

**PART-TIME**

**COLLECTIVE AGREEMENT**

**BETWEEN**

**KINGSTON GENERAL HOSPITAL**  
(hereinafter called the "Hospital")

**AND**

**CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 1974**  
(hereinafter called the "Union")

**Expires: September 28, 2004**

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## **ARTICLE 1 - PREAMBLE**

### **1.01 Preamble**

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

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

### **1.02 Feminine/Masculine Pronouns**

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

## **ARTICLE 2 – DEFINITIONS**

### **2.01 Temporary Employee**

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

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

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

## 2.02 Part-Time Commitment

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

## 2.03; 2.04 Regular Part-Time Employee; Casual Employee

Any definition of a regular part-time employee or of a casual employee that existed in the Hospital's expiring Collective Agreement will be continued as the concluding subsection(s) of this Article.

## **ARTICLE 3 – RELATIONSHIP**

### 3.01 No Discrimination

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

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

## **ARTICLE 4 - STRIKES & LOCKOUTS**

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

## **ARTICLE 5 - UNION SECURITY**

### **5.01 T4 Slips**

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

### **5.02 Notification to Union**

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

### **5.03 Employee Interview**

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

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

### **5.04 No Other Agreements**

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

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

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

### **6.01 Union Activity on Premises and/or Access to Premises**

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



## 6.02 Labour-Management Committee

Where the Parties mutually agree that there are matters of mutual concern and interest that would be beneficial if discussed at a Labour-Management Committee Meeting during the term of this Agreement, the following shall apply.

An equal number of representatives of each Party as mutually agreed shall meet at a time and place mutually satisfactory. A request for a meeting hereunder will be made in writing prior to the date proposed and accompanied by an agenda of matters proposed to be discussed, which shall not include matters that are properly the subject of grievance or negotiations for the amendment or renewal of this Agreement.

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

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

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

It is understood that joint meetings with other Labour-Management Committees in the Hospital may be scheduled concerning issues of mutual interest if satisfactory to all concerned.

Where two or more Agreements exist between a Hospital and CUPE the Committee may be a joint one representing employees under both Agreements, unless otherwise agreed.

## 6.03 Local Bargaining Committee

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

### 6.03 Local Bargaining Committee (continued)

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

### 6.04 Central Bargaining Committee

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

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

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

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

### 6.05 Union Stewards

The Hospital agrees to recognize Union stewards to be elected or appointed from amongst employees in the bargaining unit who have completed their probationary period for the purpose of dealing with Union business as provided under this Collective Agreement.

A Chief Steward or designate may, in the absence of any steward, assist in the presentation of any grievance, or with any steward function.

#### 6.05 Union Stewards (continued)

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

It is agreed that Union stewards have their regular duties and responsibilities to perform for the Hospital and shall not leave their regular duties without first obtaining permission from their immediate supervisor. If, in the performance of his duties, a Union steward is required to enter an area within the Hospital in which he is not originally employed, he shall report his presence to the supervisor in the area immediately upon entering it. Such permission shall not be unreasonably withheld. When resuming his regular duties and responsibilities, such steward shall again report to his immediate supervisor. A Union steward shall suffer no loss of earnings for time spent in performing the above duties during his regular scheduled working hours.

Nothing in this Article shall preclude full-time stewards from representing part-time employees and vice-versa.

The number of stewards and the areas which they represent, are to be determined locally.

#### 6.06 - Grievance Committee

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

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

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

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

- 7.01 For purposes of this Agreement, a grievance is defined as a difference arising between the Parties relating to the interpretation, application, administration or alleged violation of the Agreement including any question as to whether a matter is arbitrable.
- 7.02 At the time formal discipline is imposed or at any stage of the grievance procedure an employee shall have the right upon request to the presence of his/her steward. In the case of suspension or discharge the Hospital shall notify the employee of this right in advance.
- 7.03 It is the mutual desire of the Parties hereto that complaints of employees shall be adjusted as quickly as possible, and it is understood that an employee has no grievance until he has first given his immediate supervisor the opportunity of adjusting his complaint. The grievor may have the assistance of a Union steward if he or she so desires. Such complaint shall be discussed with his immediate supervisor within nine (9) calendar days after the circumstances giving rise to it have occurred or ought reasonably to have come to the attention of the employee and failing settlement within nine (9) calendar days, it shall then be taken up as a grievance within nine (9) calendar days following advice of his immediate supervisor's decision in the following manner and sequence:

### Step No. 1

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

### Step No. 2

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

- 7.04 A complaint or grievance arising directly between the Hospital and the Union concerning the interpretation, application or alleged violation of the Agreement shall be originated at Step No. 2 within fourteen (14) calendar days following the circumstances giving rise to the complaint or grievance. It is expressly understood, however, that the provisions of this Article may not be used with respect to a grievance directly affecting an employee which such employee could himself institute and the regular grievance procedure shall not be thereby bypassed.
- 7.05 Where a number of employees have identical grievances and each employee would be entitled to grieve separately they may present a group grievance in writing identifying each employee who is grieving to the Department Head or his designee within fourteen (14) calendar days after the circumstances giving rise to the grievance have occurred or ought reasonably to have come to the attention of the employee(s). The grievance shall then be treated as being initiated at Step No. 2 and the applicable provisions of this Article shall then apply with respect to the processing of such grievance.
- 7.06 The release or discharge of an employee during the probationary period shall not be the subject of a grievance or arbitration. A claim by an employee who has completed his probationary period that he has been unjustly discharged or suspended shall be treated as a grievance if a written statement of such grievance is lodged by the employee with the Hospital at Step No. 2 within seven (7) calendar days after the date the discharge or suspension is effected. Such special grievance may be settled under the Grievance or Arbitration Procedure by:
- (a) confirming the Hospital's action in dismissing the employee; or
  - (b) reinstating the employee with or without full compensation for the time lost; or
  - (c) by any other arrangement which may be deemed just and equitable.

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

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

- 7.07 (b) The Parties agree that it is their intent to resolve grievances without recourse to arbitration, wherever possible. Therefore, notwithstanding (a) above, the Parties may, upon mutual agreement, engage the services of a mediator in an effort to resolve the grievance and may extend the time limits for the request for arbitration. The Parties will share equally the fees and expenses, if any, of the mediator.
- 7.08 All Agreements reached under the Grievance Procedure between the representatives of the Hospital and the representatives of the Union will be final and binding upon the Hospital and the Union and the employees.
- 7.09 When either Party requests that any matter be submitted to arbitration as provided in the foregoing Article, it shall make such request in writing addressed to the other Party to this Agreement, and at the same time name a nominee. Within seven (7) calendar days thereafter the other Party shall name a nominee, provided, however, that if such Party fails to name a nominee as herein required, the Minister of Labour for the Province of Ontario shall have power to effect such appointment upon application thereto by the Party invoking Arbitration Procedure. The two nominees shall attempt to select by agreement a chairman of the Arbitration Board. If they are unable to agree upon such a chairman within a period of fourteen (14) calendar days, they shall then request the Minister of Labour for the Province of Ontario to appoint a chairman.
- 7.10 No person may be appointed as an arbitrator who has been involved in an attempt to negotiate or settle the grievance.
- 7.11 No matter may be submitted to arbitration which has not been properly carried through all requisite steps of the Grievance Procedure.
- 7.12 The Arbitration Board shall not be authorized to make any decision inconsistent with the provisions of this Agreement, nor to alter, modify, add to or amend any part of this Agreement.
- 7.13 The proceedings of the Arbitration Board will be expedited by the Parties hereto and the decision of the majority and, where there is no majority the decision of the chairman will be final and binding upon the Parties hereto and the employee or employees concerned.
- 7.14 Each of the Parties hereto will bear the expense of the nominee appointed by it and the Parties will share equally the fees and expenses, if any, of the chairman of the Arbitration Board.
- 7.15 The time limits set out in the Grievance and Arbitration Procedures herein are mandatory and failure to comply strictly with such time limits except by the written agreement of the Parties shall result in the grievance being deemed to have been abandoned subject only to the provisions of Section 44 (6) of The Labour Relations Act.



