

**COMBINED FULL-TIME/PART-TIME**

**COLLECTIVE AGREEMENT**

**between**

**Ross Memorial Hospital**

**(hereinafter called the "Hospital")**

**and**

**CUPE LOCAL 1909**

**Expires: September 28, 2006**

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## **ARTICLE 1 - PREAMBLE**

### **1.01 - PREAMBLE**

The general purpose of this Agreement is to establish and maintain collective bargaining relations between the Hospital and the employees covered by this Agreement; to provide for ongoing means of communication between the Union and the Hospital and the prompt disposition of grievances and the final settlement of disputes and to establish and maintain mutually satisfactory wages, hours of work and other conditions of employment in accordance with the provisions of this Agreement.

It is recognized that the employees wish to work efficiently together with the Hospital to secure the best possible care and health protection for patients.

### **1.02 - FEMININE/MASCULINE PRONOUNS**

Wherever the feminine pronoun is used in this Agreement, it includes the masculine pronoun and vice versa where the context so requires.

## **ARTICLE 2 - DEFINITIONS**

### **2.01 - TEMPORARY EMPLOYEE**

Employees may be hired for a specific term not to exceed six (6) months, to replace an employee who will be on approved leave of absence, absence due to WSIB disability, sick leave, long term disability or to perform a special non-recurring task. This term may be extended a further six (6) months on mutual agreement of the Union, employee and Hospital or by the Hospital on its own up to twelve (12) months where the leave of the person being replaced extends that far. The period of employment of such persons will not exceed the absentee's leave. The release or discharge of such persons shall not be the subject of a grievance or arbitration.

This clause would not preclude such employees from using the job posting provision under the collective agreement and any successful applicant who has completed his probation period will be credited with the appropriate seniority.

The Hospital will outline to employees selected to fill such temporary vacancies and the Union, the circumstances giving rise to the vacancy, and the special conditions relating to such employment.

## 2.02 - PART-TIME COMMITMENT

The Hospital shall not refuse to accept an offer from an employee to make a written commitment to be available for work on a regular predetermined basis solely for the purpose of utilizing casual employees so as to restrict the numbers of regular part-time employees.

2.03 A part-time employee shall be an employee who regularly works less than the standard hours per week in each classification as specified in Schedule "A".

2.04 Casual part-time employees are covered by all provisions of this collective agreement applicable to regular part-time employees, except the casual part-time employees shall not be scheduled to work and will be called in to work single shifts only when regular part-time employees are called and are not available.

## ARTICLE 3 - RELATIONSHIP

### 3.01 - NO DISCRIMINATION

The parties agree that there shall be no discrimination within the meaning of the Ontario Human Rights Code against any employee by the Union or the Hospital by reason of race, creed, colour, age, sex, marital status, nationality, ancestry or place of origin, family status, handicap, sexual orientation, political affiliation or activity, or place of residence. The Hospital and the Union further agree that there will be no intimidation, discrimination, interference, restraint or coercion exercised or practised by either of them or their representatives or members, because of an employee's membership or non-membership in a Union or because of his activity or lack of activity in the Union.

The Union shall be provided a copy of any written notice provided to an employee that he or she may be subject to termination, demotion, transfer, or other adverse impact for innocent absenteeism.

## ARTICLE 4 - STRIKES & LOCKOUTS

The Union agrees there shall be no strikes and the Hospital agrees there shall be no lockouts so long as this Agreement continues to operate. The terms "strike" and "lockout" shall bear the meaning given them in the Ontario Labour Relations Act.

## **ARTICLE 5 - UNION SECURITY**

### **5.01 - T4 SLIPS**

The Hospital will provide each employee with a T-4 supplementary slip showing the dues deducted in the previous year for income tax purposes where such information is available or becomes readily available through the Hospital's payroll system.

### **5.02 - NOTIFICATION TO UNION**

The Hospital will provide the union with a list, monthly of all hirings, lay-offs, recalls and terminations within the bargaining unit where such information is available or becomes readily available through the Hospital's payroll system.

### **5.03 - EMPLOYEE INTERVIEW**

A new employee will have the opportunity to meet with a representative of the Union in the employ of the Hospital for a period of up to 15 minutes during the employee's orientation period without loss of regular earnings. The purpose of the meeting will be to acquaint the employee with such representative of the Union and the collective agreement.

Such meetings may be arranged collectively or individually for employees by the Hospital as part of the orientation program.

### **5.04 - NO OTHER AGREEMENTS**

No employee shall be required or permitted to make any written or verbal agreement with the Hospital or its representative(s) which conflicts with the terms of this agreement.

No individual employee or group of employees shall undertake to represent the union at meetings with the Hospital without proper authorization from the union.

## **ARTICLE 6 - UNION REPRESENTATION AND COMMITTEES**

### **6.01 - UNION ACTIVITY ON PREMISES AND/OR ACCESS TO PREMISES**

The Union agrees that neither it, nor its officers, agents, representatives and members will engage in the solicitation of members, holding of meetings or any other Union activities on Hospital premises or on Hospital time without the prior approval of the Hospital, except as specifically provided for in this Agreement. Such approval will not be unreasonably denied.

### **6.02 - LABOUR-MANAGEMENT COMMITTEE**



- (a) Where the parties mutually agree that there are matters of mutual concern and interest that would be beneficial if discussed at a Labour-Management Committee Meeting during the term of this Agreement, the following shall apply.
- (b) An equal number of representatives of each party as mutually agreed shall meet at a time and place mutually satisfactory. A request for a meeting hereunder will be made in writing prior to the date proposed and accompanied by an agenda of matters proposed to be discussed, which shall not include matters that are properly the subject of grievance or negotiations for the amendment or renewal of this agreement.

Any representative(s) attending such meetings during their regularly scheduled hours of work shall not lose regular earnings as a result of such attendance.

- (c) It is agreed that the topic of a rehabilitation program for drug and alcohol abuse is an appropriate topic for the Labour-Management Committee.

It is also agreed that the topic of the utilization of full-time and part-time staff is an appropriate topic for the Labour-Management Committee. The committee shall have access to work schedules and job postings upon request.

- (d) It is understood that joint meetings with other Labour-Management Committees in the Hospital may be scheduled concerning issues of mutual interest if satisfactory to all concerned.
- (e) Where two or more agreements exist between a Hospital and CUPE the Committee may be a joint one representing employees under both agreements, unless otherwise agreed.

### 6.03 - LOCAL BARGAINING COMMITTEE

The Hospital agrees to recognize a negotiating committee comprised of hospital employee representatives of the Union for the purpose of negotiating a renewal agreement (as set out in the Local Provisions Appendix). The Hospital agrees to pay members of the negotiating committee for straight time wages lost from their regularly scheduled working hours spent in direct negotiations for a renewal agreement, up to but not including arbitration. Nothing in this provision is intended to preclude the Union negotiating committee from having the assistance of any representatives of the Canadian Union of Public Employees when negotiating with the Hospital.

When direct negotiations begin or end within ten (10) hours of a negotiating team member's scheduled shift, the Hospital will endeavour to provide a one day's leave of absence without pay, to provide a sufficient rest break if the employee so requests. Such request shall not be unreasonably denied. Such leave shall be considered leave of absence for union business, but shall not be deducted from the Union entitlement under Article 12.02.

#### 6.04 - CENTRAL BARGAINING COMMITTEE

- (a) In central bargaining between the Canadian Union of Public Employees and the participating hospitals, an employee serving on the Union's Central Negotiating Committee shall be paid for time lost from his normal straight time working hours at his regular rate of pay and without loss of leave credits for attending central negotiating meetings with the Hospitals' Central Negotiating Committee in direct negotiations up to the point of arbitration. In addition, an employee serving on the Union's Central Negotiating Committee shall be paid for time lost from his normal straight time working hours at his regular rate of pay and without loss of leave credits for two (2) days of preparation time for such central negotiating meetings with the Hospital's Central negotiating Committee. Upon reference to arbitration, the Negotiating Committee members shall receive unpaid time off for the purpose of attending arbitration hearings.

It is understood and agreed that the maximum number of Union Central Negotiating Committee members entitled to payment under this provision shall be eight (8), and in no case will more than one employee from a hospital be entitled to such payment.

The Union shall advise the Hospitals' Central Negotiating Committee, before negotiations commence, of those employees to be paid under this provision. The Hospitals' Central Negotiating Committee shall advise the eight (8) Hospitals accordingly.

- (b) Vice-Presidents of the Ontario Council of Hospital Unions shall be granted leave of absence by their employers in accordance with (a) above or Article 12.02 as the case may be, in order to fulfil the duties of their position.

#### 6.05 - UNION STEWARDS

- (a) The Hospital agrees to recognize Union stewards to be elected or appointed from amongst employees in the bargaining unit who have completed their probationary period for the purpose of dealing with Union business as provided under this Collective Agreement.
- (b) A Chief Steward or designate may, in the absence of any steward, assist in the presentation of any grievance, or with any steward function.
- (c) The Union shall keep the Hospital notified in writing of the names of Union stewards appointed or selected under this Article as well as the effective date of their respective appointments.
- (d) It is agreed that Union stewards have their regular duties and responsibilities to perform for the Hospital and shall not leave their regular duties without first obtaining permission from their immediate supervisor. If, in the performance of his duties, a Union steward is required to enter an area within the Hospital in which he

is not originally employed, he shall report his presence to the supervisor in the area immediately upon entering it. Such permission shall not be unreasonably withheld. When resuming his regular duties and responsibilities, such steward shall again report to his immediate supervisor. A Union steward shall suffer no loss of earnings for time spent in performing the above duties during his regular scheduled working hours.

- (e) Nothing in this Article shall preclude full-time stewards from representing part-time employees and vice-versa.
- (f) The number of stewards and the areas which they represent, are to be determined locally.

#### 6.06 - GRIEVANCE COMMITTEE

The Hospital will recognize a Grievance Committee composed of the Chief Steward and not more than (as set out in Local Provisions Appendix) employees selected by the Union who have completed their probationary period. A general representative of the Union may be present at any meeting of the Committee. The purpose of the Committee is to deal with complaints or grievances as set out in this Collective Agreement.

The Union shall keep the Hospital notified in writing of the names of the members of the Grievance Committee appointed or selected under this Article as well as the effective date of their respective appointments.

A Committee member shall suffer no loss of earnings for time spent during their regular scheduled working hours in attending grievance meetings with the Hospital up to, but not including arbitration. The number of employees on the Grievance Committee shall be determined locally.

### **ARTICLE 7 - GRIEVANCE AND ARBITRATION PROCEDURE**

- 7.01 For purposes of this Agreement, a grievance is defined as a difference arising between the parties relating to the interpretation, application, administration or alleged violation of the Agreement including any question as to whether a matter is arbitrable.
- 7.02 At the time formal discipline is imposed or at any stage of the grievance procedure an employee shall have the right upon request to the presence of his/her steward. In the case of suspension or discharge the Hospital shall notify the employee of this right in advance.
- 7.03 It is the mutual desire of the parties hereto that complaints of employees shall be adjusted as quickly as possible, and it is understood that an employee has no grievance until he has first given his immediate supervisor the opportunity of adjusting his complaint. The grievor may have the assistance of a union steward

if he or she so desires. Such complaint shall be discussed with his immediate supervisor within nine (9) calendar days after the circumstances giving rise to it have occurred or ought reasonably to have come to the attention of the employee and failing settlement within nine (9) calendar days, it shall then be taken up as a grievance within nine (9) calendar days following advice of his immediate supervisor's decision in the following manner and sequence:

#### Step No. 1

The employee, who may be accompanied by a steward, may submit a written grievance signed by the employee to his immediate supervisor. The grievance shall identify the nature of the grievance and the remedy sought and should identify the provisions of the Agreement which are alleged to be violated. The Union and the Hospital may, if they so desire, meet to discuss the grievance at a time and place suitable to both parties. The immediate supervisor will deliver his decision in writing within nine (9) calendar days following the day on which the grievance was presented to him. Failing settlement or response, then:

#### Step No. 2

Within nine (9) calendar days following the decision in Step No.1, the grievance may be submitted in writing to the Director, Human Resources. A meeting will then be held between the Director, Human Resources and the Grievance Committee within nine (9) calendar days of the submission of the grievance at Step No. 2 unless extended by agreement of the parties. It is understood and agreed that a representative of the Canadian Union of Public Employees and the grievor may be present at the meeting. It is further understood that the Director, Human Resources may have such counsel and assistance as he may desire at such meeting. The decision of the Hospital shall be delivered in writing within nine (9) calendar days following the date of such meeting.

- 7.04 A complaint or grievance arising directly between the Hospital and the Union concerning the interpretation, application or alleged violation of the Agreement shall be originated at Step No. 2 within fourteen (14) calendar days following the circumstances giving rise to the complaint or grievance. It is expressly understood, however, that the provisions of this Article may not be used with respect to a grievance directly affecting an employee which such employee could himself institute and the regular grievance procedure shall not be thereby bypassed.
- 7.05 Where a number of employees have identical grievances and each employee would be entitled to grieve separately they may present a group grievance in writing identifying each employee who is grieving to the Department Head or his designee within fourteen (14) calendar days after the circumstances giving rise to the grievance have occurred or ought reasonably to have come to the attention of the employee(s). The grievance shall then be treated as being initiated at Step No. 2 and the applicable provisions of this Article shall then apply with respect to the processing of such grievance.

7.06 The release or discharge of an employee during the probationary period shall not be the subject of a grievance or arbitration. A claim by an employee who has completed his probationary period that he has been unjustly discharged or suspended shall be treated as a grievance if a written statement of such grievance is lodged by the employee with the Hospital at Step No. 2 within seven (7) calendar days after the date the discharge or suspension is effected. Such special grievance may be settled under the Grievance or Arbitration Procedure by:

- (a) confirming the Hospital's action in dismissing the employee; or
- (b) reinstating the employee with or without full compensation for the time lost; or
- (c) by any other arrangement which may be deemed just and equitable.

Wherever the Hospital deems it necessary to suspend or discharge an employee, the Hospital shall notify the Union of such suspension or discharge in writing. The Hospital agrees that it will not suspend, discharge or otherwise discipline an employee who has completed his probationary period, without just cause.

7.07 a) Failing settlement under the foregoing procedure of any grievance between the parties arising from the interpretation, application, administration or alleged violation of this Agreement, including any question as to whether a matter is arbitrable, such grievance may be submitted to arbitration as hereinafter provided. If no written request for arbitration is received within eighteen (18) calendar days after the decision under Step No. 2 is given, the grievance shall be deemed to have been abandoned. Where such a written request is postmarked within sixteen (16) calendar days after the decision under Step No.2, it will be deemed to have been received within the time limits.

- b) The parties agree that it is their intent to resolve grievances without recourse to arbitration, wherever possible. Therefore, notwithstanding (a) above, the parties may, upon mutual agreement, engage the services of a mediator in an effort to resolve the grievance and may extend the time limits for the request for arbitration. The parties will share equally the fees and expenses, if any, of the mediator.

7.08 All agreements reached under the Grievance Procedure between the representatives of the Hospital and the representatives of the Union will be final and binding upon the Hospital and the Union and the employees.

7.09 When either party requests that any matter be submitted to arbitration as provided in the foregoing Article, it shall make such request in writing addressed to the other party to this Agreement, and at the same time name a nominee. Within seven (7) calendar days thereafter the other party shall name a nominee,

provided, however, that if such party fails to name a nominee as herein required, the Minister of Labour for the Province of Ontario shall have power to effect such appointment upon application thereto by the party invoking Arbitration Procedure. The two nominees shall attempt to select by agreement a chairman of the Arbitration Board. If they are unable to agree upon such a chairman within a period of fourteen (14) calendar days, they shall then request the Minister of Labour for the Province of Ontario to appoint a chairman.

- 7.10 No person may be appointed as an arbitrator who has been involved in an attempt to negotiate or settle the grievance.
- 7.11 No matter may be submitted to arbitration which has not been properly carried through all requisite steps of the Grievance Procedure.
- 7.12 The Arbitration Board shall not be authorized to make any decision inconsistent with the provisions of this Agreement, nor to alter, modify, add to or amend any part of this Agreement.
- 7.13 The proceedings of the Arbitration Board will be expedited by the parties hereto and the decision of the majority and, where there is no majority the decision of the chairman will be final and binding upon the parties hereto and the employee or employees concerned.
- 7.14 Each of the parties hereto will bear the expense of the nominee appointed by it and the parties will share equally the fees and expenses, if any, of the chairman of the Arbitration Board.
- 7.15 The time limits set out in the Grievance and Arbitration Procedures herein are mandatory and failure to comply strictly with such time limits except by the written agreement of the parties, shall result in the grievance being deemed to have been abandoned subject only to the provisions of Section 48 (16) of The Labour Relations Act.
- 7.16 Wherever Arbitration Board is referred to in the Agreement, the parties may mutually agree in writing to substitute a single arbitrator for the Arbitration Board at the time of reference to arbitration and the other provisions referring to Arbitration Board shall appropriately apply.

## **ARTICLE 8 - ACCESS TO FILES**

### **8.01 - ACCESS TO PERSONNEL FILE**

Each employee shall have reasonable access to his/her personnel file for the purpose of reviewing any evaluations or formal disciplinary notations contained therein, in the presence of the Director of Personnel or designate. An employee has the right to request copies of any evaluations in this file.

### **8.02 - CLEARING OF RECORD**

Any letter of reprimand, suspension or any other sanction will be removed from the record of an employee eighteen (18) months following the receipt of such letter, suspension or other sanction provided that such employee's record has been discipline free for one year.

