

**AGREEMENT**

between

**THE TRUSTEES OF THE ALBERTA CARPENTERS  
TRAINING FUND** (hereinafter referred to as the “Employer”)

and

**CANADIAN OFFICE AND PROFESSIONAL EMPLOYEES  
UNION  
LOCAL UNION #458, EDMONTON**  
(hereinafter referred to as the “Union”)

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## Article 1 – Purpose

- 1.01 The purpose of this agreement is to maintain a harmonious relationship between the employer and the employees; to define clearly the hours of work, rates of pay and conditions of employment; to provide for an amicable method of settling grievances and/or differences which may from time to time arise; to promote the mutual interest of the employer and the employees and to promote and maintain such conditions of employment.

## Article 2 – Recognition

- 2.01 The employer recognizes the union as the sole bargaining authority for all employees within the jurisdiction of the Office and Professional Employees International Union Local 458, and within the classification of office and clerical workers as listed in Appendix “A” attached, or within such new classifications as may from time to time be agreed to and established by the parties.

## Article 3 – Terms of Agreement

- 3.01 This agreement shall be in full force and effect as of the 1<sup>st</sup> day of April, 2016 and continue through to the 31<sup>st</sup> day of March, 2018 and from year to year thereafter except as hereinafter provided.
- 3.02 Either party wishing to amend or terminate this Agreement shall give notice in writing to the other party not less than sixty (60) days and no more than one hundred and twenty (120) days prior to the anniversary date of this agreement.
- 3.03 If notice to bargain has been given by either party, this Agreement shall remain in full force and effect up to the date that the union or the employer commences a legal strike or lockout or until the effective date of a new agreement.

## Article 4 – Union Security

- 4.01 The employer agrees that all eligible employees shall maintain union membership as a condition of employment. New employees who are retained beyond thirty (30) days employment shall become members in good standing with the union.
- 4.02 All new employees engaged on a full time permanent, part time permanent or temporary basis must be members of the union and must be hired through the office of Local 458, Office and Professional Employees International Union. If the union is unable to supply qualified personnel within forty-eight (48) hours, (excluding Saturdays, Sundays and holidays) after the request is made, employee may be hired from elsewhere.

- 4.03 Employees hired on a temporary or casual basis not exceeding thirty (30) calendar days shall not be required to join the Union, but must pay a permit fee of one (1) months dues if working more than thirty five (35) hours in any one (1) calendar month.
- 4.04 The employer, when requested by the employee, agrees to deduct the amount authorized as union dues, applicant permit fees, initiations and/or assessments each month and to remit monies collected to the Secretary Treasurer of the local union by the fifteenth (15<sup>th</sup>) day of the following month with a list of employees from whom such deductions were made.
- 4.05 Upon written notice from the union that an eligible employee fails to join and maintain membership in the union by refusing to pay dues and assessments, the employer agrees to terminate employment of said employee seven (7) days from date of notice.

#### Article 5 – Management Rights

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

#### Article 6 – Discrimination

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

#### Article 7 – Definition of Employee

##### 7.01 Permanent Employees

- (a) A permanent full time employee is a person hired to work full time hours on a continuing basis and who has completed the probationary period.

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

#### 7.02 Temporary Employees

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

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

#### 7.03 Casual Employees

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

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

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

### Article 8 – Union Representation

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

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

8.03 The representatives of the union shall have the right to contact members of the bargaining unit at their place of employment on matters respecting the collective agreement or its administration. The union shall obtain authorization from the

employer prior to any meetings of the union representatives and union members during working hours.

