



**CATCA**  
Canadian Air Traffic  
Control Association

## Programs & Services





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## THE CANADIAN AIR TRAFFIC CONTROL ASSOCIATION

### WELCOME!

Becoming an Air Traffic Controller is a challenging but rewarding career. We keep Canada's skies safe, separating aircraft at 48 locations across the country 24/7/365.

CATCA represents all Air Traffic Controllers at NAV Canada, Serco, and Transport Canada. As a bargaining agent within these companies, we work to provide fair and progressive working environments for our members.

Founded in 1962, CATCA has evolved as an Association and has facilitated many changes in the greater field of aviation. In 1996, we played an integral role in the transition of the Air Navigation System (ANS) from government to private (NAV Canada). We are also proud members of Unifor (Local 5454), Canada's largest private-sector union.

### What do we do for you?

In collective bargaining, we negotiate on your behalf ensuring our members receive the best wages, benefits and working conditions, as well as training opportunities to foster your professional development. Outside of bargaining, we represent members in various situations and enforce the collective agreement to ensure fairness for everyone.

You are also entitled to other union benefits which are outlined in this booklet.

## CATCA's organizational structure

The Executive Board is comprised of elected officials in the roles of President, Executive Vice President, and five (5) Regional Vice Presidents (RVPs). The Executive Board is ultimately responsible for the affairs of the Association and ensures CATCA continues to pursue its mission.

### National Executive

The President and Executive Vice President work together as the National Executive. They represent the membership as a whole, are responsible for CATCA's financial viability, support the RVPs, collaborate with other ATC organizations and represent CATCA on the world stage.

### Regional Vice Presidents

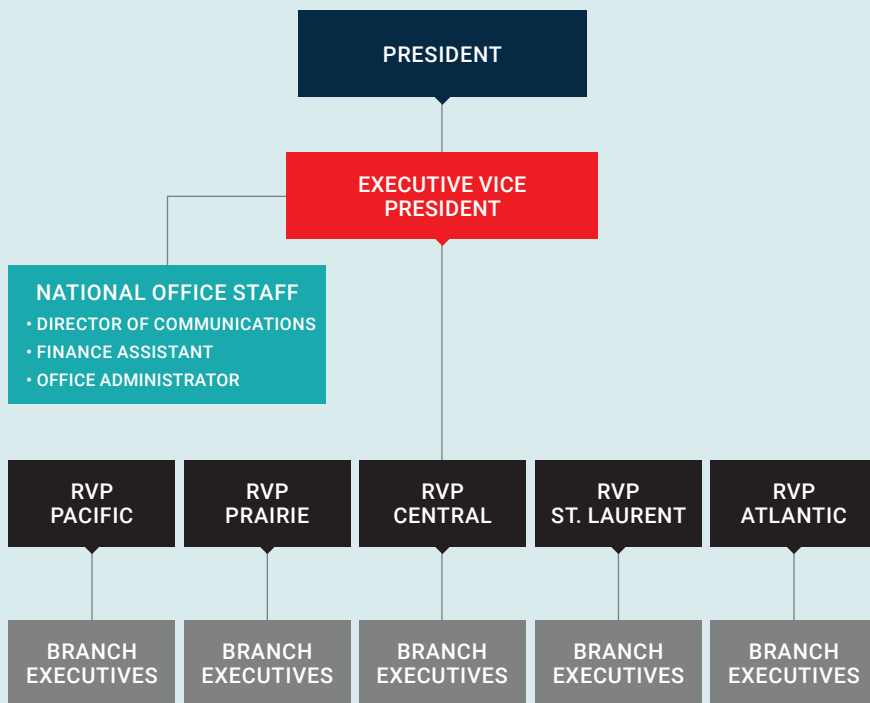
Each of CATCA's five regions is represented by a Vice President. The RVPs represent and advise members on local labour issues, keeping their region up-to-date on union business. By working with the local representatives, they aim to address and solve members' concerns. RVPs are full-time union positions and are elected by the membership on three-year terms.

### Local Representatives

The foundation of our organization rests entirely at the local level. Volunteers and local members help better inform the Union from a national and regional perspective. Your Branch Executive and local representatives are your first point of contact should you have any questions or concerns.

### Participate

CATCA is dedicated to listening to our members. We encourage you to attend Branch meetings — find out what is going on in your unit, learn how CATCA functions and, if possible, participate and make suggestions... this is **your** career and **your** union!





