

FINAL DRAFT
COLLECTIVE AGREEMENT

between

FortisAlberta Inc.

and the

**United Utility Workers' Association
of Canada**

January 1, 2021 to December 31, 2022



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AGREEMENT

Effective **January 1, 2021** to **December 31, 2022**

Between

FortisAlberta Inc.

hereinafter designated and referred to as the “Company”

and the

United Utility Workers’ Association of Canada

hereinafter designated and referred to as the “Association”

ARTICLE 1 - SPIRIT OF AGREEMENT

WHEREAS the Company, its management and employees, comprise a team wherein the money of investors is combined with the judgment, abilities, experience and energy of the management and employees to provide public utility services to our consumers - the public, industry, wholesale and retail business, and to the farmer and others engaged in basic industries, and

WHEREAS it is agreed that the service rendered by the Company and its employees directly or indirectly to electric consumers is essential to the welfare of these consumers, and

WHEREAS it is essential to the livelihood and in the best interests of the Company and its employees to direct their respective efforts towards the efficient and economical operation of the Company's business,

THEREFORE, this Agreement recognizes and accepts the principles and spirit of good teamwork, based upon mutual responsibility, respect, confidence, loyalty, integrity and friendliness and,

THIS AGREEMENT further recognizes that all successful employer-employee contacts must be mutually advantageous, fair and just, not more favourable to one than to the other and of the same spirit of cooperation and friendliness in which this Agreement is reached.

ARTICLE 2 - RECOGNITION

2.1 Recognition

The Company recognizes the Association as the exclusive bargaining agent for all employees of the Company that come within the scope of the Association's unit of Certification.

2.2 Permanent Employee

A "Permanent Employee" is a Full-Time or Part-Time Employee who occupies a position permanently established by the Company and is subject to the Probationary Period in accordance with the Collective Agreement.

2.3 Term Employee

A "Term Employee" is a Full-Time or Part-Time Employee who occupies a position established by the Company for a specified duration of no more than two (2) years, unless otherwise agreed by the Association and the Company, and is subject to the Probationary Period in accordance with the Collective Agreement.

The term may be reduced for operational reasons provided the employee receives a minimum of two (2) weeks' notice, unless a greater period of notice is required by legislation.

2.4 Temporary Employee

A "Temporary Employee" is a Full-Time or a Part-Time Employee who is hired as casual to perform emergency or other work on an irregular basis, or to perform work for a period of six (6) months or less. Temporary Employees are subject to the Probationary Period in accordance with the Collective Agreement.

Notwithstanding the above, Registered Apprenticeship Program (RAP) Students are not covered by this Collective Agreement.

2.5 Part-Time Employee

A "Part-Time Employee" is an employee that will work an aggregate of nine (9) months or less in each calendar year. This equates to 1,560 hours per year for Field and Contact Centre classifications, and 1,462.5 hours per year for Office classifications. The computation of aggregate part-time hours shall not include:

- a) hours to provide coverage for medical purposes;
- b) hours on or covering for Association business;
- c) hours for training or covering for training purposes.

Part-Time Employees shall identify exceptions to the aggregate hours and communicate those exceptions to their direct supervisor. If it appears that a Part-Time Employee's hours may exceed the aggregate of nine (9) months in a calendar year, the Company shall notify the Association. The Company and the Association share the responsibility to create a mutually acceptable arrangement.

2.6 Probationary Period

The first six (6) months worked by a Permanent, Term, or Temporary Employee shall be a Probationary Period. An employee may be terminated at the Company's discretion at any time during the Probationary Period. The employee's progress shall be reviewed and discussed with the employee within the first four (4) months of employment.

2.7 Policies and Procedures

The Company shall provide the Association with copies of all Policies and Procedures that affect employees covered by this Agreement.

2.8 Interpretation

Wherever the singular is used throughout this Agreement, the same shall be construed as meaning the plural where the context or the parties so require.

ARTICLE 3 - ASSOCIATION RELATIONSHIPS

3.1 Dues Deduction as a Condition of Employment

As a condition of employment, all employees shall pay to the Association, on each pay period, an amount equal to the established dues.

3.2 Dues Report and Remittance

- a) The dues referred to in Clause 3.1 and other levies and assessments, shall be deducted from the employee's salary and remitted to the Association within fifteen (15) days following the deduction, accompanied by a list of employees from whom the deductions have been made. The list shall include the employee's name, number, payroll date, base salary, dues amount and adjustment amount, as shown by the Company records.

b) Headcount List

The Company shall provide the Association with the Headcount List within fifteen (15) days following the dues deduction. The List shall include the employee's number, employee name, position title, status, cost centre, department, name of supervisor, employee's work location and address, work telephone number, home address, home telephone number, pay scale, level, hours, and employment date.

c) Employee Change List

The Company shall provide the Association with an Employee Change List the first week of each month with information for the previous month. The List shall include the action, Company code, employee name, date of action, reason, position code, position title, current salary, previous salary, cost centre, organizational unit, personnel sub area, and employee subgroup.

3.3 Dues Payment and Membership

The payment of dues does not require the employee to become a member. Should an employee's membership be refused or revoked by the Association, the employee's continued employment shall not be affected.

3.4 Liability

a) The Company shall not be liable for any claims that may be made against the Company for amounts deducted in accordance with the above.

b) If the Company fails to deduct dues from an employee and/or remit them to the Association, the Company agrees to pay the equivalent amount to the Association without seeking repayment from the employee.

3.5 Association Membership

The Company shall not discriminate against any employee because of the employee's connection with the Association, or the employee's activities related thereto which are permitted by the Company, sanctioned by the terms of the Collective Agreement or are in accordance with those rights and privileges defined in the Employment Standards Code and the Labour Relations Code, nor shall the Association discriminate against any employee because of the employee's non-membership in the Association.

3.6 No Work Stoppages

During the life of this Agreement, the Company shall not cause or direct any lockout of its employees, nor shall the Association cause, permit, or in any way encourage employees to participate in any strike, walkout, slowdown or suspension of work.

3.7 Introduction to Association Representative

When a new employee is hired, the Company will advise the employee that there is a collective agreement in effect and introduce the employee to the local Association Representative.

The Company will also provide the Association Representative an opportunity to meet with the new employee, to welcome them to the Association and to familiarize the

employee with the Collective Agreement and the Association. The meeting would normally not exceed one-half (1/2) hour.

3.8 Bulletin Boards

The Company will provide access to bulletin boards and a specified location on the Company's intranet, suitable for the posting of Association material and will permit such material to be posted. Material deemed suitable for posting shall be notices concerning elections, meetings, reports, and other official Association business, or notices of recreational and social activities. Any disputes regarding the appropriateness of the material posted will be referred to the Business Manager and the Director, Human Resources, or designate(s) for discussion and resolution.

These methods shall not serve to reduce or replace any existing methods of communication or information distribution within the Company.

3.9 Collective Agreements

The Company will arrange and pay for the printing and distributing of collective agreements to the Association and all bargaining unit employees, in a format and process agreed to by the Company and the Association.

3.10 Collective Agreement Familiarization

After signing the Collective Agreement, the Company agrees to hold meetings with Supervisors and Association representatives to present the terms and interpretation of the new Agreement. The Association Business Manager, or designate(s), shall attend all such meetings.

ARTICLE 4 - ASSOCIATION BUSINESS

4.1 Time Off for Association Business

Employees attending to the business of the Association pertaining to the affairs of the Company shall not suffer the loss of straight time pay while attending meetings with the Company, mediation or investigating grievances. This excludes any arbitration cases as per Article 6.

4.2 Maximum Time Off for Association Business

Where the Association requests time off for representatives to attend to the affairs of the Association, unrelated to the Company, the Company shall not unreasonably deny such requests. The employee shall be kept whole for all wages and entitlement. The Company will invoice the Association for the employee's wages.

4.3 Bargaining Committee

Up to seven (7) members of the Association Bargaining Committee, who are employees of the Company, shall receive their normal basic rate of pay while traveling to, and attending a negotiating meeting with the Company. As far as practicable, all meetings between the Company and the Association will be held during working hours. No employee shall suffer loss of straight time pay by reason of attending such meetings.

4.4 Leave of Absence for Full-Time Elected Positions

An employee who has been elected to a full-time office of the Association shall be entitled to leave of absence without pay for the period during which they are elected to hold office. Where an employee ceases to hold such office, they shall be entitled to return to their previous or equivalent position within the bargaining unit that is in line with the skills the employee holds at the time of their return, provided the employee's leave does not extend beyond four (4) consecutive years.

4.5 Labour Relations Training Fund

The Company will make available to the Association in each calendar year, a Labour Relations Training Fund of \$35,000.00 to be used for labour relations education and training for members of the bargaining unit.

The Association shall invoice the Company once per calendar year for the entire amount of the fund (\$35,000.00). The entire fund is to be used for labour relations education and training in the same calendar year as it is paid. Funds not used during the calendar year will not carry forward to the next calendar year. Each year the Association shall provide to the Company a summary of the education and training use of the fund by the members in the prior year.

ARTICLE 5 - MANAGEMENT FUNCTIONS

5.1 Management Rights - Employees

The Association recognizes the right of the Company to hire, promote, demote, layoff, classify and transfer in accordance with the terms of the Agreement. The Association further recognizes the right of the Company to demote, discipline, suspend and discharge employees for cause. In cases of demotion, discipline, suspension and discharge, the employee, if the employee so desires, may request the Association to review the action taken by the Company.

5.2 Management Rights - Business

The Association further recognizes the right of the Company to operate and manage its business in all respects in accordance with its commitments and responsibilities. In particular, without restricting the generality of the foregoing, the Association agrees that the Company has the sole authority and is exclusively responsible for assigning and scheduling of work; determining the number of employees needed at any time in any classification and in any section, department or plant; directing its working forces except to the extent that these rights have been specifically limited by this Agreement. The Company also has the right to make and alter from time to time rules and regulations to be observed by the employees. Such rules and regulations shall not be inconsistent with the terms of this Agreement.

ARTICLE 6 - GRIEVANCES

6.1 Grievance and Arbitration

Any difference concerning the interpretation, application, or administration or alleged violation of the provisions of this Agreement shall be dealt with in the following procedure. Should the Association or the Company wish to initiate a grievance, it shall commence at Step Three of the grievance procedure.

Step One

An employee who feels they have a grievance shall discuss the matter with their supervisor, or in the case of a selection grievance, with the hiring supervisor. The matter should be raised without undue delay, but in any event should be raised within thirty (30) calendar days of knowledge of the event giving rise to the dispute. An Association Representative shall be present for this meeting unless the grievor requests that the Representative not attend. The supervisor shall reply within **five (5)** working days of the meeting.

Step Two

Failing satisfactory settlement at step one, the Association may submit the grievance in writing **within ten (10) working days of receiving the step one response** to the business unit Director, who shall arrange a meeting with the Association Representative. The business unit Director (**or appointee**) shall **provide a written response** within **ten (10)** working days of the meeting.

Step Three

Failing satisfactory settlement at step two, the Association may submit the grievance **within ten (10) working days of receiving the step two written response** to the Director of Human Resources, who shall arrange a meeting with the Association Representative. The Director of Human Resources (**or appointee**) shall **provide a written response** within **ten (10)** working days of the meeting.

A Company initiated grievance shall be submitted to the Association Business Manager.

Step Four

Failing satisfactory settlement at previous steps, the grieving party (Association or Company) may refer the grievance to arbitration by serving notice to the Company or the Association, as the case may be. Notice to arbitrate must be filed with the Company or the Association within thirty (30) working days following the decision from the previous step.

By mutual agreement, any step may be bypassed, or any expressed time limit waived.

Arbitration Procedure

The parties shall discuss the appointment of a sole Arbitrator or panel. Where no agreement is reached, the matter shall be heard by a three (3) member Arbitration Board. Each party shall advise the other in writing of their appointee to the Board, and the appointees shall appoint a third person who shall be the chairperson.

In the event that either party fails to identify its appointee, or the appointees fail to agree on a chairperson, then either party may request that the appropriate government Minister make the necessary appointments.

The Arbitration Board or sole Arbitrator shall hear and determine the difference and shall issue an award, in writing. The award of the majority is the award of the Arbitration Board, but if there is no majority, the decision of the chairperson governs and shall be deemed to be the award of the Board. The decision of the Board or sole Arbitrator is

final and binding upon the parties and upon any employee affected by it. The decision shall not alter, amend, or change the terms of this Agreement.

Each party shall bear the expense of its nominee to the Arbitration Board. The fees and expenses of the chairperson or sole Arbitrator shall be borne equally by the parties to the dispute.

ARTICLE 7 - DISCIPLINE, RESIGNATIONS AND TERMINATIONS

7.1 Resignation - Notice

A Permanent Employee who wishes to resign shall give two (2) weeks' notice in writing to the employee's Supervisor or Department Head.

7.2 Job Abandonment

An employee who fails to report for duty for the lesser of:

- a) five (5) consecutive scheduled shifts, or
- b) fourteen (14) calendar days

without informing their Supervisor of the reason, without justifiable reason, for their absence will be deemed to have resigned from the Company.

7.3 Discipline and Discharge

Employees shall not be disciplined or discharged except for just cause.

7.4 Association Representative

- a) The Company must identify the purpose of a meeting prior to its commencement. Employees have the right to have an Association Representative present at any meeting that is disciplinary in nature, **or when a second management representative, in addition to the employee's supervisor, attends the meeting.** Notice of such meetings shall provide sufficient time for the employee to consult with their Association Representative prior to the meeting.
- b) If, during a meeting that is not disciplinary in nature, it becomes evident there may be reason to believe that the employee with whom they are meeting may be disciplined, the individual in charge of the meeting shall stop the meeting and ensure the employee is afforded their right to Association representation.
- c) **An employee may request an Association Representative be present during a performance improvement discussion. Such requests shall be made no less than forty-eight (48) hours in advance of the scheduled meeting. In the event such a request is made, a consultation will take place between the Association and Human Resources to determine the requirement for additional attendees.**
- d) **What is contained herein does not prevent Management from facilitating regular feedback, coaching, mentoring, and performance conversations with employees without Association Representation present.**

7.5 Notice of Discipline

In situations where employees are formally disciplined, the Supervisor shall give the employee notice in writing as to the reason(s) for such action, with a copy sent to the Association.

7.6 Disciplinary Record

After twenty-four (24) months, the Company shall automatically remove the Disciplinary Record from the employee's file and shall not refer to it or use it against the employee.

7.7 Notice of Layoffs

In the event of a permanent work force reduction of employees covered by this Collective Agreement, the Company shall, where practical, give the Association not less than eight (8) weeks advance notice or statutory notice, whichever is greater, for such change or closure.

Upon such notice, the Company will meet with the Association to discuss the impact of the change on the employees affected. The Company agrees to cooperate with the Association in considering alternatives to mitigate the effects of the proposed layoffs.

7.8 Layoff Order

In the event of a layoff of employees, the layoff shall be conducted on the basis of seniority and overall job performance.

7.9 Severance Due to Layoffs

When the Company wishes to terminate the services of a Permanent Employee due to layoff, such employee shall be given one month notice, or pay in lieu of notice, except when the employee is discharged for just cause. The Company commits to providing severance pay that would be no less than what 'common law' would provide. This is not applicable when an employee is discharged for Just Cause.

ARTICLE 8 - PROMOTIONS, TRANSFERS AND JOB POSTINGS

8.1 Selection

The Company agrees to fill vacancies from Permanent Employees and then from Term Employees, whenever qualified personnel are available, subject to the following provisions:

In all promotions, voluntary demotions and transfers, the Company shall award the position based on **equal consideration of** qualifications, ability, job performance and seniority.

Employees in the permanent role for the same position they are bidding, or who held the permanent role previously, shall be deemed to fully meet the required qualifications provided the position has not substantially changed.

Applicants being considered may be subject to such additional tests or examinations as the Company may require and are relevant.

8.2 Transfer of Employees

The Company shall not necessarily be obliged to consider the transfer of any employee with less than one (1) year of service with the employee's present accountabilities. This restriction shall not apply in cases of promotion.

The Company shall not necessarily be obliged to consider the transfer, including promotion, of Apprentice Power Line Technicians with less than three (3) years of service in their current service point.

8.3 Postings and Selection

All vacancies shall be posted. Notice shall be placed in a common and accessible location for employees to see and shall be posted for not less than ten (10) working days prior to the close of the posting. No more than two (2) postings shall be required in any one (1) sequence with the exception that all work leader positions will be posted. The hiring of Temporary Employees shall not require a job posting. All postings shall include the job title, location and pay scale.

All applicants shall be notified of the results of the job posting within thirty (30) days of the selection and acceptance of the successful candidate. Notification of the successful candidate will be in writing, and the Association will be copied.

Under normal circumstances, the time taken for placement of the successful applicant into a new role shall not exceed thirty (30) working days. However, where circumstances require more time to transition to the new role, the Company will notify the employee of the expected date that they are to start their new role within five (5) working days from when they accept the position. Where the Company is unable to release the employee on the said date, their pay rate will be adjusted to the rate of the new position as if the employee had been assigned to the new role. In any event, the employee shall be released no later than forty-five (45) working days without the approval of the Association.

Any employee who submitted a bid on a posted position and whose application was not successful shall upon the employee's request be given the reason for not being selected.

8.4 Change in Pay Level - Not a Vacancy

It is agreed that a change in Pay Level for any position does not constitute a vacancy unless there is a change of incumbent.

8.5 Promotion Pay Increase

a) When a promotion occurs, the employee concerned shall be placed in that position within the employee's new pay level which reflects an increase in pay which shall be no less than one (1) step in the level from which the employee was promoted or to the bottom of the new pay level, whichever is the greater.

Example 1:

Employee is currently at Level B3, Step 5 moving to Level B4 position.

Employee would be moved from Level B3, Step 5 to B3, Step 6. The pay rate from this move would be used to place them into level B4 at the closest higher rate to B3, Step 6.

Example 2:

Employee is currently at Level B3, Step 7 (highest Step in this Level) moving to Level B4 position.

B3 Step 7 minus (-) B3 Step 6 = difference. Add this difference to B3, Step 7 rate and the result is the new rate to be applied at the next highest rate in B4.

- b) On any promotion in the same pay schedule (a) above shall be adjusted as required so that no promoted employee shall receive less than the employee's immediate subordinate and subject to Clause 16.2 the employee shall not be held at the same rate as the employee's subordinate for more than six (6) months.
- c) A Part-Time Employee's change in status to Full-Time, in the same position, shall not be a promotion under this clause.

