



**UNITED
WORKFORCE
GROUP**

PARTNERSHIP DRIVEN



Lighthouse
Camp Services Ltd.



*collective
agreement
handbook*



*Welcome to United
Workforce Group of
Alberta*



**UNITED
WORKFORCE
GROUP**

PARTNERSHIP DRIVEN

The United Workforce Group of Alberta is proud to offer outstanding service to its membership. That means negotiating collective agreements that you vote on with important provisions such as wages, retirement savings plans, health & welfare plans and training and career development opportunities.

We also pride ourselves on being accessible and responsive. If you have questions or concerns we are here to help.

You can contact the Union by email at info@uworkforce.ca or by phone at 1-888-717-7193.

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Provincial

Collective Agreement

BETWEEN

Lighthouse Camp Services Ltd. @
CIVEO Wapasu Creek Lodge
(Hereinafter referred to as the “Employer”)

AND

United Workforce Group
(Hereinafter referred to as the “Union”)

(Collectively, the “Parties”)

June 4, 2023 – December 31, 2025

ARTICLE 1 – PURPOSE

- 1.1 This Agreement has been developed to provide a clearly understood framework for the relationship between the Union, the Employer, and the Employees. The objectives of this relationship include supporting healthy dialogue between the Parties so that misunderstandings and disputes can be settled in a timely manner at the lowest possible level. Further, this relationship focuses on advancing common goals so that everyone can share in the success of the enterprise.
- 1.2 The parties are agreed that in accordance with the general purpose of this agreement it is mutually advantageous that the Company operates in an efficient and profitable manner under methods which will further to the fullest extent possible the level of service to the client and its customers, the economy of operation, the quality of output, the cleanliness of the premises and the protection of property.
- 1.3 Furthermore, it is mutually understood and agree that any action which is instituted for the purpose of defeating or circumventing the intent and purpose of this agreement shall not be condoned by either of the parties signatory hereto.

ARTICLE 2 – RECOGNITION

- 2.1
 - a) The Company hereby recognizes the Union as the sole bargaining agent for food service, housekeeping and other service employees employed by the Company at CIVEO Wapasu Creek Lodge - KM 42 on Canterra Rd, Fort McKay, AB T9H 5N4, in the province of Alberta, save and except working supervisors, chefs, office and clerical staff, and those above the rank of working supervisor.
 - b) The Employer also recognizes the Union's role in negotiating and administering the terms and conditions of this Agreement and all matters related to it, including other matters under the law. The Agreement can only be amended by the written mutual agreement of the Parties.

- 2.2** The Union will notify the Employer of its appointed Representatives. Representatives are authorized to act as agents of the employees consistent with Article 2.1(b).
- 2.3** The Parties may agree to amend the Agreement on a project specific basis. This can be done if employees have specific concerns that are not addressed in the Agreement or if the Parties agree that unique circumstances require adjustments to the Agreement to competitively bid on a particular project.
- 2.4** This agreement shall not be constructed to extend to or to effect in any way any other phase of the Company's business. The term "employee" or "employees" are used in this agreement shall be constructed to include only the classifications of employees set forth in this Collective Agreement and shall not be constructed to include any other employees of the Company in any of the Company's other divisions branches or components.
- 2.5** The Union recognized that it is the Company's exclusive right to operate and administer its affairs and no Union activity shall be carried on at the premises of the Company except as specifically authorized by the provisions of this agreement.

ARTICLE 3 – MANAGEMENT RIGHTS

- 3.1** The Union recognizes that the Employer's management rights include the rights to:
- a)** manage the enterprise, including the scheduling of and location of work and the control of materials;
 - b)** maintain order, discipline, and efficiency;
 - c)** make, alter, and enforce, from time to time, rules, regulations, policies, and practices to be observed by employees;

- d)** hire, classify, assign, direct, transfer, promote, demote, layoff, suspend, and discharge, provided that such actions are consistent with the purpose and terms of this Agreement. It is understood that a claim by any employee of discipline or discharge without just cause will be subject to the Grievance Procedure;
- e)** to meet and communicate with Employees;
- f)** to employ part-time Employees;
- g)** to investigate Employee misconduct, including conducting reasonable searches;
- h)** to determine schedules of work, methods, processes, and means of performing work, job content, and requirements, Employee qualifications, the number of Employees needed by the Company at any time and how many will work in any job, the number of hours to be worked, starting and quitting times, assignment of overtime, and production schedules;
- i)** to determine the location and extent of its operations and their commencement, expansion, curtailment, or discontinuance, to determine the work to be done, the products or services to be provided and sold, to determine standards of performance, and to determine whether to perform or contract for goods and services;
- j)** to manage the enterprise and its business, subject to the terms of this Agreement.

