

COLLECTIVE AGREEMENT

Between

DIVERSIFIED TRANSPORTATION LTD.

(ST ALBERT DIVISION)

"The Employer"

-and-

THE ALMAGAMATED TRANSIT UNION LOCAL NO. 569

"The Union"

Duration:

January 1, 2019

to December 31, 2022

# Table of Contents

If there are discrepancies between the on-line version and a printed version, the signed originals will prevail.

Part I – Main Agreement.....	7
1.0 Amendment and Termination.....	7
1.01 Terms.....	7
2.0 Scope.....	7
2.01 Scope.....	7
3.0 Definitions.....	7
3.01 Calendar Year.....	7
3.02 Class.....	7
3.03 Continuous Employment.....	7
3.04 Interpretations.....	7
3.05 Member.....	7
3.06 Mini Bids.....	7
3.07 Off Days.....	8
3.08 Operator.....	8
3.09 Permanent Full time Operator.....	8
3.10 Permanent Part time Operator.....	8
3.11 Casual Operator.....	8
3.12 Probationary Operator.....	8
3.13 Promotion.....	8
3.14 Regular Rate of Pay.....	8
3.15 Shift.....	8
3.16 Travel Time.....	8
3.17 Vacation Year.....	8
4.0 Managerial Rights.....	9
4.01 Management Rights.....	9
4.02 Discipline.....	9
4.02.01 Progressive Discipline.....	9
5.0 Union Security.....	9
5.01 Recognition.....	9
5.02 No Discrimination.....	9
5.03 Check off of Union Dues.....	9

5.04 Contact Information .....	9
5.05 Conformity to the Labour Relations Code .....	10
5.06 Names and Addresses of Union Representatives .....	10
5.07 New Employee Orientation .....	10
6.0 Working Conditions: Group 1- Operational Employees .....	10
6.01 Hour of Work .....	10
6.02 Seniority and Selection of Shifts Sign Ups .....	10
6.02.01 Shift Classification .....	10
6.02.02 Bidding Work .....	10
6.02.03 Bids per Year .....	10
6.02.04 Bid Time Lines .....	10
6.02.05 Posting Bids .....	11
6.02.06 Absentee Bids .....	11
6.02.07 Passing on a Major Bid .....	11
6.02.08 Posting of Open Work .....	11
6.02.09 Shift Changes between Bids .....	11
6.02.10 Bidding and Long Term Disability .....	12
6.02.11 Handy Bus .....	12
6.03 Dispatch Rules .....	12
6.04 Overtime .....	12
6.04.01 FTR Overtime .....	12
6.05 Pay for Work on Statutory Holidays .....	12
6.06 Reporting Allowance .....	13
6.07 Minimum Pay – Operator Short Assignments .....	13
6.08 Operator Delay Pay .....	13
6.09 Instructional Pay .....	13
6.10 Trading Shifts .....	13
6.11 Travel Time .....	13
6.12 Medical Examination .....	13
7.0 Fringe Benefits .....	13
7.01 Statutory Holidays .....	13
7.01.01.01 Recognized Statutory Holidays .....	14
7.02 Annual Vacation Leave .....	14

7.02.01 Entitlement New Employee .....	14
7.02.02 Entitlement Upon Completion of Three Years Service .....	14
7.02.03 Entitlement Upon Completion of Nine Years Service .....	14
7.02.04 Vacation Payment Options.....	14
7.02.05 Vacation Period .....	14
7.02.06 Cancelling Booked Vacation Week.....	14
7.02.07 Vacation Pay Receipt.....	15
7.03 Leave of Absence.....	15
7.03.01.01 Union Business .....	15
7.03.01.02 Other Labour Body .....	15
7.03.01.03 Bargaining.....	15
7.03.01.04 Grievances .....	15
7.03.02.01 Mutual Benefit .....	15
7.03.02.02 Requested by the Company .....	15
7.03.03 Other Leave of Absence Without Pay .....	15
7.03.03.01 Leave of Absence.....	15
7.03.03.02 Leave of Absence Using Vacation Credits .....	15
7.03.03.03 Leave of Absence for Union Convention.....	16
7.03.04 Bereavement Leave.....	16
7.03.04.01 Qualifying Family Members .....	16
7.03.05 Compensation for Witness and Jury Duty.....	16
7.03.06 Maternity/Parental Leave .....	16
7.03.06.01 Maternity Leave .....	16
7.03.06.02 Parental Leave .....	16
8.04 Clothing .....	16
8.04.01 Operational Staff .....	16
9.0 Employment .....	17
9.01 Employment from Date of Hire .....	17
9.02 Probation.....	17
10.0 Promotions.....	17
10.01 Skill, Knowledge and Ability for Promotion.....	17
10.02 Promotion Probation.....	17
10.03 Promotion Refusal.....	17