## **ARTICLE 9 - SENIORITY**

### **9.01 - PROBATIONARY PERIOD**

A new employee will be considered on probation until he has completed forty-five (45) days of work (or 337.5 hours of work for employees whose regular hours of work are other than the standard work day), within any twelve (12) calendar months. Upon completion of the probationary period he shall be credited with seniority equal to forty-five (45) working days. With the written consent of the Hospital, the probationary employee and the President of the Local Union or designate, such probationary period may be extended. Any extensions agreed to will be in writing and will specify the length of the extension. The release or discharge of an employee during the probationary period shall not be the subject of a grievance or arbitration.

### **9.02 - DEFINITION OF SENIORITY**

Full-time employees will accumulate seniority on the basis of their continuous service in the bargaining unit from the last date of hire, except as otherwise provided herein.

Part-time employees, including casual employees, will accumulate seniority on the basis of one (1) year's seniority for each 1725 hours worked in the bargaining unit as of the last date of hire, except as otherwise provided herein.

Seniority will operate on a bargaining unit wide basis.

A part-time employee cannot accrue more than one year's seniority in a twelve (12) month period. The twelve (12) month period shall be determined locally.

Notwithstanding the above, employees hired prior to October 10, 1986 will be credited with the seniority they held under the Agreement expiring September 28, 1985 and will thereafter accumulate seniority in accordance with this Article.

### **9.03 - LOSS OF SENIORITY**

An employee shall lose all seniority and service and shall be deemed to have terminated if he:

- (a) resigns;
- (b) is discharged and not reinstated through the grievance/arbitration

procedure;

- (c) is retired;
- (d) is absent from scheduled work for a period of three (3) or more consecutive working days without notifying the Hospital of such absence and providing to the Hospital a satisfactory reason;
- (e) has been laid off for twenty-four (24) months;
- (f) if the employee has been laid off and fails to return to work within seven (7) calendar days after that employee has been notified by the Hospital through registered mail addressed to the last address on the records of the Hospital, subject to any special provisions regarding temporary vacancies noted under the heading of Layoff and Recall.

#### 9.04 EFFECT OF ABSENCE

((a), (b) and (c) of the following clause are applicable to full-time employees only)

Unless otherwise provided in the Collective Agreement:

- (a) It is understood that during an approved unpaid absence not exceeding thirty (30) continuous days or any approved absence paid by the Hospital, both seniority and service will accrue.
- (b) During an unpaid absence exceeding thirty (30) continuous calendar days, credit for service for purposes of salary increment, vacation, sick leave, or any other benefits under any provisions of the Collective Agreement or elsewhere, shall be suspended for the period of the absence in excess of thirty (30) continuous calendar days, the benefits concerned appropriately reduced on a pro rata basis and the employee's anniversary date adjusted accordingly. In addition, the employee will become responsible for full payment of any subsidized employee benefits in which he/she is participating for the period of absence, except that the Hospital will continue to pay its share of the premiums up to thirty (30) months while an employee is in receipt of WSIB benefits or L.T.D. benefits including the period of the disability program covered by Employment insurance. Such payment shall also continue while an employee is on sick leave (including the Employment Insurance Period) to a maximum of thirty (30) months from the time the absence commenced.

Notwithstanding this provision, service shall accrue for a period of fifteen (15) weeks if an employee's absence is due to a disability resulting in WSIB benefits.

- (c) It is further understood that during such unpaid absence, credit for



seniority for purposes of promotion, demotion, transfer or lay-off shall be suspended and not accrue during the period of absence. Notwithstanding this provision seniority shall accrue for a period of thirty (30) months if an employee's absence is due to a disability resulting in WSIB benefits or L.T.D. benefits, or while an employee is on paid or unpaid sick leave (including the Employment Insurance Period).

- (d) Part-time employees shall accrue seniority for a period of thirty (30) months and service for a period of fifteen (15) weeks if absent due to a disability resulting in WSIB benefits, on the basis of what the employee's normal regular hours of work would have been.

#### 9.05 - JOB POSTING

- (a) Where a permanent vacancy occurs in a classification within the bargaining unit or a new position within the bargaining unit is established by the Hospital, such vacancy shall be posted for a period of seven (7) consecutive calendar days. Applications for such vacancy shall be made in writing within the seven (7) day period referred to herein.
- (b) The postings shall stipulate the qualifications, classifications, rate of pay, department and shift and a copy shall be provided to the Chief Steward.
- (c) Vacancies created by the filling of an initial permanent vacancy will be posted for a period of three (3) consecutive calendar days, excluding Saturdays, Sundays and Holidays. Applications for such vacancies shall be made in writing within the three (3) day period referred to herein.
- (d) In matters of promotion and staff transfer appointment shall be made of the senior applicant able to meet the normal requirements of the job. Successful employees need not be considered for other vacancies within a six (6) month period unless an opportunity arises which allows the employee to change his or her permanent status.
- (e) The Hospital agrees that it shall post permanent vacant positions within 30 calendar days of the position becoming vacant, unless the Hospital provides the Union notice under Article 9.08 of its intention to eliminate the position.
- (f) The name of the successful applicant will be posted on the bulletin board for a period of seven (7) calendar days.
- (g) Where there are no successful applicants from within this bargaining unit for vacant positions referred to in this Article, employees in other CUPE bargaining units at the Hospital will be selected in accordance with the criteria for selection above, prior to considering persons who are not members of CUPE bargaining units at the Hospital. The employees eligible for consideration shall be limited to those employees who have

applied for the position in accordance with this Article, and selection shall be made in accordance with this Article.

- (h) The successful applicant shall be allowed a trial period of up to thirty (30) days, during which the Hospital will determine if the employee can satisfactorily perform the job. Within this period the employee may voluntarily return, or be returned by the Hospital to the position formerly occupied, without loss of seniority. The vacancy resulting from the posting may be filled on a temporary basis until the trial period is completed.
- (i) A list of vacancies filled in the preceding month under this Article and the names of the successful applicants will be posted, with a copy provided to the union.
- (j) Temporary vacancies of six (6) months duration or less shall not be posted by the Hospital but in filling such temporary vacancies first opportunity shall be given to the employees within the bargaining unit who work less than the normal hours of work. The Department Head will advise part-time employees in the department in which a temporary vacancy occurs.

#### 9.06 - TRANSFER AND SENIORITY OUTSIDE THE BARGAINING UNIT

- (a) It is understood that an employee shall not be transferred by the Hospital to a position outside the bargaining unit without his consent except in the case of temporary assignments not exceeding six (6) months. Such employees on temporary assignments shall remain members of the bargaining unit.
- (b) An employee who is transferred to a position outside the bargaining unit shall not, subject to (c) below, accumulate seniority. In the event the employee is returned by the Hospital to a position in the bargaining unit within twenty-four (24) months of the transfer he or she shall be credited with the seniority held at the time of transfer and resume accumulation from the date of his or her return to the bargaining unit. An employee not returned to the bargaining unit within 24 months shall forfeit bargaining unit seniority.
- (c) In the event an employee transferred out of the bargaining unit under (b) above is returned to the bargaining unit within a period of six (6) calendar months, he shall accumulate seniority during the period of time outside the bargaining unit.

#### IMPLEMENTATION NOTE:

#### 9.07 - TRANSFER OF SENIORITY AND SERVICE

Effective November 12, 1981 and for employees who transfer subsequent to November 12, 1981:

For application of seniority for purposes of promotion, demotion, transfer, layoff and recall and service (including meeting any waiting period or other entitlement requirements) for purposes of vacation entitlement, HOODIP or equivalent, health and welfare benefit plans, and wage progression:

- (i) an employee whose status is changed from full-time to part-time shall receive full credit for his seniority and service;
- (ii) an employee whose status is changed from part-time to full-time shall receive credit for his seniority and service on the basis of one (1) year for each 1725 hours worked.

The above-noted employee shall be allowed a trial period of up to thirty (30) days, during which the Hospital will determine if the employee can satisfactorily perform the job. Within this period the employee may voluntarily return, or be returned without loss of seniority to his former duties on the same shift in the same department and at the appropriate rate of pay, subject to any changes which would have occurred had he not transferred.

#### 9.08 - NOTICE AND REDEPLOYMENT COMMITTEE

##### (a) Notice

In the event of a proposed layoff at the Hospital of a permanent or long-term nature or the elimination of a position within the bargaining unit, the Hospital shall:

- (i) provide the Union with no less than five (5) months' written notice of the proposed layoff or elimination of position; and
- (ii) provide to the affected employee(s), if any, who will be laid off with no less than five (5) months' written notice of layoff, or pay in lieu thereof.

Note: Where a proposed layoff results in the subsequent displacement of any member(s) of the bargaining unit, the original notice to the Union provided in (i) above shall be considered notice to the Union of any subsequent layoff.

##### (b) A layoff shall not include a reassignment of an employee from her or his classification or area of assignment who would otherwise be entitled to notice of layoff provided:

- (l) the reassignment of the employee is to an appropriate permanent position with the employer having regard to the employees skills, abilities, qualifications and training or training requirements;

- (II) the reassignment of the employee does not result in a reduction of the employees wage rate or hours of work;
- (III) the job to which the employee is reassigned is located at the employee's original work site or at a nearby site in terms of relative accessibility for the employee;
- (IV) the job to which the employee is reassigned is on the same or substantially similar shift or shift rotation; and
- (V) where more than one employee is to be reassigned in accordance with this provision, the reassigned employees shall be entitled to select from the available appropriate vacancies to which they are being reassigned in order of seniority provided no such selection causes or would cause a layoff or bumping.

The Hospital bears the onus of demonstrating that the foregoing conditions have been met in the event of a dispute. The Hospital shall also reasonably accommodate any reassigned employee who may experience a personal hardship arising from being reassigned in accordance with this provision.

- (c) Any vacancy to which an employee is reassigned pursuant to paragraph (b) need not be posted.
- (d) Redeployment Committee

At each Hospital a Redeployment Committee will be established not later than two (2) weeks after the notice referred to in 9.08 and will meet thereafter as frequently as is necessary.

- (i) Committee Mandate

The mandate of the Redeployment Committee is to:

- (1) Identify and propose possible alternatives to the proposed layoff(s) or elimination of position(s), including, but not limited to, identifying work which would otherwise be bargaining unit work and is currently work contracted-out by the Hospital which could be performed by bargaining-unit employees who are or would otherwise be laid off;
- (2) Identify vacant positions in the Hospital or positions which are currently filled but which will become vacant within a twelve (12) month period and which are either:
  - (a) within the bargaining unit; or
  - (b) within another CUPE bargaining unit; or

- (c) not covered by a collective agreement.
- (3) Identify the retraining needs of workers and facilitate such training for workers who are, or would otherwise be, laid off.
- (4) Subject to article 9.11, the Hospital will award vacant positions to employees who are, or would otherwise be laid off, in order of seniority if, with the benefit of up to six (6) months retraining, an employee has become able to meet the normal requirements of the job.
- (5) Any dispute relating to the foregoing procedures may be filed as a grievance commencing at Step 2.

(ii) Committee Composition

The Redeployment Committee shall be comprised of equal numbers of representatives of the Hospital and of the Union. The number of representatives will be determined locally. Where for the purposes of HTAP (the Ontario Hospital Training and Adjustment Panel) there is another hospital-wide staffing and redeployment committee created or in existence, Union members of the Redeployment Committee shall serve on any such hospital-wide staffing committee established with the same or similar terms of reference, and the number of Union members on such committee will be proportionate to the number of its bargaining unit members at the particular Hospital in relation to other staff groups.

Meetings of the Redeployment Committee shall be held during normal working hours. Time spent attending such meetings shall be deemed to be work time for which the representative(s) shall be paid by the Hospital at his or her regular or premium rate as may be applicable.

Each party shall appoint a co-chair for the Redeployment Committee. Co-chairs shall chair alternative meetings of the Committee and will be jointly responsible for establishing the agenda of the Committee meetings, preparing minutes and writing such correspondence as the Committee may direct.

(iii) Disclosure

The Hospital shall provide to the Redeployment Committee all pertinent staffing and financial information.

(iv) Alternatives

The Redeployment Committee, or where there is no consensus, the

committee members shall propose alternatives to cutbacks in staffing to the Hospital's Chief Executive Officer and to the Board of Directors.

At the time of submitting any plan concerning rationalization of services and involving the elimination of any position(s) or any layoff(s) to the District Health Council or to the Ministry of Health, the Hospital shall provide a copy, together with accompanying documentation, to the Union.

#### 9.09 - LAYOFF AND RECALL

An employee in receipt of notice of layoff pursuant to 9.08(a)(ii) may:

- (a) accept the layoff; or
- (b) opt to receive a separation allowance as outlined in Article 9.12; or
- (c) opt to retire, if eligible under the terms of the Hospitals of Ontario Pension Plan (HOOPP) as outlined in Article 18.03(b); or
- (d) displace another employee who has lesser bargaining unit seniority in the same or a lower or an identical-paying classification in the bargaining unit if the employee originally subject to layoff has the ability to meet the normal requirements of the job. An employee so displaced shall be deemed to have been laid off and shall be entitled to notice in accordance with Article 9.08.

An employee who chooses to exercise the right to displace another employee with lesser seniority shall advise the Hospital of his or her intention to do so and the position claimed within seven (7) days after receiving the notice of layoff.

For purposes of the operation of clause (d), an identical-paying classification shall include any classification where the straight-time hourly wage rate at the level of service corresponding to that of the laid off employee is within 1% of the laid off employee's straight time hourly wage rate.

- (e) In the event that there are no employees with lesser seniority in the same or a lower or identical-paying classification, as defined in this article, a laid-off employee shall have the right to displace another employee with lesser seniority who is the least senior employee in the classification and where the straight-time hourly rate at the level of service corresponding to that of the employee is within fifteen (15%) per cent of the laid-off employee's straight-time hourly rate.

- (f) An employee who is subject to layoff other than a layoff of a permanent or long-term nature including a full time employee whose hours of work are, subject to Article 14.01, reduced, shall have the right to accept the layoff or displace another employee in accordance with (a) and (d) above.
- (g) No full-time employee within the bargaining unit shall be laid off by reason of his/her duties being assigned to one or more part-time employees.
- (h) In the event of a layoff of an employee, the Hospital shall pay its share of insured benefits premiums for the duration of the five-month notice period provided for in Article 9.08.
- (i) The Hospital agrees to post vacancies during the recall period, as per the job posting procedure, allowing employees on recall to participate in the posting procedure. Should the position not be filled via the job posting procedure, an employee shall have opportunity of recall from a layoff to an available opening, in order of seniority, provided he or she has the ability to perform the work.
- (j) In determining the ability of an employee to perform the work for the purposes of the paragraphs above, the Hospital shall not act in an arbitrary or unfair manner.
- (k) An employee recalled to work in a different classification from which he or she was laid off shall have the privilege of returning to the position held prior to the layoff should it become vacant within six (6) months of being recalled.
- (l) No new employees shall be hired until all those laid off have been given an opportunity to return to work and have failed to do so, in accordance with the loss of seniority provision, or have been found unable to perform the work available.
- (m) The Hospital shall notify the employee of recall opportunity by registered mail, addressed to the last address on record with the Hospital (which notification shall be deemed to be received on the second day following the date of mailing). The notification shall state the job to which the employee is eligible to be recalled and the date and time at which the employee shall report for work. The employee is solely responsible for his or her proper address being on record with the Hospital.
- (n) Employees on layoff shall be given preference for temporary vacancies which are expected to exceed ten (10) working days. An employee who has been recalled to such temporary vacancy shall not be required to accept such recall and may instead remain on layoff.
- (o) No full-time employee within the bargaining unit shall be laid off by reason of his/her duties being assigned to one or more part-time employees.

- (p) In the event of a layoff of an employee, the Hospital shall pay its share of insured benefits premiums for the duration of the five-month notice period provided for in Article 9.08.

#### 9.10 - BENEFITS ON LAYOFF

(The following clause is applicable to full-time employees only)

In the event of a lay-off of an employee, the Hospital shall pay its share of insured benefits premiums up to the end of the month in which the lay-off occurs.

The employee may, if possible under the terms and conditions of the insurance benefits programs, continue to pay the full premium cost of a benefit or benefits for up to three (3) months following the end of the month in which the lay-off occurs. Such payment can be made through the payroll office of the Hospital provided that the employee informs the Hospital of his or her intent to do so at the time of the lay-off, and arranges with the Hospital the appropriate payment schedule.

#### 9.11 - RETRAINING

##### (a) Retraining for Positions within the Hospital

Where, with the benefit of retraining of up to six (6) months, an employee who has either accepted the layoff or who is unable to displace any other employee could be redeployed to a hospital position identified by the Redeployment Committee in accordance with Article 9.08(d)(i):

- (i) Opportunities to fill vacant positions identified by the Hospital Redeployment Committee through retraining shall be offered to employees who apply and would qualify for the position with the available retraining in order of their seniority until the list of any such opportunities is exhausted. Opportunities to fill vacancies outside of CUPE bargaining units may be offered by the Hospital in its discretion.
- (ii) The Hospital and the Union will cooperate so that employees who have received notice of permanent layoff and been approved for retraining in order to prevent a layoff will have their work schedules adjusted in order to enable them to participate in the retraining, and scheduling and seniority requirements may by mutual agreement be waived. The Redeployment Committee will seek the assistance of the Hospital Training and Adjustment Panel (HTAP), or any similar plan, to cover the cost of tuition, books and any travel.
- (iii) Apart from any on-the-job training offered by the Hospital, any employee subject to layoff who may require a leave of absence to undertake retraining in accordance with the foregoing shall be granted an unpaid leave of absence which shall not exceed six (6)



months.

