

## **Travel Assistance and Accommodation Protocol (Shutdowns/Turnarounds)**

### **General Presidents' Agreement (GPA) and National Maintenance Agreement (NMA) for Alberta**

- 1) This protocol applies to employees and employers working on maintenance projects located in the Wood Buffalo Region and Edmonton & Area, who are signatory to the GPA and or NMA collective Agreements;
- 2) This protocol is provided as a guidelines for the contractor and owner community and is an attempt to provide a predictable set of accommodation and travel assistance standards, as it applies to attracting a craft workforce to the respective maintenance shutdown/turnaround projects;
- 3) It is acknowledged that this protocol is outside the respective collective agreement, thus it contains no collective agreement obligations. The protocol's terms and conditions are provided at the sole discretion of the owner and applicable contractor. As such, the contractor and owner may implement and withdraw these protocol terms and conditions at any time they determine such to be appropriate.

The following are deemed to be appropriate undertakings in today's Alberta GPA & NMA Maintenance marketplace, as it relates to accommodations and travel assistance for the maintenance shutdown/turnaround projects:

#### **TRAVEL ASSISTANCE PROTOCOL:**

##### **Conditions of Payment:**

The following general conditions will apply for travel assistance to maintenance projects located in the Wood Buffalo Region and Edmonton & Area.

##### **Travel from all Locations:**

- Must reside outside of Alberta to obtain travel assistance.
- Must show proof of applicable travel cost i.e. tickets, gas receipts, hotel expense, etc.
- Sixty percent (60%) of "Initial In" will be paid on the first cheque and the balance, forty percent (40%) of "Initial In" will be paid after thirty (30) calendar days or lay-off whichever occurs first.

**Qualifying Travel:** Candidates for initial travel must travel from their home local area. **Travel card members who are working on other projects in Alberta will not qualify for initial travel assistance.** Proof of travel will be required.

**Quits or Terminations:** Employees who quit or who have their employment terminated for cause will lose any outstanding portion of their travel subsidy.

**Alcohol & Drug Testing:** Workers must have successfully passed a drug and alcohol test that complies with the requirements under the Canadian Model Policy prior to being paid any travel subsidy. It is recommended that workers complete such tests before booking travel.

**CSTS:** Must possess current Construction Safety Training System Certificate-residents outside of Alberta must successfully complete CSTS within 30 calendar days of employment.

**Return Travel Subsidy:** Employees will be paid their return subsidy on the pay cheque following the shutdown/turnaround conclusion or lay-off whichever occurs first.

**Transfers:** Employees hired under this protocol who are transferred from one qualifying project to another qualifying project for the same contractor/owner will continue to be credited with time towards qualifying for a travel subsidy.

**General:**

- This protocol may be cancelled at the discretion of the owner. In the event of cancellation of the program, anyone who has received an “Initial In” will be eligible for full payment of the “Terminal Out”.

*Note: This protocol will be in effect for the shutdown/turnaround period (initial/terminal)*

- For welders that accept calls for the Wood Buffalo Region (WBR) and are required to test in Edmonton and qualify for this travel subsidy will be allotted one (1) to two (2) days living out allowance (LOA) depending on job testing requirements and successful completion of the test.
- The owner shall be the sole arbitrator in resolving eligibilities and interpretations of this program.
- All payment amounts outlined in Tables 1, 2, 3, & 4 will be made in Canadian funds.

### Travel Assistance Amounts (Wood Buffalo Region):

The following subsidy amounts are designed to recover all or most of the expected costs related to air fare from the worker's home local area to Fort McMurray, Alberta including a \$50 allowance for cab fare from the airport in Fort McMurray to the job site. Subsidy amounts are based on average airfare booked one week in advance, including applicable taxes from major airports in the respective area to Fort McMurray. These subsidies are fixed amounts and no additional amounts will be paid for any other expenses the worker may incur coming to the job site or returning. Whenever possible, Unions should send information respecting these workers directly to the site they are dispatched to in advance of their arrival at site.