- 7.16 Wherever Arbitration Board is referred to in the Agreement, the Parties may mutually agree in writing to substitute a single arbitrator for the Arbitration Board at the time of reference to arbitration and the other provisions referring to Arbitration Board shall appropriately apply.

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

### **8.01 Access to Personnel File**

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

### **8.02 Clearing of Record**

Any letter of reprimand, suspension or any other sanction will be removed from the record of an employee eighteen (18) months following the receipt of such letter, suspension or other sanction provided that such employee's record has been discipline free for one (1) year.

## **ARTICLE 9 – SENIORITY**

### **9.01 Probationary Period**

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

### **9.02 Definition of Seniority**

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



### 9.02 Definition of Seniority (continued)

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

Effective January 1, 2002, notwithstanding the above, a part-time employee cannot accrue more than one (1) year's seniority in a twelve (12) month period. The twelve (12) month period shall be determined locally.

#### Implementation Note:

The start date of the initial twelve (12) month period shall commence no earlier than January 1, 2002 but may be substituted by a later date within the calendar year where the Parties agree.

### 9.03 - Loss of Seniority

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

- (a) resigns;
- (b) is discharged and not reinstated through the grievance/arbitration procedure;
- (c) is retired;
- (d) is absent from scheduled work for a period of three (3) or more consecutive working days without notifying the Hospital of such absence and providing to the Hospital a satisfactory reason;
- (e) has been laid off for twenty-four (24) months;
- (f) if the employee has been laid off and fails to return to work within seven (7) calendar days after that employee has been notified by the Hospital through registered mail addressed to the last address on the records of the Hospital, subject to any special provisions regarding temporary vacancies noted under the heading of Layoff and Recall.

#### 9.04 Effect of Absence

Part-time employees shall accrue seniority for a period of eighteen (18) months and service for a period of fifteen (15) weeks if absent due to a disability resulting in WSIB benefits, on the basis of what the employee's normal regular hours of work would have been.

Effective September 29, 2002, part-time employees shall accrue seniority for a period of thirty (30) months and service for a period of fifteen (15) weeks if absent due to a disability resulting in WSIB benefits, on the basis of what the employee's normal regular hours of work would have been.

#### 9.05 Job Posting

Where a permanent vacancy occurs in a classification within the bargaining unit or a new position within the bargaining unit is established by the Hospital, such vacancy shall be posted for a period of seven (7) consecutive calendar days. Applications for such vacancy shall be made in writing within the seven (7) day period referred to herein.

The postings shall stipulate the qualifications, classifications, rate of pay, department and shift and a copy shall be provided to the Chief Steward.

Vacancies created by the filling of an initial permanent vacancy will be posted for a period of three (3) consecutive calendar days, excluding Saturdays, Sundays and Holidays. Applications for such vacancies shall be made in writing within the three (3) day period referred to herein.

In matters of promotion and staff transfer appointment shall be made of the senior applicant able to meet the normal requirements of the job. Successful employees need not be considered for other vacancies within a six (6) month period unless an opportunity arises which allows the employee to change his or her permanent status.

The name of the successful applicant will be posted on the bulletin board for a period of seven (7) calendar days.

Where there are no successful applicants from within this bargaining unit for vacant positions referred to in this Article, employees in other CUPE bargaining units at the Hospital will be selected in accordance with the criteria for selection above, prior to considering persons who are not members of CUPE bargaining units at the Hospital. The employees eligible for consideration shall be limited to those employees who have applied for the position in accordance with this Article, and selection shall be made in accordance with this Article.

### 9.05 Job Posting (continued)

The successful applicant shall be allowed a trial period of up to thirty (30) days, during which the Hospital will determine if the employee can satisfactorily perform the job. Within this period the employee may voluntarily return, or be returned by the Hospital to the position formerly occupied, without loss of seniority. The vacancy resulting from the posting may be filled on a temporary basis until the trial period is completed.

A list of vacancies filled in the preceding month under this Article and the names of the successful applicants will be posted, with a copy provided to the Union.

If a transfer is requested by the employee, the employee shall not be eligible for transfer during the six (6) month period following the date of the last transfer except by mutual agreement.

### 9.06 Transfer and Seniority Outside the Bargaining Unit

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

#### Implementation Note:

Notwithstanding (b), any employee with bargaining unit seniority who is out of the bargaining unit as of the date of the award and who returns to the bargaining unit within 1 year from the date of the award (June 4, 1996) shall not forfeit their seniority.

### 9.07 Transfer of Seniority and Service

Effective (September 29, 1984) and for employees who transfer subsequent to (September 29, 1984 as set out in Article Q, Local Provisions Appendix):

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

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

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

The above amendments will be effective for any transfer that occurs ninety (90) days after the ratification by both Parties of the Memorandum of Settlement.

### 9.08 Notice and Redeployment Committee

#### (a) Notice

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

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

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

9.08 Notice and Redeployment Committee (continued)

- (b) A layoff shall not include a reassignment of an employee from her or his classification or area of assignment who would otherwise be entitled to notice of layoff provided:
- (I) the reassignment of the employee is to an appropriate permanent job with the employer having regard to the employee's skills, abilities, qualifications and training or training requirements;
  - (II) the reassignment of the employee does not result in a reduction of the employee's wage rate or hours of work;
  - (III) the job to which the employee is reassigned is located at the employee's original work site or at a nearby site in terms of relative accessibility for the employee;
  - (IV) the job to which the employee is reassigned is on the same or substantially similar shift or shift rotation; and
  - (V) where more than one employee is to be reassigned in accordance with this provision, the reassigned employees shall be entitled to select from the available appropriate vacancies to which they are being reassigned in order of seniority provided no such selection causes or would cause a layoff or bumping.

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

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

9.08 Notice and Redeployment Committee (continued)(d) Redeployment Committee

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

(i) Committee Mandate

The mandate of the Redeployment Committee is to:

- (1) Identify and propose possible alternatives to the proposed layoff(s) or elimination of position(s), including, but not limited to, identifying work which would otherwise be bargaining unit work and is currently work contracted-out by the Hospital which could be performed by bargaining-unit employees who are or would otherwise be laid off;
- (2) Identify vacant positions in the Hospital or positions which are currently filled but which will become vacant within a twelve (12) month period and which are either:
  - (a) within the bargaining unit; or
  - (b) within another CUPE bargaining unit; or
  - (c) not covered by a Collective Agreement.
- (3) Identify the retraining needs of workers and facilitate such training for workers who are, or would otherwise be, laid off.
- (4) Subject to Article 9.10, the Hospital will award vacant positions to employees who are, or would otherwise be laid off, in order of seniority if, with the benefit of up to six (6) months retraining, an employee has become able to meet the normal requirements of the job.
- (5) Any dispute relating to the foregoing procedures may be filed as a grievance commencing at Step 3.