ARTICLE 9 - HOURS OF WORK

The hours of work stated in this Article shall not be construed as a guarantee of any minimum nor as a restriction on any maximum hours to be worked but serves only as a basis for the calculation of overtime and establishing work schedules.

9.1 Office Staff

a) Office Staff - General (37.5 hours per week)

Applies to all positions, except as identified elsewhere in this article, where the primary work location is in an office. See Classifications List.

1. Seven (7) hours and fifty-five (55) minutes shall constitute a regular work day and five (5) days shall constitute a regular work week. One (1) day per month is available to be scheduled by each employee as a paid day off (PDO – Personal Day Off).
2. Normal office hours shall be from 7:35 a.m. to 4:30 p.m. Monday through Friday with one (1) hour off for lunch. If mutually agreeable between the Company and an employee, or by five (5) days written notice by the Company, normal starting time may be changed providing the regular hours of work occur between 6:00 a.m. and 5:30 p.m. If mutually agreeable between the Company and an employee, the duration of the lunch period may be varied by up to one-half (1/2) hour.
3. **Customer Care Centre will operate with the varied shifts required, as scheduled by the Company. It is understood that the Customer Care Centre may operate on a 24-hour basis, seven (7) days per week, 365 days per year, as determined by the Company. It is understood that Saturday and Sunday are considered regular work days for these employees.**

4. Consecutive Days Off

The Company agrees to schedule Full-Time Employees, during each four (4) week period, at least two (2) sets of at least two (2) consecutive days off

b) Office Staff - Customer Care Centre & Dispatch (40 hours per week)

Applies to Customer Service Representatives, Customer Care Team Leads, Training & Process Analyst Customer Care, Dispatchers and Senior Dispatchers.

1. The Dispatch/Customer Care Centre

Will operate with the varied shifts required, as scheduled by the Company. It is understood that the Dispatch/Customer Care Centre may operate on a 24-hour basis, seven (7) days per week, 365 days per year, as determined by the Company. It is understood that Saturday and Sunday are considered regular work days for all employees.

2. Dispatch - Five Day Per Week Employees

Eight (8) hours shall constitute a regular work day and five (5) days shall constitute a regular work week.

3. Customer Care Centre - Five Day Per Week Employees

Eight (8) hours and **twenty-five (25)** minutes shall constitute a regular work day and five (5) days shall constitute a regular work week. One (1) day per month, **is available to be scheduled by** each employee as a paid day off (PDO – Personal Day Off).

4. Customer Care Centre

Employees in permanent full-time positions as of January 1, 2021 shall have the option at any time to move to the Office Staff – General, i.e. 37.5 hours per week and be scheduled in accordance with Clause 9.1 a) i, iii. Prior to making the final decision to move to the 37.5 hour schedule, employees may work that schedule on a trial basis for up to six (6) months. The trial period and the option to move to the 37.5 hour schedule on a permanent basis are available only one time to each employee. All new entries into a Customer Care Centre position following the date of ratification shall work under the terms of Clause 9.1 a) i, iii.

5. Customer Care Centre – Part Time Employees

There must be a minimum of ten (10) hours between scheduled shifts. Unless mutually agreed between the Company and the employee, shifts shall be between four (4) and eight (8) hours in length. Maximum Hours of Work shall be observed in accordance with clause 10.3 of the Collective Agreement.

6. Weekday Nights

Ten (10) hours shall constitute a regular work day, and four (4) days, Monday evening through Friday morning, shall constitute a regular work week. Shifts shall be four (4) days of either 8:00 p.m. to 6:00 a.m. or 8:30 p.m. to 6:30 a.m. Shifts are inclusive of a paid meal break. Employees are expected to remain on company property and be available during their meal period.

7. Three Days Per Week Employees (Weekend Shifts)

a) Employees regularly working a weekly schedule of three (3) - twelve (12) hour shifts shall be considered Full-Time Employees whose regular work week shall be thirty-six (36) hours per week. There is no intent by the Company to schedule such employees more than thirty-six (36) hours per week.

b) Weekend Nights

Shifts shall be 6:30 p.m. to 6:30 a.m., commencing Friday evening at 6:30 p.m. and concluding Monday at 6:30 a.m. Shifts are inclusive of a paid meal break. Employees are expected to remain on company property and be available during their meal period.

8. Consecutive Days Off

The Company agrees to schedule Full-Time Employees, during each four (4) week period, at least two (2) sets of at least two (2) consecutive days off.

9. Shift Trading

Employees may give away scheduled shifts. The shift giveaway must be documented and submitted by the employee originally scheduled for the shift and approved by the employee's supervisor or designate.

9.2 Field Staff - General (40 hours per week / 80 hours biweekly)

Applies to all Field Staff, except as identified elsewhere in this article, where the primary work location is outside an office. See Classifications List.

Regular hours of work for nine (9) hour days shall be 7:00 a.m. to 4:30 p.m., with a one-half (1/2) hour off for lunch. If mutually agreeable between the Company and an employee, or by five (5) days written notice by the Company, normal starting time may be changed provided the regular hours of work occur between 7:00 a.m. and 5:30 p.m.

Regular hours of work for eight (8) hour days shall be 7:00 a.m. to 3:30 p.m., with a one-half (1/2) hour off for lunch. If mutually agreeable between the Company and an employee, or by five (5) days written notice by the Company, normal starting time may be changed provided the regular hours of work occur between 7:00 a.m. and 4:30 p.m.

Week 1	Four (4) nine (9) hour days Monday through Thursday; and one (1) eight (8) hour day on Friday.
Week 2	Four (4) nine (9) hour days Monday through Thursday or Tuesday through Friday and an unpaid scheduled day off.

Note: Weeks 1 and 2 shall fall within the same pay period.

9.3 Acheson Service Centre

Acheson Service Centre Employees
(40 hours per week / 80 hours biweekly)

Regular hours of work for nine (9) hour days shall be 6:30 a.m. to 4:00 p.m. with a one-half (1/2) hour off for lunch.

Regular hours of work for nine (8) hour days shall be 6:30 a.m. to 3:00 p.m. with a one-half (1/2) hour off for lunch.

Week 1	Four (4) nine (9) hour days Monday through Thursday; and one (1) eight (8) hour day on Friday.
Week 2	Four (4) nine (9) hour days Monday through Thursday or Tuesday through Friday and an unpaid scheduled day off.

Note: Weeks 1 and 2 shall fall within the same pay period.

9.4 If mutually agreeable between the Company and the employee, another workday may be substituted for the designated day off (ERD) or (SDO).

9.5 **If mutually agreeable between the Company and an employee, the duration of the lunch period may be varied by up to one-half (1/2) hour.**

9.6 Work Breaks

The Company shall schedule paid work breaks in the Customer Care Centre.

Other areas, not requiring such a formalized schedule, shall administer paid work breaks in a reasonable manner.

9.7 Work Schedules

The Company shall post work schedules a minimum of four (4) weeks in advance for employees who work a varied schedule.

9.8 Part-Time Employees

a) Hours of work for individual Part-Time Employees may vary based on operational requirements. **Hours of work for Part-Time employees within a work group, (For Example: Customer Care Centre), shall be distributed on a relatively equal basis, except where the position has a set schedule based on operational requirements.** Part-Time employees may advise the Company of their preferred availability. Individual preferences regarding days off, and length of shift shall be given due consideration and shall not be unreasonably denied. Such requests must not adversely impact forecasted scheduling requirements.

b) Prior to January 1 of each calendar year, supervisors and individual Part-Time Employees shall hold a conversation to reach general agreement on the hours to be worked over the coming twelve (12) month period. Such agreement shall not be construed as a guarantee of any minimum nor as a restriction to any maximum hours to be worked.

c) Part-Time positions are intended to supplement work schedules and peak periods/volumes that otherwise would not be covered by a permanent Full-Time position. Working hours and lunch periods will be aligned with those of the Full-Time Employees in the same work unit.

ARTICLE 10 - OVERTIME

10.1 Overtime Rate

Employees shall receive overtime pay at the rate of two (2) times their regular rate of pay for authorized overtime worked outside their scheduled hours of work on a regular workday and for all time worked on scheduled days off and Holidays as specified in Clause 14.1 of this Agreement.

10.2 Minimum Overtime

When employees are scheduled to work overtime and the scheduled overtime is cancelled by the Company with less than eight (8) hours' notice to the employee, the employee will receive two (2) hours pay at overtime rates.

10.3 Maximum Hours of Work and Period of Rest

- a) The Company and the Association consider safety to be of paramount importance. An employee may be required to work extended hours and must be provided with the necessary rest break to complete the work safely. If an employee requires a rest break, the employee shall notify the supervisor in advance so alternate arrangements can be made.
- b) Employees shall not be required to work more than sixteen (16) continuous hours, or sixteen (16) cumulative hours in a twenty-four (24) hour period. The Supervisor is responsible for ensuring replacement employees complete the work, or rescheduling the work for a later date.

1. 8 Hours Rest After 16 Hours in 24 Hours

- The Supervisor shall grant sufficient time for an employee, who has worked sixteen (16) hours, to rest so that the employee can work in a safe manner. The employee must receive a minimum of eight (8) consecutive hours rest.

2. Weekend - 8 Hours Rest After 16 Hours Cumulative

- The Supervisor shall grant sufficient time for an employee, who has worked sixteen (16) cumulative hours from the end of the regular hours of work to the start of the next regular shift on scheduled days off. The employee must receive a minimum of eight (8) consecutive hours rest.

3. Overtime Between 2 and 8 Hours Prior to Start of Shift - 8 Hours Rest

- An employee who is required to work overtime during the period between two (2) and eight (8) hours prior to the start of their regular shift, shall be paid at double the employee's regular rate of pay until the employee is relieved for an eight (8) hour Period of Rest. If an employee's subsequent period of rest is interrupted, they shall be paid at the overtime rate until the employee is relieved for an eight (8) hour period of rest.

- c) An employee relieved from duty shall be paid at the employee's regular rate of pay for the employee's regular hours of work which fall within the prescribed period of rest.

- d) If, as a result of the period of rest falling within the employee's regular shift, an employee is required to report to work for two (2) hours or less of their regular shift, then that employee shall be required to report for work only if the Company requires the employee to work overtime after their regular shift. Otherwise, the employee will not be required to report for their regular shift but shall be paid the straight time rate for the two (2) hours or less remaining in their regular shift.

10.4 Travel for Training

Employees who travel on a scheduled day off, Earned Rest Day or outside of their regular hours of work for the purposes of attending mandatory training, will be paid at the overtime rate. Mandatory Training is any training that the employee is required by the Company to attend.

Apprentices who travel on a scheduled day off or outside of their regular hours of work for the purposes of attending Apprentice Period Training, will be paid straight time pay for all hours traveling to such training. Where reasonable, the Company shall arrange travel during regular work hours.

In cases where the employee is involved in other training, travel time occurring outside of the employee's regularly scheduled hours of work shall not be paid.

10.5 Banked Overtime

An employee may choose to bank any portion of their overtime hours.

- a) An employee may have no more than the equivalent of sixty (60) overtime hours (120 regular hours) in their bank at any given time.
- b) An employee may request that any portion of their Banked Overtime be paid out on a regular pay date in accordance with established payroll deadlines.
- c) Any hours banked and not taken prior to December 31st in any year shall be paid out to the employee at the rate at which the hours were banked.
- d) An employee shall give fifteen (15) working days' notice when requesting Banked Overtime as time off. Lack of such notice shall not preclude the granting of banked time off, where possible.
- e) As far as possible, employees will be granted their choice of Banked Overtime periods, but the right to allot Banked Overtime periods is reserved by the Company.
- f) Employees must take at least three (3) weeks of vacation; in accordance with clause 13.5. These weeks cannot be substituted with banked time.
- g) All remaining vacation entitlement which is substituted with Banked Overtime will be assumed to be carried forward to the following year. Rescheduling of such vacation in the current year shall require Managerial approval.

ARTICLE 11 - CALLOUTS

- 11.1 Callout Pay - Outside of a Normal Work Day
Employees called out for emergency and maintenance work outside of their normal work day or shift, excluding the two (2) hours preceding the commencement of their normal work day or shift, shall be paid a minimum of two (2) hours at the applicable overtime rate subject to the provisions of Clause 10.1.
- 11.2 Callout Pay - Before Normal Work Day
Employees called out during the two (2) hours preceding the commencement of their normal work day or shift shall be paid at their applicable overtime rate from the time of the call until the start of their work day or shift.
- 11.3 Callout Pay - Scheduled Days Off
Employees called out for work on scheduled days off and Company recognized Holidays shall be paid a minimum of two (2) hours at two (2) times the basic hourly rate.
- 11.4 Callout Pay - Employees on Standby
Employees on standby shall be paid for callouts on the same basis as employees not on standby.
- 11.5 Callout - Length of Duty and Multiple Callouts
Where employees are called out for work, they are deemed to be on duty until the work for which they have been called out is completed. Further calls received during this period shall be considered a continuation of the initial callout and shall not be subject to minimum callout pay.
- 11.6 Travel Time
- a) Employees who are subject to a residency requirement and are called out to work shall be eligible for paid travel time to and from their residence, except for Callouts under 11.2.
 - b) Employees who are not subject to a residency requirement and are called out to work shall be eligible for paid travel time to and from their residence up to a maximum of thirty (30) minutes each way, except for Callouts under 11.2.
 - c) Paid travel time is considered part of the minimum two (2) hour callout.

ARTICLE 12 - STANDBY

- 12.1 Standby Pay Eligibility
Employees shall receive standby pay only when on scheduled standby or when specifically requested to perform standby duties.
- 12.2 Standby Rate
Employees who are requested to standby at their headquarters or work location shall receive the applicable amount below for Standby plus applicable overtime rate for all call-outs:

Year	Scheduled Work Days	Scheduled Days Off	Holidays
2021	\$59.35	\$118.70	\$178.05
2022	\$60.42	\$120.84	\$181.26

These rates shall be increased at the same time and percentage as all negotiated wage increases.

12.3 Availability of Employee on Standby

Employees on standby to handle trouble calls and maintain good service to our customers shall be available for the full twenty-four (24) hours of each Standby day.

12.4 Resources For Standby

- a) The number of employees required for standby in each district or location shall be determined from time to time by the Company and arranged by the Supervisor or the employee in charge.
- b) An employee, in the L Pay Schedule, who is assigned Standby duty for more than one hundred and ten (110) days in a calendar year shall be paid one and one-half (1.5) times the applicable rate set out in Clause 12.2 for each day of assigned Standby after the one hundred and tenth (110th) day.
- c) An employee, in the L Pay Schedule, who is assigned Standby duty for more than one hundred and thirty (130) days in a calendar year shall be paid two and one-half (2.5) times the applicable rate set out in Clause 12.2 for each day of assigned Standby after the one hundred and thirtieth (130th) day.
- d) “Assigned Standby includes schedule/unscheduled Standby and Standby trades, but shall not include Standby that is given away by one employee to another.

Year	Standby Days	Scheduled Work Days	Scheduled Days Off	Holidays
2021	0-110	\$59.35	\$118.70	\$178.05
	111- 130	\$89.03	\$178.05	\$267.08
	131+	\$148.38	\$269.75	\$445.13
2022	0-110	\$60.42	\$120.84	\$181.26
	111-130	\$90.63	\$181.26	\$271.88
	131+	\$151.05	\$302.10	\$453.13

12.5 Scheduling Standby

- a) The Supervisor shall be responsible for scheduling standby duties as equitably as possible having regard for safety and experience.
- b) Where there is a need for Standby that was not originally scheduled, the Company shall first canvass for volunteers in the area, and then, if necessary, in surrounding areas. The Company reserves the right to assign unscheduled Standby, but in doing so shall give consideration to individual circumstances.

12.6 Standby Duty

Standby duty will be scheduled on a weekly basis (dependent on business needs, employees may be scheduled daily, weekly or weekends) and will be distributed as equitably as possible amongst all affected employees. Employees may exchange or give away standby without any additional cost to the Company. The standby schedule will be posted three (3) full months prior to its effective date.

No employee shall be required to standby for more than fifteen (15) consecutive days except by mutual agreement between the Company and the employee concerned. Where there is no agreement to an extension beyond the fifteen (15) days, the Company will arrange to relieve the employee of standby duties for the following seven (7) days.

An employee required to standby for a weekend, shall be considered to be on standby from normal quitting time on Friday afternoon (or Thursday afternoon if Friday is a Company recognized Holiday) until normal starting time on Monday morning (or until normal starting time on Tuesday morning if Monday is a Company recognized Holiday). The employee shall be paid three (3) days Standby pay (one (1) day at the scheduled workday rate and two (2) days at the scheduled day off rate). On weekends which include a Company recognized Holiday, the employee shall be paid an additional day at the Holiday rate.

Where a call-out is necessary, the company shall first call-out the employee on standby unless the employee has worked their maximum hours of work or the anticipated length of the call-out would result in the employee reaching their maximum hours of work.

ARTICLE 13 - VACATIONS

13.1 Vacation Entitlement (See Reference Table below)

Temporary Employees shall receive vacation pay on each pay cheque. Full-Time Employees shall earn vacation with pay at an accrual rate as follows:

Vacation Entitlement shall be equal to the number of vacation days multiplied by the hours as applicable:

- a) Office Staff: vacation days x 7.5 hours;
- b) Office Staff - Customer Care Centre and Dispatch: vacation days x 8 hours;
- c) Field Staff: vacation days x 8 hours.

Effective January 1, 2012:

Years of Service Completed (to be completed during the calendar year)	Vacation Earned Office	Vacation Earned Contact Centre, Dispatch & Field
Less than 1 and up to 6 years	15 days = 112.5 hours	15 days = 120 hours
7 to 15 years	20 days = 150 hours	20 days = 160 hours
16 to 23 years	25 days = 187.5 hours	25 days = 200 hours
24 to 29 years	30 days = 225 hours	30 days = 240 hours
30 years +	35 days = 262.5 hours	35 days = 280 hours

Vacation usage shall deplete an employee's vacation credit based on the hours normally worked.

Example 1: An employee working a 7.5 hour schedule would use 7.5 hours of vacation for each vacation day taken.

Example 2: An employee working an 8 hour schedule would use 8 hours of vacation for each vacation day taken.

Example 3: An employee working the four 9's and an 8 hour schedule, would use 9 hours of vacation for each vacation day taken on the 9 hour scheduled days, and 8 hours for the 8 hour day (Week 1 = 44 hours, Week 2 = 36 hours).

