



COLLECTIVE BARGAINING AGREEMENT

COPE Local 397

&

Alberta Carpenter Training Centre

December 10, 2023 — April 30, 2025

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COLLECTIVE BARGAINING AGREEMENT

BETWEEN

Alberta Carpenters Training Centre
(HEREINAFTER REFERRED TO AS THE "EMPLOYER")

~ AND ~

THE CANADIAN OFFICE AND PROFESSIONAL EMPLOYEES UNION, LOCAL 397
(HEREINAFTER REFERRED TO AS THE "UNION")

ARTICLE 1 – PURPOSE

- 1.01 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 grievances and/or differences which may from time to time arise; to promote the mutual interest of the employer and the employees and to promote and maintain such conditions of employment.

ARTICLE 2 – RECOGNITION

- 2.01 The employer recognizes the union as the sole bargaining authority for all employees within the jurisdiction of the **Canadian** Office and Professional Employees Union, Local **397**, and within the classification of office and clerical workers as listed in Appendix "A" attached, or within such new classifications as may from time to time be agreed to and established by the parties.

ARTICLE 3 – TERMS OF AGREEMENT

- 3.01 This agreement shall be in full force and effect as of the first **Sunday** after ratification and continue through to the 31st day of **March, 2025**, and from year to year thereafter except as hereinafter provided.
- 3.02 Either party wishing to amend or terminate this Agreement shall give notice in writing to the other party not less than sixty (60) days and no more than one hundred and twenty (120) days prior to the anniversary date of this agreement.
- 3.03 If notice to bargain has been given by either party, this Agreement shall remain in full force and effect up to the date that the union or the employer commences a legal strike or lockout or until the effective date of a new agreement.

ARTICLE 4 – UNION SECURITY

- 4.01 The employer agrees that all eligible employees shall maintain union membership as a condition of employment. New employees who are retained beyond thirty (30) days employment shall become members in good standing with the union.
- 4.02 All new employees engaged on a full time permanent, part time permanent or temporary basis must be members of the union and must be hired through the office of **Local 397, Canadian Office And Professional Employees Union**. If the union is unable to supply qualified personnel within forty-eight (48) hours, (excluding Saturdays, Sundays and holidays) after the request is made, employee may be hired from elsewhere.
- 4.03 Employees hired on a temporary or casual basis not exceeding thirty (30) calendar days shall not be required to join the Union, but must pay a permit fee of one (1) months dues if working more than thirty five (35) hours in any one (1) calendar month.
- 4.04 The employer, when requested by the employee, agrees to deduct the amount authorized as union dues, applicant permit fees, initiations and/or assessments each month and to remit monies collected to the Secretary Treasurer of the local union by the fifteenth (15th) day of the following month with a list of employees from whom such deductions were made.
- 4.05 Upon written notice from the union that an eligible employee fails to join and maintain membership in the union by refusing to pay dues and assessments, the employer agrees to terminate employment of said employee seven (7) days from date of notice.

ARTICLE 5 – MANAGEMENT RIGHTS

- 5.01 The union recognizes the right of the employer to manage the offices and direct the work force in accordance with the collective agreement. This will include the right to hire, promote, or discharge any employee for just cause, and further recognizes the right of the employer to operate and manage it's business in accordance with it's commitments and responsibilities in accordance with the terms of this collective agreement, except as expressly provided herein or by statute. The employer is deemed to have retained the traditional rights of management.

ARTICLE 6 – DISCRIMINATION AND HARASSMENT

- 6.01 The Employer and the Union agree that there shall be no discrimination **based on prohibited grounds or** with respect to religion, political affiliation or activity, nor by reason of membership or activity in the union.
- 6.02 The union and the employer jointly recognize the right of employees to work in an environment free from sexual harassment and the employer undertakes to discipline any person employed by the employer engaging in the sexual harassment of another employee. Compliance for harassment and sexual harassment will be as per the Alberta Carpenters Training Centre policy. (See Appendix C & D)

ARTICLE 7 – DEFINITION OF EMPLOYEE

7.01 Permanent Employees

- (a) A permanent full time employee is a person hired to work full time hours on a continuing basis and who has completed the probationary period.
- (b) A permanent part time employee is a person hired to work less than full time hours on a continuing basis and who has completed the probationary period.
- (c) Permanent part time employees shall be covered by all the terms and conditions of this collective agreement.

7.02 Temporary Employees

A temporary employee is hired to carry out a short-term job for a specific period of time. Should employment exceed the full time equivalent of 65 working days (520 hours), the employee shall be considered permanent (full time or part time), and shall have all rights under this agreement and seniority backdated to the original date of hire.

Temporary employees shall be covered by all provisions of this collective agreement except for Health and Welfare and Pension benefits.

7.03 Casual Employees

Casual employees shall be those employees hired for extra or relief work on a call-in basis only and will be guaranteed not less than three (3) hours of work on each day which they are employed.

7.04 All new employees, except casual, shall be considered probationary for the first full time equivalent of 65 working days (520 hours) of employment, after which time an employee shall become permanent. A temporary employee transferred to permanent status shall not be required to serve a further probationary period.

7.05 The employer and/or their designate will inform the employees of the duties and responsibilities they are expected to perform and from whom they shall receive their instructions.

ARTICLE 8 – UNION REPRESENTATION

8.01 The employer agrees to recognize union representatives for the purposes of collective bargaining, collective agreement administration, and general union business and further the employer recognizes the union representatives as the sole and exclusive representatives of all the employees within the scope of the bargaining unit.

8.02 The union agrees to notify the EMPLOYER on an annual basis or following a union election, of the representatives of the union covered by Article 8.01.

- 8.03 The representatives of the union shall have the right to contact members of the bargaining unit at their place of employment on matters respecting the collective agreement or its administration. The union shall obtain authorization from the employer prior to any meetings of the union representatives and union members during working hours.
- 8.04 The union may elect or appoint an office steward as spokesperson at the work site and will be recognized in that capacity by the employer. The steward shall not be discriminated against for carrying out duties associated with the position. The union shall inform the employer of the name of the office steward.
- 8.05 The office steward may, within reason, investigate and process grievances or confer with representatives of the union during working hours without loss of pay. Where possible, the steward shall obtain permission from the employer before leaving their immediate work area for such purposes and permission shall not be unreasonably denied.
- 8.06 The employer shall not without just cause, discharge, discipline, or otherwise discriminate against any member of the union for participation in or for legitimate action on behalf of the union or for exercising rights provided for in this agreement.
- 8.07 Employees delegated to attend to union business or functions outside of the workplace will be granted leave of absence without pay provided **fourteen (14)** days notice is provided to the employer.
- 8.08 Time off without loss of pay to a maximum of twenty-one (21) hours each shall be provided for two authorized representatives to negotiate the collective agreement.