9.08 Notice and Redeployment Committee (continued)(d) (ii) Committee Composition

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

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

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

(iii) Disclosure

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

(iv) Alternatives

The Redeployment Committee, or where there is no consensus, the committee members shall propose alternatives to cutbacks in staffing to the Hospital's Chief Executive Officer and to the Board of Directors. At the time of submitting any plan concerning rationalization of services and involving the elimination of any position(s) or any layoff(s) to the District Health Council or to the Ministry of Health, the Hospital shall provide a copy, together with accompanying documentation, to the Union.

### 9.09 Layoff and Recall

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

- (a) accept the layoff; or
- (b) opt to receive a separation allowance as outlined in Article 9.11; or
- (c) opt to retire, if eligible under the terms of the Hospitals of Ontario Pension Plan (HOOPP) as outlined in Article 18.02; or
- (d) displace another employee who has lesser bargaining unit seniority in the same or a lower or an identical-paying classification in the bargaining unit if the employee originally subject to layoff has the ability to meet the normal requirements of the job. An employee so displaced shall be deemed to have been laid off and shall be entitled to notice in accordance with Article 9.08.

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

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

In the event that there are no employees with lesser seniority in the same or a lower or identical-paying classification, as defined in this Article, a laid-off employee shall have the right to displace another employee with lesser seniority who is the least senior employee in the classification and where the straight-time hourly rate at the level of service corresponding to that of the employee is within seven percent (7%) of the laid-off employee's straight-time hourly rate.

An employee who is subject to layoff other than a layoff of a permanent or long-term nature including a full time employee whose hours of work are, subject to Article 14.01, reduced, shall have the right to accept the layoff or displace another employee in accordance with (a) and (d) above.

An employee shall have opportunity of recall from a layoff to an available opening, in order of seniority, provided he or she has the ability to perform the work before such opening is filled on a regular basis under a job posting procedure. The posting procedure in the Collective Agreement shall not apply until the recall process has been complete.



### 9.09 Layoff and Recall (continued)

In determining the ability of an employee to perform the work for the purposes of the paragraphs above, the Hospital shall not act in an arbitrary or unfair manner.

An employee recalled to work in a different classification from which he or she was laid off shall have the privilege of returning to the position held prior to the layoff should it become vacant within six (6) months of being recalled.

No new employees shall be hired until all those laid off have been given an opportunity to return to work and have failed to do so, in accordance with the loss of seniority provision, or have been found unable to perform the work available.

The Hospital shall notify the employee of recall opportunity by registered mail, addressed to the last address on record with the Hospital (which notification shall be deemed to be received on the second day following the date of mailing). The notification shall state the job to which the employee is eligible to be recalled and the date and time at which the employee shall report for work. The employee is solely responsible for his or her proper address being on record with the Hospital.

Employees on layoff shall be given preference for temporary vacancies which are expected to exceed ten (10) working days. An employee who has been recalled to such temporary vacancy shall not be required to accept such recall and may instead remain on layoff.

No full-time employee within the bargaining unit shall be laid off by reason of his/her duties being assigned to one or more part-time employees.

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

### 9.10 Retraining

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

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

### 9.10 Retraining (continued)

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

#### (b) Placement

Upon successful completion of his or her training period, the Hospital and the Union undertake to waive any restrictions which might otherwise apply, and the employee will be placed in the job identified in 9.10 (a) (i).

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

### 9.10 Retraining (continued)

#### (c) Regional Redeployment Committee

A joint committee of the participating Hospitals and local Unions identified in Appendix "A" shall meet prior to June 30, 1993, and will establish Regional Redeployment Committees to identify employment opportunities and to facilitate and arrange for the redeployment of laid off employees.

Each Hospital will provide such Regional Redeployment Committee with the name, address, telephone number, and years of service and seniority of all employees who have been laid off.

In filling vacancies not filled by bargaining unit members, the Hospitals will be encouraged to give first consideration to laid-off employees who are on the list and who are qualified to perform the work. For benefit-entitlement purposes, it is recognized that Hospitals shall be free to grant to any employees hired through this process full credit for service earned with another Hospital.

### 9.11 Separation Allowances

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

### 9.12 Portability of Service

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

### 9.13 Technological Change

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

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

Where new or greater skills are required than are already possessed by affected employees under the present methods of operation, such employees shall be given a period of training, with due consideration being given to the employee's age and previous educational background, during which they may perfect or acquire the skills necessitated by the new method of operation. The Employer will assume the cost of tuition and travel. There shall be no reduction in wage or salary rates during the training period of any such employee. Training shall be given during the hours of work whenever possible and may extend for up to six (6) months.

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

### 9.14 Professional Responsibility – Scope of RPN Practice

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

### 9.15 Professional Responsibility – Workloads

The following provisions will be effective September 29, 2001 and will expire on September 27, 2004.

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

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

## **ARTICLE 10 - CONTRACTING OUT**

### 10.01 Contracting Out

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

### 10.02 Contracting Out

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

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

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

### 10.03 Contracting In

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

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

### 11.01 Work of the Bargaining Unit

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

### 11.02 Volunteers

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

Effective October 1, 1990, the Hospital shall submit to the Union figures indicating the number of volunteers as of September 20, 1990. Thereafter, the Hospital shall submit to the Union, at three (3) month intervals, the number of volunteers for the current month and the number of hours worked.

## **ARTICLE 12 - LEAVES OF ABSENCE**

### 12.01 Personal Leave

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

## 12.02 Union Business

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

In requesting such leave of absence for an employee or employees, the Union must give at least twenty-one (21) days' clear notice in writing to the Hospital, unless not reasonably possible to give such notice.

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

Notwithstanding the above, time spent by the eight (8) Executive Board members of the Ontario Council of Hospital Unions to fulfill the duties of the position shall be in addition to leave for Union Business under this clause.

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

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

## 12.03 (a) Full-Time Position with the Union

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

12.03 (a) Full-Time Position with the Union (continued)

Seniority and service shall accrue at seven and one-half (7.5) hours per day to a maximum of thirty-seven and one-half (37.5) hours per week during such leave.

The employee shall notify the Hospital of his intention to return to work at least four (4) weeks prior to the date of such return. The employee shall be returned to his former duties on the same shift in the same department and at the appropriate rate of pay, subject to any changes which would have occurred had the employee not been on leave. Notwithstanding Article 2.01, the Hospital may fill the vacancy resulting from such leave on a temporary basis.

12.03 (b) Leave for OCHU President and Secretary-Treasurer

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

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

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

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



#### 12.04 Bereavement Leave

Any employee who notifies the Hospital as soon as possible following a bereavement will be granted bereavement leave for three (3) working days off without loss of regular pay from regularly scheduled hours in conjunction with the death of the spouse, child, parent, sister, brother, mother-in-law, father-in-law, grandparent, grandchild, brother-in-law, sister-in-law or grandparent of spouse. The Hospital, in its discretion, may extend such leave with or without pay. Where an employee does not qualify under the above-noted conditions, the Hospital may, nonetheless, grant a paid bereavement leave. For the purpose of bereavement leave, the relationships specified in the preceding clause are deemed to include a common-law spouse and a partner of the same sex.

#### 12.05 Jury & Witness Duty

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

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

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

#### 12.06 Pregnancy Leave

- (a) Pregnancy leave will be granted in accordance with the provisions of the Employment Standards Act, except where amended in this provision. The service requirement for eligibility for pregnancy leave shall be thirteen (13) weeks of continuous service.

