

# SUMMER 2022 IN TERMINAL BID PACKAGE

Please take the time to review all bid collateral carefully as outlined in this document.

## POINTS OF INTEREST

- ✎ S22 bid implementation date is Sunday, May 29<sup>th</sup>, 2022 with a tentative end date of October 29<sup>th</sup>, 2022.
- ✎ **Please verify** all information posted on the bid list pertaining to you. Discrepancies will **not** be resolved during the bid process. All queries must be directed to **Workforce Planning (formerly known as “Resource Planning”)** @ yyzresource@aircanada.ca by **Friday, April 15, 2022**. The Bid Time list will be available on the Workforce Planning website, your company email, and the union SharePoint.
- ✎ **9 Hour Rest** – The Company will adjust a specialist’s last day of the previous schedule or the first day of the new schedule in cases where a Specialist would not have 9 consecutive hours free from duty between 2 scheduled shifts. This does not apply to shift trades. **All adjustments will be visible in Staff Connect by May 22, 2022.**
- ✎ **INIT-ACCOUNT** - appearing in the “My Schedule” tab in Staff Connect is for administrative use only. Please disregard and follow your schedule.
- ✎ **S22 Schedules** - Specialists will be able to view their new schedule as of **May 22, 2022** within Staff Connect.
- ✎ **As of April 23rd, all the below forms will be submitted using the Workforce Planning Site which is accessible through your AC Aeronet. We will not be accepting ANY paper copies of these forms beyond this date.**
  - 6.15 forms (will be accessible April 25<sup>th</sup>)
  - Relief Preference forms
  - Vacation Waitlist forms (will be accessible May 2<sup>nd</sup>)

**NOTE: Any paper submission for Vacation Waitlist, that are already on file will be valid for the May 2<sup>nd</sup> union/company waitlist review. After May 2<sup>nd</sup>, only electronic submission will be considered for movements.**

## BIDDING PROCEDURE

- ✎ **All bidding will be completed via telephone.** There will be no in-person bidding or bid result sheets posted during the bid process.
- ✎ **An Electronic Bid Form MUST be submitted** prior to Monday, April 18<sup>th</sup> at 1159 to receive a call at your designated bid time. Failure to submit a completed bid form may result in you being assigned a work schedule after the bid process is complete.
- ✎ Should you submit multiple bid forms, we will reference the most recent submission and disregard the previous submissions as they are all time and date stamped.
- ✎ You must be available at the phone number (within Canada only) listed on your bid form at your bid time and prepared to bid within the 2 minutes.
- ✎ Proxy bidding will be available. Please ensure you indicate this on your electronic bid form and include the proxy’s name and telephone number.
- ✎ The union office will update the **SHAREPOINT DOCUMENT** as a guide only. The Shift Master in the bid room will be the official bid. Any errors on other updated documents will not have any impact on the bid. **\*\*PLEASE ENSURE YOU REVIEW THE SHAREPOINT “HOW TO” DOCUMENT INCLUDED IN THE BID PACKAGE\*\***
- ✎ **Mirror bid (Article 6.12.08)** process will apply solely to employees who are absent on **sick, or workplace injury leave** whom have an expected return to work date within 90 days from the implementation of the new work schedule. Employees who exercise the option to Mirror bid a line will be allowed to select an available

relief schedule according to their seniority. However, no additional relief bid line will be added. The relief schedule selected will be available to another employee to bid.

## VACATION ADJUSTMENTS/STATUTORY HOLIDAY ADJUSTMENTS

- Vacation Adjustments/ Statutory Holidays will AUTOMATICALLY be scheduled based on your selection during the 2022 Vacation Bid. If you chose to slide your vacation, this will be done based on the sliding grid. If you now wish to change your sliding or STAT option, you will be required to complete the appropriate Electronic Adjustment Form. The link for these forms will be provided in the bid package. The forms must be submitted by Monday, April 25th @ 0900. After this date, no adjustments will be permitted.

## LANGUAGE COMMITMENT

- **Specialists bidding** designated BL (French/English) or Route Language shifts must be recognized as per the official published company linguistics list. Specialists who were hired with a language **commitment**, may be required to bid onto language requirement shifts. In trading any language shift, the specialist working the shift must also be qualified on the official company list.

