

Collective Agreement

Between



**International Brotherhood of Boilermakers, Iron Ship Builders,
Blacksmiths, Forgers and Helpers, Local Lodge 146**
(Hereinafter referred to as the Employer)

and the



copese

Canadian Office and Professional Employees Local 458
(Hereinafter referred to as the Union)

May 1, 2017 -April 30, 2018
No changes to previous Agreement
with the dates of May 1, 2014 to April 30, 2017

This Agreement is effective May 1, 2018 to November 30, 2021

Table of Contents

Articles of Agreement

Article 1	Purpose	2
Article 2	Bargaining Agency and Recognition	2
Article 3	Union Security	2
Article 4	The Rights of the Employer	3
Article 5	Definition of Employees	3
Article 6	Union Representation	4
Article 7	Hours of Work	5
Article 8	Overtime	6
Article 8A	Accommodations and Meal Allowances	7
Article 9	Holidays	7
Article 10	Vacations	8
Article 11	Medical Plan, Hospitalization, Compensation and Pension/RRSP	9
Article 12	Sick Leave and Leave-of-Absence	10
Article 13	Seniority	14
Article 14	Promotion, Layoff and Recall	14
Article 15	Discharge and Termination	18
Article 16	Wages	20
Article 17	Working Conditions	22
Article 18	Grievance Procedure	22
Article 19	Technological and Procedural Changes	24
Article 20	Union Label	24
Article 21	Contacting Out	24
Article 21A	Jurisdiction	25
Article 22	Labour Management Relations	25
Article 23	Health and Safety	25
Article 24	Health and Fitness Spending Account	25
Article 25	Duration, Termination and Amendments	26
Appendix A	Wages: Salary Categories and Rates	27
Appendix B	Pension/RRSP	28
Appendix C	Position Descriptions	29

Article 1 Purpose

- 1.1 The purpose of this Agreement is to maintain a harmonious relationship between the Employer and the Employees; to define clearly the hours of work, rates of pay and conditions of employment; to provide for an amicable method of settling differences which may from time to time arise; to promote the mutual interest of the Employer and the Employees; to promote and maintain such conditions of employment; and, in recognition whereof, the Employer and the Union agree to follow.

Article 2 Bargaining Agency and Recognition

- 2.1 The Employer recognizes the Union as the sole bargaining authority for all Employees in its' office within the jurisdiction (*Article 21A*) of the Canadian Office and Professional Employees (COPE) within the category of office and clerical workers listed in *Appendix A* or within such new categories as may from time to time be agreed to and established by the Employer and the Union. It is expressly agreed that this Agreement shall not apply to any elected or appointed Officer or Representative of the Employer.

Article 3 Union Security

- 3.1 The Employer agrees that all eligible Employees shall maintain Union membership as a condition of employment and the Employer agrees to inform new Employees of this condition. New Employees who are retained beyond thirty (30) calendar days employment shall become members of the Union within fifteen (15) calendar days and shall remain in good standing so long as they are employed by the Employer.
- 3.2 Employees engaged on a temporary basis for a period not exceeding thirty (30) calendar days shall not be required to join the Union, but must pay an Applicant's Service Fee of one month's dues if working more than five (5) days or thirty-five (35) hours in one (1) calendar month.
- 3.3 The Employer agrees automatically to deduct Union dues, Applicant's Service Fee, Initiation and/or Assessments, once each month to transmit monies collected to the Secretary-Treasurer of the Union by the 15th of the following month, together with a list of the Employees from whom such deductions were made. The Union agrees to inform the Employer as to the rates of the Union Dues, Applicant's Service Fee, Initiation and Assessment Dues with an authorization form from the Union signed by the Employee.
- 3.4 Upon written notice from the Union that an eligible Employee fails to join and maintain membership in the Union by refusing to pay dues or assessments, the Employer agrees to terminate employment of said Employee fourteen (14) calendar days from date of notice.

3.5 In order to fill vacancies for job categories as set out in *Appendix A*, the Employer shall hire only workers who have been furnished by the Union and who are members in good standing as a condition of employment. All Canadian Office and Professional Employees Local 458 applicants need to be verified by the Union Steward to confirm active membership. To fill such vacancies the Employer will post the position with the current Employees for forty-eight (48) hours excluding Saturday, Sunday and holidays. If no Employee applies for the position the Employer will post the position with the Recording Secretary and the Union Steward of the Canadian Office and Professional Employees Local 458 and the Employer will verify the request with a written confirmation to both.

If the Union is unable to supply qualified union members to the Employer within forty-eight (48) hours excluding Saturday, Sunday and holidays, the Employer may hire persons who are not members of the Union, provided that such Employees if they are retained beyond thirty (30) calendar days shall become members of the Union within fifteen (15) calendar days.

Article 4 The Rights of the Employer

4.1 It is the exclusive function of the Employer (Business Manager/Secretary Treasurer and the Office Manager) to hire, promote, demote, transfer, suspend, discipline or discharge for just cause Employees in the bargaining unit. All promotions, demotions or supervisory personnel are to be posted with the Union Steward.

Article 5 Definition of Employees

5.1 For the purpose of this Agreement, Employees shall not include persons whose sole and exclusive duties are supervisory.

5.2 A Permanent Employee is any person employed on a full-time permanent basis and who has completed the probationary period.

5.3 A Permanent part-time Employee is any person employed on a continuing basis for less than the normal hours of work or work week. Permanent part-time Employees shall be covered by all conditions of this Agreement on a pro-rata basis consistent with the time regularly employed each week.

5.4 Temporary Employee when used in this Agreement shall mean any Employee who is filling a seasonal or established temporary position for a specific position and a pre-determined period of time and who does not have permanent status in accordance with the terms of this Agreement.

A Temporary Employee who is hired to replace a Permanent Employee who is on an approved leave such as: Maternity, Parental, Adoption, Medical, Personal; shall not automatically become a Permanent Employee by virtue of being continuously employed for a period of eighteen (18) months and shall retain their Temporary status while replacing the Permanent Employee. When a Temporary Employee has banked enough hours to qualify for benefits they will automatically be enrolled in the appropriate health and welfare plans; the RRSP contributions and the Health and Fitness Spending Account will also begin at this point.

A Casual Employee is one who is assigned to a specific job and for a specific period of time that is up to ninety (90) days. Casual Employees shall not exceed continuous employment past ninety (90) days.

- 5.5 All new Employees, except Temporary Employees (as described above in *Article 5.4*), will be considered probationary for the first ninety (90) calendar days. After ninety (90) calendar days an Employee will become permanent.

A Temporary Employee transferred to permanent status will not be required to serve a further probationary period. No probationary Employee shall have access to the grievance procedure relating to their discharge while serving probationary.

- 5.6 On the date employment commences the Employer or his/her representative shall make known to all new Employees:

- a) the policies and procedures of the organization,
- b) the Employee's category and a clear job description within the bargaining unit,
- c) the specific duties the Employee is expected to perform, and
- d) to whom the Employee is directly responsible.

Such job descriptions shall be reviewed annually in November, if required, or when a change in the work load makes a review necessary.

Article 6 Union Representation

- 6.1 The Employer shall recognize the representative(s) as selected by the Union for purposes of collective bargaining, agreement administration, and general Union business, as the sole and exclusive representative(s) of all Employees within the bargaining unit as defined in *Article 2* of this Agreement.

- 6.2 The Union shall notify the Employer in writing of the names of its representative(s) .

- 6.3 The representative(s) of the Union shall have the right to contact the Employees at their place of employment on matters respecting the agreement or its administration. The Union will obtain authorization from the Employer as to appropriate time for such contact before meeting the Employees. If the Employees within the bargaining unit have concerns they would like to discuss with the Union Steward, the Employees will not be harassed or discriminated against for exercising their right to contact the Union Steward.
- 6.4 The Union will elect or appoint a steward as spokesperson at the worksite who will be recognized in that capacity by the Employer. The Union Steward shall not be discriminated against for carrying out duties associated with the position. The Union shall inform the Employer of the Union Steward's name.
- 6.5 The Union Steward may investigate and process grievances at the first stage of the grievance procedure pursuant to *Article 18.2*, attend meetings with management or confer with representatives of the Union during working hours without loss of pay. The Union Steward shall obtain permission from the Employer before leaving their immediate work area for such purposes and permission shall not be unreasonably denied.
- 6.6 The Employer shall not discriminate against any Employee with respect to terms or conditions of employment because of race, creed, colour, age, sex, marital or family status, religion, ancestry, place of origin, place of residence, political affiliation or activities, sexual orientation, or because of Union membership and activity, or for the exercise of any right under this Agreement.

Article 7 Hours of Work

- 7.1 A regular working day shall consist of seven-and-one-half (7.5) hours between the hours of 8:00 a.m. and 5:00 p.m., five (5) days per week, Monday through Friday inclusive, with a lunch period of one (1) hour provided; regular set times to be arranged between the Employer and the Employee. The half hour over the seven-hour (7) day will be paid at the double time rate. Wherever the seven (7) hour work day appears in the Collective Agreement, the seven-and-one-half (7.5) hour work day shall apply. (i.e.: *Articles 10.3, 10.4, 10.5 and 10.6*, etc.) This clause will not include part-time Employees who are working less than a 35 (thirty-five) hour work week.
- 7.2 Two (2) relief periods per day of fifteen (15) minutes each, one (1) in the morning and one (1) in the afternoon shall be allowed. These two (2) relief periods cannot be banked.

7.3 Schedules showing times for hours of work and rest periods will be posted in all offices and must be adhered to. Any changes must be mutually agreed to by the Employer and the Employees.

Article 8 Overtime

8.1 Employees within the bargaining unit shall have the choice of working overtime except where an emergency exists or when due to an exceptional workload, in the opinion of the Employer, overtime is required. All overtime must be assigned on the basis of seniority within the job classification, provided such Employees are willing and able to perform the duties.

8.2 All time working in excess of the regularly established working day shall be considered as overtime and paid at the rate of double time at the end of the pay period. Saturdays, Sundays and Statutory Holidays shall be paid at double time for time worked.

Alternatively, Employees may choose to bank up to two (2) days at time-and-a-half. Once the two (2) days are depleted, the banked time may be filled up again to the maximum of two (2) days. Banked time will be taken at a time agreed upon by the Employee and Employer.

8.3 All Employees required to work overtime in excess of two (2) hours beyond their regular working day will be allowed a lunch period of one (1) hour, at the regular rate of pay.

All Employees required to work overtime in excess of four (4) hours on Saturday, Sunday or recognized holidays shall be allowed a lunch period of one (1) hour, at the regular rate of pay.

8.4 Employees who are called back to work during regular scheduled days off or vacations or outside the regular working day, shall receive a minimum of three (3) hours pay at overtime rates, provided the employee reports for such work. Any additional time above three (3) hours shall be paid at overtime rates.

8.5 The Employer will be responsible for an Employee's transportation home after 8:00 p.m. in the event of overtime scheduled after working hours, provided the Employee does not have his/her own personal transportation.

8.6 For the purpose of this *Article*, time spent in out of town travel on Employer business shall be considered as time worked and paid at regular time rates.

