



File: 2122-25.02

January 24, 2017

**TO: All PSAC Members of the Bargaining Unit
Vancouver International Airport Authority**

RE: Ratification of Tentative Agreement

A tentative agreement was reached on Thursday January 19, 2017 between the Public Service Alliance of Canada and the Vancouver International Airport Authority. This tentative agreement is subject to the ratification by both parties. The agreement will become effective upon the date of ratification unless otherwise agreed to.

What follows is a summary and attachment of the amendments to your collective agreement that were agreed to during the course of negotiations, which are subject to your ratification.

ECONOMIC INCREASE

The tentative agreement provides for rates of pay to increase as follows:

- January 1, 2017: 2% plus SPP guarantee of \$600
- January 1, 2018: 2% plus SPP guarantee of \$600
- January 1, 2019: 2%
- January 1, 2020: 2.25%
- January 1, 2021: 2.25%
- January 1, 2022: 2.25%

OTHER CHANGES

- Shared Performance Pay program will continue until the expiry of this collective agreement. Effective January 1, 2019 “target” will increase to \$600 (\$500).
- Major improvements to Short Term Sick Leave.
- Increase standby pay to \$16 (\$14).
- Increase safety footwear to \$175 (\$130).
- Improvements to the pay-out of lieu days and compensatory leave.
- NEW-Employees will be reimbursed up to \$1,000 towards the purchase of a CPAP machine.
- Improvements to travelling time as it relates to air travel.
- Language recognizing gender identity or expression as prohibited grounds of discrimination have been added to the “No Discrimination” article.

The negotiating team was comprised of the following members:

- Barry Tchir – member
- Devin Glass – member
- Jacob Salway – member
- David Costa – member
- Kevin Mann – member
- Dave Clark – UCTE/RVP
- Dave Jackson – chair

The negotiating team unanimously recommends acceptance of the Tentative Agreement.

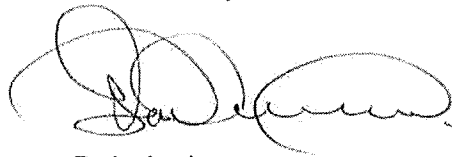
All PSAC members in the bargaining unit are entitled to vote.

A majority vote in favour of the tentative agreement authorizes the Regional Executive Vice-President of the PSAC BC to sign a collective agreement on behalf of the membership.

Full details of all amendments or additions will be provided and reviewed at the ratification meetings to be held:

Thursday February 2, 2017
16:00 and 19:00
Location - TBD

In Solidarity



Bob Jackson
Regional Executive Vice-President

Att.	Christine Collins	Linda Cassidy
	D. Jackson	Luc Guevremont
	Shelina Merani	David-Alexandre Leblanc
	Patricia Harewood	Margaret Barry
	Micheline Labelle	Dale Robinson
	Wendy Kaczmarek	Team member

MEMORANDUM OF SETTLEMENT

BETWEEN

PUBLIC SERVICE ALLIANCE OF CANADA LOCAL 20221
[“UNION”]

AND

VANCOUVER AIRPORT AUTHORITY
[“EMPLOYER”]

The Union and the Employer agree to resolve all outstanding bargaining issues with respect to the renewal of the collective agreement (the “Collective Agreement”), the terms and conditions of which shall include the following:

The existing provisions of the current collective agreement, subject to the following amendments, as well as all other agreed upon proposals:

1. DURATION

- Duration, 6 years
- January 1, 2017 – December 31, 2022

2. WAGES

General increases:

- January 1 2017: 2% - plus SPP guarantee of \$600
- January 1 2018: 2% - plus SPP guarantee of \$600
- January 1 2019: 2%
- January 1 2020: 2.25%
- January 1 2021: 2.25%
- January 1 2022: 2.25%
- Total Uncompounded: 12.75%

3. RETROACTIVITY

Retroactive pay will be provided to employees who are on the active payroll as of the date of signing of this collective agreement. Retroactive pay will be calculated on straight time hours only effective January 1, 2017.