ARTICLE 9 – HOURS OF WORK

- 9.01 The regular working day for all permanent full time employees shall consist of eight (8) hours per day, between the hours of eight (8:00) am and four-thirty (4:30) pm, five (5) days per week Monday through Friday inclusive. A one half hour unpaid lunch period will be provided. Unless otherwise mutually agreed between the employer and employee, lunch will be between 12:00 noon and 12:30 pm.
- 9.02 The employer may by mutual agreement with the employee vary start and quit times up to one hour earlier.
- 9.03 Employees required to perform outside office functions, such as banking, as part of their duties shall do so during the regular working day, excluding the lunch break.
- 9.04 Two relief periods of fifteen (15) minutes, one in the morning and one in the afternoon, will be provided per day. Employees must schedule breaks so as to ensure coverage in the office and front counter at all times during business hours.
- 9.05 The union agrees that the provision for the lunch break and the two coffee breaks removes any necessity for the employee to consume meals at their workstation during working hours and in public view.

- 9.06 Time spent on business away from the office resulting in overnight accommodations shall be authorized in advance by the employer and shall be considered time worked and paid at straight time rates. This shall apply to regular work hours as stated in Article 9.01, unless overtime is approved as per Article 10. All meals and accommodations shall be at the employer's expense in these circumstances.

ARTICLE 10 – OVERTIME

- 10.01 All time worked in excess of the regular established workday shall be considered overtime and paid at the rate of one and one half times (1½) the employee's regular rate for the first two (2) hours. Permanent part time employees shall have worked 40 hours or **5 days** during the regular work week **or 8 hours in the day** to be eligible for these overtime provisions. All hours worked in excess of the two (2) hours on a regular day or work performed on Saturdays, Sundays, or Statutory Holidays, shall be paid at two (2) times the employee's regular rate.
- 10.02 All employees required to work overtime in excess of two (2) hours shall be allowed a one half(½) hour **meal** period at the regular rate of pay.
- 10.03 Employees may take time off in lieu of overtime worked at the rate of one and one half (1½) hours per every overtime hour worked. Time off in lieu of overtime shall be mutually agreed to between the employer and employee. Banked overtime for lieu purposes will not be accumulated beyond twelve calendar months. Outstanding overtime will be paid out at year-end at the rate applicable at the time the overtime was worked.
- 10.04 Employees who are called to work during regular scheduled days off, vacations, or outside of the normal working day, shall receive a minimum of two (2) hours pay at two (2) times the employee's regular rate of pay provided the employee reports to work as requested.
- 10.05 **Work hours** outside of the normal day will not be recognized as overtime unless authorized by the **Director of Training and Apprenticeship** and/or his/her designate. Employees will, whenever possible, notify the Employer of the need to work overtime and the reasons why.
- 10.06 Overtime shall be on a voluntary basis.

ARTICLE 11 – VACATION

- 11.01 Senior employees shall be given preference in the selection of vacation periods. Vacation and length of vacation will be taken at a time mutually agreeable between the employer and employee.
- 11.02 Vacations will be accrued from employment start date to employment anniversary date. Any time off requested prior to the employee's first anniversary date must be agreed to by the employer and will be deemed unpaid leave.

11.03 Earned vacation must be taken in the anniversary year following date of accrual. Employees wanting to bank vacation to be used in the following year must first obtain approval from the employer. The employee is obligated to provide full and sufficient notice. The employer retains the right to determine if the banking of vacation weeks should be provided for.

11.04 Employees who have completed one (1) or more years of continuous service shall be entitled to two (2) weeks paid vacation at their regular weekly rate.

Employees who have completed three (3) or more years of continuous service shall be entitled to three (3) weeks paid vacation at their regular weekly rate.

Employees who have completed nine (9) or more years of continuous service shall be entitled to four (4) weeks paid vacation at their regular weekly rate.

Employees who have completed fifteen (15) or more years of continuous service shall be entitled to five (5) weeks paid vacation at their regular weekly rate.

Employees who have completed twenty (20) or more years of continuous services shall be entitled to six (6) weeks paid vacation at their regular weekly rate.

11.05 Upon quitting or termination of employment all earned vacation shall be pro-rated and paid out at the employee's regular rate of pay.

11.06 Temporary employees and/or employees whose employment has been severed prior to completing one full year of service shall receive six (6%) percent of gross earnings as vacation pay.

11.07 Where an Employee qualifies for sick leave (with medical certificate), bereavement leave (as per Article 16.03), or any other approved leave during his/her period of vacation, there shall be no deduction from vacation credits for such absence. The period of vacation so displaced shall either be added to the vacation period or reinstated for use at a later date, at the Employee's option.

ARTICLE 12 – STATUTORY HOLIDAYS

12.01 The employer agrees to provide all employees with the exception of casual employees with the following statutory holidays without loss of pay.

New Years Day
Good Friday
Canada Day
Labour Day
Thanksgiving Day
Christmas Day

Alberta Family Day
Victoria Day
August Civic Holiday
National Day For Truth And Reconciliation
Remembrance Day
Boxing Day

And any other day that may be deemed as a statutory holiday by the Federal, Civic, or Provincial Governments and any other Statutory Holidays agreed upon in the Alberta Provincial Carpenters Collective Agreement.

- 12.02 When any of the statutory holidays outlined in Article 12.01 fall on a regular day off, the following working day(s) shall be observed as the holiday(s). In the event construction sites and similarly the union offices observe working day(s) preceding the statutory holiday(s) as statutory holidays, they may observe those days as set by the Employer.
- 12.03 In the event any of the statutory holidays outlined in Article 12.01 occur during an employee's vacation period an additional day's vacation with pay shall be allowed for each holiday so occurring.