Table 1

<b>Travel Assistance within Canada</b>	<b>Zones</b>	<b>Initial In</b>	<b>Terminal Out</b>
British Columbia	1	\$550	\$550
Saskatchewan	2	\$550	\$550
Manitoba	3	\$600	\$600
North Western Ontario (Sudbury West)	4	\$700	\$700
Ontario (East of Sudbury)	5	\$750	\$750
Quebec	6	\$800	\$800
New Brunswick, Nova Scotia and P.E.I.	7	\$900	\$900
Newfoundland	8	\$1000	\$1000

Table 2

<b>Travel Assistance within USA</b>	<b>Zones</b>	<b>Initial In</b>	<b>Terminal Out</b>
Washington State, Oregon, Idaho, Montana and Wyoming	2	\$470	\$470
Nevada, Utah, Colorado, North Dakota, South Dakota, Nebraska and Kansas	3	\$520	\$520
California, Arizona, New Mexico, Minnesota, Wisconsin, Iowa, Missouri, Illinois, Arkansas, Oklahoma and Alaska	4	\$620	\$620
Texas, Michigan, Ohio, Indiana, Kentucky, Tennessee, Louisiana, Mississippi, Alabama	5	\$670	\$670
Georgia, South Carolina, North Carolina, West Virginia, Virginia, Pennsylvania, New York, Maine Massachusetts, Rhode Island, Connecticut, New Hampshire, Maryland, New Jersey, Vermont, Delaware and District of Columbia	6	\$720	\$720
Georgia, South Carolina, North Carolina, West Virginia, Virginia, Pennsylvania, New York, Maine Massachusetts, Rhode Island, Connecticut, New Hampshire, Maryland, New Jersey, Vermont, Delaware and District of Columbia	6	\$620	\$620
Florida	7	\$820	\$820
Hawaii	8	\$920	\$920

### Travel Assistance Amounts (Edmonton & Area):

The following travel subsidy applies to projects in the Edmonton & Area. Subsidy amounts are based on average airfare booked one week in advance, including applicable taxes from major airports in the respective area to Edmonton. These subsidies are fixed amounts and no additional amounts will be paid for any other expenses that the worker may incur coming to the jobsite or upon returning.

Table 3

Travel Assistance within Canada	Zones	Initial In	Terminal Out
From Edmonton Main Post Office to a 600 km radius	1	\$0	\$0
From the 600 km radius to the balance of Saskatchewan	2	\$370	\$370
From the 600 km radius to the balance of British Columbia	2	\$370	\$370
Manitoba	3	\$420	\$420
Ontario West of Longitude 81 degrees (Sudbury Area)	4	\$520	\$520
Ontario East of Longitude 81 degrees (Sudbury Area)	5	\$570	\$570
Quebec	6	\$620	\$620
Maritimes except Newfoundland	7	\$720	\$720
Newfoundland	8	\$820	\$820

Table 4

Travel Assistance within USA	Zones	Initial In	Terminal Out
Washington State, Oregon, Idaho, Montana and Wyoming	2	\$370	\$370
Nevada, Utah, Colorado, North Dakota, South Dakota, Nebraska and Kansas	3	\$420	\$420
California, Arizona, New Mexico, Minnesota, Wisconsin, Iowa, Missouri, Illinois, Arkansas, Oklahoma and Alaska	4	\$520	\$520
Texas, Michigan, Ohio, Indiana, Kentucky, Tennessee, Louisiana, Mississippi, Alabama	5	\$570	\$570
Georgia, South Carolina, North Carolina, West Virginia, Virginia, Pennsylvania, New York, Maine, Massachusetts, Rhode Island, Connecticut, New Hampshire, Maryland, New Jersey, Vermont, Delaware and District of Columbia	6	\$620	\$620
Florida	7	\$720	\$720
Hawaii	8	\$820	\$820

**Note: Employees who resign after being recruited under this protocol will not be eligible for hire on “the” owner’s Project(s) or for “the” employing contractor up to ninety (90) calendar days for the first quitting incident and progressively longer no rehire periods for incidents thereafter. Employees who are terminated for just cause will not be eligible for hire for a minimum of ninety (90) calendar days for the first dismissal incident and progressively longer no rehire periods for incidents thereafter.**

## **ACCOMMODATION PROTOCOL:**

### **Accommodations Wood Buffalo Region**

Camp accommodations are generally provided in the WBR, thus the following accommodation subsidy only applies to projects in the Edmonton region:

### **Accommodation (Edmonton & Area)**

A hotel room will be provided by the contractor/owner (7 days a week) or an accommodation allowance of \$100.00 per day worked (owner and contractors prerogative).