3.2 The Company may contract out work covered by this Agreement.

3.3 Failure by the Employer to exercise any of its Management Rights or other rights must not be considered to be an abandonment or waiver of those rights or estop the Employer from exercising those rights.

ARTICLE 4 – UNION STEWARDS

- 4.1** The Union has the right to appoint one (1) Steward per shift for a total of three (3) Stewards and will notify the Employer of the names of Stewards. Stewards are authorized to enforce this Agreement and may attempt to settle disputes or misunderstandings in a timely and efficient manner through constructive dialogue with the Employer. Stewards are also authorized to file grievances and to provide representation to employees in matters relating to this Agreement. Stewards are not authorized to amend the terms or conditions of this Agreement.
- 4.2** It is agreed that the Steward shall continue to perform their regular work in order to maintain efficiency of operations. However, in accordance with the understanding, should it be necessary to assist an employee in presenting a grievance during working hours, a Steward will not leave their work without first obtaining permission from their supervisor or designate, which will not be unreasonably withheld. Should the Steward find it necessary to assist employees in presenting a grievance during a shift when there is no supervision, the Union agrees that the Steward will not abuse their privilege under this paragraph, by absenting themselves from work in an unreasonable manner and for more time that reasonably required to handle the grievance.
- 4.3** It is agreed that the Steward will not absent themselves from work unnecessarily during working hours for the purpose of servicing grievances hereunder. In return for this undertaking, the Company will compensate the Steward at their regular straight time hourly rate for time spent during his regular working hours for such purposes, provided the procedure under clause 4.4 is followed. The Company reserves the right to limit the time spent in the servicing of a grievance if it deems the time taken to be excessive. This section is not to be interpreted in such a manner as to disqualify the Steward from premium rates if they is so entitled.
- 4.4** The parties agree that where possible the Stewards will conduct union business after working hours so as to minimize disruption to the workplace.

- 4.5 There will be no intimidation, interference, restraint, or coercion exercised or practiced upon employees of the Company or soliciting of grievances by the members of representatives of the Union. The Parties will respect the “work now, grieve later” axiom recognizing that matters of health and safety may be an exception to this rule.
- 4.6 Stewards will receive an hourly premium as set out in Schedule “A” of this Agreement. The Union will advise the Employer of the names of the Stewards.
- 4.7 Where possible, the Employer will notify the Union prior to layoff if a Steward is affected by a planned layoff.

ARTICLE 5 – UNION – EMPLOYER CONSULTATION COMMITTEE

- 5.1 The Union and the Employer agree that everyone’s interests are advanced when communication between the Employer, the Union, and employees is open and constructive.
- 5.2 The parties will meet at least once every two months, or as often as required, during the term of this Agreement for the purpose of discussing issues relating to the workplace that affect the parties or any employee bound by this Agreement unrelated to grievances.
- 5.3 The purpose of this Consultation Committee is to promote the cooperative resolution of workplace issues, challenges, disputes, or misunderstandings as they arise and for the sharing of industry information that is relevant to the parties. The Employer and the Union will each appoint up to three (3) representatives to the Committee, divided between the shifts. Meetings will normally be scheduled during regular working hours and, where such is the case, employees will be compensated as though they were working. The Minutes will alternately be taken by either party and will be shared with the other shift. A copy will be mailed, faxed, or emailed to the other party’s office within 7 days of the meeting. The Employer commits to posting the minutes on the Union bulletin board.

