

| | | | |
|-------------------------------|------|----|----|
| SOURCE | ONPA | | |
| Wages EFF. | 91 | 04 | 01 |
| TERM. | 93 | 03 | 31 |
| No. of EMPLOYEES | 442 | | |
| NO. OF MEMBER EMPLOYEES | 80 | | |

FULL-TIME COLLECTIVE AGREEMENT

Between

OTTAWA GENERAL HOSPITAL
(hereinafter referred to as "**the Hospital**")

And

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

EXPIRY: 31 March, 1993

0560805

FULL-TIME APPENDICES

To The

COLLECTIVE AGREEMENT

Between

OTTAWA GENERAL HOSPITAL
(hereinafter referred to as "**the Hospital**")

And

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

EXPIRY: 31 March, 1993

APPENDIX 4
SUPERIOR CONDITIONS AWARDED BY THE CENTRAL ARBITRATION AWARD
DATED **OCTOBER 23, 1981**

Clause no.
Central
Contract

(Full-time) Applicable Clause From Existing Collective Agreement

5 Note **5.01** The Employer will ~~send~~ to the Association **monthly**, by the fifteenth day of the following month, its cheque for the dues so deducted, along with a list of the names of the nurses, social insurance number and address of each nurse from whose pay deductions have been made.

10.04 Note Seniority shall be retained and **accumulated** when a nurse is absent from work due **to** a hospital acquired illness or a hospital **acquired** accident or when in receipt of sick leave up to the number of accumulated days she has to her credit, or **on** an approved paid leave of absence or **an** approved leave of absence without pay not exceeding one month.

12.08 Schedule C - Income **Security** Plan in the Event of Sickness

C.1 An employee having completed the qualifying period of three **(3)** months will be protected in the **event** of sickness by a Short Term Protection Plan of seventeen **(17)** weeks. If the disability continues, the employee is entitled to a **Long** Term Disability Protection subject to the terms and conditions of **the** plan.

Short Term Protection **(17 Weeks)**

| <u>Length Of Service</u> | <u>Coverage</u> |
|--------------------------|-----------------------------------------------------------------------------------|
| Less than 2 years | 10 working days at 100% 75 working days at 72-2\3% |
| 2-3 years | 20 working days at 100% 65 working days at 72-2\3% |
| 3-4 years | 30 working days at 100% 55 working days at 72-2\3% |

| | |
|-----------|----------------------------|
| 4-5 years | 40 working days at 100% |
| | 45 working days at 72-2\3% |
| 5-6 years | 50 working days at 100% |
| | 35 working days at 72-2\3% |
| 6-7 years | 60 working days at 100% |
| | 25 working days at 72-2\3% |
| 7-8 years | 70 working days at 100% |
| | 15 working days at 72-2\3% |
| 8-9 years | 80 working days at 100% |
| | 5 working days at 72-2\3% |
| 9 years | 85 working days at 100% |

C.2 Short Term Protection

A nurse shall be entitled to **utilize** her short term protection credits only if absent due to illness or in accordance with **the** following paragraph.

A nurse who is, as a **result** of a lost time accident or compensatory illness suffered in the Hospital's employ, entitled to receive compensation under the **Worker's** Compensation Act **may** apply her short term **protection** credits to supplement the compensation **received** from the Compensation Board so **that** the amount of compensation received by her when added to the supplementation by the Hospital through use of her sick leave credits will **equal 100%** of the **nurse's** regular **earnings**.

C.3 To be entitled to **utilize** the short term **protection**, a nurse must inform the Employer of her **illness** at least 2 hours before the regular starting time if working the evening or night tour of duty and one **(1) hour** if working the day tour, **and** upon her return to work she must report to **the Employee's Health Service**. **The** Employer **reserves** the right to **require** satisfactory proof of illness from the nurse's consulting doctor. **The** Health Unit Physician has the right to have a nurse examined by a doctor of the physician's choice.

C.4 Long Term Protection

- (a) The salary paid to the employee who qualifies under the **L.T.D.** Plan will be **66- 2\3%** of his wages.
- (b) The Employer **agrees** to pay **75%** of the premium of such plan, provided the balance of the premium is paid **by** the employee through payroll deductions.

