



COLLECTIVE BARGAINING AGREEMENT

**ATU Local 583 ~ and ~ COPE Local 397
January 1, 2012 – December 31, 2013**

TABLE OF CONTENTS

Article	Title	Page
ARTICLE 100	– PURPOSE	1
ARTICLE 101	– RECOGNITION	1
ARTICLE 102	– TERM OF AGREEMENT	2
ARTICLE 103	– DISCRIMINATION	2
ARTICLE 104	– PAYDAY	2
ARTICLE 105	– UNION SECURITY (DUES)	2
ARTICLE 106	– CLASSIFICATION AND PAY PLAN	3
ARTICLE 107	– GRIEVANCE	4
ARTICLE 108	– BOARD OF ARBITRATION	4
ARTICLE 109	– DISMISSAL	5
ARTICLE 110	– WRONGFUL DISMISSAL	5
ARTICLE 111	– REGULAR AND TEMPORARY EMPLOYEE	5
ARTICLE 112	– MOVEMENT OF PERSONNEL	6
ARTICLE 113	– SICKNESS AND ACCIDENT BENEFIT	7
ARTICLE 114	– LEAVE OF ABSENCE	7
ARTICLE 115	– SENIORITY	8
ARTICLE 116	– VACATIONS	9
ARTICLE 117	– STATUTORY HOLIDAYS	10
ARTICLE 118	– OVERTIME	10
ARTICLE 119	– HOURS OF WORK	11
ARTICLE 120	– COFFEE BREAK	12
ARTICLE 121	– PROCEDURE FOR RELIEVING	12
ARTICLE 122	– WITNESS/JURY DUTY	12
ARTICLE 123	– UNION REPRESENTATION	12
ARTICLE 124	– SAFETY	13
ARTICLE 125	– AUTOMATION AND JOB SECURITY	13
ARTICLE 126	– GENERAL	13
APPENDIX ‘A’	16
SALARY SCHEDULE – FINANCIAL ADMINISTRATIVE ASSISTANT	17
SALARY SCHEDULE – ADMINISTRATIVE ASSISTANT II	17
SALARY SCHEDULE – ADMINISTRATIVE ASSISTANT I	18
COLA	18
APPENDIX ‘B’	19
CLERK	19
LETTER OF UNDERSTANDING Re: Reduced Hours for Alternated 4 Day Work-Week	..	21
LETTER OF UNDERSTANDING Re: Job Duties and Titles	22
ADDENDUM #1	23
INDEX	25

COLLECTIVE BARGAINING AGREEMENT

BETWEEN

**CANADIAN OFFICE AND PROFESSIONAL EMPLOYEES UNION
(COPE), LOCAL 397, CALGARY UNIT
HEREINAFTER REFERRED TO AS THE “UNION”**

~ AND ~

**THE AMALGAMATED TRANSIT UNION (ATU), LOCAL 583
HEREINAFTER REFERRED TO AS THE “EMPLOYER”**

ARTICLE 100 – PURPOSE

- 100.1 Now, therefore, in consideration of the mutual covenants and agreement hereinafter set forth, the Employer, the Union, and the bargaining representative chosen by the Union hereby agree as follows:
- 100.2 The Union recognizes that it is the function of the Employer to exercise the regular and customary functions of the management and to direct the working force of the Amalgamated Transit Union subject, however, to the terms of the agreement. For the purpose of this Article, Management shall be the full-time officers of the Amalgamated Transit Union.
- 100.3 The purpose of this Agreement is to maintain a harmonious relationship between the Employer and the Employees; to define clearly the hours of work, rates of pay and conditions of employment; to provide for an amicable method of settling differences which may from time to time arise; to promote the mutual interest of the Employer and the Employees; to promote and maintain such conditions of employment, in accordance with the provisions of the Alberta Labour Relations Code.

ARTICLE 101 – RECOGNITION

- 101.1 The Employer recognizes the Union as the sole Bargaining Authority for all Employees in the office within the jurisdiction of the **Canadian Office and Professional Employees Union (COPE), Local 397, Calgary Unit** and within the classification of office and clerical workers listed in Appendices ‘A’ and ‘B’ or within the new classifications as may from time-to-time be agreed to and established by the parties. It is expressly agreed that this Agreement shall not apply to any elected or appointed Officer, Business Agent or Representative of the Employer.

ARTICLE 102 – TERM OF AGREEMENT

- 102.1 This Agreement shall be in full force and effect as of the first day of January **2012** and continue in effect through the thirty-first day of December **2013** and from year-to-year thereafter, except as hereinafter provided.
- 102.2 Either party wishing to amend or terminate this Agreement shall give notice in writing of such desire to the other party not less than sixty (60) days nor more than one hundred and twenty (120) days prior to the termination date of this Agreement.
- 102.3 If notice to negotiate is given by either party before or after notice to terminate has been given by either party, this Agreement shall continue in full force and effect until the commencement of a lawful strike or lockout. Should a strike or lockout commence and then cease, the provisions of this Agreement shall again continue in full force and effect until a new Collective Agreement has been concluded, signed and implemented. The parties to this Agreement shall make every effort to complete the procedures in the Alberta Labour Relations Code and conclude an Agreement prior to the expiry date.
- 102.4 Any conclusions reached in the aforementioned negotiations shall be made retroactive to the said anniversary date or the said termination date.

ARTICLE 103 – DISCRIMINATION

- 103.1 There shall be no discrimination, interference, coercion, restriction, intimidation, harassment or stronger discipline against any Employee on account of race, creed, colour, nationality, sex, sexual preference, political affiliation or connection with a trade union organization.

ARTICLE 104 – PAYDAY

- 104.1 Employees shall be paid biweekly or as mutually agreed between the Employer and the Employee. If a payday falls on a Statutory Holiday or on a non-working day, payday shall be advanced to the day before the holiday or the last banking day.