Vacation Entitlement Reference Table

Year Hired	4 Weeks as of January 1,	5 Weeks as of January 1,	6 Weeks as of January 1,	7 Weeks as of January 1,
Employees hired in 1988 or earlier are entitled to 7 weeks of vacation.				
1989	1996	2005	2013	2019
1990	1997	2006	2014	2020
1991	1998	2007	2015	2021
1992	1999	2008	2016	2022
1993	2000	2009	2017	2023
1994	2001	2010	2018	2024
1995	2002	2011	2019	2025
1996	2003	2012	2020	2026

Year Hired	4 Weeks as of January 1,	5 Weeks as of January 1,	6 Weeks as of January 1,	7 Weeks as of January 1,
1997	2004	2013	2021	2027
1998	2005	2014	2022	2028
1999	2006	2015	2023	2029
2000	2007	2016	2024	2030
2001	2008	2017	2025	2031
2002	2009	2018	2026	2032
2003	2010	2019	2027	2033
2004	2011	2020	2028	2034
2005	2012	2021	2029	2035
2006	2013	2022	2030	2036
2007	2014	2023	2031	2037
2008	2015	2024	2032	2038
2009	2016	2025	2033	2039
2010	2017	2026	2034	2040
2011	2018	2027	2035	2041
2012	2019	2028	2036	2042
2013	2020	2029	2037	2043
2014	2021	2030	2038	2044
2015	2022	2031	2039	2045
2016	2023	2032	2040	2046
2017	2024	2033	2041	2047
2018	2025	2034	2042	2048
2019	2026	2035	2043	2049
2020	2027	2036	2044	2050
2021	2028	2037	2045	2051
2022	2029	2038	2046	2052

Part-Time Employees will receive vacation pay on each pay cheque. Vacation pay will be based on the employee's years of service completed and basic rate calculated as follows:

Effective January 1, 2014:

Years of Service Completed	% of Basic Rate
less than 1 year	4%
1 to 6 years	6%
7 to 15 years	8%
16 to 23 years	10%
24 to 29 years	12%
30 years +	14%

13.2 Vacation Pay

Pay for vacations under Clause 13.1 shall be at the employee's basic scheduled rate of pay applicable during the employee's vacation period. "Basic scheduled rate" for vacation pay purposes exclude overtime pay and standby pay.

13.3 Vacation Utilization

As far as possible, employees will be granted their choice of vacation periods, but the right to allot vacation periods is reserved by the Company in order to ensure efficient operations. **Vacation may be taken in full-day, half-day, or hourly increments.** In situations where employees request additional vacation during restricted periods, the Company will not unreasonably deny the request.

13.4 Vacation Payout Upon Termination of Employment

In the event that an employee is laid off, resigns or is discharged, the employee will be compensated in money in lieu of the accrued vacation due.

Employees, while working a twenty-four (24) hour continuous rotating shift schedule shall receive one (1) days additional vacation day upon completion of two (2) years of continuous shift service and an additional vacation day upon completion of each subsequent year of continuous shift service up to a combined maximum of forty (40) hours. For the purpose of this clause, continuous service shall accrue beginning January 1, 1981. Vacation pay earned under this clause will not be paid on voluntary termination.

13.5 Vacation Carryover

- a) Employees must take at least three (3) weeks' vacation each year.
- b) When an employee has vacation entitlement of more than three (3) weeks and they choose not to take all of their vacation days in the calendar year, they may carry forward up to 150 vacation hours (75 hour bi-weekly schedule) or up to 160 vacation hours (80 hour bi-weekly schedule) to the next calendar year.
- c) Vacation will not be paid out except in accordance with this Agreement or in special circumstances. Employees requesting vacation payout must submit a written request to the Company and the Association. Payout will only be granted upon Company and Association agreement.

13.6 Sickness During Vacation

An employee who becomes seriously ill or injured before or during their vacation may reschedule only the vacation days that were affected by the illness within the same calendar year, or, with managerial approval, in the next calendar year. Employees who become incapacitated during their vacation period shall notify the Company as soon as possible and will be requested to provide a physician's documentation of the illness / injury and the name, address and phone number of the doctor who provided treatment. Such information shall be submitted to, and may be verified by, the Company's Disability Administrator.

13.7 Vacation Bridging for Affiliates

An employee who transfers to the Company from an affiliate within the Fortis group of companies (the “Affiliate”) shall receive a Vacation Entitlement with the Company equivalent to the Vacation Entitlement they received while at the Affiliate. An employee’s combined years of service with the Affiliate and the Company shall be used to determine the employee’s ongoing Vacation Entitlement with the Company.

ARTICLE 14 - HOLIDAYS

14.1 Holidays and Holiday Pay

a) The following days will be recognized as paid Holidays:

- | | |
|------------------|--------------------|
| - New Year’s Day | - Heritage Day |
| - Family Day | - Labour Day |
| - Good Friday | - Thanksgiving Day |
| - Easter Monday | - Remembrance Day |
| - Victoria Day | - Christmas Day |
| - Canada Day | - Boxing Day |

b) Holiday Pay shall be paid based on the number of hours an employee would have worked, had it not been a Holiday. Schedules shall not be adjusted or changed to avoid paying the higher number of hours for the Holiday. A Holiday shall have the effect of reducing the regular work week by one day.

Example 1: An employee working a 7.5 hour schedule shall be paid 7.5 hours of Holiday Pay.

Example 2: An employee working an 8 hour schedule shall be paid 8 hours of Holiday Pay.

Example 3: An employee working a four 9’s and an 8 hour schedule shall be paid 9 or 8 hours of Holiday Pay depending on which day the Holiday falls.

Example 4: An employee working a four 10 hour days schedule shall be paid 10 hours of Holiday Pay.

c) Part-Time Employees

1. Part-Time Employees – Regular Schedule

Part-Time employees who would normally work the day on which a Holiday falls will be paid Holiday Pay for the hours they would normally have worked, had it not been a Holiday.

2. Part-Time Employees - Irregular Schedule

If during at least five (5) of the last nine (9) weeks, the employee regularly worked on the day of the week that the Holiday falls, the Holiday is to be considered a day that would normally have been a work day for the employee.

3. Legislation

Should the legislation change regarding calculation of Holiday pay that provides a greater benefit than Clause 2 above, the Collective Agreement shall be amended to incorporate the required terms.

14.2 Additional Holidays

Any additional Holidays proclaimed by the Provincial and/or Federal Governments, and generally recognized by industry, will be recognized as paid Holidays.

Any additional Holidays proclaimed by the Civic Governments, and generally recognized by industry, will be recognized as paid Holidays, if approved by the Company.

14.3 Holiday Period of Time

The period of time recognized as a Holiday is the twenty-four (24) hour period beginning at 00:01H on the day which is observed as the Holiday.

14.4 Holidays on Weekends and Holidays for Shift Employees

When any of the Holidays listed above fall on a Saturday or Sunday, the Company, at its discretion, shall declare either the preceding Friday or the following Monday as the day to be observed. When Christmas Day is observed on a Monday, Boxing Day will be observed on the following Tuesday. Shift employees shall observe the Holidays listed in Clause 14.1 on the calendar days on which they fall.

14.5 Holidays on Day Off

When one of these Holidays is observed on an employee's day off, the employee shall receive a regular day's pay or another day off in lieu of the Holiday, the election of which shall be at the discretion of the Company.

ARTICLE 15 - EXPENSES

15.1 Reasonable Expenses

The payment of expenses to employees is made upon the principle that employees should be reimbursed for reasonable 'out of pocket' expenses so incurred. It is considered that employees should neither lose nor profit from expense allowances. This principle shall be followed in dealing with questions that may arise in connection with expenses. All reasonable expenses not specifically noted within the remainder of Article 15 (e.g. taxi, parking, out of province) incurred and approved by the supervisor shall be reimbursed by the Company upon submission of receipts.

15.2 Travel Expenses

While working away from headquarters, employees shall be reimbursed for actual expenses of board and lodging, **which may include campsite fees**. Rooms, as required, shall be arranged for by the employee in charge. **An employee may choose to claim the actual cost of lodging or an allowance in respect of accommodation in the amount of fifty dollars (\$50.00) per day.**

15.3 Meal Allowance

If a meal is provided as part of the work or training assignment (by the Company, the training vendor or when contracted in relation to training at the EDC) then the meal allowance for that meal shall not be claimed. For a meal, an employee shall only receive a Meal Allowance under one provision of this article.

Receipts are not required for those meal allowances claimed below:

a) Meal Allowances for Employees Requiring an Overnight Absence

Employees on business requiring an overnight absence are eligible for meal allowances based on the following criteria:

1. Where an overnight absence is required on the evening prior, the employee shall be entitled to a breakfast allowance of seventeen dollars (\$17.00).
2. Where the employee works that day and is required to have an overnight absence either the evening prior or that evening, the employee shall be entitled to a lunch allowance of twenty dollars (\$20.00).
3. Where the employee is required to have an overnight absence that evening, the employee shall be entitled to a dinner allowance of thirty-three dollars (\$33.00).

b) Noon Meals

While working at or out of headquarters (generally within an eight (8) kilometre (five (5) mile) radius or ten (10) minutes one way travel time from permanent headquarters), employees shall normally provide their own noon meals.

If an employee is working beyond the guide limits stated above, the employee shall, with the approval of his or her supervisor, be reimbursed for the actual cost of the restaurant meal purchased.

This clause does not apply to employees on the L pay scale.

c) Overtime Meal Allowance

An employee shall be entitled to an overtime meal allowance of seventeen dollars (\$17.00) when the employee is required to work more than two (2) hours overtime immediately before a regular shift, three (3) hours overtime after a regular shift, or when called out without having had reasonable time to have a meal.

An employee who is called out to work overtime after they have completed their normal day's work and left their place of employment shall be entitled to an overtime meal allowance at the expiration of four (4) hours of such overtime.

Should such overtime continue, an overtime meal allowance shall be provided at the expiration of each successive four (4) hour period thereafter.

d) Overtime Meal Allowance Twelve (12) Hour Shift Employees

The Company shall provide a meal to employees who work a twelve (12) hour regular shift and are required to work overtime immediately following their regular shift. If the Company does not provide a meal, the employee shall be eligible for the actual cost of a meal, which must be reasonable and evidenced by a receipt.

15.4 Transportation

Transportation between headquarters and the job shall be arranged by the Company.

15.5 Kilometer Allowance

Employees who are authorized to use their personal vehicle while on Company business shall be reimbursed at:

- a) The Canada Revenue Agency (CRA) Automobile Allowance rate in effect for the first 5000 kilometers claimed in a calendar year and;
- b) The CRA Automobile Allowance rate in effect for kilometers thereafter.

15.6 Transfer Expenses

Transfer Expenses shall be paid in accordance with Attachments 1 and 2 at the back of this Agreement.

15.7 Incidental Expenses

Any employee who is required to work away from the employee's headquarters shall be paid Incidental Expenses of ten dollars (\$10.00) per night for all such nights away from headquarters. Incidental Expenses shall not be paid while the employee is attending formal training classes.

ARTICLE 16 - SALARIES, RATES OF PAY AND OTHER PAYMENTS

16.1 Wages and Pay Schedules

During the life of this Agreement, the Company agrees to pay the rates in the Pay Schedules which are attached and the Association agrees to the principle of a full day's work for a full day's pay.

16.2 Scheduled Step Increases

Scheduled increases are intended to be paid for satisfactory progress. The interval from one step to the next shall be six (6) months. In the event that an employee is not making satisfactory progress, one (1) or more step increases may be withheld, provided the performance gap has been formally discussed with the employee concerned and sufficient time has been given to the employee to improve. In the event a progression step is withheld, the Association will be notified in writing of the reason for withholding such increases. Should the employee fail to give satisfactory service following the withholding of an increase, the employee may be demoted, or discharged at the discretion of the Company, subject to the provisions of Articles 6 and 7 of this Agreement.

16.3 Higher Classification/ Temporary Work Leader

An employee temporarily assigned to a position of higher classification, or as a temporary work leader shall, from the first day, be paid at the next higher pay rate applicable to the new classification. Determination of pay placement shall be in accordance with 8.5, Promotion Pay Increase. **If an employee is eligible for a scheduled step increase in their permanent position, the higher classification pay level shall be reassessed at that time and placement made in accordance with 8.5. An employee at the top of their permanent pay rate, shall receive step increases based on their time in the temporary position.**

The opportunity to work as a temporary work leader shall be made available to qualified employees, and the selection shall be at the discretion of the Company, giving consideration to equal opportunity.

16.4 Temporary and Acting Assignments

Temporary assignments shall not exceed twelve (12) months without the written agreement of the Association. Temporary assignments may be divided into shorter periods to allow for more opportunities.

Management shall canvass for volunteers and shall ensure equal opportunity for qualified volunteers.

The Company may restrict the canvass to the department or location where the temporary assignment exists.

Employees who have had a recent Temporary/Acting Assignment shall not be chosen over other qualified volunteers in the applicable department or location canvassed who have not had a Temporary Assignment, unless the assignment will result in adverse impacts to the business (i.e. where the employee has a specialized skill set, or if the Assignment would create a demonstrable coverage conflict).

For development purposes, qualifications for temporary/acting assignments may be less than required for the position on a permanent basis, and shall be identified in the canvas. **Assignments shall first be awarded to qualified volunteers.**

No employee shall be required to accept a temporary assignment for which they have not volunteered.

Following the conclusion of a Temporary Assignment, the employee's performance will be formally reviewed with them and documented. **If the employee receives a minimum performance rating of 'meets expectations' and has held the Temporary Assignment for a minimum of twelve (12) months, they shall be deemed to meet the required qualifications for the position, provided a permanent opportunity arises within a three (3) year period.**

Any vacancy created, by a Permanent Employee moving into a temporary assignment, shall not be filled on a permanent basis. Upon completion of a temporary assignment, the employee shall be returned to their previous position.

Should a temporary position become permanent, it shall be posted and filled in accordance with the job posting process.

16.5 Acting Assignments Outside of the Bargaining Unit

Employees assigned to positions outside of the bargaining unit, will receive a premium of 5% of their base hourly rate. This premium will not be included with the base hourly rate in computing overtime or other premium pay.

An employee on an acting assignment shall remain a member of the bargaining unit.

16.6 Pay Protection

No employee shall be required to take a lesser rate of pay when assigned at the Company's request to temporarily perform the duties of another employee or position. The foregoing shall not be construed as applying to demotion for just cause.

16.7 Transfer To A Lower Paying Job Classification

Where a permanent employee is required to transfer to a lower paying job classification because of technological, organizational change or an accommodation, the employee's hourly rate of pay shall remain at their current rate of pay.

The employee's hourly rate of pay shall remain at this current rate of pay until such time as the rate of the lower paying job classification, through wage increases collectively bargained, equals or exceeds the employee's rate of pay.

16.8 Shift Differential - Customer Care Centre and Dispatch Groups

Employees scheduled to work between 6:00 pm and 6:00 am, shall receive in addition to regular pay, two dollars and fifty-nine cents (\$2.59*) per hour for all hours worked between 6:00 pm and 6:00 am effective January 1, 2018.

*This rate shall be increased at the same time and percentage as all negotiated wage increases.

Year	Increase	Rate
2021	0.00%	\$2.72
2022	1.80%	\$2.77

16.9 Pyramiding

If two (2) or more premiums are applicable to the same hours worked, an employee shall receive only the highest premium applicable to such hours. For the same hours worked, an employee shall not receive a premium rate under more than one (1) provision of this Agreement unless otherwise specifically provided.

16.10 Height Premium

An employee who is required to work at or above a height of twenty-four and four tenths (24.4) meters [eighty (80) feet] free fall above ground level will receive, in addition to their regular rate of pay, a premium of one (1) times their normal straight time rate while so engaged. Premium height pay will be paid for each hour or part of an hour so worked. The provision of Clause 16.9 shall not apply to height pay premium.

16.11 Sick Pay

Sick Pay will be in accordance with the provisions of the "Group Salary Continuance Plan" in effect throughout the Company.

16.12 Negotiated Increases

- a) In order to be eligible for any negotiated increases, an employee must be employed when the Agreement is ratified.
- b) Employees who retire between the expiration date of the previous Agreement and the date the increases are paid, shall receive the retroactive negotiated increases.

ARTICLE 17 - JOB EVALUATION

17.1 Job Evaluation System

Bargaining unit positions shall be evaluated in accordance with the existing job evaluation system, unless the Company and the Association mutually agree to implement a new system or change the existing system.

17.2 Training in Job Evaluation

The Company shall provide the necessary training in job evaluation to a representative as appointed by the Association.

17.3 Job Description Requests

Upon request, employees, or the Association, shall be provided with a current job description for their position or in the case of the Association any position within the bargaining unit.

17.4 New Job Classifications

When new job classifications are established, or existing jobs re-evaluated, the Company shall work with the Association's designate to collect appropriate data to establish and implement the wage rate. The Company shall notify the Association within 14 days of the classification being established.

17.5 Job Evaluation Process

When significant changes are affected to existing job classifications to the extent that the job requires re-evaluation, or the job is re-evaluated as a result of the job evaluation maintenance program, the following procedure shall be followed:

- a) Where, in the opinion of the Association, a job classification requires re-evaluation, it shall request the Company to proceed with re-evaluation and the Company shall do so within one hundred and twenty (120) days. Upon completion of any evaluation, the Company shall promptly inform the Association of any changes arising there from.
- b) Should a request for re-evaluation, resulting from changes in job content be initiated by an employee, or by the Association on the employee's behalf, and the re-evaluation results in a reclassification to a higher pay level, the reclassification shall be retroactive to the date the Company received the "Request for Review" application.

- c) When the Company initiates a re-evaluation of a job and the re-evaluation results in reclassification to a higher pay level as a result of changes in job content, the reclassification shall be retroactive to the date the employee returns the updated job description to the Company after receiving the "Notification of Review" letter.

17.6 Job Evaluation Dispute Resolution

Should a dispute arise between the Association and the Company regarding a job evaluation, a Board of four (4) persons shall be established, within ten (10) working days of receipt by the Company, of the Association's notice of appeal to attempt to resolve the dispute. Two (2) representatives will be appointed by the Company and two (2) representatives will be appointed by the Association, each of the four (4) persons having one (1) equal vote. It is understood that a Job Evaluation Analyst and the Association's Job evaluation appointee, will be on the Board. Every effort should be made to resolve the dispute within ten (10) working days of the Board's appointment. In the event that the dispute remains unresolved, the following method of settlement shall be adopted:

The Company and the Association shall submit the dispute jointly to two (2) appointees qualified in wage determination and administration, one (1) appointed by the Company and the other by the Association. Such appointees shall meet and hear all pertinent matters and render a decision within fourteen (14) days of their first meeting. In the event that the appointees cannot reach unanimity in their decision, they may appoint a third party of similar qualifications to act as Chairman, such party to be experienced in the field of job evaluation. The unanimous decision of the first two (2) appointees, or a majority decision of the three (3) appointees, shall be final and binding upon both parties.

