

UNIT NO.	1000
EMPLOYEE NO.	1000
EMPLOYEE NAME	1000
DATE	1986
NO. OF	
DAYS	

**COLLECTIVE AGREEMENT**

**BETWEEN**

**THE ST. CATHARINES GENERAL HOSPITAL,  
ST. CATHARINES, ONTARIO**  
(hereinafter referred to as "the Hospital")

- arid -

**ONTARIO NURSES' ASSOCIATION**  
(hereinafter referred to as "the Association")

**EXPIRY: 31 March, 1996**

**EC**  
( )  
1986

APPENDIX 3 - SALARY SCHEDULE

Non-Registered Nurse

	Effective <u>April 1, 1993</u>		Effective <u>January 1, 1994</u>	
	<u>Monthly</u>	<u>Hourly</u>	<u>Monthly</u>	<u>Hourly</u>
Start	2679.63	16.49	2725.13	16.77
1 Year	2821.00	17.36	2866.50	17.64
2 Years	2941.25	18.10	2986.75	18.38
3 Years	3105.38	19.11	3150.88	19.39
4 Years	3269.50	20.12	3315.00	20.40
5 Years	3432.00	21.12	3477.50	21.40
6 Years	3636.75	22.78	3682.25	22.66
7 Years	3841.50	23.64	3887.00	23.92
8 Years	4043.00	24.88	4088.50	25.16
9 Years	4244.50	26.12	4290.00	26.40

	Effective <u>January 1, 1995</u>		Effective <u>January 1, 1996</u>	
	<u>Monthly</u>	<u>Hourly</u>	<u>Monthly</u>	<u>Hourly</u>
Start	2770.63	17.05	2816.13	17.33
1 Year	2912.00	17.92	2957.50	18.20
2 Years	3032.25	18.66	3077.75	18.94
3 Years	3196.38	19.67	3241.88	19.95
4 Years	3360.50	20.68	3406.00	20.96
5 Years	3523.00	21.68	3568.50	21.96
6 Years	3727.75	22.94	3773.25	23.22
7 Years	3932.50	24.20	3978.00	24.48
8 Years	4134.00	25.44	4179.50	25.75
9 Years	4335.50	26.68	4381.00	26.96

Registered Nurse

	<u>Effective</u> <u>April 1, 1993</u>		<u>Effective</u> <u>January 1, 1994</u>		<u>Effective</u> <u>January 1, 1995</u>	
	<u>Monthly</u>	<u>Hourly</u>	<u>Monthly</u>	<u>Hourly</u>	<u>Monthly</u>	<u>Hourly</u>
Start	2778.75	17.10	2824.25	17.38	2869.75	17.66
1 Year	2925.00	18.00	2970.50	18.28	3016.00	18.56
2 Years	3046.88	18.75	3092.38	19.03	3137.88	19.31
3 Years	3214.25	19.78	3259.75	20.06	3305.25	20.34
4 Years	3380.00	20.80	3425.50	21.08	3471.00	21.36
5 Years	3547.38	21.83	3592.88	22.11	3638.38	22.39
6 Years	3755.38	23.11	3800.88	23.39	3846.38	23.67
7 Years	3963.38	24.39	4008.88	24.67	4054.38	24.95
8 Years	4171.38	25.67	4216.88	25.95	4262.38	26.23
9 Years	4381.00	26.96	4426.50	27.24	4472.00	27.52

Effective  
January 1, 1996

	<u>Monthly</u>	<u>Hourly</u>
Start	2915.25	17.94
1 Year	3061.50	18.84
2 Years	3183.38	19.59
3 Years	3350.75	20.62
4 Years	3516.50	21.64
5 Years	3683.88	22.67
6 Years	3891.88	23.95
7 Years	4099.88	25.23
8 Years	4307.88	26.51
9 Years	4517.50	27.80

Permanent Charge Nurse

	<u>Effective</u> <u>April 1, 1993</u>		<u>Effective</u> <u>January 1, 1994</u>	
	<u>Monthly</u>	<u>Hourly</u>	<u>Monthly</u>	<u>Hourly</u>
Start	2882.75	17.74	2928.25	18.02
1 Year	3035.50	18.68	3081.00	18.96
2 Years	3160.63	19.45	3206.13	19.73
3 Years	3329.63	20.49	3375.13	20.77
4 Years	3500.25	21.54	3545.75	21.82
5 Years	3669.25	22.58	3714.75	22.86
6 Years	3883.75	23.90	3929.25	24.18
7 Years	4098.25	25.22	4143.75	25.50
8 Years	4312.75	26.54	4358.25	26.82
9 Years	4528.88	27.87	4575.38	28.15

	<u>Effective</u> <u>January 1, 1995</u>		<u>Effective</u> <u>January 1, 1996</u>	
	<u>Monthly</u>	<u>Hourly</u>	<u>Monthly</u>	<u>Hourly,</u>
Start	2973.75	18.30	3019.25	18.58
1 Year	3126.50	19.24	3172.00	19.52
2 Years	3251.63	20.01	3297.13	20.29
3 Years	3420.63	21.05	3466.13	21.33
4 Years	3591.25	22.10	3636.75	22.38
5 Years	3760.25	23.14	3805.75	23.42
6 Years	3974.75	24.46	4020.25	24.74
7 Years	4189.25	25.78	4234.75	26.06
8 Years	4403.75	27.10	4449.25	27.38
9 Years	4619.88	28.43	4665.38	28.71