ARTICLE 13 – HEALTH AND WELLNESS

- 13.01 The employer agrees to cover all permanent part-time and permanent full time employees under the **ACAW** Health and Welfare Plan at no cost to the employee, and further agrees to pay any remittance increases as required by the fund. The employer agrees to be bound to the same terms and conditions as a contributing employer as laid out in the Health and Welfare Trust Agreement and Alberta Carpenters Provincial Collective Agreement. All remittances will be paid retroactively upon completion of the probationary period. The Employer agrees to remit a minimum of 120 hours per month for those permanent part-time Employees covered.
- 13.02 In the event the **ACAW** Health and Welfare Plan ceases to exist, the employer will pay the employee's contributions to an equal or better plan to ensure continuous Health and Welfare coverage as previously received under the Carpenters plan.

ARTICLE 14 – PENSION PLAN

- 14.01 All permanent part-time and permanent full-time employees shall be covered under the **ACAW Pension** Plan. The employer agrees to pay contributions of \$6.50 per hour, to the respective plan and agrees to be bound to the same terms and conditions as a contributory employer and in accordance with the appropriate agreement(s). All remittances will be paid retroactively upon completion of the probationary period. For permanent part-time Employees contributions will be based on hours worked.

ARTICLE 15 – SICKNESS AND ACCIDENT BENEFITS

- 15.01 The Employee must phone the Provincial Training Coordinator in the event of being late or when sick and this shall be recorded with date, time and reason for review of all Trustees. A maximum of twelve (12) sick days in the event of an illness within the course of one year to be used in that year only.
- 15.02 Employees shall be granted sick leave absences without pay for up to three (3) months after one (1) year of service and six (6) months with more than four (4) years of service for periods of lengthy illness or disability as certified by a Medical Doctor. Seniority shall **continue to** accumulate.

ARTICLE 16 – LEAVES OF ABSENCE

- 16.01 Employees delegated to perform union activities or appointed to act on various Labour commissions or Boards shall, with the approval of the Employer, be granted a leave of absence without loss of seniority. Payment of wages will be the difference on the amount of wages, honorariums, or stipends received while in the course of the activities defined. Benefit contributions will continue to be paid by the Employer except when the employee is working within the employ of **COPE**. Employees hired as full time representatives of **COPE** shall be granted a leave of absence for up to six (6) months. Seniority will be retained, but not accumulated.
- 16.02 Any employee may apply for and where possible be granted a leave of absence of up to six (6) months without pay for reasons other than sickness, providing the employer grants such leave in writing. In the event the employer agrees to a six (6) month leave of absence, seniority for the employee will be retained, but not accumulated.
- 16.03 In the event of a death in the immediate family an employee shall be granted the following:
- Five (5) days bereavement leave with pay for a spouse, common law spouse, son (step son), daughter (step daughter), grandparent, parent (step parent), parent of a spouse/ common law spouse, brother, sister or grandchild.
- In situations where traveling is necessary for out of town funerals, additional time shall be allowed in accordance with the distance to be traveled, up to two (2) weeks without pay. Such leave of absence shall not be charged against sick leave, holiday entitlements or other acquired time off.
- 16.04 When an employee is granted extended sick leave or maternity leave, the employer agrees to continue contributing the minimum numbers of required hours to ensure the employee is eligible for Health and Welfare coverage.

- 16.05 All employees who have completed one year of continuous service shall be entitled to maternity/paternity/adoption leave as per Employment Standards, without pay for a period of one (1) year. The employee may have the option of returning to work provided the employee provides a certificate from their doctor stating that they are physically and mentally fit to return to work. An employee must take at least six weeks of maternity leave after the birth of her child, unless the employer agrees to early resumption of employment. The employee must notify the employer four (4) weeks in advance of his or her return to work. During the period of leave seniority will be accumulated.
- 16.06 All employees shall be entitled to compassionate leave for up to a maximum of six (6) weeks in accordance with the compassionate care provisions of the EI Act. Prior to accessing EI compassionate care benefits all employees shall be entitled to use up to fifty percent (50%) of their unused sick leave for compassionate care. During the periods of leave seniority will be accumulated.
- 16.07 The employer may grant leave of absence to attend funeral services of any persons related more distantly than those above or close personal friends provided reasonable notice is given. This leave will be without pay. The Employer has the right to request proof of the employee's relationship with the deceased and/or verification of funeral service attendance.
- 16.08 The employee may apply for personal leave without pay as outlined in 16.02 following the death of any relative. Such request shall not be unreasonably denied.
- 16.09 Upon notification by an employee wishing to transition or in need of a gender support plan, or at the request of the Union, the Employer will work with the Union and the employee to tailor a transition or support plan to the employee's particular needs. The Employer will make every effort to always protect the privacy and safety of trans employees, and during an accommodated transition.**

Upon request by an employee, the Employer will update all employee records and directories to reflect the employee's name and gender, and ensure that all workplace-related documents are also amended. The Employer will also provide safe washroom facilities to all workers.

Employees shall be granted leave without pay, for medical consultations, procedures and related recovery required during the transition period, available for each gender affirming surgical procedure and revision. Employees can utilize sick leave or vacation time available. Employees will notify the Employer of their anticipated return to work date from transition leave. Seniority will be retained, but not accumulated.

ARTICLE 17 – SENIORITY

- 17.01 Seniority shall mean the length of continuous service with the employer and shall be cumulative on an office wide basis.
- 17.02 An employee shall lose all seniority rights for any one of the following reasons:
- (a) Voluntary resignation
 - (b) Discharge for just cause
 - (c) Failure to return to work within two (2) working days after being notified by registered mail, unless failure to return to work is because of illness or accident. In this instance the employer may require a Doctor's certificate.
- 17.04 Employees retained on staff following their probationary period shall have their seniority credited back to the date of hire.
- 17.05 An employee laid off and placed on the recall list will retain but not accumulate seniority during the period of lay off.
- 17.06 Seniority lists will be made available semi-annually at the request of an employee.
- 17.05 The employer shall in all cases of layoff or recall give consideration to the seniority of employees, ability and experience.
- 17.06 All employees who are laid off due to lack of work or redundancy and placed on the recall list for twelve (12) months or less shall have first rights to be considered for any vacancy that may occur providing they have the required experience.
- 17.07 Employees who are laid off after five (5) years of service shall be entitled to severance pay at the rate of one week's wages for each year of employment.

ARTICLE 18 – WITNESS OR JURY DUTY

- 18.01 Employees selected for jury duty, **jury selection** or subpoenaed as a witness will be paid full wages, up to a maximum of ten (10) working days, as though in the normal course of their duties. The employee will reimburse the employer for all monies received by the courts or tribunal for such duties. Proof of attendance may be required.