19.09 Educational Allowances

In addition to the salaries prescribed above, the Employer will pay the monthly educational allowances set forth hereunder to all full-time nurses **subject to the following** conditions:

- (a) The degree or certificate held must be a requirement of the job currently being performed.
- (b) Proof **of the degree** or certificate from a school of **recognized** standing must be submitted by **the** nurse to the Employer.
- (c) In **accordance with the** above, a nurse possessing more than one degree or certificate shall be entitled only to the higher allowance provided hereunder.
- (d) **Payment** of the allowance shall commence at the start of the first full pay period following filing with **the Employer of the required** proof of standing, except that a **newly** hired nurse who is qualified for an educational allowance on her date of **hiring** shall be paid from that date.

Allowances Education

| | |
|-------------------------------------------------------------------------------------|------------------|
| C.H.A. Nursing Unit Administration Course or 6 months post-graduate course | \$15.00 per mo. |
| One year university diploma | \$40.00 per mo. |
| Bachelor's Degree | \$80.00 per mo. |
| Master's Degree | \$120.00 per mo. |

All nurses currently receiving the above allowances will continue to receive them.

APPENDIX 5
LOCAL PROVISIONS

Between

OTTAWA GENERAL HOSPITAL
(hereinafter referred to as the "Employer")

And

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

BARGAINING U N I T

Article A - Recognition
Article B - Management Rights
Article C - Association Representation
Article D - Leave of *Absence* -
 Association Business (Local)
Article E - Hours of Work - Scheduling
Article F - Paid Holidays
Article G - Vacation
Article H - General
Article I - Prepaid Leave
Article J - Job Sharing
Article **K** - self-Scheduling
Article L - Modified Work

ARTICLE A - RECOGNITION

- A.1** The Employer **recognizes** the Ontario Nurses' Association as the bargaining agent for all registered and graduate nurses of Ottawa General Hospital engaged in a nursing capacity, save and except charge nurses, administrative assistants, evening and night coordinators, and persons above the rank of charge nurses, registered and graduate nurses regularly employed less than the standard hours per week as prescribed herein and persons covered by a subsisting collective agreement between Ottawa General Hospital and the Canadian Union of Public Employees, Ontario Public Service Employee's Union, and Canadian Union of Operating Engineers.
- A.2** Nurses who were employed by the old Ottawa General Hospital and who were reemployed at the new **Ottawa** General Hospital as of or before August **3, 1980** are credited with all seniority accumulated to August **3, 1980** and all service from the last date of hire at **the** old Ottawa General Hospital for all purposes in the collective agreement.

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 Employer and shall remain solely with the Employer except as specifically limited by a provision of this Agreement. Without restricting the generality of the foregoing, the Association acknowledges that it is the exclusive function of the Employer to:
- (a) maintain order, discipline and efficiency:
 - (b) hire, assign, retire, discharge, direct, promote, demote, classify, transfer, lay-off, recall and suspend or otherwise discipline nurses, provided, subject: to Article **7.06**, that a claim by a nurse that she has been discharged or disciplined without just cause! may **become** the subject of a grievance and may 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: subject to the availability of staff the Employer agrees to endeavour to keep all wards of the hospital adequately staffed:
- (e) make and enforce and alter from time to time rules and regulations to, be observed by the nurses, provided that such rules and **regulations** shall not be inconsistent with the provisions of this agreement. The Employer will advise **the** Association of any changes in rules and regulations in advance.

B.2 It is agreed that these rights shall not be exercised in a manner inconsistent with the provisions of this Agreement,.

ARTICLE C I- ASSOCIATION REPRESENTATION

- C.1** There shall be a Negotiating **Committee composed** of not more than four **(4)** Association members,
- C.2** There shall be a **Grievance** Committee composed of not more than three **(3)** Association members.
- C.3** The Association may appoint a total of twenty-two **(22)** nurse **representatives**, full-time and part-time. Not more than one **(1)** representative at any given time may leave a programme to discuss union matters.
- C.4** If a nurse representative is transferred from one **programme to another**, within the bargaining unit, she shall continue to **be recognized** by the Employer as a nurse representative of **the** programme from which she was transferred for one month for the purpose of **completing** the processing **of** any grievance which she was handling at the time of her transfer. It is understood that this **section** shall not apply to nurse representatives who are **transferred to positions** not covered by the **scope** of this Agreement.
- C.5** There shall be a Hospital-Association Committee composed of four **(4)** nurses (one of whom may be a part-time nurse) **and up to four (4)** Hospital representatives.
- C.6** The Hospital shall arrange with the president of the local Association or her designate the scheduling of interview time with newly hired nurses.

