

FULL-TIME

SOURCE	O.N.A.		
EFF.	88	04	01
TERM.	91	03	31
No. OF EMPLOYEES	117		
NOMBRE D'EMPLOYÉS	①		

COLLECTIVE AGREEMENT

between

SARNIA GENERAL HOSPITAL
(Hereinafter called the "Hospital")

and

ONTARIO NURSES' ASSOCIATION
(Hereinafter called the "Association")

Expiry: March 31, 1991

202 14 1988

0563304

DATED AT Sarnia, Ontario this 18th day of August, 1988.

FOR THE HOSPITAL

Louise Hodgins

[Signature]

[Signature]

FOR THE ASSOCIATION

Donna Alexander
Employment Relations Officer

M. Maxine McDonald RN

Katharine A. Huggins

Suzanne Gorington

GRIEVANCE REPORT

APPENDIX 1

TO THE

COLLECTIVE AGREEMENT

BETWEEN:

THE HOSPITAL COMMISSION, SARNIA GENERAL HOSPITAL

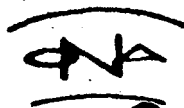
- and -

ONTARIO NURSES' ASSOCIATION

UNIT I

ONTARIO NURSES' ASSOCIATION

GRIEVANCE REPORT



ONA LOCAL

EMPLOYER

GRIEVOR

DEPARTMENT

GRIEVANCE
NUMBER

STEP DATE SUBMITTED TO EMPLOYER

1.

2.

3.

NATURE OF GRIEVANCE AND DATE OF OCCURRENCE

SETTLEMENT REQUESTED

SIGNATURE
OF GRIEVOR

SIGNATURE OF
ASSOCIATION REPRESENTATIVE

STEP

EMPLOYER'S ANSWER

DATE:

ONE

SIGNATURE & POSITION OF EMPLOYER'S REPRESENTATIVE



DATE RECEIVED BY LOCAL

EMPLOYER'S ANSWER

DATE:

STEP

TWO

SIGNATURE & POSITION OF EMPLOYER'S REPRESENTATIVE



DATE RECEIVED BY LOCAL

EMPLOYER'S ANSWER

DATE:

STEP

THREE



DATE RECEIVED BY LOCAL

SIGNATURE & POSITION OF EMPLOYER'S REPRESENTATIVE

LIST OF CHAIRPERSONS - ASSESSMENT COMMITTEE

APPENDIX 2

TO THE

COLLECTIVE AGREEMENT

BETWEEN:

THE HOSPITAL COMMISSION, SARNIA GENERAL HOSPITAL

- and -

ONTARIO NURSES' ASSOCIATION

UNIT 1

APPENDIX 2

LIST OF PROFESSIONAL RESPONSIBILITY
ASSESSMENT COMMITTEE - CHAIRPERSONS

The following nurses have allowed their names to stand as Chairpersons -
Nursing Assessment Committees - in the above named sector.

1. Dr. Alice Baumgart
School of Nursing
Queen's University
Ringston, Ontario
2. Miss Margaret Charters
Assistant Administrator
Nursing and Patient Care
Hamilton General Hospital
Hamilton, Ontario
3. Mrs. Roxy Edwards
Executive Director
Bruce Peninsula Health Serv.
Warton, Ontario
4. Dr. Josephine Flaherty
Principal Nursing Officer
Health and Welfare Canada
Ottawa, Ontario
5. Ms. Gwen Hefferman
Director of Nursing Education
Ottawa Civic Hospital
Ottawa, Ontario
6. Ms. Pat Kirkby
Dean, School of Health
Sciences and Human Services
Fanshawe College
London, Ontario
7. Ms. Louise Lemieux-Charles
Doctoral Candidate
Health Administration
London, Ontario
8. Mrs. Maxine Pastirik
Program Developer
Niagara College of Applied
Arts & Technology
Welland, Ontario
9. Dr. Lucille Peszat
Canadian Centre for Stress
and Well Being
Toronto, Ontario
10. Mrs. Helen Taylor
Health Care Consultant
M.I. Administrative Services Ltd.
Scarborough, Ontario
11. Ms. Judy Tiivel
Co-ordinator
Nursing Computer Project
Toronto Western Hospital
Toronto, Ontario
12. Ms. Kathleen Webb
Director of Nursing
Humber Memorial Hospital
Weston, Ontario