11.0 Posting and Filling Vacancies .....17

    11.01 Posting Time Lines .....17

12.0 Seniority .....18

    12.01 Seniority Lists .....18

    12.02 Seniority Date .....18

    12.03 Seniority for Promotions.....18

    12.04 Seniority for Other Purposes .....18

    12.05 Temporary Employees .....18

13.0 Dispute Resolution Process .....18

    13.01 Preamble.....18

    13.02 Definitions.....18

    13.03 Union Representation.....19

    Step 1: Problem Solving Stage .....19

    Step 2: Consultation Stage.....19

    Step 3: Formal Review Stage .....20

    Step 4: Arbitration Stage.....20

    13.04 General .....21

14.0 Operator Training .....21

    14.01 Conventional Training.....21

    14.02 Training on a Day Off .....21

    14.03 Pay for Training.....22

15.0 Layoffs.....22

    15.01 Order of Layoff.....22

    15.02 Layoff and Recall.....22

16.0 Part Time Operators .....22

    16.01 Shift Coverage Rules .....22

        16.01.01 First Called .....22

        16.01.02 Second Called.....22

        16.01.03 Overtime Coverage .....22

    16.02 Part Time Seniority .....22

17.0 Sick Days .....22

    17.01 Paid Sick Days.....22

    17.02 Sick Leave Reset.....23

17.03 Sick Day Documentation ..... 23

18.0 Remuneration – General ..... 23

    18.01 Wages ..... 23

Appendix I: Schedule of Wages ..... 23

Part II - Health and Benefits Plan ..... 23

    1 Health and Wellness Plan ..... 23

        1.01 Waiting Period ..... 23

            1.01.02 Employment Status ..... 24

Part III - RRSP ..... 24

Signature Page ..... 25

    Letter of Understanding ..... 26

## Part I – Main Agreement

### 1.0 Amendment and Termination

#### 1.01 Terms

Witness that this Agreement shall be effective from January 1, 2019 through December 31<sup>st</sup>, 2022, and shall continue in force and effect beyond the expiration date from year to year thereafter unless terminated by written notice from either party to the other not more than one hundred and twenty (120) days, nor less than sixty (60) days prior to the expiration date. If amendment is desired, the contents of the amendment shall be transmitted to the other party within the time limit set out above and the existing Agreement shall remain in force until either the process of collective bargaining has been completed in accordance with the Labour Relations Code or a strike or lockout commences in accordance with the Labour Relations Code. Changes to this Agreement agreed upon by the parties hereto, however, may be made at any time, provided that such changes are properly reduced to writing and executed by the authorized officer of the parties to the Agreement.

The parties agree that there shall be no strike or lockout while this Agreement is in force.

### 2.0 Scope

#### 2.01 Scope

This Agreement shall apply to all employees within the bargaining unit as the said bargaining unit may from time to time be determined by the Labour Relations Board.

### 3.0 Definitions

#### 3.01 Calendar Year

The words "calendar year" when used in this Agreement shall mean a period of twelve (12) calendar months, commencing with the first day of January to December 31.

#### 3.02 Class

The word "class" when used in this Agreement shall mean a group of positions having sufficiently similar duties, responsibilities, authority and required qualifications that a common descriptive title may be used.

#### 3.03 Continuous Employment

The words "continuous employment" when used in this Agreement shall mean continuous permanent or probationary employment with Diversified Transportation Ltd. St. Albert Division.

#### 3.04 Interpretations

In this Agreement (unless otherwise indicated in the context) all words in the singular shall include the plural, all words in the plural shall include the singular, and words of masculine gender shall be deemed to include the feminine gender.

#### 3.05 Member

The word "member" when used in this Agreement, in reference to a specific Plan contained herein shall mean an individual who, through the individual's employment with Diversified Transportation Ltd., has entered into participation in such Plan in accordance with the requirements of such Plan and has continued to participate in such Plan.

#### 3.06 Mini Bids

The word "mini bid" is defined as a bid within a bid or a temporary change in the work. Passing on a mini bid will not affect your seniority.

### 3.07 Off Days

The words "off days" when used in this Agreement shall mean those days of rest without regular pay which are scheduled in conjunction with an operator's regularly scheduled hours of work.

### 3.08 Operator

The word "operator" when used in this Agreement shall mean the person responsible for operating a public transit vehicle.

### 3.09 Permanent Full time Operator

The words "permanent operator" when used in this Agreement shall mean any operator who has successfully completed the required probationary period of a permanent position and has signed twenty eight (28) hours or more per week over a five day period.

### 3.10 Permanent Part time Operator

The words "part time operator" when used in this Agreement shall mean any operator who has successfully completed the required probationary period of a permanent position who is normally assigned hours of work less than twenty eight (28) hours per week over a five (5) day period.

### 3.11 Casual Operator

The words "casual operator" when used in this Agreement shall mean an operator who has no fixed hours of work but is required to work a minimum of eight (8) hours per month to maintain employees status.

### 3.12 Probationary Operator

The words "probationary employees" when used in this Agreement will mean any operator who has successfully completed New Hire training and is filling a shift but has not completed the required probationary period specified in Article 10.02.

### 3.13 Promotion

The word "promotion" when used in this Agreement will mean the advancement of an employee to a position with a higher wage rate than their present position.

### 3.14 Regular Rate of Pay

The words "regular rate of pay" when used in this Agreement shall mean the rate of pay assigned to an incumbent of a position, specified for in Appendix 1 – Schedule of Wages in this Agreement.

### 3.15 Shift

The word "shift" when used in this Agreement shall mean the daily hours of work as established by Diversified Transportation Ltd.

### 3.16 Travel Time

The words "travel time" when used in this Agreement shall mean the actual travelling time in any company provided transfer vehicle, between an operator's starting point (the garage or change over point) and their finishing, at the start or end of their shift or run. This time will be ten (10) minutes.

### 3.17 Vacation Year

The words "vacation year" when used in this Agreement for Operators shall mean January 1 until December 31 of the same year. Vacation Adjustments of up to one (1) pay period may be made to the vacation year, for the purpose of scheduling vacation, to accommodate variations in the number of pay weeks in the calendar year.



## 4.0 Managerial Rights

### 4.01 Management Rights

Subject only to limitation by this Agreement, Diversified Transportation Ltd. has full authority to exercise all functions of management, to direct the working forces of Diversified Transportation Ltd.

### 4.02 Discipline

#### 4.02.01 Progressive Discipline

Diversified Transportation Ltd. may discipline an operator for just cause. Notices of investigation and copies of all disciplinary reports, (excluding documented counselling sessions, which are non-disciplinary) shall be provided to the Union indicating clearly the exact nature of same. Employees required to attend a meeting for discipline shall be entitled to have a Union Representative present if they wish. Should the Union or the Employee be of the opinion that any disciplinary action is improper, then the disciplinary action may be the subject of a grievance and such grievance shall be processed in accordance with the grievance procedure of this Agreement.

Past discipline reports shall be deemed void after an operator has maintained a clear record with no disciplinary reports, including written reprimands and suspensions, for a period of sixteen (16) months of active employment. Written reprimands and suspensions shall be deemed void after a period of sixteen (16) months of active employment.

Disciplinary action shall take place within seven (7) days of the occurrence of the offence or upon completion of an investigation of the occurrence.

## 5.0 Union Security

### 5.01 Recognition

Diversified Transportation Ltd. recognizes the Union as the sole collective bargaining agent in all matters pertaining to wages, hours of work, fringe benefits and working conditions for all employees covered by this Agreement. The parties hereby agree to negotiate with each other concerning matters affecting the relationship between the parties, aiming toward a peaceful and amicable settlement of any differences that may arise between them.