- C.7 The Hospital will provide for a **centralized** mail pickup (with key) specifically designated to be for Ontario Nurses' Association **business at a** mutually agreed place in the Hospital.
- C.8 No nurse covered **by** this agreement or her representative shall **be** required or permitted to make **any written or** verbal agreement With **the** employer ~~or~~ **its** representatives which may conflict with the terms of this collective agreement.

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

- D.1 It is agreed that no more than eight (8) nurse representatives shall be granted leave of absence! at the same time conditional that **not** more than one (1) nurse! representative from a unit shall be absent **at** any one! time unless such **a leave** is necessary to attend **an** arbitration hearing. The aggregate amount of leave for all nurse representatives in the bargaining unit obtainable under this provision is one hundred (100) working **days**. The Association will submit in writing to the **Human** Resources Directorate the **name(s)** of nurse! representative(s) involved and the date(s) of the leave. This **request** shall be presented at least five (5) calendar days before the leave is taken or earlier if the requirement for the leave becomes known by the! employee or the Association earlier than five (5) days prior to the leave. Such a request **will** not be! unreasonable denied and will be dependent on the! **Hospital's** right to maintain the efficiency of its operations. The Association **agrees** that no **request** shall be **submitted** for such a leave during the period from **December 15** and **January 15** **unless** an arbitration hearing **has been** scheduled during this period.

If the Union should have a **specific** need for more than the allotted number of nurses (up to a maximum of ten (10)), the Hospital will consider granting an unpaid leave to those two additional nurses. Also if the! allotted number of days required needs to be surpassed, the Hospital **will** consider a **request** by the Union up to **one hundred and twenty' (120)** days per year.

Such a request will not be unreasonably denied. Notice! period for the above will be **14 calendar** days.

ARTICLE E - HOURS OF WORK - SCHEDULING

E.1 Scheduling t i v e s

Objectives *in* the **formulation** of **working schedules** have been **left to local arrangements**. These local arrangements permit of **flexibility** by encouraging **individual** responsibility. As a 'guide' to **the** type of scheduling arrangements which the Hospital will maintain and follow, the parties set out below standard **objectives**, recognizing that **the** Hospital may not always be able to attain these objectives and that their attainment **may** be varied with the consent of those concerned.

- (a) At: least two **(2)** weekends off in four **(4)** for nurses working on a **normal daily** tour and at least every **second (2nd)** weekend off for nurses working on an extended tour. **The** Hospital will 'endeavour to provide nurses **working** normal daily tours at least every other weekend off.
- (b) At: least sixteen **(16)** hours time off when tours of duty are **changed** and at least forty-eight **(48)** hours time off following a period of night duty when tours of duty are changed.
- (c) Schedules will be posted no less than twenty-eight **(28)** days in advance of the first day **of** the scheduled period.
- (d) A nurse will be scheduled off at least four **(4)** days in any two week payroll period including at least one **period** of two **(2)** consecutive days and minimum of single days off, No **single** days of work will be scheduled.
- (e) A nurse will. not be scheduled to work more than six **(6)** consecutive days **unless mutually** agreed.
- (f) A nurse may not be **required** to change tours of duty more than once every seven **(7)** days unless mutually **agreed** upon by **both** the nurse **and** the nurse **manager**.
- (g) No split tours will be scheduled unless by mutual consent.
- (h) A nurse will be **scheduled off** work **for** not less than five **(5)** consecutive days at either the Christmas or New **Year's** season except in areas where! nurses are not **normally required** to work on

weekends and statutory holidays. The hospital **will** give notice of approved time off by November **1st.**

- (i) The scheduling objectives will not apply from December **18th** to January **10th.**
- (j) The **scheduling** of time off at Christmas or New **Year's** shall be done on a nursing unit basis (according to bargaining unit seniority unless **mutually** agreed otherwise, provided that a **qualified** complement of nurses is **maintained** in the **unit.**
- (k) Where there is a two **(2)** shift schedule in operation, the Employer will endeavour to provide **50%** of time on day tour **unless** mutually agreed otherwise,

E.2 Definition of a Weekend

A weekend shall consist of a minimum of fifty-six consecutive hours off work during the period following completion of the Friday **day** shift until the commencement of the Monday day shift.