4. SHARED PERFORMANCE PAY

- To continue the current Shared Performance Pay program for the life of this collective agreement, expiring December 31, 2022.
- Employees are eligible for a bonus of between \$500 at target and \$1,250 every year depending on the Authority’s financial performance. Effective January 1, 2019 Target increases to \$600.
- The Shared Performance Pay plan is a simple plan that has one measure of success: Net Operating Margin.
- The bonus will be paid for results between Target and Maximum and will be prorated between these two measures.
- The Board of Directors will establish both the Target and the Maximum for each calendar year.
- The plan details are attached to this proposal.

The following chart indicates the increase in pay on the median when considering the addition of the Shared Performance Pay. The median is the annual salary of which 50% of the bargaining unit employees are above and 50% below.

Increases with Shared Performance Pay – At Target

	2017	2018	2019	2020	2021	2022
Median from previous year	\$78,403	\$79,971	\$81,570	\$83,202	\$85,074	\$86,988
General Increase	2%	2%	2%	2.25%	2.25%	2.25%
Target SPP	\$500 (\$600 guar.)	\$500 (\$600 guar.)	\$600	\$600	\$600	\$600
Total Salary	\$80,571	\$82,170	\$83,802	\$85,674	\$87,588	\$89,545
Total Increase	2.8%	2.8%	2.7%	3.0%	3.0%	2.9%

5. AGREED CHANGES

9. No Discrimination

9.01

(a) The Employer acknowledges and affirms its obligations under the **Canadian Human Rights Act**, which prohibits discrimination in respect of employment by reason of race, national or ethnic origin, colour, religion, age, sex, marital status, family status, disability, criminal conviction for which a pardon has been granted, or sexual orientation, in the absence of a bona fide occupational requirement as provided for by the **Canadian Human Rights Act**.

Accordingly, the provisions of this Agreement shall be interpreted and applied in a manner consistent with applicable human rights legislation.

In addition, the Employer prohibits discrimination in respect of employment by reason of gender identity or expression.

10. Sexual Harassment

10.02 Complaint Procedure

(a) The employee who alleges sexual harassment, or a Union representative on behalf of the employee, may contact a Human Resource representative who will in a timely manner:

(i) initiate an investigation into the matter following the process defined in the Violence in the Workplace policy or the Respect in the Workplace policy, and

(ii) maintain a strict degree of confidentiality with the employee concerned; and take appropriate action to resolve the problem.

(b) In the event the problem is not resolved under (a) above, the employee may refer the matter to Stage 2 of the Grievance Procedure and subsequently thereafter to arbitration.

(c) Grievances under this Article will be handled with all possible confidentiality and dispatch by the Alliance and the Employer.

12. Other Leave with or without pay

12.13 Education Leave

(a) The Employer shall grant education leave with pay during an employee's normally scheduled hours for the purpose of taking any courses, seminars or training required by the Employer. The Employer will provide time off with pay for the purposes of writing required examinations and will pay course registration fees and tuition.

(b) On occasion, the Employer will make training courses mandatory for employees to attend on a day of rest or designated holiday. In this event the employee will be paid the applicable overtime rate for the time attending the course. In addition, the Employer may offer employees working an extended schedule to attend employee meetings or non-mandatory training sessions on a voluntary basis. In this event, the employee will be paid straight time for the time attending these sessions or bank the straight time hours in accordance with the overtime provisions of this Agreement. The Employer will designate the non-mandatory training that is eligible under this clause.

13. Short Term Sick Leave Program

The Employer will provide paid sick leave coverage for all employees who have completed three (3) months or more of service. Employees shall be paid 100% of regular salary until the 89th calendar day of any one sickness. If an employee has a total disability for which the long term disability (LTD) benefits provider approves and pays LTD benefits and total disability occurs again due to the same or related causes, the LTD benefits provider will consider it a continuation of the previous disability, if it occurs within six (6) months of the end of the previous disability. If the recurrence takes place beyond six (6) months, the 89 calendar days for this same one sickness will be reset.

