeterminate period.

50.15 A location, for the purpose of Article 50, Staffing and Article 51, Employment Security, is identified by the premises where the employee's workplace as defined in Article 33 is located.

50.16 NAV CANADA shall not reduce the minimum selection standards as follows:

- (a) A Secondary school diploma; and
- (b) Completion of an acceptable training program in electronics technology or an approved alternative

An approved alternative is an acceptable combination of education, training and/or experience.

NOTE: Normally an acceptable training program in electronics technology involves the completion of two to three years of post-secondary study in this subject.

In the event that NAV CANADA hires an external employee through a competitive process who NAV CANADA determines is qualified by way of the approved alternative as set out in clause 50.16(b), NAV CANADA will:

- (a) Provide the IBEW with a copy of the letter of offer;
- (b) Provide an outline as to how the individual met the approved alternative, and;
- (c) Provide an opportunity for a senior union representative to meet with the hiring manager.

ARTICLE 51

EMPLOYMENT SECURITY

51.01 **Early Identification of Surplus Situations**

The following provisions shall apply for the early identification of a potential displacement situation:

- (a) potential job displacement situations include lack of work, facility closure, economic downsizing, technological change, organizational change, contracting out, or any other action that may result in a job displacement situation; and
- (b) where NAV CANADA identifies potential job displacement situations it shall notify in writing the Union at the national level at the earliest possible opportunity.

51.02 **Meaningful Union/NAV CANADA Consultation**

Meaningful Union/NAV CANADA consultation shall begin following notice to the Union of potential job displacement.

Seniority shall be the primary principle in layoff situations.

Any employee with fifteen (15) or more years of seniority shall not be required to accept an assignment that would require the employee to relocate.

The least senior employee(s) where the surplus situation occurs will be identified.

In order to minimize adverse consequences of job displacement, and resolve surplus situations without layoff, meaningful Union/NAV CANADA/employee(s) consultation should take place through the possible development of a human resource transition plan. Areas of consideration at a local, regional and, in certain cases a national basis, shall include but are not limited to the following:

- (1) elimination of casuals and term or temporary employees;
- (2) voluntary methods, including job exchange, transfers to available positions at equivalent levels, and re-training;
- (3) seeking voluntary separation through NAV CANADA's Departure Incentive Program;

- (4) displacement (bumping)

51.03 **Layoff**

- (a) An employee with less than fifteen (15) years of seniority who declines reassignment shall be laid off and his/her employment will be terminated.
- (b) an employee with fifteen (15) or more years of seniority who refuses reassignment shall be entitled to the NAV CANADA Departure Incentive Program.
- (c) the employee shall receive a formal notice of surplus status at least three (3) months prior to layoff date (surplus period), copied to the Union;
- (d) if NAV CANADA and the employee have been unsuccessful in finding an appropriate job opportunity within NAV CANADA at the end of the surplus period, the employee shall receive NAV CANADA Departure Incentive Program.

NAV CANADA reserves the right to offer a departure incentive program during the surplus period.

An employee who accepts the NAV CANADA Departure Incentive Program and ceases to be an employee of NAV CANADA prior to the end of his or her surplus period shall receive an indemnity in lieu of the balance of the three (3) months surplus notice period.

- (e) Applicable to employees hired after April 26, 2006 (not entitled to severance pay)
 - (i) A surplus employee with less than seven (7) years of seniority who refuses an offer for an alternate position shall be terminated without any termination allowance.
 - (ii) A surplus employee with less than seven (7) years of seniority who is not offered an alternate position shall receive as a termination allowance; two (2) weeks pay first year of seniority plus one (1) week of pay for each year of additional seniority upon termination.
 - (iii) A surplus employee with seven (7) or more years of seniority but less than fifteen (15) years who is offered alternate position that requires relocation but the employee refuses to

relocate, a termination allowance; of two (2) weeks' pay for the first year of seniority plus one week's pay for each complete year of additional seniority will be issued to the employee upon termination.

- (iv) A surplus employee with seven (7) or more years of seniority but less than fifteen (15) years who is not offered an alternate position will be entitled to the NAV CANADA Departure Incentive Program (clause 51.09) upon termination.
- (v) A surplus employee with fifteen (15) or more years' seniority who is offered an alternate position that requires relocation, the employee may refuse to relocate and would then be entitled to the NAV CANADA Departure Incentive Program (clause 51.09) upon termination.
- (f) An employee who accepts the NAV CANADA departure incentive payment ceases to be an employee of NAV CANADA.

51.04 **Displacement (Bumping)**

An employee who is facing surplus or lay-off status may displace the least senior employee in the same region under the following conditions:

- (a) the region of employment for a employee at Head Office including the Training Institute shall be deemed the employee's last region of employment. Alternatively, if the employee was not transferred from a region, displacement shall take place in the Eastern Region subject to linguistic consideration.
- (b) the employee must meet the language requirements of the displaced employee's position;
- (c) the employee shall receive any additional training required for the replacement position;
- (d) once the employee has assumed the functions of the displaced employee he/she shall remain eligible to reinstatement at his or her previous level under Priority, Article 50 Staffing.
- (e) if the training is successful, the employee shall be assigned to the replacement position and the provisions of Article 21.10 of the Collective Agreement shall apply;
- (f) if the training is unsuccessful, the employee shall be considered as a surplus employee. If reassignment as a surplus employee is not

possible, the provision of the present Article providing for the NAV CANADA Departure Incentive Program and lay-off shall apply. In this case the training period is deemed to be included in the surplus period. However, if the training period extends beyond the surplus period, the notice of surplus is deemed to have been extended;

- (g) the least senior employee displaced under the present paragraph shall be deemed a surplus employee and shall become eligible for reassignment if possible, otherwise the provision of the present Article providing for the NAV CANADA Departure Incentive Program and lay-off shall apply;
- (h) the employee may only displace once in any displacement situation and such displacement shall not provoke any other displacements.