Occupational Health Nurse

	<u>Effective</u> <u>April 1, 1993</u>		<u>Effective</u> <u>January 1, 1994</u>	
	<u>Monthly</u>	<u>Hourly</u>	<u>Monthly</u>	<u>Hourly</u>
Start	3016.00	18.56	3061.50	18.84
1 Year	3173.63	19.53	3219.13	19.81
2 Years	3302.00	20.32	3347.50	20.60
3 Years	3475.88	21.39	3521.38	21.67
4 Years	3653.00	22.48	3698.50	22.76
5 Years	3826.88	23.55	3872.38	23.83
6 Years	4044.63	24.89	4090.13	25.17
7 Years	4262.38	26.23	4307.88	26.51
8 Years	4486.63	27.61	4532.13	27.89
9 Years	4710.88	28.99	4756.38	29.27

	<u>Effective</u> <u>January 1, 1995</u>		<u>Effective</u> <u>January 1, 1996</u>	
	<u>Monthly</u>	<u>Hourly</u>	<u>Monthly</u>	<u>Hourly</u>
Start	3107.00	19.12	3152.50	19.40
1 Year	3264.63	20.09	3310.13	20.37
2 Years	3393.00	20.88	3438.50	21.16
3 Years	3566.88	21.95	3612.38	23.32
4 Years	3744.00	23.04	3789.50	23.22
5 Years	3917.88	24.11	3963.38	24.39
6 Years	4135.63	25.45	4181.13	25.73
7 Years	4353.38	26.79	4398.88	27.07
8 Years	4577.63	28.17	4623.13	28.45
9 Years	4801.88	29.55	4847.38	29.83

APPENDIX 4

TO THE  
COLLECTIVE AGREEMENT

BETWEEN

THE ~~ST~~ ~~CATHARINES~~ GENERAL HOSPITAL,  
~~ST~~ ~~CATHARINES~~, ONTARIO  
(hereinafter referred to as the "~~Hospital~~")

AND

ONTARIO NURSES' ASSOCIATION  
(hereinafter referred to as the "Association")

SUPERIOR BENEFITS

BOTH FULL TIME AND PART TIME SECTIONS  
APPLICABLE ARTICLE FROM EXISTING COLLECTIVE AGREEMENT

APPLICABLE ARTICLE FROM EXISTING COLLECTIVE AGREEMENT

5.00 The Hospital shall provide the Association with the names and addresses of the nurses within one month of the date of their employment.

This list will contain information as to classification, date of hiring and area assigned.

14.01 When a nurse works on her day or days off, such nurse will be compensated at the rate of time and one half and shall be scheduled for another day or days off with pay.

16.01 (a) For full-time Head Nurses and Assistant Head Nurses:

Service as at September 30th Vacation with Pay

Up to one year 2 days per month,  
maximum 18 working  
days

More than one year 23 working days  
but less than 15 years

More than 15 years 25 working days  
but less than 25 years

More than 25 years 30 working days

18.04 Last Line:

At the request of a nurse, a pap smear shall be added to a nurse's health examination.

Schedule "C" - Educational Increments

Salary recognition for additional preparation shall be in addition to the above schedule if used in the position assigned as follows:

- (a) For successful completion and documentation of a course agreed on by the Hospital and the Association  
..... \$15.00 monthly
  - (b) For a course in Nursing Unit Administration (CHA/CNA) -or its equivalent  
..... \$15.00 monthly
  - (c) For a one year University Certificate or Diploma in Nursing  
..... \$40.00 monthly
  - (d) For a Bachelor of Science in Nursing Degree  
..... \$80.00 monthly
  - (e) **For** a Master of Science in Nursing degree  
..... \$120.00 monthly
1. A nurse possessing more than one degree or certificate shall **be** entitled only to the highest single increment to which any of **her** degrees or certificates entitle her.
2. Items (c), (d) and (e) shall be payable only to Assistant **Head Nurses** and Head **Nurses**.



APPENDIX 5

TO THE  
COLLECTIVE AGREEMENT

BETWEEN

THE ST. CATHARINES GENERAL HOSPITAL, ST. CATHARINES, ONTARIO  
(hereinafter referred to as the "Hospital")

AND

ONTARIO NURSES' ASSOCIATION  
(hereinafter referred to as the "Association")

ARTICLE A - RECOGNITION

ARTICLE B - MANAGEMENT RIGHTS

ARTICLE C - REPRESENTATION AND COMMITTEES

ARTICLE D - SENIORITY

ARTICLE E - LEAVE OF ABSENCE - ASSOCIATION BUSINESS (LOCAL)

ARTICLE F - ILLNESS

ARTICLE G - HOURS OF WORK

ARTICLE H - STANDBY

ARTICLE I - PAID HOLIDAYS

ARTICLE J - VACATIONS

ARTICLE K - HEALTH AND WELFARE

ARTICLE L - UNIFORM ALLOWANCE

ARTICLE M - MISCELLANEOUS

ARTICLE N - PART TIME NURSES

ARTICLE O - EXTENDED TOUR

ARTICLE P - PREPAID LEAVE

ARTICLE Q - JOB SHARING

ARTICLE R - MODIFIED WORK

LETTERS OF UNDERSTANDING - Re: Vacation Lists  
- Re: Job Sharers  
- Re: Office Space