- 8.04 The union may elect or appoint an office steward as spokesperson at the work site and will be recognized in that capacity by the employer. The steward shall not be discriminated against for carrying out duties associated with the position. The union shall inform the employer of the name of the office steward.
- 8.05 The office steward may, within reason, investigate and process grievances or confer with representatives of the union during working hours without loss of pay. Where possible, the steward shall obtain permission from the employer before leaving their immediate work area for such purposes and permission shall not be unreasonably denied.
- 8.06 The employer shall not without just cause, discharge, discipline, or otherwise discriminate against any member of the union for participation in or for legitimate action on behalf of the union or for exercising rights provided for in this agreement.
- 8.07 Employees delegated to attend to union business or functions outside of the workplace will be granted leave of absence without pay provided thirty (30) days notice is provided to the employer.
- 8.08 Time off without loss of pay to a maximum of twenty-one (21) hours each shall be provided for two authorized representatives to negotiate the collective agreement.

#### Article 9 – Hours of Work

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

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

#### Article 10 – Overtime

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

#### Article 11 – Vacations

- 11.01 Senior employees shall be given preference in the selection of vacation periods. Vacation and length of vacation will be taken at a time mutually agreeable between the employer and employee. Seniority list to be provided by COPE upon hiring of new staff.

- 11.02 Vacations will be accrued from employment start date to employment anniversary date. Any time off requested prior to the employee's first anniversary date must be agreed to by the employer and will be deemed unpaid leave.
- 11.03 Earned vacation must be taken in the anniversary year following date of accrual. Employees wanting to bank vacation to be used in the following year must first obtain approval from the employer. The employee is obligated to provide full and sufficient notice. The employer retains the right to determine if the banking of vacation weeks should be provided for.
- 11.04 Employees who have completed one (1) or more years of continuous service shall be entitled to two (2) weeks paid vacation at their regular weekly rate.
- Employees who have completed three (3) or more years of continuous service shall be entitled to three (3) weeks paid vacation at their regular weekly rate.
- Employees who have completed nine (9) or more years of continuous service shall be entitled to four (4) weeks paid vacation at their regular weekly rate.
- Employees who have completed fifteen (15) or more years of continuous service shall be entitled to five (5) weeks paid vacation at their regular weekly rate.
- 11.05 Upon quitting or termination of employment all earned vacation shall be pro-rated and paid out at the employee's regular rate of pay.
- 11.06 Temporary employees and/or employees whose employment has been severed prior to completing one full year of service shall receive six (6%) percent of gross earnings as vacation pay.
- 11.07 Where an Employee qualifies for sick leave (with medical certificate), bereavement leave (as per Article 16.03), or any other approved leave during his/her period of vacation, there shall be no deduction from vacation credits for such absence. The period of vacation so displaced shall either be added to the vacation period or reinstated for use at a later date, at the Employee's option.

## Article 12 – Statutory Holidays

- 12.01 The employer agrees to provide all employees with the exception of casual employees with the following statutory holidays without loss of pay; providing the employee works the scheduled working days both preceding and following the statutory holiday. If an employee is absent due to illness and satisfactory proof is provided to the employer the employee will be deemed to have worked on both days.



New Year's Day	August Civic Holiday	Victoria Day
Alberta Family Day	Thanksgiving Day	Good Friday
Remembrance Day	Canada Day	Christmas Day
Labour Day	Boxing Day	

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

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

#### Article 13 – Health and Welfare

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

#### Article 14 – Pension Plan

- 14.01 All permanent part-time and permanent full-time employees shall be covered under the Alberta Training and Apprenticeship Competition Fund RRSP Group Plan. The employer agrees to pay contributions of \$6.50 per hour, up to a maximum 18% of the employee's annual income, to the respective plan and agrees to be bound to the same terms and conditions as a contributory employer and in accordance with the appropriate agreement(s). All remittances will be paid retroactively upon completion of the probationary period. For permanent part-time Employees contributions will be based on hours worked.