ARTICLE 19 – MOVEMENT OF PERSONNEL

- 19.01 The employer agrees to first fill job vacancies or new positions from within the bargaining unit. The job shall be posted for a period of five (5) working days within the offices of the employer to allow current employees, who have the required qualifications the opportunity to apply for the vacant position. In the event qualifications are equal, seniority will prevail.

- 19.02 In the event that a position is not filled as in 19.01, the employer shall consider employees on recall. If there is no available employee from previous layoff that qualifies or applies, notice of the vacancy or new position shall be submitted in writing to the Secretary Treasurer of the Union to provide available union members within two (2) working days. If the union cannot supply persons with the necessary qualifications, then the employer has the right to hire outside of the union.
- 19.03 If a reduction in office staff is necessary, the employee with the least amount of seniority in any classification shall be the first laid off. Employees with greater seniority may displace an employee in a lower or same classification providing they have the experience and qualifications to perform the job. Employees who are displaced from their jobs as a result of a bump back may themselves move back and bump employees in the same or lower classifications providing they have greater seniority and the necessary experience and qualifications to perform the job. Bumping employees securing lower classification positions will be paid the rate for the lower position. This clause applies to only the site at which the employee is employed.
- 19.04 All notices, and postings of vacancies or new positions, shall contain the following information:
- i. Job title and classification
 - ii. Required qualifications
 - iii. Duties of the position
 - iv. Salary/benefits as per collective agreement
 - v. Hours of work
 - vi. Term of employment

ARTICLE 20 – GRIEVANCE PROCEDURE

- 20.01 In the event that either the employer or the union wish to process a grievance covering the interpretation, application, operation or an alleged violation of this agreement, they will reduce the complaint to writing and it shall then be submitted by the one party to the other within ten (10) working days of the event giving rise to the grievance.
- 20.02 If the complaint is not settled within (5) working days after it was first filed, the parties may mutually agree to extend the time period for a further ten (10) working days in order to effect a settlement.
- 20.03 If the alleged grievance is not settled as in Article 20.02 the parties shall refer the dispute to an Arbitration Board. The Arbitration Board shall be comprised of one (1) member appointed by each of the parties and a neutral chairperson appointed by the members. Each party shall bear the expense of their appointee and the expense of the chairperson shall be shared equally by the parties. The decision of the Arbitration Board shall be final and binding on both parties.
- 20.04 If either party fails to appoint a member to the arbitration board within ten (10) working days or if the appointed members cannot agree on a neutral chairperson within fourteen (14) days of the second member such appointments will be made in accordance with the Alberta Labour Relations Code.

- 20.05 The Arbitration Board shall be vested with the authority to decide whether any matters referred to it is arbitrable. It shall not alter, amend, or change the terms of this agreement. The majority decision of the Arbitration Board shall be final and binding on both parties but if there is no majority award the decision of the Chairperson shall be the award.
- 20.06 By mutual written consent the foregoing time limits may be extended.
- 20.07 As an alternate procedure the parties to this agreement may mutually agree to a mediator or single arbitrator. The decision of the single mediator or arbitrator shall be final and binding on both parties, and either the arbitrator or mediator must be appointed within ten (10) days as in Article 20.04.

ARTICLE 21 – UNION LABEL

- 21.01 The employee agrees that wherever reasonably possible to do so, all work within the scope of this agreement will be with the union label furnished by the applicable **COPE**, and that the privilege of using the union label will be extended by the union providing the employer fulfills the terms and conditions of this agreement.

ARTICLE 22 – PAY DAYS

- 22.01 Employees shall be paid weekly or bi-weekly as determined by the employer. Wages shall be deposited directly into the employee's bank account of choice.

ARTICLE 23 – PAY PROCEDURE FOR RELIEVING

- 23.01 When an employee is assigned by management to relieve an employee from a higher classification, they shall be paid the wage rate for that classification. The employee will receive the higher classification pay for the time worked in that position.

ARTICLE 24 – PAY PROCEDURE FOR PROMOTION

- 24.01 When an employee is promoted from a lower classification to a higher classification they shall be paid the appropriate rate for that classification, provided they can fulfill the qualifications and subject to probationary review after thirty (30) working days.

ARTICLE 25 – WARNINGS, DISCIPLINE AND DISMISSALS

- 25.01 The union agrees that the employer has the right to discharge for just cause. At the time of discharge the employer will advise both the employee and the union in writing of reasons for discharge.
- 25.02 The union recognizes the rights of the employer to warn, suspend with or without pay, and discharge an employee through a progressive discipline procedure, subject to the employees right to the grievance procedure.

- 25.03 Any warnings, written or verbal shall be removed from the employee's personnel file after one (1) year, and not be held against the employee in the future.
- 25.04 The Employer agrees that the Employee has the right to review their personnel file upon request.
- 25.05 The Union reserves the right for an employee to have the Steward or representative of the union present at a disciplinary meeting, and both parties will endeavor to expedite the meeting.

ARTICLE 26 – GENERAL

- 26.01 Any Employee responsible for duties for the Employer outside the office shall be reimbursed at the applicable mileage rate in accordance with the Carpenters Provincial Collective Agreement, when using their own vehicle for travel.
- 26.02 A suitable area shall be provided by the Employer for the purpose of taking lunch and relief periods.
- 26.03 Where the Employer requires an Employee to take training, the Employee will access the training during working hours and at the Employer's expense unless mutually agreed to by the employer and employee for anytime outside of regular working hours. All training outside of regular work hours will be paid at straight time or time in lieu off at straight time.
- 26.04 To advance the process of reconciliation, the Employer will determine and provide education to all members on the history of Indigenous peoples, including the history and legacy of residential schools, the United Nations Declaration on the Rights of Indigenous Peoples, Treaties and Aboriginal rights, Indigenous law and Aboriginal-Crown relations.**

ARTICLE 27 – HYBRID WORK AGREEMENT

27.01 Any hybrid or remote work shall be mutually agreed upon, and will not be unreasonably denied for Employees whose jobs can be conducted remotely. All policies and procedures that normally apply to the Primary Work Site shall remain the same for the remote site. Hybrid work arrangements do not change the conditions of employment or any terms and conditions of the Collective Bargaining Agreement. The Employees' hours of work will not change. The Employer may, on occasion require Employees to attend to meetings in the office on days when the Employee is scheduled to be working remotely. Reasonable notice must be given. All necessary equipment will be provided by the Employer. Any upgrades, updates or replacements must be approved by the Employer. Hybrid or remote work may be modified or discontinued only by mutual agreement.