Note: For the shutdown/turnaround period the owner and contractors have elected to provide the one hundred dollars per day worked as the accommodation allowance.

### **Boarding House Rules when room supplied (for hotel/motel patrons):**

1. The rooms will be made available to craftspeople who reside outside of a 150 km radius of the project.
2. Employees will be required to have a personal credit card to cover “additional” expenses (damage, room service, telephone bills, etc.).
3. There will be no retroactivity (the protocol applies only from the commencement date of the shutdown/turnaround to the termination date).
4. The program will only apply to new employees.
5. Although a valid drivers license will be the initial proof of eligibility, employees will be required to present current hydro bills, leasing papers, telephone bills, etc. for proof of residence.
6. Eligible employees will be required to sign an agreement that outlines their requirements and responsibilities.

### **Process**

- The rooms will be billed direct to the project by the hotel.
- When employment is terminated, the contractor will advise the hotel that they are no longer part of the shutdown/turnaround program and individuals will be responsible for their own rooms.
- A priority list will be established for hotel vacancies. Permit Card holders will have least priority.

**Note: *Employees who resign after being recruited under this protocol will not be eligible for hire on “the” owner’s Project(s) or for “the” employing contractor for a minimum of ninety (90) calendar days for the first quitting incident and progressively longer no rehire periods for incidents thereafter. Employees who are terminated for just cause will not be eligible for hire for a minimum of ninety (90) calendar days for the first dismissal incident and progressively longer no rehire periods for incidents thereafter.***

**Date**

**Contractor**  
**«Hotel» «Room»**

Due to the maintenance demands at the \_\_\_\_\_ Project, you are being offered a hotel room during your employment. A hotel/motel room has been booked for you at the **«Hotel»**. **The address is:**

**«Address\_of\_Hotel/Motel».**

Specifics regarding living in Hotels/Motels

1. You are entitled to the hotel/motel room while you remain with \_\_\_\_\_ and work on the shutdown/turnaround Project.
2. The base cost of the room and associated taxes are paid for by \_\_\_\_\_.
3. You are responsible for any and all additional charges (i.e. phone call, movies, restaurant or bar charges, damages, etc.)
4. You must have, and present to the hotel/motel, a **credit card** to secure the room (see note 3).
5. The cost of hotel/motel room will covered seven-days-a-week as long as you are employed by \_\_\_\_\_ and comply with the terms of the protocol.
6. You must provide your own meals (including lunch).
7. If you are absent from work without valid, acceptable reasoning (except for non-working weekends) or are terminated, you will be asked to leave the hotel room by 10:00 a.m. the next morning.

■ **Very Important! –**

**You must present this letter to the front desk when checking in to the hotel. You will be refused a room, if you do not bring this letter.**

**Accommodation Agreement**

Please carefully read this agreement and acknowledge your understanding of this agreement by signing below:

1. I will be entitled to a hotel room while I remain with \_\_\_\_\_ and work on the \_\_\_\_\_Project.
2. I am responsible for any and all additional charges such as: phone calls, movies, restaurant, bar changes, damages, etc.
3. I must present a personal credit card to secure a room.
4. I am responsible for all my meals.
5. If I am absent from work without valid, acceptable reasoning or terminated, I will be asked to leave the hotel/motel room by 10:00 a.m. the next day.
6. There will be no retroactivity; the living accommodations only apply from the commencement date of the shutdown/turnaround.
7. A valid driver license will be the initial proof of eligibility, you will be required to present current hydro bills, leasing papers, telephone bills, etc. for proof of residence.
8. \_\_\_\_\_will not provide alternate accommodation should the employee be evicted due to his/her own action (i.e. unpaid expenses, vandalism or inappropriate behaviour).

I have read and acknowledged the following and I am signing in agreement to the above:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print your name

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date