## Article 15 – Sickness and Accident Benefits

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

## Article 16 – Leave of Absences

- 16.01 Employees delegated to perform union activities or appointed to act on various Labour commissions or Boards shall, with the approval of the Employer, be granted a leave of absence without loss of seniority. Payment of wages will be the difference on the amount of wages, honorariums, or stipends received while in the course of the activities defined. Benefit contributions will continue to be paid by the Employer except when the employee is working within the employ of OPEIU. Employees hired as full time representatives of OPEIU shall be granted a leave of absence for up to six (6) months. Seniority will be retained, but not accumulated.
- 16.02 Any employee may apply for and where possible be granted a leave of absence of up to six (6) months without pay for reasons other than sickness, providing the employer grants such leave in writing. In the event the employer agrees to a six (6) month leave of absence, seniority for the employee will be retained, but not accumulated.
- 16.03 In the event of a death in the immediate family an employee shall be granted the following:

Five (5) days bereavement leave with pay for a spouse, common law spouse, son (step son), daughter (step daughter) , grandparent, parent (step parent) , parent of a spouse/ common law spouse, brother, sister or grandchild.

In situations where traveling is necessary for out of town funerals, additional time shall be allowed in accordance with the distance to be traveled, up to two (2) weeks without pay. Such leave of absence shall not be charged against sick leave, holiday entitlements or other acquired time off.

- 16.04 When an employee is granted extended sick leave or maternity leave, the employer agrees to continue contributing the minimum numbers of required hours to ensure the employee is eligible for Health and Welfare coverage
- 16.05 All employees who have completed one year of continuous service shall be entitled to maternity/paternity/adoption leave as per Employment Standards, without pay for a period of one (1) year. The employee may have the option of returning to work provided the employee provides a certificate from their doctor stating that they are physically and mentally fit to return to work. An employee must take at least six weeks of maternity leave after the birth of her child, unless the employer agrees to early resumption of employment. The employee must notify the employer four (4) weeks in advance of his or her return to work. During the period of leave seniority will be accumulated.
- 16.06 All employees shall be entitled to compassionate leave for up to a maximum of six (6) weeks in accordance with the compassionate care provisions of the EI Act. Prior to accessing EI compassionate care benefits all employees shall be entitled to use up to fifty percent (50%) of their unused sick leave for compassionate care. During the periods of leave seniority will be accumulated.
- 16.07 The employer may grant leave of absence to attend funeral services of any persons related more distantly than those above or close personal friends provided reasonable notice is given. This leave will be without pay. The Employer has the right to request proof of the employee's relationship with the deceased and/or verification of funeral service attendance.
- 16.08 The employee may apply for personal leave without pay as outlined in 16.02 following the death of any relative. Such request shall not be unreasonably denied.

#### Article 17 – Seniority

- 17.01 Seniority shall mean the length of continuous service with the employer and shall be cumulative on an office wide basis.
- 17.02 An employee shall lose all seniority rights for any one of the following reasons:
- a) Voluntary resignation
  - b) Discharge for just cause
  - c) Failure to return to work within two (2) working days after being notified by registered mail, unless failure to return to work is because of illness or accident. In this instance the employer may require a Doctor's certificate.
- 17.03 Employees retained on staff following their probationary period shall have their seniority credited back to the date of hire.
- 17.04 An employee laid off and placed on the recall list will retain but not accumulate seniority during the period of lay off.
- 17.05 Seniority lists will be made available semi-annually at the request of an employee.

- 17.06 The employer shall in all cases of layoff or recall give consideration to the seniority of employees, ability and experience.
- 17.07 All employees who are laid off due to lack of work or redundancy and placed on the recall list for twelve (12) months or less shall have first rights to be considered for any vacancy that may occur providing they have the required experience.
- 17.08 Employees who are laid off after five (5) years of service shall be entitled to severance pay at the rate of one week's wages for each year of employment.