ARTICLE 105 – UNION SECURITY (DUES)

- 105.1 The Employer agrees that all eligible Employees shall maintain Union membership as a condition of employment. New eligible Employees who are retained beyond thirty (30) days of employment shall become members of the Union.
- 105.2 **The Canadian Office and Professional Employees Union (COPE), Local 397, Calgary Unit**, shall endeavour to provide a list of qualified applicants, from which the Employer will engage casual and temporary Employees. In the event that qualified applicants are unavailable, the Employer will consider other options. Such Employees will not work beyond a period of ninety (90) days and will be paid the rates as outlined in this Agreement.

- 105.3 The Employer, upon Employee request, agrees to deduct the amount authorized as Union Dues, Applicant's Service Fees, Initiation and/or Assessments once each month and to transmit monies to the Union by the fifteenth of the following month together with a list of the Employees from whom such deductions were made.
- 105.4 Upon written notice from the Union that an eligible Employee fails to maintain membership in the Union by refusing to pay dues or assessments, the Employer agrees to terminate employment of said Employee seven (7) days from date of notice.

ARTICLE 106 – CLASSIFICATION AND PAY PLAN

- 106.1 Employees shall be classified in accordance with the skills used and shall be paid not less than the minimum weekly or hourly wage rate for such classification in accordance with Appendices 'A' and 'B' which is attached and made part of this Agreement.
- 106.2 Any position not covered by Appendices 'A' and 'B' or any new position which may be established during the life of this Agreement shall be subject to negotiations between the Union and the Employer. In the event that the parties are unable to agree as to the classification and rate of pay for the job in question or in reclassifying any position of an Employee which may be in dispute, it may be submitted to the grievance procedure and arbitration machinery of this Agreement.
- 106.3 It is expressly understood and agreed that the salary scales herein provided for are minimum scales. No Articles in this Agreement shall be, at any time, construed as to reduce the pay or increase the hours of any Employee now on the payroll of the Employer. Nor can it be so construed that any Employee may not be given a salary above minimum, be granted an increase in pay before that period specified or be advanced or promoted in the service of the Employer.
- 106.4 If Employees are receiving fringe benefits in excess of the privileges as stated in this Agreement and/or if an Employee is working a lesser number of hours per week than is stated in this Agreement, such conditions shall not be reduced or altered due to the signing of this Agreement.
- 106.5 Any Employee hired who reports for work and is not put to work shall be guaranteed a minimum of four (4) hours pay.
- 106.6 The parties agree that the rate of pay specified herein shall be retroactive to the expiry date of the last Agreement.
- 106.7 Employees required to travel out-of-town on the Employer's business shall be paid travel time at the straight time rate of pay for any time spent in travel.

106.8 Where the duties of work in any classification are changed or increased to the extent that it appears that a change in salary level is warranted, or where an Employee considers that they are incorrectly classified, the salary for the changed position shall be subject to discussion between the Union and the Employer. If the parties fail to reach an agreement, the matter may be processed through the grievance procedure. If it is established that a higher salary level is appropriate, the new salary shall be retroactive to the date the position was submitted for review.

ARTICLE 107 – GRIEVANCE

107.1 All differences between the Employer and the Union regarding the interpretation, application, operation or an alleged violation of any Article or sub-section of this Agreement, shall be settled without stoppage of work by procedures as hereafter provided.

107.2 The Union, The Employer or the Employee may investigate a grievance under the terms of this Agreement. If the parties fail to settle same within ten (10) calendar days or an extension of time mutually agreed upon, they may proceed under Article 108, Board of Arbitration.

107.3 Grievances must be filed within thirty (30) days of the alleged violation.

ARTICLE 108 – BOARD OF ARBITRATION

108.1 Within thirty (30) working days, the grievance may be referred by either party to arbitration. Such notice to arbitrate shall be provided in writing.

108.2 The Arbitration Board shall be constituted as follows:

- a) one (1) appointee by the Union;
- b) one (1) appointee by the Employer;
- c) a neutral chair selected by a) and b), or failing agreement by a) and b), as appointed by the Minister of Labour.

108.3 The Arbitration Board by its decision, may not change, modify or alter any of the terms of this Agreement. All differences submitted (as referred to in Article 107.1) shall present an arbitral issue under this Agreement.

108.4 The findings, recommendations and decision of a majority of the members of an Arbitration Board on all arbitrable issues shall be final and legally binding on both parties.

108.5 Each party to the difference shall bear the expense of its respective nominee to the Arbitration Board and the two parties shall bear equally the expense of the Chairman.

108.6 As an alternative procedure, the parties to this Agreement, may, if mutually agreed, agree upon a single arbitrator in place of the Arbitration Board. The decision of the single arbitrator shall be final and binding on all parties.

ARTICLE 109 – DISMISSAL

- 109.1 It is hereby agreed that the Employer has the right to discharge for just cause. The Employer shall inform the Employee and the Union in writing of the reasons for such discharge at the time of discharge.
- 109.2 Under normal circumstances, an Employee who becomes the subject of criticism shall be verbally warned. Should the criticism continue, the Employee shall be given written warning with a copy to the Union.
- 109.3 The Union recognizes the right of the Employer to warn, suspend, discharge or otherwise discipline an Employee subject to the Employee's recourse to the grievance procedure. Any warnings, whether verbal or written shall be removed from the Employee's record after one (1) year, destroyed and not held against the Employee in any way.
- 109.4 Except for cause, when a permanent monthly Employee is relieved of their position, they shall be given thirty (30) days' notice.
- 109.5 Any Employee whose employment is terminated by the Employer as set forth in Article 109.1 shall be paid vacation credits and salary due.

ARTICLE 110 – WRONGFUL DISMISSAL

- 110.1 If, upon joint investigation by the Union and the Employer, or by decision of a Board of Arbitration appointed pursuant to the terms of this agreement, it is found that an Employee has been unjustly discharged, such Employee shall, subject to the award of said Board or pursuant to the mutual findings of the Union and the Employer, be reinstated to their former position without any loss of seniority, rank or benefits and shall be compensated by the Employer for all time lost retroactive to the date of discharge.