- (iv) Laid-off employees who are approved for retraining in order to qualify for a vacant position within the Hospital will continue to receive insured benefits.

(b) Placement

Upon successful completion of his or her training period, the Hospital and the Union undertake to waive any restrictions which might otherwise apply, and the employee will be placed in the job identified in 9.11(a)(i).

An employee subject to layoff who applies but later declines to accept a retraining offer or fails to complete the training will remain subject to layoff.

9.12 - SEPARATION ALLOWANCES

- (a) Where an employee resigns within 30 days after receiving notice of layoff pursuant to article 9.08(a)(ii) that his or her position will be eliminated, he or she shall be entitled to a separation allowance of two (2) weeks' salary for each year of continuous service to a maximum of twelve (12) weeks' pay, and, on production of receipts from an approved educational program, within twelve (12) months of resignation, may be reimbursed for tuition fees up to a maximum of three thousand (\$3,000) dollars.
- (b) Where an employee resigns later than 30 days after receiving notice pursuant to Article 9.08(a)(ii) that his or her position will be eliminated, he or she shall be entitled to a separation allowance of four (4) weeks' salary, and, on production of receipts from an approved educational program, within twelve (12) months of resignation, may be reimbursed for tuition fees up to a maximum of one thousand two hundred and fifty (\$1,250) dollars.

9.13 - Portability of Service

An employee hired by the Hospital with recent and related experience may claim consideration for such experience at the time of hiring on a form to be supplied by the Hospital. Any such claim shall be accompanied by verification of previous related experience. The Hospital shall then evaluate such experience during the probationary period following hiring. Where in the opinion of the Hospital such experience is determined to be relevant, the employee shall be slotted in that step of the wage progression consistent with one (1) year's service for every one (1) year of related experience in the classification upon completion of the employee's probationary period. It is understood and agreed that the foregoing shall not constitute a violation of the wage schedule under the collective agreement.

9.14 - TECHNOLOGICAL CHANGE

The Hospital undertakes to notify the Union in advance, so far as practicable, of any technological changes which the Hospital has decided to introduce which will significantly change the status of employees within the bargaining unit.

The Hospital agrees to discuss with the Union the effect of such technological changes on the employment status of employees and to consider practical ways and means of minimizing the adverse affect, if any, upon employees concerned.

Where new or greater skills are required than are already possessed by affected employees under the present methods of operation, such employees shall be given a period of training, with due consideration being given to the employee's age and previous educational background, during which they may perfect or acquire the skills necessitated by the new method of operation. The employer will assume the cost of tuition and travel. There shall be no reduction in wage or salary rates during the training period of any such employee. Training shall be given during the hours of work whenever possible and may extend for up to six months.

Employees with one (1) or more years of continuous service who are subject to lay-off under conditions referred to above, will be given notice of the impending change in employment status at the earliest reasonable time in keeping with the notification to the Union as above set forth and the requirements of the applicable law.

#### 9.15 – Professional-Responsibility – Scope of RPN Practice

The Hospital and the Union shall meet to discuss the issues of RPN scope of practice and skill utilization.

#### 9.16 – Professional-Responsibility – Work-Loads

The parties agree that patient care is enhanced if concerns relating to professional practice, patient acuity, fluctuating Work-Loads and fluctuating staffing are resolved in a timely and effective manner.

In the event that an employee or group of employees, covered under the Regulated Health Professions Act (RHPA), are assigned a work-load which is inconsistent with proper patient care, they shall express their concerns to their supervisor. The employee shall complete a "Work-Load Review Form" which shall be provided to the supervisor and to the Union. The Work-Load Review Form will be attached as an Appendix to the collective agreement.

Employees are encouraged to raise their concerns with their immediate supervisor. In the event that the workload concern is not resolved to the employee's satisfaction, the employee may submit their concerns to either the Joint Health and Safety Committee (as constituted under the collective agreement's local appendix) or the Labour Management Committee (as

constituted under Article 6.02) through their union representative in a format to be determined by the respective committee.

## **ARTICLE 10 - CONTRACTING OUT**

### **10.01 - CONTRACTING OUT**

The Hospital shall not contract out any work usually performed by members of the bargaining unit if, as a result of such contracting out, a layoff of any employees other than casual part-time employees results from such contracting out.

### **10.02 - CONTRACTING OUT**

Notwithstanding the foregoing, the hospital may contract out work usually performed by members of the bargaining unit without such contracting-out constituting a breach of this provision if the hospital provides in its commercial arrangement contracting out the work that the contractor to whom the work is being contracted, and any subsequent such contractor, agrees:

- (1) to employ the employees thus displaced from the hospital; and
- (2) in doing so to stand, with respect to that work, in the place of the hospital for the purposes of the hospital's collective agreement with the Union, and to execute into an agreement with the Union to that effect.

In order to ensure compliance with this provision, the hospital agrees that it will withdraw the work from any contractor who has failed to meet the aforesaid terms of the contracting-out arrangement.

### **10.03 - CONTRACTING IN**

Further to Article 9.08(d)(i)(1) the parties agree that the Redeployment Committee will immediately undertake a review of any existing sub-contract work which would otherwise be bargaining unit work and which may be subject to expiry and open for renegotiation within six (6) months with a view to assessing the practicality and cost-effectiveness of having such work performed within the Hospital by members of the bargaining unit.

## **ARTICLE 11 - WORK OF THE BARGAINING UNIT**

### **11.01 - WORK OF THE BARGAINING UNIT**

Employees not covered by the terms of this Agreement will not perform duties normally assigned to those employees who are covered by this Agreement, except for the purposes of instruction, experimentation, or in emergencies when regular employees are not readily available.

11.02 - VOLUNTEERS

The use of volunteers to perform bargaining unit work, as covered by this agreement, shall not be expanded beyond the extent of existing practice as of June 1, 1986.

The Hospital shall submit to the Union, at three (3) month intervals, the number of volunteers for the current month and the number of hours worked and the duties performed.

**ARTICLE 12 - LEAVES OF ABSENCE**12.01 - PERSONAL LEAVE

Written request for a personal leave of absence without pay will be considered on an individual basis by the Hospital. Such requests are to be submitted to the employee's immediate supervisor at least four (4) weeks in advance, unless not reasonably possible to give such notice, and a written reply will be given within fourteen (14) days except in cases of emergency in which case a reply will be given as soon as possible. Employees needing personal leave days for appointments with medical practitioners may utilize the personal leave language. Such leave shall not be unreasonably withheld.

12.02 - UNION BUSINESS

- (a) The Hospital shall grant leave of absence without pay to employees to attend Union conventions, seminars, education classes and other Union business in connection with the administration of the collective agreement provided that such leave will not interfere with the efficient operation of the Hospital. Such leave will not be unreasonably denied.

In requesting such leave of absence for an employee or employees, the Union must give at least fourteen (14) days clear notice in writing to the Hospital, unless not reasonably possible to give such notice.

The cumulative total leave of absence, the number of employees that may be absent at any one time from any one area, and the number of days of absence shall be negotiated locally and are set out in the Local Provisions Appendix. During such leave of absence, the employee's salary and applicable benefits shall be maintained by the Hospital on the basis of what his normal regular hours of work would have been, provided that the Union reimburses the Hospital in the amount of such salary and applicable benefits within thirty (30) days of billing.

Notwithstanding the above, time spent by the eight (8) Executive Board members and seven (7) Alternate Executive Board members of the Ontario Council of Hospital Unions to fulfill the duties of the position shall be in addition to leave for

Union Business under this clause.

Part-time and casual employees will be given full credit for seniority purposes for regularly scheduled hours missed in accordance with this provision.

- (b) In addition to the above, a part-time or casual employee who is attending to union business when not regularly scheduled to work shall be deemed to be on union leave and the amount of such leave shall not be deducted from the number of days of absence identified above. Such part-time or casual employee will be credited with seniority for the number of hours of such leave to a maximum of thirty-seven and one-half (37.5) hours per week. The Union will advise the Hospital of the number of such hours.

12.03(A) FULL-TIME POSITION WITH THE UNION

(This clause is applicable to full-time employees only)

Upon application by the Union, in writing, the Hospital shall grant leave of absence, without pay, to an employee elected or appointed to full-time Union office. It is understood that no more than one (1) employee in the bargaining unit may be on such leave at the same time. Such leave shall be for a period of one (1) calendar year from the date of appointment unless extended for a further specific period by agreement of the parties.

Seniority shall accumulate for employees during such leave on the basis of what his normal regular hours of work would have been. Service shall accumulate for employees during such leave to the maximum provided, if any, under the provisions of the collective agreement. It will become the responsibility of the employee for full payment of any applicable benefits in which the employee is participating during such leave of absence.

The employee shall notify the Hospital of his intention to return to work at least four (4) weeks prior to the date of such return. The employee shall be returned to his former duties on the same shift in the same department and at the appropriate rate of pay, subject to any changes which would have occurred had the employee not been on leave.

Notwithstanding Article 2.01, the Hospital may fill the vacancy resulting from such leave on a temporary basis.

12.03(B) FULL-TIME POSITION WITH THE UNION

(The clause is applicable to part-time employees only)

Upon application by the Union, in writing, the Hospital shall grant leave of absence, without pay, to an employee elected or appointed to full-time Union office. It is understood that no more than one (1) employee in the bargaining unit may be on such leave at the same time. Such leave shall be for a period of one (1) calendar year from the date of appointment unless extended for a further specific period by agreement of the parties.

Seniority and service shall accrue at seven and one-half (7.5) hours per day to a maximum of thirty-seven and one-half (37.5) hours per week during such leave. The employee shall notify the Hospital of his intention to return to work at least four (4) weeks prior to the date of such return. The employee shall be returned to his former duties on the same shift in the same department and at the appropriate rate of pay, subject to any changes which would have occurred had the employee not been on leave.

Notwithstanding Article 2.01, the Hospital may fill the vacancy resulting from such leave on a temporary basis.

#### 12.03(C) LEAVE FOR OCHU PRESIDENT AND SECRETARY-TREASURER

Upon application in writing by the Union on behalf of the employee to the Hospital, a leave of absence without pay shall be granted to such employee(s) elected to the positions of the President of the Ontario Council of Hospital Unions or the Secretary-Treasurer of the Ontario Council of Hospital Unions for period(s) of up to two (2) years. It is understood, however, that during such leave the employee(s) shall be deemed to be an employee of the Union.

During such leave of absence seniority and service shall accrue at seven and one-half (7.5) hours per day to a maximum of thirty-seven and one-half (37.5) hours per week. In addition, during such leave of absence, the employee's salary and applicable benefits shall be maintained by the Hospital on the basis of what his normal regular hours of work would have been, provided that the Union reimburses the Hospital in the amount of such salary and applicable benefits within thirty (30) days of billing.

The employee agrees to notify the Hospital of his intention to return to work at least four (4) weeks prior to the date of such return. The employee shall be returned to his former duties on the same shift in the same department and at the appropriate rate of pay, subject to any changes which would have occurred had the employee not been on leave.

Notwithstanding Article 2.01, the Hospital may fill the vacancy resulting from such leave on a temporary basis.

#### 12.04 - BEREAVEMENT LEAVE

Any employee who notifies the Hospital as soon as possible following a bereavement will be granted bereavement leave for three (3) consecutive working days off without loss of regular pay from regularly scheduled hours in conjunction with the death of the spouse, child, parent, sister, brother, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandparent, grandchild, brother-in-law, sister-in-law or grandparent of spouse. An employee shall be granted one (1) day bereavement leave without loss of regular pay from regularly scheduled

hours to attend the funeral of his or her aunt or uncle. The Hospital, in its discretion, may extend such leave with or without pay. Where an employee does not qualify under the above-noted conditions, the Hospital may, nonetheless, grant a paid bereavement leave. For the purpose of bereavement leave, the relationships specified in the preceding clause are deemed to include a common-law spouse and a partner of the same sex.

#### 12.05(A) - JURY & WITNESS DUTY

(The following clause is applicable to full-time employees only)

If an employee is required to serve as a juror in any court of law, or is required to attend as a witness in a court proceeding in which the Crown is a party, or is required by subpoena to attend a court of law or coroner's inquest in connection with a case arising from the employee's duties at the Hospital, the employee shall not lose regular pay because of such attendance provided that the employee:

- (a) notifies the Hospital immediately on the employee's notification that he will be required to attend at court;
- (b) presents proof of service requiring the employee's attendance;
- (c) deposits with the Hospital the full amount of compensation received excluding mileage, travelling and meal allowances and an official receipt thereof.

In addition to the foregoing, where a full-time employee is required by subpoena to attend a court of law or coroner's inquest in connection with a case arising from the employee's duties at the Hospital on his regularly scheduled day off, the Hospital will attempt to reschedule the employee's regular day off. Where the employee's attendance is required during a different shift than he is scheduled to work that day, the Hospital will attempt to reschedule the shift to include the time spent at such hearing. It is understood that any rescheduling shall not result in the payment of any premium pay.

Where the Hospital is unable to reschedule the employee and, as a result, he is required to attend during other than his regularly scheduled paid hours, he shall be paid for all hours actually spent at such hearing at his straight time hourly rate subject to (a), (b) and (c) above.

#### 12.05(B) - JURY & WITNESS DUTY

(This clause is applicable to part-time employees only)

If an employee is required to serve as a juror in any court of law, or is required to attend as a witness in a court proceeding in which the Crown is a party, or is required by subpoena to attend a court of law or coroner's inquest in connection with a case arising from the employee's duties at the Hospital, the employee shall not lose regular pay because of such attendance provided that the employee:

- (a) notifies the Hospital immediately on the employee's notification that he will be required to attend at court;
- (b) presents proof of service requiring the employee's attendance;
- (c) deposits with the Hospital the full amount of compensation received excluding mileage, travelling and meal allowances and an official receipt thereof.

In addition to the foregoing, where a part-time employee is required by subpoena to attend a court of law or coroner's inquest in connection with a case arising from the employee's duties at the Hospital on his regularly scheduled day off, he shall be paid for all hours actually spent at such hearings at his regular straight time hourly rate subject to (a), (b) and (c) above.

#### 12.06(A) - PREGNANCY LEAVE

(The following clause is applicable to full-time employees only)

- (a) Pregnancy leave will be granted in accordance with the provisions of the *Employment Standards Act*, except where amended in this provision. The service requirement for eligibility for pregnancy leave shall be thirteen (13) weeks of continuous service.
- (b) The employee shall give written notification at least two (2) weeks in advance of the date of commencement of such leave and the expected date of return. At such time she shall also furnish the Hospital with the certificate of a legally qualified medical practitioner stating the expected birth date.
- (c) The employee shall reconfirm her intention to return to work on the date originally approved in subsection (b) above by written notification received by the Hospital at least two (2) weeks in advance thereof.
- (d) Effective on confirmation by the Canada Employment Insurance Commission of the appropriateness of the Hospital's Supplementary Unemployment Benefit (SUB) Plan, an employee who is on pregnancy leave as provided under this Agreement who has applied for and is in receipt of Employment Insurance pregnancy benefits pursuant to Section 22 of the *Employment Insurance Act* shall be paid a supplemental unemployment benefit for a period not exceeding fifteen (15) weeks. The supplement shall be equivalent to the difference between ninety-three percent (93%) of her normal weekly earnings and the sum of her weekly unemployment insurance benefits and any other earnings. Receipt by the Hospital of the employee's unemployment insurance cheque stubs shall constitute proof that she is in receipt of Employment Insurance pregnancy benefits.

The employee's normal weekly earnings shall be determined by multiplying her regular hourly rate on her last day worked prior to the commencement of the



leave times her normal weekly hours plus any wage increase or salary increment that she would be entitled to receive if she were not on pregnancy leave.

In addition to the foregoing, the Hospital will pay the employee ninety-three percent (93%) of her normal weekly earnings during the first two (2) week period of the leave while waiting to receive Employment Insurance benefits.

The employee does not have any vested right except to receive payments for the covered unemployment period. The plan provides that payment in respect of guaranteed annual remuneration or in respect of deferred remuneration or severance pay benefits are not reduced or increased by payments received under the plan.

- (e) Credits for service and seniority shall accumulate for a period of up to seventeen (17) weeks while an employee is on pregnancy leave.
- (f) The Hospital will continue to pay its share of the contributions of the subsidized employee benefits, including pension, in which the employee is participating for a period of up to seventeen (17) weeks while the employee is on pregnancy leave.
- (g) Subject to any changes to the employee's status which would have occurred had she not been on pregnancy leave, the employee shall be reinstated to her former duties, on the same shift in the same department, and at the same rate of pay.

#### 12.06(B) - PREGNANCY LEAVE

(The following clause is applicable to part-time employees only)

- (a) Pregnancy leave will be granted in accordance with the provisions of the *Employment Standards Act*, except where amended in this provision. The service requirement for eligibility for pregnancy leave shall be thirteen (13) weeks of continuous service.
- (b) The employee shall give written notification at least two (2) weeks in advance of the date of commencement of such leave and the expected date of return. At such time she shall also furnish the Hospital with the certificate of a legally qualified medical practitioner stating the expected birth date.
- (c) The employee shall reconfirm her intention to return to work on the date originally approved in subsection (b) above by written notification received by the Hospital at least two (2) weeks in advance thereof.
- (d) Effective on confirmation by the Canada Employment Insurance Commission of the appropriateness of the Hospital's Supplementary Unemployment Benefit (SUB) Plan, an employee who is on pregnancy leave as provided under this Agreement who has applied for and is in receipt of Employment Insurance pregnancy benefits pursuant to Section 23 of the *Employment Insurance Act*, shall be paid a supplemental unemployment benefit for a period not exceeding fifteen (15) weeks. The supplement shall be equivalent to the difference between

ninety-three percent (93%) of her normal weekly earnings and the sum of her weekly unemployment insurance benefits and any other earnings. Receipt by the Hospital of the employee's unemployment insurance cheque stubs shall constitute proof that she is in receipt of Employment Insurance pregnancy benefits.