#### Article 18 – Witness or Jury Duty

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

#### Article 19 – Movement of Personnel

- 19.01 The employer agrees to first fill job vacancies or new positions from within the bargaining unit. The job shall be posted for a period of five (5) working days within the offices of the employer to allow current employees, who have the required qualifications the opportunity to apply for the vacant position. In the event qualifications are equal, seniority will prevail.
- 19.02 In the event that a position is not filled as in 19.01, the employer shall consider employees on recall. If there is no available employee from previous layoff that qualifies or applies, notice of the vacancy or new position shall be submitted in writing to the Secretary Treasurer of the Union to provide available union members within two (2) working days. If the union cannot supply persons with the necessary qualifications, then the employer has the right to hire outside of the union.
- 19.03 If a reduction in office staff is necessary, the employee with the least amount of seniority in any classification shall be the first laid off. Employees with greater seniority may displace an employee in a lower or same classification providing they have the experience and qualifications to perform the job. Employees who are displaced from their jobs as a result of a bump back may themselves move back and bump employees in the same or lower classifications providing they have greater seniority and the necessary experience and qualifications to perform the job. Bumping employees securing lower classification positions will be paid the rate for the lower position. This clause applies to only the site at which the employee is employed.
- 19.04 All notices, and postings of vacancies or new positions, shall contain the following information:

- Job title and classification
- Required qualifications
- Duties of the position
- Salary/benefits as per collective agreement
- Hours of work
- Term of employment

## Article 20 – Grievance Procedure

- 20.01 In the event that either the employer or the union wish to process a grievance covering the interpretation, application, operation or an alleged violation of this agreement, they will reduce the complaint to writing and it shall then be submitted by the one party to the other within ten (10) working days of the event giving rise to the grievance.
- 20.02 If the complaint is not settled within (5) working days after it was first filed, the parties may mutually agree to extend the time period for a further ten (10) working days in order to effect a settlement.
- 20.03 If the alleged grievance is not settled as in Article 20.02 the parties shall refer the dispute to an Arbitration Board. The Arbitration Board shall be comprised of one (1) member appointed by each of the parties and a neutral chairperson appointed by the members. Each party shall bear the expense of their appointee and the expense of the chairperson shall be shared equally by the parties. The decision of the Arbitration Board shall be final and binding on both parties.
- 20.04 If either party fails to appoint a member to the arbitration board within ten (10) working days or if the appointed members cannot agree on a neutral chairperson within fourteen (14) days of the second member such appointments will be made in accordance with the Alberta Labour Relations Code.
- 20.05 The Arbitration Board shall be vested with the authority to decide whether any matters referred to it is arbitrable. It shall not alter, amend, or change the terms of this agreement. The majority decision of the Arbitration Board shall be final and binding on both parties but if there is no majority award the decision of the Chairperson shall be the award.
- 20.06 By mutual written consent the foregoing time limits may be extended.
- 20.07 As an alternate procedure the parties to this agreement may mutually agree to a mediator or single arbitrator. The decision of the single mediator or arbitrator shall be final and binding on both parties, and either the arbitrator or mediator must be appointed within ten (10) days as in Article 20.04.

## Article 21 – Union Label

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

## Article 22 – Pay Days

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

## Article 23 – Pay Procedure for Relieving

23.01 When an employee is assigned by management to relieve an employee from a higher classification for a period exceeding five (5) full time working days, they shall be paid the wage rate for that classification, provided they can fulfill the qualifications and subject to probationary review after thirty (30) working days. The employee will receive the higher classification pay for the time worked in that position.

## Article 24 – Pay Procedure for Promotion

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

## Article 25 – Warnings, Discipline and Dismissals

25.01 The union agrees that the employer has the right to discharge for just cause. At the time of discharge the employer will advise both the employee and the union in writing of reasons for discharge.

25.02 The union recognizes the rights of the employer to warn, suspend with or without pay, and discharge an employee through a progressive discipline procedure, subject to the employee's right to the grievance procedure.

25.03 Upon mutual agreement between the Employer and the Employee any warnings, written or verbal shall be removed from the employee's personnel file after one (1) year, and not be held against the employee in the future.

25.04 The Employer agrees that the Employee has the right to review their personnel file upon request.

25.05 The Union reserves the right for an employee to have the Steward or representative of the union present at a disciplinary meeting, and both parties will endeavor to expedite the meeting.