12.06 Pregnancy Leave (continued)

- (b) The employee shall give written notification at least two (2) weeks in advance of the date of commencement of such leave and the expected date of return. At such time she shall also furnish the Hospital with the certificate of a legally qualified medical practitioner stating the expected birth date.
- (c) The employee shall reconfirm her intention to return to work on the date originally approved in subsection (b) above by written notification received by the Hospital at least two (2) weeks in advance thereof.
- (d) Effective on confirmation by the Canada Employment Insurance Commission of the appropriateness of the Hospital's Supplementary Unemployment Benefit (SUB) Plan, an employee who is on pregnancy leave as provided under this Agreement who has applied for and is in receipt of Employment Insurance pregnancy benefits pursuant to Section 23 of the Employment Insurance Act, shall be paid a supplemental unemployment benefit for a period not exceeding fifteen (15) weeks. The supplement shall be equivalent to the difference between ninety-three percent (93%) of her normal weekly earnings and the sum of her weekly unemployment insurance benefits and any other earnings. Receipt by the Hospital of the employee's unemployment insurance cheque stubs shall constitute proof that she is in receipt of Employment Insurance pregnancy benefits.

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

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

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

- (e) Credits for service and seniority shall accumulate for a period of up to seventeen (17) weeks while an employee is on pregnancy leave on the basis of what the employee's normal regular hours of work would have been.

### 12.06 Pregnancy Leave (continued)

- (f) The Hospital will continue to pay the percentage in lieu of benefits and its share of pension contributions during the period of pregnancy leave. The Hospital will register those benefits as part of the Supplemental Unemployment Benefit Plan with the Canada Employment Insurance Commission.
- (g) Subject to any changes to the employee's status which would have occurred had she not been on pregnancy leave, the employee shall be reinstated to her former duties, on the same shift in the same department, and at the same rate of pay.

### 12.07 Parental Leave

- (a) Parental leaves will be granted in accordance with the provisions of the Employment Standards Act, except where amended in this provision. The service requirement for eligibility for parental leave shall be thirteen (13) weeks of continuous service.
- (b) An employee, who qualifies for parental leave, other than an adoptive parent, shall give written notification of at least two (2) weeks in advance of the date of the commencement of such leave and the expected date of return.
- (c) For the purposes of this Article, parent shall be defined to include a person with whom a child is placed for adoption and a person who is in a relationship of some permanence with a parent of a child and who intends to treat the child as his or her own.
- (d) An employee who is an adoptive parent shall advise the Hospital as far in advance as possible of having qualified to adopt a child, and shall request the leave of absence, in writing, upon receipt of confirmation of the pending adoption. If, because of late receipt of confirmation of the pending adoption, the employee finds it impossible to request the leave of absence in writing, the request may be made verbally and subsequently verified in writing.

An employee who is an adoptive parent may extend the parental leave for such greater time as may be required by the adoption agency concerned to a maximum total of six (6) months.

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

12.07 Parental Leave (continued)

- (e) Effective on confirmation by the Canada Employment Insurance Commission of the appropriateness of the Hospital's Supplemental Unemployment Benefit (SUB) Plan, an employee who is on parental leave as provided under this Agreement who has applied for and is in receipt of Employment Insurance parental benefits pursuant to Section 23 of the Employment Insurance Act, shall be paid a supplemental unemployment benefit for a period not exceeding ten (10) weeks. That benefit shall be equivalent to the difference between ninety-three percent (93%) of the employee's normal weekly earnings and the sum of his or her weekly employment insurance benefits and any other earnings. Receipt by the Hospital of the employee's employment insurance cheque stub will serve as proof that the employee is in receipt of unemployment parental benefits.

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

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

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

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

### 12.08 Education Leave

If required by the Hospital, an employee shall be entitled to leave of absence with pay and without loss of seniority and benefits to write examinations to upgrade his or her employment qualifications.

Where employees are required by the Hospital to take courses to upgrade or acquire new employment qualifications, the Hospital shall pay the full costs associated with the courses.

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

### 12.09 Pre-Paid Leave Plan

Effective March 31, 1993, the Hospital agrees to introduce a pre-paid leave program, funded solely by the employee subject to the following terms and conditions:

- (a) The plan is available to employees wishing to spread four (4) years' salary over a five (5) year period, in accordance with Part LXVIII of the Income Tax Regulations, Section 6801, to enable them to take a one (1) year leave of absence following the four (4) years of salary deferral.
- (b) The employee must make written application to the Hospital at least six (6) months prior to the intended commencement date of the program (i.e. the salary deferral portion), stating the intended purpose of the leave.
- (c) The number of employees that may be absent at any one time shall be determined between the local Parties. The year for purposes of the program shall be September 1 of one year to August 31 the following year or such other twelve (12) month period as may be agreed upon by the employee, the local Union and the Hospital.
- (c) Where there are more applications than spaces allotted, seniority shall govern.
- (e) During the four (4) years of salary deferral, twenty percent (20%) of the employee's gross annual earnings will be deducted and held for the employee and will not be accessible to the employee until the year of the leave or upon withdrawal from the plan.

12.09 Pre-Paid Leave Plan (continued)

- (f) The manner in which the deferred salary is held shall be at the discretion of the Hospital.
- (g) All deferred salary, plus accrued interest, if any, shall be paid to the employee at the commencement of the leave or in accordance with such other payment schedule as may be agreed upon between the Hospital and the employee.
- (h) All benefits shall be kept whole during the four (4) years of salary deferral. During the year of the leave, seniority will accumulate. Service for the purpose of vacation and salary progression and other benefits will be retained but will not accumulate during the period of leave. The employee shall become responsible for the full payment of premiums for any health and welfare benefits in which the employee is participating. Contributions to the Hospitals of Ontario Pension Plan will be in accordance with the Plan. The employee will not be eligible to participate in the disability income plan during the year of the leave.
- (i) An employee may withdraw from the plan at any time during the deferral portion provided three (3) months notice is given to the Hospital. Deferred salary, plus accrued interest, if any, will be returned to the employee within a reasonable period of time.
- (j) If the employee terminates employment, the deferred salary held by the Hospital plus accrued interest, if any, will be returned to the employee within a reasonable period of time. In case of the employee's death, the funds will be paid to the employee's estate.
- (k) The Hospital will endeavour to find a temporary replacement for the employee as far in advance as practicable. If the Hospital is unable to find a suitable replacement, it may postpone the leave. The Hospital will give the employee as much notice as is reasonably possible. The employee will have the option of remaining in the Plan and rearranging the leave at a mutually agreeable time or of withdrawing from the Plan and having the deferred salary, plus accrued interest, if any, paid out to the employee within a reasonable period of time.
- (l) The employee will be reinstated to his or her former position unless the position has been discontinued, in which case the employee shall be given a comparable job.

12.09 Pre-Paid Leave Plan (continued)

- (m) Final approval for entry into the pre-paid leave program will be subject to the employee entering into a formal agreement with the Hospital in order to authorize the Hospital to make the appropriate deductions from the employee's pay. Such agreement will include:
- (i) A statement that the employee is entering the pre-paid leave program in accordance with this Article of the Collective Agreement.
  - (ii) The period of salary deferral and the period for which the leave is requested.
  - (iii) The manner in which the deferred salary is to be held.