17.7 Tentative Rating

When a job classification has been evaluated and assigned a tentative rating, the classification shall be reviewed and a rating confirmed within twelve (12) months, provided the classification has been filled by the same employee.

ARTICLE 18 - MATERNITY AND PARENTAL LEAVE

18.1 Leave Preceding Delivery Date

A pregnant employee will be entitled to maternity leave without pay consisting of a period not exceeding sixteen (16) weeks starting at any time during the thirteen (13) weeks immediately preceding the estimated date of delivery.

18.2 Minimum Maternity Leave

An employee on maternity leave must take a period of leave at least six (6) weeks immediately following the date of delivery, unless the employee and the Company agree to shorten the period. In such cases, the employee shall provide the Company with a medical certificate indicating that resumption of work will not endanger her health.

18.3 Parental Leave of Absence

The Company shall grant an employee a leave of absence without pay for a maximum of sixty-two (62) weeks:

- a) immediately following the last day of maternity leave for birth mothers;
- b) or, within seventy-eight (78) weeks of the birth or adoption of a child;
- c) in the case of an adoptive parent, parental leave is conditional on having at least 90 days of continuous service immediately preceding the estimated adoption date.

18.4 Notice of Leave

- a) The pregnant employee shall give the Company two (2) weeks' notice of leave in writing of the day upon which she intends to commence maternity leave and, if requested, provide a medical certificate certifying that she is pregnant and the estimated date of delivery.
- b) A non-birth parent requesting parental leave shall give the Company six (6) weeks' written notice of the date that they intend to commence parental leave.
- c) In the case of an adoptive parent, prior to the adoption, the employee shall notify the Company in writing of their intent to adopt, giving the estimated adoption date unless:
 - 1. The medical condition of the birth mother or child makes it impossible to comply with this requirement; and/or
 - 2. The date of the child's placement with the adoptive parent was not foreseeable.

18.5 Leave When Both Parents Are Employed by the Company

Where both prospective parents are employees of the Company and they intend to share parental leave, they must advise the Company of their intention.

18.6 Return to Work Notice

An employee who wishes to resume employment upon the expiration of maternity or parental leave shall give the Company two (2) weeks' notice in writing of the day on which the employee intends to resume employment.

18.7 Reinstatement Upon Return to Work

The Company will reinstate the employee in the position they occupied at the time maternity or parental leave commenced or provide the employee with alternative work of a comparable nature at not less than the earnings and other benefits that had accrued to the employee when the maternity or parental leave started. Upon reinstatement, the employee will be given full credit for seniority that had accrued from the date that the employee commenced maternity or parental leave.

18.8 Benefits During Leave

During maternity and parental leave, the Company will make premium contributions to continue coverage based on the employees benefit selection and the employee will be required to pay any contribution currently being paid by payroll deduction.

18.9 Leave to Attend Birth or Adoption of a Child

A Permanent Employee or Term Employee, upon request, may be granted a leave of absence with pay for one (1) day for the purpose of attending the birth of the employee's child, or for attending to the release from hospital of the spouse who has given birth, or on the day on which they first obtain custody of an adopted child.

ARTICLE 19 - MEDICAL AND DENTAL APPOINTMENTS

Employees shall make every effort to schedule medical and dental appointments outside of working hours. Where this is not reasonably possible, appointments should be made so as to minimize absence from work. Employees shall notify their supervisor of such appointments as far in advance as possible. Such required absences shall be paid. In cases where such absences become excessive, the employee may be required to make up the time, take the leave without pay, use vacation credits, or use banked overtime.

ARTICLE 20 - BEREAVEMENT LEAVE

- 20.1 In the event of a death in the immediate family of an employee, the Employee shall be granted Bereavement Leave with pay. In the event of a death of a spouse, common-law partner, **adult interdependent partner**, parent, **guardian**, child, or stepchild, the length of such absence shall be five (5) days.
- 20.2 For other immediate family, the length of such absence shall be three (3) days. An additional two (2) days shall be granted if required for travel or when the Employee is involved with the responsibilities of making funeral arrangements.
- 20.3 If the funeral is held out of the country for an immediate family member, the Company may accommodate the Employee by providing an additional Bereavement Leave without pay, if operational requirements permit.
- 20.4 The term 'other immediate family' shall mean: brother, sister, parent-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, grandparent, grandchild, or any other relative living in the household of the Employee. **Step-family and family members of the employee's spouse, common law partner, or adult interdependent partner listed herein are included.**
- 20.5 In the event of death of an aunt, uncle, niece, or nephew, or where the employee is acting as a Pallbearer, an employee will be eligible for Bereavement Leave with pay for one (1) day to attend the funeral, provided that this day falls on a regular scheduled working day.
- 20.6 Bereavement Leave without pay to attend funeral services only for persons related more distantly than those listed herein may be granted at the discretion of the supervisor.
- 20.7 Additional compassionate bereavement leave may be granted at the discretion of the Company by application to the Human Resources department.

- 20.8 In the case of a death of a working associate, or former working associate, an employee may be given time off with pay to attend the funeral. This will be subject to service requirements and management approval.
- 20.9 To qualify for Bereavement Leave, the Employee shall be required to notify the immediate supervisor.
- 20.10 Bereavement occurring during an employee's scheduled vacation period shall extend the vacation or reschedule the vacation by the amount of days allowed for Bereavement Leave.

ARTICLE 21 – HARASSMENT AND BULLYING

The Company and the Association believe that all employees are entitled to work in a place where the dignity and self-respect of every person is valued, and which is free of disrespectful, offensive, or degrading behavior.

The Company shall work collaboratively with the Association to maintain and enforce the Respect in the Workplace Policy. Bargaining unit members, whether they are a Complainant, Respondent, or witness, shall have the right to Association assistance and representation throughout the process.

ARTICLE 22 - PROTECTIVE CLOTHING AND FOOTWEAR

22.1 Fire Resistant ("FR") Work Wear And Safety Footwear

For all eligible employees listed in Table 1, the Company shall provide:

- a) A Safety Footwear Allowance of **four hundred and twenty-five dollars (\$425.00)** per Routine Exposure employee or two hundred dollars (\$200.00) per Sporadic Exposure employee, which shall be paid in January of each year. Receipts are not required.
- b) Fire Resistant rated outerwear including those items listed in Table 2 and Table 3. These items must be sourced through the Company approved vendor. Replacement will be made on evidence of fair wear and tear. Employees must take replaced items out of service.
- c) Employees who are new to a position requiring FR Work Wear will receive an initial footwear allotment of **eight hundred and fifty dollars (\$850.00)** per Routine Exposure employee or four hundred dollars (\$400.00) per Sporadic Exposure employee and appropriate clothing as necessary given the season and work required.
- d) Employees may purchase approved Safety Footwear from the supplier of their choice.
- e) Should it be necessary, positions, garment selection, and allotments shall be adjusted, by the Company, after discussions with, and input from, the Association.

- f) Items not addressed by this Article shall continue to be provided under existing terms and conditions.

TABLE 1 FIRE RESISTANT ELIGIBLE EMPLOYEES

ROUTINE EXPOSURE	SPORADIC EXPOSURE
Employees who work with energized equipment	Employees who work near energized equipment
Including but not limited to, the following positions	Including but not limited to, the following positions
Area Coordinator	Design Assistant
Area Foreman	Design Specialist/Technologist Design Specialist/Technologist II Senior Design Specialist/Technologist
Field Metering & Equipment Technologist	Engineering Technologist
Field Service Representative	Forestry Field Inspector
Field Technical Support Technologist	Forestry Field Representative
Fleet Services Coordinator	Health & Safety Advisor
Heavy Equipment Technician	Land Agent Senior Land Agent
Lead Power Line Technician	Production Operator Technical Services
Power Line Technician (Apprentice & Journeyman)	Project Manager
Reconditioning Services Technician	Safety & Work Methods Advisor
Work Methods Specialist	Senior Planner Asset Management
	Technical Services Technologist
	Technical Training Specialist EDC
	Yard Operator
	Construction Planner
	Project Planner
	Environmental Coordinator

TABLE 2 FIRE RESISTANT GARMENTS & SAFETY FOOTWEAR

Summer Coveralls	Pants	Summer Jacket
Winter Coveralls	Hoodies	Winter Jacket
Short Sleeve T-Shirts	Rain Gear (Complete)	3 in 1 Jacket
Long Sleeve T-Shirts	Rain Gear (Jacket Only)	Bib Summer Overalls
Short Sleeve Shirts	Rain Gear (Pants Only)	Bib Winter Overalls
Long Sleeve Shirts	Insulated Vest	Approved Safety Footwear
Base Layer Items		

TABLE 3 ACCESSORIES

Balaclava	Faceshield	Neck Tube
Chin Strap	Gear Bag (non FRW)	Traffic Vest
Disposable Coveralls	Hard Hat Liner (Heavy & Light Duty)	Non-prescription Safety Glasses, including sunglasses

22.2 Other Protective Clothing and Footwear

This clause applies to those employees who are not covered under 22.1 Fire Resistant Work Wear & Safety Footwear.

- a) Employees whose work is damaging or destructive to clothing shall be provided with coveralls/overalls or smocks/aprons, as appropriate. Approval for all replacements will be the responsibility of the immediate Supervisor, based on evidence that the previous item requires replacement.
- b) Employees working in warehouse or yard environments, who are required to work outdoors, shall be provided with one (1) winter jacket every four (4) years, or sooner if the Supervisor deems the jacket needs to be replaced. Rain wear will be available on-site for use.
- c) Employees who are required to wear safety footwear shall be reimbursed for the cost of such footwear to a maximum of two hundred dollars (\$200.00) each year.

ARTICLE 23 - WORK SECURITY

23.1 Protection of Rights and Employment

Performance of work for the Company by contractors will not serve to alter any right under the terms of this Agreement, nor cause the direct layoff of any employee, provided they have the necessary skills to replace the contractor.

23.2 Hiring Contractors

In addition to the right of the Company to contract out, contractors may be hired to perform work that otherwise might be considered to fall under the scope of the Association in the following circumstances:

- a) When the work required to be performed is to cover peak workloads when sufficient resources are not available; or to replace internal resources when they are completing special assignments; or of a short term nature; or
- b) When the skills required are considered special and not available internally or not available for individual hire in the employment market or when not required on a permanent basis.

ARTICLE 24 - TERMINATION OF AGREEMENT

24.1 Term of Agreement

This Agreement shall be effective from **January 1, 2021** and shall remain in full force up to and including **December 31, 2022** and shall continue in force thereafter unless in any year not more than one hundred and twenty (120) days, and not less than sixty (60) days before the date of its termination, either party shall furnish the other with notice of

intention to amend this Agreement. Both parties agree to commence negotiations within thirty (30) days from date of notice.

24.2 Continuation of Agreement

If notice to negotiate has been given by either party prior to date of termination, this Agreement shall remain in full force and effect during any period of negotiations, in accordance with the provisions of the Labour Relations Code.

24.3 Altering the Agreement

In the event that the Company and the Association wish to alter any Article or Attachment during the term of this Agreement, the parties may, by mutual agreement, negotiate such alterations.

As agreed on the **6th** day of **July, 2021** at Calgary, Alberta.

PAY SCHEDULES

Effective **January 1, 2021**: Increase Hourly Rates by **0.0%**

Effective **January 1, 2022**: Increase Hourly Rates by **1.80%**

2021

Business Services: Effective January 1, 2021										
0.00% Increase Over 2020										
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
B1	\$24.45	\$26.48	\$28.50	\$30.56	\$32.61					
B2	\$27.73	\$29.57	\$31.43	\$33.26	\$35.09	\$36.95				
B3	\$30.03	\$31.76	\$33.36	\$35.04	\$36.72	\$38.38	\$40.05			
B4	\$33.93	\$35.52	\$37.11	\$38.76	\$40.35	\$41.98	\$43.59	\$45.19		
B5	\$39.85	\$41.50	\$43.22	\$44.84	\$46.48	\$48.16	\$49.85	\$51.46	\$53.14	
B6	\$45.24	\$46.96	\$48.65	\$50.34	\$52.04	\$53.76	\$55.46	\$57.19	\$58.94	\$60.65

Bi-Weekly 36 Hour Work Week										
B1	\$1,760.40	\$1,906.56	\$2,052.00	\$2,200.32	\$2,347.92					
B2	\$1,996.56	\$2,129.04	\$2,262.96	\$2,394.72	\$2,526.48	\$2,660.40				
B3	\$2,162.16	\$2,286.72	\$2,401.92	\$2,522.88	\$2,643.84	\$2,763.36	\$2,883.60			
B4	\$2,442.96	\$2,557.44	\$2,671.92	\$2,790.72	\$2,905.20	\$3,022.56	\$3,138.48	\$3,253.68		
B5	\$2,869.20	\$2,988.00	\$3,111.84	\$3,228.48	\$3,346.56	\$3,467.52	\$3,589.20	\$3,705.12	\$3,826.08	
B6	\$3,257.28	\$3,381.12	\$3,502.80	\$3,624.48	\$3,746.88	\$3,870.72	\$3,993.12	\$4,117.68	\$4,243.68	\$4,366.80

Bi-Weekly 37.5 Hour Work Week										
B1	\$1,833.75	\$1,986.00	\$2,137.50	\$2,292.00	\$2,445.75					
B2	\$2,079.75	\$2,217.75	\$2,357.25	\$2,494.50	\$2,631.75	\$2,771.25				
B3	\$2,252.25	\$2,382.00	\$2,502.00	\$2,628.00	\$2,754.00	\$2,878.50	\$3,003.75			
B4	\$2,544.75	\$2,664.00	\$2,783.25	\$2,907.00	\$3,026.25	\$3,148.50	\$3,269.25	\$3,389.25		
B5	\$2,988.75	\$3,112.50	\$3,241.50	\$3,363.00	\$3,486.00	\$3,612.00	\$3,738.75	\$3,859.50	\$3,985.50	
B6	\$3,393.00	\$3,522.00	\$3,648.75	\$3,775.50	\$3,903.00	\$4,032.00	\$4,159.50	\$4,289.25	\$4,420.50	\$4,548.75

Bi-Weekly 40 Hour Work Week										
B1	\$1,956.00	\$2,118.40	\$2,280.00	\$2,444.80	\$2,608.80					
B2	\$2,218.40	\$2,365.60	\$2,514.40	\$2,660.80	\$2,807.20	\$2,956.00				
B3	\$2,402.40	\$2,540.80	\$2,668.80	\$2,803.20	\$2,937.60	\$3,070.40	\$3,204.00			
B4	\$2,714.40	\$2,841.60	\$2,968.80	\$3,100.80	\$3,228.00	\$3,358.40	\$3,487.20	\$3,615.20		
B5	\$3,188.00	\$3,320.00	\$3,457.60	\$3,587.20	\$3,718.40	\$3,852.80	\$3,988.00	\$4,116.80	\$4,251.20	
B6	\$3,619.20	\$3,756.80	\$3,892.00	\$4,027.20	\$4,163.20	\$4,300.80	\$4,436.80	\$4,575.20	\$4,715.20	\$4,852.00

2022

Business Services: Effective January 1, 2022										
1.80% Increase Over 2021										
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
B1	\$24.89	\$26.96	\$29.01	\$31.11	\$33.20					
B2	\$28.23	\$30.10	\$32.00	\$33.86	\$35.72	\$37.62				
B3	\$30.57	\$32.33	\$33.96	\$35.67	\$37.38	\$39.07	\$40.77			
B4	\$34.54	\$36.16	\$37.78	\$39.46	\$41.08	\$42.74	\$44.37	\$46.00		
B5	\$40.57	\$42.25	\$44.00	\$45.65	\$47.32	\$49.03	\$50.75	\$52.39	\$54.10	
B6	\$46.05	\$47.81	\$49.53	\$51.25	\$52.98	\$54.73	\$56.46	\$58.22	\$60.00	\$61.74

Bi-Weekly 36 Hour Work Week										
B1	\$1,792.08	\$1,941.12	\$2,088.72	\$2,239.92	\$2,390.40					
B2	\$2,032.56	\$2,167.20	\$2,304.00	\$2,437.92	\$2,571.84	\$2,708.64				
B3	\$2,201.04	\$2,327.76	\$2,445.12	\$2,568.24	\$2,691.36	\$2,813.04	\$2,935.44			
B4	\$2,486.88	\$2,603.52	\$2,720.16	\$2,841.12	\$2,957.76	\$3,077.28	\$3,194.64	\$3,312.00		
B5	\$2,921.04	\$3,042.00	\$3,168.00	\$3,286.80	\$3,407.04	\$3,530.16	\$3,654.00	\$3,772.08	\$3,895.20	
B6	\$3,315.60	\$3,442.32	\$3,566.16	\$3,690.00	\$3,814.56	\$3,940.56	\$4,065.12	\$4,191.84	\$4,320.00	\$4,445.28

Bi-Weekly 37.5 Hour Work Week										
B1	\$1,866.75	\$2,022.00	\$2,175.75	\$2,333.25	\$2,490.00					
B2	\$2,117.25	\$2,257.50	\$2,400.00	\$2,539.50	\$2,679.00	\$2,821.50				
B3	\$2,292.75	\$2,424.75	\$2,547.00	\$2,675.25	\$2,803.50	\$2,930.25	\$3,057.75			
B4	\$2,590.50	\$2,712.00	\$2,833.50	\$2,959.50	\$3,081.00	\$3,205.50	\$3,327.75	\$3,450.00		
B5	\$3,042.75	\$3,168.75	\$3,300.00	\$3,423.75	\$3,549.00	\$3,677.25	\$3,806.25	\$3,929.25	\$4,057.50	
B6	\$3,453.75	\$3,585.75	\$3,714.75	\$3,843.75	\$3,973.50	\$4,104.75	\$4,234.50	\$4,366.50	\$4,500.00	\$4,630.50