51.05 Position Exchange Provision

In surplus situations NAV CANADA, at its discretion, may accept the offer of resignation by an employee for the purpose of providing a position for an employee subject to lay-off. Factors to be considered shall include the qualifications of the employee subject to the lay-off position level and requirements, its location and costs. The employee accepting termination shall be entitled to the NAV CANADA Departure Incentive Program.

51.06 Travel and Relocation Expenses

Employees assigned to positions under the present Article who require relocation, shall be eligible for authorized travel and relocation expenses in accordance with the NCJC Travel and Relocation Programs.

51.07 Application of Collective Agreement to Laid Off Employees

Unless specified otherwise the terms and conditions and benefits provided for in the Collective Agreement shall not apply to laid-off employees.

51.08 Contracting Out

Work normally and regularly performed by employees in the bargaining unit shall not be performed on a regular basis by another NAV CANADA employee outside the bargaining unit unless that work also forms a bona fide part of the duties of that employee.

NAV CANADA shall regularly engage in meaningful consultation at the national level, through the Joint Technical Committee regarding potential contracting out of bargaining unit work in the upcoming period.

NAV CANADA agrees to inform the Union at the national level of any change in its maintenance and engineering practices relating to work of the bargaining unit that may result in the use of contractors. If job displacements are involved, the procedures under the present Article shall apply.

However, before granting a contract, and at the written request of the Union or affected employees within 30 days of notice from NAV CANADA to the Union under Article 51.01(b), NAV CANADA shall, in conjunction with the consultation process under Article 51.02 consider any proposal the Union or the employees may submit as an alternative to the granting of a contract.

If NAV CANADA does not accept the proposed alternative it shall so advise the Union and the employees involved.

If NAV CANADA proceeds with a public Request for Proposal and the affected employees wish to submit a bid for the work involved, NAV CANADA shall, at its reasonable expense, provide these employees with third party professional assistance for the purpose of preparing and submitting a bid for the work.

- (a) The Departure Incentive Program to which an employee may be eligible under the present Article shall not be affected by his or her participation in a successful bid for the work involved.
- (b) Affected employees not participating in the bidding process for the work involved retain their rights under the present Article.

In the event NAV CANADA grants a contract and thereby creates a surplus situation, the employees affected shall be subject to the procedures provided for employees in the present Article as well as Priority Placement under Article 50.02. Notwithstanding any restriction under the present Article or Article 50.02 Priority Placements, in assigning employees to available positions, the employees, regardless of level or location, shall be offered any available positions at the same or lower level either locally, regionally or nationally and the provisions of Article 21.10 of the Collective Agreement shall apply (Salary Protection). Authorized relocation expenses shall be borne by NAV CANADA under its policies referred to in Article 51.06 (Travel and Relocation Expenses).

If no positions are available or if the employee decides not to exercise his or her rights to displace under Article 51.04 or otherwise refuses an available position, he or she shall nonetheless remain eligible for

the NAV CANADA Departure Incentive Program. If the employee refuses the Program, he or she shall be laid off.

51.09 **NAV CANADA Departure Incentive Program**

- (a) Subject to the above, employees who are members of IBEW bargaining unit and who are terminated after being declared surplus will receive a lump-sum cash payment on departure or, if desired spread over the year of termination and the following two calendar years. In addition, certain other benefits will be offered. The lump-sum cash payment includes severance pay that may be payable and will be calculated on the basis of weeks of pay and will be as shown.

Service Criteria	DIP Compensation
Up to and including one (1) full year of service	8 weeks pay
2 years of service	10 weeks pay
3 years of service	12 weeks pay
4 years of service	14 weeks pay
5 years of service	16 weeks pay
6 years of service	18 weeks pay
7 years of service	20 weeks pay
8 years of service	22 weeks pay
9 years of service	24 weeks pay
10 years of service	26 weeks pay
11 years of service	28 weeks pay
12 years of service	30 weeks pay
13 years of service	32 weeks pay
14 years of service	34 weeks pay
15 years of service	36 weeks pay
16 years of service	38 weeks pay
17 years of service	40 weeks pay
18 years of service	42 weeks pay
19 years of service	44 weeks pay
20 years of service	46 weeks pay
21 years of service	48 weeks pay
22 years of service	50 weeks pay
23 years of service	52 weeks pay
24 years of service	54 weeks pay
25 years of service	56 weeks pay
26 years of service	58 weeks pay
27 years of service	60 weeks pay
28 years of service	62 weeks pay
29 years of service	64 weeks pay
30 years of service	66 weeks pay

Service Criteria	DIP Compensation
31 years of service or more	68 weeks pay

Payments will be prorated for periods of less than a full year.

Further, the above amounts are inclusive of any severance pay that may be paid by NAV CANADA pursuant to Article 22 of the collective agreement.

(b) Other Benefits

- (i) Employees who are entitled to an immediate pension benefit and who choose to receive the pension at time of resignation will also be eligible for
 - (A) basic life insurance coverage at regular employee rates as amended from time to time.
 - (B) participation in the NAV CANADA Bargaining Agents Association Health Care Plan at normal pensioner rates.
 - (C) continued coverage in the NAV CANADA Dental Care Plan for a period of three months after date of retirement at no cost to the employee.
- (ii) Employees who are not eligible for an immediate pension benefit will be eligible for the following:
 - (A) conversion of Basic Life insurance to coverage at “commercial” rates without the need for a medical provided application is made within 30 days of resignation.
 - (B) continued coverage under the NAV CANADA Health Care and Dental Care plans for a period of three months after termination at normal employee rates.
 - (C) up to \$7,000 for financial planning, tax advice, re-education and other transition assistance.

