

# New Member Handbook



# Welcome to CATCA

Becoming an air traffic controller is a challenging and rewarding career, but the early days can feel like stepping into an entirely new world.

This handbook is here to help make that transition easier. It offers an introduction to CATCA, explains how the union supports members, and points you toward the people, resources, and information you may need along the way.

## Who is CATCA?

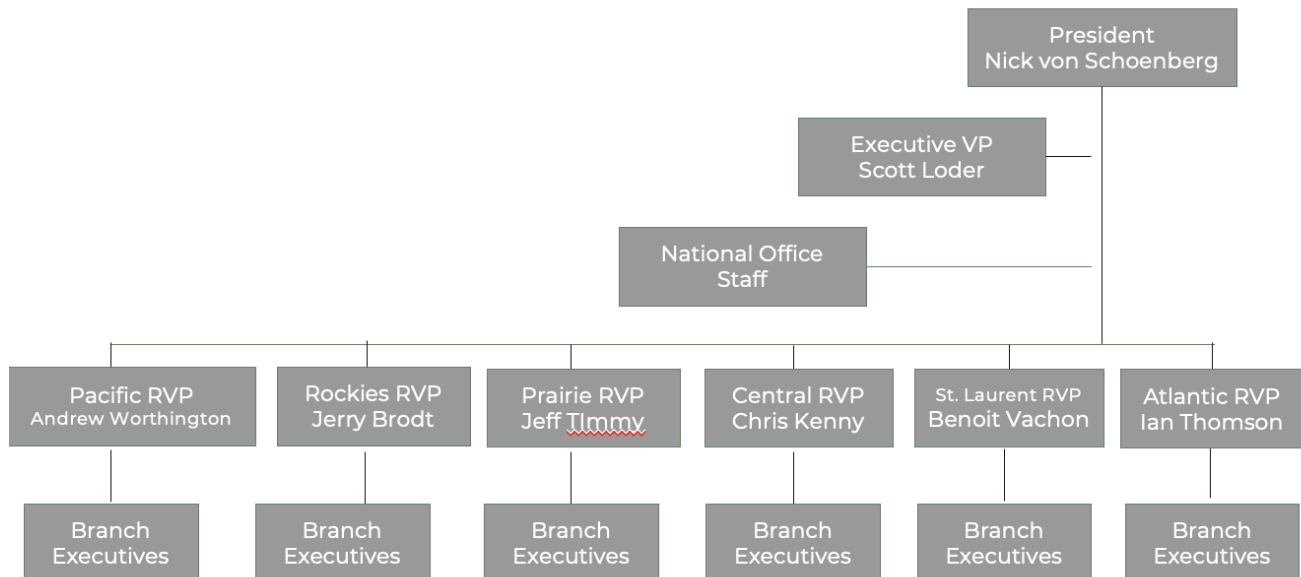
CATCA represents approximately 2,000 air traffic controllers at NAV CANADA, Serco, and Transport Canada. We negotiate collective agreements, defend workplace rights, support members through workplace issues, and work to improve wages, benefits, and working conditions.



# How CATCA Represents You

National Level National Executive	Regional Level Regional Vice Presidents (RVPs)	Local Level Branch Executives & Stewards
<p>The President and Executive Vice President form the National Executive and operate from CATCA's head office in Ottawa.</p>	<p>Each region is represented by a Regional Vice President who supports and advises members on labour issues and workplace concerns.</p>	<p>The strength of CATCA begins at the local level, where volunteers represent and support members directly.</p>
<p>The National Executive and six Regional Vice Presidents make up the CATCA Executive Board.</p>	<p>RVPs keep their regions informed on union business and work with local representatives and management to resolve issues.</p>	<p>Branch Executives and Shop Stewards are usually the first point of contact for members with questions or concerns.</p>
<p>The Executive Board oversees the affairs of the Association and advances CATCA's mission and priorities.</p>	<p>RVPs are full-time union positions elected by the membership for three-year terms.</p>	<p>Local representatives help ensure members are supported and that workplace issues are addressed quickly.</p>

## Governance Structure



# The Collective Agreement

The Collective Agreement lays out the rules of how we operate. It governs the employment relationship and outlines rights, responsibilities, and procedures. It applies equally to members and the employer.

CATCA negotiates, enforces, and interprets the collective agreement to ensure consistent application.

It's essential that members get to know the agreement. Access it on the Member Portal or on our website at: [catca.ca](http://catca.ca).

**Raise any questions with stewards or branch leadership. It's best to ask!**

## Licensing Responsibilities

### Provisional vs. permanent licence

Upon qualification, air traffic controllers are issued a provisional ATC licence or rating which remains in effect until either:

1. The Transportation Minister issues a permanent ATC licence; or
2. A period of 90 days after the issuance of the provisional ATC.

### Individual responsibility

It is your responsibility to have a valid Medical Certificate and Licence and be able to produce it when exercising the privileges of your licence.

### When privileges must not be exercised

The CARs prohibit ATCs from exercising the privileges of their licence if the individual is receiving medical treatment, suffers from an illness, injury or disability, or is taking narcotics — these rules protect safety and integrity.

### CATCA support

CATCA can provide guidance and representation when issues arise, but compliance ultimately rests with the individual — stay informed and proactive.



# Understanding Seniority

Seniority provisions are negotiated and enforced through the collective agreement to ensure fairness and transparency. CATCA ensures that seniority rules are applied consistently and addresses discrepancies when they arise. Seniority systems balance operational needs with equitable treatment, and the Association's oversight helps maintain trust in the process.