SALARY SCHEDULES
O.N.A. UNIT I
FULL-TIME NURSES

A P P E N D I X 3

TO THE
COLLECTIVE AGREEMENT

BETWEEN :

THE HOSPITAL COMMISSION, SARNIA GENERAL HOSPITAL

- and -

ONTARIO NURSES' ASSOCIATION
UNIT I

SALARY SCHEDULE

UNIT I

EFFECTIVE APRIL 1, 1988

<u>CLASSIFICATION</u>	<u>REGISTERED NURSE</u>	
<u>Level</u>	<u>Monthly</u>	<u>Hourly</u>
Start	2575.55	15.85
2 - After 1 year	2673.38	16.45
3 - After 2 years	2715.06	16.71
4 - After 3 years	2763.67	17.01
5 - After 4 years	2825.96	17.39
6 - After 5 years	2881.64	17.73
7 - After 6 years	2944.28	18.12
8 - After 7 years	3013.88	18.55

<u>Level</u>	<u>ASSISTANT HEAD NURSE</u>	
<u>Level</u>	<u>Monthly</u>	<u>Hourly</u>
Start	2683.99	16.51
2 - After 1 year	2785.87	17.15
3 - After 2 years	2826.16	17.39
4 - After 3 years	2874.75	17.69
5 - After 4 years	2938.71	18.08
6 - After 5 years	2993.01	18.42
7 - After 6 years	3055.65	18.80
8 - After 7 years	3126.65	19.24

<u>Level</u>	<u>CLINICAL CO-ORDINATOR</u>	
<u>Level</u>	<u>Monthly</u>	<u>Hourly</u>
Start	2763.98	17.01
2 - After 1 year	2867.81	17.65
3 - After 2 years	2909.48	17.90
4 - After 3 years	2956.70	18.19
5 - After 4 years	3020.86	18.59
6 - After 5 years	3075.15	18.93
7 - After 6 years	3137.78	19.31
8 - After 7 years	3208.79	19.75

SALARY SCHEDULE

UNIT 1

EFFECTIVE APRIL 1, 1989

CLASSIFICATION

REGISTERED D

<u>Level</u>	<u>Monthly</u>	<u>Hourly</u>
Start	2627.06	16.17
2 - After 1 year	2766.95	17.03
3 - After 2 years	2810.09	17.29
4 - After 3 years	2860.40	17.60
5 - After 4 years	2931.93	18.04
6 - After 5 years	2989.70	18.40
7 - After 6 years	3054.69	18.80
8 - After 7 years	3126.90	19.24
9 - After 8 years	3173.80	19.53

ASSISTANT HEAD E

<u>Level</u>	<u>Monthly</u>	<u>Hourly</u>
Start	2737.67	16.84
2 - After 1 year	2883.38	17.75
3 - After 2 years	2925.08	18.00
4 - After 3 years	2975.37	18.31
5 - After 4 years	3048.91	18.76
6 - After 5 years	3105.25	19.11
7 - After 6 years	3170.24	19.51
8 - After 7 years	3243.90	19.96
9 - After 8 years	3292.56	20.26

CLINICAL CO-ORDINATOR

<u>Level</u>	<u>Monthly</u>	<u>Hourly</u>
Start	2819.26	17.35
2 - After 1 year	2968.18	18.27
3 - After 2 years	3011.31	18.52
4 - After 3 years	3060.18	18.83
5 - After 4 years	3134.14	19.29
6 - After 5 years	3190.47	19.64
7 - After 6 years	3255.45	20.04
8 - After 7 years	3329.12	20.49
9 - After 8 years	3379.06	20.80