### 5.02 No Discrimination

There shall be no discrimination against any employee by virtue of their being or performing their duty as a member of the Union.

### 5.03 Check off of Union Dues

Diversified Transportation Ltd. agrees to deduct from the wages of all employees covered by this Agreement, union dues as shall be decided by the Union. These deductions shall commence with the first pay period and shall be forwarded to the Union at the end of each pay period, together with a list of employees from whom the deductions have been made. The Union shall provide Diversified Transportation Ltd. with written notification of any alteration of the dues structure at least thirty (30) calendar days in advance and implementation shall be within the said thirty (30) day notice.

### 5.04 Contact Information

Diversified Transportation Ltd. shall provide the Union with a list of employee's names, telephone numbers and addresses in June and December each year or as mutually agreed by the parties. This information is provided with the mutual understanding that the Union will use such personal information for the express purpose of carrying out the Union's responsibilities as the exclusive agent of employees covered by this

Agreement, as these responsibilities relate to their members' employment relationship with Diversified Transportation Ltd.

The Union shall take all reasonable steps to store and manage this information to prevent its use in a way that is not authorized by this collective agreement and/or applicable privacy legislation.

#### 5.05 Conformity to the Labour Relations Code

If there is any conflict between the provisions of this Agreement and the Labour Relations Code, to the extent of such conflict, the Labour Relations Code shall prevail.

#### 5.06 Names and Addresses of Union Representatives

The Union shall endeavour to inform Diversified Transportation Ltd. in writing as to the names and addresses of its officers, negotiating committee members, shop stewards and any other persons who are authorized representatives of the Union in matters which are appropriate under the provisions of this Agreement. The union shall also endeavour to inform Diversified Transportation Ltd. in writing of any change to such list of names.

#### 5.07 New Employee Orientation

Diversified Transportation Ltd. will provide an opportunity for a Union Officer to meet new employees for an orientation session at a time and duration agreeable to the Union and Diversified Transportation Ltd.

### 6.0 Working Conditions: Group 1- Operational Employees

#### 6.01 Hour of Work

Transit Operators' shifts are based on a five (5) day work week. Consistent with operating efficiency, Diversified Transportation Ltd. will establish shifts as required from Shift Design. Requests from the Union will be considered. The normal hours of work shall be forty (40) hours per week on the basis of the following:

- a) Five (5) consecutive days of eight (8) hours per day
- b) Four (4) consecutive days of ten (10) hours per day

#### 6.02 Seniority and Selection of Shifts Sign Ups

##### 6.02.01 Shift Classification

##### 6.02.02 Bidding Work

The senior operator shall be the first to sign the bid and other operators shall follow and sign in order of seniority until the sign up is complete.

##### 6.02.03 Bids per Year

A new operator sign up shall take place at least four (4) times a year or as mutually agreed between the parties.

##### 6.02.04 Bid Time Lines

Each new sign up will be posted in the workplace at least five (5) days prior to signing. At least two (2) working days prior to the sign up being posted, The Union Sheet Committee will be given an opportunity to review the sign up. Two Sheet Committee members will be paid two (2) hours each at their regular rate of pay for reviewing the sign-up and raising any concerns. Should only one (1) Sheet Committee member be available to review the sign-up, then they will be paid four (4) hours at their regular rate of pay. For mini bids One (1) Sheet Committee member will be paid two (2) hours for reviewing the sign-up and raising concerns. Diversified Transportation Ltd. will provide a response to concerns brought forward. Should the number of shifts increase or decrease then the length of time to review the sign-up will be adjusted proportionally.

Diversified Transportation Ltd will pay one (1) Sheet Committee member at their regular rate of pay to attend regular sign-ups. No Sheet Committee member will be required at mini bids.

In the event that a re-bid is indicated pursuant to scheduling changes, the following practice will apply:

- If fewer than ten (10) shifts are affected, Diversified Transportation Ltd. will consult with the Union about the changes to ensure they are the most efficient possible. No formal perusal will be required.
- If ten (10) or more shifts are affected, a two (2) hour formal perusal will be conducted by the Union.
- If thirty (30) or more shifts are affected, a four (4) hour formal perusal will be conducted by the Union.
- In all cases, the consultation or perusal will take place at least two (2) working days before the re-bid is to be posted.
- In all cases, the re-bid will be posted at least three (3) working days before signing day.
- The July/August sign-up will be subject to the rules for re-bids.

#### 6.02.05 Posting Bids

The operator sign-up sheet shall be posted in a conspicuous place in the operators' room not less than five (5) days before any sign up commences except in the case of pressing necessity when the intervening period may be shorter, but in no case for less than three (3) days. Operators shall sign the sign-up sheet promptly within a reasonable timing schedule designated by Diversified Transportation Ltd.

#### 6.02.06 Absentee Bids

If an operator is not present at their assigned time when a sign up occurs and they have not indicated their choice to the dispatch official in writing, using the prescribed form, then their selection shall be made by a Union official, and the operator concerned shall be bound by the decision of the Union official for the duration of the sign up period.

In the event that the Union official fails to make a selection within the absent operator's assigned time period on behalf of the absent operator, then dispatch after reviewing the matter with a Union official, shall make a selection on behalf of the employee and the employee concerned shall be bound by the decision made by dispatch for the sign up period.

#### 6.02.07 Passing on a Major Bid

Full time operators may pass on a major bid and choose Part time work one (1) time every calendar year but only as operational requirements allow. Operators may pass on a bid if operational requirements permit.

#### 6.02.08 Posting of Open Work

All signed shifts which come open will, after three (3) days be offered to all operators within that job classification by seniority. The open work will be posted on the third (3<sup>rd</sup>) day and dispatched on the fifth (5<sup>th</sup>) day. A maximum of three (3) operators will be permitted to adjust their bid assignments. Upon the return of the regular operator, the operator holding the shift must surrender it, and all shift adjustments related to the original open work will revert back to the operator's original bid work.

Any unsigned work that remains available at the end of a major bid will be posted and made available by order of seniority, subject to overtime.