Bi-Weekly 40 Hour Work Week										
B1	\$1,991.20	\$2,156.80	\$2,320.80	\$2,488.80	\$2,656.00					
B2	\$2,258.40	\$2,408.00	\$2,560.00	\$2,708.80	\$2,857.60	\$3,009.60				
B3	\$2,445.60	\$2,586.40	\$2,716.80	\$2,853.60	\$2,990.40	\$3,125.60	\$3,261.60			
B4	\$2,763.20	\$2,892.80	\$3,022.40	\$3,156.80	\$3,286.40	\$3,419.20	\$3,549.60	\$3,680.00		
B5	\$3,245.60	\$3,380.00	\$3,520.00	\$3,652.00	\$3,785.60	\$3,922.40	\$4,060.00	\$4,191.20	\$4,328.00	
B6	\$3,684.00	\$3,824.80	\$3,962.40	\$4,100.00	\$4,238.40	\$4,378.40	\$4,516.80	\$4,657.60	\$4,800.00	\$4,939.20

2021

Corporate Relations: Effective January 1, 2021		0.00% Increase Over 2020								
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
CR1	\$42.07	\$43.65	\$45.25	\$46.83	\$48.43	\$50.01	\$51.61	\$53.19	\$54.78	\$56.37
CR2	\$46.81	\$48.51	\$50.29	\$52.10	\$54.00	\$55.96	\$57.99	\$60.10	\$62.28	\$64.54

Bi-Weekly 37.5 Hour Work Week										
CR1	\$3,155.25	\$3,273.75	\$3,393.75	\$3,512.25	\$3,632.25	\$3,750.75	\$3,870.75	\$3,989.25	\$4,108.50	\$4,227.75
CR2	\$3,510.75	\$3,638.25	\$3,771.75	\$3,907.50	\$4,050.00	\$4,197.00	\$4,349.25	\$4,507.50	\$4,671.00	\$4,840.50

2022

Corporate Relations: Effective January 1, 2022		1.80% Increase Over 2021								
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
CR1	\$42.83	\$44.44	\$46.06	\$47.67	\$49.30	\$50.91	\$52.54	\$54.15	\$55.77	\$57.38
CR2	\$47.65	\$49.38	\$51.20	\$53.04	\$54.97	\$56.97	\$59.03	\$61.18	\$63.40	\$65.70

Bi-Weekly 37.5 Hour Work Week										
CR1	\$3,212.25	\$3,333.00	\$3,454.50	\$3,575.25	\$3,697.50	\$3,818.25	\$3,940.50	\$4,061.25	\$4,182.75	\$4,303.50
CR2	\$3,573.75	\$3,703.50	\$3,840.00	\$3,978.00	\$4,122.75	\$4,272.75	\$4,427.25	\$4,588.50	\$4,755.00	\$4,927.50

2021

Finance: Effective January 1, 2021		0.00% Increase Over 2020							
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
F1	\$39.85	\$41.50	\$43.22	\$44.84	\$46.48	\$48.16	\$49.85	\$51.46	\$53.14
F2	\$53.14	\$54.20	\$55.26	\$56.33					

Bi-Weekly 37.5 Hour Work Week									
F1	\$2,988.75	\$3,112.50	\$3,241.50	\$3,363.00	\$3,486.00	\$3,612.00	\$3,738.75	\$3,859.50	\$3,985.50
F2	\$3,985.50	\$4,065.00	\$4,144.50	\$4,224.75					

2022

Finance: Effective January 1, 2022		1.80% Increase Over 2021							
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
F1	\$40.57	\$42.25	\$44.00	\$45.65	\$47.32	\$49.03	\$50.75	\$52.39	\$54.10
F2	\$54.10	\$55.18	\$56.25	\$57.34					

Bi-Weekly 37.5 Hour Work Week									
F1	\$3,042.75	\$3,168.75	\$3,300.00	\$3,423.75	\$3,549.00	\$3,677.25	\$3,806.25	\$3,929.25	\$4,057.50
F2	\$4,057.50	\$4,138.50	\$4,218.75	\$4,300.50					

2021

Information Technology: Effective January 1, 2021										
0.00% Increase Over 2020										
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
I1	\$41.10	\$42.83	\$44.54	\$46.26	\$47.96	\$49.67	\$51.35	\$53.08	\$54.83	
I2	\$46.25	\$47.95	\$49.65	\$51.34	\$53.07	\$54.75	\$56.46	\$58.20	\$59.86	\$61.64
I3	\$50.42	\$52.28	\$54.12	\$55.98	\$57.85	\$59.73	\$61.60	\$63.42	\$65.29	\$67.19
I4	\$57.58	\$59.88	\$62.28	\$64.77	\$66.72	\$68.71				
<i>I4 Plus Range</i>				<i>Hourly</i>			\$70.77 to \$74.28			
This range is only available to Legacy employees.				<i>75 Bi-Weekly (37.5 Hour Work Week)</i>			\$5307.75 to \$5571.00			
See IT I4 Plus Letter of Understanding				<i>Annually (1950 Hours)</i>			\$138,001.50 to \$144,846.00			

Bi-Weekly 37.5 Hour Work Week										
I1	\$3,082.50	\$3,212.25	\$3,340.50	\$3,469.50	\$3,597.00	\$3,725.25	\$3,851.25	\$3,981.00	\$4,112.25	
I2	\$3,468.75	\$3,596.25	\$3,723.75	\$3,850.50	\$3,980.25	\$4,106.25	\$4,234.50	\$4,365.00	\$4,489.50	\$4,623.00
I3	\$3,781.50	\$3,921.00	\$4,059.00	\$4,198.50	\$4,338.75	\$4,479.75	\$4,620.00	\$4,756.50	\$4,896.75	\$5,039.25
I4	\$4,318.50	\$4,491.00	\$4,671.00	\$4,857.75	\$5,004.00	\$5,153.25				

2022

Information Technology: Effective January 1, 2022										
1.80% Increase Over 2021										
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
I1	\$41.84	\$43.60	\$45.34	\$47.09	\$48.82	\$50.56	\$52.27	\$54.04	\$55.82	
I2	\$47.08	\$48.81	\$50.54	\$52.26	\$54.03	\$55.74	\$57.48	\$59.25	\$60.94	\$62.75
I3	\$51.33	\$53.22	\$55.09	\$56.99	\$58.89	\$60.81	\$62.71	\$64.56	\$66.47	\$68.40
I4	\$58.62	\$60.96	\$63.40	\$65.94	\$67.92	\$69.95				
<i>I4 Plus Range</i>				<i>Hourly</i>			\$72.04 to \$75.62			
This range is only available to Legacy employees.				<i>75 Bi-Weekly (37.5 Hour Work Week)</i>			\$5403.00 to \$5671.50			
See IT I4 Plus Letter of Understanding				<i>Annually (1950 Hours)</i>			\$140,478.00 to \$147,45.00			

Bi-Weekly 37.5 Hour Work Week										
I1	\$3,138.00	\$3,270.00	\$3,400.50	\$3,531.75	\$3,661.50	\$3,792.00	\$3,920.25	\$4,053.00	\$4,186.50	
I2	\$3,531.00	\$3,660.75	\$3,790.50	\$3,919.50	\$4,052.25	\$4,180.50	\$4,311.00	\$4,443.75	\$4,570.50	\$4,706.25
I3	\$3,849.75	\$3,991.50	\$4,131.75	\$4,274.25	\$4,416.75	\$4,560.75	\$4,703.25	\$4,842.00	\$4,985.25	\$5,130.00
I4	\$4,396.50	\$4,572.00	\$4,755.00	\$4,945.50	\$5,094.00	\$5,246.25				

2021

Operational Services: Effective January 1, 2021							
0.00% Increase Over 2020							
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
O1	\$27.54	\$30.29	\$32.36	\$34.38	\$36.36	\$38.38	\$40.40
O2	\$33.74	\$35.63	\$37.51	\$39.39	\$41.26	\$43.14	\$45.04
O3	\$37.41	\$39.50	\$41.55	\$43.64	\$45.71	\$47.79	\$49.92

Bi-Weekly 40 Hour Work Week							
O1	\$2,203.20	\$2,423.20	\$2,588.80	\$2,750.40	\$2,908.80	\$3,070.40	\$3,232.00
O2	\$2,699.20	\$2,850.40	\$3,000.80	\$3,151.20	\$3,300.80	\$3,451.20	\$3,603.20
O3	\$2,992.80	\$3,160.00	\$3,324.00	\$3,491.20	\$3,656.80	\$3,823.20	\$3,993.60

2022

Operational Services: Effective January 1, 2022							
1.80% Increase Over 2021							
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
O1	\$28.04	\$30.84	\$32.94	\$35.00	\$37.01	\$39.07	\$41.13
O2	\$34.35	\$36.27	\$38.19	\$40.10	\$42.00	\$43.92	\$45.85
O3	\$38.08	\$40.21	\$42.30	\$44.43	\$46.53	\$48.65	\$50.82

Bi-Weekly 40 Hour Work Week							
O1	\$2,243.20	\$2,467.20	\$2,635.20	\$2,800.00	\$2,960.80	\$3,125.60	\$3,290.40
O2	\$2,748.00	\$2,901.60	\$3,055.20	\$3,208.00	\$3,360.00	\$3,513.60	\$3,668.00
O3	\$3,046.40	\$3,216.80	\$3,384.00	\$3,554.40	\$3,722.40	\$3,892.00	\$4,065.60

2021

Technical Services: Effective January 1, 2021											
0.00% Increase Over 2020											
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
T1	\$30.94	\$33.24	\$35.53	\$37.82	\$40.11	\$42.40	\$44.71	\$47.00	\$49.32	\$51.62	
T2	\$33.63	\$35.89	\$38.09	\$40.35	\$42.57	\$44.82	\$47.10	\$49.33	\$51.57	\$53.79	\$56.03
T3	\$34.60	\$36.91	\$39.21	\$41.51	\$43.86	\$46.16	\$48.46	\$50.78	\$53.08	\$55.38	\$57.67
T4	\$45.09	\$47.20	\$49.37	\$51.51	\$53.64	\$55.83	\$57.95	\$60.13			
T5	\$46.31	\$48.48	\$50.72	\$52.89	\$55.10	\$57.30	\$59.51	\$61.70			
T6	\$57.30	\$59.51	\$61.71	\$64.22							

Bi-Weekly 36 Hour Work Week											
T1	\$2,227.68	\$2,393.28	\$2,558.16	\$2,723.04	\$2,887.92	\$3,052.80	\$3,219.12	\$3,384.00	\$3,551.04	\$3,716.64	
T2	\$2,421.36	\$2,584.08	\$2,742.48	\$2,905.20	\$3,065.04	\$3,227.04	\$3,391.20	\$3,551.76	\$3,713.04	\$3,872.88	\$4,034.16
T3	\$2,491.20	\$2,657.52	\$2,823.12	\$2,988.72	\$3,157.92	\$3,323.52	\$3,489.12	\$3,656.16	\$3,821.76	\$3,987.36	\$4,152.24
T4	\$3,246.48	\$3,398.40	\$3,554.64	\$3,708.72	\$3,862.08	\$4,019.76	\$4,172.40	\$4,329.36			
T5	\$3,334.32	\$3,490.56	\$3,651.84	\$3,808.08	\$3,967.20	\$4,125.60	\$4,284.72	\$4,442.40			
T6	\$4,125.60	\$4,284.72	\$4,443.12	\$4,623.84							

Bi-Weekly 37.5 Hour Work Week											
T1	\$2,320.50	\$2,493.00	\$2,664.75	\$2,836.50	\$3,008.25	\$3,180.00	\$3,353.25	\$3,525.00	\$3,699.00	\$3,871.50	
T2	\$2,522.25	\$2,691.75	\$2,856.75	\$3,026.25	\$3,192.75	\$3,361.50	\$3,532.50	\$3,699.75	\$3,867.75	\$4,034.25	\$4,202.25
T3	\$2,595.00	\$2,768.25	\$2,940.75	\$3,113.25	\$3,289.50	\$3,462.00	\$3,634.50	\$3,808.50	\$3,981.00	\$4,153.50	\$4,325.25
T4	\$3,381.75	\$3,540.00	\$3,702.75	\$3,863.25	\$4,023.00	\$4,187.25	\$4,346.25	\$4,509.75			
T5	\$3,473.25	\$3,636.00	\$3,804.00	\$3,966.75	\$4,132.50	\$4,297.50	\$4,463.25	\$4,627.50			
T6	\$4,297.50	\$4,463.25	\$4,628.25	\$4,816.50							

Bi-Weekly 40 Hour Work Week											
T1	\$2,475.20	\$2,659.20	\$2,842.40	\$3,025.60	\$3,208.80	\$3,392.00	\$3,576.80	\$3,760.00	\$3,945.60	\$4,129.60	
T2	\$2,690.40	\$2,871.20	\$3,047.20	\$3,228.00	\$3,405.60	\$3,585.60	\$3,768.00	\$3,946.40	\$4,125.60	\$4,303.20	\$4,482.40
T3	\$2,768.00	\$2,952.80	\$3,136.80	\$3,320.80	\$3,508.80	\$3,692.80	\$3,876.80	\$4,062.40	\$4,246.40	\$4,430.40	\$4,613.60
T4	\$3,607.20	\$3,776.00	\$3,949.60	\$4,120.80	\$4,291.20	\$4,466.40	\$4,636.00	\$4,810.40			
T5	\$3,704.80	\$3,878.40	\$4,057.60	\$4,231.20	\$4,408.00	\$4,584.00	\$4,760.80	\$4,936.00			
T6	\$4,584.00	\$4,760.80	\$4,936.80	\$5,137.60							

2022

Technical Services: Effective January 1, 2022											
1.80% Increase Over 2021											
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
T1	\$31.50	\$33.84	\$36.17	\$38.50	\$40.83	\$43.16	\$45.51	\$47.85	\$50.21	\$52.55	
T2	\$34.24	\$36.54	\$38.78	\$41.08	\$43.34	\$45.63	\$47.95	\$50.22	\$52.50	\$54.76	\$57.04
T3	\$35.22	\$37.57	\$39.92	\$42.26	\$44.65	\$46.99	\$49.33	\$51.69	\$54.04	\$56.38	\$58.71
T4	\$45.90	\$48.05	\$50.26	\$52.44	\$54.61	\$56.83	\$58.99	\$61.21			
T5	\$47.14	\$49.35	\$51.63	\$53.84	\$56.09	\$58.33	\$60.58	\$62.81			
T6	\$58.33	\$60.58	\$62.82	\$65.38							

Bi-Weekly 36 Hour Work Week											
T1	\$2,268.00	\$2,436.48	\$2,604.24	\$2,772.00	\$2,939.76	\$3,107.52	\$3,276.72	\$3,445.20	\$3,615.12	\$3,783.60	
T2	\$2,465.28	\$2,630.88	\$2,792.16	\$2,957.76	\$3,120.48	\$3,285.36	\$3,452.40	\$3,615.84	\$3,780.00	\$3,942.72	\$4,106.88
T3	\$2,535.84	\$2,705.04	\$2,874.24	\$3,042.72	\$3,214.80	\$3,383.28	\$3,551.76	\$3,721.68	\$3,890.88	\$4,059.36	\$4,227.12
T4	\$3,304.80	\$3,459.60	\$3,618.72	\$3,775.68	\$3,931.92	\$4,091.76	\$4,247.28	\$4,407.12			
T5	\$3,394.08	\$3,553.20	\$3,717.36	\$3,876.48	\$4,038.48	\$4,199.76	\$4,361.76	\$4,522.32			
T6	\$4,199.76	\$4,361.76	\$4,523.04	\$4,707.36							

Bi-Weekly 37.5 Hour Work Week											
T1	\$2,362.50	\$2,538.00	\$2,712.75	\$2,887.50	\$3,062.25	\$3,237.00	\$3,413.25	\$3,588.75	\$3,765.75	\$3,941.25	
T2	\$2,568.00	\$2,740.50	\$2,908.50	\$3,081.00	\$3,250.50	\$3,422.25	\$3,596.25	\$3,766.50	\$3,937.50	\$4,107.00	\$4,278.00
T3	\$2,641.50	\$2,817.75	\$2,994.00	\$3,169.50	\$3,348.75	\$3,524.25	\$3,699.75	\$3,876.75	\$4,053.00	\$4,228.50	\$4,403.25
T4	\$3,442.50	\$3,603.75	\$3,769.50	\$3,933.00	\$4,095.75	\$4,262.25	\$4,424.25	\$4,590.75			
T5	\$3,535.50	\$3,701.25	\$3,872.25	\$4,038.00	\$4,206.75	\$4,374.75	\$4,543.50	\$4,710.75			
T6	\$4,374.75	\$4,543.50	\$4,711.50	\$4,903.50							

Bi-Weekly 40 Hour Work Week											
T1	\$2,520.00	\$2,707.20	\$2,893.60	\$3,080.00	\$3,266.40	\$3,452.80	\$3,640.80	\$3,828.00	\$4,016.80	\$4,204.00	
T2	\$2,739.20	\$2,923.20	\$3,102.40	\$3,286.40	\$3,467.20	\$3,650.40	\$3,836.00	\$4,017.60	\$4,200.00	\$4,380.80	\$4,563.20
T3	\$2,817.60	\$3,005.60	\$3,193.60	\$3,380.80	\$3,572.00	\$3,759.20	\$3,946.40	\$4,135.20	\$4,323.20	\$4,510.40	\$4,696.80
T4	\$3,672.00	\$3,844.00	\$4,020.80	\$4,195.20	\$4,368.80	\$4,546.40	\$4,719.20	\$4,896.80			
T5	\$3,771.20	\$3,948.00	\$4,130.40	\$4,307.20	\$4,487.20	\$4,666.40	\$4,846.40	\$5,024.80			
T6	\$4,666.40	\$4,846.40	\$5,025.60	\$5,230.40							

CLASSIFICATIONS LIST

B2 - Office

- Billing Assistant I
- Office Services Assistant
- Receptionist

B3 - Office

- Accounts Payable Assistant
- Administrative Assistant
- Billing Assistant II
- Contracts Assistant
- Customer Connections Support Assistant
- Customer Service Representative (40 Hours)
- Fleet and Damage Claims Assistant
- Information Management Assistant
- Land Assistant
- Meter Data Management Assistant
- Planned Power Outage Assistant
- Training & Safety Administrator

B4 – Office

- Accounts Payable Coordinator
- Asset Management Coordinator
- Billing Coordinator
- Business Process Coordinator
- Call Quality Coordinator
- Customer Connections Coordinator
- Customer Operations Coordinator
- Customer Relations Coordinator
- Executive Assistant
- Field Administration Coordinator
- Fleet Capital Analyst
- Fleet Services Analyst
- Load Settlement Coordinator
- Meter Data Management Coordinator
- Payroll Coordinator
- Project Assistant
- Projects Accounting Coordinator
- Scheduling Coordinator
- Site ID Coordinator
- Site Management Coordinator

B5 - Office

- AMFM Analyst
- Billing Analyst
- Business Process Advisor
- Customer Care Team Lead (40 hours)