APPENDIX 6 - ONA PROFESSIONAL RESPONSIBILITY COMPLAINT FORM

APPENDIX 7 - SCHEDULE A - REGULAR PART-TIME NURSE AND JOB SHARERS

## ARTICLE A - RECOGNITION

- A-1 The Hospital recognizes the Association as the exclusive bargaining agent for all registered and graduate nurses employed by The St. Catharines General Hospital at St. Catharines, engaged in nursing:
- (a) save and except assistant supervisors and persons above the rank of assistant supervisor and persons regularly employed for not more than twenty-four hours per week, and
  - (b) regularly employed for not more than twenty-four hours per week, save and except assistant supervisors and persons above the rank of assistant supervisors.
  - (c) Effective January 1, 1991 and as a result of a Section 106.2 of the L.R.B, A-1 (a) and A-1 (b) have been amended to read:
    - i) save and except Nurse Managers, Nurse Educators and persons above the rank of Nurse Managers, Nurse Educators and persons regularly employed for not more than twenty-four hours per week, and
    - ii) regularly employed for not more than twenty-four hours per week, save and except Nurse Managers, Nurse Educators and persons above the rank of Nurse Managers and Nurse Educators,

## ARTICLE B - MANAGEMENT RIGHTS

- B-1 The Association recognizes that the management of the Hospital and the direction of the working force are fixed exclusively in the Hospital and shall remain solely with the Hospital. The Association acknowledges that it is the exclusive function of the Hospital to:
- (a) maintain order, discipline and efficiency;
  - (b) hire, assign, retire, direct, promote, demote, classify, transfer, Lay-off, recall, discipline, suspend or discharge nurses, provided that a claim of discharge, suspension or discipline without just cause may become the subject of a grievance and be dealt with as hereinafter provided;
  - (c) determine, in the interest of efficient operation and highest standard of service, job rating or classification, the hours of work, work assignments, methods of doing the work and the working establishment for any service;
  - (d) determine the number of personnel required, the services to be performed and the methods, procedures and equipment to be used in connection therewith;

(e) make and enforce and alter from time to time rules and regulations to be observed by the nurses.

B-2 It is agreed that these rights shall be exercised in a manner consistent with the provisions of this Agreement.

ARTICLE C - REPRESENTATION AND COMMITTEES

C-1 Nurse Representatives

There shall be sixteen Nurse Representatives from fourteen different areas of the Hospital. The fourteen areas of the Hospital are as follows:

<u>Area</u>	<u>Representatives</u>
Emergency, X-Ray, Special Procedures, E.E.G. and S.A.T.C.	1
Operating Room and Recovery	1
Combined Care	1
Community 2 and Labour and Delivery	1
Mills 3	2
Community 3 East	1
Community 4 East	1
Community 4 West - Day Stay	a
Mills 4 - Link	I
Community 5 - I.C.U. - P.C.U.	1
Community 6 - Paediatrics	1
Continuing Care - Occupational Health	1
Outreach - Norris 3	1
Part-Time	2

C-2 Grievance Committee

There shall be a grievance committee composed of no more than three nurses.

C-3 Hospital-Association Committee

There shall be a Hospital-Association Committee composed of four representatives from the Association and four representatives from the Hospital.

C-4 Negotiating Committee

There shall be a negotiating committee composed of no more than four nurses.

C-5 In the event that a Nurse Representative is transferred from one area of representation to another area, such nurse shall continue to be recognized by the Hospital as the Nurse Representative of the area from which transferred for a period of one month, except when transferred to a managerial position, for the purpose of handling any grievances which she was processing at the time of her transfer.

- C-6 In the event of a closing or re-opening of a floor, the Hospital will discuss with the Association the re-allocation of nurse representatives in Appendix 5, C-1.
- C-7 The President of the Local Association may request steady shift and the Hospital shall grant such request. It is agreed and understood, should the request be made, other part-time nurses in the President's work area will cover for the President's remaining shifts without penalty to the Hospital.
- C-8 The interview of newly-hired nurse(s) as required by Article 5.06 (both Full-time and Part-time) shall be arranged between the Hospital and the President of the Local Association or her designate. Such interview shall take place during the orientation period.

#### ARTICLE D - SENIORITY

- D-1 A copy of the Full-Time and Part-Time nurses Seniority List shall be filed with the President and posted by the first Monday in February and by the first Monday in August of each year.

#### ARTICLE E - LEAVE OF ABSENCE - ASSOCIATION BUSINESS (LOCAL)

- E-1 Provided that it does not interfere with the efficient operation of the Department, the Hospital will grant a leave of absence to Association members without pay to attend Association business as follows:
- i) the total shall not exceed one hundred and twenty-five days;
  - ii) no more than six nurses shall be absent at one time;
  - iii) no more than two nurses from any one area in C-1.