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

**ARTICLE 13 - INJURY & DISABILITY**13.01 Injury Pay

If an employee is injured on the job and his supervisor excuses him from further duty for the balance of his shift, the employee's regular rate of pay shall continue for the balance of that shift and there shall be no deduction from sick leave or other credits.

13.02 Payroll Deduction for Union Sponsored LTD Plan

The Hospital will provide payroll deduction for the Union-sponsored LTD plan where a majority of those eligible in the bargaining unit indicate a willingness to have the premium cost deducted from their wages. The Union shall be responsible for ascertaining the wishes of its members in this regard.

**ARTICLE 14 - HOURS OF WORK**14.01 Daily & Weekly Hours of Work

(See Local Appendix, Article G, for Scheduling Provisions)

A standard shift will be seven and one-half (7½) hours, exclusive of a one-half (1/2) hour unpaid lunch break. The regular hours of work for all employees shall not regularly exceed twenty-two and one-half (22½) hours per work or forty-five (45) hours averaged over a two (2) week period, except in cases of emergency.

#### 14.02 Rest Periods

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

#### 14.03 Additional Rest Periods

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

### **ARTICLE 15 - PREMIUM PAYMENT**

#### 15.01 Definition of Regular Straight Time Rate of Pay

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

#### 15.02 Definition of Overtime

When an employee at the request of, and approval of the Department Head under which he is employed, is required to work more than seven and one-half (7½) hours in any one day he shall be paid according to Article 15.03.

#### 15.03 Overtime Premium and No Pyramiding

The overtime rate shall be time and one-half (1½) the employee's straight-time hourly rate. (Note: this clause is subject to the application of superior conditions.)

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

#### 15.04 Time Off in Lieu of Overtime

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

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



#### 15.05 Reporting Pay

Employees who report for any scheduled shift will be guaranteed at least four (4) hours of work, or if no work is available will be paid at least four (4) hours except when work is not available due to conditions beyond the control of the Hospital. The reporting allowance outlined as herein shall not apply whenever an employee has received prior notice not to report for work. Part-time employees scheduled to work less than seven and one-half (7½) hours per day will receive a pro-rated amount of reporting pay.

#### 15.06 Call-Back

Where employees are called back to work after having completed a regular shift, and prior to the commencement of their next regular shift, they shall receive a minimum of four (4) hours of work or four (4) hours pay at the rate of time and one-half (1½) their regular hourly earnings. Superior provisions shall remain.

#### 15.07 Standby

An employee who is required to remain available for duty on standby, outside the normal working hours for that particular employee, shall receive standby pay in the amount of two dollars (\$2.00) per hour for all hours on standby. Effective 2002 September 29 standby pay will be two dollars and fifty cents (\$2.50) per hour for all hours on standby.

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

#### 15.08 Temporary Transfer

Where an employee is assigned temporarily to perform the duties and assume the responsibilities of a higher paying position in the bargaining unit for a period in excess of one-half (½) of a shift, he shall be paid the rate in the higher salary range immediately above his current rate from the commencement of the shift on which he was assigned the job.

Where a Hospital temporarily assigns an employee to carry out the assigned responsibilities of a classification outside the bargaining unit for a period in excess of one-half (½) of one shift, the employee shall receive an allowance of four dollars (\$4.00) for each shift from the time of the assignment.

15.09 Shift and Weekend Premium

Employees shall be paid a shift premium of forty-five cents (45¢) per hour for all hours worked where the majority of their scheduled hours fall between 1500 and 0700 hours. Effective 2001 October 31 shift premium will be fifty-five cents (55¢) per hour. Effective 2002 September 29 shift premium will be sixty cents (60¢) per hour. Effective 2003 September 29 shift premium will be sixty-five cents (65¢) per hour.

The same forty-five (45¢) per hour will be paid as weekend premium for all hours worked between 2400 hours Friday and 2400 hours Sunday, or such other 48-hour period as may be agreed upon by the local Parties . Effective 2001 October 31 weekend premium will be fifty-five cents (55¢) per hour; Effective 2002 September 29 weekend premium will be sixty cents (60¢) per hour; Effective 2003 September 29 weekend premium will be sixty-five cents (65¢) per hour.

**ARTICLE 16 - HOLIDAYS**16.01 Payment for Working on a Holiday

If an employee is required to work on any of the holidays set out in the local Appendix the employee shall be paid at the rate of time and one-half (1½) her straight time hourly rate of pay for all hours worked on such holiday.

16.02 Payment for Working Overtime on a Holiday

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

**ARTICLE 17 - VACATIONS**17.01 Part-Time Entitlement, Qualifiers and Calculation of PaymentProgression on Vacation Schedule (Part-Time)

- (a) Effective October 10, 1986 part-time employees, including casual employees, shall accumulate service for the purpose of progression on the vacation scale, on the basis of one year for each seventeen hundred and twenty-five (1725) hours worked.

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

### 17.01 Part-Time Entitlement, Qualifiers and Calculation of Payment (continued)

- (b) All part-time employees shall receive vacation pay to be added to the employee's regular bi-weekly pay cheque on the following basis:

A part-time employee who has completed less than three thousand four hundred and fifty (3,450) hours of continuous service shall receive four percent (4%) vacation pay.

A part-time employee who has completed three thousand four hundred and fifty (3,450) hours but less than eight thousand six hundred and twenty-five (8,625) hours of continuous service shall receive six percent (6%) vacation pay.

A part-time employee who has completed eight thousand six hundred and twenty-five (8,625) hours but less than twenty-five thousand eight hundred and seventy-five (25,875) hours of continuous service shall receive eight percent (8%) vacation pay.

A part-time employee who has completed twenty-five thousand eight hundred and seventy-five (25,875) hours but less than thirty-nine thousand six hundred and seventy-five (39,675) hours of continuous service shall receive ten percent (10%) vacation pay.

A part-time employee who has completed thirty-nine thousand six hundred and seventy-five (39,675) hours of continuous service or more shall receive twelve percent (12%) vacation pay.

A part-time employee who has completed fifty-one thousand seven hundred and fifty (51,750) hours of continuous service shall receive an additional two percent (2%) vacation pay in the year it is achieved.

A part-time employee who has completed sixty thousand three hundred and seventy-five (60,375) hours of continuous service shall receive an additional two percent (2%) vacation pay in the year it is achieved.

### 17.02 Work During Vacation

Should an employee who has commenced his scheduled vacation and agrees upon request by the Hospital to return to perform work during the vacation period, the employee shall be paid at the rate of one and one-half (1½) times his basic straight time rate for all hours so worked. To replace the originally scheduled days on which such work was performed, the employee will receive one (1) vacation lieu day off for each day on which he has so worked.

### 17.03 Bereavement During Vacation

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

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

## **ARTICLE 18 - BENEFITS FOR PART-TIME EMPLOYEES**

### 18.01 Benefits for Part-Time Employees

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

### 18.02 Retirement Allowance

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

An employee who elects an early retirement option shall receive, following completion of the last day of work, a retirement allowance of two (2) weeks' salary for each year of service, plus a prorated amount for any additional partial year of service, to a maximum ceiling of twenty-six (26) weeks' salary, and, in addition, full-time employees shall receive a single lump-sum payment equivalent to one thousand dollars (\$1,000) for each year less than age sixty-five (65) to a maximum of five thousand dollars (\$5,000) upon retirement.