8.7 A separate time sheet for the purpose of signing in and out for overtime shall be supplied by the Employer and payment for such overtime will be made accordingly.

Article SA Accommodations and Meal Allowances

8A.1 Where an Employee is required to travel on behalf of the Employer and is required to purchase meals as a result of such work assignment, the Employee shall be reimbursed for actual travel expenses - including accommodations and meals, plus any other work-related expenses as approved by the Employer.

8A.2 No Employees shall be allowed to use their own vehicles for the purpose of any Employer business.

Article 9 Holidays

9.1 The Employer agrees to provide Permanent, Temporary and Permanent part-time Employees with the following holidays without loss of pay:

New Year's Eve Day	Heritage Day (Alberta) (August)
New Year's Day	Labour Day
Family Day	Thanksgiving Day
Good Friday	Remembrance Day
Easter Monday	Christmas Eve Day
Victoria Day	Christmas Day
Canada Day	Boxing Day

And any duly acclaimed Federal, Provincial or Civic Holiday .

9.2 When any of the above holidays fall on a Saturday and/or Sunday, they shall be observed on either the previous Thursday and/or Friday or subsequent Monday and/or Tuesday as directed by the Employer.

9.3 In the event that any of the holidays enumerated in *Article 9.1* occur during the period of any Employee's vacation, an additional day of vacation with pay shall be allowed for each holiday so occurring.

- 9.4 No deduction shall be made in the pay of any regular Employee for a holiday except in the following case: When an Employee is absent without the immediate supervisor's consent (non-approved furlough) either of the working days immediately preceding or following the holiday.

Article 10 Vacations

- 10.1 Temporary Employees and/or Employees whose employment has been severed prior to a year of service shall receive a percentage as set out in the Employment Standards Code.
- 10.2 Senior Employees will be given preference in selection of vacation days. Vacation requests must be submitted to the Employer each year by the end of February to qualify for seniority preference. Any Employee who does not submit their Vacation request by that date will have waived their right to choose their vacation period over other Employees.

Any vacation must be taken at a time mutually agreed with the Employer. Vacation will be accrued from employment anniversary date to anniversary date. During the calendar year in which the employee is eligible for increased vacation entitlement, the Employee may use their increased vacation entitlement prior to their anniversary date. In the event that such increased vacation entitlement is used prior to their anniversary date and the Employee leaves the service, the Employer will recover any advanced vacation credits.

Vacation entitlement unless mutually agreed to by the Employer and the Employee must be completed six (6) months after the Employee's next anniversary date.

- 10.3 An Employee with one (1) year of service shall be entitled to three (3) weeks of annual vacation with pay, at their regular hourly rates, based on a seven (7) hour day, five (5) days a week or six percent (6%) of gross earnings, whichever is greater.
- 10.4 An Employee with five (5) years of service shall be entitled to four (4) weeks of annual vacation with pay, at their regular hourly rates, based on a seven (7) hour day, five (5) days a week or eight percent (8%) of gross earnings, whichever is greater.
- 10.5 An Employee with ten (10) years of service shall be entitled to five (5) weeks of annual vacation with pay, at their regular hourly rates, based on a seven (7) hour day, five (5) days a week or ten percent (10%) of gross earnings, whichever is greater.
- 10.6 An Employee with fifteen (15) years of service shall be entitled to six (6) weeks of annual vacation with pay, at their regular hourly rates, based on a seven (7) hour day, five (5) days a week or twelve percent (12%) of gross earnings, whichever is greater.

10.7 If an Employee becomes ill or injured after having commenced their vacation for a period in excess of three (3) days and qualifies for weekly indemnity coverage, the Employee may request to postpone their remaining vacation as outlined below:

- a) The Employee shall advise the Employer of their disability and make arrangements to have the application for weekly indemnity benefits completed.
- b) All approved requests will result in the Employee's remaining vacation being cancelled the day after the request is received. The remaining vacation shall be scheduled at a time mutually agreeable to both the Employee and the Employer.
- c) Requests for vacation postponement must be verified by a doctor's certificate on the request of the Employer.

Article 11 Medical Plan, Hospitalization, Compensation and Pension/RRSP

11.1 The Employer agrees to pay the Employee's monthly premiums of Alberta Health Care Insurance to the Employee or to the Plan as designated by the Employee.

11.2 The Employer shall contribute the required amount to a Boilermaker Health and Welfare Plan for all Employees covered by this Agreement, based on all hours paid or the minimum requirement, whichever is greater.

All Employees will be covered under the medical, dental, short term disability, long term disability and life insurance as supplied under the Plan.

The medical and hospital insurance will also provide coverage for the spouse and children of the Employee as defined by the Plan. It will be the responsibility of the Employee to advise the Insurance Company of additional dependents requiring coverage. In order to receive benefits the Employee must provide all information on forms required by the Insurance Companies.

The Employer shall contribute on a pro-rata basis to the Boilermaker Health and Welfare Plan for all Permanent part-time Employees, who are employed for less than fifteen (15) hours per week, covered by this Agreement based on all hours paid.

The Employer shall contribute the required amount to the Boilermaker Health and Welfare Plan for all Permanent part-time Employees, who are employed for fifteen (15) hours or more per week, covered by this Agreement based on the minimum requirement.

Should there be any indication that the current Boilermaker Benefit Plan will require a benefit adjustment, benefit changes or become endangered from 2011 or later, within the term of this Agreement the Employer and the Union mutually agree to meet and review said plan. The Employer has agreed to ensure an adequate benefit plan is in place.

- 11.3 All Employees shall be covered by Workers' Compensation.
- 11.4 The Employer will contribute the amount specified in accordance with *Appendix B* per hour on all paid hours and the Employee will contribute twenty-five (25) cents per hour on all paid hours into a registered retirement saving plan. Employees who are presently contributing into the Boilermaker National Pension Fund shall have the option of continuing being a member of the Pension Plan.
- 11.5 All RRSP deductions will be made in accordance with the rules and regulations of the Income Tax Act.
- 11.6 After the Employee has served the original probationary period all benefits will revert back to the date of hire.
- 11.7 In the event of death of an Employee, any outstanding wages and benefits shall be calculated and shall be payable to the beneficiary of the deceased Employee. A beneficiary form shall be completed by each Employee covered by this Agreement. The beneficiary form will become a part of the Employee's personnel file.

Article 12 Sick Leave and Leave of Absence

- 12.1 a) Employees will be allowed one (1) day Sick leave with pay for each month worked. Such Sick leave to be cumulative from year to year to a maximum of one-hundred and twenty (120) actual working days.

*Note - Employees who have accumulated over one-hundred and twenty (120) days will keep what they have earned to date.

Employees will be entitled to exchange for pay in lieu up to ten (10) sick days on or about January 1st of each year from any unused sick days accumulated in the previous calendar year. Employees may continue to accumulate any sick days from the previous calendar year that are not exchanged, up to a maximum of one-hundred and twenty (120) days. Sick days will be exchanged for pay in lieu according to the terms and conditions of the collective agreement under which they were accumulated.

- b) If requested by the Employer, a doctor's certificate will be supplied by the Employee in respect to an illness or disability extending beyond three (3) working days.

- c) An Employee shall be entitled to use a maximum of twelve (12) weeks of their accumulated Sick leave as outlined in *Article 12.1* above prior to being required to apply to the Health and Welfare plan.
- d) Upon commencing with the Health and Welfare plan the Employer shall reimburse the Employee the difference between the amount paid by the Health and Welfare plan and the Employee's hourly rate for the first two (2) weeks covered by the plan. No loss of wages or benefits shall be suffered by the Employee.
- e) The above mentioned Sick leave will not be used in cases where illness or disability is covered by Workers' Compensation.

12.2 A record of all Sick leave and unused Sick leave will be kept by the Employer. At the close of each calendar year, each Employee shall be given the opportunity to review their record with the Employer to verify that the accumulated Sick leave is correct.

12.3 In case of family illness, within the immediate family (Spouse, Common-law Spouse, Parent, Parent-in-law, Son or Daughter, adopted Son or Daughter or legal guardianship), the Employee shall be entitled to two (2) Sick leave days per year for family emergencies (not to be deducted from Employee's sick time). If these two (2) days have been used and another emergency arises the Employee shall be entitled to use accumulated Sick leave days.

12.4 Permanent full-time Employees will be eligible for three (3) days of Personal leave annually, at the beginning of each calendar year. Personal leave days must be used in the year they are provided and may not be carried over. Personal leave days are meant to ensure Employees can meet personal priorities and can be taken for any reason. Scheduling of such days is subject to Employer approval.

12.5 Employees shall be granted extended Sick leave-of-absence without pay of up to six (6) months after one (1) year of service and twelve (12) months after five (5) years of service beyond the paid Sick leave entitlement provided in *Article 12.1* above during period of lengthy illness or disability as certified by a medical doctor. During that period of leave beyond the paid Sick leave entitlement seniority will be retained but not accumulated.

12.6 Accumulated Sick leave will be paid out up to one hundred and twenty (120) days upon termination of employment, with the exception of termination with just cause.

12.7 Any Employee shall be entitled to maternity/ paternity/ adoption leave as per Employment Standards.

As part of the maternity/ paternity/ adoption leave for eight (8) of the weeks during which the Employee receives benefits under the Employment Insurance Plan, the Employee shall receive the difference between the Employment Insurance benefits and ninety-five percent {95%} of their basic weekly pay.

The Employee may have the option of returning to work after the completion of ninety days {90} days leave-of-absence. Should an Employee wish to return earlier than ninety days {90} they must provide proof of medical clearance. The Employee must give one (1) month of notice of their intention of returning back to work.

- 12.8 When an Employee is granted a leave-of-absence for Sick leave or maternity/ paternity/ adoption leave as outlined above the Employer agrees to continue paying the Employee's health care benefits. In the event an Employee does not return to work the Employee shall reimburse the Employer for the amounts paid in benefits while on leave.
- 12.9 Any Employee may apply for and, where possible receive up to six (6) months of leave-of-absence without pay, for reasons other than sick leave. Seniority will be retained but not accumulated. The Employer will not contribute to the Health and Welfare plan during this period-of-time. Employees are responsible for arranging a continuation of benefit coverage during this time. Permission for such leave must be obtained from the Employer in writing.
- 12.10 Employees when delegated to perform Union activities shall be granted a leave-of-absence without pay, not to exceed thirty (30) days without loss of seniority. Employees must submit notice in writing three (3) working days prior to the leave being taken.
- 12.11 Employees selected to act on behalf of COPE Local 458 shall not have their wages reduced by reasons of time spent during the period of negotiations and/or processing of grievances with the Employer signatory to this agreement, prior to the appointment of a conciliation commissioner or an arbitrator.
- 12.12 In cases of death in the immediate family, an Employee shall be granted a leave-of-absence as follows:
- a) five (5) days of leave with pay for spouse, common-law spouse or children;
 - b) three (3) days of leave with pay for grandparents, parents, step-parents, parents of spouse, brother, step-brother, sister, step-sister, legal wards, and grandchildren;
 - c) Two (2) days of travel time with pay providing the distance travelled is in excess of 200 miles or 320 Kilometers one way;
 - d) If the Employee has been named Executor the Employee will receive an additional two (2) days.