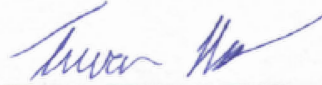
SIGNATURE PAGE

Signed on behalf of:

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



Jason Hicks
Acting President



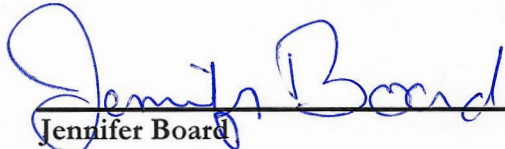
Trevor Morin
Union Rep



Gus Anastasakis
Treasurer



Andrea Black
Bargaining Team Member



Jennifer Board
Bargaining Team Member

Date: July 16, 2024



Kim Letwin
Director of Training and Apprenticeship for
the Alberta Carpenters Training Fund



Derrick Schulte
Trustee of the Alberta Carpenters Training
Fund

Date: July 16, 2024

APPENDIX "A"

EMPLOYEE CLASSIFICATIONS

All Administration Staff:

- Assist/Relieve the Front End with answering phones in high call volume times.
- Assist/Relieve the Front End with in-person inquiries in peak busy seasons.
- All staff are working hard to cross train for holiday coverage.
- Assist members with CSTS 2020 and WHMIS 2015 online training.
- Assist members with saving or printing their certificate(s).
- Assist, when time permits, to complete/mailout Red Books.

Casual/ Temporary 7

Works under supervision at the training center office and is able to organize and prioritizes own workload:

These duties are included but not limited to:

- Enter training and upload in TRAIN, member's certificates & training
- Scan, Name and e-file

Administration Class 6 Reception & Librarian

Works under supervision at the training center office and is able to organize and prioritizes own workload.

Assist & Relief where required

These duties are included but not limited to:

- Main reception
- Member & Contractor Enquiries walk in, phone and email enquiries
- Answer and direct enquiries via phone, email or in person
- Distribution of mail and emails
- Mail or email out bills, letters & certificates
- Create new record books & replacements
- Photocopy, Scan and Upload for members or Efile purposes

- Cashier duties at front counter (registration, OH & S Handi Guides, No Show's Etc.)
- Member file maintenance
- Filing/retrieving files upon request & print profiles for staff
- Investigate tickets from safety companies, certifying the proper criteria is met as per the union signatory contractors. Data entry in TRAIN & ACTC Database, All training, hours, certificates, etc.
- Replace Certificates
- Update No Show Fees with Dispatch
- Gather and ensure members certificates are on file with Training Centre and Union Hall
- Ensure all equipment (faxes, printers, postage meter, etc.) has the necessary supplies
- Go through Files of each class to ensure new information is entered in to TRAIN & ACTC Database
- Manage incoming and outgoing deliveries, track courier packages.
- Process Notice of No-Show Fee's Letters
- Send links to members for any relevant training required.
- Assist members with technical issues pertaining to the CITF website or downloading certificates from other platforms or websites
- Process all new Applications and Transfers
- Make Red Books, files and enter all certificates in TRAIN
- Create and Maintain file system, Efiles to be filed using the appropriate naming conventions

Responsibilities of Librarian

- Oversee and file all files electronically.
- Ensure tickets are labeled as per the ACTC naming convention practices, cropped and properly uploaded.
- Ensure files are in the appropriate folder in the member e-file.
- Create new member e-files.
- Check TRAIN to ensure ticket is recorded properly, purge expired tickets.

Administration Class 5 Safety Registrations

Works with minimal supervision at the training center office, is capable of using own judgment, able to make independent decisions.

Assist & Relief where required

These duties are included but not limited to:

- Works closely with preferred provider to prepare monthly class schedules and needs all locations
- Update ACTC website and TRAIN monthly for upcoming classes.
- Updates and amends website and TRAIN calendars on the fly when courses are cancelled, added or altered.

- Provide monthly classroom availability to preferred safety provider.
- Create and print tickets for in-house courses.
- Answer all member inquiries regarding safety training via emails, phone calls and in-person.
- Works closely with dispatch to get travel cards safety training.
- Respond to all member online safety bookings in a timely manner.
- Ensure all members who are booking and/or inquiring about training are eligible.
- Log into Dispatch (HPAS) to confirm members working status to determine who is responsible to pay for training.
- Register members through third party provider websites.
- Add all member bookings to ACTC database and TRAIN.
- Email members/students class confirmation with pertinent class information for each approved course.
- Update and maintain TRAIN & ACTC database with all registrations, cancelations, marks and certifications.
- Download tickets from preferred provider cloud to mark classes daily and update members skills profile.
- Send reminder emails to members that have received temporary certificate to send permanent copy.
- Track and enforce No Show fee policies; send to member, dispatch and track on ACTC database
- Track cancelations in TRAIN and ACTC database and email preferred provider to ensure a no-show fee is not incurred.
- Monitor class levels on third party providers website, update ACTC website and TRAIN if courses are full.
- Approve members for training with third-party providers when our preferred provider schedule does not accommodate member needs.
- Approve members for online training and email with all pertinent information.
- Prepare class lists for preferred provider.
- Arrange safety training for special courses scheduled.

Administration Class 4 Trades Registration

Works under supervision at the training center office and is able to organize and prioritizes own workload.

Assist & Relief where required

These duties are included but not limited to:

Responsibilities with Scaffold Registrations

- Assist with course schedule setup & preparation.
- Update ACTC website and TRAIN for upcoming classes.
- Advise members via email, phone or in-person how to qualify for Scaffold training.

- Explain to members how hours required for training or upgrade is based on their status and vice versa.
- Evaluate and record incoming record Red Books with approval from the Director of Training.
- Check Dispatch System to cross reference submitted hours from members as needed.
- Maintain and update Scaffold waiting list database, update wait list registration database and registration spread sheet.
- Continuously attempt to fill classes with people on waiting list.
- Remind members of upcoming scheduled class by phone, email and/or text.
- Prepare and send out training packages.
- Prepare class lists for instructors and all necessary paperwork for each class.
- Set up classes in One Drive for instructors.
- Prepare Travel Allowance (info given to the student and approvals).
- Track and enforce No Show fee policies; send to member, dispatch and track on ACTC database.
- Track & notify dispatch of all Scaffold upgrades as per anniversary date, balance of hours submitted (pass, fail, rewrite, etc.).
- Make Journeyman Scaffold Certificates
- Update and maintain TRAIN & ACTC database with all registrations, cancellations, marks, hours etc.
- Notify dispatch to send new dispatch for members as needed.
- Update members Skills status, Class Change or Craft in Personify as needed.
- Send or email Journeyman Scaffold/Carpentry certificate to union contractor upon request with the Director of Training's approval.