Every employee who may be absent from duty on account of sickness shall notify his/her immediate supervisor and no employee shall be entitled to benefits for time previous to such notification, unless delay is shown to have been unavoidable.

The Employer may require a medical certificate or a written statement from the employee as evidence of sickness. The Employer may further require reports from the employee's physicians from time to time, including reports by physicians designated by the Employer. The Employer will bear the costs of medical reports provided by Employer designated physicians.

In the event of excessive absenteeism the Employer shall counsel the employee that failure to meet an acceptable standard of attendance in the future may result in termination of employment.

Fraudulent use of sick leave shall be subject to the appropriate discipline. No payment shall be made under this Article in respect of injuries arising in the course of other employment.

23. Staffing Procedure

23.01

The Employer shall post all permanent vacancies, including newly created positions, in the bargaining unit. The Employer will provide updates on vacancies in regularly scheduled Union - Management Consultation meetings.

28. Overtime

28.04

(a) When overtime is worked immediately following a shift, there shall be an elapsed time of eight (8) hours between the end of the overtime and the time the employee reports for his or her next regularly scheduled shift, with no reduction of earnings from his or her regular shift.

To replace (b) (i), (ii), (iii), (iv)

(b) When overtime is worked on a call-back of more than three (3) hours and is not anticipated to be contiguous with the start of the next shift, then the employee will be required to report to work for the remaining balance of their next scheduled shift, after an elapsed time of eight (8) hours after the completion of the call-back overtime. In such case, the employee would not be required to return to work if there are less than two (2) hours remaining on the regularly scheduled shift; and there will be no reduction of earnings from his or her regular shift.

29. Call-Back Pay

29.01 Call-Back – Reporting to Work

If an employee is called back to work on a designated holiday or reports to work on the employee's normal day of rest or after leaving the workplace subsequent to a normal work day, the employee shall be paid the greater of:

- (a) three (3) hours' pay at the applicable overtime rate; or
- (b) the applicable rate of overtime compensation for time worked, provided that the period worked by the employee is not contiguous to the employee's normal hours of work.

29.02 Call-Back - Remote Location

If an employee is called on a designated holiday, or on a day of rest, or after leaving the workplace subsequent to a normal work day, and the employee may at the Employer's discretion resolve the issue remotely without returning to the workplace, the employee shall be paid the greater of:

- (a) one (1) hours pay at the applicable overtime rate; or
- (b) the applicable rate of overtime compensation for time worked, provided that the period worked by the employee is not contiguous to the employee's normal hours of work.

31. Standby

31.01

(a) Where the Employer requires an employee to be available for standby during off-duty hours, the employee shall be entitled to a standby payment of sixteen dollars (\$16) for each eight (8) consecutive hours or portion thereof that he or she is on standby.

11. Designated Paid Holidays

Replace 11.08 (b) with the following

11.08

(b) An employee's lieu days will be automatically carried over for a period of one year from the annual pay-out date which is the second pay date in March. These lieu days will be paid out in the following year at the pay-out date if the employee has not taken the leave. Such lieu days shall be paid at the employee's straight time rate of pay. An employee may request pay-out of lieu days at any time by contacting Human Resources.

(c) The straight-time rate of pay referred to in 11.08(b) shall be the rate in effect when the lieu day was earned.

28. Overtime

Replace 28.06 (a) and (b)

28.06

An employee's compensatory days will be automatically carried over for a period of one year from the annual pay-out date which is the second pay date in March. These compensatory days will be paid out in the following year at the pay-out date if the employee has not taken the leave. Compensatory days will be paid out at the employee's current rate of pay. An employee may request pay-out of compensatory days at any time by contacting Human Resources.

Appendix A

Agreement for permanent part-time employees

Replace 1. Statutory Holidays:

4.6% bi-weekly for all straight time hours worked in lieu of statutory holiday pay.

Language not in the Collective Agreement:

Engineering classification progression

The Employer is prepared to have a Letter of Understanding that commits the Engineering Management team to streamline the material on engineering position progression for junior and intermediate engineers. Within six months of ratification of this collective agreement, the information will be presented at a Union - Management Consultation committee meeting for feedback.