### 18.03 Union Education

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

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

## **ARTICLE 19 – HEALTH & SAFETY**

### 19.01 Protective Footwear

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

## **ARTICLE 20 – COMPENSATION**

### 20.01 (a) Job Classification

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

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

20.01 (a) Job Classification (continued)

If the matter is not resolved following the meeting with the Union the matter may be referred to Arbitration as provided in the Agreement within fifteen (15) days of such meeting. The decision of the Board of Arbitration (or Arbitrator as the case may be) shall be based on the relationship established by comparison with the rates for other classifications in the bargaining unit having regard to the requirements of such classifications.

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

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

20.01 (b) Job Descriptions

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

20.02 Assignment of Duties From Another Classification

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

- (a) An employee who occupies a position which is revised in accordance with this Article, and who is physically incapable of performing the revised position, will not be required to perform those additional duties which exceed the employee's physical capabilities provided the employee's physician provides documentation to the Hospital of such limitation.

#### 20.02 Assignment of Duties From Another Classification (continued)

- (b) In the event an employee presently occupying a position which is revised in accordance with this Article requires additional training to perform duties of the revised position the employee shall be entitled to a period of training, with due consideration being given to the employee's age and previous educational background, during which they may perfect or acquire the skills necessitated by the new method of operation. The Employer will assume the cost of tuition and travel. There shall be no reduction in wage or salary rates during the training period of any such employee. Training shall be given during the hours of work whenever possible and may extend for up to six (6) months.

#### 20.03 Promotion to a Higher Classification

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

#### 20.04 Wages and Classification Premiums

Rates of pay are set out for the various occupational groups in Schedule "A" of this Agreement.

For each classification of work or type of performance there shall be set up a minimum and maximum list which shall be termed "Brackets".

New employees shall commence at the start rate and prior to the completion of the probationary period the Hospital shall assess new employees.

#### 20.05 Progression on the Wage Grid

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

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

**ARTICLE 21 - HOSPITAL OPERATING PLAN**

- (a) The Union's representative(s) will be included in the consultation and planning process from the early phases of the operating plan development to its final stages of completion, to assist the Hospital in minimizing layoffs or job loss, and in developing labour adjustment strategies where necessary.
- (b) Where the Hospital experiences unforeseen circumstances such that will necessitate changes to an operating plan which has been approved by the Ministry of Health, the Hospital agrees that revisions to the operating plan will be carried out in consultation with the Union.
- (c) In furtherance of the foregoing, the Hospital agrees to provide to the Union in a timely way any financial and staffing information pertinent to the operating plan, or to any other re-structuring plan that would affect the Union's members.
- (d) It is understood that employee time spent at meetings with the Employer in pursuance of the above shall be deemed to be work time for which the employee shall be paid by the Hospital at his or her regular or premium rate as may be applicable.

**ARTICLE 22 - DURATION****22.01 Term**

This Agreement shall be binding and continue in effect and shall continue from year to year unless either Party gives written notice to the other Party of its desire to bargain for amendments within ninety (90) days prior to the termination date of September 28, 2004. Upon receipt of such notice by one Party or the other, both Parties will meet thereafter for the purpose of bargaining.

**22.02 Central Bargaining**

Notwithstanding the foregoing provisions, in the event the Parties to this Agreement agree to negotiate for its renewal through the process of central bargaining, either Party to this Agreement may give notice to the other Party of its desire to bargain for amendments on local matters proposed for incorporation in the renewal of this Agreement and negotiations on local matters shall take place during the period from one hundred and twenty (120) to sixty (60) days prior to the termination date of this Agreement. Negotiations on central matters shall take place during the period commencing forty-five (45) days prior to the termination date of this Agreement.



22.02 Central Bargaining (continued)

It is understood and agreed that "local matters" means, those matters which have been determined by mutual agreement between the central negotiating committees respectively representing each of the Parties to this Agreement as being subjects for local bargaining directly between the Parties to this Agreement. It is also agreed that local bargaining shall be subject to such procedures that may be determined by mutual agreements between the central negotiating committees referred to above. For such purposes, it is further understood that the central negotiating committees will meet during the sixth (6<sup>th</sup>) month prior to the month of termination of this Agreement to convey the intentions of their principals as to possible participation in central negotiations, if any, and the conditions for such central bargaining.

Dated at Kingston, Ontario, this \_\_\_\_\_ day of \_\_\_\_\_, 2004.

FOR THE LOCAL UNION

FOR THE HOSPITAL

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**WORKLOAD REVIEW FORM**

**Employees to complete every section**

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

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

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

Type of Work Being Performed

\_\_\_\_\_

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

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

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To correct this problem, I/we recommended:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name/Title of immediate Supervisor Notified

\_\_\_\_\_

Date/Time of Notification

\_\_\_\_\_

Response:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

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

**LETTER OF UNDERSTANDING**

**Regarding the Utilization of RPN Skills**

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

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

FOR THE HOSPITAL

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FOR THE UNION

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**LETTER OF UNDERSTANDING**

**Re: Apprenticeship Pilot Programme**

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

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

FOR THE HOSPITAL

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FOR THE UNION

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**LETTER OF INTENT**

**Re: Extended Tours**

The parties agree to meet within 120 days of ratification in order to discuss the introduction of a model agreement on extended tours.

FOR THE HOSPITAL

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FOR THE UNION

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**SCHEDULE "A" - WAGES****CUPE WAGE SCHEDULE**

PAY SCALE		PAY	2000	2000	2001	2002	2003
GROUP	JOB TITLE	STEP	SEP 29	DEC 04	SEP 29	SEP 29	SEP 29
1	DISTRIBUTION PORTER	1	14.463		14.825	15.270	15.728
	MAILROOM PORTER	2	14.699		15.066	15.518	15.984
		3	14.933		15.306	15.765	16.238
2	CLERK 4	1	15.079		15.456	15.920	16.397
	CLERK TYPIST 4	2	15.314		15.697	16.168	16.653
	MEDICAL STENOGRAPHER 4	3	15.495		15.883	16.359	16.850
3	CHEF'S ASSISTANT	1	15.368		15.752	16.225	16.711
	ENVIRON.SERV. ASSISTANT	2	15.603		15.993	16.473	16.967
	UTILITY SERV. ASSISTANT	3	15.838		16.234	16.721	17.223
	DISTRIBUTION ASSISTANT						
	NUTRITION DISTRIBUTION ASSISTANT						
	DIETARY AIDE I						
	CASHIER 4						
	NUTRITION ASSISTANT*						
	* as of 2000/06/26						
4	CLERK 5	1	15.535		15.923	16.401	16.893
	CLERK TYPIST 5	2	15.771		16.166	16.651	17.150
	MEDICAL STENOGRAPHER 5	3	16.005		16.406	16.898	17.405
	INPUT OPERATOR 5						
	PHARMACY CLERK						
4A	CHEF'S ASSISTANT II	1	15.502		15.890	16.366	16.857
	CENTRAL PROCESSING AIDE	2	15.772		16.167	16.652	17.151
		3	16.005		16.406	16.898	17.405
5	WARD AIDE	1	15.599		15.989	16.468	16.962
	DIETARY AIDE III	2	15.834		16.230	16.717	17.218
		3	16.069		16.471	16.965	17.474
6	CENTRAL DISP PORTER	1	15.568		15.957	16.436	16.929
		2	15.854		16.250	16.738	17.240
		3	16.158		16.562	17.059	17.571