SALARY SCHEDULE

UNIT 1

EFFECTIVE APRIL 1, 1990

<u>CLASSIFICATION</u>	<u>REGISTERED NURSE</u>	
<u>Level</u>	<u>Monthly</u>	<u>Hourly</u>
Start	2732.14	16.81
2 - After 1 year	2877.63	17.71
3 - After 2 years	2922.49	17.98
4 - After 3 years	2974.82	18.31
5 - After 4 years	3049.21	18.76
6 - After 5 years	3109.29	19.13
7 - After 6 years	3176.88	19.55
8 - After 7 years	3251.98	20.01
9 - After 8 years	3300.75	20.31
10 - After 9 years	3350.26	20.62

<u>Level</u>	<u>Monthly</u>	<u>Hourly</u>
Start	2847.18	17.52
2 - After 1 year	2998.72	18.45
3 - After 2 years	3042.08	18.72
4 - After 3 years	3094.38	19.04
5 - After 4 years	3170.87	19.51
6 - After 5 years	3229.46	19.87
7 - After 6 years	3297.05	20.29
8 - After 7 years	3373.66	20.76
9 - After 8 years	3424.26	21.07
10 - After 9 years	3475.62	21.39

<u>Level</u>	<u>Monthly</u>	<u>Hourly</u>
Start	2932.03	18.04
2 - After 1 year	3086.91	19.00
3 - After 2 years	3131.76	19.27
4 - After 3 years	3182.59	19.59
5 - After 4 years	3259.51	20.06
6 - After 5 years	3318.09	20.42
7 - After 6 years	3385.67	20.83
8 - After 7 years	3462.28	21.31
9 - After 8 years	3514.22	21.63
10 - After 9 years	3566.93	21.95

SUPERIOR CONDITIONS

A P P E N D I X 4

TO THE

COLLECTIVE AGREEMENT

BETWEEN :

THE HOSPITAL COMMISSION, SARNIA GENERAL HOSPITAL

- and -

ONTARIO NURSES' ASSOCIATION

UNIT I

SUPERIOR BENEFITS AWARDED BY THE CENTRAL
ARBITRATION AWARD DATED OCTOBER 23, 1981

CLAUSE # CENTRAL AWARD (FULL-TIME)	Applicable Clause from Existing Collective Agreement
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2.02	17.02 (a) 11	<p>It is the Hospital's policy that graduate nurses take and pass the registered nurses examination as soon as possible. A graduate nurse who fails to complete successfully all the required examinations will be required to rewrite the exams as soon as possible. If she does not successfully complete all the required examinations after being given three (3) opportunities to do so; it is agreed that the Hospital will thereupon terminate her employment as a nurse.</p>
------	-----------------	--

A graduate nurse in the employ of the Hospital upon presenting proof of current registration by the College of Nurses of Ontario shall be given the salary of the registered staff nurse as provided in this Article retroactive to the date of successfully passing the registration examination or to the date of last hire, whichever is later.

19.09	17.09	<u>Special Educational Bonuses</u>
-------	-------	------------------------------------

The Hospital will pay monthly bonuses to nurses as set out below; such bonuses will not pyramid, except in the case of bonuses 1 and 2:

1. Successful completion of nursing unit administration course - \$15.00
2. Successful completion of six month post-graduate course with respect to the specialty in which the nurse is employed - \$15.00
3. One year nursing certificate or diploma in nursing - \$40.00

4. Bachelor's degree in nursing - \$80.00
5. Master's degree in nursing -\$120.00

*Bonuses 4 and 5 will be paid only to Assistant Head Nurses, but, the Hospital in its discretion, will extend either bonus to a qualified staff nurse.

A P P E N D I X 5

To The

COLLECTIVE AGREEMENT

BETWEEN :

THE HOSPITAL COMMISSION,
SARNIA GENERAL HOSPITAL

- and -

ONTARIO NURSES' ASSOCIATION

UNIT I

APPENDIX

To The

COLLECTIVE AGREEMENT

BETWEEN :