Sun Life definition of Reasonable and Customary

The Employer will post information on myYVR on Sun Life's definition of Reasonable and Customary as it relates to practitioner billings.

LOUs impacting employee positions

The Employer will post all LOUs impacting employee positions on myYVR.

Employee daycare options

The Employer agrees to continue discussions on employee daycare following the recent survey.

Continuous Positive Airway Pressure (CPAP)

The Employer agrees to add the following to the extended health plan:

Employees will be reimbursed a lifetime maximum of up to \$1,000 towards the purchase of a CPAP machine provided the employee has medical evidence of a sleep apnea diagnosis.

RRSP

The Employer agrees to have three (3) bargaining unit employees on the RRSP Pension Advisory Committee, appointed by the Local Union.

Safety Footwear

The Employer agrees to increase the current safety footwear allowance of \$130 to \$175, every two (2) years, as per the collective agreement.

6. RECOMMENDATION

The parties agree to recommend this memorandum of settlement to its respective constituents.

DATED at Vancouver, British Columbia this 19th day of January, 2017

Vancouver Airport Authority

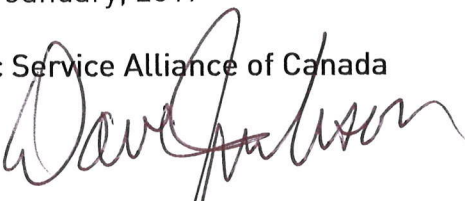
per: 

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Public Service Alliance of Canada

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per: 

Collective Bargaining
The Airport Authority and the PSAC Local 20221

Agreed Change

November 22, 2016

3. Recognition

3.01

The Employer recognizes the Alliance as the exclusive bargaining agent for all employees of the Employer described in the certificate issued by the Canadian Industrial Relations Board dated (insert most recent date), unless subsequently altered.

22. Health and Safety

New

22.04

When the Employer requires the employee to hold a class 3 (or higher) driver's license, the Employer shall pay the medical examination costs required for the license. The payment will not exceed the BC Medical Association Fee Schedule.

Letter of Understanding

RE: Work from Home Arrangements

November 22, 2016

During the life of the last collective agreement, a joint Union-Management Committee developed a "work from home" pilot program for day shift employees. The parties agree to extend the current program until the expiry date of the next collective agreement (date to be inserted). During the last year of the agreement, the parties will review the program for any future recommendations based on the experience of the participating employees and their managers.

RE: Airfield and Emergency Services (AES) Alternate Supervisors

November 22, 2016

(Union has economic proposal on table regarding the premium)

The purpose of this agreement is to outline the details of a program that will provide recognition and a monetary premium for fully trained Airfield and Emergency Services (AES) Alternate Supervisors.

The Employer and the Union have agreed to the following:

1. The program will expire on (insert new date).
2. Up to four (4) Alternate Supervisors will be identified through an 'Expression of Interest', provided they have previously attended a Command and Control training program.
3. Selection will include both an interview and a test – the interview and test questions will evaluate both technical suitability as well as leadership capabilities.
4. The Manager Airfield and Emergency Services will determine when the Alternate Supervisor is deemed qualified to act in the position, with input from the AES Supervisor assigned to the individual's training.
5. As outlined in the JIQ for ERS Supervisors, the Supervisors will provide the Alternate Supervisors with training and mentorship, without issue.
6. Upon receiving AES Alternate Supervisor training and deemed qualified to act as an AES Supervisor, selected incumbents will be entitled to an annual premium of \$2,250, pro-rated and paid monthly in the amount of \$187.50. There will be no pyramiding of this premium.
7. When acting as an AES Supervisor, the AES Alternate Supervisor will not be entitled to acting pay.
8. The AES Trainer will also be trained as an AES Alternate Supervisor.
9. This agreement is made without prejudice or precedent to any other agreement between the Employer and the Union.