ARTICLE 6 – GRIEVANCE PROCEDURE and ARBITRATION

- 07
- 6.1** A grievance is defined as a complaint or difference of opinion between the Employer and the Union or between the Employer and an employee regarding the interpretation, application, or alleged violation of this Agreement.
- 6.2** The Parties recognize that Stewards and Representatives of the Union are the agents through whom employees will process their grievances.
- 6.3** Where the Employer has a grievance, it must be presented to the Union in writing specifying the facts relating to the grievance within ten (10) days of the act or condition causing the grievance. The Union must forward a written response to the Employer within ten (10) days of receipt of the written grievance. Where there is no resolution, the Employer may submit the grievance to Arbitration.
- 6.4** Step 1 (at the employee's discretion) Prior to an employee filing a formal grievance, the employee is required to bring the matter of contention to the attention of the Employer. This should be done through the person to whom the employee typically reports unless that person is directly involved in the alleged dispute. In such a case, the employee may elect to bring the matter up with another member of the management team. An employee may be accompanied by a steward during such a meeting.

Step 2 A grievance must be presented to the Site Manager or designate, in writing, specifying the facts relating to the grievance within ten (10) days of the act or condition causing the grievance. The Employer must forward a written response to the grievor and the Union Representative within ten (10) days of receipt of the written grievance.

Step 3 If the grievance is not resolved at Step 2, or if the Employer fails to respond, the Union may file the grievance as a Step 3 grievance with the District Manager. The parties will meet (or make mutually acceptable alternate arrangements to communicate) within fourteen (14) days of the filing of the Step 3 grievance. The Employer will forward a written response to the grievor and the Union Representative within ten (10) days of the date of the meeting.

Union policy grievances will start at Step 2.

- 6.5** Arbitration. If the parties are unable to settle the grievance under Step 3, the Union may give written notice of its intent to refer the grievance to arbitration. Within seven (7) days of the Union providing written notice to arbitrate, the parties will attempt to obtain agreement on referring the matter to an agreed upon single Arbitrator.

Alternatively, the Parties may apply to Alberta Mediation Services for the appointment of an arbitrator.

After an arbitrator has been chosen or assigned, the arbitrator will meet with the authorized representatives of the parties in a hearing to ascertain both sides of the case.

In cases of discipline or discharge, if the arbitrator is of the opinion that the penalty imposed was too severe, the arbitrator is empowered to substitute a penalty which, in the opinion of the arbitrator, is just and equitable. The decision of the arbitrator will be final and binding and applied immediately.

The arbitrator must not overturn the termination of a probationary employee.

The parties will equally bear the expense of the arbitrator.

- 6.6** If a party refuses or neglects to answer a Grievance at any stage of a Grievance Procedure, the other party is entitled to advance the Grievance to the next step of the applicable Grievance Procedure provided such advancement is completed within the applicable time limits.
- 6.7** The arbitrator is not authorized to make any decisions inconsistent with the provisions of this Agreement including but not limited to its purpose, nor to alter, modify or amend any part of this Agreement, nor to adjudicate any matter not specifically assigned to it by the notice to arbitrate specified in Article 6.5 of this Agreement.
- 6.8** All the time limits referred to in the grievance procedure are mandatory and will be deemed to mean "calendar days".
- 6.9** The parties may agree in writing to extend the time limits in this Article at any time.

ARTICLE 7 – UNION MEMBERSHIP AND HIRING PROCEDURES

- 7.1** The Union and the Employer will strive to build and maintain a safety-conscious, productive, service focused and competent labour force. The parties recognize that the Employer has the right to hire new employees as needed.
- 7.2** Employees will be hired on a ninety (90) calendar day probationary period. The parties agree that the layoff or discharge of a probationary employee because of skills, abilities, or suitability for continued employment is at the discretion of the Employer. The dismissal of a probationary employee will not be done in a manner that is discriminatory, arbitrary, or in bad faith. Should an employee be on an approved leave within the ninety (90) day period, the Employer reserves the right to extend the probationary period by the equal amount of time of the approved leave upon the return of the employee.
- 7.3** An employee who returns to the Employer after quitting, being terminated for just cause, or being laid off for more than 3 months will serve a new probation period. The employee may be required to take all necessary site access requirements.
- 7.4** Probationary employees are covered by the Agreement except for those clauses that specifically exclude them. The termination of a probationary employee may be the subject of a grievance, but not arbitration. The Employer's determination of the grievance at Step 2 will be final and binding.
- 7.5** All employees covered by this Agreement must apply to become members within thirty (30) calendar days from the date they started work and must maintain membership in good standing in the Union as a condition of employment.
- 7.6** The Employer will deduct a one-time Union Initiation fee for new hires at an amount as directed by the Union. Should the amount of the initiation fee be changed the Union will provide the Company with a minimum of ninety (90) days' notice.