THE HOSPITAL COMMISSION,
SARNIA GENERAL HOSPITAL

- and -

ONTARIO NURSES' ASSOCIATION

UNIT I

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- B - RESERVATION AND CONTINUATION OF MANAGEMENT FUNCTIONS
- C - ASSOCIATION REPRESENTATION
- D - SENIORITY
- E - LEAVES OF ABSENCE
- F - EXTENDED TOURS
- G - PREMIUM PAYMENT
- H - SCHEDULING OBJECTIVES
- I - VACATIONS
- J - HOLIDAYS
- K - BULLETIN BOARDS
- L - MEAL BREAKS AND REST PERIODS
- M - OVERTIME, EQUIVALENT TIME OFF
- N - UNIFORMS

UNIT I

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ARTICLE A - RECOGNITION

- A-1 The Hospital recognizes the Association as the exclusive bargaining agent for all permanent full time registered and graduate nurses employed by the Hospital in the City of Sarnia engaged in a nursing capacity, save and except head nurses, persons above the rank of head nurse, pharmacy nurse, employee health nurse, infection control officer, discharge co-ordinator and persons regularly employed as a part-time nurse.
- A-2 The word "nurses" when used throughout this agreement shall mean persons included in the above described bargaining unit.

ARTICLE B - RESERVATION AND EXERCISE OF MANAGEMENT FUNCTIONS

- B-1 The Association acknowledges that it is the exclusive function of the Employer to hire, direct and control its employees and that in exercising its management functions it shall:
- (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 that a claim of discharge or discipline without cause may be subject of a grievance and 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 the service;
 - (d) Generally to manage the operation that the Hospital is engaged in and without restricting the generality of the foregoing to determine the number of personnel required, the services to be performed and the methods, procedures and equipment in connection therewith;
 - (e) Make and enforce and alter from time to time reasonable rules and regulations to be observed by the nurses not inconsistent with the provisions of this Agreement.
- B-2 These rights shall not be exercised in a manner inconsistent with the provisions of this Agreement.

ARTICLE C - ASSOCIATION REPRESENTATION

C-1 Where the term "local Association President" is used throughout this Agreement it shall be interpreted as referring to "the President or her designate" provided she is an employee of the Employer.

C-2 The Hospital will recognize a total of fourteen (14) nurse representatives who shall be selected from the full-time and the part-time bargaining units who will assist full-time and part-time nurses in the presentation of grievances.

C-3 Grievance Committee

The Hospital will recognize a Grievance Committee of up to three (3) nurse representatives (one of whom shall be the Local Association President) to attend grievance meetings as provided hereunder. The Association agrees to advise the Director of Employee Relations at least three (3) days prior to the grievance meeting which committee members will be attending.

C-4 Negotiating Committee

For the purpose of negotiating a renewal to this Agreement and the part-time agreement, the Hospital will recognize a joint negotiating committee of up to four (4) nurses who shall be selected from the part-time and full-time bargaining units, one of whom shall be the local Association President.

C-5 For the purpose of Article 7, an Assistant Director of Nursing Service shall act in the absence of the Immediate Supervisor.

C-6 Association-Hospital Committee

There shall be a Hospital-Association Committee as set out in 6.02 comprised of four (4) representatives of each of the parties. Each party may have alternates to replace members who are unable to attend.

C-7 Association Interview

A representative of the Association, who is employed by the Hospital, will be allowed a reasonable period of time to interview each new employee once during the employee's orientation period. The Hospital shall advise the Local Association President of the names of the new employees to be interviewed and of the time and place of the interview, the duration of which shall not exceed thirty (30) minutes. The interview shall take place on the Hospital premises in a room designated by the Hospital and the employee(s) shall report to this room **for** the interview at the designated time.

ARTICLE D - SENIORITY

D-1 Seniority Lists

Seniority lists will be filed with the Association as at January-31 and July 31 of each year.

ARTICLE E - LEAVES OF ABSENCE

E-1 Association Leave

Leave of absence for Association business shall be given without pay up to a total of sixty (60) days in a calendar year, provided at least two weeks' notice is given to the Hospital and such leave of absence does not interfere with the continuance of efficient operation in the Hospital. The granting of such leave shall not be unreasonably withheld. It is agreed that not more than four (4) nurses shall be absent on such leave at the same time and that not more than two (2) nurses shall be absent on such leave at the same time from any one unit.