ARTICLE 111 – REGULAR AND TEMPORARY EMPLOYEE

- 111.1 A regular Employee is any person employed on a full-time permanent basis.
- 111.2 A regular part-time Employee is any person employed on a continuing basis for less than the normal hours of work or work week. Regular part-time Employees shall be covered by all conditions of this Agreement on a pro-rata basis consistent with the time regularly employed each week.
- 112.3 A temporary Employee is one hired by the Employer as relief for holidays, annual vacations, illness or leave of absence, or for a specific job and hired for a specific period of time. Should employment become permanent the Employee shall be considered a regular Employee and shall have rights under this Agreement
- 111.4 Casual Employees shall be those Employees hired for extra or relief work on a call-in basis only and shall be guaranteed not less than four (4) hours work on each day which they are employed.

- 111.5 a) All new Employees shall be considered probationary for their first thirty (30) working days of employment, after which they shall become permanent. For the purpose of this Article a working day shall be a day in which the Employee worked.
- b) A temporary Employee transferred to regular status shall not be required to serve a further probationary period.
- 111.6 The Employer shall make known to the Employee the duties the Employee is expected to perform and from whom the Employee shall receive instructions as to the policies and procedure of the establishment.
- 111.7 Where it has been predetermined by the parties that relief personnel is required to relieve for any regular or regular part-time Employee who is absent for extended periods of time, the Employer agrees to hire relief personnel for such purposes.
- 111.8 Where it is deemed that a training period will be required for the relieving Employee, the parties will mutually agree to the duration of such training period.

ARTICLE 112 – MOVEMENT OF PERSONNEL

- 112.1 The Employer shall fill job vacancies from within the office before hiring new Employees providing Employees are available with the necessary qualifications to fill the vacant position.
- 112.2 Promotions shall be made on the basis of seniority, ability and experience. Qualifications being equal, the Employee with the greatest seniority shall be selected.
- 112.3 All regular full and part-time Employees shall be given thirty (30) days written notice of layoff or one (1) month's salary in lieu of notice.
- 112.4 If a reduction of office staff is necessary, the Employee with the least amount of seniority in any classification shall be the first laid off from that job but they may displace an Employee in the same or lower classification with the least seniority in such classification providing they have the qualifications to satisfactorily perform the job and have greater seniority. Employees who are displaced from their jobs as a result of such bump-back procedure may themselves move back and displace Employees having less seniority in the same or lower classification providing such Employees have the necessary qualifications and seniority.
- 112.5 Employees laid off or discharged during the probationary period shall have the right to file a grievance if, in the opinion of the Union, some discrepancy has taken place in the layoff or discharge.
- 112.6 Any regular full or part-time Employee with six (6) months or more of service who is laid off due to lack of work or redundancy shall be placed on the Recall List for a period of one (1) year.
- 112.07 Employees on the Recall List shall have first rights to any vacancy in their former job classification or to a similar classification for which the Employee is qualified and the Employer shall not hire or promote to such classification while an eligible Employee is on the Recall List.

112.8 Should a vacancy occur in the office of the Employer covered by this Agreement such position shall be posted with the Recording Secretary of **COPE Local 397**. If the Union cannot supply qualified and/or suitable help within forty-eight (48) hours excluding Saturday, Sunday and holiday, then the Employer has the right to hire help elsewhere. The Union agrees to notify the Employer immediately should no Union members be available.

ARTICLE 113 – SICKNESS AND ACCIDENT BENEFIT

113.1 Employees shall be allowed one and one-half (1½) days sick leave with pay for each month worked, such leave to be cumulative from year to year. If requested by the Employer, a Doctor's Certificate must be supplied by the Employee in respect of any illness extending beyond three (3) working days.

113.2 Upon severance or retirement, an Employee shall receive accumulated sick leave, maximum of ninety (90) days' pay will be paid.

113.3 Employees shall be granted extended sick leave of absence without pay of up to six (6) months with up to one (1) year of service, and twelve (12) months if over one (1) year of service beyond the paid sick leave entitlement provided in Article 113.1 during periods of lengthy illness or disability as certified by a medical doctor. During that period of leave beyond the paid sick leave entitlement, seniority shall accumulate for up to one (1) year.

113.4 Employees disabled during the period of their annual vacation may, if capable of performing their regular duties, return to work and take the remaining days of their vacation at the mutual convenience of the Employer and the Employee. Employees fully disabled or unable to return to work due to distance or other valid excuse or sick during the period of their annual vacation shall, upon presentation of a doctor's certificate, be considered on sick leave for the duration of the disability or sickness (subject to Article 113.01) and the remaining days of their vacation shall be taken at a time mutually convenient to the Employer and the Employee.

113.5 Where no other than the Employee can provide for the needs during illness of an immediate member of the Employee's family residing in the same household, an Employee shall be entitled, after notifying their Employer, to use a maximum of five (5) accumulated sick days per year for this purpose. Should additional time off be required, it shall be mutually agreed between the Employer and the Employee.

ARTICLE 114 – LEAVE OF ABSENCE

114.1 Employees delegated to perform union activities, shall be granted a leave of absence not to exceed fourteen (14) days without loss of seniority. Employees hired as full-time representatives for the Union shall be granted leave of absence for up to six (6) months without loss of seniority.

114.2 Any Employee may apply for, and where possible, receive up to six (6) months leave of absence without pay for reasons other than sick leave and/or union activities. Permission for such leave must be obtained from the Employer in writing.