#### 6.02.09 Shift Changes between Bids

No regular continuous shift shall be changed between sign ups without advising the Union executive. Splits, worked by regular operators, may be subject to change. If it is necessary to change a regular split shift, the Diversified Transportation Ltd. agrees to do everything in its power to substitute comparable work; any

material change will be discussed with the Union. These changes may only be made subject to client wishes. If these changes made by our Client result in more than a five (5) hour per week change, this will trigger a rebid.

#### 6.02.10 Bidding and Long Term Disability

Employees in receipt of Long Term Disability benefits are not qualified to sign for any bids. When no longer in receipt of Long Term Disability benefits upon return to the pre-disability position, the employee will be placed in their seniority position for spare work and will take work assigned by dispatch with first right of refusal.

#### 6.02.11 Handy Bus

Diversified Transportation Ltd and the Union agree that the operator skill set for Handy Bus is different than the operation of a conventional transit vehicle. Handy Bus operators are required to be trained as a conventional transit operator and have additional training to cover off the requirements of operating the Handy Bus. Handy Bus assignments will be included in each sign up. Operators signing for Handy Bus must meet the minimum qualifications of:

- Trained conventional transit operator
- Successfully complete the Handy Bus training program.

If an operator signs for a Handy Bus position on a major bid and the operator is not qualified the Company will provide training to the operator.

The Company has thirty (30) working days to assess the operator's suitability in the new position. If the Company determines the operator is not able to perform the full scope of duties of the position the position will be reposted with a new bid from that operator's seniority position down.

The operator has thirty (30) working days to assess their own suitability as a Handy Bus operator. If the operator determines that the Handy Bus position is not appropriate to their needs the operator will notify the Company in writing of their decision. The Handy Bus position will then be reposted with a new bid from that operator's seniority position down. The original assigned operator shall continue performing the Handy Bus position until the rebid takes place and the work has been assigned.

For Handy Bus vacation relief the Company will provide training, if required, for up to two (2) additional operators who have signed vacation relief position at the summer bid.

#### 6.03 Dispatch Rules

Dispatch rules will not supersede the Collective Bargaining Agreement.

#### 6.04 Overtime

##### 6.04.01 FTR Overtime

Overtime rates for a regular operator will apply immediately if the Company requests an operator to continue on his run after the normal finishing time, if a FTR (Failure to Report) occurs on the road.

#### 6.05 Pay for Work on Statutory Holidays

All employees shall be entitled to eleven (11) Statutory Holidays.

Full time employees receive their regular hours, for the hours they would have worked had it not been for a Statutory Holiday. This amount will be paid in the current pay period the hours were earned. If the Statutory Holiday falls on the employee's off day they will be paid the daily average of their weekly bid hours. Example: 5 day, 36hr bid week = 7.2 daily average.

Non full time employees will be paid in the amount equal to five percent (5%) of the gross earnings of the employee, paid on every pay period. In addition, any operator who works on the Statutory Holiday will be paid at one and one half (1 ½) times the regular rate of pay for all hours worked.

#### 6.06 Reporting Allowance

An operator's wages shall be computed from the time set for reporting. A reporting allowance of twelve (12) minutes will be paid on the initial pre trip (one time per bus daily). Reporting allowance when a pre-trip is not required or when a changeover in the garage is required will receive five (5) minutes reporting allowance and two (2) minutes allowance for post trip.

#### 6.07 Minimum Pay – Operator Short Assignments

Any standalone single piece of work will be paid a minimum amount equivalent to two (2) hours at the regular rate of pay. However, if a signed Part time or Full time operator is called out from home, on thier non-working day they shall receive a minimum of two (2) hours pay at the applicable rate for the call out.

#### 6.08 Operator Delay Pay

It is agreed that delay pay will be the actual time of return buses to the garage at the applicable rate of pay.

#### 6.09 Instructional Pay

Operators shall be paid three dollars (\$3) per hour extra while acting as an auxiliary trainer in the training of new operators. Diversified Transportation Ltd. shall review the qualifications and performance of employees acting as an auxiliary trainer.

#### 6.10 Trading Shifts

An operator who wishes to trade a shift or part of a shift shall first obtain permission from the management supervisor or designate, and every trade must be recorded. Trades may be approved for extended periods of time provided mutual agreement of both the management supervisor and the Union representative is obtained.

#### 6.11 Travel Time

Travel time in Diversified Transportation Ltd. vehicle will be paid for the actual time it requires each individual to travel from the transit centre to the garage and from the garage to the transit centre (ten (10) minutes each way). Any further delay in excess of the ten (10) minutes for any operator traveling will be paid by filing out a delay slip.

#### 6.12 Medical Examination

The parties agree that maintaining a valid operator's permit of appropriate class is fundamental to employment as a transit operator at Diversified Transportation Ltd. Diversified Transportation Ltd. If an employee utilizes the Company approved doctor, the cost of the examination will be directly billed to the Company. Diversified Transportation Ltd. will reimburse the cost of medical examinations (to a maximum of \$130.00) that are required for operators to remain certified in their license class, if they choose to utilize a doctor of their choice.

### 7.0 Fringe Benefits

#### 7.01 Statutory Holidays

All employees shall be entitled to eleven (11) Statutory Holidays, paid in the amount equal to Five percent (5%) of the gross earnings of the employee, and will be paid on the pay period following the Statutory Holiday.

#### 7.01.01.01 Recognized Statutory Holidays

The following days shall be recognized as statutory holidays for the purpose of the Agreement:

##### Statutory Holidays

New Year's Day	Labour Day
Family Day	Thanksgiving Day
Good Friday	Remembrance Day
Victoria Day	Christmas Day
Canada Day (July 1 or July 2 when July 1 is Sunday)	Boxing Day
Civic Holiday	

#### 7.02 Annual Vacation Leave

##### 7.02.01 Entitlement New Employee

On commencement of employment, all operators will begin accruing vacation entitlement at the rate of two (2) weeks per year. Such vacation entitlement will be available to the operator during the year following completion of each successive year of service. Payment for such vacation will be four percent (4%) of the gross earnings of the operator during the year of qualification.

##### 7.02.02 Entitlement Upon Completion of Three Years Service

Upon completion of three (3) years' service, all full time operators will begin accruing vacation entitlement at the rate of three (3) weeks per year. Such entitlement will be available to the operator during the year following the completion of each successive year of service. Payment for such vacation entitlement will be six (6) percent of the gross earnings of the operator during the year of qualification.