- 7.7** The employer will deduct union dues from the employee's pay, at a formula as directed by the union. Dues and initiation fees will be remitted to the Provincial office of the Union each month by the 20th of the month following deduction. Along with the remittance, the Employer will include an itemized list of employees for whom deductions were made, information on new, dismissed, or laid off employees in addition to the name, address, start / end date, classification, wage rate, and any applicable premiums. Should the amount of the union dues be changed the Union will provide the Company with a minimum of ninety (90) days' notice.
- 7.8** During an employee's orientation process or within the first five (5) days of employment, the Employer will ensure that all new employees have up to ten (10) minutes of paid time outside of lunch or coffee breaks with a Steward or Union Representative so that they become aware of the Union's role and representation policies. The Employer will provide adequate space and facilities to the Union to accommodate these meetings. When these meetings can be held with more than one employee, an additional five (5) minutes per employee will be provided.

ARTICLE 8 – LAYOFFS

- 8.1** The Employer agrees to notify the Union office of the names of employees laid off within the pay period of the date during which the lay-off occurred, together with each employee's classification and latest available phone number.
- 8.2** Whenever practicable, employees will receive advance notice of layoff, understanding that the Employer's work is project based and may require downsizing lodge operations and services on short notice.

ARTICLE 9 - DISCHARGE, SUSPENSION, AND WARNING

9.1 Without restricting the Employer's right to immediately suspend or terminate an employee for just cause based upon the circumstances of any particular case (including a first infraction), the Parties recognize the use of progressive discipline. Progressive discipline is a process for dealing with job-related behaviour and/or performance that does not meet expected and communicated standards. Progressive discipline is based upon the idea that the severity of discipline will increase with each instance of misconduct by the same employee. One of the purposes of progressive discipline is to communicate to the employee that a performance or behavioural issue exists and that there is an opportunity for re-direction or improvement. The options available to the Employer include verbal warnings, written warnings, suspensions of varying lengths, demotions or other workplace adjustments, and terminations. Subject to the grievance procedure, it is the right of the Employer to determine what discipline is suitable for particular misconduct, based on all of the circumstances (including the seriousness of the misconduct, the employee's work and discipline record, any mitigating circumstances, etc.). Where appropriate, the steps in the progressive discipline process may be bypassed.

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9.2 When the conduct of an employee calls for a written warning, it will be presented to the employee with accompanying explanation as required. A Job Steward or Union Representative, in person or by phone, will be present for all disciplinary meetings unless the employee waives this right. A copy of all written warnings will be provided to the affected employee and a Steward or immediately forwarded to the Provincial office of the Union.

9.3 An employee may be disciplined or discharged for just cause by the Employer. Without limiting the generality of the foregoing, just cause may include:

- a) reporting for work or being on the property of a specific client site at any time while under the influence of drugs or alcohol;
- b) the failure or refusal by the Employee to abide by the requirements of the Employer's clients;
- c) willful misconduct;
- d) insubordination;

- e) the failure or refusal by the Employee to abide by the requirements of the Employer's rules, regulations, policies, practices, and procedures (including health and safety policies and procedures);
- f) such other misconduct described in this Agreement.

9.4 The following types of misconduct constitute serious misconduct and subject to immediate termination (subject to all the circumstances): theft, fraud, assault, harassment, illegal actions, dishonesty, blatant disrespect towards a customer, and breach of confidentiality.

9.5 An Employee will be deemed to have voluntarily resigned if the Employee fails to contact the Employer and does not show up for work without the approval of the Employer for three (3) consecutive days. This clause does not apply if the reason the Employee fails to contact the Company is because of an emergency.

ARTICLE 10 – TRANSPORTATION

10.1 Transportation will be provided to the site via the scheduled bus service from Edmonton.

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ARTICLE 11 – SAFETY

11.1 a) It is the intent of the Parties to have working conditions that are safe and healthy and do not expose employees beyond the hazards inherent to the operation of the process in question. The Parties will work together to support a safe workplace and safe work practices.

b) The Employer will schedule regular safety meetings at least once per month for all employees on the site, during the work shift. The Employer and the Union will each appoint representatives to the Health and Safety Committee.