- 114.3 Employees selected to act on behalf of the Union, shall at the discretion of the Employer not have their wages reduced by reason of time spent during the period of negotiations and/or processing of grievance, meetings in which the Employer has an interest Employees selected to act on behalf of the Union shall not have their wages reduced.
- 114.4 a) In cases of death in the immediate family, an Employee shall be granted leave of absence of five (5) days with pay. In cases where travelling time is necessary for out-of-town funerals, additional time shall be allowed in accordance with distance to be travelled up to two (2) weeks without pay. Such leave of absence shall not be charged against sick leave, holiday entitlement or other accrued time off. For this purpose, immediate family shall be defined as: spouse, common-law spouse, grandparents, parents, parents of spouse/common-law spouse, brother, sister, child, step-children, foster child and guardian, brother-in-law, sister-in-law, son-in-law, daughter-in-law and grandchildren.
- b) In the case of the death of a close personal acquaintance, leave with pay to a maximum of five (5) working days may be granted at the discretion of the Employer.
- 114.5 Where the Employee under this Article is unable to attend the funeral because of distance, one (1) day's leave with pay shall be granted upon request for mourning purposes.
- 114.6 Leave with pay not to exceed one (1) day shall be granted to attend funeral services only of any persons related more distantly than those listed above. Proof of attendance may be required.
- 114.7 A female Employee with six (6) months of more consecutive service who is pregnant shall be entitled to maternity leave without pay for specified period not to exceed six (6) months. Maternity leave shall commence at a time designated by the Employee. Written application must be made, at least two (2) weeks prior to the beginning of such leave.
- 114.08 An Employee returning to work from maternity leave shall be reinstated to the position she held at the time she went on leave without loss of seniority, but without claim to any promotions effected during her absence on leave.
- 114.9 Leave of absence with pay may be granted, at the discretion of the Employer, to allow permanent Employees to write examinations.

ARTICLE 115 – SENIORITY

- 115.1 Seniority shall mean length of continuous service with the Employer and shall be cumulative on an office-wide basis.
- 115.2 An Employee shall lose all seniority rights for anyone or more of the following reasons:
- a) voluntary resignation;
 - b) discharge for cause;
 - c) failure to return to work within ten (10) working days after being called by registered mail unless due to actual illness, vacation or accident. The Employer may require substantiating proof of illness or accident.

- 115.3 Employees retained on staff following the probationary period shall have seniority credited to date of hiring.
- 115.4 An Employee laid off and placed on the Recall List shall retain but not accumulate seniority during the period of layoff.
- 115.5 Seniority list shall be made available by the Employer at such time as may be required for the administration of this Agreement.
- 115.6 Employees shall retain job seniority over transferees from other areas and offices.
- 115.7 All rights due to seniority under this Agreement shall be unaffected by such a layoff period. Wages of recalled Employees shall be based on seniority at time of layoff.

ARTICLE 116 – VACATIONS

- 116.1 Senior Employees shall be given preference in the selection of vacation periods.
- 116.2 All Employees covered by this Agreement shall receive one (1) of the following:
- a) three (3) weeks' vacation with pay after one (1) years' service;
 - b) four (4) weeks' vacation with pay after eight (8) years' service;
 - c) five (5) weeks' vacation with pay after fifteen (15) years' service;
 - d) six (6) weeks' vacation with pay after twenty-five (25) years' service;
 - e) seven (7) weeks' vacation with pay after thirty (30) years' service.
- 116.3 Vacation pay shall be at current regular weekly salary or at four per cent (4%), six per cent (6%), eight per cent (8%), ten per cent (10%), twelve per cent (12%) or fourteen per cent (14%) gross wages for the period in which the vacation was earned for two, three, four, five, six or seven weeks' vacation entitlement respectively, whichever is greater.
- 116.4 Vacation pay shall be calculated to include all premiums with the exception of overtime normally received by an Employee if worked.
- 116.5 Employees covered by this Agreement shall be permitted to save and carry forward to a future vacation period two (2) weeks of annual vacation per annum, up to a maximum of four (4) weeks. Such deferred vacation shall be paid at the Employee's prevailing salary when taken.
- 116.6 Except where an Employee is needed to meet the reasonable operating needs of the office, Statutory Holidays occurring during the vacation period shall be given in addition to the above mentioned vacation, or shall be paid for at the option of the Employee.
- 116.7 When the office is closed between Christmas and New Year's Employees must use vacation days or lieu days. Should an Employee not have banked time available the days shall be taken without pay. Statutory Holidays shall be paid.

ARTICLE 117 – STATUTORY HOLIDAYS

117.1 The Employer agrees to provide regular full and part-time Employees with the following statutory holidays without loss of pay:

New Year's Day	August Civic Holiday
Family Day	Labour Day
Good Friday	Thanksgiving Day
Easter Sunday	Remembrance Day
Victoria Day	December 24 (four (4) hours)
Canada Day	Christmas Day
Stampede Week (1/2 day)	Boxing Day

117.2 All general holidays proclaimed by Civic, Provincial and Federal Governments shall also be recognized as legal holidays, providing the Employee works the scheduled working day immediately before or immediately following the holiday, unless he has prior permission, or produces proof of illness for such absence.

117.3 No reduction in wages or the salaries of any Employee, with more than thirty (30) calendar days' service in the current year shall be made on account of the defined legal holidays occurring during their regular work period.

117.4 When a statutory holiday occurs on the day off of an Employee having thirty (30) or more days unbroken service, and such holiday is not worked by the Employee, they shall receive one (1) days' pay, or be entitled to take a regular working day off in lieu of such holiday. Such day off to be mutually agreed upon between the Employee and the Employer and shall be taken not later than the end of the subsequent year's vacation. For part-time Employees, days off shall be considered Saturday and Sunday. Should a Statutory Holiday fall on an unscheduled day to work, the Employee shall be paid at one-half (1/2) time.

117.5 Employees working on a statutory holiday which is their regular day to work, with over thirty (30) days unbroken service, shall receive one (1) days' pay for the holiday, plus double time for hours worked. Employees with less than thirty (30) days service shall receive double time for hours worked only.

117.6 In the event of the statutory holidays enumerated in the defined holidays occur during the period of an Employee's annual vacation, an additional days' vacation with pay shall be allowed for each holiday so occurring.

ARTICLE 118 – OVERTIME

118.1 All time worked in excess of the regularly established working day or time worked on an Employee's recognized days of rest shall be paid at double time (x2)

118.2 All Employees required to work overtime in excess of two (2) hours shall be allowed a lunch period not to exceed one (1) hour at the overtime rate of pay. The meal period may be taken before, during or after the overtime work as may be appropriate and mutually agreed.