E.3 Lieu time off for overtime shall be **scheduled** at a mutually agreeable time.

E.4 The **Hospital will** endeavour to equitably distribute stand-by duties. However, a nurse who does not wish to be on stand-by duty may decline to do so, provided the nurse finds a suitable replacement nurse that is a nurse with stand-by experience on the same unit.

E.5 Nurses who wish to request specific: days off will submit such requests to their Administrative **Assistant** at **least** two weeks in advance of the posting of the schedules. Requests **for** changes in' days off or tours on posted schedules must be submitted in writing and co-signed by the nurses willing to exchange. The Employer will endeavour to accommodate such requests. However, **it** is understood **that** such requests, when initiated by a nurse! and **approved** by the Employer shall not result in overtime compensation or payment to any of the nurses affected.

E.6 For purposes of defining tours of duty, except as otherwise provided in Section **E.9** the normal day shall be a twenty-four hour period allocated **as** follows:

23.30 - 07.30 Night Tour

07.30 - 15.30 Day Tour
15.30 - 23.30 Evening Tour

- E.7 A nurse **requesting specific** tours on a permanent basis will be granted such request when possible.
- E.8 A nurse will **receive** premium pay as **provided in Article 14.03** for **all** hours worked on a third consecutive and subsequent weekend (second and subsequent weekend when on an **extended** tour) save and except when:
- (a) such weekend has been worked by the nurse to satisfy specific days off requested by such nurse; or
 - (b) such nurse has; **requested** weekend work; or
 - (c) such weekend is worked as the result of an exchange of shifts with another nurse.

E.9 Extended Tours

- (a) (i) **The Employer** agrees to meet with the Association at six month intervals to discuss the implementation **and elimination of** extended **hour** tours within various areas of the Hospital. The Hospital will give **serious** consideration to implementing extended hour tours in an area where the Association is able to demonstrate to the satisfaction of the Hospital that **more** than **60%** of the nurses involved wish extended hour tours. If it is **decided** to implement extended 'hour tours **in** an area, they shall, be implemented for a trial period of six months. The parties shall meet to review the situation during the fifth month after implementation.

The Hospital will also give! serious consideration to **eliminating** extended hour tours if the Association at a meeting to discuss elimination **can** demonstrate to the **satisfaction** of the Hospital that more **than 60% of** nurses involved wish the elimination of extended hour tours in their area.

This 'agreement concerning **extended** hour tours is subject to continuing approval from the Director of the **Employment** Standards Branch.

The hospital may discontinue extended tours only if it can demonstrate adverse effects on

patient care or adverse effects on the efficient operation of the hospital.

(ii) General Guidelines

- (1) Any **regular full-time** or regular **part-time staff** regularly assigned to work on a unit will identify a wish in writing to conduct a vote to introduce extended tours of duty.
- (2) All regular full-time and **regular part-time** staff regularly assigned to work on that unit are eligible to vote.
- (3) **Management** will determine the number of regular eight (**8**) hour shifts it would retain on the unit should the vote be successful for extended tours.
 - (a) If there are **already** staff on permanent eight (**8**) hour shifts they will be assigned on the new available eight (**8**) hour shift(s) on the basis of seniority.
 - (b) If there are no permanent staff on permanent shift, the position(s) will be posted for the unit only, with Hospital wide posting if there were no successful candidate(s).
- (4) If extended tours are voted in, all staff will have in addition to three above, two other options:
 - (i) to work extended tours:
 - (ii) to apply for transfer to another unit.

(iii) Guidelines for Voting

- (1) Two different times will be designated for the actual voting to allow as many staff as possible a suitable time.
- (2) There **will** be a closed ballot box.
- (3) The **printed** list of **all** nurses as per (ii) above eligible to vote will be drawn up. The nurse will sign her name

when she has cast her **ballot**. Everyone **has** the right to vote, but may choose not to **exercise it**.