#### Article 26 – General

26.01 Any Employee responsible for duties for the Employer outside the office shall be reimbursed at the applicable mileage rate in accordance with the Carpenters Provincial Collective Agreement, when using their own vehicle for travel.

26.02 A suitable area shall be provided by the Employer for the purpose of taking lunch and relief periods.

26.03 Where the Employer requires an Employee to take training, the Employee will access the training during working hours and at the Employer's expense unless mutually agreed to by the employer and employee for anytime outside of regular working hours. All training outside of regular work hours will be paid at straight time or time in lieu off at straight time.

## Appendix A -Employee Classifications

### **Casual/ Temporary**

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

**These duties are included but not limited to:**

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

### **Administration Class 3A**

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

**These duties are included but not limited to:**

- Main reception
- Answer phones/ transfer calls
- Distribution of mail
- Mail out bills, letters & certificates
- Create new record books & replacements
- CSTS registration relief
- Photocopy, Scan and Upload
- Cashier duties at front counter (registration, OH & S Handi Guides, No Show's Etc.)
- Member file maintenance
- Warning letters/ confirmation letters for CSTS
- Filing/retrieving files upon request & print profiles for staff
- Data entry in TRAIN & ACTC Database, All training & hours
- Replace Certificates
- Update No Show Fees with Dispatch
- Gather and ensure members certificates are on file with Training Centre and Union Hall
- Member & Contractor Enquiries walk in, phone and email enquiries
- Ensure all equipment (faxes, printers, postage meter, etc) has the necessary supplies
- Go through Files of each class to ensure new information is entered in to TRAIN & ACTC Database
- Send and track packages that have been couriered
- Process Notice of No Show Fee's Letters
- Student insubordination letters
- Administer CSTS, includes set up, email sign in info, explain process to member, certs
- All New Sign Ups & Transfers, all New Red Books, files and enter all certificates in TRAIN
- Create and Maintain new file system

The support staff member in this position description is paid in accordance with Appendix B – Category 3.



## **Administration class 3B**

Works under supervision at the training center office and is able to organize and prioritizes own workload, includes relief of Class 3A duties

**These duties are included but not limited to:**

### **E-file & CITF**

- Assist & Relief for Reception, CSTS Registration, Safety Registration & Trade Registration
- E-file system (Librarian) oversee and file all file electronically, scan, name and file
- Enter and upload in TRAIN, members certificates
- Manage classes on TRAIN and ensure proper set up of courses
- Audit TRAIN entries
- Rigging CITF Training at ACTC
- Rigging (Single point of contact)
- Transfer all test marks to Scantron, photos and instructor paperwork
- Communicate with International (PITO, AWP, Rigging) for Paperwork
- Book and Maintain Travel Forms and Instructor Registration with International
- Procure, register and qualify members for UBC 3rd Year and Journeyman Programs at the International
- Register all CITF training (3rd Year, Journeyman, Collaborative Leadership and Staff Training ) in the CITF's PMA System
- Arrange all Travel Arrangements for all CITF Training programs
- Maintain list of all CITF Training registrations and cancelations
- Maintain and update phone system with Renuatus
- Arrange and take minutes of Instructor Meetings

## **Administration class 2A**

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

**These duties are included but not limited to:**

### **Safety Registration:**

- Assist & Relief for Reception, CSTS Registration & Trade Registration
- Qualify members for Training, advice via email, letter or verbal. Remind members of their upcoming schedule
- Register all Enhancement/ Safety Courses (in-person, online and over phone)
- Track and enforce No Show fee policies; send to member, dispatch and track on ACTC database
- Make all lists for Enhancement/ Safety Courses and prepare necessary paper work for instructors
- Scheduling with in-house Safety provider (KG Safety) all registrations, cancellations and no shows.
- Update and maintain TRAIN & ACTC database with all registrations, cancelations, marks, hours, and certifications, (update temporary certs with permanent)
- Prepare monthly safety training schedule.
- Arrange training in Calgary and Fort McMurray on demand with instructor or outside training provider
- Website maintenance responds to emails regarding registrations, prepare "flash emails" for upcoming courses
- Prepare and send letters with All H2S Certs (they need to bring in a copy of cert to put on file)
- Arrange and maintain filing system for all Safety Training
- Deal with members who walk in