11.2 a) The Employer will publish safety rules and procedures and provide copies to the Union and employees upon request.

- b) Employees have the right to refuse to work, as per WCB rules, on or with unsafe equipment, tools, or working conditions.

11.3 An employee who is injured on the job during working hours, and is required to leave for treatment for such injury, will receive payment for the remainder of his/her shift.

11.4 All safety matters will be handled in accordance with applicable legislation and the Employer's safety rules and procedures.

11.5 Modified Work Programs

If an employee is injured on the job and requires medical attention, the employee is entitled to modified work and he will inform the attending physician of the same. The Employer will inform the physician of the types of modified work available to the employee and make the same available to the employee with the physician's approval and subject to medical confirmation of ability to work.

11.6 Drug and Alcohol Testing and Fit for Duty Testing

Employees will comply with all site access "Drug and Alcohol" and "Fit for Duty" test requirements of the Employer and/or the Employer's clients and will comply with all applicable policies and rules of the Employer and/or Employer's clients when working on those sites.

ARTICLE 12 – BEREAVEMENT, LEAVES OF ABSENCE

12.1 The Employer may grant leaves of absence without pay for a time mutually agreed upon between the Employer and the employee, for the following reasons:

- a) marriage of the employee;
- b) sickness of the employee or in the employee's immediate family;
- c) birth of an employee's child; and
- d) death of a family member outlined in Article 12.4.

- 12.2** Leaves of absence under Article 12.1 will not exceed one (1) week unless additional time is mutually agreed upon between the Employer and the employee. Notwithstanding the preceding, employees will be entitled to leaves of absence as provided under the *Alberta Employment Standards Code*.
- 12.3** Following a leave of absence, employees who fail to report back for work as scheduled without giving a justifiable reason will be deemed to have voluntarily quit.
- 12.4** An onsite employee will be granted up to three (3) days' bereavement leave with pay at their regular straight time hourly rate when a death occurs in the employee's immediate family. Immediate family is defined as: spouse (including common law spouse), child, parent, sibling, mother-in-law, father-in-law, grandchild, or grandparent. To receive bereavement, pay, the employee must return to work unless notified during the leave of a layoff and must, upon request, provide the Employer with proof of death or funeral. Such proof may include name and phone number of the funeral home, newspaper clippings, etc. Further unpaid time may be granted by mutual agreement between the Employer and the employee.
- 12.5** Employees who have been off site for a period of thirty (30) calendar days or longer are required to obtain clearance from a Drug and Alcohol test to regain access to the site. They will also be required to go through site orientation.

ARTICLE 13 – WORK STOPPAGES

- 13.1** The Parties agree to comply with the *Alberta Labour Relations Code* requirement that during the term of this Agreement, including while negotiations for a further agreement are being held:
- a)** the Union will not declare or authorize any strike, slowdown, or any stoppage of work, or otherwise restrict or interfere with the Employer's operation through its members; and
 - b)** the Employer will not engage in any lockout of its employees, including by deliberately restricting or reducing the hours of work when this is not warranted by the Employer's workload.

- 13.2** The Parties agree that any employee who participates in any illegal strike activity, illegal picketing, slowdown, or other collective activity either complete or partial, which could interfere with or restrict the Employer's production, will be subject to discipline up to and including dismissal.

ARTICLE 14 – CLASSIFICATIONS AND RATES OF PAY

- 14.1** The rates of pay for the job classifications covered by this Agreement are set out in Schedule "A".
- 14.2** In the event that the Employer introduces a new Bargaining Unit classification that is not listed under Schedule "A" - Wages, the Employer shall notify the Union of the rate payable within fifteen (15) days after the commencement of the classification. The Union may, within five (5) working days of being notified, file a Union grievance in respect of the rate, commencing at Step 2 of the Grievance procedure set out in Article 6.
- 14.3** Show Up Time
It is the responsibility of the employee to provide a reliable phone number and email address so that the Employer can pass along information as required.
- 14.4** Starting Work
An employee who reports for and commences work shall be paid at their regular hourly rate for a minimum of three (3) hours or the hours worked whichever is greater.
- 14.5** The Employer may assign employees to any work regardless of the employee's classification. The classifications are meant to describe the general level of skill and capability rather than limit the tasks and jobs that can be performed by the employee.
- 14.6** When there is a shortage of work in a specific classification for which an employee was hired that would normally result in a layoff, the Employer may offer that employee the option to work in another classification for which the employee is suitable, instead of being laid off. The employee will be paid the rate for the new classification. This change in position will be recorded in writing, signed by the Employer, the employee and a Steward.