The employee's normal weekly earnings shall be determined by multiplying her regular hourly rate on her last day worked prior to the commencement of the leave times her normal weekly hours plus any wage increase or salary increment that she would be entitled to receive if she were not on pregnancy leave.

In addition to the foregoing, the Hospital will pay the employee ninety-three percent (93%) of her normal weekly earnings during the first two (2) week period of the leave while waiting to receive Employment Insurance benefits.

The employee does not have any vested right except to receive payments for the covered unemployment period. The plan provides that payment in respect of guaranteed annual remuneration or in respect of deferred remuneration or severance pay benefits are not reduced or increased by payments received under the plan.

- (e) Credits for service and seniority shall accumulate for a period of up to seventeen (17) weeks while an employee is on pregnancy leave on the basis of what the employee's normal regular hours of work would have been.
- (f) The Hospital will continue to pay the percentage in lieu of benefits and its share of pension contributions during the period of pregnancy leave. The Hospital will register those benefits as part of the Supplemental Unemployment Benefit Plan with the Canada Employment Insurance Commission.
- (g) Subject to any changes to the employee's status which would have occurred had she not been on pregnancy leave, the employee shall be reinstated to her former duties, on the same shift in the same department, and at the same rate of pay.

#### 12.07(A) - PARENTAL LEAVE

(The following clause is applicable to full-time employees only)

- (a) Parental leaves will be granted in accordance with the provisions of the *Employment Standards Act*, except where amended in this provision. The service requirement for eligibility for parental leave shall be thirteen (13) weeks of continuous service.
- (b) An employee, who qualifies for parental leave, other than an adoptive parent, shall give written notification of at least two (2) weeks in advance of the date of the commencement of such leave and the expected date of return.
- (c) For the purposes of this Article, parent shall be defined to include a person with whom a child is placed for adoption and a person who is in a relationship of some

permanence with a parent of a child and who intends to treat the child as his or her own.

- (d) An employee who is an adoptive parent shall advise the Hospital as far in advance as possible of having qualified to adopt a child, and shall request the leave of absence, in writing, upon receipt of confirmation of the pending adoption. If, because of late receipt of confirmation of the pending adoption, the employee finds it impossible to request the leave of absence in writing, the request may be made verbally and subsequently verified in writing.

An employee shall reconfirm his or her intention to return to work on the date originally approved in subsection (b) above by written notification received by the Hospital at least two (2) weeks in advance thereof.

- (e) Effective on confirmation by the Canada Employment Insurance Commission of the appropriateness of the Hospital's Supplemental Unemployment Benefit (SUB) Plan, an employee who is on parental leave as provided under this Agreement who has applied for and is in receipt of Employment Insurance parental benefits pursuant to Section 22 of the *Employment Insurance Act*, shall be paid a supplemental unemployment benefit for a period not exceeding ten (10) weeks. That benefit shall be equivalent to the difference between ninety-three percent (93%) of the employee's normal weekly earnings and the sum of his or her weekly Employment Insurance benefits and any other earnings. Receipt by the Hospital of the employee's employment insurance cheque stub will serve as proof that the employee is in receipt of unemployment parental benefits.

The employee's normal weekly earnings shall be determined by multiplying the employee's regular hourly rate on his or her last day worked prior to the commencement of the leave times the employee's normal weekly hours, plus any wage increase or salary increment that the employee would be entitled to if he or she were not on parental leave.

In addition to the foregoing, the Hospital shall pay the employee ninety-three percent (93%) of his or her normal weekly earnings during the first two (2) week period of the leave while waiting to receive Employment Insurance benefits.

The employee does not have any vested right except to receive payments for the covered unemployment period. The plan provides that payment in respect of guaranteed annual remuneration or in respect of deferred remuneration or severance pay benefits are not reduced or increased by payments received under the plan.

- (f) Credits for service and seniority shall accumulate for a period of up to thirty-five (35) weeks after the parental leave began, if the employee also took pregnancy leave, and thirty-seven (37) weeks after the parental leave began otherwise, while the employee is on parental leave.
- (g) The Hospital will continue to pay its share of the premiums of the subsidized

employee benefits, including pension, in which the employee is participating for a period of up to thirty-five (35) weeks after the parental leave began, if the employee also took pregnancy leave, and thirty-seven (37) weeks after the parental leave began otherwise, while the employee is on parental leave.

- (h) Subject to any changes to the employee's status which would have occurred had he or she not been on parental leave, the employee shall be reinstated to her former duties, on the same shift in the same department, and at the same rate of pay.

12.07(B) - PARENTAL LEAVE

(The following clause is applicable to part-time employees only)

- (a) Parental leaves will be granted in accordance with the provisions of the *Employment Standards Act*, except where amended in this provision. The service requirement for eligibility for parental leave shall be thirteen (13) weeks of continuous service.
- (b) An employee, who qualifies for parental leave, other than an adoptive parent, shall give written notification of at least two (2) weeks in advance of the date of the commencement of such leave and the expected date of return.
- (c) For the purposes of this article, parent shall be defined to include a person with whom a child is placed for adoption and a person who is in a relationship of some permanence with a parent of a child and who intends to treat the child as his or her own.
- (d) An employee who is an adoptive parent shall advise the Hospital as far in advance as possible of having qualified to adopt a child, and shall request the leave of absence, in writing, upon receipt of confirmation of the pending adoption. If, because of late receipt of confirmation of the pending adoption, the employee finds it impossible to request the leave of absence in writing, the request may be made verbally and subsequently verified in writing. An employee shall reconfirm his or her intention to return to work on the date originally approved in subsection (b) above by written notification received by the Hospital at least two (2) weeks in advance thereof.
- (e) Effective on confirmation by the Canada Employment Insurance Commission of the appropriateness of the Hospital's Supplemental Unemployment Benefit (SUB) Plan, an employee who is on parental leave as provided under this Agreement who has applied for and is in receipt of Employment Insurance parental benefits pursuant to Section 23 of the *Employment Insurance Act*, shall be paid a supplemental unemployment benefit for a period not exceeding ten (10) weeks. That benefit shall be equivalent to the difference between ninety-three percent (93%) of the employee's normal weekly earnings and the sum of his or her weekly employment insurance benefits and any other earnings. Receipt by the Hospital of the employee's employment insurance cheque stub will serve as proof that the employee is in receipt of unemployment parental benefits.

The employee's normal weekly earnings shall be determined by multiplying the employee's regular hourly rate on his or her last day worked prior to the commencement of the leave times the employee's normal weekly hours, plus any wage increase or salary increment that the employee would be entitled to if he or she were not on parental leave.

In addition to the foregoing the Hospital shall pay the employee ninety-three percent (93%) of his or her normal weekly earnings during the first two (2) week period of the leave while waiting to receive Employment Insurance benefits.

The employee does not have any vested right except to receive payments for the covered unemployment period. The plan provides that payment in respect of guaranteed annual remuneration or in respect of deferred remuneration or severance pay benefits are not reduced or increased by payments received under the plan.

- (f) Credits for service and seniority shall accumulate for a period of up to thirty-five (35) weeks after the parental leave began, if the employee also took pregnancy leave, and thirty-seven (37) weeks after the parental leave began otherwise, while the employee is on parental leave on the basis of what the employee's normal regular hours of work would have been.
- (g) The Hospital will continue to pay the percentage in lieu of benefits and its share of the pension contribution for a period of up to ten (10) weeks while the employee is on parental leave. The Hospital will register these benefits with the Unemployment Benefit Plan.
- (h) Subject to any changes to the employee's status which would have occurred had he or she not been on parental leave, the employee shall be reinstated to her former duties, on the same shift in the same department, and at the same rate of pay.

#### 12.08 - EDUCATION LEAVE

If required by the Hospital, an employee shall be entitled to leave of absence with pay and with full credit for service and seniority and benefits to take courses and to write examinations to upgrade his or her employment qualifications. Where employees are required by the Hospital to take courses to upgrade or acquire new employment qualifications, the Hospital shall pay the full costs associated with the courses.

Subject to operational requirements, the Hospital will make every reasonable effort to grant requests for necessary changes to an employee's schedule to enable attendance at a recognized up-grading course or seminar related to employment with the Hospital.

### 12.09 - PRE-PAID LEAVE PLAN

The Hospital agrees to introduce a pre-paid leave program, funded solely by the employee subject to the following terms and conditions:

- (a) The plan is available to employees wishing to spread four (4) years' salary over a five (5) year period, in accordance with Part LXVIII of the Income Tax Regulations, Section 6801, to enable them to take a one (1) year leave of absence following the four (4) years of salary deferral.
- (b) The employee must make written application to the Hospital at least six (6) months prior to the intended commencement date of the program (i.e. the salary deferral portion), stating the intended purpose of the leave.
- (c) The number of employees that may be absent at any one time shall be determined between the local parties. The year for purposes of the program shall be September 1 of one year to August 31 the following year or such other twelve (12) month period as may be agreed upon by the employee, the local Union and the Hospital.
- (d) Where there are more applications than spaces allotted, seniority shall govern.
- (e) During the four (4) years of salary deferral, 20% of the employee's gross annual earnings will be deducted and held for the employee and will not be accessible to the employee until the year of the leave or upon withdrawal from the plan.
- (f) The manner in which the deferred salary is held shall be at the discretion of the Hospital.
- (g) All deferred salary, plus accrued interest, if any, shall be paid to the employee at the commencement of the leave or in accordance with such other payment schedule as may be agreed upon between the Hospital and the employee.
- (h) All benefits shall be kept whole during the four (4) years of salary deferral. During the year of the leave, seniority will accumulate. Service for the purpose of vacation and salary progression and other benefits will be retained but will not accumulate during the period of leave. The employee shall become responsible for the full payment of premiums for any health and welfare benefits in which the employee is participating. Contributions to the Hospitals of Ontario Pension Plan will be in accordance with the Plan. The employee will not be eligible to participate in the disability income plan during the year of the leave.
- (i) An employee may withdraw from the plan at any time during the deferral portion provided three (3) months notice is given to the Hospital. Deferred salary, plus accrued interest, if any, will be returned to the employee within a reasonable period of time.

- (j) If the employee terminates employment, the deferred salary held by the Hospital plus accrued interest, if any, will be returned to the employee within a reasonable period of time. In case of the employee's death, the funds will be paid to the employee's estate.
- (k) The Hospital will endeavour to find a temporary replacement for the employee as far in advance as practicable. If the Hospital is unable to find a suitable replacement, it may postpone the leave. The Hospital will give the employee as much notice as is reasonably possible. The employee will have the option of remaining in the Plan and rearranging the leave at a mutually agreeable time or of withdrawing from the Plan and having the deferred salary, plus accrued interest, if any, paid out to the employee within a reasonable period of time.
- (l) The employee will be reinstated to his or her former position unless the position has been discontinued, in which case the employee shall be given a comparable job.
- (m) Final approval for entry into the pre-paid leave program will be subject to the employee entering into a formal agreement with the Hospital in order to authorize the Hospital to make the appropriate deductions from the employee's pay. Such agreement will include:
  - (i) A statement that the employee is entering the pre-paid leave program in accordance with this Article of the collective agreement.
  - (ii) The period of salary deferral and the period for which the leave is requested.
  - (iii) The manner in which the deferred salary is to be held.

The letter of application from the employee to the Hospital to enter the prepaid leave program will be appended to and form part of the written agreement.

#### 12.10 – MEDICAL CARE AND EMERGENCY LEAVE

An employee is entitled to a leave of absence without pay because of any of the following:

1. A personal illness, injury or medical emergency.
2. The death, illness, injury or medical emergency of an individual described in this Article.
3. An urgent matter that concerns an individual described in this Article.

For the purposes of this Article, the individuals referred to in this Article are:

- the employee's spouse
- a parent, step-parent or foster parent of the employee or the

- employee's spouse
- a child, step-child or foster child of the employee or the employee's spouse
- a grandparent, step-grandparent, grandchild or step-grandchild of the employee or of the employee's spouse
- the spouse of a child of the employee
- the employee's brother or sister
- a relative of the employee who is dependent on the employee for care or assistance.

An employee who wishes to take leave under this section shall advise his or her Hospital that he or she will be doing so. If the employee must begin the leave before advising the Hospital, the employee shall advise the Hospital of the leave as soon as possible after beginning it.

An employee is entitled to take a total of 10 days' leave under this section each year. If an employee takes any part of a day as leave under this section, the Hospital may deem the employee to have taken one day's leave on that day for the purposes of this Article. The Hospital may require an employee who takes leave under this section to provide evidence reasonable in the circumstances that the employee is entitled to the leave.

Upon the conclusion of an employee's leave under this Article, the Hospital shall reinstate the employee to the position the employee most recently held with the Hospital, if it still exists, or to a comparable position, if it does not.

#### 12.11 –COMPASSIONATE CARE LEAVE

- (a) Compassionate care leave will be granted to an employee for up to eight (8) weeks within a twenty-six (26) week period to provide care or support to a family member who is at risk of dying within that 26-week period in accordance with section 49.1 of the *Employment Standards Act, 2000*.
- (b) An employee who is on compassionate care leave shall continue to accumulate seniority and service.
- (c) Subject to any changes to the employee's status which would have occurred had he or she not been on compassionate care leave, the employee shall be reinstated to her former duties, on the same shift in the same department, and at the same rate of pay.
- (d) The employee and the Hospital will continue to pay their respective shares of the benefits and pension premiums.

### **ARTICLE 13 - SICK LEAVE, INJURY & DISABILITY**

#### 13.01 - HOODIP



(The following clause is applicable to full-time employees only)

- a) The Hospital will assume total responsibility for providing and funding a short-term sick leave plan equivalent to that described in the August, 1992 booklet (Part A) Hospitals of Ontario Disability Income Plan Brochure.

The Hospital will pay 75% of the billed premium towards coverage of eligible employees under the long-term disability portion of the Plan (HOODIP or an equivalent plan as described in the August, 1992 booklet (Part B)), the employee paying the balance of the billed premium through payroll deduction. For the purpose of transfer to the short-term portion of the disability program, employees on the payroll as of the effective date of the transfer with three (3) months or more of service shall be deemed to have three (3) months of service. For the purpose of transfer to the long-term portion of the disability program, employees on the active payroll as of the effective date of the transfer with one (1) year or more of service shall be deemed to have one (1) year of service.

- b) Effective the first of the month following the transfer all existing sick leave plans in the affected Hospitals shall be terminated and any provisions relating to such plans shall be null and void under the respective Collective Agreements except as to those provisions relating to pay-out of unused sick leave benefits which are specifically dealt with hereinafter.
- c) Existing sick leave credits for each employee shall be converted to a sick leave bank to the credit of the employee. The "sick leave bank" shall be utilized to:
- (1) supplement payment for lost straight time wages on sick leave days under the new program which would otherwise be at less than full wages or no wages and,
  - (2) where a pay-out provision existed under the former sick leave plan in the Collective Agreement, pay-out on termination of employment shall be that portion of any unused sick leave days under the former conditions relating to pay-out,
  - (3) where, as of the effective date of transfer, an employee does not have the required service to qualify for pay-out on termination, his existing sick leave credits as of that date shall nevertheless be converted to a sick leave bank in accordance with the foregoing and he shall be entitled, on termination, to that portion of any unused sick leave days providing he subsequently achieves the necessary service to qualify him for pay-out under the conditions relating to such pay-out.
  - (4) an employee who, as of the effective date of transfer, has accumulated sick leave credits and is prevented from working for

the Hospital on account of an occupational illness or accident that is recognized by the Workplace Safety & Insurance Board as compensable within the meaning of the *Workplace Safety & Insurance Act*, the Hospital, on application from the employee will supplement the award made by the Workplace Safety & Insurance Board for loss of wages to the employee by such amount that the award of the Workplace Safety & Insurance Board for loss of wages, together with the supplementation of the Hospital, will equal 100% of the employee's net earnings, to the limit of the employee's accumulated sick leave credits.

- d) There shall be no pay deduction from an employee's regular scheduled shift when an employee has completed any portion of the shift prior to going on sick leave benefits or WSIB benefits.
- e) The Hospital further agrees to pay employees an amount equal to any loss of benefits under HOODIP for the first two (2) days of the fourth and subsequent period of absence in any calendar year.
- f) Any dispute which may arise concerning an employee's entitlement to any benefits referred to in Article 13.01, including HOODIP and equivalents, may be subject to the grievance and arbitration under the provisions of this collective agreement.

The Union agrees that it will encourage an employee to utilize the Medical Appeals Process provided under the plan, if any, to resolve disputes.

- g) A copy of the current HOODIP plan text or, where applicable, the master policy of the current HOODIP equivalent, shall be provided to the Union.
- h) The Hospital shall pay the full cost of any medical certificate required of an employee.
- i) The short-term sick leave plan shall be registered with the Employment Insurance Commission (EIC). The employee's share of the employer's unemployment insurance premium reduction will be retained by the Hospital towards offsetting the cost of the benefit improvements contained in this agreement.