ARTICLE 52

PART-TIME EMPLOYEES

52.01 **Definition**

Part-time employee means an employee whose normal scheduled hours of work on average are less than thirty-seven and one-half (37 1/2) hours per week.

52.02 **General**

Part-time employees shall be entitled to the benefits provided under this Agreement in the same proportion as their normal scheduled weekly hours of work compare with the normal weekly hours of work of full-time employees unless otherwise specified in this Agreement.

Part-time employees shall be paid at the hourly rate of pay for all work performed up to seven and one-half (7 1/2) hours in a day or thirty-seven and one-half (37 1/2) hours in a week.

The days of rest provisions of this Collective Agreement apply only in a week when a part-time employee has worked five (5) days and a minimum of thirty-seven and one-half (37 1/2) hours in a week at the hourly rate of pay.

Part-time employees shall be paid for the general holidays an amount equal to the average of the daily wages for the days worked during the 30 days preceding the general holiday .

When a part time employee is required to work on a day which is prescribed as a general holiday in clause 26.01 of the agreement, the employee will be paid in accordance with Article 26.

ARTICLE 53

AGREEMENT RE-OPENER CLAUSE

53.01 This Agreement may be amended by mutual consent.

ARTICLE 54

DURATION AND RENEWAL

- 54.01 Unless otherwise expressly stipulated, this Agreement shall become effective on the date January 1, 2018 and shall remain in effect until December 31, 2019.

SIGNED AT OTTAWA, this day of the month of , 2018

NAV CANADA

**INTERNATIONAL BROTHERHOOD
OF ELECTRICAL WORKERS,
LOCAL 2228**

Elizabeth Cameron
Vice President, Labour Relations

Paul Cameron
Business Manager

Sylvain Guindon
Director, HR Business Partnerships

Dave Cupples
President

Dustin Abbott
Negotiating Team Member

Michel Gaulin
Business Representative

Mitch Desrochers
Negotiating Team Member

Glen Kautz
Business Representative

Karen Donovan-Bhoi
Negotiating Team Member

Don Dionne
Negotiating Team Member

William Estrada
Negotiating Team Member

Andre Lenarcik
Negotiating Team Member

Warren Gosselin
Negotiating Team Member

Meaghan Olmstead
Negotiating Team Member

Marc Lacroix
Negotiating Team Member

Derrick Shaffer
Negotiating Team Member

Jim Stetson
Negotiating Team Member

Tristan Smith
Negotiating Team Member

Ken Walker
Negotiating Team Member

APPENDIX “A”

ARTICLES APPLICABLE TO TEMPORARY EMPLOYEES

<u>Article #</u>	<u>Description</u>
1	Purpose of Agreement
2	Interpretation and Definitions
3	Application
4	Official Texts
5	Future Legislation and the Collective Agreement
6	Managerial Rights
7	Previous Rights
8	Recognition
10	Appointment of Stewards
11	Access to Premises
12	Check-Off
13	Information
14	Use of Company Facilities
15	Leave with or without Pay for Union Business
16	Pensions (as per the text of the benefit plan)
17	Vacation Leave
19	Income Security in the event of Illness or Disability
20	National Joint Council Agreements)
21	Pay Administration
23	Hours of Work
24	Days of Rest
25	Overtime
26	General Holidays
27	Travel
28	Call-Back
29	Standby
30	Shift and Weekend Premiums
31	Flying Pay
32	Working Conditions
33	Assigned Work Place
34	Temporary Assignment
35	No Discrimination or Harassment
36	Grievance and Arbitration Procedure
37	Joint Consultation
38	Employee-Owned Motor Vehicle
39	Training
40	Technological Change
41	Safety and Security
42	Vehicle/Liability

43	Posting
45	Employee Performance Review and Employee Files
46	Loss of Personal Effects
47	Tools and Manuals
48	Facility Related Maintenance
49	Seniority
50	Staffing
53	Agreement Re-Opener Clause
54	Duration and Renewal
LOU 1-18	Punch Clocks
LOU 2-18	NAV CENTRE Special Dispute Resolution Mechanism
LOU 3-18	New Employees / Shop Steward
LOU 4-18	Variable Work Week
LOU 5-18	Technical Certification Premium (TCP)
LOU 6-18	Competency Premium
LOU 7-18	NAV CENTRE Graduation Meals
LOU 8-18	Arctic Work Week
LOU 9-18	Days of Rest and Posting of Shift Schedules
LOU 10-18	Compensation For TOC and NSCC Paid Meal Break
LOU 11-18	Overnight Hotel Accommodations
LOU 12-18	IBEW/NAV CANADA Joint Technical Committee
LOU 13-18	Modularization of Electronic Equipment Training Courses
LOU 14-18	Shift Schedule Changes

**APPENDIX “B”
ANNUAL RATES OF PAY**

A - January 1, 2018

B - January 1, 2019

ANS-TEC-0

A	42,272	45,688	49,109	52,526	55,947	59,366	62,784	66,203
B	43,541	47,059	50,583	54,102	57,626	61,147	64,668	68,190

ANS-TEC-1

A	66,239	68,888	71,528	74,178	76,829	79,133	82,268	85,209	87,768
B	68,227	70,955	73,674	76,404	79,134	81,507	84,737	87,766	90,402

