

2.00 "B" Pressure Reciprocal Ticket Reimbursement

1.0 PURPOSE

- 1.1** To establish the principle that a Non-Alberta Canadian pressure welder will be reimbursed for acquiring a reciprocal Alberta "B" pressure designation, by the employer, who in turn will recover the cost by submitting an invoice to ACTIMS. The cost commonly referred to as the "Reciprocal" cost for acquiring an Alberta B pressure designation shall at the present time be recognized as one hundred and seventy-two dollars (\$172.00). To that end the following shall be understood and implemented:
- 1.1.1** To establish a standard practice for the reimbursement by ACTIMS of the cost incurred by a Non-Alberta Canadian pressure welder to acquire a B pressure designation in Alberta.

2.0 DEFINITIONS

- 2.1** ACTIMS: The Alberta Council of Turnaround Industry Maintenance Stakeholders.
- 2.2** Non-Alberta Canadian pressure welder: An individual, who normally resides outside Alberta and is permanently domiciled in another province or territory within Canada, who is recruited and works for an employer at an owner's project both of whom are covered under the ACTIMS umbrella.
- 2.3** Participating owner projects: applies to major turnaround work at the Shell Scotford/MRM, Suncor and Syncrude projects.
- 2.4** Participating employer: A contractor who employs Non-Alberta Canadian pressure welders and is a member of the ACTIMS GoE and participates in major turnaround work at the Shell Scotford/MRM, Suncor and Syncrude projects.
- 2.5** Conditions Principle: Those specific conditions that a Non-Alberta Canadian pressure welder must meet in order to qualify for and be reimbursed for the reciprocal Alberta B pressure designation.
- 2.6** ACTIMS Administrator: the individual responsible for managing the day-to-day affairs of the ACTIMS organization and is recognized as such by the federal government under the "Human Resources Plan".



3.0 RESPONSIBILITIES

- 3.1** The ACTIMS Administrator is responsible to ensure this policy is administered fairly and equitably.
- 3.2** The ACTIMS Administrator is responsible to ensure that there is close and ongoing interaction with the respective Building Trades local unions (primarily the United Association Local 488 and Boilermaker Lodge 146) and applicable employers to ensure that the employees are properly reimbursed costs for acquiring the "Reciprocal B pressure designation".
- 3.3** The employer must ensure that the employee requesting reimbursement for the "Reciprocal B pressure" designation meets all of the conditions outlined in this policy, before submitting the "original" receipt provided by the employee for the Alberta B pressure designation.
- 3.4** The contractor must keep on file the applicable materials to support the reimbursement of the employee's cost associated with the acquisition of the Alberta B pressure designation.

4.0 STANDARD PROCEDURE

- 4.1** The Non-Alberta Canadian pressure welder must provide the "original" ABSA receipt to their employer for the reimbursement of the individual's cost associated with the acquisition of the Alberta B pressure designation (it is advised that the employee keep a copy of the receipt).
- 4.2** The employer will keep the "original" ABSA receipt on file and will not submit the receipt for reimbursement from ACTIMS, until the employee has completed the following:
 - 4.2.1** Must report to work on the notified start date, if not, must provide acceptable justification to the employer as to why delayed.
 - 4.2.2** Must provide the required documentation to the employer, from ABSA, of having successfully acquired the Alberta B pressure designation.
 - 4.2.3** Completes the job assignment for which they were hired.
 - 4.2.4** Does not quit or get dismissed from the project.
- 4.3** In the event a dispute occurs and/or interpretation is required regarding this policy, the ACTIMS Administrator will review such dispute or provide the applicable interpretation, in a timely manner, the Administrator's decision will be final.