#### ARTICLE F - ILLNESS

- F-1 A nurse who is absent due to illness shall notify the **Hospital**
- (a) by 1900 hours on the day preceding her day of return to work if on the day tour;
  - (b) by 1100 hours on the day of return if on the evening tour; and
  - (c) by 1330 hours on the day of return if on the night tour.

If a nurse fails to notify the Hospital of her intention to return to work within the time limits set out above, the Hospital may provide the nurse with work if practicable but shall be under no obligation to do so.

F-2 In order to qualify for sick leave, a nurse must notify her immediate supervisor or designate on duty at least one hour prior to the commencement of her tour if on the day tour and at least four hours if on the afternoon or night tours.

ARTICLE G - HOURS OF WORK

G-1 Such hours shall be worked in accordance with rotating shift schedules as determined by the Hospital. This applies to full-time nurses only.

G-2 There shall be a rest period during each half tour, as stipulated by the Hospital, the duration of which is set out in Article 13.01 (b) in both the Full-time and Part-time Collective Agreements.

G-3 Scheduling Regulations

(a) It is understood that a weekend consists of fifty-six consecutive hours off work during the period following the completion of the Friday day tour until the commencement of the Monday day tour.

(b) The Hospital shall provide one weekend off in three, but if the nurse is required to work on a third or subsequent weekend, she shall be paid for the time worked on such weekend at the premium as provided for in Article 14.03 of the full-time Collective Agreement until such time as she is granted a weekend off, except where:

i) such weekend has been worked by the nurse to satisfy specific days off requested by such nurse; or

ii) such nurse requested weekend work; or

iii) such weekend is worked as the result of an exchange of tours with another nurse.

(c) Normally two consecutive days off will be scheduled during each work week, however, schedules may be agreed upon to provide for more than five consecutive days of work but not more than seven consecutive days of work without days off as long as four days off are scheduled each fourteen days. In any two week period, at least two consecutive days off must be scheduled. The remaining two days off may be split by mutual consent. This applies to full-time nurses only. Should these regulations not be adhered to a nurse will be paid the premium as provided for in Article 14.03 of the Full-Time Collective Agreement.

(d) i) Tour schedules and days off will be posted at least five weeks in advance.

Note: Tour schedules and days off for the previous pay period will remain posted for the duration of the subsequent pay period.

- ii) Requests for change in posted time schedules must be submitted in writing and co-signed by a nurse willing to exchange days off or tour. It is understood that such change in tour initiated by the nurse and approved by the Manager shall not result in overtime payment.
- (e) A period of sixteen consecutive hours off shall be scheduled between a change of tours. These periods of time do not refer to changing day periods of duty such as tours commencing between 0630 hours and 1030 hours. At least seventy-one hours time off shall be scheduled following the completion of three or more consecutive nights worked, of which forty-eight hours shall be considered as days off. A shorter period of time between changes of tours may be scheduled by mutual consent. Should these regulations not be adhered to a nurse will be paid the premium as provided for in Article 14.03 of the Full-time and Part-time Collective Agreements.
- (f) The Hospital will endeavour to schedule so that one-half of a nurse's tours are day tours. When this is not possible the nurses involved who rotate shall, over an equitable period of time, each be scheduled the same number of day tours. A nurse may not be required to change tours of duty more than once during a work week. Regularly scheduled nurses will not be required to change their rotation to replace nurses who are absent on the evening or night tour, provided that there is a relief nurse available who is suitable to the Hospital.
- (g) A nurse requesting a specific tour on a permanent basis will be given consideration if convenient to the Hospital to make such an arrangement. Such arrangement will not be terminated by the Hospital without previous discussion with the nurse involved.
- (h) The Hospital will avoid the scheduling of split tours.
- (i) Permanent Charge Nurse shall average one weekend off in each two weeks.
- (j) These scheduling arrangements may be waived between December 15 and January 15 so that all nurses will receive four or more consecutive days off, unless less than four days is requested by a nurse, at either Christmas or New Year's. Effective for the calendar year January 1995, the Nurse Manager will endeavour to schedule five or more consecutive days off at either Christmas or New Year's. Time off at Christmas shall include Christmas Eve, Christmas

Day, and Boxing Day, and time off at New Year's shall include New Year's Eve and New Year's Day. The Nurse Manager shall post the Christmas schedule by the first Monday in November on the wards. With the mutual consent of the Nurse Manager and the nurses concerned, days off may be exchanged up to and including the last Monday in November. This provision shall not apply to any area where nurses normally work Monday through Friday and are not normally scheduled to work on paid holidays. If a nurse does not receive a minimum of four consecutive days off at either Christmas or New Year's, she shall be paid premium pay as provided for in Article 14.03 of the Full-Time Collective Agreement for every tour worked less than the four.

(k) Effective for the calendar year January 1995, where it is possible to schedule a nurse(s) off for both Christmas and New Year's, such nurse(s) will be offered such time off according to seniority on a rotational basis from year to year.

G-4 The normal tours of duty as defined in Article 13.01 are where the majority of hours fall in the following periods:

Day Tour	0700 to 1500 hours
Afternoon Tour	1500 to 2300 hours
Night Tour	2300 to 0700 hours

G-5 Should the Hospital temporarily close a nursing unit or floor, nurses may request vacation days and/or leave of absence days for the period of the closure. Such requests will be considered on an individual basis and will not be unreasonably denied.