- (4) A nurse representative or her delegate from the Union will be present at **the** time of voting as will a nurse manager. These two **persons** will be responsible to count the votes **and** to advise the **charge** nurses of the outcome.

Ballots will **be destroyed** by a member of management and Union representative at the completion of ballot counting.

(iv) Scheduling Regulations

The following **regulations** shall govern the scheduling of work for nurses working a **compressed** work week:

- (a) the **employer** shall ensure each employee every second **weekend** off:
- (b) **employees** will not **be** required to work more than four (4) consecutive shifts:
- (c) all other scheduling regulations which apply to nurses working the regular daily tour as provided in Article **E.1 (c)** to **(e)** inclusive, **E.2** and **E.3**.

- (v) In the case of **extended** tours of 12 hour duration and in keeping with **Article 13.01(a)** of the centrally negotiated contract, the parties agree that the **paid** hours of work shall be **11 1/4** hours.

- E.9 (b) Overtime on extended tours of 12 hours' duration will be paid for time worked above and beyond **11 1/4** hours. (See **E.9 (a)** (iv))

Vacations will be paid on a pro rata basis subject to stipulations of Article **16.01** of the centrally negotiated agreement, **i.e.** 3 weeks entitlement = **112 1/2** hours; 4 weeks entitlement = **150** hours; 5 weeks entitlement = **187 1/2** hours.

Probationary period for **nurses** on extended tours shall be **450** hours worked **calculated** on a pro rata basis using **Article 10.01** in the centrally

negotiated **agreement** as the basis for this calculation.

Sick Leave: a nurse working extended tours will be entitled to sick **leave** on a pro rata basis subject to Article **12.08** of **the** superior conditions.

ARTICLE F - PAID HOLIDAYS

F.1 The **following** shall be **recognized** as paid holidays:

| | |
|----------------------|----------------------|
| New Year's Day | Civic Holiday |
| 2nd Mon. in Feb. | Labour Day |
| Good Friday | Thanksgiving Day |
| Easter Monday | November 11 |
| Victoria Day | Christmas Day |
| Canada Day | Boxing Day |

F.2 A lieu day for a nurse required to work on a holiday shall be granted within fifty (**50**) days of the date on which the **holiday** was observed to be taken on a day to be selected by mutual agreement **between** the Employer and **the** nurse.

F.3 If a paid holiday is observed during a **nurse's** vacation period or on her regular day off she shall be granted a lieu day off on a date to be selected by **agreement** between the Employer and the **nurse**.

F.4 When a nurse working on eight (**8**) hour shifts is **scheduled to work on a weekend** in conjunction with a paid holiday which occurs on a Monday or Friday, the Hospital will endeavour to schedule the nurse to work: the paid holidays preceding or following that weekend.

F.5 Paid holidays shall be scheduled on an equitable basis among nurses in each unit **provided** a qualified complement of nurses is maintained in the unit.

ARTICLE G - VACATIONS

G.1 **Unless otherwise** agreed between the nurse and the Hospital, vacations must be taken before the **commencement** of the next vacation year and may not be accumulated **from year** to year.

G.2 It is understood and agreed that vacation weeks are not **necessarily** continuous: however, **the** Employer will endeavour to accommodate the wishes of the nurses with respect to the choice of vacation dates, subject to the right of the **Employer** to operate the Hospital in an efficient manner.

- G.3** The Employer will endeavour **whenever possible** to schedule **as** days off the week-end prior to and the! week-end **following** the vacation.
- G.4** Prior to **leaving** on vacation, nurses **shall be notified** of the **date** and time on which to report for **work** following **vacation**.
- G.5** Nurses shall be given preference with respect to their vacation period in accordance with seniority,
- G.6** Upon receipt of a **written** request from the nurse to the Pay Office, one month prior to the date when leaving on vacation, a maximum of two **(2) weeks'** earned vacation will be paid on the last: regular pay day (Thursday) preceding the vacation.
- G.7** The hospital will give notice of approved vacation by May **1st**.
- G.8** The vacation year shall be from April 1 to **March 31** inclusive of the following calendar **year**.