- 118.3 Regular part-time Employees required to work additional hours over and above their regularly established hours from Monday to Friday shall be notified the day before, otherwise, the overtime rates of pay and conditions shall apply.
- 118.4 Employees who are called in during regular scheduled days off or vacations or who are called back to work outside the regular working day shall receive a minimum of four (4) hours pay at overtime rates provided the Employee reports for such work.
- 118.5 Employees required to work on Sundays or statutory holidays shall receive double (x2) time and, in addition, shall receive a lieu day off with pay at the mutual convenience of the Employer and the Employee.
- 118.6 Overtime shall be on a voluntary basis and, all things being equal, shall be distributed equally between all members of the office staff.
- 118.7 The Employer shall be responsible for an Employee's safe transportation home in the event of overtime scheduled after working hours provided the Employee does not have their own personal transportation.
- 118.8 Double (x2) time off may be taken in lieu of authorized overtime at the mutual convenience between the Employee and the Employer.

ARTICLE 119 – HOURS OF WORK

- 119.1 A regular working day shall consist of six and one-half (6 ½) consecutive hours between the hours of 8:30 a.m. and 4:00 p.m. five (5) days per week, Monday through Friday inclusive with a lunch period of one (1) hour provided with a regular set time to be arranged between the Employer and the Employee. Starting time may be varied by one-half (½) hour by mutual agreement between the Employer and the Employee.
- 119.2 Employees required to go outside the office to do banking or any other business for the Employer shall not be required to conduct this business before or after working hours or during the lunch break.
- 119.3 The Employer hereby agrees to a rearranged work-week to provide for every third Friday off with pay, the hours to be mutually agreed between the Employer and the Employee.
- 119.4 At the beginning of each year, the Employees shall determine a schedule as to when third days off will be taken. If the nature of the operation prevents the Employee from taking said day off, or should the Employee require a different day off, the Employee shall arrange with the office manager a day to be taken within the same three (3) week period. Should the Employee be unable to arrange for an alternate day off within the three (3) week period, they shall be paid for said day on the next regular pay day.

ARTICLE 120 – COFFEE BREAK

120.1 All Employees shall be permitted two (2) relief periods per day of fifteen (15) minutes each, one (1) in the morning and one (1) in the afternoon.

ARTICLE 121 – PROCEDURE FOR RELIEVING

121.1 Where an Employee is promoted from a lower classification to a higher classification they shall be paid the next clear step higher than their present rate in the classification to which they have been promoted provided they can fulfill the qualifications and such appointment shall be subject to job and salary review after thirty (30) days.

121.2 Employees assigned to a higher job classification or who, for vacation or sick leave or other leave of absence, temporarily replaces another Employee in such higher classification exceeding one (1) working day, shall be paid at the higher rate for that period, provided the Employee has the qualifications necessary and fulfills the duties of the higher job.

ARTICLE 122 – WITNESS/JURY DUTY

122.1 The payment of full salary without regard to fee as a juror or witness shall be paid to regular full or part-time Employees who are absent for jury or witness duty under subpoena. It is agreed the Employee shall return to the Employer any monies received from the Court for such duty.

ARTICLE 123 – UNION REPRESENTATION

123.1 The Employer shall recognize the representatives selected by the Union for purposes of Collective Bargaining, agreement administration and general union business, as the sole and exclusive representatives of all Employees within the bargaining unit as defined in Article 100.3 of this Agreement.

123.2 The representatives of the Union shall have the right to contact the Employees at their place of employment on matters respecting the Agreement or its administration. The Union shall obtain authorization from the Employer as to appropriate time for such contact before meeting the Employees.

123.3 The Employer shall recognize the Office Stewards elected or appointed by the Union and shall not discharge, discipline, or otherwise discriminate against such Office Stewards for carrying out the duties proper to that position. The Union shall inform the Employer of the names of the Office Steward.

123.4 The Office Stewards may, within reason, investigate grievances or confer with the representatives of the Union during working hours without loss of pay. If possible, the Stewards shall obtain permission from their Employer before leaving their immediate area for such purpose and such permission shall not be unreasonably denied.

ARTICLE 124 – SAFETY

124.1 An Employee shall not be required to work under conditions identified as being in violation of the Workers' Compensation Act, and any amendments thereto, or any enactments subsequently legislated in Alberta.

ARTICLE 125 – AUTOMATION AND JOB SECURITY

125.1 In the event of proposed technological changes such as the introduction of office machinery, the Employer agrees to discuss with the Union representatives, such changes and further agrees to offer employment to his present Employees before hiring from the outside market. The Employer further agrees to institute a training program for those Employees who wish to accept employment except as hereinafter provided.

ARTICLE 126 – GENERAL

126.1 Employees shall not be asked to make any written statements or verbal contract which may conflict with this Agreement.

126.2 The privilege of using the Union Label shall be extended to the Employer as long as this Agreement remains in full force and effect and the Employer is fulfilling all of its terms and conditions. The Union Label shall be the official Union Label of **the Canadian Office and Professional Employees Union (COPE), Local 397** and shall remain the sole property of the Union.

126.3 It shall not be a violation of this Agreement or cause for discharge of any Employee in the performance of their duties to refuse to cross a legal picket line established or recognized by the Union.

126.4 All Employees shall be covered by Workers' Compensation.

126.5 The Employer agrees to have all stenography done by a public stenographer from the Eligible List who is acceptable to the Employer and who is a member of the Union, if available, and can supply the Union Label.

126.6 In offices where the temperature is consistently too hot or cold, the Employee shall have the right to call in a representative of the Union for a judgment. Should the Union representative support the claim, the Employee will not be required to work unless the Employee is urgently required to perform work which must be done immediately. The Employee will be paid regular wages if they should be sent home if extreme hot or cold temperature exists in the office.