ARTICLE 15 – HOURS OF WORK AND OVERTIME

- 15.1** Hours of work will be based on the project needs of the Employer and its clients.
- 15.2** The Employer may assign Employees to any of the following schedules (on an hour of work averaging basis or not):
- a)** 14 days on and 14 days off;
 - b)** 14 days on and 7 days off;
 - c)** 10 days on and 4 days off;
 - d)** 20 days on and 10 days off;
 - e)** 20 days on and 8 days off;
 - f)** 21 days on and 7 days off; and
 - g)** Other schedules as reasonably determined by the Employer upon notice to the Union and employees.
- 15.3** The normal hours of work will be either ten (10) hours per day or eleven (11) hours per day, subject to the needs of the project and the Employer's client.
- 15.4** Overtime
Employees will be paid overtime at the rate of one and one-half (1½) times the employee's straight time hourly rate of pay for all hours worked in excess of eight (8) hours daily or forty-four (44) hours in a week.
- 15.5** Overtime must be authorized in advance by the employees' supervisor or Site Manager or designate.
- 15.6** Hours of work and overtime as set out in this Agreement may be modified by mutual agreement between the Employer and the Union. All prospective employees will be made familiar with the hours of work and overtime provisions prior to accepting employment with the Employer.
- 15.7** There will be a thirty (30) minute break each day, plus one fifteen (15) minute paid break after two (2) hours of work commencing, and one fifteen (15) minute paid break before the workday is complete. The Employer will arrange breaks and lunch periods so as not to interfere with the efficiency of the Employer's operations.
- 15.8** Nothing in this Agreement constitutes a guarantee of hours.

ARTICLE 16 – VACATIONS AND VACATION PAY

16.1 Employees are eligible for:

Two (2) weeks' annual vacation, at a rate of four percent (4%) of annual earnings

Three (3) weeks' annual vacation after five (5) years of employment, at a rate of six percent (6%) of annual earnings.

Four (4) weeks' annual vacation after ten (10) years of employment, at a rate of eight percent (8%) of annual earnings.

Five (5) weeks' annual vacation after fifteen (15) years of employment, at a rate of ten percent (10%) of annual earnings.

Six (6) weeks' annual vacation after thirty (30) years of employment, at a rate of twelve percent (12%) of annual earnings.

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16.2 Vacations must be taken in the twelve (12) months after the employee becomes entitled to the vacation. Vacation days accrued within that period should be used within the allotted time period.

16.3 Vacation pay will be paid to employees on each payday.

16.4 Employees are to submit vacation requests to their manager for approval. The Employer will consider vacations at the time requested considering business requirements.

ARTICLE 17 – GENERAL HOLIDAYS AND GENERAL HOLIDAY PAY

17.1 The Employer recognizes the following eleven (11) General Holidays:

- New Year's Day
- Family Day
- Good Friday
- Victoria Day
- Canada Day
- National Day for Truth and Reconciliation
- Labour Day
- Thanksgiving Day
- Remembrance Day
- Christmas Day
- Boxing Day

17.2 The Employer may require employees to work on any of the above General Holidays. Employees working on any of the above General Holidays shall be paid at the rate of time and one-half (1 ½) based on the employee's regular hourly rate for all hours worked on the General Holiday.

17.3 General Holiday pay shall be paid at the average daily wage for the pay period preceding the holiday.

ARTICLE 18 – HEALTH AND WELFARE PLAN AND RETIREMENT SAVINGS PLAN (RSP)

18.1 The Employer agrees to pay sixty-five percent (65%) of the premium required for coverage under the Employer's health and welfare plan.