ARTICLE H - GENERAL

- H.1** Seniority lists shall be provided to the Union every six months by January **31** and July **31**.
- H.2** **The Employer will provide** space on **bulletin** boards upon **which** the Association may post notices of Association meetings and other Association activities provided that; matters other than Association meetings are submitted in **advance** to the Director of Human **Resources** for his; **approval**.
- H.3** The collective agreement shall be printed **in** both English **and** French. The Employer **shall** accept the cost: of translation. Both the **English and** French copies will be **the** official documents. The collective agreement **shall be provided** by the **Employer to** the **local** executive no later than six **(6)** weeks after **signing**.

In **the** event that a dispute is **referred to arbitration** under the **terms** of this **Collective Agreement**, the party making the referral may elect, **at** the time of the

referral, to have the matter heard in **either English or French.**

H.4 Payroll Policies

(a) **The Employer** shall pay its nurses every two **(2) weeks.**

(b) The Employer shall pay its nurses by **direct bank deposit** to the banking institution of **the nurse's** choice as advised to **the Employer** in writing. The Employer shall issue a **pay stub** under envelope containing the following information: name of the **wage earner**, date of pay period, **itemized deductions made**, the number of working hours both regular and overtime. In case of emergency outside the Hospital's control whereby direct pay deposit is impossible, the **Employer** shall pay its nurses by **cheque within 24 hours** of the regular pay day.

(c) Any omission of **\$50.00** or more on a **nurse's** pay cheque due to an error on the part of the Employer shall be paid to the nurse within three **(3) days** of the time of issuance of **her** regular pay cheque.

H.5 The Hospital shall permit nurses to wear pastel coloured uniforms.

ARTICLE I - PREPAID LEAVE

I.1 Effective April **1, 1989** and in accordance with Article **11.11** (FT) a combined **total** of twenty **(20)** nurses from the full-time and part-time bargaining **units** may apply for the prepaid leave plan. No more than one request from **one nurse** from each bargaining unit per Hospital nursing unit will **be** granted. For the purpose of this article only, **the Nurse Clinician\Nurse Specialist classification** will be considered as a separate **group**. One nurse from each bargaining unit may apply for the **prepaid leave** plan from the **Nurse Clinician\Nurse Specialist** group.

ARTICLE II - JOB SHARING

J.1 If the Hospital agrees to a job sharing arrangement pursuant to **Article 20.01** of the Central Agreement, the following conditions shall on a local **basis** apply unless **otherwise** agreed to by the parties:

1. Job sharing requests with **regard** to full-time positions shall be considered on an individual **basis**, subject to the number of full-time positions which can be considered for job sharing on a unit per unit basis.
2. Total hours worked by the job sharers shall equal one **(1)** full-time position. The division of these hours on the schedule shall be **determined** by mutual **agreement** between the two **(2)** nurses and the Head Nurse of the Unit.
3. The above schedules shall conform with **the** scheduling provisions of the Full-time Collective Agreement.
4. Each job sharer may exchange shifts with her partner, as well as with other full-time/part-time staff as may be provided for by the Collective Agreement and with the approval of the Administrative Assistant or Charge Nurse.
5. 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.
6. Coverage
 - a) It is expected **that** both job sharers will cover each other's incidental illnesses. If, **because** of unavoidable circumstances, one cannot cover the other, the unit supervisor must be notified to book coverage. Job sharers are not required to cover for their partner in the case of prolonged or extended absences.
 - b) Vacation, Maternity Leave, and other leaves pursuant to Article **11** of the central **full-time and part-time agreements:**

In the event **that** one member of the job sharing arrangement goes on any of the above leaves of absence, the coverage will be negotiated **with** the unit supervisor, but it is hoped that the remaining member of the position would **be** prepared to cover the leave of absence as much as possible.

Implementation

7. Where the job sharing arrangement arises out of the **filling** of a vacant full-time position, both job sharing positions will be posted and selection will be based on the criteria set out in the Collective Agreement. There must be two **(2)** successful applicants in order to implement the job sharing.
8. Any incumbent full-time nurse wishing to share her position, may do so without having her half of the position posted. The other half of the job sharing position will be posted and selection will be made on the criteria **set** out in the Collective Agreement.
9. If one of the job sharers leaves the arrangement, her position will be posted. If there is no successful applicant to the position, the shared position must revert to a full-time position. The remaining nurse will have the option of continuing the full-time position or applying for an available part-time position for which she is qualified. If she does not continue full-time, the position must be **posted** in accordance with the Collective Agreement.