## CUPE WAGE SCHEDULE

PAY SCALE GROUP	JOB TITLE	PAY STEP	2000 SEP 29	2000 DEC 04	2001 SEP 29	2002 SEP 29	2003 SEP 29
6A	CASHIER 7	1	15.569		15.958	16.437	16.930
	STOREKEEPER/INVENT.CLERK 7	2	15.854		16.250	16.738	17.240
	MEDICAL/SURGICAL SUPPLY TECH*	3	16.158		16.562	17.059	17.571
	PROCUREMENT ASSISTANT						
	* SPD Technician position incorporated into this position effective Sept.10/97(formerly inGr.1)						
7	DIETARY AIDE LEADER	1	15.702		16.095	16.577	17.075
	LINEN SERVICES ASSISTANT	2	15.921		16.319	16.808	17.313
	GROUNDKEEPER	3	16.158		16.562	17.059	17.571
8	RECEPTIONIST 5	1	15.788		16.182	16.668	17.168
	SECRETARY 5	2	16.042		16.443	16.936	17.444
	MEDICAL SECRETARY (GFT) 5	3	16.276		16.683	17.183	17.699
	MEDICAL SECRETARY 5 SWITCHBOARD OPERATOR 5						
9		1	15.838		16.234	16.721	17.223
		2	16.072		16.474	16.968	17.478
		3	16.307		16.714	17.216	17.732
10	PRINTER 8	1	15.854		16.250	16.738	17.240
	STOREKEEPER	2	16.158		16.562	17.059	17.571
		3	16.443		16.854	17.360	17.880
10A	RESPIRATORY ASSISTANT	1	16.072		16.474	16.968	17.478
		2	16.305		16.713	17.214	17.731
		3	16.559		16.973	17.483	18.007



## CUPE WAGE SCHEDULE

PAY SCALE GROUP	JOB TITLE	PAY STEP	2000		2001	2002	2003
			SEP 29	DEC 04	SEP 29	SEP 29	SEP 29
11	COOK	1	16.123		16.526	17.022	17.533
	QUALITY CONTROL ASST	2	16.357		16.766	17.269	17.787
	COORDINATOR,SUPPLY & EQUIPMENT	3	16.593		17.008	17.518	18.044
	PATIENT CARE ASSISTANT*						
	PERIOPERATIVE ASSISTANT I*						
	PERIOPERATIVE ASSISTANT II**						
	* Reclassified Sept. 28/98 (formerly in Gr. 4a)						
	** Reclassified Feb. 9/99(formerly in Gr. 9)						
13	CLERK 6	1	16.020		16.420	16.913	17.420
	CLERK TYPIST 6	2	16.304		16.712	17.213	17.730
	INPUT OPERATOR 6	3	16.607		17.022	17.532	18.058
	ANALYST 6						
	PHARMACY ANALYST						
	HELP DESK ANALYST						
	STAFFING CLERK *						
	OR BOOKING CLERK *						
	* effective 00Dec04 in CUPE (formerly Non-union)						
14	UNIT CLERK 6	1	16.274		16.680	17.181	17.696
	RECEPTIONIST 6	2	16.576		16.990	17.500	18.025
	SECRETARY 6	3	16.878		17.300	17.819	18.354
	MEDICAL STENOGRAPHER 6						
	MEDICAL SECRETARY (GFT) 6						
	MEDICAL SECRETARY 6						
	PORTER LEADER						
	PRINTER 9						
15	CHEF	1	16.408		16.818	17.322	17.842
		2	16.659		17.076	17.588	18.116
		3	16.896		17.318	17.838	18.373

## CUPE WAGE SCHEDULE

PAY SCALE GROUP	JOB TITLE	PAY STEP	2000		2001	2002	2003
			2000 SEP 29	2000 DEC 04	2001 SEP 29	2002 SEP 29	2003 SEP 29
16	GEN MAINTENANCE HELPER	1	16.748		17.167	17.682	18.213
	MASTER PASTRY CHEF	2	16.975		17.399	17.921	18.459
	DRAFTSPERSON	3	17.212		17.642	18.172	18.717
17	CLERK 7	1	16.643		17.059	17.571	18.098
	CO-ORDINATOR 7	2	16.928		17.351	17.871	18.407
	MED STENO 7	3	17.231		17.662	18.191	18.737
	WAREHOUSE ASSISTANT* * New position includes Receivers/ Storekeeper 7(formerly in Gr. 6A)						
18	MAINT.STORES COORD 10	1	16.843		17.264	17.782	18.315
	PHARMACY STOREKEEPER *	2	17.156		17.585	18.113	18.656
		3	17.467		17.904	18.441	18.994
	* Reclassified Jan. 16/01 (formerly Gr. 10)						
19	MEDICAL SECRETARY 7	1	16.895		17.317	17.836	18.371
	SECRETARY 7	2	17.198		17.628	18.157	18.701
	MEDICAL SECRETARY 7 (GFT)	3	17.501		17.939	18.477	19.031
	ADMINISTRATIVE ASSISTANT 7 *						
	OFFICE ASSISTANT 7 *						
	ARCHIVIST* * effective 00Dec04 in CUPE (formerly Non- union)						
20	MEDICAL SECRETARY 8 (GFT)	1	17.163		17.592	18.120	18.663
	OFFICE COORDINATOR 8	2	17.466		17.903	18.440	18.993
		3	17.751		18.194	18.740	19.303
21	CO-ORDINATOR (GFT) 9	1	17.583		18.022	18.563	19.120
	OFFICE COORDINATOR 9	2	17.885		18.332	18.882	19.448
	BUYER*	3	18.187		18.642	19.201	19.777
	DESKTOP ANALYST** * Buyer 7/8 incorporated into this position, effective May 27/97 ** New position, Nov/02						

## CUPE WAGE SCHEDULE

PAY SCALE GROUP	JOB TITLE	PAY STEP	2000 SEP 29	2000 DEC 04	2001 SEP 29	2002 SEP 29	2003 SEP 29
22	PAINTER	1	18.543		19.007	19.577	20.164
		2	18.779		19.249	19.826	20.421
		3	19.018		19.493	20.078	20.680
23		1	18.622		19.088	19.660	20.250
		2	18.859		19.330	19.910	20.507
		3	19.097		19.574	20.162	20.767
24	LEAD HAND PAINTER	1	19.281		19.763	20.355	20.966
	CONTRACTS CO-ORDINATOR	2	19.519		20.007	20.607	21.225
		3	19.754		20.248	20.856	21.481
25	PLUMBER	1	19.432		19.918	20.516	21.131
	CARPENTER	2	19.669		20.160	20.765	21.388
	MECHANIC	3	19.904		20.401	21.013	21.644
	PLASTERER						
	ELECTRICIAN						
	REFRIG/AIR COND MECH						
26	REG. PRACTICAL NURSE (RPN)	1	20.166		20.671	21.291	21.929
	LEAD HAND (TRADES) OR TECHNICIAN *	2	20.402		20.912	21.539	22.185
		3	20.637		21.153	21.787	22.441
	*reclassified 01Mar07 (formerly ps group 25)						
27	CUSTOMER SUPPORT/ED. SPECIALIST	1		18.081	18.533	19.089	19.662
	FINANCIAL ANALYST (1)	2		18.545	19.009	19.579	20.166
	OFFICE AUTOMATION SPECIALIST (1)	3		19.020	19.496	20.080	20.683
	PC NETWORK SPECIALIST (1)	4		19.508	19.996	20.596	21.213
	TECHNICAL SUPPORT SERVICES OPERATORS*	5		20.008	20.508	21.123	21.757
		6		20.521	21.034	21.665	22.315
		7		21.047	21.573	22.220	22.887