Note: Provisions 13.c)(3) and 13.c)(4) shall apply for the short and long-term disability plan to those employees in the full-time Collective Agreements who are now on an accumulating sick leave plan. Any Medical/Dental Care provisions currently in the agreement shall be removed.

### 13.02 - INJURY PAY

If an employee is injured on the job and his supervisor excuses him from further duty for the balance of his shift, the employee's regular rate of pay shall continue

for the balance of that shift and there shall be no deduction from sick leave or other credits.

### 13.03 - PAYMENT PENDING DETERMINATION OF WSIB CLAIMS (FT)

An employee who is absent from work as a result of an illness or injury sustained at work and who has been awaiting approval of claim for WSIB benefits for a period longer than one complete pay period may apply to the Hospital for payment equivalent to the lesser of the benefit she would receive from WSIB benefits if her claim was approved, or the benefit to which she would be entitled under the short term sick leave plan. Payment will be provided only if the employee provides evidence of disability satisfactory to the Hospital and a written undertaking satisfactory to the Hospital that any payments will be refunded to the Hospital following final determination of the claim by the Workplace Safety & Insurance Board. If the claim for WSIB benefits is not approved, the monies paid as an advance will be applied towards the benefits to which the employee would be entitled under the short-term sick leave plan. Any payment under this provision will continue for a maximum of fifteen (15) weeks.

## **ARTICLE 14 - HOURS OF WORK**

### 14.01 - DAILY & WEEKLY HOURS OF WORK

The following provisions designating the normal hours shall not be construed to be a guarantee of the hours of work to be done on any shift or during any period on the schedule.

The standard workday for all employees shall be seven and one-half (7 1/2) hours exclusive of one half hour unpaid meal break, and the standard work week shall be thirty-seven and one-half (37 1/2) hours. The meal period shall be an uninterrupted period except in the cases of emergency.

### 14.02(A) - REST PERIODS

(The following clause is applicable to full- time employees only)

The Hospital will schedule one fifteen (15) minute rest period for each full scheduled half shift.

### 14.02(B) - REST PERIODS (PT)

(This clause is applicable to part-time employees only)

Part-time employees shall be entitled to a paid rest period of fifteen (15) minutes for each three and three-quarter (3 3/4) hours of work.

### 14.03 - ADDITIONAL REST PERIODS

When an employee performs authorized overtime work of at least three (3) hours duration, the Hospital will schedule a rest period of fifteen (15) minutes duration.

## **ARTICLE 15 - PREMIUM PAYMENT**

### **15.01 - DEFINITION OF REGULAR STRAIGHT TIME RATE OF PAY**

The regular straight time rate of pay is that prescribed in wage schedule of the Collective Agreement.

### **15.02 - DEFINITION OF OVERTIME**

If any employee is authorized to work in excess of seven and one-half (7 ½) hours per shift or in excess of seventy-five (75) hours in a two (2) week period, he shall receive overtime pay of one and one-half (1 ½) times his straight time hourly rate.

### **15.03 - OVERTIME PREMIUM AND NO PYRAMIDING**

Subject to any superior conditions, the overtime rate shall be time and one-half (1-1/2) the employee's straight-time hourly rate.

Overtime premium will not be duplicated nor pyramided nor shall other premiums be duplicated nor pyramided nor shall the same hours worked be counted as part of the normal work week and also as hours for which the overtime premium is paid.

### **15.04 - TIME OFF IN LIEU OF OVERTIME**

Employees who work overtime will not be required to take time off in regular hours to make up for overtime worked.

Time off in lieu may be taken on a mutually agreed upon basis between the employee and the Hospital, such time off will be the equivalent of the premium rate the employee has earned for working overtime. The Hospital shall revert to payment of premium rate if time off is not taken within sixty (60) calendar days.

### **15.05 - REPORTING PAY**

Employees who report for any scheduled shift will be guaranteed at least four (4) hours of work, or if no work is available will be paid at least four (4) hours except when work is not available due to conditions beyond the control of the Hospital. The reporting allowance outlined as herein shall not apply whenever an employee has received prior notice not to report for work. Part-time employees scheduled to work less than seven and one-half (7-1/2) hours per day will receive a pro-rated amount of reporting pay.

### **15.06 - CALL-BACK**

Where employees are called back to work after having completed a regular shift, and prior to the commencement of their next regular shift, they shall receive a minimum of four (4) hours of work or four (4) hours pay at the rate of time and one-half (1-1/2) their regular hourly earnings. Superior provisions shall remain.

#### 15.07 – STANDBY

An employee who is required to remain available for duty on standby, outside the normal working hours for that particular employee, shall receive standby pay in the amount of \$2.50 (\$2.75 effective April 1, 2005 and \$3.00 effective April 1, 2006) per hour for all hours on standby.

Standby pay shall, however, cease where an employee is called into work under Article 15.06 above and works during the period of standby.

#### 15.08 - TEMPORARY TRANSFER

Where an employee is assigned temporarily to perform the duties and assume the responsibilities of a higher paying position in the bargaining unit for a period in excess of one-half (1/2) of a shift, he shall be paid the rate in the higher salary range immediately above his current rate from the commencement of the shift on which he was assigned the job.

Where a Hospital temporarily assigns an employee to carry out the assigned responsibilities of a classification outside the bargaining unit for a period in excess of one-half (1/2) of one shift, the employee shall receive an allowance of \$4.00 for each shift from the time of the assignment.

#### 15.09 - SHIFT AND WEEKEND PREMIUM

Employees shall be paid a shift premium of fifty-five cents (55¢) per hour for all hours worked where the majority of their scheduled hours fall between 1500 and 0700 hours.

The same fifty-five (55¢) per hour will be paid as weekend premium for all hours worked between 2400 hours Friday and 2400 hours Sunday, or such other 48-hour period as may be agreed upon by the local parties.

The shift and weekend premiums shall be increased to seventy (\$0.70) cents effective April 1, 2005, to eighty (\$0.80) cents effective April 1, 2006, and to eighty-five (\$0.85) cents effective September 29, 2006.

### **ARTICLE 16 - HOLIDAYS**

#### 16.01 - NUMBER OF HOLIDAYS

(The following clause is applicable to full-time employees only)

There shall be twelve (12) holidays and these holidays are set out in the Local Provisions Appendix.

Should the Hospital be required to observe an additional paid holiday as a result of legislation, it is understood that one of the existing holidays recognized by the Hospital shall be established as the legislated holiday after discussion with the Union, so that the Hospital's obligation to provide the number of paid holidays as noted above remains unchanged.

16.02 - DEFINITION OF HOLIDAY PAY AND QUALIFIERS

(The following clause is applicable to full-time employees only)

Holiday pay will be computed on the basis of the employee's regular straight time hourly rate of pay times the employee's normal daily hours of work.

In order to qualify for holiday pay for any holiday, as set out in the Local Provisions Appendix, or to qualify for a lieu day an employee must complete her scheduled shift on each of the working days immediately prior to and following the holiday except where absence on one or both of the said qualifying days is due to a satisfactory reason.

An employee who was scheduled to work on a holiday, as set out in the Local Provisions Appendix, and is absent shall not be entitled to holiday pay or to a lieu day to which she would otherwise be entitled unless such absence was due to a satisfactory reason.

An employee who qualifies to receive pay for any holiday or a lieu day will not be entitled, in the event of illness, to receive sick pay in addition to holiday pay or a lieu day in respect of the same day.

16.03(A) - PAYMENT FOR WORKING ON A HOLIDAY

(The following clause is applicable to full-time employees only)

If an employee is required to work on any of the holidays set out in the local Appendix the employee shall be paid at the rate of time and one-half (1-1/2) her regular straight time hourly rate of pay for all hours worked on such holiday subject to Article 16.04. In addition, if the employee qualifies in accordance with Article 16.02 above the employee will receive a lieu day off with pay in the amount of the employee's regular straight time hourly rate of pay times the employee's normal daily hours of work.

Other provisions if any, relating to the scheduling of lieu days or relating to the payment of holiday pay instead of receiving a lieu day off are located in the Local Provisions Appendix.

16.03(B) - PAYMENT FOR WORKING ON A HOLIDAY

(The following clause is applicable to part-time employees only)

The holidays listed in the part-time local Appendix for the purposes of Article 16.03(b) shall be the same holidays as are listed in the full-time Local Provisions Appendix.

If an employee is required to work on any of the holidays set out in the local Appendix the employee shall be paid at the rate of time and one-half (1-1/2) her regular straight time hourly rate of pay for all hours worked on such holiday.

#### 16.04 - PAYMENT FOR WORKING OVERTIME ON A HOLIDAY

Where an employee is required to work authorized overtime in excess of his regularly scheduled hours on a paid holiday, such employee shall receive twice (2x) his regular straight time hourly rate for such authorized overtime.

### **ARTICLE 17 - VACATIONS**

#### 17.01(A) - FULL-TIME VACATION ENTITLEMENT, QUALIFIERS AND CALCULATION OF PAYMENT

(The following clause is applicable to Full-Time employees only)

Subject to any superior conditions:

An employee who has completed one (1) year but less than two (2) years of continuous service shall be entitled to two (2) weeks annual vacation, with pay.

An employee who has completed two (2) years but less than five (5) years of continuous service shall be entitled to three (3) weeks annual vacation, with pay.

An employee who has completed five (5) years but less than fourteen (14) years of continuous service shall be entitled to four (4) weeks annual vacation, with pay.

An employee who has completed fourteen (14) years but less than twenty-two years of continuous service shall be entitled to five (5) weeks annual vacation, with pay. Effective September 29<sup>th</sup>, 2005, an employee with thirteen years of continuous service but less than twenty-two (22) years of service shall be entitled to five (5) weeks annual vacation, with pay.

An employee who has completed twenty-two (22) years or more of continuous service shall be entitled to six (6) weeks annual vacation, with pay.

The following Supplementary Vacation is banked on the employee's anniversary date and taken prior to the next supplementary vacation date:

An employee who has completed thirty (30) years of continuous service shall be entitled to an additional five (5) days vacation, with pay.

An employee who has completed thirty-five (35) years of continuous service shall

be entitled to an additional five (5) days vacation, with pay.

To clarify, every employee who has attained their 30<sup>th</sup> or 35<sup>th</sup> anniversary date as of the effective date of this provision shall be entitled to have the full five days' vacation banked.

Vacation pay shall be calculated on the basis of the employee's regular straight time rate of pay times their normal weekly hours of work, subject to the application of Article 9.04, Effect of Absence.

#### 17.01(B) - PART-TIME ENTITLEMENT, QUALIFIERS AND CALCULATION OF PAYMENT

(The following clause is applicable to part-time employees only)

Subject to any superior conditions:

A part-time employee who has completed less than 3,450 hours of continuous service shall receive 4% vacation pay.

A part-time employee who has completed 3,450 hours but less than 8,625 hours of continuous service shall receive 6% vacation pay.

A part-time employee who has completed 8,625 hours but less than 25,875 hours of continuous service shall receive 8% vacation pay.

A part-time employee who has completed 24,150 hours but less than 37,950 hours of continuous service shall receive 10% vacation pay. Effective September 29<sup>th</sup>, 2005, a part-time employee who has completed 22,425 hours but less than 37,950 hours of continuous service shall receive 10% vacation pay.

A part-time employee who has completed 37,950 hours of continuous service or more shall receive 12% vacation pay.

A part-time employee who has completed 51,750 hours of continuous service shall receive an additional 2% vacation pay in the year it is achieved.

A part-time employee who has completed 60,375 hours of continuous service shall receive an additional 2% vacation pay in the year it is achieved.

#### Progression on Vacation Schedule (Part-Time)

Part-time employees, including casual employees, shall accumulate service for the purpose of progression on the vacation scale, on the basis of one year for each 1725 hours worked.

#### 17.02 - WORK DURING VACATION

Should an employee who has commenced his scheduled vacation and agrees upon request by the Hospital to return to perform work during the vacation period, the employee shall be paid at the rate of one and one-half (1-1/2) times



his basic straight time rate for all hours so worked. To replace the originally scheduled days on which such work was performed, the employee will receive one (1) vacation lieu day off for each day on which he has so worked.

#### 17.03 - ILLNESS DURING VACATION

(The following clause is applicable to full-time employees only)

Where an employee's scheduled vacation is interrupted due to serious illness, which either commenced prior to or during the scheduled vacation period, the period of such illness shall be considered sick leave.

Serious illness is defined as an illness which requires the employee to receive on-going medical care and/or treatments resulting in either hospitalization or which would confine the employee to their residence or to bed rest for more than three days.

The portion of the employee's vacation which is deemed to be sick leave under the above provisions will not be counted against the employee's vacation credits.

#### 17.04 - BEREAVEMENT DURING VACATION

Where an employee's scheduled vacation is interrupted due to bereavement, the employee shall be entitled to bereavement leave in accordance with Article 12.04.

The portion of the employee's vacation which is deemed to be bereavement leave under the above provisions will not be counted against the employee's vacation credits.

### **ARTICLE 18 - HEALTH & WELFARE**

#### 18.01 - INSURED BENEFITS

(The following clause is applicable to full-time employees only)

Subject to any superior conditions:

The Hospital agrees, during the term of the Collective Agreement, to contribute towards the premium coverage of participating eligible employees in the active employ of the Hospital under the insurance plans set out below subject to their respective terms and conditions including any enrolment requirements:

- (a) The Hospital agrees to pay 100% of the billed premium towards coverage of eligible employees in the active employ of the Hospital under the Blue Cross Semi-Private Plan in effect as of September 28, 1993 or

comparable coverage with another carrier.

- (b) The Hospital agrees to contribute 75% of the billed premium towards coverage of eligible employees in the active employ of the Hospital under the existing Blue Cross Extended Health Care Benefits Plan in effect as of September 28, 1993 (as amended below) or comparable coverage with another carrier providing for \$15.00 (single) and \$25.00 (family) deductible, providing the balance of monthly premiums is paid by the employee through payroll deductions.

Vision care maximum \$200.00 every 24 months in addition to eye examinations biennially, and hearing aide acquisition every 36 months.

- (c) The Hospital agrees to contribute 100% of the billed premium towards coverage of eligible employees in the active employ of the Hospital under HOOGLIP in effect as of September 28, 1993 or such other group life insurance plan currently in effect providing the balance of the monthly premium is paid by the employee through payroll deductions.
- (d) The Hospital agrees to contribute 75% of the billed premiums towards coverage of eligible employees in the active employ of the Hospital under the Blue Cross #9 Dental Plan in effect as of September 28, 1993 or comparable coverage with another carrier.

Dental recall, including preventative services, every 9 months.

The Hospital also agrees to contribute 75% of the billed premiums towards coverage of Blue Cross rider #2 (or equivalent) [complete and partial dentures] at 50/50 co-insurance to \$1000 annual maximum and Blue Cross rider #4 (or equivalent) [crowns, bridgework, and repairs to same] at 50/50 co-insurance to \$1000 annual maximum providing the balance of the monthly premiums are paid by the employee through payroll deduction.

The dental plan fee schedule for services for the dental plan benefits provided above shall be based on the current ODA fee schedule as it may be updated from time to time.

- (e) The Hospital will provide equivalent coverage to all employees who retire early and have not yet reached age 65 and who are in receipt of the Hospital's pension plan benefits on the same basis as is provided to active employees for semi-private, extended health care and dental benefits. The Hospital will contribute the same portion towards the billed premiums of these benefits plans as is currently contributed by the Hospital to the billed premiums of active employees.
- (f) A copy of all current master policies of the benefits referred to in this Article shall be provided to the Union.

#### 18.02 CHANGE OF CARRIER

(The following clause is applicable to full-time employees only)

It is understood that the Hospital may at any time substitute another carrier for any plan (other than OHIP) provided the benefits conferred thereby are not in total decreased. Before making such a substitution, the Hospital shall notify the Union to explain the proposed change and to ascertain the views of the employees. Upon a request by the Union, the Hospital shall provide to the Union, full specifications of the benefit programs contracted for and in effect for employees covered herein.

#### 18.03(A) - PENSION

(The following clause is applicable to full-time employees only)

All present employees enrolled in the Hospital's pension plan shall maintain their enrolment in the plan subject to its terms and conditions. New employees and employees not yet eligible for membership in the plan shall, as a condition of employment, enroll in the plan when eligible in accordance with its terms and conditions.

#### 18.03(B) RETIREMENT ALLOWANCE

Prior to issuing notice of layoff pursuant to article 9.08(a)(ii) in any classification(s), the Hospital will offer early-retirement allowance to a sufficient number of employees eligible for early retirement under HOOPP within the classification(s) in order of seniority, to the extent that the maximum number of employees within a classification who elect early retirement is equivalent to the number of employees within the classification(s) who would otherwise receive notice of layoff under article 9.08(a)(ii).

An employee who elects an early retirement option shall receive, following completion of the last day of work, a retirement allowance of two weeks' salary for each year of service, plus a prorated amount for any additional partial year of service, to a maximum ceiling of 26 weeks' salary, and, in addition, full-time employees shall receive a single lump-sum payment equivalent to \$1,000 for each year less than age 65 to a maximum of \$5,000 upon retirement.

#### 18.04 - BENEFITS FOR PART-TIME EMPLOYEES

(The following clause is applicable to part-time employees only)

A part-time employee shall receive in lieu of all fringe benefits (being those benefits to an employee, paid in whole or part by the Hospital, as part of direct compensation or otherwise, including holiday pay, save and except salary, vacation pay, standby pay, call back pay, reporting pay, responsibility allowance, jury and witness duty, bereavement pay, and maternity supplemental unemployment benefits) an amount equal to 14% of his/her regular straight time hourly rate for all straight time hours paid.