126.7 The Employer undertakes to arrange for the typing of sufficient copies of the Agreement.

126.8 a) Employees who have been employed for a period of five (5) or more years shall be paid a classification service differential of twenty-five dollars (\$25.00) per month.

- b) Employees who have been employed for a period of ten (10) or more years shall be paid a classification service differential of fifty dollars (\$50.00) per month.
- c) Employees who have been employed for a period of fifteen (15) or more years shall be paid a classification service differential of seventy-five dollars (\$75.00) per month.
- d) Employees who have been employed for a period of twenty (20) or more years shall be paid a classification service differential of one hundred dollars (\$100.00) per month.
- e) Employees who have been employed for a period for twenty-five (25) or more years shall be paid a classification service differential of one hundred and twenty-five dollars (\$125.00) per month.
- f) Employees who have been employed for a period of thirty (30) or more years shall be paid a classification service differential of one hundred and fifty dollars (\$150.00) per month.

126.9 A refund of tuition fees and books not to exceed two hundred dollars (\$200.00) per year for job related self-development (mutually agreed upon) taken without absence from the job, shall be made to permanent Employees successfully completing the course. The Employee who received a refund for tuition fees and books shall split the cost on a pro-rated basis if they terminate employment with Local 583, Amalgamated Transit Union within two (2) years of receiving the refund.

126.10 Upon completion of six (6) months of service on the Local Union payroll (full and regular part-time) all Employees shall, as a condition of employment, participate in a Pension Plan on the following basis:

- a) Effective January 1, 2010, the Employer shall contribute nine percent (9%) of the Employee's monthly gross salary per month into the Plan on behalf of the Employee.
- b) The amounts shall be deposited into a Registered Retirement Savings Plan as mutually between the Employee and Local 583, Amalgamated Transit Union.
- c) The Retirement Savings Plan shall be in the name of the Employee and may only be withdrawn upon retirement or severance of employment, in which case the Employee will receive the total (Employee's and Employer's) amount of pension paid into the Plan.
- d) The Employee will provide confirmation of RRSP contributions by March 31st of each year.

126.11 Parking space for full-time/part-time Employees will be provided if space is available.

126.12 Full-time Employees shall be allowed to participate in the Group Insurance Plan with Canada Life. Premiums to be paid by the Employer. All new Employees will be eligible to join the Plan only at time of hiring. Employees may also purchase at their cost the additional twenty thousand dollar (\$20,000.00) policy.

- 126.13 The Employer shall pay the Employee's monthly premiums of Alberta Health Care (AHC) and benefits provided through Sun Life or their successor. Premiums paid by the Employer shall be based on single coverage, or family coverage if the Employee is the sole provider for their family. If an Employee (who is not a sole provider) wants family coverage, the Employer will pay the difference in premiums between single and family coverage.
- 126.14 No work, as outlined in this Agreement, shall be performed or contracted that will affect the hours of work, pay or benefits of any Employee. Management officials may only perform bargaining unit work in cases of emergency.
- 126.15 The Employer will provide a three hundred dollar (\$300.00) health spending account where the existing health plan does not provide for one. Where the Employer does not pay AHC the annual payment will increase to five hundred dollars (\$500.00). Expenses that qualify for payment will be approved by Management based on current Revenue Canada rules.

APPENDIX 'A'

Attached to and forming part of the Agreement signed between **the Canadian Office and Professional Employees Union (COPE), Local 397** and the Amalgamated Transit Union (ATU), Local 583.

FINANCIAL ADMINISTRATIVE ASSISTANT

Administration:

- Updates information in MUMS and AMAL
- Processes new membership applications, terminations etc. Prepares per capita reports and cheques for same monthly.
- Processes all Death Claims, does funeral notices, notice in paper as well as dealing with the family.
- Maintains attendance records for monthly meetings.

Financial:

- Posts union dues and insurance check-offs biweekly.
- Administers Group Insurance plan (update information re: increase in premiums based on age, beneficiary changes) enrolls new members and does the terminations and retirements. Processes all claims.
- Maintains three sets of books (General Account, Insurance Account and Building Society), prepares monthly financial statements for union meeting. Prepares all books for audits – General Account semi-annually, Insurance and Building annually.
- Process payroll for three Administrative Assistants including the remittance to the Receiver General.
- Completes the month end accounting requirements – transfer dues, utilities calculation, rent, insurance transfer and prepares all bank deposits (4).
- Prepares annual Society return for the Building Society.
- Prepares invoices re: Union dues for LOA/LTD and retirees.
- Prepares all cheques.
- Completes year end reporting requirements including T4's, 2200's, WCB report, TD'1 s.
- Completes year end requirements – Income tax statements for LOA/LTD employees and Retirees.
- Preparations for Elections (every 3 years), negotiations (every 3 years).
- Provides support to other office administrative positions as required.
- Other duties as assigned.

Qualifications/Requirements:

- Intermediate skills with Excel, familiar with Word and Simply or a comparable accounting program.
- Accounting courses and/or accounting experience
- Oral communication skills and customer service skills
- Eligible to received Security Clearance Letter.
- Capable of learning and communicating policies and bylaws related to union business, insurance plans etc.

For activities that occur annually (year-end reporting requirements) clerical assistance from Administrative Assistant I is available.

Salary Schedule – Financial Administrative Assistant

	January 1, 2012	January 1, 2013
1 st 6 months of service	\$ 2,177.50 biweekly	\$ 2,243.15 biweekly
2 nd 6 months of service	\$ 2,288.65 biweekly	\$ 2,357.55 biweekly
3 rd 6 months of service	\$ 2,394.60 biweekly	\$ 2,466.75 biweekly

ADMINISTRATIVE ASSISTANT II

- Performs phone in and in person reception duties.
- Prepare Newsletter monthly.
- Update and distribute Transit, HandiBus Officers bulletins as required.
- Update web page and provide support for electronic media and communications as required.
- Correspondence as required.
- Coordinate grievances (type all correspondence, set meetings etc.)
- Performs all conference registrations, travel arrangements, hotel accommodations, insurance.
- Order all office supplies and supplies for all office equipment.
- Preparations for elections (every 3 years), negotiations (every 3 years).
- Other duties as assigned.