#### ARTICLE H - STAND-BY

H-1 Except in the Operating Room/Recovery Room, nurses shall not be expected to standby on their scheduled days off or on the day immediately preceding her days off.

H-2 (a) A nurse who works more than one-half of the tour immediately preceding the start of her next regular tour, shall be excused from working her next regular tour.

(b) If a nurse who is on standby from 2230 to 0630 hours works more than one half of this tour, she shall, at her request, be excused from working her next evening tour scheduled that same day and/or the standby tour scheduled for the same day, providing arrangements for coverage can be made.

H-3 There shall be an equitable distribution of opportunities for standby duties among those nurses who normally perform this work.

## ARTICLE I - PAID HOLIDAYS

- I-1           The following shall be recognized as paid holidays:
- |                              |                        |
|------------------------------|------------------------|
| New Year's Day - January 1st | Civic Holiday          |
| 3rd Monday in February       | Labour Day             |
| Good Friday                  | Thanksgiving Day       |
| Easter Monday                | 2nd Monday in November |
| Victoria Day                 | Christmas Day-Dee 25th |
| Canada Day - July 1st        | Boxing Day - Dec 26th  |
- I-2           A nurse who works on any of the foregoing holidays shall have a lieu day off scheduled within thirty days of the date on which the holiday was observed at a time mutually agreeable to the Nurse and the Hospital.
- I-3           When a paid holiday falls within a nurse's vacation period, it may be added to the end of her vacation or scheduled at a mutually agreeable time as provided for in Article 15.04 (a) of the Full-time Collective Agreement.
- I-4           When a paid holiday falls on a nurse's scheduled day off an additional day off will be scheduled at a time mutually agreed to between the Hospital and the nurse as provided for in Article 15.04 (b) of the Full-time Collective Agreement.
- I-5           In this Article "**holiday**" means, for the nurse, the day she is given off under this Article, except for overtime under Article 15.05 of the Full-time Collective Agreement.
- I-6           (a) Scheduling of a day off on the day of observance of a holiday shall be equitably distributed among the nurses on the individual units.
- (b) When a nurse is scheduled off on a paid holiday which occurs on a Monday she shall be scheduled off Saturday and Sunday in conjunction with such holiday.

## ARTICLE J - VACATIONS

- J-1           **All** nurses shall be entitled to vacation based on length of continuous service as of September 30th in any year.
- J-2           (a) Vacations may be taken at any time of the year. Vacation days may be split and scheduled at a mutually agreeable time.
- (b) Effective January, 1989, vacation lists showing a nurse's seniority ranking and vacation entitlement shall be posted no later than the first Monday in February.
- (c) The most senior half of the staff on each unit must indicate their vacation preference by the third Monday in February. On the following day this list will be removed by the Hospital. Three days later,



the complete list showing the senior nurses' vacation preference will be posted so that the remainder of the staff on each unit may indicate their vacation time. The completed vacation request list will be removed two weeks later. The Hospital will not entertain any changes to the vacation request list until after the finalized list is posted three weeks later.

- (d) The Hospital will consider the wishes of those nurses who record preferences in accordance with their seniority. The Hospital, however, shall have the right to set the vacation periods.
  - (e) Nurses wishing to change their scheduled vacation may be permitted to do so providing it is satisfactory to the Hospital. However, it is understood that they will not be permitted to bump junior nurses whose vacation has been previously scheduled.
- J-3 All vacation must be taken by December 31st of the qualifying year.
- J-4 Vacation pay shall be paid to a nurse in advance of her vacation. Vacation allowance paid in this manner represents that pay on those days which fall during the vacation period.
- J-5 (a) When vacation schedules are being prepared in accordance with J-2 a nurse may request the weekend prior to her vacation as the weekend off once in a vacation year and where possible it shall be granted.
- (b) Where a nurse splits her vacation and her approved vacation follows her scheduled weekend off according to the master rotation and the master rotation is subsequently altered by the Hospital, the nurse shall be granted the weekend off prior to her vacation.
- J-6 Nurses will endeavour to give six weeks notice of elective surgery.
- J-7 The Hospital will pay part-time nurses their vacation pay in the first full pay in October.

#### ARTICLE K - HEALTH AND WELFARE

- K-1 The Hospital may, in its sole discretion, permit a nurse who has reached her normal retirement date as prescribed by the Plan to continue in employment on a month to month basis.

#### ARTICLE L - UNIFORM ALLOWANCE

- L-1 The Hospital will launder uniforms made of materials compatible with its equipment.

L-2 The Hospital will continue to pay a uniform allowance to nurses on staff as of June 30th, 1975 on the following basis:

- (a) nurses regularly assigned to the Operating Room, Delivery Room, Emergency Room and Nursery of
  - i) seventy-five cents per pay to full-time nurses, and
  - ii) seven and one-half cents per day worked to part-time nurses.
- (b) other nurses of
  - i) one dollar and half per pay to full-nurses, and
  - ii) fifteen cents per day worked to part-time nurses.

No allowance will be paid to nurses hired after July 1st, 1975.