### 18.05 – UNION EDUCATION

If the local union indicates to the Hospital that its members have approved a special assessment for union education in accordance with the CUPE constitution and local union by laws, the Hospital agrees to deduct this assessment.

Such assessment will be paid on a quarterly basis into a trust fund established and administered by OCHU/CUPE for this purpose.

## **ARTICLE 19 - HEALTH & SAFETY**

### 19.01 - PROTECTIVE FOOTWEAR

Effective January 1, 2002, and on that date for each subsequent calendar year, the Hospital will provide \$80 per calendar year to each full-time and \$45 per calendar year to each regular part-time employee who is required by the Hospital to wear safety footwear during the course of his duties. The employees who will be required to wear safety footwear will be negotiated locally and set out in the Local Provisions Appendix.

## **ARTICLE 20 - COMPENSATION**

### 20.01 (A) - JOB CLASSIFICATION

When a new classification (which is covered by the terms of this collective agreement) is established by the Hospital, the Hospital shall determine the rate of pay for such new classification and notify the local Union of the same. If the local Union challenges the rate, it shall have the right to request a meeting with the Hospital to endeavour to negotiate a mutually satisfactory rate. Such request will be made within ten (10) days after the receipt of notice from the Hospital of such new occupational classification and rate. Any change mutually agreed to resulting from such meeting shall be retroactive to the date that notice of the new rate was given by the Hospital. If the parties are unable to agree, the dispute concerning the new rate may be submitted to arbitration as provided in the Agreement within fifteen (15) days of such meeting. The decision of the Board of Arbitration (or Arbitrator as the case may be) shall be based on the relationship established by comparison with the rates for other classifications in the bargaining unit having regard to the requirements of such classification.

When the Hospital makes a substantial change in the job content of an existing classification which in reality causes such classification to become a new classification, the Hospital agrees to meet with the Union if requested to permit the Union to make representation with respect to the appropriate rate of pay.

If the matter is not resolved following the meeting with the Union the matter may

be referred to arbitration as provided in the agreement within fifteen (15) days of such meeting. The decision of the Board of Arbitration (or Arbitrator as the case may be) shall be based on the relationship established by comparison with the rates for other classifications in the bargaining unit having regard to the requirements of such classifications.

The parties further agree that any change mutually agreed to or awarded as a result of arbitration shall be retroactive only to the date that the Union raised the issue with the Hospital.

Notwithstanding the foregoing, if as a result of compensable illness or injury covered by WSIB an employee is unable to carry out the regular functions of her position, the Hospital may, subject to its operational requirements, establish a special classification and salary in an endeavour to provide the employee with an opportunity of continued employment. This provision shall not be construed as a guarantee that such special classification(s) will be made available or continued.

#### 20.01(B) - JOB DESCRIPTIONS

A copy of the current job description for a bargaining unit position shall be made available to the Union upon request. When a new classification which is covered by terms of this collective agreement is created, a copy of the job description shall be forwarded to the Union at the time that the Hospital notifies the local Union of the rate of pay pursuant to article 20.01(a) above.

#### 20.02 - ASSIGNMENT OF DUTIES FROM ANOTHER CLASSIFICATION

Where the Hospital revises the job content of an existing classification in such a manner that duties of another classification are assigned to it, the following shall apply:

- (a) An employee who occupies a position which is revised in accordance with this article, and who is physically incapable of performing the revised position, will not be required to perform those additional duties which exceed the employee's physical capabilities provided the employee's physician provides documentation to the Hospital of such limitation.
- (b) In the event an employee presently occupying a position which is revised in accordance with this article requires additional training to perform duties of the revised position the employee shall be entitled to a period of training, with due consideration being given to the employee's age and previous educational background, during which they may perfect or acquire the skills necessitated by the new method of operation. The employer will assume the cost of tuition and travel. There shall be no reduction in wage or salary rates during the training period of any such employee. Training shall be given during the hours of work whenever possible and may extend for up to six months.

20.03 - PROMOTION TO A HIGHER CLASSIFICATION

An employee who is promoted to a higher rated classification within the bargaining unit will be placed in the range of the higher rated classification so that he shall receive no less an increase in wage rate than the equivalent of one step in the wage rate of his previous classification (provided that he does not exceed the wage rate of the classification to which he has been promoted).

20.04 - WAGES AND CLASSIFICATION PREMIUMS

The wage schedules attached to and forming part of this Collective Agreement shall be paid in accordance with the Memorandum of Settlement dated February 27, 2005.

Wages – Full Time Employees

The wage rates for full time employees in effect for the duration of this Collective Agreement shall be as set forth in Schedule “A” attached to and forming part of this Collective Agreement.

Wages – Part Time Employees

Part time employees will receive the wage rates in effect for the duration of this Collective Agreement as outlined in Schedule “A”.

Regular Straight Time Regular Pay

The regular straight time rate of pay is that prescribed in Wage Schedule “A” of the Collective Agreement.

20.05 - PROGRESSION ON THE WAGE GRID

(The following clause is applicable to part-time employees only)

Effective October 10, 1986 part-time employees, including casual employees, shall accumulate service for the purpose of progression on the wage grid, on the basis of one year for each 1725 hours worked.

Notwithstanding the above, employees hired prior to October 10, 1986 will be credited with the service they held for the purpose of progression on the wage grid under the Agreement expiring September 28, 1985 and will thereafter accumulate service in accordance with this Article.

**ARTICLE 21 - FISCAL ADVISORY COMMITTEE**

- (a) The Union's representative(s) will be included in the consultation and planning process from the early phases of, including representation on the Fiscal Advisory Committee or equivalent committee, to its final stages of

completion, to assist the Hospital in minimizing layoffs or job loss, and in developing labour adjustment strategies where necessary.

- (b) Where the Hospital experiences unforeseen circumstances such that will necessitate changes to its budgetary plans which have been approved by the Ministry of Health, the Hospital agrees that revisions to the budget will be carried out in consultation with the Union.
- (c) In furtherance of the foregoing, the Hospital agrees to provide to the Union in a timely way any financial and staffing information pertinent to its budget, or to any other re-structuring plan that would affect the Union's members.
- (d) It is understood that employee time spent at meetings with the employer in pursuance of the above shall be deemed to be work time for which the employee shall be paid by the Hospital at his or her regular or premium rate as may be applicable.

## **ARTICLE 22 - DURATION**

### **22.01 - TERM**

This agreement shall be binding and continue in effect and shall continue from year to year unless either party gives written notice to the other party of its desire to bargain for amendments within ninety (90) days prior to the termination date of September 28, 2006. Upon receipt of such notice by one party or the other, both parties will meet thereafter for the purpose of bargaining.

### **22.02 - Central Bargaining**

Notwithstanding the foregoing provisions, in the event the parties to this Agreement agree to negotiate for its renewal through the process of central bargaining, either party to this Agreement may give notice to the other party of its desire to bargain for amendments on local matters proposed for incorporation in the renewal of this Agreement and negotiations on local matters shall take place during the period from 120 to 60 days prior to the termination date of this Agreement. Negotiations on central matters shall take place during the period commencing forty-five days prior to the termination date of this Agreement.

It is understood and agreed that "local matters" means, those matters which have been determined by mutual agreement between the central negotiating committees respectively representing each of the parties to this Agreement as being subjects for local bargaining directly between the parties to this Agreement. It is also agreed that local bargaining shall be subject to such procedures that may be determined by mutual agreements between the central negotiating committees referred to above. For such purposes, it is further understood that the central negotiating committees will meet during the sixth month prior to the month

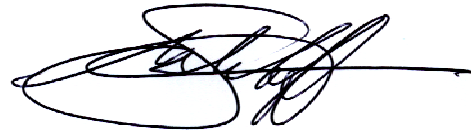
of termination of this Agreement to convey the intentions of their principals as to possible participation in central negotiations, if any, and the conditions for such central bargaining.

Dated at Toronto, Ontario, this 19<sup>th</sup> day of June, 2006.

FOR THE LOCAL UNION

\_\_\_\_\_

FOR THE HOSPITAL





# WORK-LOAD REVIEW FORM

**Employees to complete every section**

Date/Time of Occurrence \_\_\_\_\_

Date Form Submitted to Employer \_\_\_\_\_

Site/Location \_\_\_\_\_ Department/Unit \_\_\_\_\_

Type \_\_\_\_\_ of \_\_\_\_\_ Work \_\_\_\_\_ Being \_\_\_\_\_ Performed

Number of Staff on Duty \_\_\_\_\_ Usual Number of Staff on Duty \_\_\_\_\_

**I/We the undersigned, believe that I was/we were given an assignment that was excessive or inconsistent with quality patient care and/or created an unsafe working environment for the following reasons. (Provide brief description of problem/assignment below):**

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**To correct this problem, I/we recommended:**

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**Name/Title \_\_\_\_\_ of \_\_\_\_\_ Immediate \_\_\_\_\_ Supervisor \_\_\_\_\_ Notified**

**Date/Time \_\_\_\_\_ of \_\_\_\_\_ Notification**

**Response**  
\_\_\_\_\_  
\_\_\_\_\_

**Signature of Employee(s) & Printed Name(s) on Line Below:**

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**I/we do not agree with the resolution of my concern.**

## Letter of Understanding

### Regarding the Utilization of RPN Skills

The parties agree to form a joint provincial task force. The task force will be composed of equal numbers of representatives of the Ontario Council of Hospital Unions/CUPE and the Ontario Hospital Association. The task force will make its decisions by consensus. The mandate of the task force will be to study and make recommendations to the participating hospitals regarding the utilization of RPN skills. The task force will:

- Meet within 6 months of the ratification of the Memorandum of Settlement.
- Secure advice and participation from such professional practice researchers and other (e.g. College of Nurses) as the Task Force deems appropriate.
- Identify resources required by the task force to complete their study including exploring jointly any funding required for these resources.
- The task force will be co-chaired by a hospital representative and a representative from OCHU/CUPE.
- The task force will identify the timelines for conducting their study and will also conclude timelines for the recommendations to be made by the task force.
- The task force recommendations will be presented in the form of a report to the participating hospitals and locals.
- The final recommendations from the joint task force will be presented to the Human Resources Committee of the OHA.
- The parties also agree to jointly undertake reviewing the study and recommendations with the Ontario Nurses Association.
- Nothing in this Letter of Understanding should be construed as precluding the local parties from entering into discussions with respect to RPN scope of practice and utilization of RPN skills.

**For the Hospital:**

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**For the Union:**

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## Letter of Understanding

### Re: Apprenticeship Pilot Programme

The parties agree to establish a joint provincial apprenticeship committee. The joint committee will consist of three (3) members representative of the Union and three (3) members representative of the Hospitals. The purpose of the provincial committee is to review and make recommendations regarding the introduction of a pilot apprenticeship programme for certified trades employees. The committee will ensure that the pilot(s) satisfy any requirements set out by provincial educational authorities.

It is understood that both parties are jointly committed to the outcomes of the work of the joint provincial apprenticeship committee.

This committee will meet by June 30<sup>th</sup>, 2005 and will submit it's recommendations by December 31, 2005.

**For the Hospital:**

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**For the Union:**

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**Letter of Understanding**

**Re: The introduction of HOODIP to Hospitals with Accumulating Sick Leave Plans**

Participating CUPE locals and Hospitals agree to meet to discuss the merits of introducing HOODIP to their CUPE bargaining units.

It is understood that such meetings will occur within 6 months following the date of ratification of the Memorandum of Settlement.

**For the Hospital:**

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**For the Union:**

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## **Letter of Understanding**

### **Re: Joint Benefits Trust**

The Participating Hospitals and CUPE agree that the maintenance of benefits provided for in this collective agreement at the most cost-effective level is an important objective. Accordingly, the parties agree that a joint investigation of a Benefits Trust is worthwhile in order to determine if significant reductions in costs of benefits can be achieved. The parties are committed to:

- Meet within the first quarter following the ratification of this agreement and every quarter thereafter to determine the following:
  - o The methods by which the investigation will take place
  - o Identify potential sources of funding for investigation of the Benefits Trust
  - o Identification of the appropriate method to determine the feasibility of the Trust

## **Letter of Understanding Re: Transformation in Health Care**

### **Seniority Recognition**

Without prejudice to the Union's or Hospitals' rights under the collective agreement or the Labour Relations Act, the parties agree that non-unionized employees who are affected (via relocation/transfer\*) shall, when entering the bargaining unit, be afforded seniority and service in accordance with the anniversary of their date of hire (or hours worked) from their original Hospital. Such anniversary date shall be calculated in accordance with the relevant provisions of the relevant collective agreement.

### **Right to Return or Transfer**

Employees who are relocated/transferred\* to another employer by the Hospital will retain their seniority and service at their original hospital for a 24-month period.

Without prejudice to the Union's or Hospitals' rights under the collective agreement or the Labour Relations Act, employees relocated/transferred\* shall have the right to post for vacancies that arise, prior to or subsequent to the relocation/transfer\*, at their originating Hospital for that 24 month period.

If they are the successful applicant, they will return to the employ of the Hospital with seniority accrued and service intact but not accrued, for the period that the employee was relocated/transferred\* to another employer.

\*Pursuant to a "Sale of Business" under Section 69 of the Labour Relations Act, 1995, as it may be amended from time to time.

**ROSS MEMORIAL HOSPITAL**  
**AND**  
**CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 1909**

**APPENDIX 1**

**APPENDIX OF LOCAL ISSUES**

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## **Article A – Recognition**

The Hospital recognizes the Union as the sole and exclusive bargaining agent for all of its employees at Ross Memorial Hospital, Lindsay, save and except professional medical staff, graduate nursing staff, undergraduate nurses, graduate pharmacists, undergraduate pharmacists, graduate dietitians, student dietitians, chef, technical personnel, supervisors, persons above the rank of supervisor, human resources staff, secretaries to the Executive Director, Associate Executive Director, Assistant Executive Directors, Chief of Medical Staff; and persons covered by subsisting collective agreements.

## **Article B – Management Rights**

B-1 The Union agrees that it is the exclusive function of the Hospital to:

- (a) maintain order, discipline and efficiency;
- (b) hire, discharge, direct, transfer, classify, promote, demote or discipline any employees;
- (c) generally to manage the Hospital for the benefit of the patients;
- (d) introduce new and improved facilities and methods aimed to improve the efficiency of the operation of the Hospital

B-2 The Hospital agrees that these functions shall be executed in a manner consistent with the general purpose and intent of this Agreement, and that a claim of discrimination, discharge or discipline, without just cause, may be the subject of a grievance and dealt with under the provisions for grievance in this Agreement.

## **Article C – Union Security and Dues Deductions**

### **C-1 - Union Security**

All employees of the Hospital who are members of the Union on the date of execution of this Agreement and all new employees shall, as a condition of continuing employment, become and remain members in good standing of the Union, according to the constitution and by-laws of the Union.

### **C-2 - Dues Deductions**

The Hospital shall deduct from every employee any monthly dues, initiations, or assessments levied, in accordance with the Union constitution and/or by-laws, and owing by him to the Union.

- C-3 Deductions shall be made from the payroll period at the end of each month and shall be forwarded to the Secretary-Treasurer of the Union not later than the 15<sup>th</sup> day of the month following, accompanied by a list of the names of all employees from whose wages those deductions have been made.

## **Article D - Representation & Committees**

### **D-1 - Stewards**

The Hospital acknowledges the right of the Union to appoint or otherwise select fourteen (14) stewards representing the following zones of the Hospital:

Chief Steward	1
Registered Practical Nurses	5
Office and Clerical	2
Laboratory	1
<u>Support Services</u>	4
- Maintenance	
- SPD (Materials Management)	
- Housekeeping	
- Nutrition Services	
APA/OR	1

### **D-2 – Grievance Committee**

The Grievance Committee shall consist of the President of the Local Union, or his/her designate, the Chief Steward and a (or the) steward from the department where the grievance originated.

### **D-3 – Local Bargaining Committee**

The committee as referred to in Article 6.03 shall consist of not more than five (5) employees elected by the members of Local 1909 and five (5) members of the Hospital's management.

### **D-4 – Leave of Absence for Union Business**

In accordance with Article 12.02, the Hospital shall grant leave of absence without pay, to a maximum of one hundred and forty (140) days as an aggregate of all employees during any calendar year, provided that adequate notice is given to the Hospital, and such leave does not unduly interfere with the continuance of the efficient operation of the Hospital. Such leave shall be in writing, authorized by the Union President and the Director of Human Resources or delegate, stating the date of the commencement and the length of such leave. The maximum number of days as stated in this clause, may, at the sole discretion of the Hospital, be extended due to extenuating circumstances.

### **Article E - Seniority**

- E-1 Separate seniority lists for full and part-time employees will be established for all employees who have completed their probationary period.
- E-2 A copy of the seniority lists will be filed with the Union and a copy posted on the bulletin board. The copies will be revised twice yearly and posted on the bulletin board by January and July.

The employer shall provide the Union President with a list of addresses and phone numbers of all CUPE employees twice yearly, at the same time seniority lists are provided.

- E-3 The effective date for employees transferred out of the bargaining unit as referred to in Article 9.06 of the collective agreement is November 12, 1981.
- E-4 The effective date for transfer of seniority and service as referred to in Article 9.07 of the collective agreement is November 12, 1981.

The date of ratification of the Memorandum of Settlement is October 31, 2001. As such, the amendments to Article 9.07 with respect to credit for service for the purposes of HOODIP, waiting periods for health and welfare benefit plans etc. are effective for any transfer from January 29, 2002 onward.