## **Administration class 2B**

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

**These duties are included but not limited to:**

### **Trade Registration**

- Assist & Relief for Reception, CSTS Registration & Safety (Enhancement) Registration
- Letters registration, upgrade, dispatch, payroll, and confirmation (in-person, online and over phone)
- Qualify members for Training, advice via email, letter or verbal. Remind members of their upcoming schedule.
- Track and enforce No Show fee policies; send to member, dispatch and track on ACTC database
- Update the Alberta Government Apprenticeship Trade and Occupational Management System for all Carpentry courses (schedule, attendance and marks)
- Update and maintain TRAIN & ACTC database with all registrations, cancelations, marks, hours, Etc.
- Maintain and update waiting lists for Scaffold and Carpentry training; continuously attempt to fill classes with people on waiting list.
- Prepare and send out training packages
- Prepare class lists for instructors and all necessary paperwork for each class
- Website maintenance responds to emails regarding registrations, prepare "flash emails" for upcoming courses
- Communicate with members & AIT regarding their training & apprenticeship
- Confirm students who claim to be attending apprenticeship training with ACTC who use the Government of Canada's Student loan Services Centre
- Track & notify dispatch of all upcoming Scaffold upgrades as per anniversary date, prepare Journeyman Scaffold Certificates
- All Scaffold and UBC Certificates (BLP, Level & Transit, etc.)
- Data Entry – registration, completion, etc.
- Register and track student registrations & cancellations
- Prepare Living Allowance & Travel Allowance
- Evaluate incoming record books
- Phone enquiries
- Assist with course schedule setup & preparation

## **Administration class 2C**

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

**These duties are included but not limited to:**

### **Accounts Payable/ Reimbursement:**

- Assist & Relief for Reception, CSTS Registration, Safety Registration & Trade Registration
- Prepare member reimbursements, approvals and denials, contact members to notify if denied and why
- Track all reimbursements and training that is paid for members to ensure no double payments are made
- Member approvals with outside training facilities
- Acquire approval for any training that is not on the approved training list
- Send out Safety Training questionnaire for outside training providers who would like to be on our approved providers list
- Enter certificates from Outside Training Providers in to TRAIN
- Accounts payable : process cheques, ensure accurate payments and match PO's with invoices, ensure accurate account allocation
- Enter all online payments in QB

- Prepare and send letters to all members who complete Carpentry Training
- Word Processing and test maintenance and updates
- File and Maintain Accounting Files
- Monthly Deposits
- Monthly UNPS reconciliations
- Supplies tracking inventory & ordering
- Staff meeting minutes
- Member enquiries online, in-person and on the phone.

## **Administration Class 1**

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

### **These duties are included but not limited to:**

#### Current Duties

- Admin Class 2 , 3 relief
- Oversee & Manage all office staff and procedures
- Accounts receivable/ Accounts Payable
- Payroll, T4's & remittances
- Employee file maintenance
- Bank reconciliation
- Financial Statements
- Assist with Budgets
- Annual Audit preparation
- Course Schedule Preparation, Creation and maintain
- Prepare reports for trustee audits
- Create reports
- Create and maintain spreadsheets and Databases
- Notification of meetings and distribution of memos
- Prepare reports for Trustees Meetings
- Minutes Trustees meetings
- Word-processing, presentations, etc.
- Problem solve for various issues (Computers, Staff, Members)
- Filing & maintain information
- Assist Director of Training & Apprenticeship
- Administer and Assist with Policy & Procedure Manual
- Deal with inquiries (members, contractors, staff, organizers, etc.)
- Evaluate incoming record books, member upgrades/requests phone, email and in-person
- Maintain and renew Insurance Policies (Trustees, Buildings and Contents)
- Renew & Maintain WCB Coverage and annual returns
- Order Training Material and Supplies
- Enter and ensure accuracy of Reconciliation of UNPS Payments/ Deposits
- Administer Direct Deposit Payments and all online payments
- Distribute Employee and Employer Contributions to the Appropriate Organizations.
- Organize and prepare events (Provincial, National Contests)
- Create and implement procedures for entering and maintaining data
- Audit accounts payable and allocations
- Assist with all CITF program planning