Responsibilities with Carpentry Registrations

- Assist with course schedule setup & preparation.
- Update ACTC website and TRAIN for upcoming classes.
- Seek approval from AIT for Carpentry courses before booking.
- Seek yearly EI Reference Code for Carpentry students.
- Update upcoming carpentry classes in ATOMS.
- Advise members/non-members via email, phone or in-person how to qualify for Carpentry training.
- Explain to members how hours required for training or upgrade is based on their status and vice versa.
- Evaluate and record incoming record Blue Books with approval from the Director of Training.
- Maintain and update Carpentry waiting list database, update wait list registration database and registration spread sheet.
- Continuously attempt to fill classes with people on waiting list.
- Remind members of upcoming scheduled class by phone, email and/or text
- Prepare and send out training packages.
- Prepare class lists for instructors and all necessary paperwork for each class.
- Set up classes in One Drive for instructors.

- Data Entry in ATOMS; Carpentry registrations, importing marks and cancellations, withdrawals, dropped out and provide reason when needed.
- Communicate with members & AIT regarding their training & apprenticeship status when there is registrations issue.
- Confirm students who claim to be attending apprenticeship training with ACTC who use the Government of Canada's Student loan Services Centre.
- Communicate with RDC to ensure carpentry classes are set up with a designated instructor(s).
- Track and enforce No Show fee policies; send to member, dispatch and track on ACTC database.
- Track & notify dispatch of all Carpentry upgrades as per letters from AIT.
- Update and maintain TRAIN & ACTC database with all registrations, cancellations, marks, hours etc.
- Notify dispatch to send new dispatch for members as needed.
- Update members Skills status, Class Change or Craft in Personify as needed.
- Send or email Journeyman Scaffold/Carpentry certificate to union contractor upon request with the Director of Training's approval.

Responsibilities with CIT Registrations

- Assist with course schedule setup & preparation.
- Update ACTC website and TRAIN for upcoming classes.
- Advise members/non-members via email, phone or in-person how to qualify for CIT training.
- Explain to members how hours required for training or upgrade is based on their status and vice versa.
- Explain how the Apprenticeship Books work and why it is important to advancement in the Trades.
- Works closely with Union Organizers to maintain and update CIT wait list spreadsheet and try to reach out to them whenever new class comes out.
- Continuously attempt to fill classes with people on waiting list.
- Remind members of upcoming scheduled class by phone, email and/or text.
- Prepare and send out training packages.
- Prepare class lists for instructors and all necessary paperwork for each class.
- Set up classes in One Drive for instructors.
- Prepare class lists for instructors and all necessary paperwork for each class.
- Track and enforce No Show fee policies; send to member, dispatch and track on ACTC database.
- Track & notify dispatch of all CIT upgrades as per anniversary date, balance of hours submitted (pass, fail, rewrite, etc.).
- Update and maintain TRAIN & ACTC database with all registrations, cancellations, marks, hours etc.
- Email to the organizers from Edmonton, Calgary and Fort McMurray the class list at the beginning of class and marks with the student assessment at the end of class.
- Notify dispatch to send new dispatch for members as needed.

Responsibilities with Enhancement Training

- Assist with course schedule setup & preparation.
- Update ACTC website and TRAIN for upcoming classes.
- Advise members via email, phone or in-person how to qualify for enhancement (concrete, blueprint reading, PITO etc.) training.
- Continuously attempt to fill classes with people on waiting list.
- Make certificates and All UBC Certificates (BLP, Level & Transit, etc.).
- Update members Skills status, Class Change or Craft in Personify as needed.

Administration Class 3 Accounts Payable/Reimbursement

Works with minimal supervision at the training center office, is capable of using own judgment, able to make independent decisions.

Assist & Relief where required

These duties are included but not limited to:

Responsibilities with the DET Programs and UBC Conferences

Any time spent working on DET Programs and UBC Conferences are billed back to the Carpenters Regional Council.

- Register and qualify participants for Conferences and DET Programs.
- Answer or direct all questions and concerns from participants regarding programs.
- Communicate with CRC Administrator, CRC Director of Training and Area/ Regional Managers for any updates and to ensure and confirm registered participants for Conferences and DET programs.
- Communicating with Regional Managers, Business Agents, Director of Training for upcoming courses.
- Create and update all registration forms and flyers for DET Programs.
- Review eligibility list as approved by Regional Manager – Confirm eligibility (good standing and no fees owing).
- Contact all approved participants for DET Programs or Conferences, and get their personal information to send to CRC Administrator to book all flights, hotels and travel insurance.
- Follow up with participants for all missing information.
- Keep records for billing all DET programs and Conferences, and maintain all spreadsheets and data.
- Disperse all information pertaining to UBC Conferences and DET Programs as directed by Regional Managers to potential participants.

Responsibilities with the Carpenters International Training Centre (CITF)

- Answer or direct all questions and concerns from participants regarding programs.
- Communicate with Director of Training and when necessary the Regional Managers, Business Agents, etc. of upcoming CITF courses.
- Check eligibility (good standing and no fees owing).
- Maintain data and verbal communication with CITF travel partner including flights, accommodations and travel insurance as instructed from the Director of Training.
- Register CITF participants into appropriate course(s).
- Contact with CITF personnel to confirm Programs are on track.
- Disperse all travel information to staff and participants.
- Keep relevant records for billing purposes.

Responsibilities with Arranging Travel and Accommodations

- Arrange the required Airfare, Travel Insurance, Rental Vehicles and Accommodations when necessary with appropriate partners/ vendors.
- Email proper communications to participants/ travelers.
- If necessary, send spreadsheet that includes participants required travel information to travel partner(s).
- Track and communicate all participant changes with travel partner.
- Create spreadsheets and maintain all invoices for any necessary billing.