To Renew

- Protocol for Excluded Positions – with new expiry date
- Staffing Procedure
- Snow Removal Augmentation – with new expiry date

To Delete

- Trades Shift Scheduling
- Medicals for a Class 3 Driver's License

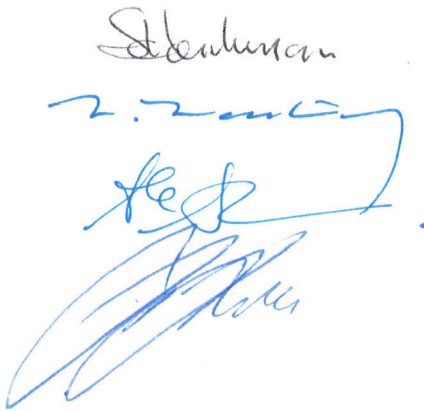
Electronic Pay Stubs

Not to be included in the Collective Agreement

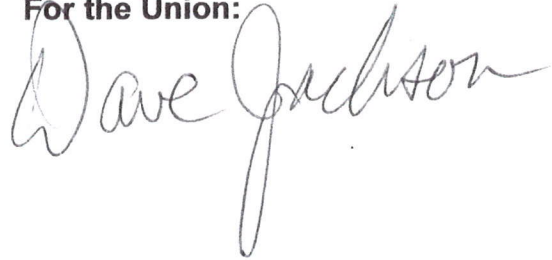
The parties agree that all employees shall receive their pay stubs and T4s in an electronic format. The employer will ensure appropriate training is provided to ensure all employees understand how to access their electronic paystubs.

Date: Nov 22/16

For the Employer:

The employer's section contains four handwritten signatures in blue ink. The top signature is the most legible, appearing to read "Stentman". Below it are three more signatures, which are more stylized and difficult to decipher.

For the Union:

The union's section contains one handwritten signature in black ink that reads "Dave Jackson".

Collective Bargaining
The Airport Authority and the PSAC Local 20221

Agreed Change

November 24, 2016

19. TRAVELLING TIME

19.01

Where the Employer requires an employee to travel outside of the Metro Vancouver on:

- (a) A day of rest, time spent in travel shall be considered time worked, and shall be paid at straight time to a maximum of ten (10) hours pay.
- (b) A designated holiday, time spent in travel shall be considered time worked, and shall be paid at overtime rates to a maximum of ten (10) hours straight time pay.
- (c) A normal working day on which the employee travels but does not work, the employee will receive his or her regular pay for the day.
- (d) A normal working day in which the employee works and travels, the employee will be paid
 - (i) his/her regular pay for the day, and
 - (ii) pay for travel outside of the normal hours of work to a maximum of three (3) hours straight time pay.
- (e) For a, b, and c above, time spent in travel shall include one (1) hour prior to the scheduled departure time of the aircraft, if the mode of travel is air.

12. OTHER LEAVE WITH OR WITHOUT PAY

12.16 Personal Leave

Occasionally, employees request leave without pay for reasons that are not covered under the leave provisions in the Collective Agreement.

Under these circumstances, the VP Human Resources has the right to authorize or not authorize the leave request; this matter will not be grievable. However, if there are any concerns expressed, then the matter will be discussed with the Local Union President.

If approved, the employee must exhaust their accumulated banked overtime (compensatory and lieu leave) and unused vacation time before commencing the leave without pay. Alternatively, if the leave is greater than three (3) months, the employee may elect to have their unused vacation paid out on the last pay period prior to the commencement of their personal leave. Such leave will not exceed one year duration, inclusive of taken banked overtime and vacation.

Time spent on the leave without pay will not be counted for pay increment, severance or vacation service. Nor will vacation leave be accrued during the time spent on leave without pay. During the leave without pay, the employee shall pay both the employee and Employer share of all pension, benefit and insurance plan premiums, unless the employee elects not to continue benefit coverage.

12.17 Political Office Leave

The Employer will grant a leave of absence without pay to an employee who is elected to or appointed by a government to a full time municipal, provincial, or federal position. The duration of such leave shall not exceed four (4) years, unless otherwise agreed to by the Employer.