## Our Guiding Principles

- ▶ CATCA is a democratic organization.
- ▶ CATCA policy is established by elected representatives.
- ▶ We promote member involvement.
- ▶ We will promote the welfare of the membership.
- ▶ CATCA pursues and conducts collective bargaining as a vehicle to improve the workplace interests of the membership.
- ▶ Controllers are entitled to quality legal representation with respect to legal liability arising out of the performance of their duties.
- ▶ Controllers are entitled to quality representation in matters governing the terms and conditions of their employment.
- ▶ CATCA serves to promote the unsurpassed professionalism and performance of members with a view to improving the status of the air traffic control service; to promote safety and efficiency in the control of air traffic.
- ▶ CATCA contributes to the betterment of ATC on an international basis.
- ▶ CATCA will not invest resources in political matters unless the issue directly pertains to the working conditions and workplace interests of the membership.

## Licensing

To become a licensed Air Traffic Controller, an individual must graduate from an Air Traffic Controller Training Program recognized by Transport Canada and complete a period of on-the-job training.



After qualification, Air Traffic Controllers are issued a provisional ATC licence or rating which remains in effect until either:

- a. The Transportation Minister issues a permanent ATC licence **or**
- b. A period of 90 days passes after the issuance of the provisional ATC licence

It is **your responsibility** to have a valid medical certificate and licence and be able to produce them when exercising the privileges of your licence.

Throughout your career, Canadian Aviation Regulations (CARs) require that you continue to maintain proficiency. A proficiency check must be completed at least once per year. This requirement is satisfied via NAV Canada's Quality Assurance Program. However, it is your responsibility as the license holder to ensure you satisfy the requirements under CARs.

CARs **prohibit** Controllers from exercising the privileges of their licence if the individual is receiving medical treatment, suffers from an illness/injury/disability, or is taking narcotics.



# Your Medical Certificate



## WHAT IS IT?

- It's the medical document legally required to exercise the privileges of your ATC license
- Confirms you fulfill "Category 2" medical requirements



## WHO NEEDS ONE?

- All operational Air Traffic Controllers and ATC students in training



## WHY DO I NEED IT?

- To comply with ICAO rules and regulations, and with Canadian law (*Canadian Aviation Regulations* Section 404.03)

## HOW LONG IS IT VALID?

- 24 months if you are under forty (40)
- 12 months if you are forty (40) or older
- The validity of your certificate is determined by your age on the date of your most recent medical exam



## WHEN DO I RENEW?

- Renew your certificate before the end of the month in which your current medical expires or before you start training



## HOW DO I GET ONE/RENEW?

- Only from physicians designated as Civil Aviation Medical Examiners (CAMEs)
- Visit [tc.gc.ca](http://tc.gc.ca) and search CAME for a listing



## WHAT IF I DON'T HAVE ONE?

- **DO NOT** work without a valid medical certificate!
- Transport Canada can fine you up to \$5,000, and you could be disciplined by NAV Canada



## CARs 404.06

1. Subject to subsection (3), no holder of a permit, licence or rating shall exercise the privileges of the permit, licence or rating if (a) one of the following circumstances exists and could impair the holder's ability to exercise those privileges safely:

- the holder suffers from an illness, injury or disability;
- the holder is taking a drug; or
- the holder is receiving medical treatment.

## CARs 801.01

- No person shall act as an Air Traffic Controller or a flight service specialist:
  - within eight hours after consuming alcohol;
  - while under the influence of alcohol; or
  - while under the influence of any drug or other substance that impairs the person's faculties to the extent that aviation safety is affected.

## LICENCING SUMMARY

- ▶ Successfully complete an Air Traffic Control Training Program recognized by Transport Canada (6–8 months)
- ▶ Complete on-the-job training (10–20 months)
- ▶ Pass a rigid medical examination and a background check
- ▶ Act in accordance with CARs

## My Benefits

CATCA membership does have its benefits. Who pays the benefit premium varies, so ask for program details and applications from your Manager or your Pay and Benefits Advisor. As always, if you have questions you can speak to your local Branch Executive.

### NAV Canada Employee Benefits

Full details on these programs are online at [ncjc.ca](http://ncjc.ca).

#### Health Care

- ▶ Employer pays 100% of premiums
- ▶ Covers 80–100% of eligible health care expenses such as prescriptions, physical therapy and medical devices

#### Dental

- ▶ Employer pays 100% of premiums
- ▶ Covers 90% of most expenses and 50% of major dental expenses



#### Health Care Spending Account

- ▶ \$750 per year to cover eligible health care expenses including dental
- ▶ Can be used as you prefer to cover eligible expenses such as deductibles or expenses which are in excess of yearly maximums



#### Life Insurance

- ▶ Paid for by member
- ▶ Insured for twice your annual insurable earnings



#### CATCA Member Benefits

As a CATCA and Unifor Local 5454 member, you are entitled to even more benefits!