### **Article F – Hours of Work**

### Full Time Employees

F-1 Insofar as it is practicable and provided that adequate staffing can be maintained in each department the following shall apply to the posted schedule for all full time employees:

- (a) Days off shall be scheduled so as to provide an equitable distribution of weekends;
- (b) At least one (1) weekend off in two (2);
- (c) No split shifts;
- (d) Employees will not normally be scheduled to work more than seven consecutive shifts;
- (e) Days off shall be consecutive;
- (f) No less than twelve (12) hours shall be scheduled off between shift changes;
- (g) Schedules shall be posted twenty-eight days in advance;
- (h) When changes to the schedule are necessary, employees so affected will be notified verbally forty-eight (48) hours in advance of any such changes;
- (i) Any of the above may be waived by mutual agreement between the Hospital and the Union.
- (j) Should a full time employee be called in to work with less than two (2) hours notice prior to the commencement of a tour and arrive up to one (1) hour after the beginning of such tour, he shall receive full payment for the tour.

Premium pay is applicable to (b), (c), (d), (e), (f), (h), and (j) above.

### Part Time Employees

F-2 Insofar as is practicable and provided that adequate staffing can be maintained in each department, the following shall apply to the posted schedule for all part-time employees:

- (a) An employee shall not be required to work more than three (3) weekends in a row unless mutually agreed. Where an employee is

scheduled, without mutual agreement, to work four (4) consecutive weekends, the employee shall be paid overtime at the rate of time and one-half (1½) for all hours worked on the fourth weekend.

- (b) An employee will not normally be scheduled to work more than seven (7) consecutive shifts followed by a twenty-four (24) hour period of time off.

Premium pay is applicable to (b) above.

- F-3 With regard to part-time employees, notice of change in schedules applies only to the posted schedule of regular hours. It does not apply to “call in” or relief shifts where part-time employees are called in to provide relief during sick leave or short term leaves of absence of other employees.
- F-4 If a part time employee’s shift is cancelled by the Hospital, that part-time employee will be given first opportunity on any subsequent “call in” for that shift.
- F-5 “Call in” is understood to include shifts, which have been subsequently added to the posted schedule but which may be subject to change if work requirements change. Should there be an addition or deletion prior to the part-time employee’s next scheduled shift, the employee will be notified in person or by the telephone. Such notice will be given as far in advance as practical, subject to a right of reasonable refusal by the affected employee.
- F-6 Should a part-time employee be called in to work with less than two (2) hours notice prior to the commencement of a tour and arrive up to one (1) after the beginning of such tour, he shall receive full payment for the tour.
- F-7 Work for part-time employees in the same classification in the same department shall be made as equitable as possible for the employees with the consideration of the employee’s ability to perform the work available.
- F-8 If a part-time employee’s scheduled shift is cancelled less than seven and one half (7½) hours before the shift begins, such part-time employee shall be paid for three (3) hours at their regular straight time hourly rate of pay.
- F-9 No less than ten (10) hours shall be scheduled off between shift changes on the posted schedule. Should the employee be rescheduled within the ten (10) hour period of their last scheduled shift, then the premium pay will be paid for the entire subsequent shift. This provision does not apply to call ins.

#### Full and Part Time Employees

F-10 In those departments where it is possible to do so, employees will be granted a minimum of five (5) consecutive days off at either Christmas or New Year's, except in areas which are not normally required to work on weekends and paid holidays. There shall be an equal share of working Christmas and New Year's for all full time and part-time employees.

Time off at Christmas shall include Christmas Eve evening, Christmas Day and Boxing Day. New Year's shall include New Year's Eve evening and New Year's Day.

The Hospital will endeavour to schedule the employees to work alternate Christmas and New Year's each year on a Hospital wide basis, subject to the individual department's requirements.

F-11 Notwithstanding Article 15.02, overtime will not be paid for additional hours worked during a twenty-four (24) hour period as a result of a change in shifts at the request of an employee or changeover to daylight saving from standard time and vice versa or exchange of shifts by two employees.

F-12 An R.P.N. may request to work:

- (a) two shifts, either days and evenings, days and nights, or evenings and nights, or
- (b) the evening or night shift on a permanent basis.

Such request will not be unreasonably denied. Conflicts in requests shall be resolved in accordance with seniority. After an initial trial period of thirty (30) days, and R.P.N. wishing to change the arrangement may do so only through the job posting procedure.

### F-13 – Scheduling

Full time and regular part-time employees shall be scheduled in accordance with Article F. If the Hospital determines that an additional shift is available in a department once all shifts have been scheduled equitably, and all full time employees have been scheduled for their normal full time hours, the regular part time employees in the classification, within the department, who are able to perform the available work, shall have the first opportunity to obtain the extra shift.

If the Hospital is unable to fill the available shift with regular part-time employees as stated above, the shift will be offered to the casual employees in the

department.

Failing ability to cover the shift without premium pay, the Hospital shall offer the available shift to the full time employees in the department who are able to perform the available work, beginning with the most senior.

#### F-14 – Regular Part Time Commitment

Regular part time employees will make a commitment to the posted schedule in each department, in accordance with Article F-2. For the purpose of this article, each nursing unit shall be recognized as a separate department. A regular part time employee must meet the commitment outlined above on a regular and continuing basis for all hours scheduled in accordance with their commitment.

#### F-15 – Exchange of Shifts

Subject to the approval of the employee's Department head or designate, employees may exchange scheduled shifts. Requests for such exchange must be submitted in writing to the Department Head or designate by the employees who are requesting the exchange. If approved, the exchange shall not result in overtime payment being paid to any employee affected by the exchange. Such exchange shall not be unreasonably withheld.

#### F-16 – Weekend Premium

It is understood that for the purposes of weekend premium payment, a weekend shall be defined as the period from 2300 hours Friday to 2300 hours Sunday.

### **Article G – Holidays (Full Time Employees Only)**

G-1 The holidays referred to in Article 16.01 are as follows:

New Year's Day	Canada Day (July 1 <sup>st</sup> )
Heritage Day or its equivalent (To be observed on the second Monday in February)	August Civic Holiday
Good Friday	Labour Day
Easter Monday	Thanksgiving Day
Victoria Day	Remembrance Day
	Christmas Day
	Boxing Day.

G-2 The parties hereto recognize that the Hospital must extend daily service to patients and that the Hospital operates on a twenty-four (24) hour, seven (7) day

basis. It is therefore necessary to retain a large proportion of the employees on duty, even on holidays. The following regulations will govern the granting of holidays:

- (a) When an employee works on a holiday or when a holiday falls on a scheduled day off, compensating time off (lieu day) shall be taken within sixty (60) days after the holiday at a mutually agreeable time provided the employee qualifies in accordance with Article 16.02. In the event that the employee does not take the lieu day within sixty (60) days, then he will be paid for the day.
- (b) If a holiday falls during an employee's scheduled vacation period, an additional day off with pay shall be scheduled by the Hospital at a mutually agreeable time, provided the employee qualifies in accordance with Article 16.02.

G-3 A tour that begins or ends during the twenty-four (24) hour period of the above holidays where the majority of hours worked falls within the holiday shall be deemed to be work performed on the holiday for the full period of the tour.

G-4 Where practical, part time employees who are scheduled to work the Saturday and Sunday prior to a holiday Monday shall be scheduled to work on the holiday Monday if it is available after the full time schedule has been posted.

This article is not applicable to call ins subsequent to the posting of the schedule.

### **Article H – Vacations**

- H-1 (a) It is understood and agreed that vacations are not necessarily continuous. However, the Hospital will endeavour to accommodate the wishes of the employees with respect to the choice of vacation dates, subject to the needs of the Hospital and on the basis of the convenience of the department.
- (b) Vacation preferences will be submitted by the employee to the Department Head, in writing, by April 15, and summer vacation schedules will be posted by May 15. This will not prevent employees from arranging vacations otherwise on an individual basis with the permission of the Department Head.
- (c) Employees who have earned vacation entitlement of three (3) or more weeks in accordance with Article 17.01, may be granted no more than



three (3) weeks leave for vacation purposes during the period June 15 – September 15, subject to (a) and (b) above.

- (d) Employees shall be given preference with respect to their vacation periods in accordance with seniority.
  - (e) If an employee does not submit a request for any specific vacation by April 15<sup>th</sup> of each year, that employee will lose his preference as provided for in (d).
- H-2 The Hospital shall endeavour to provide the weekend off prior to and the weekend following vacation unless the employee requests otherwise.
- H-3 An employee, upon written application to his/her Department Head will, with the permission of the Hospital, be permitted to carry over vacation entitlement from any current vacation year, and the same vacation entitlement must then be scheduled to be taken in the subsequent vacation year.
- H-4 An employee who leaves the employ of the Hospital for any reason shall be entitled to receive any unpaid vacation pay which is accrued to his date of separation unless he leaves without two (2) weeks' written notice of termination in which case he shall be entitled to the vacation pay calculated in accordance with the provisions of the Employment Standards Act, 1974.

### **Article I – Sick Leave**

- I-1 A full time employee having been absent for five (5) or more consecutive working days due to illness or disability shall produce a certificate from a legally qualified medical practitioner (i.e. physician, dentist, chiropractor) indicating the employee's inability to work and the expected duration of illness. Failure to produce the required certificate may result in the denial of sick benefits.
- Notwithstanding the above, employees having taken three (3) uncertified periods of sick leave in a twelve month period shall be required to produce a certificate for the fourth and subsequent absences in that twelve month period.
- I-2 An employee must notify his immediate supervisor of his inability to work due to personal illness at least one (1) hour prior to the starting time of his scheduled tour. Failing this, the employee shall forfeit his right to receive sick leave pay for the first day of such absence.
- I-3 In accordance with Article 13.01 (c), (2) and (3) an employee whose employment is terminated for any reason shall be entitled to receive payment in the amount of

fifty percent (50%) of any unused sick leave days to a maximum of fifty (50) days.

- I-4 A part-time employee who is unavailable for work due to illness or disability for five or more consecutive days shall produce a certificate from a legally qualified medical practitioner (i.e. physician, dentist, chiropractor) indicating the employee's inability to work and the expected duration of illness.

#### **Article J – Workers' Safety/Modified Work**

- J-1 The Hospital will notify the Local Union of the names of any employees represented by the Union who are off work as a result of a work-related injury.

The Hospital agrees to provide the employee with a copy of Workers' Safety and Insurance Board Form 7 at the same time it is sent to the WSIB.

When it is medically determined that an employee is unable to return to the full duties of his or her position because of disability, the Hospital will meet with the National Representative and a representative of the Local Union to discuss the circumstances surrounding that employee's return to suitable work.

#### **Article K – Occupational Health and Safety**

- K-1 The Hospital agrees that one CUPE member who is to serve on the Joint Occupational Health and Safety Committee will be selected among those to be trained as certified workers under the Occupational Health and Safety Act. Any costs associated with the initial training of a certified worker will be paid by the Hospital, or as may be prescribed pursuant to the Occupational Health and Safety Act.

#### **Article L – Bulletin Boards**

- L-1 The Hospital shall provide bulletin boards (a maximum of seven (7) for the exclusive use of CUPE Local 1909) to be erected, upon which the Union shall have the right, subject to the approval of the Hospital Administrator or his designate, to post notices of meetings and such other notices as may be of interest to the employees. Placement of these boards will be reviewed by the Corporate Director – Support Services, the Local President or designate and the Department Manager of area(s) where boards are to be placed.

Notices shall not be posted in any other area of the hospital other than on the designated bulletin boards.

#### **Article M- Printing of Agreement**

- M-1 The Collective Agreement shall be printed internally or by a mutually agreeable

supplier.

### **Article N – Discharge, Suspension and Discipline**

- N-1 It is recognized and agreed that the discharge of a probationary employee will not be subject to the grievance procedure.
- N-2 Whenever the Hospital deems it necessary to censure an employee in a manner indicating that dismissal may follow any repetition of the act complained of or omission referred to, or may follow if such employee fails to bring his work up to a required standard by a given date, the Hospital shall within five (5) working days thereafter give written particulars of such censure to the employee. At the request of either of the parties a steward may be present at the meeting between the Hospital and the employee.
- N-3 An employee may be dismissed or suspended only for just cause. When an employee is discharged or suspended, he may be given the reason in the presence of a representative of the Union by mutual agreement of the parties. Such employee and the Union shall be advised promptly in writing by the Director of Personnel of the reason for such dismissal or suspension.

### **Article O – Management Grievance**

- O-1 It is understood that the Hospital may bring forward at any meeting with the Grievance Committee any complaint or grievance with respect to the conduct of the Union, its' officers, committee members, or with respect to the conduct of the employees generally, and that if such complaint or grievance is not settled to the mutual satisfaction of the conferring parties, it may be referred to arbitration in the same way as the grievance of an employee.

### **Article P – Definitions**

- P-1 A full time employee shall be an employee who regularly works the standard hours per week in each classification as specified in the wage schedules attached to and forming part of this collective agreement.
- P-2 Registered Practical Nurse

A Registered Practical Nurse is defined as a professional who is registered by the College of Nurses of Ontario in accordance with the Health Disciplines Act, 1974 as amended. A Registered Practical Nurse is required to present to the Director of Nursing or designate on or before February 15<sup>th</sup> of each year evidence that her Certificate of Registration is in good standing and currently in effect. Such time will be extended for reasons where the College of Nurses of

Ontario permits the Registered Practical Nurse's Certificate of Registration to remain in effect. If the Registered Practical Nurse's Certificate of Registration is suspended by the College of Nurses of Ontario for non-payment of the annual fee, the Registered Practical Nurse will be placed on a non-disciplinary suspension without pay. If the Registered Practical Nurse presents evidence that her Certificate of Registration has been reinstated, she shall be reinstated to her former position effective upon presenting such evidence. Failure to provide evidence within ninety (90) calendar days of the Registered Practical Nurse being placed on non-disciplinary suspension by the Hospital will result in the Registered Practical Nurse being deemed to be no longer qualified and she shall be terminated from the employ of the Hospital. Such termination shall not be the subject of a grievance or arbitration.

A graduate of the R.P.N. program in the employ of the Hospital upon presenting proof of current certification by the College of Nurses of Ontario shall be paid at Step 1 of the salary grid of the Registered Practical Nurse as provided in the wage schedules attached to and forming part of this collective agreement effective the date the nurse presents proof of successfully passing the certification examination to Nursing Administration.

#### **Article Q – R.P.N. Skill Utilization**

Q-1 The Hospital undertakes to encourage Registered Practical Nurses (RPNs) to upgrade their skills to the present level of those being acquired by the graduating RPNs. Further, the Hospital shall endeavour to utilize to the full scope of practice, the skills of the RPN's in accordance with the College of Nurses guidelines.

Should the Hospital require those skills on the work units, the Hospital will pay for the attendance at such training at regular wages and will also pay for tuition and materials.

#### **Article R – Winter Parkas**

R-1 The Hospital agrees to provide three (3) parkas for the use of employees. Two (2) parkas will be kept in the Maintenance Department and one (1) in Support Services.

R-2 It is understood and agreed that employees that currently receive uniforms shall continue to receive the same.

Such uniforms shall be supplied by the employer ready to wear, laundered and in good repair. Uniforms shall be replaced when needed.

#### **Article S – Pay Cheque Errors**

- S-1 Payroll advices will be forwarded to the home departments for the employees on the Wednesday afternoon of the pay week.

Where an error is made in the amount of pay appearing on the employee's pay cheque, the employee is to immediately notify the Department Manager and request a correction. Any error in the calculation of the payroll shall be paid by a separate cheque within one (1) business day provided that the error in payroll calculations is equivalent to or in excess of a four (4) hour shift, and that the Payroll Clerk is notified no later than 1200 hours on the Friday of the pay week. Otherwise, corrections will be processed on the following pay.

### **Article T – Notification to the Hospital**

- T-1 It shall be the duty of the employee to notify both their Department Manager and the Human Resources Department promptly of any change in address and telephone number where applicable. If an employee fails to do this, the Hospital will not be responsible for failure of a notice sent by registered mail to reach such an employee. In addition, the Hospital will not be responsible for lost shifts caused by an employee's failure to notify regarding address/telephone number changes.

For the purposes of the direct deposit pay system, it is the duty of the employee to notify the Hospital immediately of any change with respect to banking information. The Hospital will not be responsible for any delays in payment if the employee does not comply with this requirement.

### **Article U – Physical Abuse**

- U-1 The Hospital shall reimburse an employee for reasonable damages to eyewear and job related personal property occurring as a result of patient or visitor physical abuse, provided that the appropriate incident reports are completed and verified.

### **Article V – Violence in the Workplace**

- V-1 The parties recognize that employees may be exposed to unwanted behaviour from others in the workplace and that such behaviour may result in injury and/or emotional distress to an employee.

The Hospital agrees to continue its development of explicit policies and procedures to deal with such situations and shall submit such policies to the Joint Occupational Health and Safety Committee for review.

The Joint Occupational Health and Safety Committee shall concern itself with those matters and shall make such recommendations as it deems appropriate.

### **Article W – Ambulance Escort**

W-1 If a Registered Practical Nurse(s) is required to attend on ambulance escort, the Registered Practical Nurse(s) shall be provided with money or vouchers adequate enough to ensure her return to the Hospital. In addition, a lunch package or money will be provided.