E-2 Prepaid Leave Plan

- (1) Subject to paragraph (2), a maximum of five (5) nurses in total from both bargaining units combined shall be absent at any one time under the prepaid leave plan. One of the five nurses may be from the part-time bargaining unit.
- (2) No more than two (2) nurses, irrespective of which bargaining unit they belong to may be absent from any one nursing unit at any one time under the prepaid leave plan.

ARTICLE F - EXTENDED TOURS

F-1 Where the nurses are now working a longer daily tour or where hereafter the Hospital introduces a longer daily tour and a reduction in the number of daily tours in the nursing schedule, the provisions set out in this article governing the regular hours of work and the daily tour shall be adjusted accordingly.

Extended tours shall be introduced into any unit of employees when at least seventy percent (70%) of the employees in the unit approve such introduction by secret ballot vote and the Hospital agrees to implement extended tours. The voting procedure shall be established by agreement of the parties. The Hospital and the Association will meet to discuss the implementation of the extended tours prior to their being put into effect.

Extended tours may be discontinued in any unit of employees when at least seventy percent (70%) of the employees in the unit approve such discontinuance by secret ballot vote and the Hospital agrees to discontinue extended tours. The voting procedure shall be established by agreement of the parties.

The evaluation on effectiveness of extended tours as well as the resolution of any difficulties encountered will be discussed at the Nursing Committee.

The Hospital's agreement to the introduction or discontinuance of extended tours shall not be withheld in an unreasonable or arbitrary manner.

For the purpose of this Article, a unit shall be one of the following:

Ambulatory Care

4N (A)

LCCCU

Chronic Care (2W, 3W, 4N (B))

Renal Dialysis

Emergency Department

Holding Area

Children's Ward

Day Surgery

2E

2N

OR, (including Recovery Room and Cataract Surgery)

ICU

3E and In and Out Patient Psychiatry

3N

ARTICLE G - PREMIUM PAYMENT

G-1 A nurse will receive time and one-half (1½) her regular straight time hourly rate for all hours worked on a fourth and subsequent consecutive weekend save and except where:

- (i) such weekend has been worked by the nurse to satisfy specific days **off** requested by such nurse; or
- (ii) such nurse has requested weekend work; or
- (iii) such weekend is worked as the result of an exchange of tours with another nurse.

G-2

The Hospital has no objection to a nurse leaving the Hospital prior to the completion of the last fifteen (15) minutes of her scheduled tour with permission of the Head Nurse or, in her absence, the Assistant Director of Nursing Services provided:

- (1) she had completed her report to her supervisor or to her relief, as the case may be and her relief (if any) is on duty in her place; and
- (2) she had otherwise completed her duties.

ARTICLE H - SCHEDULING OBJECTIVES

H-1

Scheduling Objectives: The Hospital will endeavour to maintain and achieve the following objectives in the formulation of working schedules, although it is recognized by the Association that it has not always been and may not always be possible to attain these objectives:

- (1) at least one weekend off in three. Where a nurse is off for a weekend, she will have sixty-four (64) consecutive hours off between the end of her scheduled Friday shift and the start of her next scheduled shift unless the nurse agrees otherwise.
- (2) no less than two (2) consecutive tours shall be scheduled off between tour changes without consent;
- (3) schedules will be posted no less than fourteen (14) days in advance;
- (4) a nurse will be scheduled off work for not less than five (5) consecutive days at either Christmas or New Year's season unless the nurse agrees otherwise. When the five (5) day period occurs at the Christmas season, it shall include the period from 0700 hours December 24 to 0700 hours December 27. When the five (5) day period occurs at the New Year's season, it shall include the period from 0700 hours December 31 to 0700 hours January 2.
- (5) nurses will not be scheduled to work more than seven (7) consecutive days.
- (6) there shall not be less than forty-eight (48) hours scheduled off after the completion of a tour of night duty.

a

H-2 Mutual Exchange of Tours

Nurses within a nursing unit may mutually agree to exchange regular days off or tours. The Agreement shall be on the prescribed form (SGH-21) - SGH Mutual Shift Change **Form** attached, signed **by** the nurses concerned and submitted to the immediate supervisor of the unit.