- e) In cases where traveling time is necessary for out of town funerals, additional time will be allowed in accordance with distance to be traveled up to one week without pay.
- f) Such leave-of-absence will not be charged against sick leave, holiday entitlement or other accrued time off.

A leave-of-absence up to three (3) days with pay shall be granted on request in cases of death of: sister-in-law, brother-in-law and grandparents of spouse.

A maximum of two (2) days of Bereavement leave per calendar year shall be granted to attend the funeral of a relative not covered above.

- 12.13 Employees selected for jury duty or subpoenaed as a witness will be paid full wages, up to a maximum of fifteen (15) 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.
- 12.14 Permanent and Permanent part-time Employees who are compelled to arrange a medical or dental appointment (which may include an immediate family member) during working hours shall be allowed to meet such appointments without loss of pay, provided that they are not absent from work for a period longer than three (3) hours. If extended over three (3) hours the entire period shall be considered Sick leave and recorded. Such Employee shall not be obliged to make up the time spent away from work to keep the appointment. Unless there are extenuating circumstances appointments will be limited to two (2) per month. In the case of extenuating circumstances Employees must meet with the Office Manager to arrange for additional appointments without loss of pay.
- 12.15 Citizenship Leave: The Employer will provide a half (1/2) day of unpaid leave for an employee to attend a ceremony to receive a certificate of citizenship.
- 12.16 Critical Illness of a Child Leave: The Employer will provide up to thirty-six (36) weeks of unpaid leave to care for an ill or injured child.
- 12.17 Domestic Violence: The Employer will provide up to ten (10) unpaid days in a calendar year to seek services such as medical, council, legal, law enforcement or to relocate temporarily or permanently.
- 12.18 Disappearance of a Child: The Employer will provide up to fifty-two (52) weeks of unpaid leave.
- 12.19 Death of Child: The Employer will provide up to one-hundred and four (104) weeks of unpaid leave.

Article 13 Seniority

- 13.1 Seniority shall mean length of continuous service with the Employer and shall be cumulative on an office wide basis.
- 13.2 An Employee shall lose all seniority rights for any one or more of the following reasons:
- a) Voluntary resignation;
 - b) Discharge for just cause; and/or
 - c) Failure to return to work within ten (10) working days after being called by registered mail unless due to illness or accident. The Employer may require substantiating proof of illness or accident.
- 13.3 Employees retained on staff following the probationary period will have seniority credited to date of hiring.
- 13.4 An Employee laid off and placed on the recall list will retain but will not accumulate seniority during the period of layoff.
- 13.5 Seniority lists will be made available by the Employer and shall be amended annually in the event of any changes occurring during such period.
- 13.6 Upon return to work from a mutually agreed to leave-of-absence the Employee shall return to the same duties as the Employee was performing at the time of leave and in no instance, will the rate of pay be less if the Employee returns within a six (6) month period or less.
- Upon return to work from a mutual agreed to leave-of-absence of longer than six (6) months the Employee will return to work at the same rate of pay, however not necessarily the same duties.
- Seniority will be retained but not accumulated.

Article 14 Promotion, Layoff and Recall

- 14.1 The Employer shall fill job vacancies within the office before hiring new Employees providing Employees are available with the necessary qualifications and skills to fill the vacant position.
- 14.2 Promotions shall be made on the basis of seniority, qualification, skill and experience. In the event two or more Employees have the same relative capability and experience, the Employee with the greatest seniority shall be selected.

All newly created or vacant positions will be posted by the Employer for three (3) working days and the person selected by this process will receive an adequate training period in which to learn the job. Such training period shall not exceed four (4) weeks. If no one applies for the posting as outlined above the Employer will then hire as per the Union Procedure in *Article 3, Section 3.5*.

14.3 An Employee who is promoted to a higher category shall be paid at the same step in the higher category as the Employee received in the previous category except for the first sixty (60) days where, if training is required, the Employee shall be paid at the rate in the step lower in the category to which the Employee is promoted but in no case, will the Employee receive less wages than received in the previous category.

14.4 a) An Employee promoted to a higher rated category shall be on probation for the first sixty (60) days. If during the first sixty (60) days the Employee is considered to be unsuitable, the Employee shall be reinstated to their former position or one of equal rank.

b) An Employee's progress to each level in the categories outlined in *Appendix A* of this agreement shall be made according to continuous service:

- | | |
|--------|--|
| Step 1 | Up to one (1) year of service |
| Step 2 | After successful sixty (60) days probation period |
| Step 3 | After sixty (60) days and up to one (1) year of service and upon successful completion of an approved Annual Professional Development Review |
| Step 4 | From one (1) year to five (5) years of service |
| Step 5 | With one (1) to five (5) years of service and upon successful completion of an approved Annual Professional Development Review |
| Step 6 | With one (1) to five (5) years of service and upon successful completion of an approved Annual Professional Development Review |
| Step 7 | After five (5) years of service |
| Step 8 | After five (5) years of service and upon successful completion of an approved Annual Professional Development Review |
| Step 9 | After five (5) years of service and upon successful completion of an approved Annual Professional Development Review |

Long Term Service increments are discussed in *Article 16.8*.

- c) Part-time Employees shall be required to work the amount of hours equivalent to full-time Employees in order to progress from Step 1 to Step 4 to Step 7.
- d) Position placements of whole number Categories (i.e., 1, 2, 3, 4, 5, 6 and 7) are determined by the Employer and will be posted.
- e) Position placement changes from a whole number Category to a +0.5 Category (i.e., 1 to 1.5) are only made in cases of moderate increase in duties and if approved by the Employer. A Job Position Review form must be submitted by the Employee in the position to the Office Manager and the Union to initiate process.

14.5 If a reduction of office staff is necessary, the Employee with the least amount of seniority will be the first laid off, subject to qualification, skill and experience. The Employer must submit in writing to the Union their justification for layoff of a senior Employee while a junior Employee remains on staff.

14.6 All Permanent full-time and Permanent part-time Employees shall be given at least two (2) weeks written notice of layoff.

The Employer shall not terminate the employment of an Employee unless the Employer gives the Employee:

- a) notice of termination in accordance with subsection (1) (a);
- b) a sum of money in place of notice of termination in accordance with subsection (1) (b); or
- c) a combination of notice of termination and money in place of notice of termination in accordance with subsection (1) (c)

1) If the Employer wishes to terminate the employment of an Employee by notice of termination, the Employer shall give the Employee:

a. written notice of termination of employment of at least:

I. two (2) weeks, if the Employee has been employed for more than three (3) months but less than four (4) years;

II. four (4) weeks if the Employee has been employed for four (4) years or more but less than six (6) years;

III. five (5) weeks, if the Employee has been employed for six (6) years or more but less than eight (8) years;

IV. six (6) weeks, if the Employee has been employed for eight (8) years or more but less than ten (10) years; or

V. eight (8) weeks, if the Employee has been employed for ten (10) years or more indicating on the notice the date it is issued.

b. A sum of money that is at least equal to the wages the Employee would have earned if the Employee had worked regular hours of work for the period of notice applicable to the Employee under clause (a), or

c. A combination of a portion of the notice of termination required under clause (a) together with money that is at least equal to the wages the Employee would earn if they worked their regular hours of work for the period of notice applicable to the Employee under clause (a) that is not given.

2) If the wages of an Employee vary from one (1) week to another or from one (1) two (2) week period to another, as the case may be, the average of the Employee's wages for the three (3) month period that the Employee worked immediately preceding the date of termination of employment shall be used in determining the sum to be paid to the Employee pursuant to subsection (1) (b) or (c).

OR

The Employee will receive notice of termination as per the Employment Standards Code, whichever is greater.

14.7 A Permanent full-time or Permanent part-time Employee who is laid off due to lack of work or redundancy shall be placed on the recall list for a period of one (1) year. Such Employee is responsible to keep the Employer advised of their address or any change thereof.

14.8 Employees on the recall list shall have first rights to any vacancy in their former job category or to a similar category for which the Employee is qualified and the Employer will not hire or promote to such category while an eligible Employee is on the recall list.

- 14.9 Employees recalled to their former position or to a position having the same salary range shall receive the current rate for the step in the salary range which they held at the time of layoff.
- 14.10 Employees who are laid off or who terminate their employment being employed for a period of thirty (30) consecutive years, shall be entitled to receive severance pay calculated at the current rate of pay on the basis of one (1) week of pay for each year of service. Severance pay will be pro-rated for fractions of a year. This provision shall not apply in cases when an Employee has been discharged for cause.

Article 15 Discharge and Termination

15.1 Progressive Discipline

It is agreed by the parties to this agreement that discipline should be corrective rather than punitive and shall be consistent with the concept of progressive discipline.

No Employee covered by this Agreement shall be disciplined in any manner, demoted, suspended or discharged except for just cause.

The Employer agrees that the Employee and the Union shall be notified at least twenty-four (24) hours in advance of any interview of a disciplinary nature, unless an extension is mutually agreed, and to indicate:

- a) the Employee's right to be accompanied by a Union Representative
- b) the purpose of the meeting including whether it involves the Employee's personnel record;
- c) that if the Employee's personnel record is to be considered during the interview, the Employee and/or the Union representative shall have access before the meeting to the file.

Progressive Discipline is a series of disciplinary actions that are corrective in nature and are meant to assist the Employee to improve performance and/or eliminate behavioural concerns. The Employer endeavours to provide all Employees who violate policies, procedures or exhibit behavioural issues an opportunity to comply with the Employer's requirements by means of progressive disciplinary actions.

The Employer and the Union recognize that Coaching is part of the regular feedback Employees receive and is not considered a disciplinary action. Where the Office Manager documents coaching moments given to an Employee, the Employee and the Union will be given copies of such documentation and a copy will be placed in the Personnel File of the Employee.

The following disciplinary actions will be taken when performance or behavioural issues are identified:

Verbal Warning

The Employer will meet with the Employee and a Union representative to review the performance or behavioural concern and discuss the disciplinary action to be taken. The Employee will be given a copy of the Policy or Procedure that was infringed to assist in improving performance or eliminating behavioural concerns. Expectations will be discussed. Where the Office Manager documents the verbal warning given to an Employee, the Employee and the Union will be given copies of such documentation and a copy will be placed in the Personnel File of the Employee.

Written Warning

The Employer will meet with the Employee and a Union representative to review the performance or behavioural concern and discuss the disciplinary action to be taken. The written warning can be issued within the period of time advised for monitoring after the verbal warning, provided there is no improvement in conduct or performance. A copy of the written warning will be provided to the Union and the Employee and will be placed in the Personnel File of the Employee.

Suspension with Pay

If there is no improvement then the Employer will meet with the Employee and a Union representative to review the performance or behavioural concern and discuss the disciplinary action to be taken. The Office Manager will document a suspension with pay and provide the Employee and the Union with copies of such documentation and a copy will be placed in the Personnel File of the Employee.

Suspension without Pay

If there is no improvement then the Employer will meet with the Employee and a Union representative to review the performance or behavioural concern and discuss the disciplinary action to be taken. Suspensions without pay may be progressive. The Office Manager will document a suspension without pay and provide the Employee and the Union with copies of such documentation and a copy will be placed in the Personnel File of the Employee.