### **Article X – Health & Safety Committee**

- X-1
- (a) The Hospital and the Union agree that they mutually desire to maintain standards of safety and health in the Hospital in order to prevent accidents, injury and illness.
  - (b) Recognizing its responsibilities under the applicable legislation, the Hospital agrees to accept as a member of its Accident Prevention Health and Safety Committee at least one representative selected or appointed by the Union from amongst bargaining unit employees.
  - (c) Such Committee shall identify potential dangers and hazards, institute means of improving health and safety programs and recommend actions to be taken to improve conditions related to safety and health.
  - (d) The Hospital agrees to co-operate reasonably in providing necessary information to enable the Committee to fulfil its functions.
  - (e) Meetings shall be held every second month or more frequently at the call of the chair if required. The Committee shall maintain minutes of all meetings and make the same available for review.
  - (f) Any representative appointed or selected in accordance with (b) hereof shall serve for a term of one (1) calendar year from the date of appointment which may be renewed for further periods of one (1) year. Time off for such representative(s) to attend meetings of the Accident Prevention – Health and Safety Committee in accordance with the foregoing shall be granted and time so spent attending such meetings shall be deemed to be work time for which the representative(s) shall be paid by the Hospital at his regular or premium rate as may be applicable.
  - (g) The Union agrees to endeavour to obtain the full cooperation of its membership in the observation of all safety rules and practices.
  - (h) Pregnant employees may request to be transferred from their current

duties, if, in the professional opinion of the employee's physician, the pregnancy may be at risk. If such a transfer is not feasible, the pregnant employee, if she so requests, will be granted an unpaid leave of absence before commencement of the pregnancy leave referred to in Article 12.06.

- (i) Where the Hospital identifies high-risk areas where employees are exposed to Hepatitis B, the Hospital will provide, at no cost to the employees, a Hepatitis B vaccine.

### **Article Y – Protective Footwear**

Y-1 In accordance with article 19.01, the Hospital will require employees performing the following functions to wear appropriate safety footwear:

- 1) Maintenance;
- 2) Housekeeper II;
- 3) Top Up / Linen Housekeeper I;
- 4) Food Service Assistant (NSW & Cart positions);
- 5) Receivers;
- 6) Nutrition Services – Lead Hand/Storekeeping;
- 7) Housekeeper II – Lead Hand;
- 8) Positions as deemed necessary by the Joint Health and Safety Committee

**Letter of Understanding**

**Re: Credit Union Deductions**

The Hospital hereby confirms that full time and part time employees who wish to have credit union deductions may arrange for these deductions. For part time employees, credit union deductions are allowed to a maximum of fifty dollars (\$50) per pay.

Dated at Lindsay, Ontario this \_\_\_\_\_ day of \_\_\_\_\_, 2007.

**For the Hospital**

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**For the Union**

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**Letter of Understanding**

**Re: Scheduling**

During the life of this Collective Agreement, the Hospital and the Union agree to discuss alternate scheduling methods for various Hospital departments at the Labour Management Committee. The following have been identified as items to be discussed:

1. Part Time Vacation Hours
2. Recording of Hours
3. Equalization of Hours (Time Frame)
4. Guidelines for Schedules

Dated at Lindsay, Ontario this \_\_\_\_\_ day of \_\_\_\_\_, 2007.

**For the Hospital**

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**For the Union**

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**Letter of Understanding**

**Re: Training**

The parties agree, on a without prejudice basis, to the following:

1. Where a training opportunity is specific to the duties of a particular position, the incumbent in the position shall be provided the training.
2. Where the Hospital determines that a training opportunity is available and such training may prepare the recipient for a future job posting, or additional hours of work in another classification, such training shall be made available on an equitable basis, or where the training opportunities are limited, such training shall be offered in the order of seniority.
3. It is understood that training opportunities shall first be offered to those employees working in the department.

Dated at Lindsay, Ontario this \_\_\_\_\_ day of \_\_\_\_\_, 2007.

**For the Hospital**

**For the Union**

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## Letter of Understanding

### Re: Equalization of Part –Time Hours in Support Services

The parties agree that for the term of the collective agreement which expires on September 28, 2006, the following trial will occur in an effort to equalize part-time hours for all job classifications within Support Services.

Part-time employees will be offered available shifts in other job classes within Support Services in an effort to equalize hours for all part time staff and/or to fill a need in the department. This agreement will not affect temporary job postings which will be filled as per the collective agreement.

Available shifts in a job classification will first be offered to the part-time staffing their “home” job classification prior to offering the shift to another qualified employee as per the skills inventory (subject to maintaining equal hours). Shifts offered and/or worked in another job class other than their “home” job class will count in their shift total, based upon the employee having been trained in the offered shift. Failure to fill a vacancy in this manner, the hospital will offer the shift at premium pay as per existing contract language.

Part-time employees may opt out of this opportunity for the duration of the trial period, or prior to the completion of a training opportunity, and if they do so, may opt-in, in the future, upon renewal of this letter of understanding.

Available training opportunities for part time staff will be offered based upon seniority, to those staff who require it to equalize hours. Other training for part time staff will be offered based upon seniority. Training opportunities presented to staff will be paid for by the employer and training shifts will count in their total.

In cases where the employee works in a shift outside of their “home” job class that is paid at a higher rate, they will be paid in accordance with Article 15.08 – Temporary Transfer. Every effort will be made to schedule these shifts at a minimum of 4 hours.

In cases where the employee works in a shift outside of their “home” job class that is paid at a lower rate, they will be paid based upon their seniority level of that job classification.

The Hospital will endeavour to equalize part time hours over a 3 month period. The parties agree to meet every 3 months to review available shifts and schedules to ensure every effort is being made to equalize hours amongst part time staff. Either party may cancel this agreement if progress towards equalization of part-time hours is not achieved after two consecutive 3 month review periods.

This agreement does not affect existing transfers of full-time employees.

Signed at Lindsay, Ontario this \_\_\_\_\_ day of \_\_\_\_\_, 2007.

**For the Hospital**

**For the Union**

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**CUPE SALARY SCALES  
SCHEDULE "A"  
Effective September 29, 2004**

<b>Position</b>	<b>Hrs/Yr</b>	<b>Start</b>	<b>After 1 Year</b>	<b>After 2 Years</b>	<b>After 3 Years</b>	<b>After 4 Years</b>
Student 37.5	1950	11.553				
Morgue Attendant	1950	16.108	16.521	16.934		
Housekeeper I	1950	16.401	16.804	17.209		
Housekeeper II	1950	16.302	16.755	17.209		
Health Records Clerk	1950	16.298	16.753	17.209		
Porter	1950	16.302	16.755	17.209		
Admitting Clerk	1950	16.358	16.782	17.209		
Booking Clerk	1950	16.358	16.782	17.209		
Switchboard Operator	1950	16.36	16.785	17.209		
Ward Clerk	1950	16.361	16.785	17.209		
Clerk Typist 37.5	1950	16.298	16.753	17.209		
Food Service Asst.	1950	16.401	16.804	17.209		
Nursing Dept. Clerk	1950	16.358	16.782	17.209		
O.R. Assistant	1950	16.667	17.07	17.478		
C.P.D. Technician	1950	16.67	17.074	17.478		
Medical Transcriptionist 37.5	1950	16.476	17.081	17.686		
GL Clerk	1950	16.946	17.4	17.854		
A/P Clerk	1950	16.946	17.4	17.854		
A/R Clerk	1950	16.946	17.4	17.854		
Cashier	1950	16.945	17.4	17.854		
Purchasing Clerk	1950	16.717	17.324	17.929		

<b>Position</b>	<b>Hrs/Yr</b>	<b>Start</b>	<b>After 1 Year</b>	<b>After 2 Years</b>	<b>After 3 Years</b>	<b>After 4 Years</b>
Secretary 37.5	1950	16.717	17.324	17.929		
Medical Librarian	1820	16.958	17.476	17.993		
Orderly	1950	16.968	17.629	17.997		
Purchasing Asst.	1950	17.638	17.956	18.274		
Food Prod. Asst.	1950	17.221	17.907	18.274		
Receiver	1950	17.638	17.956	18.274		
Payroll Clerk	1950	17.587	18.045	18.501		
Offset Printer	1950	17.195	18.077	18.518		
Diet Technician	1950	17.588	18.25	18.617		
Pharmacy Tech.	1950	17.708	18.163	18.617		
Maintenance I	1950	18.138	18.647	19.159		
Storekeeper	1950	18.622	19.283	19.724		
Lead Hand	1950	18.622	19.283	19.724		
Maintenance II Groundskeeper	1950	19.049	19.855	20.284		
Health Records Tech.	1950	19.431	19.93	20.428		
Lab Technician	1950	20.158	20.929	21.691	22.462	23.233
R.P.N	1950	20.473	21.197	21.599		
Maintenance III Electrician Plumber Stationary Engineer Refrigeration Mechanic Millwright	1950	20.391	21.115	21.599		
Maintenance IV	1950	22.351	23.187	23.746		

**CUPE SALARY SCALES  
SCHEDULE "A"  
Effective April 1, 2005**

<b>Position</b>	<b>Hrs/Yr</b>	<b>Start</b>	<b>After 1 Year</b>	<b>After 2 Years</b>	<b>After 3 Years</b>	<b>After 4 Years</b>
Student 37.5	1950	11.726				
Morgue Attendant	1950	16.349	16.769	17.188		
Housekeeper I	1950	16.647	17.057	17.467		
Housekeeper II	1950	16.547	17.006	17.467		
Health Records Clerk	1950	16.542	17.004	17.467		
Porter	1950	16.547	17.006	17.467		
Admitting Clerk	1950	16.604	17.034	17.467		
Booking Clerk	1950	16.604	17.034	17.467		
Switchboard Operator	1950	16.606	17.036	17.467		
Ward Clerk	1950	16.606	17.036	17.467		
Clerk Typist 37.5	1950	16.542	17.004	17.467		
Food Service Asst.	1950	16.647	17.057	17.467		
Nursing Dept. Clerk	1950	16.604	17.034	17.467		
O.R. Assistant	1950	16.917	17.326	17.74		
C.P.D. Technician	1950	16.92	17.33	17.74		
Medical Transcriptionist 37.5	1950	16.723	17.337	17.952		
GL Clerk	1950	17.2	17.661	18.122		
A/P Clerk	1950	17.2	17.661	18.122		
A/R Clerk	1950	17.2	17.661	18.122		
Cashier	1950	17.2	17.661	18.122		
Purchasing Clerk	1950	16.968	17.584	18.198		
Secretary 37.5	1950	16.968	17.584	18.198		

<b>Position</b>	<b>Hrs/Yr</b>	<b>Start</b>	<b>After 1 Year</b>	<b>After 2 Years</b>	<b>After 3 Years</b>	<b>After 4 Years</b>
Medical Librarian	1820	17.212	17.738	18.263		
Orderly	1950	17.222	17.894	18.267		
Purchasing Asst.	1950	17.903	18.225	18.548		
Food Prod. Asst.	1950	17.48	18.176	18.548		
Receiver	1950	17.902	18.225	18.548		
Payroll Clerk	1950	17.851	18.315	18.778		
Offset Printer	1950	17.453	18.348	18.796		
Pharmacy Tech.	1950	17.974	18.435	18.896		
Diet Technician	1950	17.852	18.524	18.897		
Maintenance I	1950	18.41	18.927	19.446		
Storekeeper	1950	18.901	19.572	20.02		
Lead Hand	1950	18.901	19.572	20.02		
Maintenance II Groundskeeper	1950	19.335	20.153	20.588		
Health Records Tech.	1950	19.723	20.229	20.735		
R.P.N	1950	20.78	21.515	21.923		
Maintenance III Electrician Plumber Stationary Engineer Refrigeration Mechanic Millwright	1950	20.697	21.432	21.923		
Lab Technician	1950	20.46	21.243	22.016	22.799	23.582
Maintenance IV	1950	22.686	23.535	24.102		



**CUPE SALARY SCALES  
SCHEDULE "A"  
Effective September 29, 2005**

<b>Position</b>	<b>Hrs/Yr</b>	<b>Start</b>	<b>After 1 Year</b>	<b>After 2 Years</b>	<b>After 3 Years</b>	<b>After 4 Years</b>
Student 37.5	1950	11.902				
Morgue Attendant	1950	16.594	17.02	17.446		
Housekeeper I	1950	16.897	17.312	17.729		
Housekeeper II	1950	16.795	17.261	17.729		
Health Records Clerk	1950	16.791	17.259	17.729		
Porter	1950	16.795	17.261	17.729		
Admitting Clerk	1950	16.853	17.29	17.729		
Booking Clerk	1950	16.853	17.29	17.729		
Switchboard Operator	1950	16.855	17.292	17.729		
Ward Clerk	1950	16.855	17.292	17.729		
Clerk Typist 37.5	1950	16.791	17.259	17.729		
Food Service Asst.	1950	16.897	17.312	17.729		
Nursing Dept. Clerk	1950	16.853	17.29	17.729		
O.R. Assistant	1950	17.171	17.586	18.006		
C.P.D. Technician	1950	17.174	17.59	18.006		
Medical Transcriptionist 37.5	1950	16.974	17.598	18.221		
GL Clerk	1950	17.458	17.926	18.394		
A/P Clerk	1950	17.458	17.926	18.394		
A/R Clerk	1950	17.458	17.926	18.394		
Cashier	1950	17.458	17.926	18.394		
Purchasing Clerk	1950	17.223	17.848	18.471		
Secretary 37.5	1950	17.223	17.848	18.471		

<b>Position</b>	<b>Hrs/Yr</b>	<b>Start</b>	<b>After 1 Year</b>	<b>After 2 Years</b>	<b>After 3 Years</b>	<b>After 4 Years</b>
Medical Librarian	1820	17.471	18.004	18.537		
Orderly	1950	17.48	18.162	18.541		
Purchasing Asst.	1950	18.171	18.498	18.827		
Food Prod. Asst.	1950	17.742	18.448	18.827		
Receiver	1950	18.171	18.499	18.827		
Payroll Clerk	1950	18.118	18.59	19.06		
Offset Printer	1950	17.715	18.624	19.078		
Diet Technician	1950	18.12	18.801	19.18		
Pharmacy Tech.	1950	18.244	18.712	19.18		
Maintenance I	1950	18.686	19.211	19.738		
Storekeeper	1950	19.184	19.866	20.32		
Lead Hand	1950	19.184	19.866	20.32		
Maintenance II Groundskeeper	1950	19.625	20.455	20.897		
Health Records Tech.	1950	20.019	20.532	21.046		
R.P.N	1950	21.091	21.838	22.252		
Maintenance III Electrician  Plumber  Stationary Engineer Refrigeration Mechanic Millwright	1950	21.007	21.754	22.252		
Lab Technician	1950	20.767	21.562	22.346	23.141	23.936
Maintenance IV	1950	23.026	23.888	24.464		

**CUPE SALARY SCALES  
SCHEDULE "A"  
Effective April 1, 2006**

<b>Position</b>	<b>Hrs/Yr</b>	<b>Start</b>	<b>After 1 Year</b>	<b>After 2 Years</b>	<b>After 3 Years</b>	<b>After 4 Years</b>
Student 37.5	1950	12.021				
Morgue Attendant	1950	16.76	17.19	17.621		
Housekeeper I	1950	17.066	17.485	17.906		
Housekeeper II	1950	16.963	17.434	17.906		
Health Records Clerk	1950	16.958	17.432	17.906		
Porter	1950	16.963	17.434	17.906		
Admitting Clerk	1950	17.021	17.462	17.906		
Booking Clerk	1950	17.021	17.462	17.906		
Switchboard Operator	1950	17.024	17.465	17.906		
Ward Clerk	1950	17.024	17.465	17.906		
Clerk Typist 37.5	1950	16.958	17.432	17.906		
Food Service Asst.	1950	17.066	17.485	17.906		
Nursing Dept. Clerk	1950	17.021	17.462	17.906		
O.R. Assistant	1950	17.342	17.762	18.186		
C.P.D. Technician	1950	17.346	17.766	18.186		
Medical Transcriptionist 37.5	1950	17.144	17.774	18.403		
GL Clerk	1950	17.633	18.106	18.578		
A/P Clerk	1950	17.633	18.106	18.578		
A/R Clerk	1950	17.633	18.106	18.578		
Cashier	1950	17.632	18.105	18.578		
Purchasing Clerk	1950	17.395	18.026	18.656		
Secretary 37.5	1950	17.395	18.026	18.656		
Medical Librarian	1820	17.645	18.184	18.723		

<b>Position</b>	<b>Hrs/Yr</b>	<b>Start</b>	<b>After 1 Year</b>	<b>After 2 Years</b>	<b>After 3 Years</b>	<b>After 4 Years</b>
Orderly	1950	17.655	18.344	18.726		
Purchasing Asst.	1950	18.353	18.683	19.015		
Food Prod. Asst.	1950	17.919	18.633	19.015		
Receiver	1950	18.352	18.684	19.015		
Payroll Clerk	1950	18.3	18.776	19.251		
Offset Printer	1950	17.892	18.81	19.269		
Pharmacy Tech.	1950	18.426	18.899	19.371		
Diet Technician	1950	18.301	18.989	19.372		
Maintenance I	1950	18.873	19.403	19.935		
Storekeeper	1950	19.376	20.064	20.523		
Lead Hand	1950	19.376	20.064	20.523		
Maintenance II Groundskeeper	1950	19.821	20.659	21.106		
Health Records Tech.	1950	20.219	20.738	21.256		
R.P.N	1950	21.302	22.057	22.475		
Maintenance III Electrician Plumber Stationary Engineer Refrigeration Mechanic Millwright	1950	21.218	21.971	22.475		
Lab Technician	1950	20.975	21.778	22.57	23.372	24.175
Maintenance IV	1950	23.257	24.126	24.709		