L-3 The Hospital shall provide scrub dresses and/or pant suits, caps and lab coats in accordance with present practice at no cost to the nurse, in those areas where nurses are required to wear hospital uniforms.

#### ARTICLE M - MISCELLANEOUS

- M-1 Except in cases of discharge for just cause, the Hospital shall give a nurse at least one month's written notice of termination of employment.
- M-2 The Hospital will provide Direct Deposit for all nurses.
- M-3 The Hospital shall provide a bulletin board in each nursing unit for the posting of Association notices. All such notices shall be submitted by the Association to the Director of Human Resources before posting.

#### ARTICLE N - PART-TIME NURSES

- N-1 (a) The following provisions of Appendix 5 do not apply to Regular Part-Time Nurses:
  - G-1
  - G-3 (b)
  - G-3 (c)
  - G-3 (i)
  - I-2
  - I-3
  - I-4
  - I-5
  - I-6
  - J-4
- (b) The following provisions of Appendix 5 do not apply to Casual Part-Time nurses:

Article G

I-2

I-3

I-4

I-5

I-6

Article J except for J-1

O-5

Article Q

N-2 A Regular Part-Time nurse shall be available for weekends on a basis of one out of two except in areas where nurses work fewer weekends than one in three. This shall not apply to a nurse who agrees to more frequent weekend work.

N-3 (a) All regular part-time nurses and job sharers listed in Schedule A shall not be covered by Article N-4.

(b) Regular part-time nurses, as defined in N-3 (a) above, who change their *status* shall have their name(s) removed from Schedule A and the vacant regular part-time position commitment of availability shall be as per Article N-4. This clause shall not apply to nurses who leave their job sharing arrangement.

N-4 Regular part-time nurses commitment of availability shall be as follows:

- i) available to work thirty hours per pay period;
- ii) available to work all shifts;
- iii) available to work one weekend in two;
- iv) available to work either the Christmas or New Year's period as defined in Article G-3 (j);
- v) available to work three recognized Holidays as outlined in Article I in addition to N-4 (iv) above.
- vi) available to work eleven months of the calendar year, one of which must be either July or August.

N-5 (a) All regular part-time nurses, who wish to work additional tours, shall submit their availability for such tours in the "Staff Availability Binder" on their unit by the first of each month to cover the following two month period.

(b) All additional unscheduled tours will be offered to all regular part-time nurses on their unit on the basis of seniority and availability as declared in N-5 (a) above prior to being offered to casual nurses on the basis of seniority.

(c) It is recognized that the regular part-time nurses, who wish to work additional tours, will not be

scheduled any hours which may result in overtime premium pay.

ARTICLE O - EXTENDED TOUR

- O-1 This Article shall apply to nurses working the extended tours.
- O-2 The Extended 'Tour, as provided for in Article 13.02, may be cancelled by either party on giving ten calendar weeks' notice to the other in writing of its desire to terminate.
- O-3 Hours of Work
- (a) The normal daily tours under Article 13.01 (a) (i) for the Extended Tour, shall be six paid tours of 11.25 hours exclusive of a forty-five minute unpaid meal period and one paid tour of 7.5 hours exclusive of a thirty minute unpaid meal period.
- (b) Nurses on the Extended Tour shall be entitled to forty-five minutes paid relief periods.
- O-4 (a) A nurse on the Extended Tour shall not be scheduled to work more than three consecutive tours. If a nurse is required to work more than three consecutive tours without written consent she shall be paid premium pay as provided for in Article 14.03 of the Full-time Collective Agreement for every consecutive tour worked after the third day.
- (b) Effective the calendar year January 1995, the Nurse Manager will endeavour to schedule a nurse on the Extended Tour to work at least two Extended Tours and one short tour at either Christmas or New Year's. Should a nurse be required to work more than three consecutive Tours without written consent, she shall be paid premium pay **as** provided for in Article 14.03 of the Full-time Collective Agreement for every consecutive tour worked after the third tour.
- O-5 The Hospital shall provide one weekend off in **two** and more frequently where possible. **A** nurse will receive premium pay as provided for in Article 14.03 of the full-time Collective Agreement for all hours worked on a second consecutive weekend save and except where:
- i) such weekend has been worked by the nurse to satisfy specific days off requested by such nurse;  
**OF**
- ii) such nurse has requested weekend work; or
- iii) such weekend is worked as the result of an exchange of shifts with another nurse.

ARTICLE P - PREPAID LEAVE

- P-1 On September 1 each year the Hospital will permit a number of nurses from each area as listed in Appendix 5-1 to enter the Prepaid Leave Plan outlined in Article 11.11.
- P-2 A nurse wishing to enter the Plan will submit her written request to the Director of Nursing in accordance with Article 11.11 on the letter in Appendix 5-1.