#### Life and Critical Illness Insurance

- ▶ CATCA has partnered with Coughlin and Associates Ltd. to provide members with additional Group Life Insurance and Critical Illness Insurance
- ▶ Premiums are paid by you through payroll deductions
- ▶ Visit [coughlin.ca/catca-accta](http://coughlin.ca/catca-accta)





### CATCA Scholarship Program

- ▶ The W. Christopher Lilwall and Eric Paraskevopoulos Memorial Scholarship Award Program sponsored by CATCA provides financial assistance to dependent children of active and retired associate members of the Union pursuing full-time post-secondary education
- ▶ The award is renewable annually for a maximum of four (4) years with proof of full-time enrollment
- ▶ More information is available at [catca.ca/scholarships-and-awards](http://catca.ca/scholarships-and-awards)

### Unifor Education Program



- ▶ Unifor offers one of the most extensive labour education programs in the world
- ▶ Programs range in length from one day to four weeks and cover a wide variety of subjects from collective bargaining to human rights to grievances
- ▶ Visit [unifor.org/en/member-services/education](http://unifor.org/en/member-services/education) for more information

### Unifor Car and Home Insurance



- ▶ Offers preferred Unifor member pricing on auto and home insurance
- ▶ For more information, call 1-877-229-4677 or visit [uniforinsurance.com](http://uniforinsurance.com)



## Leave Entitlements

As a new member, you are entitled to certain amounts of paid and unpaid leave from work. To determine your entitled leave and circumstances, please read the applicable provisions of the collective agreement and then speak to a member of your Branch Executive.

## Vacation and Lieu/Designated Holidays

Provided you work enough hours each month to earn your vacation leave, you will have up to 26 days of leave to enjoy each vacation year (combining the maximum amount of vacation and lieu during the first eight (8) years of your career.)

## Vacation

- ▶ For the first eight (8) years of your career, you can earn up to 15 days of vacation leave per vacation year (April 1–March 31)
- ▶ See **Article 27** of your collective agreement for details and the calculation formula

## Lieu Leave

- ▶ Because of the 24/7 nature of our work, you can expect to work on Statutory Holidays, though you will be paid time-and-a-half for all such work
- ▶ On April 1 of each year, you will be credited with 11 days of “Lieu leave”, equivalent to the 11 holidays recognized in your collective agreement
  - They can be used similarly to vacation leave
  - See **Article 28** of your Collective Agreement for entitlement details

**NOTE:** Each unit will have annual leave guidelines that determine the selection process for leave. Speak with a member of your Branch Executive for more details.

## Leave with or without pay

- ▶ See **Article 26** of your Collective Agreement for Leave with or without pay
  - Bereavement leave with pay
  - Maternity Leave without pay
  - Leave related to birth or adoption
  - Marriage Leave
  - Leave for other reasons
  - Other Leave without pay
  - Court Leave with pay
  - Leave without pay for the care and nurturing of pre-school age children
  - Parental Leave without pay
  - Leave with pay for selection process

**NOTE:** If you intend on taking a form of leave found under **Article 26**, please **ensure** that you read the provisions carefully and speak to a member of your Branch Executive so that you completely understand the particular entitlement and how/if you qualify.





## Sick Leave

You start earning Sick Leave the day you start earning a salary.

- ▶ Sick Leave is accumulated at a rate of 10.59 hours for each month in which you have received 10 days' pay or 15 days per vacation year
- ▶ Credits are used when you are sick and cannot attend work
- ▶ You receive full pay when you are off sick provided you have Sick Leave credits and satisfy NAV Canada of your inability to work
  - Sick Leave can be requested for up to 10 days per year based on statements signed by you
  - For the 11<sup>th</sup> and subsequent days, medical certification is required from a doctor
  - For any absence exceeding five (5) days, medical certification is also required
- ▶ Credits do have value – unused Sick Leave credits are paid out in cash on retirement at a rate of 50%
- ▶ See **Article 24** of your collective agreement for full details

## Long Term Disability (LTD)

CATCA members have two (2) long-term illness plans available to protect during extended periods of illness.

## Maintenance of Salary (MOS)

- ▶ A contractual entitlement in which you will receive 100% of your salary and ATC Premium for up to one year
- ▶ Can be used multiple times throughout your career to a maximum of 12-months total
- ▶ You must have five (5) years of active control duties to be entitled to this benefit

## LTD Insurance

- ▶ If you qualify, you will receive 70% of your salary and ATC premium combined
- ▶ There is no time limit on LTD as long as you continue to meet the definition of disability

## Waiting Periods

Both MOS and LTD have waiting periods – so it is always a good plan to have a supply of Sick Leave credits available.