- Customer Operations Business Analyst
- Contracts Analyst
- Customer Connections Support Work Leader
- Customer Operations Project Advisor
- Information Management & Printing Services Work Leader
- Interval Analyst
- Operational Business Analyst
- Payroll Analyst
- Senior Land Coordinator
- Senior Material Services Analyst
- Site Management Work Leader
- Supply Chain Analyst
- Training and Process Analyst Customer Care (40 hours)
- Training and Safety Admin Work Leader
- Workforce Management Analyst

B6 – Office

- AMFM Analyst Work Leader
- Supply Chain Contracts Work Leader
- Supply Chain Procurement Work Leader

CR1 – Office

- Business Development Advisor
- Communications Advisor
- Customer Relations Advisor
- Marketing Advisor
- Stakeholder Relations Advisor

CR2 – Office

- Customer Account Manager
- Stakeholder Relations Manager

F1 – Office

- Accountant Professional Development
- REA Accountant

F2 – Office

- Financial Accountant

I1 – Office

- Service Desk Technician
- Technical Analyst Deskside Services
- Technical Services Analyst

I2 – Office

- Service Desk Analyst
- Systems Analyst

I3 – Office

- Senior Systems Analyst

I4 – Office

- Senior Enterprise Business Analyst
- Senior IT Advisor
- Senior Systems Specialist

L1 – Field

- Assistant System Operator
- Power Line Technician

L2 – Field

- Lead Power Line Technician

L3 – Field

- Area Coordinator
- System Operator

L4 – Field

- Area Foreman
- Health & Safety Advisor
- Safety and Work Methods Advisor
- Senior System Operator
- Work Methods Specialist

O1 – Field

- Technical Services Warehouse Operator
- Warehouse Operator

O2 - Field

- Production Operator Technical Services
- Yard Operator

O3 – Field

- Material Coordinator
- Team Lead Warehouse

T1 – Field

- Dispatcher
- Field Service Representative
- Reconditioning Services Technician

T1 – Office

- Design Assistant
- Operations Connections Analyst

T2 – Field

- Heavy Equipment Technician

T2 – Office

- Fleet Standards Specialist

T3 – Field

- Design Specialist/Technologist
- Field Technical Support Technologist
- Forestry Field Inspector
- Reconditioning Services Technologist
- SCADA Technologist
- Technical Services Technologist

T3 – Office

- AMFM Data Integrity Coordinator
- Building Operations Technician
- Distribution Planner
- Drafting & AMFM Data Integrity Coordinator
- Environmental Coordinator
- Facilities Planner
- Meter Data Management Technologist
- Quotation Analyst

T4 – Field

- Fleet Services Coordinator
- Senior Dispatcher

T5 – Field

- Design Specialist/Technologist II
- Engineering Technologist
- Land Agent
- Reconditioning Services Work Leader

T5 – Office

- AMFM Business Analyst
- AMFM Data Integrity Work Leader
- Distribution Planning Work Leader
- Engineering Technologist
- Technical Quotation Work Leader

T6 – Field

- Field Metering & Equipment Technologist
- Forestry Field Representative
- Project Manager
- Senior Design Specialist/Technologist
- Senior Land Agent
- Senior Planner Asset Management
- Technical Training Specialist
- Training Specialist

T6 – Office

- Senior Customer Service Advisor AMI
- Senior Engineering Technologist

OFFICE - 37.5 Hours per Week

FIELD - 40 Hours per Week

EXCEPT AS NOTED

ATTACHMENT 1

TRANSFER EXPENSES - IN-SCOPE EMPLOYEES

The intent of the following transfer expense enhancements is to support the career choice of staff while strengthening our capacity to do business.

Part 1

When an employee is transferred at the request of the Company or is transferred as a result of being the successful bidder for a posted job, the following shall apply, provided the employee moves within one (1) year from the date of transfer and the position bid to is assessed by the Company to add value to the employee and the Company (e.g. includes lessening of responsibility where there is reasonable potential for that employee's growth in the near future to justify the investment).

a) Travel and Living Expenses of Employee and Members of Employees Family

1. Any trips that an employee makes to investigate a vacant position will be at the employee's expense and on the employee's own time.
2. One (1) round trip to the new location for the employee (and spouse, if applicable) to locate suitable permanent accommodation, including mileage, meals and three (3) nights' lodgings (effective January 1, 2000).
3. Transportation to the new location for the employee and one (1) round trip later to transport the employee's family. Transportation expenses will be limited to bus fare or payment for the use of the employee's personal vehicle at the current Company vehicle allowance rate.
4. Lodging and meals, if required, for the employee and the employee's family while en-route to the new location.
5. After reaching the new location, reimbursement will be limited to living expenses, including lodging and meals for the employee and members of the employee's family until relocation or up to a maximum of fourteen (14) days, whichever is the shorter period of time.
6. Telephone, parking and gratuity expenses directly involved with the move.

b) Moving of Household Furnishings

1. Cost of packing, moving and unpacking normal household possessions being moved from the employee's former principal residence to the employee's new location.
2. Cost of insurance for normal household possessions while being moved or held in storage.
3. Cost of storage up to sixty (60) days when an employee is required to vacate their old residence before being able to occupy suitable accommodation at the new location.

When the Supervisor has been advised and agrees that the original accommodation is unsatisfactory for permanent living quarters, allowable expenses will include the cost of a second move up to a maximum of seven-hundred fifty dollars (\$750.00).

c) Miscellaneous Transfer Expenses

Payment of up to a maximum of seven hundred dollars (\$700.00) to cover actual miscellaneous expenses resulting from a transfer, but not to include replacement of drapes and/or rugs. Receipts are not required by the Company for miscellaneous expense claims of two hundred dollars (\$200.00) or less. If claims are in excess of two hundred dollars (\$200.00) receipts are required for all expenses claimed.

d) Duplicate Housing Expenses

Allowable expenses will consist of the following items, if duplication of costs occur:

1. Interest on mortgage or equivalent financing at former principal residence.
2. Real estate taxes at former principal residence.
3. Utility accounts at former principal residence.
4. House, garage and locker rent.
5. Room and board.

These expenses will be allowed from the date the employee begins to incur duplicate expenses and will continue up to a maximum period of three (3) months or until duplicate expenses stop, whichever is the shorter period.

e) Expenses Incurred on the Sale and Purchase of a Transferred Employee's Principal Residence

1. Actual brokerage fee to a licensed realtor up to a maximum of seven percent (7%) of the first \$100,000 and three percent (3%) on the balance of the selling price of the employee's principal residence, providing the home is sold within three (3) months of the transfer. If the residence is not sold within three (3) months, the brokerage fee to be paid will be based on an appraisal at the time of transfer or the actual sale price, whichever is the lower. The brokerage fee is to be supported by receipts.
2. Actual legal expenses up to a maximum of the tariff schedule of the Law Society of Alberta providing the fees are supported by receipts.
3. Actual lender-assessed interest penalty upon breaking a first mortgage up to a maximum of three (3) months. The penalty fee is to be supported by receipts.

f) Interim Financing

In cases where an employee must purchase a residence at the new location before having realized equity from the sale of the employee's former principal residence, the Company will pay the interest on interim financing for a period not to exceed ninety (90) days.

The amount of interim financing on which the Company will pay interest will be a maximum of the equity in the former principal residence that is being sold (equity being the guaranteed price less any mortgages and/or loans and less 1.5 % of the guaranteed price to cover closing adjustments)

g) Exceptions

When extraordinary or unforeseen circumstances arise, exceptions may be allowed to the above policy, but at the sole discretion of the Company.

Part 2

When an employee is transferred at the request of the Company or is transferred as a result of being the successful bidder for a posted job, the following shall apply provided the employee moves within one (1) year from the date of transfer and the position bid is assessed by the Company as a lateral or demotion to a position not at a salary grade B1, O1, or T1.

a) Travel and Living Expenses of Employees and Members of Employee's Family

1. Any trips that an employee makes to investigate a vacant position will be at the employee's expense and on the employee's own time.
2. Transportation to the new location for the employee and one (1) round trip later, to transport the employee's family. Transportation expenses will be limited to bus fare or payment for the use of the employee's personal vehicle at the current Company vehicle allowance rate.
3. Lodging and meals, if required, for the employee and the employee's family while en-route to the new location.
4. After reaching the new location, reimbursement will be limited to living expenses, including lodging and meals for the employee and members of the employee's family until relocation or up to a maximum of fourteen (14) days, whichever is the shorter period of time.
5. Telephone, parking and gratuity expenses directly involved with the move.

b) Moving of Household Furnishings

1. Cost of Packing, moving and unpacking normal household possessions being moved from the employee's former principal residence to the new location.
2. Cost of insurance for normal household possessions while being moved or held in storage.
3. Cost of storage up to sixty (60) days when an employee is required to vacate the employee's old residence before being able to occupy suitable accommodation at the new location.

When the Supervisor has been advised and agrees that the original accommodation is unsatisfactory for permanent living quarters, allowable expenses will include the cost of a second move up to a maximum of seven-hundred fifty dollars (\$750.00).

c) Miscellaneous Transfer Expenses

Payment of up to a maximum of seven hundred dollars (\$700.00) to cover actual miscellaneous expenses resulting from a transfer, but not to include replacement of drapes and/or rugs. Receipts are not required by the Company for miscellaneous expense claims of two hundred dollars (\$200.00) or less. If claims are in excess of two hundred dollars (\$200.00) receipts are required for all expenses claimed.

d) Duplicate Housing Expenses

Allowable expenses will consist of the following items, if duplication of costs occur:

1. Interest on mortgage or equivalent financing at former principal residence.
2. Real estate taxes at former principal residence.
3. Utility accounts at former principal residence.
4. House, garage and locker rent.
5. Room and board.

These expenses will be allowed from the date the employee begins to incur duplicate expenses and will continue up to a maximum period of three (3) months or until duplicate expenses stop, whichever is the shorter period.

e) Exceptions

When extraordinary or unforeseen circumstances arise, exceptions may be allowed to the above policy, but at the sole discretion of the Company.

Part 3

When an employee is transferred at the request of the Company or is transferred as a result of being the successful bidder for a posted job, the following shall apply provided the employee moves within one (1) year from the date of transfer and the position bid is assessed by the Company at salary grade B1, O1, or T1.

Employees transferred as a result of being the successful bidder for a posting at one of the salary grades mentioned above, are eligible for reimbursement of either:

- a) Half the cost of packing, moving and unpacking normal household possessions from the employee's former principal residence to the new location or,
- b) The full cost of renting a moving vehicle for the purpose of moving normal household possessions from the employee's former principal residence to the new location.

These transfer expenses apply providing the employee moves within one year from the date of transfer.

ATTACHMENT 2

TRANSFER EXPENSES - MOBILE HOMES

When an employee is transferred at the request of the Company or is transferred as a result of being the successful bidder for a posted job, the moving of a mobile home and eventual reimbursement will be at the most competitive rate based on estimates received from three (3) carriers. All proposed moving arrangements will be approved by the applicable Supervisor.

Persons transferred under the provisions of this policy are eligible for reimbursement, as outlined below, provided the employee moves within one (1) year from date of transfer.

a) The Following Are Considered Allowable Expenses in the Moving of a Mobile Home

1. The towing by one (1) tractor unit of a single width mobile home and by two (2) tractor units for a double width mobile home from the employee's former location to the employee's new location.
2. The unblocking, packing, re-blocking, separation, rejoining of the mobile home and the rental of wheels.
3. Dead mileage charges where no local moving firm is available and the moving must be contracted to a firm from another city.
4. Pilot car service as required by law.
5. Insurance for the mobile home and for normal household possessions, while being moved, where sufficient insurance is not provided by the moving firm.
6. Temporary parking, up to a maximum of ninety (90) days, of the mobile home at the new location when an employee is required to vacate the employee's old location and is unable to immediately secure permanent mobile home rental space.
7. Payment of up to a maximum of seven hundred dollars (\$700.00) to cover actual miscellaneous expenses resulting from a transfer, but not to include replacement of drapes and/or rugs. Receipts are not required by the Company for miscellaneous expense claims of two hundred dollars (\$200.00) or less. If claims are in excess of two hundred dollars (\$200.00) receipts are required for all expenses claimed.
8. Auxiliary transportation for such items as: fuel tanks, blocks, skirts, sheds, fences and porches, up to fifty percent (50%) of the hauling cost of a single width mobile home (see item 1 above).

b) Travel and Living Expenses of Employee and Members of Employee's Family

1. Transportation to the new location for the employee and one (1) round trip later, to transport the employee's family. Transportation expenses will be limited to bus fare or payment for use of the employee's personal vehicle at the current Company vehicle allowance rate.

2. Lodging and meals, if required, for the employee and the employee's family while en-route to the new location.
3. After reaching new location, reimbursement will be limited to living expenses, including lodging and meals for the employee and members of the family until relocation or up to a maximum of fourteen (14) days, whichever is the shorter period of time.
4. Telephone, parking and gratuity expenses directly involved with the move.

c) Exceptions

When extraordinary or unforeseen circumstances arise, exceptions may be allowed to the above policy but at the sole discretion of the Company.

ATTACHMENT 3

EXTENSIVE OVERNIGHT ABSENCES

The intent of this provision is to recognize and provide additional vacation to compensate for the disruption and inconvenience resulting from extensive occurrences of overnight absences from home.

Determining Vacation Credits

After reaching twenty (20) overnight absences per calendar year, the employee will be credited with one (1) hour of vacation for each night of absence thereafter, up to a maximum of eighty (80) vacation hours per calendar year.

At the end of the calendar year, accrued vacation hours earned will be credited to the next year's vacation entitlement.

The additional hours earned will be added to the subsequent year's vacation entitlement and will be administered as per the policy for regular vacation, termination payout will also be administered in accordance with the policy for regular vacation.

Some Absences Will Not Be Credited

Only overnight absences resulting from the performance of normal duties will be credited in determining additional vacation. For example, absences due to training or departmental meetings will not be credited.

LETTER OF UNDERSTANDING

Between
FortisAlberta Inc.
and the
United Utility Workers' Association of Canada

Benefits & Pension

The Company shall maintain benefits and pension programs that are competitive and sustainable. These programs are designed to provide a fair and reasonable level of pension and benefit coverage that is comparable to the pension and benefit coverage provided by employers in similar businesses and markets.

The Company shall not make material changes to the benefits and pension coverage offered during the term of this Collective Agreement.

The benefits and pension plans may change from time to time for valid business, legislative and social reasons. In these circumstances, consultation between the Company and the Association will occur. The intent of the consultation is to take feedback received into meaningful consideration for any proposed changes to the programs.

Heather Speers
Vice President, Human Resources & Communications
FortisAlberta Inc.

Grace Thostenson
Business Manager
UUWA

Dated: February 10, 2006
Re-signed: December 15, 2007
Re-signed: December 14, 2010
Re-signed: December 17, 2013
Re-signed: December 13, 2017
Revised and Re-signed: July 6, 2021

LETTER OF UNDERSTANDING

Between
FortisAlberta Inc.
and the
United Utility Workers' Association of Canada

Clause Titles

The parties agree to continue to work together to title clauses throughout the Collective Agreement as appropriate. Should the parties be unable to agree on any title, the existing format shall continue to apply for that clause.

The purpose of titling clauses is to assist readers in finding clauses. The titling of existing clauses shall not limit, restrict, or expand the meaning or intent of any clause unless the parties have so agreed.

This letter has no expiry date.

Originally Agreed February 10, 2006

Stanley MacDonald
Manager, Labour Relations
FortisAlberta Inc.

Grace Thostenson
Business Manager
UUWA

LETTER OF UNDERSTANDING

Between
FortisAlberta Inc.
And the
United Utility Workers' Association of Canada

Dispatcher Hours of Work - Weekend Shift

This Letter sets forth an understanding reached between the parties regarding the Hours of Work and Holiday Pay for the Dispatcher who has bid and works the weekend shift on a consistent basis.

It is agreed that the scheduled Hours of Work are:

- Friday 0600 to 1430
- Saturday 0600 to 1830
- Sunday 0600 to 1830
- Monday 0600 to 1430

It is agreed that Holiday Pay shall be ten (10) hours per holiday day.

Heather Speers
Vice President, Human Resources & Communications
FortisAlberta Inc.

Grace Thostenson
Business Manager
UUWA

Dated: December 14, 2010
Revised and Re-signed: December 17, 2013
Re-signed: December 13, 2017
Re-signed: July 6, 2021

LETTER OF UNDERSTANDING

Between
FortisAlberta Inc.
and the
United Utility Workers' Association of Canada

Flexible Hours of Work Agreements

The intent of this Letter of Understanding is to recognize that there are personal and work situations for employees and Supervisors alike where mutual advantage may be gained from agreement to modify the hours of work contained in the Collective Agreement. Either employees or Supervisors can propose flexible hour arrangements.

1. Proposals for flexible hours of work will be considered which meet the following conditions of satisfaction:
 - a. Flexible hour agreements will be entered into by employees and Supervisors on a voluntary basis.
 - b. In spirit, flexible hours proposals must foresee tangible benefits for the employee and the Company. For example, quality of life of employees, service to customers, quality of work or productivity improvements are tangible benefits where such benefits can be demonstrated.
 - c. All requests to introduce flexible hours of work will receive due consideration from impacted employee(s) and Supervisor(s). Where a request is declined, in the spirit of mutual understanding and co-operation, a substantiated explanation will be provided.
 - d. Any agreement to introduce flexible hours of work must include an understanding between the employee(s) and Supervisor involved of the hours to be worked, the duration of the agreement and the length of notice required to cancel the agreement. For clarity, the employee(s) and Supervisor are encouraged to have a written agreement.
 - e. Either party to a flexible hours of work agreement can end the flexible hours of work agreement provided they give the appropriate notice as per condition 1.d above. Neither party shall be discriminated against for declining to participate in a flexible hours of work agreement or for providing notice to end an agreement.
2. For purposes of Article 9 of the Collective Agreement the agreed upon hours of work shall become the "scheduled hours of work on a workday". Hours worked outside the agreed upon hours shall be overtime.
3. This Letter of Understanding shall come into effect on (1992-08-01) and will continue for a trial period expiring with the Collective Agreement. During this period this Letter of Understanding shall be considered to be part of the Collective Agreement in effect. At the end of this period the impact of this Letter of Understanding will be jointly evaluated by the Company and Association to determine if permanent changes to the Collective Agreement should be adopted.

Heather Speers
Vice President, Human Resources & Communications
FortisAlberta Inc.