Dismissal

The Employer will provide the Employee and the Union with the reason(s) for the Dismissal and will provide the Employee and the Union with copies of such documentation and a copy will be placed in the Personnel File of the Employee.

15.2 Personnel Record

An Employee's record will be automatically cleared of disciplinary measures after one (1) year unless disciplinary action for an offence of a similar nature has had to be taken during the one (1) year period. An Employee, accompanied by their Union Representative/ Union Steward if so desired, has the right to examine personnel records upon request. The Union Representative/ Union Steward may also examine the record on behalf of the Employee provided written authority is obtained from the Employee to do so.

The Employee and the Union must receive copies of any document expressing dissatisfaction with work performance or conduct or any other disciplinary measure placed on the personnel record.

The Employer agrees that there will be only one personnel file kept for any Employee.

Failure to conform with the above requirements shall render the discipline or discharge null and void.

15.3 In all instances of termination or discharge, with the exception of probationary Employees, a written reason for such termination or discharge will be supplied by the Employer at time of termination or discharge to the Union Steward.

15.4 If upon joint investigation by the Union and the Employer or by decision of the arbitrator appointed pursuant to the terms of this Agreement it shall be found that an Employee has been unjustly discharged such Employee shall be subject to the award of said arbitration which shall be final and binding on both parties.

Article 16 Wages

16.1 Employees will be classified in accordance with the qualification, skill and experience required and shall be paid not less than the minimum weekly or hourly wage rate for such category in accordance with *Appendix A* which is attached hereto and made part of this Agreement.

- 16.2 Where a new job is established or a current job in a whole number Category (1, 2, 3, 4, 5, 6 and 7) is revised, the appropriate whole number Category job description, rate of pay, and other related matters shall be negotiated between the Employer and the Union. Failing agreement, the dispute may be subject of a grievance and may be referred to arbitration. The arbitrator shall have the power to determine appropriate categories, job descriptions, wage rates and other related matters in issue effective as of the date the jobs were changed or new jobs established.
- 16.3 Employees shall be paid weekly or biweekly as mutually agreed between the Employer and the Employees. If a payday falls on a holiday or non-working day, payday shall be advanced to the day before the holiday or the last banking day.
- 16.4 An Employee who is temporarily assigned additional duties to ensure coverage for an Employee who is absent for a minimum of three (3) working days in a pay period shall be entitled to receive an additional \$50 per week. The Employee will work two (2) days at regular rate and on the third day the additional payment would apply. If an Employee is assigned additional duties to ensure coverage for an Employee who is absent in excess of three (3) weeks then the Employee who is providing coverage is entitled to either a continuation of the fifty (\$50) dollars per week or to move to the covered category pay level and be paid at that rate for the period of coverage whichever is greater. Should such coverage be required beyond six (6) weeks, a Temporary position will be posted.
- 16.5 An Employee hired who reports for work and is not put to work shall be guaranteed not less than one-half (1/2) of a regular day's pay with a minimum of three (3) hours.
- 16.6 The parties agree that the rates of pay specified herein shall be retroactive to May 1st, 2018.
- Retroactive pay cheques will be issued separate and within two (2) weeks from the date of signing the Agreement.
- 16.7 Any change in the number of Employees will be accompanied by a review of job descriptions within a period of one (1) month after the change. Subsequent added responsibility will be subject to renegotiation of wages.
- 16.8 Upon the anniversary date of eleven (11) years of service Employees shall receive an additional increment of twenty (20C) cents per hour on all paid hours.
- Upon the anniversary date of thirteen (13) years of service Employees shall receive an additional increment of twenty (20C) cents per hour on all paid hours.
- Upon the anniversary date of fifteen (15) years of service Employees shall receive an additional increment of ten (10C) cents per hour on all paid hours.

Upon the anniversary date of twenty (20) years of service Employees shall receive an additional increment of twenty (20C) cents per hour on all paid hours.

Job Categories and pay rates are discussed in *Article 14.4*.

- 16.9 An Employee who has retired or severed their employment between the termination date of this agreement and the ratification of the new agreement shall receive the full retroactivity of any increase in wages, salaries or other benefits, provided written application is given to the Employer. The Employer shall make every reasonable effort to contact past Employees.

Article 17 Working Conditions

- 17.1 Employees shall not be asked to make any written statement or verbal contract which may conflict with this Agreement.
- 17.2 It shall not be a violation of this Agreement or cause for discharge of any Employee in the performance of his/her duties, to recognize a legal picket line. The Union shall notify the Employer as soon as possible of the existence of such recognized picket line.
- 17.3 It is the responsibility of the Employer to make available to the Employee all equipment and supplies that may be necessary to complete jobs.

Article 18 Grievance Procedure

- 18.1 If any difference concerning the interpretation, application, operation or any alleged violation of this agreement, or any Employee believes they have been unjustly treated, or any question as to whether any difference is arbitrable arises between the parties or persons bound by this collective agreement, such parties or persons involved directly in the difference shall meet and endeavour to resolve the difference.
- 18.2 If an acceptable conclusion is not achieved at this meeting between the two parties, the aggrieved party will request the presence of the Union Steward to meet within fourteen (14) working days with the Office Manager or a delegated representative of the Employer to resolve the difference.
- 18.3 If the matter is still unresolved, any grievance arising from it shall be handled in the following manner:
- Step 1: The grievance shall be reduced to writing within seven (7) working days. Within fourteen (14) working days of presenting the written grievance, the

Union Steward and the Employer's representative shall meet to discuss the grievance. The Employer within seven (7) working days of such meeting shall present their written decision to the Union Steward and the griever.

Step 2: If the grievance is not satisfactorily settled at Step 1, a joint grievance committee of four (4) persons shall be established; two (2) members to be named by the Employer and two (2) members named by the Union. The joint grievance committee shall meet within fourteen (14) working days and attempt to resolve the dispute. The Union Steward may be one of the joint grievance committee members named by the Union. The Employer or their appointed representative will state their decision in writing to the Union not later than seven (7) working days after meeting with the joint grievance committee.

Step 3: Failing a settlement after following Steps 1 and 2 of this grievance procedure, or any difference between the parties arising from the interpretation, application, administration or alleged violation of this agreement, including any question as to whether a matter is arbitrative, such difference or question may, within thirty (30) working days be referred at the written request of either party to mediation and/or arbitration. The recipient of the notice shall, within five (5) working days meet with the other party for the purpose of appointing a mediator or arbitrator.

- 18.4 If the parties are unable to agree on an arbitrator within the time limit the appointment shall be made by the Minister of Labour upon the request of either party.
- 18.5 The arbitrator shall hear and determine the difference. He may quash, vary, or confirm any action taken by either party, and shall issue an award in writing, and the decision is final and binding upon the parties and upon any Employee affected by it.
- 18.6 The expenses of the arbitrator shall be borne jointly by the two parties. In the event a hearing is cancelled or adjourned at the request of one party, the party shall be responsible for all costs of the adjournment, except where extenuating circumstances exist (such as illness, accident, etc. or by mutual agreement).
- 18.7 The arbitrator, by his/her decision, shall not alter, amend, or change the terms of the collective agreement.
- 18.8 Time limits shall be extended by the Employer or the Union providing the request is in writing, with the reason and the time extension specified.

Article 19 Technological and Procedural Changes

19.1 In the event of proposed technological changes such as the introduction of office machinery, the Employer agrees to offer employment to present Employees before hiring from the outside market. The Employer further agrees to institute a training program for the Employees who wish to accept employment in these mechanized positions.

No Employee shall be dismissed, or have his/her normal earnings or working hours reduced, as a result of technological change.

19.2 The Employer shall, where workload permits, allow Employees to upgrade knowledge and skills by affording to the Employee reasonable opportunities where possible to learn the work of equal or higher positions at their applicable rate of pay during regular working hours.

19.3 Any Employee who wishes to further his/her knowledge regarding the office or the Employer shall do so outside the recognized working hours or days and the Employer agrees to reimburse the Employee for fees for such classes or courses, after successful completion of same. Any courses must have prior authorization by the Employer.

Article 20 Union Label

20.1 The privilege of using the Union Label shall be extended to the Employer as long as this agreement remains in full force and effect and the Employer is fulfilling all of its terms and conditions. The Union Label shall be the official Union Label of the Canadian Office and Professional Employees with the designation of Local 458 and shall remain the sole property of the Union.

Article 21 Contracting Out

21.1 The Employer agrees that all work coming within the jurisdiction of the Union, as described in *Article 21A*, shall be done by Employees within the bargaining unit and such work shall not be contracted out nor performed by any elected or appointed official or representative of the Employer beyond previous established practice. All such work shall be done by these Employees as part of their regular or overtime hourly paid work and shall not be done on any incentive or a contract basis.

21.2 The Employer shall not contract out work if there are Employees at work or on layoffs who can perform the work in question.

21.3 Should it become necessary to contract work out, the Employer agrees that such contracting out will be given to a Union Shop whenever feasible.

Article 21A Jurisdiction

21A.1 The scope of work performed by members of the bargaining unit described in *Article 5.1* shall include all administrative support duties listed in the job descriptions appended hereto (*Appendix C*) and shall be generally defined as, but not limited to, all clerical, secretarial, data entry, data maintenance, word processing, desk top publishing, bookkeeping and payroll functions regardless of department, division or location.

Article 22 Labour Management Relations

22.1 A Labour-Management Relations Committee shall be appointed consisting of two (2) representatives from the Union and two (2) representatives from the Employer. The Committee shall meet once every six (6) months or when necessary for the purpose of discussing all matters of mutual concern. The Committee shall make recommendations to the Union and to the Employer. Time spent by Employees in carrying out the functions of the Committee shall be considered to be time worked.

Article 23 Health and Safety

23.1 The Employer agrees to make reasonable and proper provisions for maintenance of high standards of health and safety in the workplace including a properly heated, lighted and designed working environment. The Employer shall comply with minimum applicable federal, provincial and municipal health and safety legislation and regulations, including the Occupational Health and Safety Act and Regulations thereto.

Article 24 Health and Fitness Spending Account

24.1 Employees may use the Health and Fitness Spending Account for reimbursements for health promotion/activity-based programs and for any health benefit where claims have been denied. Employees will be reimbursed dollar-for-dollar up to the annual spending limit of five-hundred dollars (\$500.00). For reimbursement, the Reimbursement Claim form must be submitted with the original receipts and/or proof of a denied or balance uncovered health benefit claim. All requests are subject to approval.

The Health and Fitness Spending Account Policy shall be reviewed annually in November, if required.

Article 25 Duration of Agreement, Termination and Amendments

25.1 The parties have agreed that there were no changes to the Agreement, dated May 1, 2014 to April 30, 2017, for the period of May 1, 2017 to April 30, 2018. The changes in this Agreement shall become effective as of the first (1st) day of May, 2018 and continue in full force and effect until November 30, 2021 and from year-to-year thereafter unless either party shall not less than sixty (60) days or more than one hundred and twenty (120) days prior to the expiry date thereof notify the other party to the Agreement of a desire to modify or terminate this Agreement.