## How seniority is set (post-Apr 1, 2013 hires)

The date shall be the earlier of:

(i) The date the employee successfully completes a basic airport (VFR) course or Generic Terminal or Generic IFR course in air traffic control given by NAV CANADA.

(ii) The date the individual reports to their first unit.

## Why it matters

Seniority affects scheduling, bidding, and career progression. Knowing the rules sets expectations and reduces uncertainty during postings and changes.

## CATCA's role

Seniority provisions are negotiated and enforced through the collective agreement. CATCA supports consistent application and helps address discrepancies to keep the process fair and transparent.

# Overview of Benefits

CATCA-negotiated benefits form a critical component of total compensation. Healthcare and dental plans are employer-paid and provide substantial coverage for medical, prescription, and dental expenses. A healthcare spending account offers flexibility in covering eligible costs, while life insurance and optional coverage provide additional financial security. These benefits reflect collective bargaining priorities and the Association's commitment to member well-being.

CATCA actively monitors benefit plans and advocates for improvements during negotiations. By pooling collective bargaining power, members gain access to comprehensive benefits that would be difficult to secure individually.

**Member Dues** - 1.5% of base salary are collected monthly via payroll deduction (2nd pay of the month). With these dues you benefit from collective representation, negotiated benefits, and workplace support.



# What do my benefits cover?

**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. This can be used to cover eligible expenses such as deductibles (uncovered 20% for prescriptions) or expenses which are in excess of yearly maximums. The unused amount can be carried forward for up to 2 years.

**Life Insurance** - Paid for by member. Insured for 2 times your annual insurable earnings.

**Optional Insurances** - Additional group Life Insurance and Critical Illness Insurance are available to you. Premiums are paid by you through payroll deduction.

## Summary of Leave Entitlements

**Vacation** - You earn 120 vacation hours (15 days) each year of service.

**Lieu/Designated Holidays** - Entitled to 96 hours (12 days) per year of Lieu Leave, equivalent to the 12 holidays recognized. You can carry over unused portion of vacation and lieu days up to 21 days.

**Sick Leave** - You earn sick leave credits at a rate of 10 hours for each calendar month you receive ten days pay.

**Long Term Disability (LTD)** - 13-week waiting period, 70% of pre-disability income. For more information on this type of leave, please contact your RVP.

**Other types of Leave with or without pay** - Maternity, Bereavement, Parental, Court, Marriage, Personal and Family-related Responsibilities, Compassionate Care, Domestic Violence etc.

Consult your Branch for further details.



# Additional Benefits

## Life and Critical Illness Insurance

The Union has partnered with Coughlin and Associates to provide members with optional discounted group term life and critical illness insurance.

<https://coughlin.ca/clients/catca-accta/group.html>

## Unifor Car and Home Insurance

Offers competitive rates for all Unifor members, for more information please contact them by phone at 1-877-229-4677

[www.uniforinsurance.com](http://www.uniforinsurance.com)

Defined Benefit Formula	
CPP Offset at Age 65	1.1% x Best 5 Year Average Earnings x Pensionable Service
Member Contributions	0.5% x Best 5-Year Average CPP Earnings x Pensionable Service
Indexation	None
Unreduced Pension	Post-Retirement: Ad-hoc at NAV CANADA's discretion
Early Retirement Reduction	i) Age + Pensionable Service = 85 points ii) Age 65
Survivor Pension	3% Per Year of Service prior to Unreduced Pension or Age 65
	60% of Pension Payable to Member

## CATCA Scholarship Program

**CATCA's W. Christopher Lilwall and Eric Paraskevopoulos Memorial Scholarship Awards Program** supports dependent children of members in full-time post-secondary studies. For more information, please visit: <https://catca.ca/en/scholarships-awards>



# Group Savings Plan (RRSPs and TFSAs)

## Administered by Sun Life

### Payroll deduction

- NAV will provide employees with the opportunity to deposit a fixed dollar amount of the employee's year-end payouts of time off in lieu of overtime, lieu leave, and vacation directly into the Group Savings Plan.
- Upon initial qualification, employees shall receive a \$2000.00 lump sum non pensionable payment. The intent is to allow employees to use these funds to supplement their retirement savings.



# Staying Connected

New members are encouraged to stay connected. Your involvement is welcomed, and guidance is here when you need it.

## Setting up Your Web Access

Stay informed and connected through the CATCA Member Portal. The portal allows you to manage your own profile and gives you access to member-only updates, key information and resources.

Visit [catca.ca](https://catca.ca) and click “Login” to set up your account.

## Receiving CATCA Updates

You will receive all labour-related updates called ‘B&Fs’ from the CATCA National Office directly via email. Look for emails from: **CATCA B&F communications@catca.ca**

‘Nice to know’ community information and activities are emailed to you from: **CATCA Community community@catca.ca**. You can unsubscribe from these notices if you choose.

## Ways to reach us

Contact your local representative, your RVP (go to <https://catca.ca/en/executive-board> for contact info) or reach out to the CATCA National Office for general inquiries and referrals to the right support.

Social: Don't forget to follow us on Facebook, X and LinkedIn

Email: **communications@catca.ca**

CATCA

1573 Laperriere Ave.

Ottawa, ON Canada K1Z 7T3

**Tel: 613.225.3553**

# Welcome aboard!