The Employer may hire a term employee, or provide an acting assignment to a current employee, to replace the employee on leave for the duration of the leave. In this situation, the Employer may hire a term employee for a period beyond that which is outlined in 26.03.

The employee will have their banked overtime and unused vacation paid out on the last pay period prior to the commencement of their political office leave.

Time spent on political office leave without pay will not be counted for pay increment, severance or vacation service. Nor will vacation leave be accrued during the time spent on leave without pay. During the leave without pay, the employee shall pay both the employee and Employer share of all pension, benefit and insurance plan premiums, unless the employee elects not to continue benefit coverage.

Where the employee returns from the leave without pay, and the employee's previous position has not been filled on a permanent basis or eliminated, the Employer will return the employee to the position. Where the position has been filled permanently or no longer exists, the Employer will reassign the employee to a vacant position, when available, for which the employee is qualified. An employee who accepts a lower position shall be provided the opportunity to return to their previous position when a permanent vacancy occurs. An employee who declines a reassignment shall be deemed to have abandoned his or her position. Where no reassignment is made after two (2) years from the expiry date of the employee's leave, the employment of the employee shall be terminated and the employee shall be paid severance pay.

Letter of Understanding

Clothing Committee

During collective bargaining, the Union Bargaining Committee expressed concerns regarding the effectiveness of the Clothing Committee's process. The parties agree to form a new Clothing Committee within one (1) month of ratification to fulfill the Clothing Policy obligations. The Committee will present their recommendations within three (3) months to the following:

- Vice President Operations and Maintenance
- Vice President Human Resources and Supply Management
- Director, Supply Management

The approved recommendations will be shared with the Local Union President by the Vice President Human Resources and Supply Management in a timely manner.

Respect in the Workplace Policy

During collective bargaining, the parties discussed the current Respect in the Workplace Policy which was developed by a former joint Union Management Committee. In light of the issues raised by the Union Bargaining Committee, the parties agree to form a joint Union Management Committee within three (3) months of ratification to review the Policy and make recommendations to enhance the investigation process, including establishing a reasonable time frame to conclude any investigation. The Vice President Human Resources and Supply Management and the Union President will co-chair the Committee.

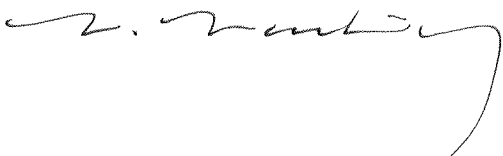
The Employer will also update the Violence in the Workplace Policy to reflect Part II of the Canada Labour Code and present the revised policy to the Policy Occupational Safety and Health (POSH) Committee.

The Employer will revise the Respect in the Workplace Policy to reflect the alternate investigation process available under the Violence in the Workplace Policy.

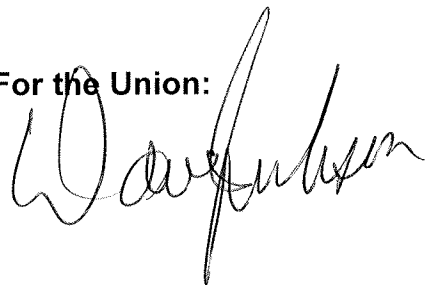
Date:

Nov 24, 2017

For the Employer:



For the Union:



Vancouver Airport Authority

Shared Performance Pay

The following Shared Performance Pay is a proposal from the Management Bargaining Team with the following specifics:

- Employees are eligible for a bonus of between \$500 and \$1,250 every year, depending on the Authority's financial performance. Commencing January 1, 2019, Target increases to \$600.
- The Plan is a "pilot" for the duration of the collective agreement only
- The Plan will only provide an upside for employees – employees may achieve a bonus based on the Authority achieving financial objectives
- This Plan shall not be included in, nor form part of, the Collective Agreement.

What is Shared Performance Pay?

Shared Performance Pay is an incentive plan which allows the Authority to share financial improvements with its employees.

What is the financial measure of the Shared Performance Pay?