If notice has been given by either party, this Agreement shall remain in full force and effect during any period of negotiations, even though such negotiations may extend beyond the said expiry date, until the signing of a new collective agreement.

25.2 The Negotiating Committee for both parties shall be equal representation.

IN WITNESS THEREOF the parties hereto have executed this Agreement the 1st day of May, 2018.

International Brotherhood of Boilermakers,
Iron Ship Builders, Blacksmiths, Forgers and
Helpers, Local Lodge 146

Canadian Office and Professional
Employees, Local 458

for: Robert Key
Dean Milton

Yvonne Bootsman
Yvonne Bootsman

John Gas
John Gas

Amanda Hermai
Amanda Hermai

Myste Loewen
Myste Loewen

Annette Purych
Annette Purych

Lenise Anderson
Lenise Anderson

Tanya MacLeod
Tanya MacLeod

Appendix A

Salary Categories and Pay Rates

Wages May 1, 2018 - November 30, 2021									
Amounts are per hour	Step 1	Step 2 (+\$0.10)	Step 3 (+\$0.10)	Step4	Step 5 (+\$0.10)	Step 6 (+\$0.10)	Step7	Step 8 (+\$0.10)	Step 9 (+\$0.10)
Category 1	\$ 31.14	\$ 31.24	\$ 31.34	\$ 31.79	\$ 31.89	\$ 31.99	\$ 32.09	\$ 32.19	\$ 32.29
Category 1.5	\$ 31.64	\$ 31.74	\$ 31.84	\$ 32.34	\$ 32.44	\$ 32.54	\$ 33.04	\$ 33.14	\$ 33.24
Category 2	\$ 32.63	\$ 32.73	\$ 32.83	\$ 33.36	\$ 33.46	\$ 33.56	\$ 33.68	\$ 33.78	\$ 33.88
Category 2.5	\$ 33.13	\$ 33.23	\$ 33.33	\$ 33.86	\$ 33.96	\$ 34.06	\$ 34.18	\$ 34.28	\$ 34.38
Category 3	\$ 33.30	\$ 33.40	\$ 33.50	\$ 34.04	\$ 34.14	\$ 34.24	\$ 34.34	\$ 34.44	\$ 34.54
Category 3.5	\$ 33.80	\$ 33.90	\$ 34.00	\$ 34.54	\$ 34.64	\$ 34.74	\$ 34.84	\$ 34.94	\$ 35.04
Category4	\$ 33.94	\$ 34.04	\$ 34.14	\$ 34.67	\$ 34.77	\$ 34.87	\$ 34.98	\$ 35.08	\$ 35.18
Category 4.5	\$ 34.44	\$ 34.54	\$ 34.64	\$ 35.17	\$ 35.27	\$ 35.37	\$ 35.48	\$ 35.58	\$ 35.68
Category 5	\$ 34.84	\$ 34.94	\$ 35.04	\$ 35.57	\$ 35.67	\$ 35.77	\$ 35.89	\$ 35.99	\$ 36.09
Category 5.5	\$ 35.34	\$ 35.44	\$ 35.54	\$ 36.07	\$ 36.17	\$ 36.27	\$ 36.39	\$ 36.49	\$ 36.59
Category6	\$ 35.71	\$ 35.81	\$ 35.91	\$ 36.45	\$ 36.55	\$ 36.65	\$ 36.77	\$ 36.87	\$ 36.97
Category 6.5	\$ 36.21	\$ 36.31	\$ 36.41	\$ 36.95	\$ 37.05	\$ 37.15	\$ 37.27	\$ 37.37	\$ 37.47
Category7	\$ 25.52								

Long Term Service Increments				
Amounts are per hour	After 11 Years (+\$0.20)	After 13 Years (+\$0.20)	After 15 Years (+\$0.10)	After 20 Years (+\$0.20)

NOTES	
1	Position placements within the Categories are mutually determined by the Employer and the Union.
2	Position placements may be reviewed if requested by Employee. Completion of Job Position Review form must be submitted to initiate process.
3	Step 2 may be reached after 60 days probation, Step 3 may be reached during the remainder of first year upon successful completion of an Annual Professional Development Review. Steps 5, 6, 8 and 9 may be reached one advancement per year upon successful completion of an Annual Professional Development Review. (As per Notes 5 and 6)
4	Employees may progress through Steps 2-3 with up to one year of service and based on annual Professional Development Review. (As per Note 3)
5	Employees may progress through Steps 5-6 with one to five years of service and based on annual Professional Development Review. (As per Note 3)
6	Employees may progress through Steps 8-9 after five years of service and based on annual Professional Development Review. (As per Note 3)

Appendix B RRSP

The Employer will contribute three dollars and fifty cents (\$3.50) per hour and the Employee will contribute twenty-five cents (\$0.25) to the registered retirement saving plan outlined In *Article 11.4* of this Agreement.

Additional Pension and/or RRSP contributions over those already stipulated in the Collective Agreement are at the discretion of the Employee.

Appendix C Position Descriptions

Job Descriptions start on Page 30.



International Brotherhood of Boilermakers, Local Lodge 146

Administrative Support Team Mission Statement

In the spirit of teamwork and helpfulness, this team proactively pursues the goal of providing exceptional and consistent administrative support services to assist the Lodge in achieving its operational goals.

Job Title

Data Entry Assistant, Accounting Department.

Position Summary

As part of the Administrative Support Team, this position provides data entry support and basic clerical support to the Administration Office. The position also assists the Member Services Assistant (Administration Building) with overflow telephone and in-person inquiries.

Employment Status

Full-time {37.5 hours per week}

Salary Category

Category 2

Reports To

Business Manager/Secretary Treasurer and Office Manager

Essential Job Functions

- Input data or export data from check-offs into Labour Power;
- Verify accuracy and completeness of data;
- File hard check-offs and Death Assessment Benefit Cards;
- Accept Web address updates;
- Send Death Assessment letters to contractors;
- Add Postage to outgoing mail and maintaining postage machine;
- Process returned mail;
- Order Office Supplies;
- Direct members and the public to the appropriate contacts/services;
- Provide general information regarding the Lodge;

Daily Overflow Assistance Duties:

- Take Member and Travel Card Post-ins;
- Register Members to the appropriate Out of Work lists;
- Process and distributes reference letters for Members as requested;

- Assist with distribution of special events tickets as required;
- Cashier duties - processing Dues and Death Assessment payments and selling of items; writing receipts and all related duties;
- Provides relief for Member Services Assistant (Administration Building) under the direction of the Office Manager.

Knowledge

- High School diploma;
- Basic office experience;
- Understanding of accepted office practices and ability to operate office equipment;
- A high degree of accuracy in word processing and data entry;
- Excellent communication (written and oral) and interpersonal skills;
- Must be able to exercise tact and judgment;
- Ability to be resourceful in meeting new problems;
- Attention to detail;
- Able to identify and articulate constructive changes to the day-to-day operations of the office.

Latest Revision: April 2016



International Brotherhood of Boilermakers, Local Lodge 146

Administrative Support Team Mission Statement

In the spirit of teamwork and helpfulness, this team proactively pursues the goal of providing exceptional and consistent administrative support services to assist the Lodge in achieving its operational goals.

Job Title

Member Services Assistant

Position Summary

As part of the Administrative Support Team, this position directs the flow of in person, telephone or electronic inquiries, provides basic data entry support, provides cashier services and provides general information to Members and the public regarding Lodge 146.

Employment Status

Full-time (37.5 hours per week)

Salary Category

Category 2

Reports To

Business Manager/Secretary Treasurer and Office Manager

Essential Job Functions

- Greet Members and the public as they arrive at the Lodge;
- Operate the switchboard and screen/forward calls as appropriate;
- Direct Members and the public to the appropriate contacts/services;
- Provide general information regarding the Lodge;
- Maintain stock of sale material, order and maintain price lists;
- Cashier duties-selling of items; writing receipts and all related duties;
- Record and prepares minutes of meetings as needed;
- Open, sorts and distributes all in-coming mail;
- Data Entry for Job Reports;
- Prepares new apprenticeship applications for review;
- Assist in providing clerical support;
- Maintains files and records both in hard file and in Labour Power for apprentices and members;
- Other clerical duties within skill set as required by the Office Manager.

Knowledge

- High School diploma;
- Basic office experience;
- General understanding of office practices;
- Ability to operate office equipment and computer applications and programs;
- A high degree of accuracy in word processing and data entry;
- Excellent communication (written and oral) and interpersonal skills;
- Must be able to exercise tact and judgment;
- Attention to detail;
- Able to identify and articulate constructive changes to the day-to-day operations of the office.

Latest Revision: February 2018



International Brotherhood of Boilermakers, Local Lodge 146

Administrative Support Team Mission Statement

In the spirit of teamwork and helpfulness, this team proactively pursues the goal of providing exceptional and consistent administrative support services to assist the Lodge in achieving its operational goals.

Job Title

Member Services Assistant, Administration Building, Member Services Department.

Position Summary

As part of the Administrative Support Team, this position serves as the first point of contact for Lodge 146. This position directs the flow of in person, telephone or electronic inquiries, provides basic data entry support, provides cashier services and provides general information to Members and the public regarding Lodge 146.

Employment Status

Full-time (37.5 hours per week)

Salary Category

Category 2

Reports To

Business Manager/Secretary Treasurer and Office Manager

Essential Job Functions

- Greet Members and the public as they arrive at the Lodge;
- Operate the switchboard and screen/forward calls as appropriate;
- Direct Members and the public to the appropriate contacts/services;
- Provide general information regarding the Lodge;
- Take Member and Travel Card Post-ins;
- Add Members to the appropriate Out of Work lists;
- Process and distribute reference letters for Members as requested;
- Assist with distribution of special events tickets as required;
- Cashier duties - processing Dues and Death Assessment payments and selling of items; writing receipts and all related duties;
- Open, sort and distribute all in-coming mail, and;
- Other clerical duties within skill set as required by the Office Manager.

Knowledge

- High School diploma;
- Basic office experience;
- General understanding of office practices;
- Ability to operate office equipment and computer applications and programs;
- A high degree of accuracy in word processing and data entry;
- Excellent communication (written and oral) and interpersonal skills;
- Must be able to exercise tact and judgment;
- Attention to detail;
- Able to identify and articulate constructive changes to the day-to-day operations of the office.

Latest Revision: February 2017



International Brotherhood of Boilermakers, Local Lodge 146

Administrative Support Team Mission Statement

In the spirit of teamwork and helpfulness, this team proactively pursues the goal of providing exceptional and consistent administrative support services to assist the Lodge in achieving its operational goals.

Job Title

Member Services Assistant, Welding Centre, Apprenticeship and Education Department.

Position Summary

As part of the Administrative Support Team, this position serves as the first point of contact for Lodge 146, Welding Centre. This position directs the flow of in person, telephone or electronic inquiries, provides basic data entry support, provides cashier services and provides general information to Members and the public regarding Lodge 146.