Responsibilities with the Provincial and National Apprenticeship Competition

With direction from the Director of Training and Apprenticeship:

- Create list of all members who have competed their trade apprenticeship with in the past 12 months or as directed by the Director of Training.
- Reach out to Instructors for recommendations for the Provincial Apprenticeship Competition.
- Contact eligible members for the Provincial Apprenticeship Competition.
- Create spreadsheet and update of competitors and winners of the Provincial Apprenticeship Competition.
- Arrange for space & catering for the Provincial Apprenticeship Competition.
- Arrange any required travel and accommodations
- Ensure per-diem cheques ready for competitors.

Responsibilities with ACTC Accounts Payable

- Accounts payable through online banking; Utilities, ACTC Credit Card, WCB, Payroll Source Deductions and UBC National Funds Remittance.
- Accounts payable by cheque (administration union dues/remittances).
- Distribute employee and employer contributions to the appropriate organizations.
- Processing staff and trustee expenses.
- Prepare member reimbursements, approvals and denials, contacting members upon receiving documents for reimbursement.

- Maintain Accounts Payable and Reimbursements data and spreadsheets.
- Process cheques ensuring accurate payments for reimbursements and payables in QuickBooks with all back up for invoices and PO's in the shared file explorer with accurate account allocation.
- Paying of all Safety companies providing membership Safety training, tracking amounts and creating spreadsheets for back up.
- Getting authorized signatures
- Update data and file documents in file explorer.
- Tracking all payments to ensure no double payments.
- Process and Enter all online payments.
- Prepare and send confirmation letters to Locals 2103/1325 for dues credit for members who have completed a level in Carpentry Training.
- File and Maintain Accounting files.
- Prepare and complete bi-monthly deposits.
- Ordering supplies and/or inventory of all office supplies for all Training Centre's.

Administration Class 1 Office Manager

Works with minimal supervision at the training center office, is capable of usi

Assist & Relief where required all classifications as required

These duties are included but not limited to:

Oversee and Manage all office staff and procedures in Collaboration with Director of Training and Apprenticeship.

Trustee Meetings

- Prepares the Financial Statements, Utilization Report, Agenda and Meetings Minutes.
- Manage Trustee Team in Microsoft Teams.
- Reserves boardrooms at planned locations.
- Ensure attendance for quorum prior to meeting.
- Prepare Trustee Meeting Packages.
- Sends communications and documents to trustees.
- Sends reminders for upcoming meetings.
- Arranges for catering for in-person meetings.
- Sets up technology to record the meeting and assists trustees with technical difficulties.
- Records the minutes during meeting.
- Arranges for coffee and snacks at break times.

Accounting

- Processing staff and trustee expenses.
- Accounts receivable; review and enter bank deposits into QuickBooks, Point of Sale Reconciliations for Clover and First Data (UNPS), MasterCard Reconciliation and Bank Reconciliations.
- Invoicing as necessary.
- Review accounts payable and allocations.
- Adjusting Entries as needed.
- Investment adjusting entries.
- Preparing financial reports.
- Assist the Director of Training with the annual budget.
- Create reports as required by the Director of Training.

Payroll

- Changes in payroll.
- Understanding payroll accounts and liabilities.
- Vacation pay as needed.
- Severance pay as needed.
- Issuing ROE's as needed.
- Issuing T4's.
- CRA communications as needed.

Vendors

- Communication with Vendors.
- Filling out and requesting credit applications.
- Filing new contracts.
- Calling for maintenance on any vendor owned machines.

Other Duties

- Setting up new employees for payroll in QuickBooks.
- Setting up new employees in Microsoft 365 (One Drive, Outlook, etc.).
- Orientating new employees on the ACTC policies and procedures.
- Orientating new employees with the Health and Welfare department.
- Employee e-file maintenance.
- Organize staff training.
- Microsoft 365 administrator.
- Notifications to staff such as office memo's, policy updates, meetings etc.
- Updating and sharing FaceBook page.
- Updating current website and working on new website.
- Creating and sharing posters, ads etc. for upcoming events and/or training.
- Create and maintain spreadsheets and databases.
- Word processing and presentations.
- Problem solve for various technology issues.

- Deal with inquiries from contractors, staff, organizers, etc.
- Maintain and renew Insurance Policies.
- Create and implement procedures for entering and maintaining data.

Purchasing and Training Materials

- Order Scaffold and other manuals through the CITF.
- Order Carpentry ILM's through AIT.
- Order Blueprints for carpentry courses.
- Order OH&S manuals and study guides as needed.

APPENDIX “B”

WAGES

The starting rate is sixty (60) cents below the following rates, and applies to the probationary period.

Wage Rates

December 10, 2023 to March 31, 2024

Recommended

7	\$ 19.26
6	\$ 31.02
5	\$ 35.01
4	\$ 35.01
3	\$ 35.01
2	\$ 35.01
1	\$ 40.46

Wage Rates

April 1, 2024 to March 31, 2025

Recommended

7	\$ 19.84
6	\$ 31.95
5	\$ 36.06
4	\$ 36.06
3	\$ 36.06
2	\$ 36.06
1	\$ 41.67

Please note that individuals under this agreement are able to disburse any amount of their wages to the **ACAW Pension** Plan as per Article 14.01.

APPENDIX “C”

SEXUAL HARASSMENT

I. Introduction

It is the goal of the Employer to promote a workplace that is free of sexual harassment. Sexual harassment of employees occurring in the workplace or in other settings in which employees may find themselves in connection with their employment is unlawful and will not be tolerated by the Employer. Further any retaliation against any individual who has complained about sexual harassment or retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated. To achieve our goal of providing a workplace free from sexual harassment, the conduct that is described in this policy will not be tolerated and we have provided a procedure by which inappropriate conduct will be dealt with, if encountered by employees.

Because the Employer takes allegations of sexual harassment seriously, we will respond promptly to complaints of sexual harassment and where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

Please note that while this policy sets forth our goals of promoting a workplace that is free of sexual harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for workplace conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of sexual harassment.

II. Definition of Sexual Harassment

The legal definition for sexual harassment is this "Sexual harassment means sexual advances, requests for sexual favours and verbal or physical conduct of a sexual nature when:

- a) Submissions to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions.
- b) Such advances, requests or conduct have the purpose or effect of unreasonable interfering with an individual's performance by creating an intimidating, hostile, humiliating, or sexually offensive work environment. Under these definitions, direct or implied requests by a person for sexual favours in exchange for actual or promised job benefits such as favourable reviews, salary increases, promotions, increased benefits or continued employment constitutes sexual harassment.