ANS-TEC-2

A	74,493	77,759	81,023	84,294	87,558	90,828	94,099	96,922	99,829
B	76,728	80,092	83,454	86,823	90,185	93,553	96,922	99,830	102,824

ANS-TEC-3

A	81,734	85,329	88,929	92,346	95,762	99,177	102,601	105,682	110,193	113,497
B	84,187	87,889	91,597	95,117	98,635	102,153	105,680	108,853	113,499	116,902

APPENDIX "B"
WEEKLY RATES OF PAY

A - January 1, 2018

B - January 1, 2019

ANS-TEC-0

A	810.18	875.65	941.22	1,006.71	1,072.27	1,137.80	1,203.31	1,268.84
B	834.50	901.93	969.47	1,036.91	1,104.45	1,171.94	1,239.42	1,306.92

ANS-TEC-1

A	1,269.53	1,320.30	1,370.90	1,421.69	1,472.50	1,516.66	1,576.74	1,633.11	1,682.15
B	1,307.63	1,359.92	1,412.03	1,464.35	1,516.67	1,562.16	1,624.06	1,682.11	1,732.64

ANS-TEC-2

A	1,427.73	1,490.32	1,552.88	1,615.57	1,678.13	1,740.80	1,803.49	1,857.60	1,913.31
B	1,470.56	1,535.04	1,599.47	1,664.04	1,728.48	1,793.03	1,857.60	1,913.33	1,970.71

ANS-TEC-3

A	1,566.51	1,635.41	1,704.40	1,769.89	1,835.36	1,900.82	1,966.44	2,025.49	2,111.95	2,175.27
B	1,613.52	1,684.47	1,755.54	1,823.00	1,890.43	1,957.85	2,025.45	2,086.27	2,175.31	2,240.53

**APPENDIX “B”
DAILY RATES OF PAY**

**A - January 1, 2018
B - January 1, 2019**

ANS-TEC-0

A	162.04	175.13	188.24	201.34	214.45	227.56	240.66	253.77
B	166.90	180.39	193.89	207.38	220.89	234.39	247.88	261.38

ANS-TEC-1

A	253.91	264.06	274.18	284.34	294.50	303.33	315.35	326.62	336.43
B	261.53	271.98	282.41	292.87	303.33	312.43	324.81	336.42	346.53

ANS-TEC-2

A	285.55	298.06	310.58	323.11	335.63	348.16	360.70	371.52	382.66
B	294.11	307.01	319.89	332.81	345.70	358.61	371.52	382.67	394.14

ANS-TEC-3

A	313.30	327.08	340.88	353.98	367.07	380.16	393.29	405.10	422.39	435.05
B	322.70	336.89	351.11	364.60	378.09	391.57	405.09	417.25	435.06	448.11

**APPENDIX “B”
HOURLY RATES OF PAY**

A - January 1, 2018

B - January 1, 2019

ANS-TEC-0

A	21.60	23.35	25.10	26.85	28.59	30.34	32.09	33.84
B	22.25	24.05	25.85	27.65	29.45	31.25	33.05	34.85

ANS-TEC-1

A	33.85	35.21	36.56	37.91	39.27	40.44	42.05	43.55	44.86
B	34.87	36.26	37.65	39.05	40.44	41.66	43.31	44.86	46.20

ANS-TEC-2

A	38.07	39.74	41.41	43.08	44.75	46.42	48.09	49.54	51.02
B	39.21	40.93	42.65	44.37	46.09	47.81	49.54	51.02	52.55

ANS-TEC-3

A	41.77	43.61	45.45	47.20	48.94	50.69	52.44	54.01	56.32	58.01
B	43.03	44.92	46.81	48.61	50.41	52.21	54.01	55.63	58.01	59.75

NOTES to Appendix B

1. The weekly, daily and hourly rates of pay shown in Appendix “B” have been determined from the annual rates also shown in Appendix “B”, and have been or are subject to rounding to the nearest cent.

2. Pay increment Periods

Full-Time Employees

Part-Time Employees

½ time or more but less <u>than full-time</u>	1/3 time or more but less <u>than half time</u>
--	--

Level

All Levels - 52 weeks	104 weeks	156 weeks
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3. An employee progressing through a development program who obtains stated competency and advances to the next level sooner than twelve (12) months shall receive not less than the same salary placement in the new level as an employee who progresses at or after a twelve (12) month period.

4. Where the rates of pay set forth in Appendix “B” have an effective date prior to the date of signing of this Agreement the following shall apply:

- (a) “retroactive period” for the purpose of clauses (b) to (e) means the period commencing on the effective date of the retroactive upward revision in rates of pay and ending on the day the Agreement is signed;
- (b) a retroactive upward revision in rates of pay shall apply to employees, former employees who have retired from the Company, or in the case of death, the estates of former employees who were employees in the bargaining unit during the retroactive period. The retroactive upward revision shall not apply to former employees who have resigned or whose employment was validly terminated;
- (c) rates of pay shall be paid in an amount equal to what would have been paid had the Agreement been signed on the effective date of the revision in rates of pay;
- (d) in order for former employees or, in the case of death, for the former employees’ representatives to receive payment in accordance with Note 4(b), the Company shall notify, by registered mail, such individuals at their last known address that they have 30 days from the date of receipt

of the registered letter to request in writing such payment after which time any obligation upon the Company to provide payment ceases;

- (e) no payment or no notification shall be made pursuant to Note 3 for one dollar or less.

APPENDIX “C”

LIST OF ARBITRATORS

ATLANTIC

KUTTNER, Thomas S.

THISTLE, W. Wayne

ONTARIO

BRAULT, Serge

BROWN, Richard M.

SWAN, Kenneth P.