Employment Status

Full-time (37.5 hours per week)

Salary Category

Category 2

Reports To

Business Manager/Secretary Treasurer and Office Manager

Essential Job Functions

- Greet Members and the public as they arrive at the Lodge Welding Centre;
- Operate the switchboard and screen/forward calls as appropriate;
- Direct Members and the public to the appropriate contacts/services;
- Provide general information regarding the Lodge;
- Provide clerical support to Welding Centre;
- Cashier duties-selling of items; writing receipts and all related duties;
- Records and prepares minutes of Safety Meetings;
- Open, sorts and distributes all in-coming mail;
- Order office supplies for the Welding Centre;
- Print Welding Tickets;
- Book Weld testing dates and Welder Booths;
- Other clerical duties within skill set as required by the Office Manager.

Knowledge

- High School diploma;
- Basic office experience;
- General understanding of office practices;
- Ability to operate office equipment and computer applications and programs;
- A high degree of accuracy in word processing and data entry;
- Excellent communication (written and oral) and interpersonal skills;
- Must be able to exercise tact and judgment;
- Attention to detail;
- Able to identify and articulate constructive changes to the day-to-day operations of the office.

Latest Revision: April 2016



International Brotherhood of Boilermakers, Local Lodge 146

Administrative Support Team Mission Statement

In the spirit of teamwork and helpfulness, this team proactively pursues the goal of providing exceptional and consistent administrative support services to assist the Lodge in achieving its operational goals.

Job Title

Administrative Assistant and Safety

Position Summary

As part of the Administrative Support Team, this position provides clerical support to the Department of Education and Apprenticeship.

Employment Status

Full-time (37.5 hours per week)

Salary Category

Category 3

Reports To

Business Manager/Secretary Treasurer and Office Manager

Essential Job Functions

- Provide clerical support to Department of Education and Apprenticeship;
- Assist to answer and manage incoming calls for Instructors and Pre-Apprentice Coordinators;
- Facilitate and coordinate the Alberta Job Ready Dispatch reimbursement program including reimbursements;
- Work alongside Dispatch Department to facilitate online orientation with respect to the Alberta Job Ready Dispatch training program;
- Disburse Safety Tickets;
- Prepare material such as course binders for Pre-Apprenticeship programs;
- Assist in providing clerical support for the Director Boilermaker Administration Agency and Department of Education and Apprenticeship;
- Manage course scheduling and bookings for the AMTC building;
- Assist with data entry as required;
- Offer assistance to clients using the Computer Lab including assisting members with online orientation, Red Seal Upgrade program; and Financial Awareness Program;

- Other administrative duties within skill set as required by the Office Manager.

Knowledge

- High School diploma;
- Competency with computer applications and programs;
- Understanding of accepted office practices and ability to operate office equipment;
- Ability to prioritize and meet deadlines;
- Ability to multitask and work on multiple projects;
- A high degree of accuracy in word processing and data entry;
- Must be able to exercise tact and judgment;
- Ability to be resourceful in meeting new problems;
- Attention to detail;
- Able to identify and articulate constructive changes to the day-to-day operations of the office.

Latest Revision: February 2018



International Brotherhood of Boilermakers, Local Lodge 146

Administrative Support Team Mission Statement

In the spirit of teamwork and helpfulness, this team proactively pursues the goal of providing exceptional and consistent administrative support services to assist the Lodge in achieving its operational goals.

Job Title

Administrative Assistant and Retail Clerk

Position Summary

As part of the Administrative Support Team, this position will provide clerical support to the Office Manager with regard to event planning and will maintain the daily operations of the Boilermaker Store.

Employment Status

Full-time (37.5 hours per week)

Salary Category

Category 3

Reports To

Business Manager/Secretary Treasurer and Office Manager

Essential Job Functions

- Answer telephones during high volume call periods, such as between 8-9 am and between 10-11 am;
- Prepare and edit correspondence, communications, presentations and other documents;
- Assist with the planning and execution of all special events including but not limited to Family Picnic, Edmonton Golf Tournament, Family Fun Night, Kids Christmas Party, Seniors Golf Tournament, Show and Shine, Movie Night, and Awards Banquet;
- Arrange and co-ordinate meetings as required;
- Maintain Lodge website;
- Receive and interact with incoming visitors as required;
- Maintain store display cabinets;
- Work with a Business Representative to order and manage stock in store;
- Maintain inventory control system for store;
- Cover front desk as required;
- Provide backup for the Dispatch Department as required during Shutdowns, and;
- Other clerical duties within skill set as required by the Office Manager.

Knowledge

- High School diploma;
- Competency with computer applications and programs;
- Retail experience an asset;
- Understanding of accepted office practices and ability to operate office equipment;
- Ability to prioritize and meet deadlines;
- Ability to multitask and work on multiple projects;
- A high degree of accuracy in word processing and data entry;
- Must be able to exercise tact and judgment;
- Ability to be resourceful in meeting new problems;
- Attention to detail;
- Able to identify and articulate constructive changes to the day-to-day operations of the office.

Latest Revision: February 2017



International Brotherhood of Boilermakers, Local Lodge 146

Administrative Support Team Mission Statement

In the spirit of teamwork and helpfulness, this team proactively pursues the goal of providing exceptional and consistent administrative support services to assist the Lodge in achieving its operational goals.

Job Title

Accounts Payable/Payroll Assistant, Accounting Department .

Position Summary

As part of the Administrative Support Team, this position provides financial, administrative and clerical support to ensure effective, efficient and accurate financial and administrative operations. This includes processing and monitoring payments and preparing and monitoring the payroll system.

Employment Status

Full-time (37.5 hours per week)

Salary Category

Category 4

Reports To

Business Manager/Secretary Treasurer and Office Manager

Essential Job Functions

Payroll Duties:

- Maintain records of employee attendance, leave, and overtime;
- Prepare and verify statements of earnings;
- Prepare employees payments and benefit payments;
- Complete, verify and process forms and documents for administration of benefits;
- Prepare T4 statements and other statements;
- Provide information to employees on payroll matters.

Accounts Payable Duties:

- Calculate, prepare and issue documents related to accounts such as bills, invoices, account statements, and other financial statements;
- Respond to vendor inquiries, maintain professional communication with vendors, and attempt to resolve any problems;
- Prepares bank deposits;

- Prepares check-offs for posting;
- Process rebates for Job Stewards (monthly and field rebates);
- Perform related clerical duties such as word processing, filing, faxing photocopying, etc.

General Duties

- Answer telephones during high volume call periods, such as between 8:00 am and 9:00 am and 10:00 and 11:00 am.
- Other administrative duties within skill set as required by the Office Manager.

Knowledge

- High School diploma;
- Completion of accounting and payroll courses or equivalent experience;
- A minimum of 5 years of related office experience;
- High degree of competency with computer applications and programs;
- Advanced understanding of accepted office practices and ability to operate office equipment;
- Ability to prioritize and meet deadlines;
- Ability to multitask and work on multiple projects;
- A high degree of accuracy in word processing and data entry;
- Excellent communication (written and oral) and interpersonal skills;
- Must be able to exercise tact and judgment;
- Ability to be resourceful in meeting new problems;
- Attention to detail;
- Able to identify and articulate constructive changes to the day-to-day operations of the office.

Latest Revision: April 2016



International Brotherhood of Boilermakers, Local Lodge 146

Administrative Support Team Mission Statement

In the spirit of teamwork and helpfulness, this team proactively pursues the goal of providing exceptional and consistent administrative support services to assist the Lodge in achieving its operational goals.

Job Title _____

Accounts Receivable, Accounting Department. _____

Position Summary _____

As part of the Administrative Support Team, this position provides financial, administrative and clerical support to ensure effective, efficient and accurate financial and administrative operations.

Employment Status _____

Part-time (hours vary per week) _____

Salary Category _____

Category 4 _____

Reports To _____

Business Manager/Secretary Treasurer and Office Manager _____

Essential Job Functions _____

Accounts Receivable Duties:

- Calculate, prepare and issue documents related to accounts such as receipts, account statements, and other financial statements;
- Respond to vendor inquiries, maintain professional communication with vendors, and attempt to resolve any problems;
- Codes invoices under the direction of the Office Manager;
- Enters all receivables;
- Perform related clerical duties such as word processing, filing, faxing, photocopying, etc.

General Duties

- Answer telephones during high volume call periods, such as between 8-9 am and between 10-11 am;
- Other administrative duties within skill set as required by the Office Manager.

Knowledge

- High School diploma;
- Completion of accounting and payroll courses or equivalent experience;
- A minimum of 5 years of related office experience;
- High degree of competency with computer applications and programs;
- Advanced understanding of accepted office practices and ability to operate office equipment;
- Ability to prioritize and meet deadlines;
- Ability to multitask and work on multiple projects;
- A high degree of accuracy in word processing and data entry;
- Excellent communication (written and oral) and interpersonal skills;
- Must be able to exercise tact and judgment;
- Ability to be resourceful in meeting new problems;
- Attention to detail;
- Able to identify and articulate constructive changes to the day-to-day operations of the office.

Latest Revision: April 2016



International Brotherhood of Boilermakers, Local Lodge 146

Administrative Support Team Mission Statement

In the spirit of teamwork and helpfulness, this team proactively pursues the goal of providing exceptional and consistent administrative support services to assist the Lodge in achieving its operational goals.

Job Title

Administrative Assistant to the Business Representatives

Position Summary

As part of the Administrative Support Team, this position will provide clerical support for the Business Representatives.

Employment Status

Full-time (37.5 hours per week)

Salary Category

Category 4

Reports To

Business Manager/Secretary Treasurer and Office Manager

Essential Job Functions

- Answer telephones during high volume call periods, such as between 8-9 am and between 10-11 am;
- Prepare and edit correspondence, communications, presentations and other documents;
- File and retrieve documents and reference materials;
- Ensure copies of all agreements are available for distribution;
- Manage and maintain schedules, appointments and travel arrangements as required;
- Arrange and co-ordinate meetings as required;
- Receive and interact with incoming visitors as required;
- Prepare and submit grievances as required;
- Transcribe and distribute minutes of monthly Lodge and Executive Committee meetings;
- Liaison and assist Lodge Committee Chairpersons (including any Election Committees) as required;
- Prepare Job Steward Kits;
- Cover front desk as required, and;
- Other clerical duties within skill set as required by the Office Manager.

Knowledge

- High School diploma;
- Competency with computer applications and programs;
- Understanding of accepted office practices and ability to operate office equipment;
- Ability to prioritize and meet deadlines;
- Ability to multitask and work on multiple projects;
- A high degree of accuracy in word processing and data entry;
- Must be able to exercise tact and judgment;
- Ability to be resourceful in meeting new problems;
- Attention to detail;
- Able to identify and articulate constructive changes to the day-to-day operations of the office.

Latest Revision: February 2018



International Brotherhood of Boilermakers, Local Lodge 146

Administrative Support Team Mission Statement

In the spirit of teamwork and helpfulness, this team proactively pursues the goal of providing exceptional and consistent administrative support services to assist the Lodge in achieving its operational goals.

Job Title

Administrative Assistant, Calgary.

Position Summary

As part of the Administrative Support Team, this position ensures the efficient day-to-day operation of the office by providing a wide variety of clerical duties. The position also provides cashier services and offers general information to members and the public regarding Lodge 146.