ARTICLE I - VACATIONS

I-1 It is understood and agreed that the Hospital will give every consideration to the nurses' preferences as to the timing of their vacations. In the event of a conflict between nurses, seniority will apply provided a qualified complement of nurses is maintained in the unit.

I-2 It is understood that normally no more than one (1) nurse shall be permitted to be absent from any one unit on vacation at the same time. However, where, in the opinion of the Hospital, circumstances allow, two nurses on a unit may be allowed to take vacation at the same time. Where more nurses on a unit want to take vacation at a particular time than the Hospital will allow, seniority will apply provided that a qualified complement of nurses is maintained in the unit.

I-3 By January 15 of each year, the Hospital shall invite the nurses in each unit to indicate their vacation preferences for the period from June 1 to December 15 of that year. These preferences will be indicated on notices posted in each unit by the Hospital. The notice shall be removed by March-1, and by March 31 the Hospital will post the approved vacation schedules for each unit for the period June 1 to December 15 of that year.

By June 15 of each year, the Hospital shall invite the nurses in each unit to indicate their vacation preferences for the period from January 15 to May 31 of the following year. These preferences will be indicated on notices posted in each unit by the Hospital. The notices shall be removed **by** August 1 and **by** August 31 the Hospital will post the approved vacation schedules for each unit for that period January 15 to May 31 of the following year.

I-4 Any vacation requested in a manner not in compliance with the above procedure will be considered on an individual basis subject to the operational requirements of the Hospital.

ARTICLE J - HOLIDAYS

J-1 The following eleven (11) days shall be recognized as designated holidays without **loss** of or deduction from regular earnings:

New Year's Day	Labour Day
Good Friday	Thanksgiving Day
Victoria Day	Remembrance Day
Canada Day	Christmas Day
Civic Holiday	Boxing Day
The Second Monday in February	

Effective April 1, 1989 the additional holiday will be observed on April 3, 1989 and then yearly thereafter on Easter Monday.

J-2 The parties hereto recognize that the Hospital must extend daily service to patients and that the Hospital operates on a 24 hour, 7 day basis. It is, therefore, necessary to retain a large portion of the nurses even on holidays.

J-3 In accordance with Article 15.06, a nurse required to work on any of the holidays will receive a lieu day off with holiday pay, such day to be granted within thirty (30) days either before or following the date on which the holiday is observed (unless the nurse and the Hospital agree otherwise) and to be taken on a day to be arranged between the nurse and the Hospital.

J-4 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. Likewise a tour that begins or ends during the twenty-four (24) hour period of the above holidays where the minority of hours worked falls within the holiday shall be deemed to be work performed on a regular tour for the full period of the tour and no premium shall be paid for any hours worked on such tour.

ARTICLE K - BULLETIN BOARDS

K-1 The Hospital will provide a bulletin board in a mutually suitable location for the purpose of posting notices regarding meetings and other matters restricted to Association business. All such notices must be signed by a member of the Association executive.

ARTICLE L - MEAL BREAKS AND REST PERIODS

L-1 Current practice for rest and meal periods will be continued.

ARTICLE M - OVERTIME, EQUIVALENT TIME OFF

M-1 When a Registered Nurse, Full Time, has worked and accumulated approved overtime hours (other than overtime hours relating to paid holidays) and the nurse exercising her option under Article 14.09 chooses equivalent time off in lieu, she shall take such time within two full pay periods following the completion of the overtime worked.

ARTICLE N - UNIFORMS

N-1 Where a nurse's uniform is damaged other than through her carelessness in the regular performance of her duties, the Hospital shall repair or replace the uniform at the Hospital's expense, This paragraph does not apply where the uniform can be restored to a condition acceptable to the Hospital by means of cleaning alone, It is the responsibility of each nurse to maintain at her own expense her uniform in a clean and presentable condition.

S.G.H. MUTUAL SHIFT CHANCE FORM

I, _____, request
to change shifts with _____,
(Name of Employee)
understanding that no Overtime will result as a
consequence of this change.