Grace Thostenson
Business Manager
UUWA

Re-signed: February 10, 2006
Re-signed: December 15, 2007
Re-signed: December 14, 2010
Re-signed: December 17, 2013
Re-signed: December 13, 2017
Re-signed: July 6, 2021

LETTER OF UNDERSTANDING

Between
FortisAlberta Inc.
and the
United Utility Workers' Association of Canada

Grandfathering Hours of Work for Certain Employees

Full-Time Employees shall work the hours as indicated for their position in the Classification List with the exception of those employees listed below.

The parties agree that the employees listed in this Letter of Understanding are currently working a 40-hour work week and shall continue to do so while the employees remain in their current position. If an employee listed in this Letter of Understanding transfers into another position, that employee shall work the hours established for that position.

Any employee hired or transferred into the position vacated by the employees listed in this Letter of Understanding shall work 37.5 hours per week.

This grandfathering applies only to the following employees:

1. [REDACTED], Technical Services Analyst

Heather Speers
Vice President, Human Resources & Communications
FortisAlberta Inc.

Grace Thostenson
Business Manager
UUWA

Dated: December 15, 2007

Re-signed: December 14, 2010

Revised and Re-signed: December 17, 2013

Revised and Re-signed: December 13, 2017

Revised and Re-signed: July 6, 2021

LETTER OF UNDERSTANDING

Between
FortisAlberta Inc.
and the
United Utility Workers' Association of Canada

Incentive Pay

The parties agree that all bargaining unit employees shall continue to be included in the Company's Short Term Incentive plan.

The incentive structure will be the corporate program and the **corporate** targets will be the same for bargaining and non-bargaining unit employees, **although non-bargaining unit employees may have individual targets**. The targets and structure may change from year to year.

The parties agree that commencing in 2021, the ten percent (10%) target for bargaining unit employees shall be adjusted as outlined below.

- **2021: 8.0%**
- **2022 and each year thereafter: 7.5%**

Heather Speers
Vice President, Human Resources & Communications
FortisAlberta Inc.

Grace Thostenson
Business Manager
UUWA

Dated: February 10, 2006
Re-signed: December 15, 2007
Re-signed: December 14, 2010
Re-signed: December 17, 2013
Re-signed: December 13, 2017
Revised and Re-signed: July 6, 2021

LETTER OF UNDERSTANDING

Between
FortisAlberta Inc.
and the
United Utility Workers' Association of Canada

Reconnecting Service for Vacation Entitlements

This letter sets forth the understanding reached between FortisAlberta In. ("the Company") and the United Utility Workers' Association of Canada ("Association") that the Company shall reconnect service, for the purpose of vacation entitlement only, for those employees who were employed by EPCOR following the sale of the retail business, and rehired by the Company by December 31, 2002.

This will be implemented effective January 1, 2011 and shall be based upon confirmation of the employees' work records.

Heather Speers
Vice President, Human Resources & Communications
FortisAlberta Inc.

Grace Thostenson
Business Manager
UUWA

Dated: December 14, 2010 (Included for reference)

LETTER OF UNDERSTANDING

Between
FortisAlberta Inc.
and the
United Utility Workers' Association of Canada

Reconnecting Service for Vacation Entitlements

This letter sets forth the understanding reached between FortisAlberta Inc. ("the Company") and the United Utility Workers' Association of Canada ("the Association") that the Company shall reconnect service, for the purpose of vacation entitlement only, for those employees who were laid off from TransAlta for a period of less than two (2) years and then rehired.

This will be implemented effective January 1, 2007 and shall be based upon confirmation of the employee's work records.

Heather Speers
Vice President, Human Resources & Communications
FortisAlberta Inc.

Grace Thostenson
Business Manager
UUWA

Dated: December 10, 2010 (Included for reference)

LETTER OF UNDERSTANDING

Between
FortisAlberta Inc.
and the
United Utility Workers' Association of Canada

TRAVELLING CONSTRUCTION CREWS

This Letter of Understanding sets forth the agreement reached between FortisAlberta Inc. ("the Company"), and the United Utility Workers' Association ("the Association") regarding the operation of Travelling Construction Crews. The Company and the Association agree that the company may operate Travelling Construction Crews under the following terms:

Positions on Travelling Construction Crews shall consist of both permanent roles and temporary assignments.

1. PERMANENT POSITIONS:

Area Foreman, Lead Power Line Technician, and Journeyman Power Line Technician roles may be filled on a permanent basis. Permanent vacancies will be filled in accordance with Article 8 – Promotions, Transfers, and Job Posting. Employees who are awarded a permanent Crew position shall be given the option of either remaining permanently attached to their current location (primary residence location), or being relocated to the Crew headquarters area.

Remaining permanently attached to the current location (primary residence location):

- a. If the employee chooses to remain permanently attached to their current location, they will be required to comply with the Residency Requirements for that service point if they either leave the Travelling Crew or if the Company ceases the operation of the Travelling Crew.
- b. Travel between the employee's primary residence and the Crew Headquarters shall be paid up to a maximum of one (1) hour each way.
- c. In the interest of safety, if an employee is required to travel an extensive distance between their residence and the crew headquarters or job site, the employee may request accommodation the evening prior to the job start. Such accommodations shall be paid for by the Company upon supervisor approval.
- d. Travel outside of regular hours of work shall be paid at the overtime rate as per 10.1. Overtime Rate.
- e. After completing three (3) years on the Travelling Crew in a permanent position, an employee may choose to return to their primary residence location. The employee shall be returned to the same level position and pay that they previously held in that location; (For example: A PLT who bids on, and is awarded, a Lead PLT position on the Travelling Crew; would return to their primary residence location as a PLT at the PLT wage rate.

- f. In the event the Company permanently ceases the operation of the Travelling Crew, affected employees shall return to their primary residence location. Employees will return to the same level position that they previously held in that service point location. The employee's hourly rate of pay shall remain at this current rate of pay until such time that the rate of the lower paying job classification, through wage increases collectively bargained, equals or exceeds the employee's rate of pay; (For example: A PLT bids on, and is awarded, a Lead PLT position on the Travelling Crew. The Company then permanently ceases the Travelling Crew. In this case, the employee would return to their primary residence location in a PLT position, however their pay would be maintained at the rate that they held on the Crew until the PLT wage rate reaches the same level. If the employee voluntarily vacates this PLT position and is successful on a different position or different location, the employee's wage will be placed at the appropriate pay scale for the new position).

Relocating to the Crew Headquarters area:

- a. If the employee chooses to be relocated to the Crew headquarters area, their relocation shall be paid for by the Company in accordance with the Collective Agreement. The employee will be required to comply with the Residency Requirements.
- b. Any time after three (3) years on the Crew in a permanent position, an employee may choose to leave the Crew and be placed within the Crew headquarters service point location. The employee shall be returned to the same level position and pay that they previously held; (For example: A PLT bids a Lead PLT position on the Travelling Crew; the employee would be placed in the Crew headquarters service point location as a PLT, at the PLT wage rate).
- c. In the event the Company permanently ceases the operation of the Travelling Crew, an affected employee shall return to the Crew headquarters service point location. The employee will return to the same level position that they previously held in their former service point location. The employee's hourly rate of pay shall remain at this current rate of pay until such time that the rate of the lower paying job classification, through wage increases collectively bargained, equals or exceeds the employee's rate of pay; (For example: A PLT bids on a Lead PLT position on the Travelling Crew, and then the Company permanently ceases the Travelling Crew, the employee would return to Crew headquarters service point location in a PLT position, however their pay would be maintained at the rate that they held on the Crew until the PLT wage rate reaches the same level).
- d. If the employee voluntarily vacates the position and is successful on a different position or different location, the employee's wage rate will be placed at the appropriate pay scale for the new position.

2. TEMPORARY ASSIGNMENTS

- a. Temporary assignments shall be up to one (1) year in duration. The Headquarters for a Crew shall be established prior to posting for the Temporary Assignment. An employee may terminate the temporary assignment for personal reasons by

- providing as much notice as possible to their supervisor. At the completion of the temporary assignment, employees shall be returned to their permanent position and location and must comply with the Residency Requirements for that location.
- b. Successful temporary assignment candidates will not be required to live within any specified distance or time of the Crew headquarters.
 - c. Travel time will be paid based on the candidate's primary residence at the time of hire. If the candidate relocates to a new residence (primary or secondary) during the temporary assignment, the candidate shall be paid travel time either from their residence at the time of hire, or the new residence, whichever is less.
 - d. Travel outside of regular hours shall be paid at the overtime rate as per Article 10.1.
3. A temporary employee working on the Crew shall be provided with a company vehicle or compensated for mileage when travelling between their residence, in accordance with 2. c) above, to the Crew headquarters or worksite when the Crew headquarters or worksite differs from their permanent headquarters.
 4. Employees working on the Crew shall not participate in after hours and weekend standby.
 5. There shall be one (1) Area Foreman Construction on each Crew. There shall be a Lead Power Line Technician present on each work site. The permanent Crew complement may consist of up to, i.e.
 - a. 1 Area Foreman Construction
 - b. 3 Lead Power Line Technicians
 - c. 3 Power Line Technicians
 - d. The Company shall attempt to fill the positions identified in a) through c) as permanent. In the event the company doesn't receive qualified bids, internal or external, for any or all of the permanent positions, then the positions may be filled as a Temporary Assignment under point 2 above until the position is vacated or the one (1) year assignment has elapsed, whichever occurs first. At that time, the Company shall again post permanent position(s).
 6. Crews shall be scheduled to work eight (8) consecutive ten (10) hour work days, followed by six (6) consecutive days off. For business reasons or with the agreement of management, the hours may be changed to four (4) consecutive ten (10) hour work days, Monday to Thursday or Tuesday to Friday, followed by three (3) consecutive days off. Hours of work shall be 7:00 a.m. to 5:30 p.m.
 7. Work schedules shall be posted a minimum of three (3) months in advance.
 8. Schedules may be changed by mutual agreement.
 9. Holidays falling on a work day of a rotation, shall be worked and paid in accordance with Article 10 or the employee shall remain, or be returned, home to observe the holiday. Any required travel shall be in accordance with Point 2 above.

10. The following amendment to ATTACHMENT 3, EXTENSIVE OVERNIGHT ABSENCES, in the current Collective Agreement, shall apply to both permanent and temporary employees on the Travelling Construction Crews. All other terms of ATTACHMENT 3 remain. Amendment: "There will be no limit to the number of additional hours that can be earned, however, any hours earned beyond eighty (80) shall be paid out in February."
- 11. Employees may claim Meal Allowances in accordance with 15.3 or, at the employee's choice, the actual cost of a meal. All meal expenses must be reasonable and claims for actual costs must be supported with receipts.**
12. All other terms of the Collective Agreement shall apply.

Heather Speers
Vice President, Human Resources & Communications
FortisAlberta Inc.

Grace Thostenson
Business Manager
UUWA

Dated: December 17, 2013
Revised and Re-signed: December 13, 2017
Revised and Re-signed: July 6, 2021

LETTER OF UNDERSTANDING

Between
FortisAlberta Inc.
and the
United Utility Workers' Association of Canada

FORTISALBERTA CONTROL CENTRE

The purpose of this Letter of Understanding is to continue with the interim agreement signed February 12, 2013 and December 15, 2017 for Training Specialist, Senior System Operators, System Operators and Assistant System Operators in the FortisAlberta Control Centre (FCC). The Collective Agreement terms shall continue to apply for items not specifically addressed in this Letter. The parties agree to the following terms and conditions.

Scheduling in the FCC shall be done in a fair and consistent manner. The terms of this letter shall provide the Company with the ability to utilize staff complements efficiently and effectively while minimizing disruptions to workers' personal lives.

Labour Management Committee (FCC LMC)

The Association and the Company agree to **maintain** an FCC Labour Management Committee (LMC). The LMC is intended to be a forum for jointly and collaboratively addressing issues unique to the FCC and its employees.

The LMC **operate under** a joint-charter that outlines its guiding principles and rules of conduct. The UUWA Business Manager shall **have input into** the charter and may participate in any LMC meeting.

The selection and replacement of Association committee members shall be done by the Association, with a courtesy consultation with the Director of System Operations. The LMC shall be co-chaired by the Company and the Association. Meetings will be held on a regular basis, as determined by the LMC members.

Shift scheduling will seek to balance the operating requirements of the department and the quality of life for shift workers.

The Company shall not unreasonably refuse to implement a Shift schedule developed by the LMC, provided the proposed schedule does not result in any additional costs.

The following scheduling considerations outlined in this Letter of Understanding may be changed by way of recommendations set forth by the LMC

Any decisions made by the LMC must comply with the terms of the Collective Agreement. Items requiring amendments to the Collective Agreement must be approved by appropriate management and the UUWA.

Based on the current operational needs of the FCC, the following shall be considered as guidelines for the LMC to set the minimum shift complements for the Master Schedule:

Assistant System Operators, as mutually agreed, for training and development.

Monday to Friday Day Shifts

- Eight (8) qualified System Operators for Operations
- Two (2) qualified System Operators for Switch Programs

Weekend, Holiday and Night Shifts

- Two (2) qualified System Operators

It is understood that the FCC operates on a 24-hour basis, seven (7) days per week, 365 days per year as determined by the Company. Saturday and Sunday are considered regular work days for shift positions.

1. Non-Shift Positions

- a. Positions that are not included on the rotating shift schedule:
 - 1) The Training Specialist position shall be a non-shift position.
 - 2) The Senior System Operator position is a non-shift position, but may be included in the rotating shift schedule provided the incumbent employees are provided a minimum of eight (8) weeks' notice.
 - 3) System Operator and Assistant System Operator positions may be on the non-shift schedule for initial training, for approved accommodations, or on a rotational basis as part of the agreed Master Schedule.
- b. A regular work week shall be consecutive days Monday through Friday, and shall be scheduled to consist of nine (9) hours as per 9.2, or four (4) days of ten (10) consecutive hours.
 - 1) While in training, Assistant System Operators may be scheduled to work the eight (8) hour PDO schedule, as defined in 9.1 b) 3.
- c. Regular hours of work shall be between of 0600hrs and 1800hrs.
- d. Changes to the posted schedule may be made with mutual agreement, or on four (4) weeks' written notice by management.
- e. Where possible, hours of work for Senior System Operators and Training Specialists shall be arranged to provide coverage for five (5) days, Monday to Friday

2. Shift Positions

- a. Positions that are included on the rotating shift schedule:
 - 1) System Operator
 - 2) Assistant System Operator.
- b. The Shift Cycle shall be twelve (12) weeks unless otherwise agreed between the parties, and with regulatory approval where required.
- c. The Master Schedule shall be posted by October 1 for the next calendar year.

- 1) The Schedule shall be posted for all FCC Operators; and
 - 2) shall show the days and hours of work, the scheduled days off, the Flex Weeks;
 - 3) These posted hours and days of work shall constitute the regular hours of work for the employee.
- d. The regular work week is based on forty (40) hours per week. During a shift cycle the work week will average forty (40) hours.
- 1) If an employee's normal work week has averaged less than 40 hours over the shift cycle, the Company is entitled to recover this time during the next shift cycle.
 - 2) If an employee owes time to the Company because of a scheduled change, but is called out to work on their day off, the time worked shall be paid at the overtime rate and not deducted from the time owed.
- e. A Shift shall be twelve (12) hours and average forty (40) hours per week during the Shift Cycle.
- f. The Work Week shall be from 0600hrs Monday to 0559hrs the following Monday.
- g. The starting time of the rotating shift shall be arranged between:
- 1) Day Shift – 0600hrs and 0630hrs
 - 2) Night Shift – 1800hrs and 1830hrs
 - 3) Shift Overlap shall be built into the Master Schedule.
- h. Notice of Shift Change
- 1) Regular Shifts - a minimum of twenty-eight (28) days' notification must be given for shift changes (day to night, night to day) within the same posted work day. Scheduled days off shall not be moved except to accommodate STD/LTD, resignations, retirements or transfers. Reasonable consideration shall be given to the employee's personal circumstances.
 - 2) Flex Week - a minimum of four (4) days' notice must be given for the Flex Shift to change within the Flex Work Week.
 - a. Changes to the Flex Shift shall not be made after the last shift worked in the week prior to the Flex Work Week.
 - b. The LMC shall ensure the fewest required number of Flex Weeks are scheduled per employee, while ensuring the efficient operation of the FCC.
 - 3) Shift changes with less than the required notice (28 or 4 days), shall result in payment of overtime for the affected shifts
 - 4) Hours worked, other than those posted on the Schedule, as per h.2), or as indicated elsewhere in this Letter, shall be subject to payment at overtime rates.

- 5) Upon mutual agreement, shift changes may be made with less than the required notice (28 or 4 days), without the payment of overtime.
- 6) An employee shall provide thirty-one (31) days' notice when requesting a change to their schedule or shifts. Lack of such notice shall not preclude the granting of changes where possible.
- 7) If an employee's schedule is changed, the supervisor or designee shall advise the employee by way of direct contact, in person or by telephone, and then send the employee a written confirmation of the change. Confirmation shall include when the telephone or in person notice was given.
- 8) Employees may trade scheduled shifts without adhering to the minimum notice periods outlined above. The shift trade must be documented and submitted by the employee originally scheduled for the shift.**

i. 12 Hour Shift Pay for Daylight Savings Time Change

Employees working the eleven (11) hour shift during the spring time change will receive their normal twelve (12) hours shift pay. Employees working the thirteen (13) hour shift during the fall time change will receive their normal twelve (12) hours shift pay plus one (1) hour overtime. This one (1) hour overtime is eligible for shift differential.

j. Shift Differential

Shift differential will be granted in accordance with the rate, as stipulated in Clause 16.8, for any hours of work performed between 1800hrs and 0600hrs, excluding overtime.

k. Overtime

Overtime is paid based on time worked outside of the scheduled hours of work. For example, an employee may work 4-12 hour days or 48 hours in one week, but less than 40 hours in other weeks to average 40 hours over the shift cycle. In this example, the employee would be paid regular pay because it was not above 40 hours per week over the shift cycle. Any work scheduled outside the days indicated on the schedule will be paid at the overtime rate excluding shift differential.

l. Holiday Pay

- 1) Shift work employees shall receive twelve (12) hours Holiday Pay for each Holiday and the employee shall receive overtime pay for any time worked on the Holiday.
- 2) Should a Holiday fall on a employee's day off, the employee shall receive twelve (12) hours Holiday Pay or another day off in lieu of the Holiday, as mutually agreed by the Company and the employee.

3. Meal Breaks

Meal breaks shall be paid and shall be taken at the work site.