PACIFIC

CHERTKOW, Mervin I.

HOPE, Allan

QUEBEC

FOISY, Claude H.

GRAVEL, Marc

ROUSSEAU, Andre

WESTERN

JOLIFFE, Thomas A. B.

JONES, David Phillip, Q.C.

NORMAN, Kenneth E.

EXPEDITED

KELLER, M. Brian

LOU 1-18

PUNCH CLOCKS

This letter will confirm an understanding reached with the International Brotherhood of Electrical Workers during the recently concluded negotiations. It was agreed that members of the Electronics Bargaining Unit would not be required to register attendance by means of a punch clock.

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

LOU 2-18

NAV CENTRE SPECIAL DISPUTE RESOLUTION MECHANISM

The purpose of this Letter of Understanding is to provide for a special mechanism for the resolution of the NAV CENTRE instructional staff issues listed below:

- Preparation Time Allocation
- Development Time Allocation
- Course Design Time Allocation
- Revision Time Allocation
- Instructor Contact Time with Students
- Electronics System Instructors Orientation

It is agreed that the above issues will be resolved in an expeditious manner by using the following procedure. The process will begin when an employee has an unresolved dispute involving any of the items described above.

Step 1 - Formal Complaint Stage

The employee will file a formal complaint in writing outlining the specific problem to the Authorized Management representative. A copy of this complaint will be provided to the Bargaining Agent representative. The Authorized Management representative will render a decision within five (5) days. The five (5) day time period may be extended upon mutual agreement between the Authorized Management representative and the Bargaining Agent representative.

Step 2 - Mediation Stage

If the employee is not satisfied with the decision reached in Step 1, he or she may request that a mediation shall be undertaken. The mediation will begin on a mutually agreed upon date as determined by the Director responsible for training at NAV CENTRE and the Bargaining Agent representative. The Director will appoint a mediator after consulting the Bargaining Agent. The mediator will undertake to assist the Director and the Bargaining Agent representative to jointly render a decision within a two (2) day period.

This Letter of Understanding will expire December 31, 2019.

LOU 3-18

NEW EMPLOYEES / SHOP STEWARD

It is agreed that when there is an orientation program for new employees an opportunity will be provided for a union representative to meet such new employees during the orientation program. A half day will be provided for such a meeting and the scheduling shall be as determined by the Company.

This Letter of Understanding will expire December 31, 2019.

LOU 4-18

VARIABLE WORK WEEK

This will confirm the understanding reached between the parties during negotiations of the collective agreement regarding the matter under reference.

Notwithstanding the provisions of Articles 23 and 25, employees, with the approval of the Company, may complete their weekly hours of employment in a period other than five (5) full days provided that over a period, to be determined by the Company, employees work an average of thirty-seven and one-half (37 1/2) hours per week.

Notwithstanding anything to the contrary contained in the Electronics Group collective agreement, the implementation of any variation in hours shall not result in any additional overtime work or additional payment by reason only of such variation, nor shall it be deemed to prohibit the right of the Company to schedule any hours of work permitted by the terms of this agreement.

Any special arrangement may be at the request of either party and must be mutually agreed between the Company and the employee(s) affected. Where individual employees' duties or shifts are interdependent, then the majority of the affected must agree to the arrangement and it shall apply to all of these employees.

Annex "A" attached outlines the administrative procedures for variable work week arrangements.

This Letter of Understanding will expire December 31, 2019.

ANNEX "A"

MEMORANDUM OF AGREEMENT BETWEEN NAV CANADA AND LOCAL 2228 OF THE INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS FOR EMPLOYEES IN THE ELECTRONICS GROUP

The Company and Local 2228 of the International Brotherhood of Electrical Workers (IBEW) agree that notwithstanding the provisions of the Electronics Group Collective Agreement, the following conditions shall apply to employees on variable hours of work schedules pursuant to Letter of Understanding 4-18.

It is agreed that the implementation of any such variation in hours shall not result in any additional expenditure or cost by reason only of such variation.

1. **General Terms**

The scheduled hours of work on any day, as set forth in the variable work week arrangement, may exceed seven and one-half (7 1/2) hours per day; starting and finishing times, meal breaks and rest periods shall be determined according to operational requirements as defined by departmental policy and guidelines, and the daily hours of work shall be consecutive.

Such a work schedule shall provide that an employee's normal work week shall average thirty-seven and one-half (37 1/2) hours per week over the life of the cycle or variable work week arrangement.

2. **Conversion of Days to Hours**

The provisions of the Collective Agreement which specify days shall be converted to hours. Where the Collective Agreement refers to a "day", it shall be converted to seven and one-half (7 1/2) hours.

When an employee ceases to be subject to this Memorandum of Agreement, his/her credits will be converted to days by dividing the number of hours by seven and one-half (7 1/2) hours per day.

3. **Adjustments**

Any required adjustment between 7 1/2 hours per day and the employee's actual scheduled hours may take the form of make up time or deduction from accumulated compensatory leave or vacation leave, to be determined in advance of the implementation of the variable work week arrangement.

4. **General Paid Holiday**

- (a) A general paid holiday or a lieu day is equivalent to 7 1/2 hours.
- (b) When a general paid holiday falls on an employee's scheduled day off which results from the application of the variable work week, the general holiday shall be moved to a later date following consultation with the employee. If mutual agreement can not be reached, management will determine the day to which the general holiday is moved.
- (c) When an employee to whom clause 26.04(d) applies works on a general holiday or the day to which the general holiday is moved, the employee shall be paid at the straight-time hourly rate for all regularly scheduled hours worked under the variable work week arrangement. Hours worked in excess of these scheduled hours will be compensated in accordance with Article 25. This principle shall also apply to non-operating employees.