Employment Status

Full-time (37.5 hours per week)

Salary Category

Category 4

Reports To

Business Manager/Secretary Treasurer and Office Manager

Essential Job Functions

- Greet members and the public as they arrive at the Calgary office;
- Operate multiline telephone system and screen/forward calls as appropriate;
- Direct members and the public to the appropriate contacts/services;
- Provide general information regarding the Lodge;
- Provide clerical support to the Calgary Business Representatives;
- Manage and maintain schedules, appointments and travel arrangements for Calgary Business Representatives;
- Take and distribute minutes for Calgary meetings;
- Create reporting tools as required and as directed by the Office Manager;
- Perform monthly audits of Labour Power data integrity for Calgary shops and members and ensures accuracy;
- Administration of safety courses in Calgary;
- Assist with distribution of special events tickets as required;
- Maintain stock of Boilermaker store items;

- Cashier duties - processing Dues and Death Assessment payments and selling of items; writing receipts and all related duties;
- Open, sort and distribute all in-coming mail;
- Assist with preparation of course materials for the Calgary Facility Coordinator and Calgary Instructor for Safe Work Practice, ARIS, and Work Smart;
- Record payments sent in to Calgary office by members for Dues and Death Assessments, as required;
- Dispatch members and non-members to Calgary shops, as required;
- Other administrative duties within skill set as required by the Office Manager.

Knowledge

- High School diploma;
- Certificate in Office Administration is an asset;
- A minimum of 3 years of related office experience;
- High degree of competency with computer applications and programs;
- Advanced understanding of accepted office practices and ability to operate office equipment;
- Ability to prioritize and meet deadlines;
- Ability to multitask and work on multiple projects;
- A high degree of accuracy in word processing and data entry;
- Excellent communication (written and oral) and interpersonal skills;
- Must be able to exercise tact and judgment;
- Ability to be resourceful in meeting new problems;
- Attention to detail;
- Able to identify and articulate constructive changes to the day-to-day operations of the office.

Latest Revision: April 2016



International Brotherhood of Boilermakers, Local Lodge 146

Administrative Support Team Mission Statement

In the spirit of teamwork and helpfulness, this team proactively pursues the goal of providing exceptional and consistent administrative support services to assist the Lodge in achieving its operational goals.

Job Title

Dispatch Assistant, Dispatch Department.

Position Summary

As part of the Administrative Support Team, this position provides clerical support to the Dispatch Department.

Employment Status

Full-time (37.5 hours per week)

Salary Category

Category 4

Reports To

Business Manager/Secretary Treasurer and Office Manager

Essential Job Functions

- Provide clerical support to Dispatchers;
- Reply to dispatch related requests from Members and contractors;
- Print Dispatch Slips as requested;
- Answer telephones when there is a high volume of callers;
- Prepare monthly Job Rumour list;
- Set up new Member registration key fobs;
- Assist with large mail-outs;
- Enter and/or review Manpower Orders;
- Monitor and review Member accounts that are connected to the Maintenance Enforcement Program (MEP) and respond to MEP inquiries;
- Respond to RSAP inquiries and provides Assumed Negative Letters;
- Prepare and send quarterly Travel Card Reports;
- Enter Members' Job and Site Suspensions, D&A Non-compliances and Failures and Dispatch Bans;
- Prepare nightly Job Callout text;
- Complete monthly membership reports for International Head Office;

- Complete monthly contractor reports for Boilermaker National Benefit Plan;
- Send daily Electronic Dispatch Reports to contractors;
- Create dispatch material for Members such as lists of hotels and other helpful tip sheets;
- Maintain office supplies for Dispatch Department;
- Other administrative duties within skill set as required by the Office Manager.

Knowledge

- High School diploma;
- Competency with computer applications and programs;
- Understanding of accepted office practices and ability to operate office equipment;
- Ability to prioritize and meet deadlines;
- Ability to multitask and work on multiple projects;
- A high degree of accuracy in word processing and data entry;
- Must be able to exercise tact and judgment;
- Ability to be resourceful in meeting new problems;
- Attention to detail;
- Able to identify and articulate constructive changes to the day-to-day operations of the office.

Latest Revision: April 2016



International Brotherhood of Boilermakers, Local Lodge 146

Administrative Support Team Mission Statement

In the spirit of teamwork and helpfulness, this team proactively pursues the goal of providing exceptional and consistent administrative support services to assist the Lodge in achieving its operational goals.

Job Title

Membership Administrator, Member Services Department.

Position Summary

As part of the Administrative Support Team, this position provides clerical support for the administration of Lodge and Quality Control Council of Canada memberships.

Employment Status

Full-time (37.5 hours per week)

Salary Category

Category 4

Reports To

Business Manager/Secretary Treasurer and Office Manager

Essential Job Functions

- Answer telephones when there is a high volume of callers;
- Process new member applications, Withdrawals, Transfers, and Retirements;
- Respond to new or potential members' questions regarding membership;
- Prepare and distribute Arrears and Suspension Notices;
- Organize and prepare documentation for New Member Orientations;
- Manage Short-Term and Long-Term Sick lists;
- Prepare and send Membership Reports to the International office;
- Maintain office supplies relating to memberships (i.e. membership cards, etc.);
- File and retrieve documents and reference materials;
- Process new member applications for Quality Control Council of Canada (QCC) on a monthly basis;
- Process initiation payments for QCC new members;
- Respond to new QCC members' questions regarding membership;
- Other administrative duties within skill set as required by the Office Manager.

Knowledge

- High School diploma;
- Minimum of 3 years of experience as an administrative assistant;
- Competency with computer applications and programs;
- Understanding of accepted office practices and ability to operate office equipment;
- Ability to prioritize and meet deadlines;
- Ability to multitask and work on multiple projects;
- A high degree of accuracy in word processing and data entry;
- Excellent communication (written and oral) and interpersonal skills;
- Must be able to exercise tact and judgment;
- Ability to be resourceful in meeting new problems;
- Attention to detail;
- Able to identify and articulate constructive changes to the day-to-day operations of the office.

Latest Revision: April 2016



International Brotherhood of Boilermakers, Local Lodge 146

Administrative Support Team Mission Statement

In the spirit of teamwork and helpfulness, this team proactively pursues the goal of providing exceptional and consistent administrative support services to assist the Lodge in achieving its operational goals.

Job Title

Welding Centre Executive Assistant, Apprenticeship and Education Department.

Position Summary

As part of the Administrative Support Team, this position provides executive level clerical support to the Welding Centre.

Employment Status

Full-time (37.5 hours per week)

Salary Category

Category 5

Reports To

Business Manager/Secretary Treasurer and Office Manager

Essential Job Functions

- Provide executive level clerical support to the Welding Instructors and the Facility Coordinator and Welding Examiner;
- Answer and manage incoming calls for the Facility Coordinator and Welding Examiner;
- Coordinate testing times and days and answer inquiries with respect to welder testing, training and practice;
- Prepare reports and correspondence for review by the Facility Coordinator and Welding Examiner including invoices and Trustee reports;
- Processing documentation with respect to welding tickets;
- Maintain files and records both in hard file and in Labour Power and Paribus of all welding tickets issued at the Welding Centre;
- Troubleshooting issues with Paribus program;
- Cashier duties - processing payments and selling of items; writing receipts and all related duties;
- Provide relief for Member Services Assistant (Welding Centre) as is required;

- Prepare and distribute flyers and website advertisements for welding training, testing and practice times and/or courses;
- Other administrative duties within skill set as required by Office Manager.

Knowledge

- High School diploma;
- Minimum of 5 years of experience as an administrative assistant;
- High degree of competency with computer applications and programs;
- Advanced understanding of accepted office practices and ability to operate office equipment;
- Ability to prioritize and meet deadlines;
- Ability to multitask and work on multiple projects;
- A high degree of accuracy in word processing and data entry;
- Excellent communication (written and oral) and interpersonal skills;
- Must be able to exercise tact and judgment;
- Ability to be resourceful in meeting new problems;
- Attention to detail;
- Able to identify and articulate constructive changes to the day-to-day operations of the office.

Latest Revision: April 2016



International Brotherhood of Boilermakers, Local Lodge 146

Administrative Support Team Mission Statement

In the spirit of teamwork and helpfulness, this team proactively pursues the goal of providing exceptional and consistent administrative support services to assist the Lodge in achieving its operational goals.

Job Title

Apprentice Assistant, Apprenticeship and Education Department .

Position Summary

As part of the Administrative Support Team, this position provides executive level clerical support to the Director of Apprenticeship and Education.

Employment Status

Full-time (37.5 hours per week)

Salary Category

Category 5

Reports To

Business Manager/Secretary Treasurer and Office Manager

Essential Job Functions

- Provide executive level clerical support to the Director of Apprenticeship and Education;
- Answer and manage incoming calls for Director of Apprenticeship and Education;
- Coordinate schedules and answer inquiries with respect to Apprentice intake, indenture, dispatch and technical training;
- Prepare reports, bluebooks and correspondence for review by Director of Apprenticeship and Education;
- Processing documentation for Apprentice New Members;
- Maintain files and records both in hard file and in Labour Power for Apprentices;
- Provide relief for Member Services Assistant (AMTC Building) as directed by the Office Manager;
- Other administrative duties within skill set as required by the Office Manager.

Knowledge

- High School diploma;
- Minimum of 5 years of experience as an administrative assistant;
- High degree of competency with computer applications and programs;
- Advanced understanding of accepted office practices and ability to operate office equipment;
- Ability to prioritize and meet deadlines;
- Ability to multitask and work on multiple projects;
- A high degree of accuracy in word processing and data entry;
- Excellent communication (written and oral) and interpersonal skills;
- Must be able to exercise tact and judgment;
- Ability to be resourceful in meeting new problems;
- Attention to detail;
- Able to identify and articulate constructive changes to the day-to-day operations of the office.

Latest Revision: April 2016



International Brotherhood of Boilermakers, Local Lodge 146

Administrative Support Team Mission Statement

In the spirit of teamwork and helpfulness, this team proactively pursues the goal of providing exceptional and consistent administrative support services to assist the Lodge in achieving its operational goals.

Job Title

Apprentice Assistant, Apprenticeship and Education Department.

Position Summary

As part of the Administrative Support Team, this position provides executive level clerical support to the Welding Apprenticeship Administrator.

Employment Status

Full-time (37.5 hours per week)

Salary Category

Category 5

Reports To

Business Manager/Secretary Treasurer and Office Manager

Essential Job Functions

- Provide executive level clerical support to the Welding Apprenticeship Administrator;
- Answer and manage incoming calls for Welding Apprenticeship Administrator;
- Coordinate schedules and answer inquiries with respect to Apprentice intake, indenture, dispatch and technical training;
- Prepare reports, bluebooks and correspondence for review by Welding Apprenticeship Administrator;
- Processing documentation for Apprentice New Members;
- Maintain files and records both in hard file and in Labour Power for Apprentices;
- Provide relief for Member Services Assistant (AMTC Building) as directed by the Office Manager;
- Other administrative duties within skill set as required by the Office Manager.