4. Selection Process

Applicants who apply for Assistant System Operators and System Operators postings shall undergo psychometric testing as administered by a third-party vendor.

Applicants must receive an overall rating of “recommended” to continue in the job selection process. Testing results will be provided directly to the employee in confidence. As such, should the employee decide to continue with the job selection process, the employee must release their testing results to the Company to demonstrate that they received a “recommended” rating.

Employees who choose to withdraw from an active selection process may reapply for a subsequent posting by either:

- a. providing their testing results to the Company to demonstrate that they received a “recommended” rating; or,
- b. requesting to re-write the test no sooner than one (1) year following their initial test date.

Psychometric testing shall take the place of an interview. The remainder of the standard UUWA job selection process shall apply.

The testing will be administered at the Airdrie office. Employees who must travel more than two (2) hours each way may travel the day before the test. Such employees may travel on Company time and will be provided with a vehicle and hotel accommodations paid for by the Company.

Heather Speers
Vice President, Human Resources & Communications
FortisAlberta Inc.

Grace Thostenson
Business Manager
UUWA

Dated: December 17, 2013

Revised and Re-signed: December 13, 2017

Revised and Re-signed: July 6, 2021

LETTER OF UNDERSTANDING

Between
FortisAlberta Inc.
and the
United Utility Workers' Association of Canada

COMMUNICATIONS ADVISORS AND SOCIAL MEDIA WORK, CALLOUT AND STANDBY

The provisions of Articles 11 and 12 shall be amended as follows for Communications Advisors who are assigned Standby to monitor and respond to Social Media work. All other terms of the Collective Agreement not specifically addressed in this Letter shall continue to apply.

Callout

Communications Advisors who are assigned Standby to monitor and respond to Social Media work will receive call-out pay for work outside of their regular hours as follows:

1. If cumulative time of call-outs during the Standby period takes thirty (30) minutes or less, then the minimum two (2) hour call-out will not apply. Overtime will apply for the actual time worked.
2. If cumulative time of call-outs during the Standby period takes greater than thirty (30) minutes, the employee will be eligible for call-out pay.
3. If call-out occurs outside of the Standby period, then call-out pay will apply regardless of the time it takes to complete.

Standby

The provisions of Article 12 shall apply except clause 12.3 shall be amended as follows:

12.3 Availability of Employee on Standby

Employees on Standby to handle social media matters shall be available as follows:

- a) Monday to Friday on regular work days: between 8:00 a.m. and 9:00 p.m.
- b) Weekends and Holidays: between 10:00 a.m. and 9:00 p.m.

Heather Speers
Vice President, Human Resources & Communications
FortisAlberta Inc.

Grace Thostenson
Business Manager
UUWA

Dated: December 13, 2017

Re-signed: July 6, 2021

LETTER OF UNDERSTANDING

Between
FortisAlberta Inc.
and the
United Utility Workers' Association of Canada

FIELD OPERATIONS RESIDENCY REQUIREMENT

This Letter sets forth the understanding reached between FortisAlberta Inc., (the "Company"), and the United Utility Workers' Association (the "Association") regarding the Field Operations Residency Requirement. It is agreed that:

1. Employees covered by the Field Operations Residency Requirement ("the Residency Requirement") must maintain their primary residence within forty (40) kilometers of their assigned service point office or at a distance that allows a maximum thirty (30) minute response time to the assigned service point office. It is understood that this distance and time is measured on an all-weather roadway under normal conditions.
2. The Residency Requirement applies to the following positions:
 - Power Line Technicians (both Journeymen and Apprentice)
 - Lead Power Line Technicians
 - Area Coordinators
 - Area Foremen
3. Certain employees were grandfathered as not compliant under the Letter of Understanding regarding Residency Requirement dated July 6, 2010. Those employees shall continue to be grandfathered in their current service point under the terms of this revised Letter. Should these employees bid to a new service point, they shall be required to comply with the terms of this Letter.
4. All other affected employees shall be required to comply with the terms of this Letter. Any employee that changes their primary residence to a location that exceeds the distance or time requirements of this Letter must immediately relocate to a residence in compliance with the Residency Requirement. The failure of an employee to immediately relocate their residence in compliance with this Letter shall constitute just cause for the termination of the employee.
5. Transferring employees shall have a reasonable grace period to relocate their primary residence in compliance with this Residency Requirement. Upon the expiry of any permitted grace period, the employee shall be subject to the terms of this Letter, including termination for just cause.

Agreed to on July 6, 2010:

Heather Speers
Vice President, Human Resources & Communications
FortisAlberta Inc.

Grace Thostenson
Business Manager
UUWA

Revised and Re-signed: December 13, 2017
Re-signed: July 6, 2021

LETTER OF UNDERSTANDING

Between
FortisAlberta Inc.
and the
United Utility Workers' Association of Canada

IT I4 PLUS

No new placements into the I4 Plus range shall occur.

Employees who are in the I4 Plus range as of November 1, 2020 shall remain in the I4 Plus Range. For those employees, the terms of the I4 Plus Range Design and Clarification document, shall continue while they are in their current position.

The I4 Plus pay rates shall be adjusted in accordance with negotiated pay increases.

Heather Speers
Vice President, Human Resources & Communications
FortisAlberta Inc.

Grace Thostenson
Business Manager
UUWA

Dated: December 17, 2013
Revised and Re-signed: July 6, 2021

LETTER OF UNDERSTANDING

Between
FortisAlberta Inc.
and the
United Utility Workers' Association of Canada

STAKEHOLDER RELATIONS MANAGER (SRM) & SRM MAJOR ACCOUNTS POSITIONS

The parties agree to a flexible hours of work program for SRM and **SRM Major Accounts** positions. The terms for this hours of work program are as follows:

1. This flexible and variable hours of work program is an operational requirement for the SRM and **SRM Major Accounts** position and therefore cannot be terminated by either the employee or the Company.
2. The posting(s) for these positions will clearly indicate the operational requirement for an on-going, flexible and variable hours of work program. Successful applicants to these positions will clearly be advised of this requirement for service.
3. It is expected that the nature of the work will require evening and weekend work. In order to meet these operational requirements these employees' hours of work schedules will need to be flexed or varied within a two (2) week (one (1) pay period) timeframe to meet the operational / service requirements of these jobs.
4. Regular days of work shall be Monday to Friday. On occasion employees may be required to work a Saturday as part of their regular work schedule. Such Saturday work as part of the regular work schedule shall only be required where the customer or business needs dictate and the work cannot be reasonably performed on a Monday to Friday. That is, where the Company is not in control of the scheduling of the work, for example, sporting events or council meetings.
5. Regular hours of work shall normally fall between 0700 hours and 1700 hours when employees are working in the Employer's office and, in any event, shall fall between 0700 hours and 2200 hours. Employee requests to work outside of these hours shall be considered.
6. A mutually agreeable work schedule shall be developed between the Employer and employees in accordance with the following:
 - a. The normal hours of work will be from 0730 to 1600 hours Monday to Friday, inclusive of a one (1) hour unpaid meal break. The employee may choose to alter their hours to take a one-half (1/2) hour meal break.

- b. Should an employee be required to work during their meal break, the employee shall be provided with time off for the full meal break later in the day, or payment for the entire period.
 - c. The employee shall schedule their regular hours of work, including meal periods, on an ongoing basis, for a two (2) week period, subject to the approval of the Employer. Such approval shall not be unreasonably withheld.
 - d. Schedules shall be updated by the employee on a daily basis where necessary, unless extenuating circumstances prevent them from doing so. The employee shall advise their supervisor as soon as is reasonably possible of any changes.
 - e. Changes to an approved schedule may be made by mutual agreement between the employee and the Employer. Such agreement shall not be unreasonably withheld by either party.
7. If an employee is required to work greater than ten (10) hours per day and/or greater than seventy-five (75) hours per pay period, then they will be entitled to overtime for the hours worked in excess of ten (10) hours per day and/or seventy-five (75) hours bi-weekly. In these situations, the employee would require approval from their supervisor prior to working the overtime.
8. Hours of work in Point 6 and 7 shall be adjusted accordingly to accrue twelve (12) PDOs per year.
9. Absences from work such as sick absence, or Bereavement Leave, shall be based on the number of hours an employee would have worked on those days, had they not been absent.
10. Holidays that fall Monday through Friday shall be observed on the actual day. Holidays that fall on a Saturday or Sunday shall be observed on the preceding Friday or the following Monday, as designated by the Company. Where the Friday or Monday is a day off, the holiday shall be observed on the Thursday or Tuesday as applicable. Holidays shall be paid at seven and one-half (7.5) hours per day.
11. Unless specifically altered by the terms of this Letter, all other provisions of the Collective Agreement shall apply.

Heather Speers
Vice President, Human Resources & Communications
FortisAlberta Inc.

Grace Thostenson
Business Manager
UUWA

Dated: December 13, 2017
Revised and Re-signed: July 6, 2021

LETTER OF UNDERSTANDING

Between
FortisAlberta Inc.
and the
United Utility Workers' Association of Canada

PORTABILITY OF VACATION ENTITLEMENT BETWEEN BARGAINING UNITS OF THE UUWA

This Letter of Understanding sets forth the agreement reached between FortisAlberta Inc. ("the Company"), and the United Utility Workers' Association ("the Association", or "the UUWA") regarding the portability of years of service for vacation entitlement purposes for employees hired by the Company who were actively employed by another employer and were members of another certified bargaining unit represented by the Association in respect of that employment.

The Company will recognize years of service with a previous employer for the purpose only of determining vacation entitlement in accordance with section 13.1 Vacation Entitlement for a newly hired employee only in the following circumstances:

1. Immediately prior to the Company's hiring of the employee, the employee was actively employed in an Association-represented bargaining unit position with the previous employer; and
2. The employee was a permanent Full-Time Employee with the previous employer and is hired by the Company after January 1, 2018, as a permanent Full-Time Employee.

The determination of all entitlements under this Letter of Understanding will be based on employment records regarding the employee's previous employer, and no determinations to entitlement hereunder will be made without copies of such documentation being provided to the Company.

Definitions:

"actively employed" means that the employee was employed and actively working in and as a member of a certified bargaining unit represented by the Association with another employer at the time of hire by the Company;

"immediately prior" means that the break in employment shall be no more than thirty (30) days between the date on which the employee ceases employment with the previous employer and the date on which the employee commences employment with the Company.

Heather Speers
Vice President, Human Resources & Communications
FortisAlberta Inc.

Grace Thostenson
Business Manager
UUWA

Dated: December 17, 2017
Re-signed: July 6, 2021

LETTER OF UNDERSTANDING

Between
FortisAlberta Inc.
and the
United Utility Workers' Association of Canada

VACATION CREDITING FOR FORMER EMPLOYEES

This Letter of Understanding sets forth the agreement reached between FortisAlberta Inc. ("the Company"), and the United Utility Workers' Association ("the Association") regarding crediting former service for vacation entitlement determination purposes.

Former Permanent, Full-Time Employees of the Company who:

1. Voluntarily resigned from their employment with the Company;
2. Are subsequently rehired by the Company within five (5) years of their last day of active employment with the Company; and
3. Had at least five (5) years of continuous service with the Company at the time of their resignation,

Will be credited with their former service with the Company for vacation entitlement determination purposes only.

Vacation Entitlement based on previous service with the Company shall be credited to the rehired Permanent Full-Time Employee in accordance with 13.1 Vacation Entitlement.

This Letter of Understanding will apply to all existing employees who meet the above criteria, and to employees hired after January 1, 2018. All vacation adjustments shall be based upon confirmation of employment records.

Definitions:

"active employment" means that the employee was at the workplace and performing the duties of his or her job;

"former service" means the employee's last period of continuous service only and does not include any service prior to the employee's last period of continuous service

Heather Speers
Vice President, Human Resources & Communications
FortisAlberta Inc.

Grace Thostenson
Business Manager
UUWA

Dated: December 13, 2017
Re-signed: July 6, 2021

LETTER OF UNDERSTANDING

Between

**FortisAlberta Inc.
and the
United Utility Workers' Association of Canada**

REMOTE WORK ARRANGEMENTS

The Company shall publish a FortisAlberta Remote Work Policy which shall be in effect for the term of the Collective Agreement, expiring on December 31, 2022.

At a minimum, the following conditions shall apply:

- 1. Remote work is a voluntary and reversible alternate work arrangement.**
- 2. The provisions of the Collective Agreement remain in effect for all employees working remotely.**
- 3. Remote Work Arrangements shall not alter an employee's rights, status, responsibilities, benefits, entitlements, or access to organizational information and services.**

The Association and the Company agree to establish a Joint Labour Management Committee (LMC) specifically to address any concerns regarding remote work. The LMC is intended to be a forum for jointly identifying and addressing issues that pertain to the implementation of the FortisAlberta Remote Work Policy.

The LMC shall be jointly chaired by Heather Speers, Vice President, Human Resources and Communications and Grace Thostenson, UUWA Business Manager who will establish the committees' mandate.

Senior management shall appoint its representatives to the LMC. The selection and replacement of Association committee members shall be done by the Association. At no time shall the number of management representatives exceed the number of Association committee members. Any process changes or decisions made by the LMC must comply with the terms of the Collective Agreement and must be approved by management.

**Heather Speers
Vice President, Human Resources & Communications
FortisAlberta Inc.**

**Grace Thostenson
Business Manager
UUWA**

Dated: July 6, 2021

LETTER OF UNDERSTANDING

**Between
FortisAlberta Inc.
and the
United Utility Workers' Association of Canada**

JOB POSITION AND PAY SCHEDULE REVIEW

This Letter sets forth the understanding reached between FortisAlberta Inc., (the “Company”), and the United Utility Workers’ Association (the “Association”) regarding the matter of compensation as compared to peers in the market. The parties will conduct a joint analysis to validate appropriate matches for positions the parties agree would be suitable benchmarks. All information will be freely shared between the parties.

The parties shall meet, review, and upon agreement, make modifications to pay schedules or job classifications as required to address instances where there is a clear and significant misalignment to peers. In doing so, the parties will give appropriate consideration and respect to the placement of certain positions through previously negotiated settlements or agreements.

The positions to be evaluated, thresholds of alignment to peer group benchmarks, and methods to most effectively address the required adjustments shall be determined by both parties in a joint-charter upon commencement of the review.

If agreed upon by both parties, additional solutions explored during the course of the review may also be considered.

To assist the parties in undertaking a fair and timely process for the job position and pay schedule review, a mutually agreed upon compensation consultant shall be engaged to facilitate the process and make recommendations to the parties.

It is agreed that should there be any required adjustments in pay levels, based on the agreed upon thresholds, the following shall apply:

- 1. Positions that require an increase, will have the increase applied at the conclusion of the review.**
- 2. a) Any required adjustments that would result in a lower pay level will come into effect upon the date of agreement between the parties regarding the adjustment required to a specific position or pay schedule, and will only apply to future incumbents.**
 - b) Current employees will continue to have their pay administered in accordance with the existing pay schedules and shall suffer no loss of pay in the application of any negotiated general wage increase.**
 - c) Each employee within an affected position shall receive a letter advising them of the protections contained herein.**

The parties agree to implement any agreed upon changes within twelve (12) months of ratification of the Collective Agreement, unless a longer period is agreed upon.

Heather Speers
Vice President, Human Resources & Communications
FortisAlberta Inc.

Grace Thostenson
Business Manager
UUWA

Dated: July 6, 2021

LETTER OF UNDERSTANDING

**Between
FortisAlberta Inc.
and the
United Utility Workers' Association of Canada**

PENSION CONTRIBUTION

Effective January 1, 2021 the Company shall increase their pension contribution to the Defined Contribution Plan for each employee by one percent (1%), resulting in a Company contribution of eight percent (8%) of base-pay and short-term incentive payment.

Heather Speers
Vice President, Human Resources & Communications
FortisAlberta Inc.

Grace Thostenson
Business Manager
UUWA

Dated: July 6, 2021

LETTER OF UNDERSTANDING

**Between
FortisAlberta Inc.
and the
United Utility Workers' Association of Canada**

JOB EVALUATION

This Letter sets forth the understanding reached between FortisAlberta Inc., (the "Company"), and the United Utility Workers' Association (the "Association") regarding the Job Evaluation System in use at the Company. It is agreed that upon ratification of this Collective Agreement, the parties shall meet, review and if agreed, replace or make modifications to the current system.

The parties commit to commencing the review within six (6) months of ratification and concluding the review within six (6) months of the commencement date, unless the parties agree to extend the timelines.

It is the intent of the parties to implement any agreed changes without delay. Should the parties fail to reach an agreement, and until such time that they do, the current Job Evaluation System shall remain in place and continue to be utilized as is.

Heather Speers
Vice President, Human Resources & Communications
FortisAlberta Inc.

Grace Thostenson
Business Manager
UUWA

Dated: July 6, 2021

LETTER OF UNDERSTANDING

**Between
FortisAlberta Inc.
and the
United Utility Workers' Association of Canada**

CUSTOMER CARE CENTRE JOINT LABOUR MANAGEMENT COMMITTEE

The Association and the Company agree to have a Joint Labour Management Committee (LMC) specific to the Customer Care Centre. The LMC is intended to be a forum for jointly identifying and addressing issues that pertain to the Customer Care Centre and its employees.

The LMC shall operate under a joint-charter that is agreed to by the Company and the Association, and which may be amended as needed by the parties through joint agreement.

The selection and replacement of Association committee members shall be done by the Association. The Customer Care Centre management shall appoint its representatives to the LMC. At no time shall the number of management representatives exceed the number of Association committee members. A courtesy consultation with the Director, Customer Care & Connections and the UUWA Business Manager will occur regarding the committee member selection and in support of the spirit of collaboration under which this committee operates.

Any process changes or decisions made by the LMC must comply with the terms of the Collective Agreement and must be approved by management.

Heather Speers
Vice President, Human Resources & Communications
FortisAlberta Inc.

Grace Thostenson
Business Manager
UUWA

Dated: July 6, 2021

2020 Bargaining Committees

FortisAlberta Inc.

**Heather Speers
Cameron Aplin
Todd Dettling
Melissa Treanor**

**United Utility Workers' Association of
Canada**

**Grace Thostenson
Paul Drew-Brook
Dustin Daub
Nicole Haacke
Tyler Hurum**

As agreed between the parties on the 6th day of **July, 2021** in Calgary, Alberta

Signed on behalf of FortisAlberta Inc.

Janine Sullivan
President & Chief Executive Officer

Heather Speers
Vice President, Human Resources & Communications

Signed on behalf of the United Utility Workers' Association of Canada

Grace Thostenson
Business Manager

Paul Drew-Brook
President, Local 200