The Shared Performance Pay is a simple plan that has one measure of success: an increase in the Authority's Net Operating Margin.

The objective of the Shared Performance Pay is to align employee effort to increase the Net Operating Margin. While each employee's contribution toward Net Operating Margin improvements may vary, the collective impact can be significant. By being cost conscious, efficient, and identifying revenue generating opportunities, all employees can contribute to and benefit from the Authority's financial performance.

What is Net Operating Margin?

Net Operating Margin is defined as revenue less operating costs.

Operating costs are what the Authority spends on Materials, Supplies, and Services (what we refer to as MSS) and on Salaries and Wages.

Revenue is the total revenue of the Authority excluding the revenue from the Airport Improvement Fee (and any operating costs associated with collecting it) and excluding any grants provided to the Authority.

How is the Net Operating Margin determined every year?

In each calendar year of the Collective Agreement, the Authority will determine the Net Operating Margin based on the financial budget that is approved by the Board of Directors. The financial budget is aligned with the key business objectives for that year.

Who will set the Target and Maximum for Net Operating Margin?

The Board of Directors will establish both the Target and the Maximum for every calendar year. The Target will be based on the financial budget. That means if the Authority achieves budget for revenues and operating costs then the Target for Net Operating Margin will be achieved.

The Maximum will be a stretch target – something that is possible to achieve - but not without some creativity, teamwork and collaboration.

How stretch is Maximum?

Depending on the year, Maximum has been set at 8.5% higher than Target. That means increasing the Net Operating Margin by 8.5% more than budget – by increasing revenues or/and decreasing operating costs.

What is the maximum payout under the Plan?

There will be a maximum payment of \$1,250 for each calendar year.

What happens if we don't meet Target?

Then no bonus is achieved as the Authority did not meet budget.

How is the Shared Performance Pay calculated?

All eligible employees will receive a Shared Performance Pay bonus if the Target set for Net Operating Margin is met or exceeded. The Shared Performance Pay bonus increases as the results improve.

Results will be calculated based on achievement against the Net Operating Margin Target. The bonus will be paid for results falling between "Target" and "Maximum" and will be prorated between these two measures.

As soon as the year end audited financial statements have been confirmed, the improvements for Net Operating Margin will be calculated to determine the bonus for each employee.

How will this be communicated?

Throughout the year you will receive information describing the Authority's performance on the Net Operating Margin. This information will be posted on the Intranet and will be presented to you at the All Employee Meetings.

How is Shared Performance Pay paid?

Shared Performance Pay does not impact your current salary or pension and benefit coverage. Shared Performance Pay provides lump sum cash bonuses, which are in addition to general increases and increment steps. *Each participant is paid the same dollar amount.*

The Shared Performance Pay bonus will be subject to income tax unless the bonus is directed into the Authority's Group RRSP. Employees may choose to direct the full amount of their bonus to the Authority's RRSP. This will allow employees to use "pre-tax dollars" to fund their RRSP programs up to allowable limits.

Who is eligible to participate in Shared Performance Pay?

The Shared Performance Pay applies to the following unionized employees:

- Full time permanent employees;
- Part time permanent employees will receive a prorated bonus based on their hours worked in the calendar year;
- Term employees with a term of 1 year or more in duration;
- New employees, provided they have worked at least 6 months in the calendar year and successfully completed their probationary period, will receive a prorated bonus based on the number of complete months they have worked in the year;
- "Inactive" employees on leaves of absence during part of the year (such as personal leave, maternity/parental leave, care and nurturing leave, education leave, compassionate care leave, and long term disability) provided they have worked at least 6 months in the calendar year, will receive a prorated bonus based on the number of complete months they have worked in the year. An employee is considered "active" while on short term sick leave or on apprenticeship leave.

Those employees not eligible to participate in the Shared Performance Pay include:

- Casual employees, temporary employees, and term employees of less than 1 year;
- Employees who have been actively at work for less than 6 months in the calendar year;
- Employees who depart from the Authority during the year, or who depart prior to the payment date of the Shared Performance Pay bonus payment.