Knowledge

- High School diploma;
- Minimum of 5 years of experience as an administrative assistant;
- High degree of competency with computer applications and programs;
- Advanced understanding of accepted office practices and ability to operate office equipment;
- Ability to prioritize and meet deadlines;
- Ability to multitask and work on multiple projects;
- A high degree of accuracy in word processing and data entry;
- Excellent communication (written and oral) and interpersonal skills;
- Must be able to exercise tact and judgment;
- Ability to be resourceful in meeting new problems;
- Attention to detail;
- Able to identify and articulate constructive changes to the day-to-day operations of the office.

Latest Revision: April 2016



International Brotherhood of Boilermakers, Local Lodge 146

Administrative Support Team Mission Statement

In the spirit of teamwork and helpfulness, this team proactively pursues the goal of providing exceptional and consistent administrative support services to assist the Lodge in achieving its operational goals.

Job Title

Executive Assistant, Calgary.

Position Summary

As part of the Administrative Support Team, this position ensures the efficient day-to-day operation of the office by providing a wide variety of executive level clerical duties. The position also provides cashier services and offers general information to members and the public regarding Lodge 146.

Employment Status

Full-time (37.5 hours per week)

Salary Category

Category 5

Reports To

Business Manager/Secretary Treasurer and Office Manager

Essential Job Functions

- Greet members and the public as they arrive at the Calgary office;
- Operate multiline telephone system and screen/forward calls as appropriate;
- Direct members and the public to the appropriate contacts/services;
- Provide general information regarding the Lodge;
- Provide executive level support to the Calgary Business Representatives;
- Prepare deposits and payments for the Calgary Education Training Fund;
- Prepare material for Calgary Education Training Fund including minutes from meetings;
- Order office supplies for Calgary office;
- Administration of safety courses in Calgary;
- Coordinate Calgary specific special events as required;
- Provide administrative support for Calgary Facility Coordinator and Welding Examiner;

- Cashier duties - processing Dues and Death Assessment payments and selling of items; writing receipts and all related duties;
- Monitor Apprentice files to ensure they are up-to-date;
- Record cheques sent in to Calgary office by members for dues and death assessments, as required;
- Dispatch members and non-members to Calgary shops, as required;
- Other administrative duties within skill set as required by the Office Manager.

Knowledge

- High School diploma;
- Minimum of 5 years of experience as an administrative assistant;
- High degree of competency with computer applications and programs;
- Advanced understanding of accepted office practices and ability to operate office equipment;
- Ability to prioritize and meet deadlines;
- Ability to multitask and work on multiple projects;
- A high degree of accuracy in word processing and data entry;
- Excellent communication (written and oral) and interpersonal skills;
- Must be able to exercise tact and judgment;
- Ability to be resourceful in meeting new problems;
- Attention to detail;
- Able to identify and articulate constructive changes to the day-to-day operations of the office.

Latest Revision: April 2016



International Brotherhood of Boilermakers, Local Lodge 146

Administrative Support Team Mission Statement

In the spirit of teamwork and helpfulness, this team proactively pursues the goal of providing exceptional and consistent administrative support services to assist the Lodge in achieving its operational goals.

Job Title _____

Executive Assistant to the Assistant Business Manager/Pride and Progress Officer _____

Position Summary _____

As part of the Administrative Support Team, this position delivers executive level clerical support to the Assistant Business Manager/Pride and Progress Officer (A&D Representative) and the Executive Committee.

Employment Status _____

Full-time (37.5 hours per week) _____

Salary Category _____

Category 5 _____

Reports To _____

Business Manager/Secretary Treasurer and Office Manager _____

Essential Job Functions _____

- Answer telephones during high volume call periods, such as between 8-9 am and between 10-11 am;
- Prepare and edit correspondence, communications, presentations and other documents;
- File and retrieve documents and reference materials;
- Manage and maintain schedules, appointments and travel arrangements as required;
- Arrange and co-ordinate meetings as required;
- Transcribe and distribute minutes of monthly Lodge and Executive Committee meetings;
- Monitor, screen, and distribute incoming communications for the Assistant Business Manager/Pride and Progress Officer;
- Receive and interact with incoming visitors as required;
- Liaison and assist Lodge Committee Chairpersons (including any Election Committees) as required;
- Other administrative duties within skill set as required by the Office Manager.

Knowledge

- High School diploma;
- Minimum of 5 years of experience as an administrative assistant;
- Understanding of legal and medical terminology an asset;
- Ability to transcribe meeting minutes from audio recording;
- High degree of competency with computer applications and programs;
- Advanced understanding of accepted office practices and ability to operate office equipment;
- Ability to prioritize and meet deadlines;
- Ability to multitask and work on multiple projects;
- A high degree of accuracy in word processing and data entry;
- Excellent communication (written and oral) and interpersonal skills;
- Must be able to exercise tact and judgment;
- Ability to be resourceful in meeting new problems;
- Attention to detail;
- Able to identify and articulate constructive changes to the day-to-day operations of the office.

Latest Revision: February 2017



International Brotherhood of Boilermakers, Local Lodge 146

Administrative Support Team Mission Statement

In the spirit of teamwork and helpfulness, this team proactively pursues the goal of providing exceptional and consistent administrative support services to assist the Lodge in achieving its operational goals.

Job Title

Executive Assistant to the Business Manager/Secretary Treasurer and the Office Manager.

Position Summary

As part of the Administrative Support Team, this position delivers executive level clerical support to the Business Manager/Secretary Treasurer and the Office Manager.

Employment Status

Full-time (37.5 hours per week)

Salary Category

Category 5

Reports To

Business Manager/Secretary Treasurer and Office Manager

Essential Job Functions

- Answer telephones during high volume call periods, such as between 8-9 am and between 10-11 am;
- Prepare and edit correspondence, communications, presentations and other documents;
- File and retrieve documents and reference materials;
- Manage and maintain schedules, appointments and travel arrangements as required;
- Arrange and co-ordinate meetings as required;
- Monitor, screen, and distribute incoming communications for Business Manager/Secretary Treasurer and Office Manager;
- Answer and manage incoming calls for Business Manager/Secretary Treasurer and Office Manager as required;
- Receive and interact with incoming visitors as required;
- Respond to reference checks for members;
- Provide support for Lodge events;
- Other administrative duties within skill set as required by the Office Manager.

Knowledge

- High School diploma;
- Minimum of 5 years of experience as an administrative assistant;
- Basic accounting knowledge an asset;
- High degree of competency with computer applications and programs;
- Advanced understanding of accepted office practices and ability to operate office equipment;
- Ability to prioritize and meet deadlines;
- Ability to multitask and work on multiple projects;
- A high degree of accuracy in word processing and data entry;
- Excellent communication (written and oral) and interpersonal skills;
- Must be able to exercise tact and judgment;
- Ability to be resourceful in meeting new problems;
- Attention to detail;
- Able to identify and articulate constructive changes to the day-to-day operations of the office.

Latest Revision: April 2016



International Brotherhood of Boilermakers, Local Lodge 146

Administrative Support Team Mission Statement

In the spirit of teamwork and helpfulness, this team proactively pursues the goal of providing exceptional and consistent administrative support services to assist the Lodge in achieving its operational goals.

Job Title

Marketing and Promotions Executive Assistant

Position Summary

As part of the Administrative Support Team, this position works to develop and maintain the Lodge's relationships with Members and the public by shaping the Lodge's image to match its vision and mission. This position works with the Office Manager to develop the Lodge's website and new marketing material. The position also ensures that the Lodge's branding is consistent and meets the expectations of the International Office.

Employment Status

Full-time (37.5 hours per week)

Salary Category

Category 5

Reports To

Business Manager/Secretary Treasurer and Office Manager

Essential Job Functions

- Answer telephones during high volume call periods, such as between 8-9 am and between 10-11 am;
- Develop the Lodge 146 website in coordination with the Office Manager;
- Create and produce marketing and promotional material for Lodge 146 (including but not limited to the Lodge publications (such as the Expander), calendar, stickers, swag, event promotion, and so forth); in consultation with the Business Manager and Office Manager;
- Prepare and distribute all blast emails;
- Responsible for providing security access to building for staff members;
- Responsible for large mail-outs to Members;
- Act as the backup to the Executive Assistant of the Business Manager and Office Manager as required;

- Assist in resolving computer related issues and creating and executing Labour Power Queries;
- Prepare Memorial Scrolls as required;
- Other administrative duties within skill set as required by the Office Manager.

Knowledge

- High School diploma;
- Background in Event Planning or equivalent experience;
- Diploma in graphic arts or marketing an asset;
- High degree of competency with computer applications and programs;
- Advanced understanding of accepted office practices and ability to operate office equipment;
- Ability to prioritize and meet deadlines;
- Ability to multitask and work on multiple projects;
- A high degree of accuracy in word processing and data entry;
- Excellent communication (written and oral) and interpersonal skills;
- Must be able to exercise tact and judgment;
- Ability to be resourceful in meeting new problems;
- Attention to detail;
- Able to identify and articulate constructive changes to the day-to-day operations of the office.

Latest Revision: February 2017



International Brotherhood of Boilermakers, Local Lodge 146

Administrative Support Team Mission Statement

In the spirit of teamwork and helpfulness, this team proactively pursues the goal of providing exceptional and consistent administrative support services to assist the Lodge in achieving its operational goals.

Job Title

Pre-Apprentice & Mechanical Administrative Assistant

Position Summary

As part of the Administrative Support Team, this position provides executive level clerical support to the Instructors and Pre-Apprentice Coordinators.

Employment Status

Full-time (37.5 hours per week)

Salary Category

Category 5

Reports To

Business Manager/Secretary Treasurer and Office Manager

Essential Job Functions

- Provide executive level clerical support to the Instructors and Pre-Apprenticeship Coordinators;
- Answer and manage incoming calls for Instructors and Pre-Apprentice Coordinators;
- Coordinate schedules and answer inquiries with respect to the Mechanical courses and the Pre-Apprenticeship Program;
- Assist in providing clerical support for the Director Boilermaker Administration Agency and Department of Education and Apprenticeship;
- Process documentation pertaining to Pre-Apprenticeship Program and Mechanical courses;
- Maintain files and records both in hard file and in Labour Power for Pre-Apprenticeship and Mechanical certifications;
- Assist with the development and preparation of course materials;
- Facilitate the medical reimbursement process between pre-apprentice medical providers and applicants;

- Prepare Alberta Apprenticeship and Training Trust Fund meeting packages as needed;
- Provide relief for Member Services Assistant (AMTC Building) when required;
- Other administrative duties within skill set as required by the Office Manager.

Knowledge

- High School diploma;
- Minimum of 5 years of experience as an administrative assistant;
- High degree of competency with computer applications and programs;
- Advanced understanding of accepted office practices and ability to operate office equipment;
- Ability to prioritize and meet deadlines;
- Ability to multitask and work on multiple projects;
- A high degree of accuracy in word processing and data entry;
- Excellent communication (written and oral) and interpersonal skills;
- Must be able to exercise tact and judgment;
- Ability to be resourceful in meeting new problems;
- Attention to detail;
- Able to identify and articulate constructive changes to the day-to-day operations of the office.

Latest Revision: February 2018