- ▶ MOS starts immediately **only** if Transport Canada invalidates your medical certificate
  - Otherwise, there is a waiting period of **60 calendar days**, during which you can use any available annual or sick leave credits
- ▶ In all cases of LTD, there is a minimum **13-week waiting period**
  - If available/eligible, Leave, Sick Leave or MOS benefits can be used during this time

## NOTE:

- ▶ If you don't have the required Leave and/or Sick Leave credits to cover your waiting period, you will be on **Leave without pay** once your credits are exhausted

## LEAVE ENTITLEMENTS SUMMARY

- ▶ **Vacation** – You can earn up to 15 days of vacation per vacation year during the first 8 years of your career
- ▶ **Lieu/Designated Holidays** – You are entitled to 11 days per year of Lieu Leave
- ▶ **Leave With or Without Pay** – Review the provisions before making any decisions based on Leave With or Without Pay
- ▶ **Sick Leave** – You can accumulate 15 sick days per vacation year
- ▶ **Other Types of Leave** – Such as bereavement or maternity. Consult your Branch Executive for further details.
- ▶ **Long Term Disability (LTD)** – Two types of coverage available
  - **Maintenance of Salary** – receive 100% of your salary and ATC Premium up to a maximum of 12-months utilization throughout your entire career. There may be a waiting period of **60 calendar days**.
  - **LTD Insurance** – receive 70% of your salary and ATC premium. There may be a **13-week waiting period**.

# FREE INSURANCE COVERAGE ON QUALIFICATION

## **CATCA *Plan+* group life insurance and CATCA *Safe Landing* critical illness insurance program\***

Once you qualify as an Air Traffic Controller, CATCA will provide you with a free introductory optional life insurance package.

This special program features:

- ▶ \$100,000 of CATCA's *Plan+* group life insurance coverage;
- ▶ \$100,000 of accidental death and dismemberment coverage; and
- ▶ \$5,000 of CATCA *Safe Landing* critical illness coverage.



**THIS INSURANCE COVERAGE WILL BE PROVIDED TO YOU FREE OF CHARGE FOR ONE YEAR.**

No applications or medical exams are required.

It's our way of recognizing your accomplishment and welcoming you to CATCA.

Coverage details and enrolment instructions will be provided on qualification.

\*Coverage is administered by Coughlin & Associates Ltd. Visit [coughlin.ca/catca-accta](http://coughlin.ca/catca-accta) or email [catca@coughlin.ca](mailto:catca@coughlin.ca).



Welcome to CATCA and congratulations on taking the first steps to becoming an Air Traffic Controller. Not everyone has the “right stuff” to be a Controller, and you should be proud of how far you’ve come.

I began my ATC career in 1991 in the North Bay Terminal Control Unit, and when it closed in 1993, I relocated to Toronto ACC as a Supervisor/Controller. My wife Patty is a Waterloo Tower Controller. Over the years I have been very involved in, and dedicated to the Union.

### **Volunteer positions:**

- ▶ 1993–2008 Toronto ACC Branch Steward
- ▶ 2000–2001 Toronto ACC Branch Secretary
- ▶ 2001–2003 Toronto ACC Vice Chair
- ▶ 2008–2009 Toronto ACC Branch Chair
- ▶ 2005, 2008 National Contract Committee

### **Full-time CATCA roles:**

- ▶ 2009–2014 Central Regional Vice President
- ▶ May 2014 President
- ▶ March 2016 Re-elected President

As CATCA’s President, I head a dedicated team including our Executive Vice President and five Regional Vice Presidents. Our job is to protect our members’ rights and ensure NAV Canada follows our collective agreement. Our Union was founded on the principles of democracy – this means that your voice, your opinion and your input are vital to our ability to represent you best.

Much of what CATCA does is based on our members volunteering at the grass roots level. I encourage you to become involved, as I did, and help us be the best Association we can be.

Good luck and enjoy an amazing ATC career of keeping Canada’s skies safe.

In solidarity,

Peter Duffey

# Doug Best

## Executive Vice President and CFO



Congratulations on completing your classroom training, welcome to CATCA and one of the best careers in the world.

Out of university I started a career with the Canadian Revenue Agency and learned the difference between management and leadership, managements' rights and workers' rights. This drew me to union activism.

In 1997 I began my career as an Air Traffic Controller in Yellowknife Tower. From there I moved to Calgary Tower and then Toronto Tower. I have served on the CATCA Contract Committee since 2004 and have been an Executive Board member since 2007.

My role as EVP and CFO means that I am responsible and accountable to you and all our members to protect the financial viability of the Association. The President and I work in conjunction with the Regional Vice Presidents to find effective resolutions to local Branch issues, and of course, collective bargaining is a main focus in my role. We have developed an excellent working environment for our members, with first-rate benefits and high wages.

CATCA will play an important part in your work environment, and I hope you will get involved as well. Becoming a part of the team means being dedicated to upholding the highest working standards and being progressive to meet the ever-changing needs of our members.

Your on-the-job-training (OJT) will be a challenging but rewarding experience that helps shape your future as an Air Traffic Controller — stick with it because it will be over before you know it!

In solidarity,

Doug Best