ARTICLE Q - JOB SHARING

- Q-1 The Hospital shall have the right to determine the number of Job Sharing arrangements in the Hospital. Should either party wish to amend the number of Job Sharing positions, it shall request a meeting with the Hospital-Association Committee to discuss such change.
- Q-2 (a) Total hours worked by the Job Sharers shall equal one (1) Full-Time position. The division of these hours or the schedule shall be determined by mutual agreement between the two nurses and Nurse Manager. Job Sharers shall not be required to work any tours outside the tours of the Full-Time position.
- (b) The schedules shall conform with the scheduling provisions of the Full-Time Collective Agreement.
- Q-3 Each Job Sharer may exchange shifts with her partner, as well as with other nurses as provided by Article G-3 (d) (ii).
- Q-4 The Job Sharers involved will have the right to determine which partner works on scheduled paid holidays and Job Sharers shall only be required to work the number of paid holidays that a Full-Time nurse would be required to work as per the Master Schedule.
- Q-5 Job Sharers will endeavour to cover their partner for vacation. Where the Job Sharers agree to cover one another, they will be not be part of the vacation quota in their Unit. Where the Job Sharers do not agree to cover one another, they will be part of the vacation quota in their Unit and requests for vacation shall be granted in accordance with Article J of Appendix 5.
- Q-6 Should one of the nurses in a Job Sharing position be absent for any reason, other than maternity leave, for a period of up to four consecutive calendar days, her partner will endeavour to cover her work assignment. Should she be unable to work the first day of the assignment, the Hospital will replace in accordance with the Part-Time Agreement. For an absence in excess of four consecutive calendar days, the absent nurse may be replaced by one or more Part-Time nurses as required.

Q-7

Implementation

- (a) When a Full-Time vacancy arises, such vacancy may be posted as a Job Sharing position.
- (b) An incumbent Full-Time nurse wishing to share her position may request to do so without having her half of the position posted. The other half of the position will be posted in accordance with Article 10.05 (a).
- (c) In the event that one of the nurses occupying a Job Sharing position transfers from it, or terminates her employment, the vacancy will be offered to the nurse remaining in the partnership. Should she decline the position the vacancy will be posted as one-half of that position. During the posting period the remaining nurse of the partnership may work on a Full-Time basis, should it be necessary, until a suitable replacement has been found. If this is not possible the Hospital shall have the right to fill that part of the partnership on a temporary basis until a suitable replacement has been found.

Q-8

Discontinuation

Either party may discontinue a Job Sharing position with sixty calendar days notice. Upon receipt of such notice, a meeting shall be held between the parties within fifteen days to discuss the discontinuation. The Hospital shall retain the right to make the final decision.

ARTICLE R - MODIFIED WORK (Pull-Time and Part-Time)

- R-1 The Hospital **will** notify the President of the Local Nurses' Association of the names of **all** nurses off work due to a work related injury (whether or not the nurses are in receipt of WCB Benefits) and those on **LTD** by the 15th of each month.
- R-2 When it has been medically determined that a nurse is unable to return to the full duties of her position due to a disability, the Hospital will notify and meet with a staff representative of the Ontario Nurses' Association and a member of the Local Executive to discuss the circumstances surrounding the Nurse's return to suitable work.
- R-3 The Hospital agrees to provide the nurse with a copy of the Workers' Compensation Board Form 7 at the same time as it is sent to the Board.

Signed at S. Catharines - Ontario, this 4 day of December, 1995.

FOR THE HOSPITAL

Jim Doyle  
Public Health Officer  
\_\_\_\_\_  
\_\_\_\_\_

FOR THE ASSOCIATION

Susan Hagan  
Katherine Moore ERO ON?  
\_\_\_\_\_  
Susan Hagan Reg. A

LETTER OF UNDERSTANDING  
BETWEEN  
THE ST. CATHARINES GENERAL HOSPITAL  
AND  
ONTARIO NURSES' ASSOCIATION

RE: Vacations Lists

The parties agreed that the Nurse Manager will give a copy of the Unit Vacation List to the Nurse Representative at the time of the initial posting.

Signed at St. Catharines, Ontario this \_\_\_ day of December, 1995.

FOR THE HOSPITAL

*John Doyle*  
*Health Unit*  
\_\_\_\_\_  
\_\_\_\_\_

FOR THE ASSOCIATION

*Susan Hagan*  
*Katherine PROWERO ONS*  
\_\_\_\_\_  
*Susan Hagan Reg. N.*



LETTER OF UNDERSTANDING  
 BETWEEN  
 THE ST. CATHARINES GENERAL HOSPITAL  
 AND  
 ONTARIO NURSES' ASSOCIATION

The current number of Job Sharing positions as of January 1, 1995 are as follows:

<u>Job Share Positions</u>	<u>Area</u>
3	Labour & Delivery/Antepartum
3	Maternal/Child Unit
1	C3E
2	Mills 3
1	C4E
2	Mills 4 Link
3	ICU/PCU
2	C6
1	Continuing Care Unit
2	OR/Recovery Room
2	ER/Endoscopy
1	Occupational Health Unit

Dated at St. Catharines, Ontario this 4 day of December, 1995.

FOR THE HOSPITAL

*John Oyle*  
*Hilda M. Co.*  
 \_\_\_\_\_  
 \_\_\_\_\_

FOR THE ASSOCIATION

*Susan Gagne*  
*Barbara Brown ER O.N.T.*  
 \_\_\_\_\_  
*Susan Hagan Reg. N.*

LETTER OF UNDERSTANDING

BETWEEN

THE ST. CATHARINES GENERAL HOSPITAL

AND

ONTARIO NURSES' ASSOCIATION

RE: Office Space

It was agreed that the Employer send a letter to the Director of Engineering Services requesting priority for available office space.