The legal definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a workplace environment that is hostile, offensive, intimidating or humiliating to male or female workers may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct which if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness:

- Unwelcome sexual advances, whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life, comment on an individual's body, comment about an individual's sexual activity, deficiencies or prowess;
- Displaying sexually suggestive objects, pictures, cartoons;
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
- Inquiries into one's sexual experiences; and
- Discussion on one's sexual activities.

All employees should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment and retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is unlawful and will not be tolerated by this organization.

III. Complaints of Sexual Harassment

If any of our employees believes that he or she has been subjected to sexual harassment, the employee has the right to file a complaint with our organization. This may be done in writing or orally.

If you would like to file a complaint, you may do so by contacting the Provincial Training Coordinator, except where the Provincial Training Coordinator is being charged or complained about, then the complaint shall be filed with the Board of Trustees of the Alberta Training and Apprenticeship Competition Fund. These persons are also available to discuss any concerns you may have and to provide information to you about our policy on sexual harassment and our complaint process.

IV. Sexual Harassment Investigation

When we receive the complaint, we will promptly investigate the allegation in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. Our investigation will include a private interview with the person filing the complaint and with witnesses. We will also interview the person alleged to have committed sexual harassment. When we have completed our investigation, we will, to the extent appropriate, inform the person filing the complaint and the person alleged to have committed the conduct of the results of that investigation.

If it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the offending conduct, and where it is appropriate we will also impose disciplinary action.

V. Disciplinary Action

If it is determined that inappropriate conduct has been committed by one of our employees, we will take such action as is appropriate under the circumstances. Such action may range from counseling to termination from employment, and may include such other forms of disciplinary action, as we deem appropriate under the circumstances.

VI. Provincial and Federal Remedies

In addition to the above, if you feel you have been subjected to sexual harassment, you may file a formal complaint with the Alberta Human Rights Commission.

APPENDIX “D”

The Alberta Carpenters Training Centre is committed to a healthy, harassment free work environment for all our employees and students. The Alberta Carpenters Training Centre has developed a policy intended to prevent harassment of any type, including sexual harassment, of its employees and to deal quickly and effectively with any incident that may occur.

Definition of Harassment

Harassment occurs when an employee or student is subjected to unwelcome verbal or physical conduct because of race, religious beliefs, colour, place of origin, gender, mental or physical disability, ancestry, marital status, family status or source of income. Alberta human rights laws prohibit harassment in the workplace on these grounds.

Example of harassment which will not be tolerated in The Alberta Carpenters Training Centre are: verbal or physical abuse, threats, derogatory remarks, jokes, innuendo or taunts about any employee's or student's appearance religious beliefs, colour, place of origin, mental or physical disabilities, ancestry marital status, family status, source of income or gender. The Alberta Carpenters Training Centre also will not tolerate the display of pornographic, racist or offensive signs or images: practical jokes that result in awkwardness or embarrassment: unwelcome invitations or requests, whether indirect or explicit.

Definition of Sexual Harassment

Sexual harassment, being discrimination on the grounds of gender, is a violation of The Alberta Human Rights, Citizenship and Multiculturalism Act. Unwanted sexual advances, unwanted requests for sexual favours, and other unwanted verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. submission to such conduct is made either explicitly or implicitly a term of, or condition of, an individual's employment: or
2. submission to, or rejection of, such conduct by an individual affects that individual's employment.

Sexual harassment can include such things as pinching, patting, rubbing or leering, "dirty" jokes, pictures or pornographic materials, comments, suggestions, innuendoes, requests or demands of a sexual nature. The behavior need not be intentional in order to be considered sexual harassment.

All harassment is offensive and in many cases it intimidates others. It will not be tolerated within The Alberta Carpenters Training Centre.

Procedure

If you are being harassed:

Tell the harasser his/her behavior is unwelcome and ask him/her to stop.

Keep a record of incidents (dates, times, locations, possible witnesses, what happened, your response). You do not have to have a record of events in order to file a complaint, but a record can strengthen your cases and help you remember details over time.

File a complaint. If, after asking the harasser to stop his/her behavior, the harassment continues, report the problem to one of the following individuals:

Instructor

Immediate supervisor Provincial Training Coordinator

You also have the right to contact the Alberta Human Rights and Citizenship Commission to file a complaint of sexual harassment and, if circumstances warrant it, a charge of assault may be filed with the police.

Dealing with a complaint

Once a complaint is received, it will be kept strictly confidential. An investigation will be undertaken immediately and all necessary steps taken to resolve the problem. If appropriate, action may include conciliation.

Both the complainant and the alleged harasser will be interviewed, as will any individuals who may be able to provide relevant information. All information will be kept in confidence.

If The investigation reveals evidence to support the complaint of harassment, the harasser will be disciplined appropriately. Discipline may include suspension or dismissal, and the incident will be documented in the harasser's file. No documentation will be placed on the complainant's file where the complaint is filed in good faith, whether the complaint is upheld or not.

If the investigation fails to find evidence to support the complaint, there will be no documentation concerning the complaint placed in the file of the alleged harasser.

Regardless of the outcome of a harassment complaint made in good faith, the employee or student lodging the complaint, as well as anyone providing information, will be protected from any form of retaliation by either co-workers or superiors. This includes dismissal, demotion, unwanted transfer, denial of opportunities within the company or harassment of an individual as a result of her/his having made a complaint or having provided evidence regarding the complaint.

Responsibility of Management

It is the responsibility of a director, manager, facilitator, instructor or any person within this company supervising one or more employees or students to take immediate and appropriate action to report or deal with incidents of harassment of any type whether brought to their attention or personally observed. Under no circumstances should a

legitimate complaint be dismissed or downplayed nor should the complaint be dismissed or downplayed nor should the complaint be told to deal with it personally.

The Alberta Carpenters Training Centre seeks to provide a safe, healthy and rewarding work environment for its employees and students. Harassment will not be tolerated within this institution. If you feel you are being harassed, contact us.

Note: A complaint must be filed with the Alberta Human Rights and Citizenship Commission within Twelve (12) months of the alleged incident.

Northern Regional Office: 1600 Standard Life Centre
10405 Jasper Avenue Edmonton,
Alberta T5J 4R7

Phone: 708-427-7661

Southern Regional Office: Suite 102, 1333-8 Street SW
Calgary, Alberta T2R 1M6

Phone: 403-297-6571

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