Discontinuation

Either party may discontinue the job sharing arrangement with sixty **(60)** days notice. Upon receipt of such notice a meeting shall be held between the parties within fifteen **(15)** days to discuss the discontinuation. It is understood and agreed that such discontinuation shall not be unreasonable or arbitrary.

ARTICLE K - SELF-SCHEDULING

- K.1**
- 1) Staff regularly assigned to a unit may indicate their interest in developing self-scheduling guidelines for the unit.
 - 2) All regular full-time and regular part-time staff regularly assigned to work on that unit shall be invited to participate in the development of these self-scheduling guidelines.
 - 3) Once a majority of the staff and the unit manager have agreed on the **guidelines** for self-scheduling

on the unit, the guidelines shall **be** submitted to the local Association president. A majority of staff is defined as **80%** of the regular full-time **and** regular part-time **nurses** regularly assigned to the unit.

- 4) **All** self-scheduling guidelines must be *in* accordance with the provisions of the Collective Agreement.
- 5) **Any changes** to the **self-scheduling** guidelines shall **require** the participation and approval of the nurses regularly assigned to the **unit**. Any such change; shall be submitted to the President of the Local **Association**.

ARTICLE L - MODIFIED WORK

- L.1 The Hospital will notify the President of the Local Nurses' Association of the names of all nurses who go off work due **to** a work **related** injury or when a nurse goes on **L.T.D.**
- L.2 When it has been medically **determined** that an employee 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 employee's return to suitable work.
- L.3 The Hospital agrees to provide the **employee** with a copy of the **Workers'** Compensation **Board** Form 7 at the same time as it is sent to the Board.

Dated at November, Ont. this 13 day of November, 1992

FOR THE HOSPITAL

[Signature]

W. Fortucci

[Signature]

Charles Linder

Barry Hayward

FOR THE ASSOCIATION

Raymond Beilauer

John Pearty G.O.

Nichelle Simonsek

[Signature]

Kenneth Cox

E.1.a)

LETTER OF INTENT RE IMPLEMENTATION

The parties **agree** that the implementation of **this** new clause in those areas where it is not 'already in **practice**, will **be** achieved through attrition.

Dated at Ottawa, Ont. this 13 day of November, 1992

FOR -THE HOSPITAL

[Signature]
[Name]

W. Fortin

[Signature]
[Name]

Charles Lemke
[Name]

Barry Thompson
Hollywood

FOR THE ASSOCIATION

Raymond Boiteau

Glenn Hearty, G.O.

Michèle Simard

[Signature]
[Name]

Genevieve

LETTER OF INTENT RE PARKING

The parties have **agreed** that members of **ONA** shall be granted **availability** to hospital parking **spaces on** an equal footing **with** other hospital employees. The parties agree that **the price charged** for parking for **members** of **ONA** will be **on a par with** other hospital employees.

Dated at Ottawa, Ont. this 13 day of November, 1992

FOR THE HOSPITAL

[Signature]

W. Fortin

[Signature]

Charles Larkin

Barry Haggwood

FOR THE ASSOCIATION

Raymond Doreau pro

Glenn Hearty, G.O.

Michel Guineau pro

[Signature]

Terisa Coan

LETTER OF UNDERSTANDING

Between

OTTAWA GENERAL HOSPITAL

And

ONTARIO NURSES' ASSOCIATION

The Parties agree for the purpose of a trial period ending March 31, 1993 to amend Article E-(1) H to include:

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

It is also understood that nurses working in the Clinics shall commence their Christmas time off no later than 5 p.m.

For nurses working normal tours (7.5 hours), Christmas time off shall commence no later than 3:30 p.m. and for nurses working extended tours, no later than 7:30 p.m.

Dated at Ottawa, Ont. this 13 day of November, 1992.

FOR THE HOSPITAL

[Signature]
W. Fortesi
[Signature]
Charles Senko
Barry Hayward

FOR THE ASSOCIATION

Raymonde Beilieu ex
Co-Chair Health 9.0.
Michèle Simard
[Signature]
Nancy Wilson