##### 7.02.03 Entitlement Upon Completion of Nine Years Service

Upon completion of nine (9) years' service, all full time operators will begin accruing vacation entitlement at the rate of four (4) weeks per year. Such vacation entitlement will be available to the employee during the year following the completion of each successive year of service. Payment for such vacation entitlement will be eight (8) percent of the gross earnings of the employee during the year of qualification.

##### 7.02.04 Vacation Payment Options

Operators can choose to receive their vacation pay:

- As it is earned on each payday with their regular pay, or
- As a lump sum in lieu of their regular pay when they are on vacation. Subject to two (2) weeks' notice.

Operators may vary their choice a maximum of twice per year.

Any vacation pay not paid during the year will be paid out in the final pay period of the year.

##### 7.02.05 Vacation Period

Operators may take their vacation in a single period or split up. They will request vacation in no less than one scheduled week at an annual vacation sign-up. The Company will grant vacation requests in accordance with operational efficiency and seniority.

##### 7.02.06 Cancelling Booked Vacation Week

If an operator cancels their vacation allotment after the work is assigned to a relief operator, they will be placed in their seniority position and will have the first right of refusal to any open work not already assigned, up to their bid hours. Within ten (10) days or when that operators original work is not assigned they will return back to their original bid work.

#### 7.02.07 Vacation Pay Receipt

For full time operators, vacation pay will be paid on the pay day immediately preceding their vacation period. For casual or part time operators, the appropriate amount of vacation pay will be paid on each pay cheque.

### 7.03 Leave of Absence

#### 7.03.01.01 Union Business

In the event that an employee becomes a full time official of the Union, the employee shall be granted an unpaid leave of absence for the purpose of carrying out the duties of office and seniority shall continue as if in continuous employment with Diversified Transportation Ltd. The employee shall have the right at any time, on giving one (1) months' notice, to return to the previously held position or to such other position to which the employee may be promoted by reason of seniority and ability.

#### 7.03.01.02 Other Labour Body

An employee who acquires a full time position with any labour body with which the Union is affiliated, will be granted an unpaid leave of absence. Such leave is applicable to only one ATU member at a time.

#### 7.03.01.03 Bargaining

Diversified Transportation Ltd. shall grant leave of absence without pay to employees representing the Union in accordance with the following provisions:

In the event that an employee(s) is elected to the negotiating committee for the Union, they shall be granted leave for the position to which they are permanently appointed or serving the required probationary period thereof, during such time as they meet with the representatives of the Company for the purposes of collective bargaining. Diversified Transportation Ltd. will be advised in writing of the names of the selected employees. The provisions of this clause shall be limited to two (2) employees unless Diversified Transportation Ltd. and the Union mutually agree otherwise.

#### 7.03.01.04 Grievances

In the event that a Union officer is required to meet with Diversified Transportation Ltd. representatives to discuss a grievance, they may be granted leave with pay. If Diversified Transportation Ltd requires the attendance of the employee who is grieving, they may also be granted leave with pay.

#### 7.03.02.01 Mutual Benefit

Leave of absence with pay for other matters of mutual concern shall be made in accordance with Diversified Transportation Ltd. regulations. Such as the Bid Sheet Committee, Union Management Committee, Sign up, Joint Health and Safety Committee, etc.

#### 7.03.02.02 Requested by the Company

Leave of absence with pay shall be for those hours the employee normally would have worked had they not been required to meet with representatives of Diversified Transportation Ltd.

### 7.03.03 Other Leave of Absence Without Pay

#### 7.03.03.01 Leave of Absence

Leave of absence without pay may be granted to the employee at the discretion of Diversified Transportation Ltd.

#### 7.03.03.02 Leave of Absence Using Vacation Credits

Employees may be approved to utilize vacation credits to attend to short term emergent family situations.

### 7.03.03.03 Leave of Absence for Union Convention

Insofar as the efficient operation of Diversified Transportation Ltd. permits, an employee elected as a delegate to a Union Convention shall be granted leave of absence without pay.

### 7.03.04 Bereavement Leave

A permanent or probationary employee shall be granted time off with pay, at the regular rate of pay, for the position to which such employee is permanently appointed or serving a required trial term thereof, for the purpose of making arrangements for, of attending, a funeral in accordance with the following:

#### 7.03.04.01 Qualifying Family Members

When death occurs in the employee's immediate family – that is, current spouse, son/daughter (adopted or natural), child/ward, brother, sister, parents, stepfather, stepmother, mother/father in law, grandfather, grandmother on request, shall be excused for up to any three (3) day regularly scheduled consecutive working days without loss of pay at the employees regular rate of pay, provided the employee attends the funeral. Such leave shall extend past the day of the funeral if there is a demonstrated need for the leave. However, in no event shall such leave exceed three (3) working days.

### 7.03.05 Compensation for Witness and Jury Duty

An employee who has been subpoenaed to appear in court as a witness or juror on a working day, shall be allowed leave with pay for the day(s) on jury or witness duty at the employee's regular rate of pay, providing that any witness fees or jury fees paid to the employee for this appearance are given to Diversified Transportation Ltd.

### 7.03.06 Maternity/Parental Leave

Maternity and Parental Leave will be granted to employees as per the Employment Standards Code, which came into effect January 1, 2018.

#### 7.03.06.01 Maternity Leave

Maternity leave shall be applied for in writing, at the earliest possible date, but not less than six (6) weeks prior to the date upon which maternity leave is to commence. Such leave shall commence at any time up to thirteen (13) weeks prior to the estimated date of delivery. If the employee is unable to perform the duties of her position or such alternative position which may be available, for which she is qualified, and in the absence of any valid, health related disability attributable to the pregnancy, the employee shall be required to immediately commence maternity leave in accordance with applicable provisions of the Employment Standards Code, which came into effect January 1, 2018.

#### 7.03.06.02 Parental Leave

Parental leave shall be applied for in writing, at the earliest possible date, but no less than six (6) weeks prior to the date up to which parental leave is to commence in accordance with the Employment Standards Code, which came into effect January 1, 2018.

## 8.04 Clothing

### 8.04.01 Operational Staff

Diversified Transportation Ltd. agrees to supply operational staff, who are operators and instructors, clothing –every two years.