The support staff member in this position description is paid in accordance with Appendix B

## Appendix B – Wage Schedules

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

### **Wage Rates**

**April 1, 2016 to March 31, 2018**

<b>Category</b>	<b>Proposed Rate</b>
Casual/ Temporary	18.00
Three A	26.68
Three B	26.68
Three C	26.68
Two A	28.99
Two B	32.72
Two C	32.72
One	37.81

Please note that individuals under this agreement are able to disburse any amount of their wages to the RRSP plan as per Article 14.01.

Signing Page

Signed in Edmonton, Alberta, this 29 day of August, 2016.

ON BEHALF OF:

FOR THE EMPLOYER:


The Trustees of the Alberta Carpenters  
Fund

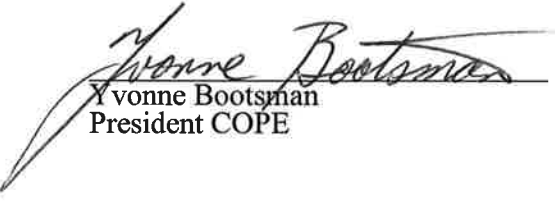
  
\_\_\_\_\_  
Martyn Piper  
Trustee

FOR THE UNION:

Canadian Office and Professional Training  
Employees Union (COPE), LU 458

  
\_\_\_\_\_  
Kimberley Belbin  
COPE Rep.

  
\_\_\_\_\_  
Glenn Chanut  
Chairperson

  
\_\_\_\_\_  
Yvonne Bootsman  
President COPE

## **Sexual Harassment**

### ***I. Introduction***

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

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

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

### ***II. Definition of Sexual Harassment***

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

- a) Submissions to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions.
- b) Such advances, requests or conduct have the purpose or effect of unreasonable interfering with an individual's performance by creating an intimidating, hostile, humiliating, or sexually offensive work environment. Under these definitions, direct

or implied requests by a person for sexual favours in exchange for actual or promised job benefits such as favourable reviews, salary increases, promotions, increased benefits or continued employment constitutes sexual harassment.

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

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

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

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

### ***III. Complaints of Sexual Harassment***

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

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

#### ***IV. Sexual Harassment Investigation***

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

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

#### ***V. Disciplinary Action***

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

#### ***VI. Provincial and Federal Remedies***

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

Appendix D -Harassment

THE ALBERTA CARPENTERS TRAINING CENTRES POLICY ON HARASSMENT



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

## **Definition of Harassment**

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

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

## **Definition of Sexual Harassment**

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

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

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

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

### ***Procedure***

If you are being harassed:

Tell the harasser his/her behavior is unwelcome and ask him/her to stop.  
Keep a record of incidents (dates, times, locations, possible witnesses, what happened, your response). You do not have to have a record of events in order to file a complaint, but a record can strengthen your cases and help you remember details over time.  
File a complaint. If, after asking the harasser to stop his/her behavior, the harassment continues, report the problem to one of the following individuals:  
Instructor  
Immediate supervisor  
Provincial Training Coordinator

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

### ***Dealing with a complaint***

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

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

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

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

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

### ***Responsibility of Management***

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

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

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

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

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

Phone: 708-427-7661

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

Phone: 403-297-6571