5. **Sick Leave**

Employees previously earned sick leave credits (Article 19, clause 19.06) shall be converted to hours by multiplying the number of days by seven and one-half (7 1/2) hours. Leave will be granted on an hourly basis with the hours debited for each day of sick leave being the same as the hours the employee would have been scheduled to work on that day.

6. **Vacation Leave**

Employees shall earn vacation leave credits at the rates prescribed for their years of service, as set forth in Article 17 of the Collective Agreement, but shall be converted to hours on the basis of (1) one day equals seven and one-half (7 1/2) hours. Leave will be granted on an hourly basis with the hours debited for each day of vacation leave being the same as the hours the employee would have been scheduled to work on that day.

7. **Other Types of Leave**

The days available where specified in the Collective Agreement shall be converted to hours by multiplying the number of days by seven and one-half (7 1/2) hours. Leave will be granted on an hourly basis with the hours debited for each day of leave being the same as the hours the employee would have been scheduled to work on that day.

8. **Overtime**

All employees will be paid at their straight-time hourly rate for all work performed during their regularly scheduled hours of work under the variable work week

arrangement. Hours worked in excess of these scheduled hours will be compensated in accordance with Article 25. Compensation for all work performed on a day of rest will be paid in accordance with Article 24. Work performed on an "earned day off" (EDO) resulting from the application of the variable work week arrangement will be paid at time and one-half (1 1/2) for all hours worked provided the EDO cannot be re-scheduled and an EDO shall not be considered as a day of rest for the purposes of Article 24.

9. **Training and Travel**

Where training and/or travel is involved, an employee may be taken off the variable work week schedule.

10. **Minimum Number of Hours between Shifts**

The provision in the collective agreement relating to the minimum period between the termination and commencement of the employee's next shift shall not apply to an employee subject to variable hours of work.

11. **Termination**

Either local management or authorized local representatives of the Union may terminate a variable work week arrangement following thirty (30) days' written notice from either party to the other, providing that prior discussions on the termination have been held.

12. The foregoing is not intended to cover all terms and conditions of variable work week arrangement. It should be emphasized that the implementation of any variation in hours shall not result in any additional expenditure or cost by reason only of such variation.

13. This Memorandum of Agreement will expire on December 31, 2019.

LOU 5-18

TECHNICAL CERTIFICATION PREMIUM (TCP)

An employee who is qualified, in accordance with NAV CANADA Technical Operations Competency and Certification Program Standards and Procedures (MOTO Volume 1 Section 5) and required by the Company:

- (a) to assess the technical proficiency of employees seeking certification responsibility by acting as Proficiency Examiner and/or;
- (b) to provide development of employees in the achievement of stated Position Technical Qualification Requirements and/or;
- (c) to certify ANS electronics equipment.

shall also be entitled to receive an annual premium in the amount of five percent (5%) of the employee's annual rate of pay. The premium shall be paid on a bi-weekly basis for each month in which the employee has earned at least ten (10) days' pay commencing with the month in which the employee becomes qualified to perform such activity.

The NAV CANADA Technical Operations Competency and Certification Program do not form part of this Collective Agreement.

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

LOU 6-18

COMPETENCY PREMIUM

An employee who occupies a position which falls under the ENGETCOMP or COMPTOC shall be entitled to receive an annual premium in the amount of five percent (5%) of the employee's annual rate of pay. The premium shall be paid on a bi-weekly basis for each month in which the employee has earned at least ten (10) days' pay commencing with the month in which the employee occupies such position.

LOU 7-18

NAV CENTRE GRADUATION MEALS

NAV CANADA agrees to continue its current practice pertaining to NAV CENTRE grad meals.

LOU 8-18

ARCTIC WORK WEEK

The Union and the Company agree to file a joint application under Section 171 of the Canada Labour Code with regard to the Arctic Work Week under Article 23.17.

LOU 9-18

DAYS OF REST AND POSTING OF SHIFT SCHEDULES WITHIN TECHNICAL OPERATIONS AND FLIGHT OPERATIONS

During the last round of negotiations with the Electronics Group (ANS-TEC), Local 2228, IBEW, raised concerns regarding the ability of ANS-TECs to plan personal activities around their scheduled days of rest. The rescheduling required as a result of the extensive training which employees of the ANS-TEC Group have to undergo tends, in large part, to disrupt their social and family life.

In order to alleviate the concerns of Local 2228, IBEW, and to enable ANS-TECs to have reasonable ability to plan activities/leave etc. around their posted scheduled days of rest, NAV CANADA agrees to implement the following procedures up to the expiry date of the Collective Agreement on December 31, 2019. Both parties agree that an evaluation of this arrangement will be made during the last six months of the collective agreement.

Notwithstanding language in the current collective agreement, management agrees that the posted schedule shall provide each employee 28 days during which his/her days of rest will be protected. These days of rest shall not be rescheduled as regularly scheduled days of work.

To meet the above commitment, management agrees to post shift schedules at least 28 days in advance.

In the situation where a local agreement exists between the Union representative of a specialty group and the Site Manager, such that both parties to that agreement are prepared to work under the existing language in the collective agreement, then that agreement may stay in place. If in these situations either party is not prepared to continue said agreement, then the specialty group must revert to the conditions described in this letter.

It is recognized that, when an employee is removed from his/her current schedule as the result of other assignments or to attend training courses, the commitment in this letter with respect to days of rest in his/her current schedule does not apply. In such cases, the employee will be subject to the provisions of his/her new schedule.