Change Requested:

From: _____
Date

To: _____
Date

Date

Signature of Employee

Date

Signature of Employee

Comments of Department Head: _____

Date

Signature of Department Head

SARNIA GENERAL HOSPITAL

Nursing Service Department

**AUTHORIZATION FOR EQUIVALENT TIME OFF IN LIEU
OF OVERTIME PAYMENT**

**O.N.A. Unit I & S.E.I.U. Full Time
Bargaining Unit Employees**

When an employee who is a member of one of the above bargaining units has worked and accumulated approved overtime hours (other than overtime hours relating to paid holidays), and elects the option of equivalent time off in lieu of payment for the overtime, the employee shall take the equivalent time off within two full pay periods following the completion of the overtime worked.

NAME: _____

NURSING UNIT: _____

CLASSIFICATION: _____

DATE OVERTIME WORKED:	HOURS/MINUTES WORKED:
_____	_____
_____	_____
_____	_____
_____	_____

Please attach approved overtime authorization (JB.560) to support the above.

DATE LIEU TIME OFF TAKEN: _____

NUMBER OF HOURS/MINUTES LIEU TIME TAKEN: _____

LETTER OF UNDERSTANDING

The parties acknowledge that in accordance with the Employer's right to manage and direct its operations it may be necessary from time to time to reassign nurses to other nursing units within the Hospital.

In the event an overstaffed situation occurs on a particular nursing unit, Nursing Management will reassign the affected Reg. Nurse(s) to another suitable assignment.

The decision is based on the patient care requirements on each nursing unit in conjunction with the skill, knowledge and experience of the affected nurses of both nursing units. If patient requirements are met on each unit, the most junior nurse in the overstaffed unit may be reassigned.

Nurses selected by the Hospital for reassignment may request to take in lieu of reassignment lieu time, a paid holiday, vacation day or L.O.A., if the nurse is so entitled.

Reassignment to another nursing unit shall not be construed to be a change in the nurse's work schedule.

This decision affects only the tour in which overstaffing has occurred.

Dated at Sarnia, Ontario this 18th day of August, 1988.

FOR THE HOSPITAL

Arnell Hodgin

Murray Jahn

B. B. B.

FOR THE ASSOCIATION

Donna Alexander

Employment Relations Officer

Katharine A. Huggins

M. Maxine McDonald RN

Suzanne Corring Day

LETTER OF INTENT

Between :

The Hospital Commission
Sarnia General Hospital
Sarnia, Ontario

And :

The Ontario Nurses' Association
Sarnia General Hospital
Sarnia, Ontario

Re: WARD BINDERS

For the term of this Agreement, the Hospital has agreed to permit the local Association to provide and maintain a Union Binder at each Nursing Station and Nursing Office. This binder will contain only copies of notices **posted** on the O.N.A. Union bulletin **boards** in accordance with Article K of the Full-Time Appendix and Article J of the Part-Time Appendix 5 of the Collective Agreements although the binder may also contain a copy of the full-time and part-time collective agreements.

Dated at Sarnia, Ontario 18th day of August, 1988.

FOR THE HOSPITAL

Levin Hodgen
[Signature]
[Signature]

FOR THE ASSOCIATION

Donna Alexander
Employment Relations Officer
Katherine A. Hungeford
M. Maxine McDonald RN
Suzanne Goring RN

LETTER OF UNDERSTANDING

Between :

SARNIA GENERAL HOSPITAL

And

ONTARIO NURSES' ASSOCIATION

As it has been the past practice at Sarnia General Hospital, that nurses shall be entitled to use vacation credits prior to the entitlement date, the parties hereby agree that such practice shall continue.

Any nurse shall be entitled to use vacation credits up to one-half of this entitlement provided that they have completed at least six months of full time continuous service.

Dated at Sarnia, Ontario this 18th day of August, 1988.

FOR THE HOSPITAL

Lester Hodgins

[Signature]

[Signature]

FOR THE ASSOCIATION

Donna Alexander

Employment Relations Officer

Katharine A. Huyford

M. Maxine McDonald B.S.

Suzanne Goring Reynolds