Qualifications/Requirements:

- Intermediate level MS Office Word
- Strong communication (both oral and written) skills, interpersonal skills related to coordinating the grievance procedure and customer service skills in order to perform reception duties.
- Eligible to receive Security Clearance Letter (regarding support to Financial Administrative Assistant for financial and accounting responsibilities as required).
- Accounting experience considered an asset.
- Capable of learning and communicating policies and bylaws related to union business.

Salary Schedule – Administrative Assistant II

	January 1, 2012	January 1, 2013
1 st 6 months of service	\$ 1,948.70 biweekly	\$ 2,007.20 biweekly
2 nd 6 months of service	\$ 1,998.10 biweekly	\$ 2,057.90 biweekly
3 rd 6 months of service	\$ 2,063.75 biweekly	\$ 2,125.50 biweekly

ADMINISTRATIVE ASSISTANT I

- Performs phone in and in person reception duties.
- Filing – update and maintain files (including pulling and returning files for Officers and Stewards, maintaining retention/shred schedules, setting up new files):
 - A.T.U. Correspondence files
 - Member files
 - Job postings
 - Minutes

- Maintain new member kits for orientation.
- Update blue book as required
- Prepare Steward Kits.
- Print and distribute newsletters and bulletins monthly,
- Distribute AIL information to membership.
- Update badge numbers (annually).
- Make copies, send faxes, business cards, order fruit/flowers etc.
- Coordinate all special events:
 - Fall banquet (invitations, posters, RSVP's, retiree booklet.
 - Update Christmas card list and coordinate signing and mailing cards.
 - Maintain records re: children of members for annual Children's party.
 - Children's Christmas Party (posters, tickets, signs, distribution of gifts following party)
 - Picnic – (posters, signs etc.)
 - ATU International scholarship fund
 - Coordinate retirements – plaques, belt buckles, addresses etc.
- Assist Administrative Assistant II and Financial Administrative Assistant with assignments or correspondence as required.
- Preparations for elections (every 3 years), negotiations (every 3 years).
- Type and copy minutes for monthly meetings as required.
- Open and distribute mail.
- Other duties as required.

Qualifications/Requirements:

- Beginner level MS Office Word
- Experience with filing systems and basic clerical duties
- Customer service skills in order to perform reception duties.

Salary Schedule – Administrative Assistant I

	January 1, 2012	January 1, 2013
1 st 6 months of service	\$ 1,799.85 biweekly	\$ 1,853.80 biweekly
2 nd 6 months of service	\$ 1,842.10 biweekly	\$ 1,897.35 biweekly
3 rd 6 months of service	\$ 1,903.20 biweekly	\$ 1,960.40 biweekly

COLA – Any increase in the cost of living above six per cent (6%) for each year of this Agreement shall be paid to all Employees in the form of a lump sum payment.

APPENDIX 'B'

CLERK

A worker who does the following under supervision:

Routine filing, stuffing and stamping envelopes, receptionist duties, operating standard office equipment and other routine clerical duties as required.

Wages to be set at time of hiring but not less than five dollars (\$5.00) above the federal government minimum wage for adults.

When a worker is brought in to perform basic duties of the Administrative Assistant I position, they will be paid at the first pay level of that position.

For: **AMALGAMATED TRANSIT UNION (ATU), LOCAL 583**

AS per Addendum #1

Mike Mahar
President/Business Agent
Date: _____



Bill Johnson
Recording Secretary

AS per Addendum #1

Doug Johannes
Executive Vice-President

Date: Oct. 22, 2014

For: **THE CANADIAN OFFICE AND PROFESSIONAL EMPLOYEES UNION (COPE), LOCAL 397**

Kim Wilson

Kim Wilson
President
Date: _____



Jackie Lazar
Treasurer



Lucille Fedkiw
Prairie Council Member, Calgary Unit

Shelley Wallace

Shelley Wallace
Negotiator

Colleen Malley

Colleen Malley
Union Representative

Date: Oct. 22, 2014

LETTER OF UNDERSTANDING

Between

AMALGAMATED TRANSIT UNION (ATU), LOCAL 583

~ and ~

CANADIAN OFFICE & PROFESSIONAL EMPLOYEES UNION (COPE), LOCAL 397

RE: REDUCED HOURS FOR ALTERNATED FOUR (4) DAY WORK-WEEK

The parties agree to an alternate work-week based on the following regulations:

- The hours will be by mutual agreement, but to be considered a full-time Employee they must be no less than eighty per cent (80%) of a full-time Employee's standard biweekly hours.
- There will be no additional costs to the Employers as a result of the rearranged work-week.
- Statutory holidays when being paid out will be based on one tenth ($1/10$) of the biweekly scheduled hours.
- Vacation entitlement when being paid out will be based on the corresponding percentage as per Article 116.3 (e.g., - two (2) weeks entitlement = four per cent (4%) of gross wages for the period in which the entitlement was earned.

As per Addendum #1

Mike Mahar
President/Business Agent



Colleen Malley
Union Representative

As per Addendum #1

Doug Johannes
Executive Vice-President



Lucille Fedkiw
Prairie Council Member, Calgary Unit



Bill Johnson
Recording Secretary



Shelley Wallace
Negotiator

October 22, 2014

Date

Oct. 22, 2014

Date

LETTER OF UNDERSTANDING

Between

AMALGAMATED TRANSIT UNION (ATU), LOCAL 583

~ and ~

CANADIAN OFFICE & PROFESSIONAL EMPLOYEES UNION (COPE), LOCAL 397

RE: JOB DUTIES AND TITLES

It is hereby understood and agreed that the position titles will be revised to:

- Administrative Assistant I
- Administrative Assistant II
- Financial Administrative Assistant

It is further understood and agreed that the duties will be realigned. The Union, Employer and Employee will review the updated duties three (3) months and six (6) months after the duties are assigned.