<b>Operators</b>
3 Shirts (option for short or long sleeve)
2 pants/1 shorts (upon request)
Baseball cap and 1 toque



1 3-in-1 Coat every 3 years
2 ties or scarves
Sweater or sweater vest
Windbreaker or summer jacket

Upon presentation of receipts, pregnant employees will be provided with up to two hundred dollars (\$200) towards the purchase of maternity clothing of appropriate style and colour similar to the current uniform.

## 9.0 Employment

### 9.01 Employment from Date of Hire

Successful applicants will be considered employees of Diversified Transportation Ltd. from date of hire.

### 9.02 Probation

The normal probationary period shall be three (3) months. This probationary period may be extended for three (3) months, with an additional further extension of three (3) more months. However, prior to the last three (3) month extension the Union shall be given the opportunity to review the reasons for such extension.

## 10.0 Promotions

### 10.01 Skill, Knowledge and Ability for Promotion

In making promotions to vacant positions coming within the jurisdiction of the Union, the required knowledge and skills contained in the job posting shall be the primary considerations. Performance records, where available, may also be considered. Where two or more applicants are equally qualified to fulfill the duties of the position, seniority shall be the determining factor.

### 10.02 Promotion Probation

An employee who has been promoted to a higher permanent position shall have a probationary period of three (3) months with a possible further extension of three (3) months. However, prior to the last three (3) month extension, the Union shall be given the opportunity to review the reasons for such extension. During the probationary period, an employee may elect to revert to his former position or may be reverted by Diversified Transportation Ltd.

### 10.03 Promotion Refusal

Any employee having the seniority and qualifications to fill a higher vacant position and who for any reason declines or refuses to accept such position when it is offered to them in writing, shall become junior in seniority to the employee who is appointed. This clause shall not apply to a temporary position of less than one (1) week.

## 11.0 Posting and Filling Vacancies

### 11.01 Posting Time Lines

Notices of vacancies required to be filled shall be conspicuously posted, for a period of seven (7) calendar days for jobs coming within the jurisdiction of the Union, on a standard form provided by Diversified Transportation Ltd.

## 12.0 Seniority

### 12.01 Seniority Lists

The parties agree that a seniority list will be revised as required for each seniority group: full time, part time and casual and that the seniority lists will be shared with the Union. Bid signups, vacation sign ups, shift coverage and promotions are based on these seniority boards.

### 12.02 Seniority Date

Seniority for a permanent employee shall commence from the date on which the employee last commenced continuous service to become, and has since continued, as a permanent employee.

### 12.03 Seniority for Promotions

Seniority for promotions shall be determined by the employee's length of service.

### 12.04 Seniority for Other Purposes

Seniority for other purposes shall be based upon the employee's length of service with his type of position.

### 12.05 Temporary Employees

Temporary employees shall not have seniority standing, except for regular sign ups only. However, temporary employees may be reassigned during a sign up regardless of their length of service to meet operational requirements.

## 13.0 Dispute Resolution Process

### 13.01 Preamble

The Dispute Resolution Process is designed to:

- Operate from a foundation of trust;
- Encourage open, face to face dialogue by the people affected by a dispute;
- Achieve fair, wise, implementable and sustainable solutions;
- Achieve solutions that contribute to positive, collaborative working relationships;
- Achieve solutions that are consistent with the Collective Agreement;
- Minimize the time and cost involved in resolving disputes.

### 13.02 Definitions

1) A dispute is any problem, disagreement or difference involving employees, representatives of Diversified Transportation Ltd., or Union representatives.

2) An individual grievance is any dispute:

- a) concerning the interpretation, application, operation or alleged violation of the Collective Agreement, and
- b) directly relates to or affects the rights of a specific employee.

3) A group grievance is any dispute:

- a) concerning the interpretation, application, operation or alleged violation of the Collective Agreement, and
- b) directly relates to or affects the rights of more than one employee, where a common remedy is requested.

4) A policy grievance is any dispute:

- a) concerning the interpretation, application, operation or alleged violation of the Collective Agreement, and
- b) directly relates to or affects employees in more than one branch of a department, or in more than one department, or the collective group.

5) Working days means consecutive days, exclusive of Saturdays Sundays or holidays recognized by Diversified Transportation Ltd.

### 13.03 Union Representation

An employee may involve a Union representative at any step in the dispute resolution process, for support and assistance in attempting to reach a resolve.

#### Step 1: Problem Solving Stage

1. An employee, representative of Diversified Transportation Ltd or Union representative (for Policy or Group issues) is encouraged to resolve the dispute through face to face discussions with the person(s) with whom there is a dispute.
2. The discussion should include sharing information relevant to the dispute to the fullest extent possible, at the earliest opportunity.
3. The discussion should include an open, respectful exchange of the interests of the persons directly affected by the dispute, an exploration of options to satisfy these interests, and mutually acceptable solutions.
4. Agreements reached at this stage are confidential and without prejudice to the legal or contractual rights of the parties.

#### Step 2: Consultation Stage

1. An employee, representative of Diversified Transportation Ltd. or Union representative may initiate consultation if a dispute is not resolved through problem solving or an employee or representative believes problem solving will not resolve the dispute.
2. A request for consultation shall be submitted in writing within ten (10) working days of the date the incident that gave rise to the dispute reasonably came to the attention of the person initiating consultation. The request shall include the details of the dispute.
  - a. If a dispute relates to a specific employee or group of employees, a request for consultation by the employee or Union shall be submitted to the appropriate manager.
  - b. If a dispute relates to a policy, a request for consultation by the Union shall be submitted to the appropriate manager.
  - c. A request for consultation by Diversified Transportation Ltd. shall be submitted to a Business Agent of the Union.
  - d. A request for consultation by an employee shall be copied to the Union office.
3. In the application of discipline involving suspension of an employee, Diversified Transportation Ltd. will engage in pre disciplinary consultation with the Union, unless deemed inappropriate by Diversified Transportation Ltd. under the circumstances.
4. Once initiated, the Service Delivery Manager (SDM) will schedule a meeting of the people who are essential to resolving the dispute (as determined by the parties). The meeting will be facilitated by the SDM and/or the Union, or another person acceptable to the parties.
5. The facilitator(s) will encourage respectful dialogue, information sharing, and help the participants define issues, explore interests and options, and achieve mutually acceptable solutions.
6. Any notes taken during the Consultation stage are confidential and without prejudice to the legal or contractual rights of the parties. Comments made during consultation shall not be attributed to specific individuals.

