

## **Definitions:**

**Base** - means geographical area served by the Company where employees are employed. A base may contain more than one location.

**Location** - means an office or place of business within a base where employees are employed

## **Example**

Toronto is our base, locations at our base are as follows;

Reservations

Airport

CJM

**Status** – means part-time or full-time

**Classification** – For the purposes of lay off we at Toronto base are all under the CSSA classification no matter what job function you may be working, example, Lead, concierge, reservations, CJM.

**Recall** - *Should you refuse when recalled to a position you have listed, your name will be removed from the seniority list and the employee will be considered as having resigned from the Company.*

When filling out your temporary staff reduction questionnaire you may be presented with a few options.

- A. If applicable, bump a junior employee in the other status, in your base, as per Article 10.11.01.01;

(example 1; you are FT at YYZ airport and elect fill a vacancy which exists at the base in the other status (PT) or should no vacancy exist you may bump a junior PT employee in your **base** which is RES, ARPT, CJM.)

(example 2; you are PT at YYZ airport and elect to fill a vacancy which exists at the base in the other status (FT) or should no vacancy exist you may bump a junior FT employee in your base which is RES, ARPT, CJM)

**B.** Accept layoff at your base with recall rights as per Article 10.11.10;

(if you cannot be accommodated to bump, choose not to bump, or do not have bumping privileges you will be placed on lay off status effective the twenty-second (22<sup>nd</sup>) day following the original notification and will be subject to recall)

**C.** Bump into your classification in your status or the other status in order of preference in one of the following bases as per Article 10.11.07; in **order of preference, i.e. 1<sup>st</sup> choice- #1, 2<sup>nd</sup> choice- #2, etc.:**

YUL-FT \_\_\_\_\_ YOW-PT \_\_\_\_\_

(In this example above and assuming the employee is FT the employee is offered the option to bump to another base. They can bump the most junior employee in YUL in their same status (FT) or can bump the most junior employee in YOW in the other status (PT)

**If you have selected alternative “B” or in the event you could not be accommodated under Alternative “A” or “C”, you will be placed on lay off status and must complete section 2:**

(In addition to recall to your base (RES, ARPT, CJM) in either status in your classification (from which you were laid off), you may select recall in either status (FT or PT) at other bases per Article 10.12.01. You may select three (3) other bases for recall for a total of six (6) positions in addition to those at your base.)

Having accepted alternative “B”, Layoff Status, or having been place on Layoff Status, I will accept recall as follows:

**I will accept recall in the other status at my base Toronto.**

(Example : you are FT and you check the box above indicating you would accept recall in the other status (PT) at my base (RES, ARPT, CJM)

In addition you can select 3 other bases below, for example a choice may look like this

List in order of preference

		<b>Full Time / Part Time</b>
1.	<b>YUL</b> _____	<b>FT</b> _____
	(Base)	
2.	<b>YUL</b> _____	<b>PT</b> _____
	(Base)	
3.	<b>YOW</b> _____	<b>FT</b> _____
	(Base)	
4.	<b>YOW</b> _____	<b>PT</b> _____
	(Base)	
5.	_____ (Base)	_____
6.	_____ (Base)	_____

**\*\*\*If you are recalled to your location in the other status, meaning you were FT YYZ/ARPT and got recalled back to PT/ARPT please ensure you submit a letter of transfer for FT immediately upon your return.**

**Same applies if you accept a recall to another location within your base, for example you were laid off from YYZ/ARPT, you accept recall to YYZ/RES you must submit a transfer back to YYZ/ARPT (residency applies see below) \*\*\***

Please note that there are ongoing discussions between the Union and the Company regarding residency clauses.

Currently, the CBA says that if you wish to transfer from a location or a base you must have served 12 months in that location or base before you apply to transfer. The exception to the 12 months is if you are forced to bump in another location in the event of a lay off.

If you elect to bump or take recall to reservations you must remain in reservations for a minimum of 24 months before being eligible for a transfer.