In the event the parties do not agree on the outcome of the reviews Article 106.8 shall apply.

As per Addendum #1

Mike Mahar
President/Business Agent

Colleen Malley

Colleen Malley
Union Representative

As per Addendum #1

Doug Johannes
Executive Vice-President

[Signature]

Lucille Fedkiw
Prairie Council Member, Calgary Unit

[Signature]

Bill Johnson
Recording Secretary

[Signature]

Shelley Wallace
Negotiator

October 22, 2014

Date

Oct. 22, 2014

Date

MEMORANDUM OF AGREEMENT

Between

AMALGAMATED TRANSIT UNION LOCAL 583

And

CANADIAN OFFICE & PROFESSIONAL EMPLOYEES
LOCAL 397

Housekeeping: - Amend from COPE Local 379 to COPE Local 397 throughout the agreement.

102.01 - January 1, 2012 – December 31, 2013.

121 - Deleted

Appendix A

It is hereby understood and agreed that the position titles will be revised to:

Administrative Assistant I
Administrative Assistant II
Financial Administrative Assistant

It is further understood and agreed that duties will be realigned. The Union, Employer and Employee will review the updated duties three (3) months and six (6) months after the duties are assigned.

In the event the parties do not agree on the outcome of the reviews Article 106.08 shall apply.

2012 – 3%
2013 – 3%
COLA left as is.

Appendix B – Revised


Add: When a worker is brought in to perform basic duties of the Administrative Assistant I position, they will be paid at the first pay level of that position.

Letter of Understanding Alternate Workweek


Letter of Understanding Job duties and titles


Signed this 12th day of March 2012.


MIKE MAHAR
PRESIDENT/BUSINESS AGENT


COLLEEN MALLEY
UNION REP


DOUG JOHANNES
EXECUTIVE VICE-PRES.


DIANE GRAHAM
NEGOTIATING COMM.


BILL JOHNSON,
RECORDING SECRETARY
/dg
Cope #397

INDEX

A

Addendum #1	23
Administrative Assistant I.....	17
Administrative Assistant I – Salary Schedule.....	18
Administrative Assistant II.....	17
Administrative Assistant II – Salary Schedule	17
Appendix B.....	19
Arbitration Board.....	4
Article 100 – Purpose.....	1
Article 102 – Recognition	1
Article 102 – Term of Agreement	2
Article 103 – Discrimination	2
Article 104 – Payday	2
Article 105 – Union Security (Dues)	2
Article 106 – Classification and Pay Plan	3
Article 107 – Grievance.....	4
Article 108 – Board of Arbitration	4
Article 109 – Dismissal.....	5
Article 110 – Wrongful Dismissal.....	5
Article 111 – Regular and Temporary Employee.....	5
Article 112 – Movement of Personnel.....	6
Article 113 – Sickness and Accident Benefit.....	7
Article 114 – Leave of Absence	7
Article 115 – Seniority.....	8
Article 116 – Vacations	9
Article 117 – Statutory Holidays.....	10
Article 118 – Overtime.....	10
Article 119 – Hours of Work	11
Article 120 – Coffee Break	12
Article 121 – Procedure for Relieving.....	12
Article 122 – Witness/Jury Duty	12
Article 123 – Union Representation.....	12
Article 124 – Safety.....	13
Article 125 – Automation and Job Security	13
Article 126 – General.....	13
Automation and Job Security – Article 125	13

B

Bargaining Authority.....	1
Bargaining Unit Work.....	15
Benefit Premiums.....	15
Board of Arbitration – Article 108.....	4

C

Casual Employees	5
Classification and Pay Plan – Article 106	3
Clerk	19
Coffee Break – Article 120	12
COLA	18

D

Death in the Immediate Family	8
Death of a Close Personal Acquaintance	8
Discrimination – Article 103	2
Dismissal – Article 109.....	5

E	
Examinations	8
F	
Financial Administrative Assistant	16, 17
Funeral Leave.....	8
G	
General – Article 126.....	13
General Holidays.....	10
Grievance – Article 107.....	4
Grievance Procedure	4
Group Insurance Plan	14
H	
Health Spending Account.....	15
Hours of Work – Article 119	11
I	
Index	25
J	
Job Duties and Titles	22
Job Security and Automation	13
Job Vacancies.....	6
L	
Leave of Absence – Article 114.....	7
Letter of Understanding Re	
Job Duties and Titles	22
Reduced Hours for Alternated 4 Day Work-Week.....	21
M	
Maternity Leave.....	8
Movement of Personnel – Article 112.....	6
O	
Office Stewards	12
Overtime – Article 118.....	10
P	
Parking.....	14
Payday – Article 104	2
Pension Plan.....	14
Probation.....	6
Procedure for Relieving – Article 121.....	12
Promotion.....	6, 12
Purpose – Article 100	1
R	
Recall List	6, 9
Recognition – Article 102	1
Reduced Hours for Alternated 4 Day Work-Week.....	21
Reduction of Office Staff.....	6
Refund of Tuition Fees and Books	14

Regular and Temporary Employee – Article 111	5
----------------------------------------------------	---

S

Safety – Article 124.....	13
Salary Schedule – Administrative Assistant I.....	18
Salary Schedule – Administrative Assistant II.....	17
Salary Schedule – Financial Administrative Assistant.....	17
Seniority – Article 115.....	8
Service Differential.....	13
Sickness and Accident Benefit – Article 113.....	7
Single Arbitrator.....	4
Statutory Holidays – Article 117.....	10

T

Technological Changes.....	13
Term of Agreement – Article 102.....	2

U

Union Activities.....	7
Union Label.....	13
Union Representation – Article 123.....	12
Union Security (Dues)– Article 105.....	2

V

Vacancy.....	7
Vacations – Article 116.....	9

W

Witness/Jury Duty – Article 122.....	12
Workers’ Compensation.....	13
Wrongful Dismissal – Article 110.....	5