7. The consultation process will commence at the earliest opportunity. The participants may continue to consult for as long as they are mutually satisfied that progress is being made. The employee, Union or Diversified Transportation Ltd. may conclude consultation at any time by written notice to the other party(s).
8. Agreements reached at this stage are confidential and without prejudice to the legal or contractual right of the parties and shall be confirmed in writing.

### Step 3: Formal Review Stage

1. The Union, or the Union on behalf of an employee, may initiate a grievance if a dispute is not resolved at consultation.
2. A grievance shall specify the details of the dispute, including the issues, the interests of the grieving party, the clause or clauses of the Collective Agreement that are alleged to have been violated, and the desired resolution.
3. A grievance shall be initiated in writing within ten (10) working days of the date that notice is received of the conclusion of consultation.
  - a. Individual or group grievances shall be submitted to the Operations Manager of the applicable department.
  - b. Policy grievances initiated by the Union shall be submitted to the Operations Manager.
4. Following receipt of the grievance, the Operations Manager (or designate) shall convene a meeting as quickly as possible involving representatives of the Union and the people who are essential to the resolution of the dispute (as determined by the participants).
5. The participants will seek a mutually acceptable resolution to the dispute. They will engage in an open, fair and balanced discussion of the issues, interests, options and potential solutions.
6. The formal review stage will commence at the earliest opportunity. The participants may continue the formal review stage for as long as they are mutually satisfied that progress is being made, or may mutually agree to refer the matter back for further consultation.
7. Agreements reached at this stage are confidential and without prejudice to the legal or contractual rights of the parties, and shall be confirmed in writing.
8. The employee, Union or Diversified Transportation Ltd. may conclude a formal review at any time by written notice to the other party(s). At the conclusion of the formal review, the Operations Manager (or designate) shall provide a written summary to the Union of the issues discussed, agreements reached, and any issues that remain in dispute.

### Step 4: Arbitration Stage

1. Provided that a grievance has been properly processed in accordance with the procedures, time limits and restrictions contained in the Dispute Resolution Process, the Union may refer any grievance to arbitration if it has not been resolved by formal review.
2. A referral to arbitration shall be initiated in writing within twenty (20) working days of the conclusion of the formal review stage.
3. Grievances referred to arbitration by the Union shall be submitted to the appropriate manager.
4. The parties may mutually agree to refer a grievance to a one person arbitration board. If the parties fail to agree, the grievance shall be referred to a three person arbitration board.
5. In referring a grievance to arbitration, the Union shall notify Diversified Transportation Ltd. of:
  - Its willingness to use a one person arbitration board, or
  - Its appointee to a three person arbitration board, and
  - The details of grievance, including the issues in dispute, the interests of the grieving party, the clause or clauses of the Collective Agreement which are alleged to have been violated, and the remedy requested.

6. Diversified Transportation Ltd. shall notify the Union within five (5) working days of its willingness to use a one person arbitration board or its appointee to a three person arbitration board.
7. If Diversified Transportation Ltd. fails to respond within five (5) working days of the referral to arbitration, the Minister of Labour shall select the appointee upon the request of the Union.
8. The Union and Diversified Transportation Ltd. shall select the chairperson of the arbitration board within five (5) working days of Diversified Transportation Ltd. response, from a roster approved by the parties on an annual basis. If the parties do not agree, selections from the roster shall be drawn at random.
9. No person shall be appointed as a member or chairperson of an arbitration board if the person is directly affected by the grievance, or if the person has been involved in an attempt to negotiate or settle the dispute.
10. Each party shall bear the expense of its respective members and shall bear one half of the expenses of the chairperson of the arbitration board.
11. Arbitration hearing dates shall be determined within twenty working days of the appointment of the arbitration board.
12. Prior to the arbitration hearing, the parties may prepare an agreed statement of facts for submission to the arbitration board.
13. The parties shall make every reasonable effort to ensure that presentations to the arbitration board are short and concise.
14. The arbitration board shall hear the grievance and render a decision within twenty (20) working days of the hearing. Written reasons for the decision shall be provided within sixty (60) working days, unless the parties mutually agree that written reasons are not required.
15. The decision of the majority is the award of the arbitration board, but if there is no majority, the decision of the chairperson shall be the award of the arbitration board. The decision of the arbitration board is final and binding upon the parties and any person affected by it.
16. The arbitration board may quash, confirm or vary any action taken respecting the suspension, discipline or discharge of an employee.
17. The arbitration board by its decision shall not alter, amend or change the terms of the Collective Agreement.

#### 13.04 General

1. The parties may mutually agree to involve a facilitator or mediator at any stage of the Dispute Resolution Process. In the interest of neutrality, any costs incurred for external resources will be cost shared by the parties.
2. The parties may mutually agree to bypass stages, return to previous stages, and/or extend the time limits contained in the Dispute Resolution Process. Such agreements shall be confirmed in writing.

### 14.0 Operator Training

#### 14.01 Conventional Training

Employees will be trained on all types of conventional transit vehicles operated by Diversified Transportation Ltd.

#### 14.02 Training on a Day Off

Where Diversified Transportation Ltd. requires an employee to attend at a course on their off days they shall be paid at one and one half (1 ½) of the regular appropriate rate of pay for all hours; these shall not be deducted from their regularly scheduled hours of work or shift.

### 14.03 Pay for Training

Where Diversified Transportation Ltd. requires an employee to attend a course which falls between their regularly scheduled hours of work they shall be paid at 100% of the appropriate rate of pay for all hours and these hours shall not be deducted from their regularly scheduled hours of work or shift worked.

## 15.0 Layoffs

### 15.01 Order of Layoff

No full time operator shall be laid off solely as a result of the employment of part time operators.

Where Diversified Transportation Ltd. contemplates laying off permanent full time operators, such permanent full time operators shall first be offered existing part time operator positions that are required to be continued in preference to being laid off. Should a permanent full time operator accept a part time operator position, then they shall be recognized as a part time operator. If the permanent full time operator does not accept a part time operator position, then they shall be laid off.