## JOB FUNCTION UPDATES

**\*\*Please note all specialists can be cross-utilized to support operational requirements.**

**NEW**

### Concierge

- **\*\*For all job function update, please refer to Concierge Bid Collateral**

**NEW**

### Baggage Hall

- This position will be in the bid.
- "Rainbow" location is a part of the Baggage Hall.
- For the specialists selecting a bid line that has Baggage Hall mixed with Gate shifts, "Gate" training will be provided if required.
- For the specialists selecting a bid line that has Baggage Hall mixed with Lobby shifts, they will be provided CM training if required.
- Baggage hall specialists may be assigned to support other functions within their qualifications, including but not limited to, Gates, Lobby, CCT (on departures), CNX team, etc.

**NEW**

### Leads

- There will be Lobby-CCT and Gates-CNX lead functions as well as All functions.
- There will be cross utilization throughout the shift.
- Leads may also be asked to perform CES functions where required.

**NEW**

### Gates

- This position will be bid in Zones (Zone 1 to Zone 5).
- Gate Support is in the bid as well.
- All Gate positions (Zone 1 to Zone 5 and Gate Support) cover all functions within all gate areas including regional/mainline departures and arrivals, Customer Service Desks, Q14 and wheelchair handling.
- Gate training will be provided for those currently not qualified.

- Specialists bid in Zone 1 Gates will be provided a locker in DOM REG so that they can keep their PPE available when needing to perform ramp direct functions. PPE will also be available for others should you be required to perform a ramp direct. More information to follow on TB REG lockers.
- All gate specialists will be required to assist CCT with bringing customers from Lobby into the gate area as they enter.
- All Gate specialists could be assigned to other functions PRIOR to entering the gate area. This could include but not limited to Lobby, Q14, CCT, Baggage Hall, etc. as required.
- All specialists working in Zone 1 and Zone 4 will be provided the adequate time to change from their outdoor/rain gears to the appropriate uniforms when they are reassigned to tasks in the Terminal building.



### Lobby

- Lobby will be bid in areas, DOM, TBR and INT.
- This position will cover all functions and products within our lobby areas and may include gate side functions such as Q14, CNX Team, CCT, Baggage Hall, USA Induction, etc.
- It may also include but not limited to assisting with the acceptance and movement of our supplies, the use of a debit machines, DOC check, metering, all COB functions, wheelchair handling on both inbound and outbound flights, etc.



### CNX Team

- This position will cover all functions related to our connection customers. This may include but not limited to ITT, ITPC, ITPC Rework, ITPC CCT, PAT, PAT\_STAR, CSD Liner and any new connection locations.
- The No Load function will primarily be in the STOC center however there may be a requirement to support other areas if needed.



### MLL

- MLL will be bid in areas, DOM, TBR and INT. YYZ Café and TBR Express will be assigned from DOM and TBR MLL respectively.
- Specialists will need to successfully complete the MLL training course. Training will be provided to bid holders as well as relief specialists.



### CSD

- This position may also be required to provide assistance within the gate area as required. This could include gate functions and CCT handling.
- DOM Jazz CSD and TBR Jazz CSD will be assigned from DOM and TBR CSD respectively.
- Gate specialists will continue to assist the desk when required.



### Base Relief

- Schedules are developed monthly based on article 6.13.05 of the collective agreement.
- Changes to the schedules may occur in accordance with Articles 6.13.06 & 6.13.07.
- **Specialists must always be prepared to work in any area that they are trained including outdoor functions (ex. Regional ramp directs and hardstands).**

## TRAINING REQUIREMENTS

- ✎ **Mandatory Bid Training** will be scheduled by the Workforce Planning department and **training notification will be emailed** with the minimum 48 hours for time change and 7 days for days on and off change as per article 6.12.05.
- ✎ Training must be attended as scheduled with no exceptions.
- ✎ **Failure to successfully complete or attend training will result in forfeiting the bid line and the assignment of an open base relief line. Forfeited shifts will then be awarded per Article 6.15.**
- ✎ Training required for each location

AREA/SKILL	Acceptance & Disruption (P_AD)	GATE (P_RGT)	MLL (MLL)
RELIEF	X	X	X
MIDNIGHT	X	X	X
GATES	X	X	
CSD	X	X	
CNX TEAM	X	X	
MLL	X		X