Dated at St. Catharines, Ontario this 4 day of June, 1995.

FOR THE HOSPITAL

*John Dyer*  
*Hilda, MCA*  
   
 

FOR THE ASSOCIATION

*Susan Dagne*  
*Kathleen Brooke E.R.O.N.A*  
   
*Susan Dagan Rest.*

**APPENDIX 7**

**SCHEDULE A**

The parties agreed that the names of all present regular part-time nurses and job sharers would be listed in the above Appendix and attached to the Collective Agreement.

REGULAR PART-TIME NURSES

STANKO, Mary  
ASSEY, Rita  
DAWSON, Barbara  
BAKER, Pauline  
LAURINO, Warwinena  
SMITH, Shirley  
ROBERTSON, Virginia  
HUGHES, Ruth  
BIGGS, Barbara  
GRAY, Jeanne  
NEWBOLD, Joyce  
DOCHERTY, Linda  
HEATON, Mary  
WALKER, Jane  
KRUGEL, Hannelore  
DOGGETT, Janet  
NICHOLS, Barbara  
PALMER, Alison  
TYPER, Astrid  
CALISINA, Teresa  
EDWARDS, Holly  
KUKHTA, Pauline  
CHARLTON, Sandra  
COSTELLO, Diane  
DAWSON, Judy  
MUTCH, Ethelyn  
DUNNETT, Sandra  
HIGHCOCK, Lenora  
BUCKO, Monique  
MOORE, Candice  
MACCULLOCH, Deborah  
DARY, Esther  
STEWART, Donna  
BAIN, Sherry  
ARSENAULT, Nancy  
COLLINS, Lesley  
**SHEPHARD, Anita**  
CAMPBELL, Shelley  
BRIDGES, Nora  
SCORDINO, Brenda  
HUGHES, Marion

VIRAG, Patricia  
JONES, Sandra  
DRAKEFORD, Beverly  
FREEL, Eileen  
BABCOCK, Kim  
ALDERMAN, Leslie  
WATERMAN, Frankie  
MONTGOMERY, Robin  
DUFTON, Linda  
MCAVOY-TIIDUS, Alyson  
HUNDERTMARK, Patricia  
STOTT, Karen  
MACPHERSON, Leslie  
RIGBY, Janine  
MCNINCH, Linda  
BENNIE, Loretta  
MARTINEAU, Jacinthe  
BARRON, Eileen  
WARKENTIN, Linda

PERMANENT CHARGE NURSES

FARMER, Susan  
SLACK, Margaret

JOB SHARERS

PAGET, Mary  
WILKINSON, Helena  
LEWIS, Barbara  
MANANSALA, Victoria  
BOWLES, Barbara  
FERGUSON, Robin Dawn  
GAGNE, Susan  
SANTRY, Linda  
WATERS, Cindy  
GORDON, Marilyn  
MCCALLUM, Eleanor  
DURRANT, Maryke  
WALSH, Francine  
WIINHOLT, Helena  
NUNN, Karen  
WOODHOUSE, Irene  
STACEY, Mary Jane  
LITTLE, Cynthia  
WILLIAMSON, Michaela  
BECKETT, V. Suzanne  
LITTLE, Sandra  
CULL, Kathryn  
BOYES, Irene  
CAMPBELL, Janet  
EPP, Althea  
MACPHERSON, Laura  
FISHER, Irene  
OSZCZYPEK, Wanda  
MARCHIO, Laura  
SULLIVAN, Margaret  
SAWATSKY, Susan  
TROPEA, Doreen  
SARDELLA, Anita  
GRENVILLE, Christine  
VEENEMAN, Janet  
VAN SOELEN, Nancy  
MCARDLE, Tracy  
MCKAGUE, Emmaline  
HAGAR, Susan  
WIEBE, Gloria  
OLLERHEAD, Marion  
NUTT, Lynn  
KRUGER, Lori  
SWAN, Jana

OCCUPATIONAL HEALTH NURSES

BITTMAN, Mary  
PORRITT, Nancy

APPENDIX 6  
ONA PROFESSIONAL RESPONSIBILITY COMPLAINT FORM

NOTIFICATION OF IMPROPER WORK ASSIGNMENT

DATE/TIME OF OCCURRENCE \_\_\_\_\_ DATE TO EMPLOYER \_\_\_\_\_

AGENCY \_\_\_\_\_ WARD \_\_\_\_\_ SHIFT \_\_\_\_\_

TYPE OF CARE \_\_\_\_\_ BED CAPACITY \_\_\_\_\_ PATIENTS (#) \_\_\_\_\_

STAFFING \_\_\_\_\_ USUAL STAFFING \_\_\_\_\_

I/We, the undersigned, believe that I was/we were given an assignment that was inconsistent with proper patient care for the following reasons. (Brief outline of problem/assignment attached).

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To correct this problem, I/we recommend:

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NAME/TITLE OF IMMEDIATE SUPERVISOR NOTIFIED

---

DATE/TIME OF NOTIFICATION

---

RESPONSE / ACTION

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Signature of Complainant(s):

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