### 15.02 Layoff and Recall

If it is necessary to reduce the number of operators, the first to be laid off will be the last to have been taken into employment and so on until the necessary staff level is achieved. If additional operators are required, the last to be laid off will be given preference on reemployment and so on until all laid off employees have been offered recall. This right of recall will expire after an employee has been laid off for 12 months.

## 16.0 Part Time Operators

### 16.01 Shift Coverage Rules

#### 16.01.01 First Called

If any work remains uncovered, available full time operators will be offered the open work (subject to overtime), prior to this work being offered to part time or casual drivers.

#### 16.01.02 Second Called

If any work remains uncovered, available part time operators will be offered the open work (subject to overtime).

#### 16.01.03 Overtime Coverage

If any work remains available after the observance of the foregoing, the work will be offered as overtime to all in order of seniority (first full time, then part time, then casual).

### 16.02 Part Time Seniority

Part time operators shall have seniority standing within their classification.

## 17.0 Sick Days

### 17.01 Paid Sick Days

After ratification of Agreement

Effective 2019 All Full Time Permanent Employees shall be entitled to One paid sick day

Effective 2020 All Full Time Permanent Employees shall be entitled to Two Paid sick days per calendar year.

Effective 2021 All Full Time Permanent Employees shall be entitled to Two Paid sick days per calendar year.

Effective 2022 All Full Time Permanent Employees shall be entitled to Two Paid sick days per calendar year.

#### 17.02 Sick Leave Reset

Sick leave entitlement will be reset in January of each calendar year. Operators are not able to carry sick days over.

#### 17.03 Sick Day Documentation

Management may request medical documentation verifying the illness. Any costs incurred by the employee to obtain the medical documentation will be offset by up to \$40.00 per note by the employer. Failure by the employee to provide medical documentation as requested by management may result in the employee losing entitlement to pay for the absence.

### 18.0 Remuneration – General

#### 18.01 Wages

The regular rates of pay established in Appendix I shall apply during the term of this Agreement. Employees shall be paid every two (2) weeks.

### Appendix I: Schedule of Wages

Expressed as dollars per hour

	Jan 1, 2019	January 1, 2020	January 1, 2021	January 1, 2022
% Increase	0%	1.25%	1.75%	2.0%
Full-time	32.02	32.42	32.99	33.65
Part-time	30.41	30.79	31.33	31.96
Casual	28.90	29.26	29.77	30.33

## Part II - Health and Benefits Plan

### 1 Health and Wellness Plan

Diversified Transportation Ltd. shall provide access to a cost shared Group Insurance Plan including life insurance, accidental death and dismemberment, extended health, sick leave (Short Term/Long Term Disability), dental insurance and vision care. All premiums will be paid on the basis of 85% by Diversified Transportation Ltd. and 15% by the employee. Where an employee is on a leave of absence or suspension for twenty two (22) or more consecutive working days, the employee is responsible for 100% of the premium payments for that period. All plans are available upon completing ninety (90) calendar days of service.

#### 1.01 Waiting Period

A probationary employee who has completed two hundred and forty (240) hours of actual time worked with Diversified Transportation Ltd. thereafter shall attain regular employment status.

A probationary employee who has completed ninety (90) calendar days of continuous employment since the last date the employee commenced employment as a probationary employee with Diversified Transportation Ltd., and is a permanent full time employee, shall be a member of the Health and Wellness Plan. However an employee who is absent from work on the date that their would have been eligible to participate in the Plan

shall not be eligible to participate in the Plan until they have returned to work for Diversified Transportation Ltd. for a period of at least ten (10) consecutive working days.

#### 1.01.02 Employment Status

Regular employment status does not guarantee a full time position within the bargaining unit.

### Part III - RRSP

Effective January 1, 2011 Diversified Transportation Ltd. shall set up a Registered Retirement Savings Plan.

Conditions of the plan are as follows:

- a) Qualified employees are those employees who hold a full time position with the Company.
- b) January 01, 2012 Diversified Transportation Ltd. will match an employee's contributions to the RRSP to a maximum of one percent (1%) of the employee's annual salary to a maximum of 2080 hours worked annually at their regular hourly rate of pay.
- c) January 01, 2013 Diversified Transportation Ltd. will match an employee's contributions to the RRSP to a maximum of two percent (2%) of the employee's annual salary to a maximum of 2080 hours worked annually at their regular hourly rate of pay.
- d) January 01, 2014 Diversified Transportation Ltd. will match an employee's contributions to the RRSP to a maximum of three percent (3%) of the employee's annual salary to a maximum of 2080 hours worked annually at their regular hourly rate of pay.
- e) The RRSP shall be "Self Directed" by the employee.
- f) If the employee makes an early withdrawal from the Plan then the Plan considers the employee has voluntarily opted out of the Plan.

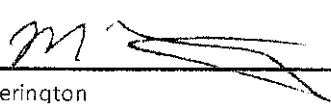


Signature Page

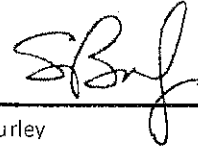
Signed this \_\_\_\_\_ day of \_\_\_\_\_ 2019.

THE AMALGAMATED TRANSIT UNION  
LOCAL 569

DIVERSIFIED TRANSPORTATION LTD.  
ST. ALBERT TRANSIT DIVISION

X 

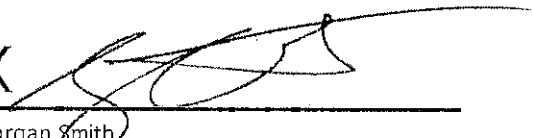
Mark Tetterington  
President, ATU 569

X 

Scott Burley  
Manager, Diversified Transportation Ltd

X 

Darlene Maylako  
Executive Board Representative, ATU 569

X 

Morgan Smith  
Service Delivery Manager, Diversified Transp...

Letter of Understanding

Between

ATU569

And

Diversified Transportation Ltd.

Thirty-Six (36) Hour Shifts

Diversified Transportation will endeavor to create as many shifts of thirty-six (36) hours per week as practical, subject to the following caveats;

- City of St Albert requirements.
- Any other regulatory requirements