Local 2228, IBEW, recognizes that requests for discretionary leave such as annual and lieu, may be denied if it requires changes to the protected days of rest of other employees.

Any disputes arising over the application of the foregoing will be brought to the immediate attention of the Director of Maintenance Services, NAV CANADA and the Business Manager of Local 2228, IBEW, for resolution.

The application of the provisions of this letter will remain in effect until the expiry date of the collective agreement on December 31, 2019.

LOU 10-18

COMPENSATION FOR TOC AND NSCC PAID MEAL BREAK

NAV CANADA agrees to implement the following application of Clause 23.05(e) of the Collective Agreement for TOC paid meal breaks:

Employees who currently provide 24 hour coverage, (TOCs) shall accrue 1/2 hour per regularly scheduled shift worked in accordance with clause 23.05(e). This accrued time shall be built into the shift schedule for purposes of liquidation and shall be deemed a day of rest.

Any individual shortfall of hours of work over the averaging period will be made up by the employee providing a leave form at the end of the leave year. Any time not liquidated at the end of the fiscal year in which it is earned will be paid in cash.

Prior to any future application of Clause 23.05(e) to employees other than TOCs, NAV CANADA will consult with IBEW regarding the implementation and national application of this clause.

The application of the provisions of this letter will remain in effect until the expiry date of the collective agreement on December 31, 2019

The parties agree to a review of the provisions of this letter prior to the expiration date.

LOU 11-18

OVERNIGHT HOTEL ACCOMMODATIONS

Overnight hotel accommodations may be provided when employees are required to undergo quick shift changes. Such requests shall be made by the employee and not be unreasonably denied.

In cases where an employee is not provided advance notice of the quick change and he/she utilizes overnight hotel accommodation, the employee shall be entitled to claim a breakfast per diem as set out in the NCJC Travel Program.

The application of the provisions of this letter will remain in effect until the expiry date of the collective agreement on December 31, 2019.

LOU 12-18

IBEW/NAV CANADA JOINT TECHNICAL COMMITTEE

Purpose

The purpose of these terms of reference is to establish a joint IBEW/NAV CANADA standing committee constituted to provide a strategic overview to the union and its members on innovations in the technology used to operate and maintain the ANS, with specific emphasis on the technology used by the ANS-TEC.

Through this committee IBEW members will be provided with an opportunity to discuss and explore how the future ANS technology plans affect their role in NAV CANADA.

Role

This joint committee will review the future ANS Plans and may make recommendations on the deployment and maintainability of the new technology.

Term

This committee shall stand until dissolved by the Director of Systems Engineering or the IBEW Business Manager; however, these terms of reference shall normally be reviewed and amended as mutually agreed.

Milestones

The Committee shall meet semi-annually, or as mutually agreed and shall publish minutes and action items on a regular basis. Communications on the actions and outcomes of this advisory committee shall be made available to all stakeholders on a regular basis.

The Committee shall be jointly chaired by both parties and shall convene meetings at a time and place convenient to the membership.

Composition of the Joint Technical Committee (JTC)

Membership on the JTC shall consist of the following:

NAV CANADA

5 Members

IBEW

6 Members

Other representatives or resource individuals may be added as mutually agreed.

Administration

The Director of Systems Engineering shall provide the secretariat which shall be responsible for the preparation and circulation of agendas, minutes and the circulation of presentations of other material.

With regard to compensation for participating in the works of the Committee, the following arrangements shall apply to the IBEW representatives:

Travel

Any reasonable authorized travel expenses as prescribed in the NAV CANADA Joint Council Travel Program shall be allowed.

Time spent on Committee Work

Work performed on normal days off by IBEW members shall be reimbursed as far as possible on a day-off for day worked basis. Should this method of reimbursement not be possible, compensation shall be in equivalent cash.

The application of the provisions of this letter will remain in effect until the expiry date of the collective agreement on December 31, 2019.

LOU 13-18

**MODULARIZATION OF ELECTRONIC EQUIPMENT
TRAINING COURSES**

This memorandum will confirm NAV CANADA's agreement to continue the modularization of Electronic Equipment training courses at NAV CENTRE, Cornwall, into segments not exceeding three to four weeks, wherever possible and practicable.

New courses being developed now and those to be developed in the future will be done so recognizing the benefits to be derived from the modularization.

The application of the provisions of this letter will remain in effect until the expiry date of the collective agreement on December 31, 2019

LOU 14-18

SHIFT SCHEDULE CHANGES

During this round of collective bargaining, the parties discussed hours of work. One of the issues that arose was the changing of an operational employee's work schedule to include weekend work where it has previously not been scheduled. The Company agrees that in future the local union rep will be provided advance notice of such a scheduled change where practicable.

LOU 15-18

COMPETITIVE PROCESS REVIEW

In the current round of collective bargaining, the Union was given a presentation by Debbie Powers, Manager of Recruitment and Classification on a plan to revitalize the competitive process for IBEW positions.

The presentation outlined a plan to transition from the current process to one that is more competency based. While, the program is still under development, the parties have agreed to the following:

- The Union will be invited to participate in establishment of ANS-TEC-2 and ANS-TEC-3 competencies including participation in planned focus groups;
- The Union and NAV CANADA will draft changes to the Collective Agreement for approval during the closed period;
- Amend the terms of reference to the JCC to include maintenance of competencies as they relate to the competitive process
- As per our current agreement, the Business Manager will continue to have access to the competition file following the completion of a competition process in order to perform an audit of the selection process. The information, provided in the presence of Human Resources, shall consist of all pertinent applicant information and assessments of the applicants.

This memorandum of agreement shall expire on December 31, 2019.