18.2 It is the responsibility of each employee to be familiar with the specific details of coverage and eligibility requirements of all benefit plans. Neither the Union nor the Employer has any responsibility for ensuring that all requirements for eligibility or conditions of coverage or entitlement of benefits are met by the employee, beyond the obligations specifically stipulated in this Agreement.

- 18.3** Employees are eligible to receive coverage as per the terms of the health and welfare plan. Employees hired after June 8th, 2023 will be required to complete 3 months of employment before being eligible to participate in the plan. It is the responsibility of the employee to complete the enrolment form for the benefit plans, which is a condition of coverage.
- 18.4** The Employer will implement a RRSP plan. Effective June 8th, 2023, (full-time) employees who have passed their probationary period, shall be able to contribute on a voluntary basis a percentage of wages to a company group RRSP plan and the Company will match this contribution up to 4%.

ARTICLE 19 – GENERAL

- 19.1** In the event that any articles or portions of this Agreement are determined to be improper or invalid by a court of law, arbitrator, or labour tribunal, such decision will not invalidate any portions of this Agreement other than those directly specified by such decision to be invalid, improper, or otherwise unenforceable and the remainder of the Agreement continues in full force and effect.
- 19.2** This Agreement is governed by the laws of Alberta.
- 19.3** This Agreement is the entire agreement between the parties with respect to its subject matter. However, this Agreement may be amended at any time by written agreement of the Union and Employer.
- 19.4** Should any government legislation or regulation vary conditions as defined in this Agreement, such conditions, where more favourable, will automatically apply.
- 19.5** The Parties will equally bear the costs associated with printing and publication of the Collective Agreement.

ARTICLE 20 – DURATION

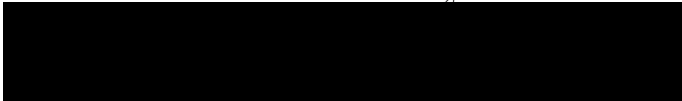
20.1 This Agreement is effective on June 4th, 2023 until December 31, 2025 and for further periods of one (1) year, unless notice is given by either party of the desire to delete, change, or amend any of the provisions contained herein within four (4) months immediately preceding the date of the expiry of the Agreement. Should neither of the parties give such notice, this Agreement will automatically renew for a period of one (1) year.

20.2 Until a new Agreement has been concluded, all provisions in this Collective Agreement remain in full force and effect.

DATED at Wood Buffalo, Alberta, this 17th day of July, 2023.

**Signed on behalf of
Lighthouse Camp Services Ltd.**

**Signed on behalf of
United Workforce Group**

A large black rectangular redaction box covers the signature area for both parties.

SCHEDULE "A"

Job Classifications and Wage Rates

	Ratification	June 8, 2024	June 8, 2025
1st Cook	\$25.00	\$25.50	\$26.01
2nd Cook	\$22.57	\$23.02	\$23.48
Head 3rd Cook	\$21.71	\$22.14	\$22.58
3rd Cook	\$20.31	\$20.72	\$21.13
Baker	\$25.00	\$25.50	\$26.01
Head General Helper	\$20.50	\$20.91	\$21.33
General Helper	\$19.18	\$19.56	\$19.95
Custodian	\$21.50	\$21.93	\$22.37
Head Janitor	\$20.50	\$20.91	\$21.33
Janitor	\$19.18	\$19.56	\$19.95
Commissary	\$19.18	\$19.56	\$19.95
Housekeeping Coordinator	\$24.00	\$24.48	\$24.97
Heavy Cleaner	\$22.00	\$22.44	\$22.89
Head Housekeeper	\$20.50	\$20.91	\$21.33
Housekeeper	\$19.18	\$19.56	\$19.95
Front Desk	\$22.57	\$23.02	\$23.48
Receiver	\$21.71	\$22.14	\$22.58

Union Stewards will receive a \$0.25 premium per hour for all hours worked.

A 1st Cook who is assigned to relieve the Chef shall receive a premium of \$2.00 per hour for all hours worked as relief.



**UNITED
WORKFORCE
GROUP**

PARTNERSHIP DRIVEN

Representatives attempt to be visible and are always accessible. Site visits are regularly scheduled. You should always feel free to contact the Union office directly for information or guidance. You can contact the Union by email at: info@uworkforce.ca or by phone at: 1-888-717-7193.