LOU 16-18

DRUG AND ALCOHOL POLICY

This letter of understanding addresses the implementation of a new Drug and Alcohol Policy by the Company.

The Union Is concerned that the Policy, once implemented, may have negative and unforeseen impacts on the work-life balance of the membership.

Considering the impossibility of anticipating all implications to the membership that the policy may have, the parties agree to the following:

- Within thirty (30) days of written notice from either party, meaningful consultations shall occur over work-life balance issues arising from the Drug and Alcohol Policy, specifically an employee's entitlements and/or arrangements under standby, call-back, hours of work, day of rest and premiums;
- By mutual agreement, the parties may amend the terms of the collective agreement to deal with such issues arising from the policy;
- The union reserves the right to grieve the implementation of the policy as being arbitrary, discriminatory, in conflict with the terms of the collective agreement, or in bad faith.

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

LOU 17-18

ACCESS TO UNION OFFICE

At locations where office space is made available for the Unions to use, NAV CANADA will facilitate access to such space for IBEW union representative(s).

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

LOU 18-18

LUGGAGE

The parties have agreed to supply luggage to employees who are required to travel extensively on NAV CANADA business. Extensive travel shall be deemed to be travel of more than 25 overnights in a leave year.

An employee is entitled to one piece of luggage the first time 25 overnights has been reached and for each subsequent year the threshold has been reached provided the employee has demonstrated that the previous luggage, as deemed by the employee's manager, is not fit for purpose.

Employees falling in this category are authorized to submit a business claim for one piece of luggage up to a maximum of \$150.00 including taxes.

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

LOU 19-18

SHORT NOTICE TRAVEL PREMIUM

The below agreement provides some further clarification around the administration of the Short Notice Travel Premium, under Article 27, clause 27.10 of the collective agreement.

1. For purposes of short-notice travel premium, “notice” is deemed to have been given to an employee when all of the following conditions are met:
 - The employee is instructed to travel to a specified location;
 - The departure date, proposed return date and destination are all provided to the employee; and
 - The employee is authorized to commit NAV CANADA funds and make the necessary travel arrangements.

If all of the above conditions are met and forty eight (48) hours or more notice is provided, then no premium is payable (except in case of change of itinerary below).

2. An employee is eligible for the short-notice travel premium when:
 - An employee is in travel status requiring overnight stays;
 - The travel is extended such that it results in the employee being required to secure different hotel accommodation in another work location; and
 - The employee was provided less than forty eight (48) hours notice of the extension.

Together this means that if the employer provides at least forty-eight (48) hours’ notice of a trip or a change in itinerary (even if it extends the trip), and then no premium is paid.

This Letter of Understanding will expire on December 31, 2018.

LOU 20-18

OVERTIME AND COMPENSATORY TIME OFF

During the current round of bargaining, the parties negotiated significant changes to the payment of overtime and compensatory time off.

Rather than amend the current collective agreement language at this time, the parties have agreed to develop new collective agreement language during the closed period to reflect the agreed upon changes set out below:

Overtime

For purposes of this provision, overtime is any time worked where pay is earned at the 1.5X or 2X rate.

Effective April 1, 2014 first 50 hours of overtime (actual time worked) shall be paid at the 1.5X rate except that where the current collective agreement provides for 2X rate of pay.

Any overtime earned at 2X shall not count towards the 50-hour threshold.

All overtime earned at 1.5X shall count towards the 50-hour threshold. Once the threshold is achieved, all remaining overtime is paid at 2X.

Callback will continue to be paid at applicable overtime rate however actual hours worked count towards the threshold.

Compensatory Time Off

Effective April 1, 2014, employees can accumulate a maximum of 75 hours of time off in lieu of overtime in a vacation year. This bank of time off in lieu cannot be replenished within the vacation year. Time off in lieu earned and not liquidated by the end of the vacation year shall be paid out. Under special circumstances, the manager may approve an employee's request to carry over unused banked hours into the following vacation year. Such hours would not reduce the employee's entitlement to bank TOIL in that year.

For Leave Years 2018-2019 and 2019-2020, employees whose workplace is at one of the four major airports (Vancouver, Calgary, Toronto, Montreal) and Vancouver ACC, Toronto ACC, and Montreal ACC can accumulate a maximum of 112.5 hours of time off in lieu of overtime in a vacation year.

Managers may deny requests to liquidate earned time off in lieu due to operational requirements or it generates overtime.

The existing banks of outside Headquarters TOIL are frozen but may be liquidated under the existing terms of the agreement.

All hourly wage based premiums may be banked as TOIL under this arrangement.

Overnight Travel Premium banks (27.09) are not subject to a maximum and do not form part of the 75-hour maximum.

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

LOU 21-18

END OF CAREER LEAVE PROGRAM TRIAL

NAV CANADA proposes a three (3) year trial until March 31, 2021 under the following conditions:

- 1) Employees who participate in this program must have achieved at least 28 years of service.
- 2) Compensatory time banked but not used by March 31st may be paid out at the employees' request or transferred in whole or in part to be locked into the End of Career Leave Program. Employees who chose to make use of the End of Career Leave Program will not be limited to banking of Compensatory Time Off as specified in LOU 20-18, however the amount of Compensatory Time Off that they can use in a Leave Year will remain the same.
- 3) Once locked in, this bank cannot be paid out.
- 4) Employees may bank up to the equivalent of six (6) calendar months of End of Career Leave.
- 5) Employees must provide at least six (6) months' notice prior to the start of the End of Career Leave and irrevocably retire from NAV CANADA at the end of their End of Career Leave.
- 6) Once the End of Career Leave has started, employees will not be eligible for Sick Leave or Long Term Disability.