\* effective 00Dec04, reclassified from  
Computer Operator, PS Group 13

## CUPE WAGE SCHEDULE

PAY SCALE GROUP	JOB TITLE	PAY STEP	2000		2001	2002	2003
			SEP 29	DEC 04	SEP 29	SEP 29	SEP 29
28	DATA ANALYST (SID)	1		19.384	19.869	20.465	21.079
	MASTER DATA ANALYST	2		19.881	20.378	20.989	21.619
	SYSTEMS ADMINISTRATOR (1)	3		20.391	20.901	21.528	22.174
	PROGRAMMER/ANALYST (1)	4		20.914	21.437	22.080	22.742
		5		21.450	21.986	22.646	23.325
		6		22.000	22.550	23.227	23.923
		7		22.564	23.128	23.822	24.537
29	NETWORK SYSTEMS ADMINISTRATOR (2)	1		22.027	22.578	23.255	23.953
	OFFICE AUTOMATION SPECIALIST (2)	2		22.592	23.157	23.852	24.567
	PC NETWORK SPECIALIST (2)	3		23.171	23.750	24.463	25.197
	PROGRAMMER/ANALYST (2)	4		23.766	24.360	25.091	25.844
	SYSTEMS ADMINISTRATOR (2)	5		24.375	24.984	25.734	26.506
		6		25.000	25.625	26.394	27.186
		7		25.641	26.282	27.070	27.883
30	DATA MANAGEMENT COORDINATOR (OR/ICU/PEDS)	1		25.992	26.642	27.441	28.264
		2		26.658	27.324	28.144	28.989
		3		27.342	28.026	28.866	29.732
		4		28.043	28.744	29.606	30.495
		5		28.762	29.481	30.365	31.276
		6		29.500	30.238	31.145	32.079
		7		30.256	31.012	31.943	32.901
31	DB ADMINISTRATOR (3)	1		28.635	29.351	30.231	31.138
	PROGRAMMER/ANALYST (3)	2		29.370	30.104	31.007	31.938
	SYSTEMS ADMINISTRATOR (3)	3		30.123	30.876	31.802	32.756
	SYSTEMS ADMINISTRATOR (3) SPECIAL PROJECTS	4		30.895	31.667	32.617	33.596
	SYSTEMS APPLICATION SPECIALIST (3)	5		31.687	32.479	33.454	34.457
	SYSTEMS PROGRAMMER/ANALYST (3) SID	6		32.500	33.313	34.312	35.341
	SENIOR NETWORK ADMINISTRATOR	7		33.333	34.166	35.191	36.247

## **APPENDIX OF LOCAL ISSUES**

The following provisions, while not being an exhaustive listing, are appropriate for inclusion in an Appendix of Local Issues. Any local issue provisions which existed in the Hospital's expiring Collective Agreement shall be continued in the Appendix of Local Issues subject to any changes, deletions or additions resulting from the current round of bargaining.

- Management Rights
- Statement of Religious Purpose
- Recognition
- Union Membership
- Dues Deduction and Remittance and Dues Lists
- Constitution of Local Bargaining and Grievance Committees
- Seniority Lists
- Scheduling
- Uniform Allowance
- Sick Leave Administrative Provisions
- Designation of Specific Holidays
- Administrative Provision re Payment of Wages
- Meal Allowances
- Bulletin Boards
- Mileage Allowance
- Communication to Union
- Vacation Administrative Provisions
- Pay Day
- Health & Safety

Where a Hospital and a Local Union have reached a settlement of all Local Issues, and the form in which their agreed issues are to appear in the Collective Agreement is inconsistent with the foregoing agreement of the central Parties, then the local Parties may re-open negotiations for the sole purpose of ensuring that the form of their Collective Agreement is consistent with the foregoing. Any difficulties in this regard shall be submitted to the Implementation Committee for resolution.

## **IMPLEMENTATION NOTE RE PREEXISTING CLAUSES**

For those headings containing a reference to this note, if the expiring Collective Agreement applied to part-time employees, the existing provision shall continue, amended as appropriate by any amendment to the full-time provisions.

**PART-TIME**  
**LOCAL COLLECTIVE AGREEMENT LANGUAGE**  
**BETWEEN**  
**KINGSTON GENERAL HOSPITAL**  
**AND**  
**CANADIAN UNION OF PUBLIC EMPLOYEES,**  
**LOCAL 1974**

**EXPIRES: SEPTEMBER 28, 2004**

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## **APPENDIX OF LOCAL ISSUES**

### **ARTICLE A - RECOGNITION**

The Hospital recognizes the Union as the sole and exclusive collective bargaining agent for all employees of the Kingston General Hospital regularly employed for less than twenty-two and one-half (22 ½) hours per week, save and except persons covered by subsisting Collective Agreements with the Ontario Nurses' Association, the Ontario Public Service Employees Union, the Canadian Union of Public Employees and its Local 1974 (Clerical and Support Service Employees), supervisors, technical personnel, lab assistants, and employees working in the Human Resources Department.

### **ARTICLE B - MANAGEMENT RIGHTS**

The Union agrees to co-operate with the Hospital at all times to maintain the highest possible standard of service and efficiency and the Union acknowledges, except as specifically agreed to elsewhere in the Collective Agreement, the exclusive rights of the Hospital as follows:

To direct the operation of the Hospital in the best interest of the patients, the community and the employees, both within and without the bargaining unit.

To formulate policies, rules and regulations which are not inconsistent with the provisions of the Agreement.

To introduce new practices or services, to expand, reduce, eliminate, change or modify present services and practices; to enter into contracts for buildings, repairs, equipment, supplies, materials and services.

To determine, where, by whom, in what manner, to what time and under what conditions, employees in the bargaining unit and/or contractors and their employees shall perform their duties.

To determine in the interest of efficient operation and highest standard of service, the hours of work, work assignments, methods of doing the work and the working establishment for any service, provided always that reasonable notice shall be given to the employee or employees involved of any changes to be made.

To maintain order and discipline, to hire, promote, transfer employees, or for just cause, to demote, suspend, discharge, or otherwise discipline employees who have completed their probationary period.

To instruct and direct employees in their duties, responsibilities, conduct and attitudes towards patients, visitors, department heads, supervisors and other Hospital employees who are outside the bargaining unit.

To have absolute control of buildings, use of buildings, use of utensils, equipment, machinery, tools, supplies, materials, insurance, drugs, medicines, clothing, uniforms and all other articles or things belonging to the Hospital.

## **ARTICLE C - UNION MEMBERSHIP**

All present members of the Union shall remain members, as a condition of employment and all new employees who become members shall remain members.

## **ARTICLE D - DUES DEDUCTION AND REMITTANCE AND DUES LIST**

The Hospital agrees to deduct from each pay cheque of each employee, an amount equal to the current dues of the Union (expressed as a percentage of gross pay) as established from time to time by the Union and communicated to the Employer and further, the Employer agrees to remit the amount deducted to the Union Treasurer. The Employer will endeavour to remit all dues collected to the Union by the 15th working day of the period following the deduction. The Hospital also agrees to forward to the Union Treasurer each month a list of all part-time employees and the paid hours worked by these employees during this time period. The Union shall hold the Hospital harmless with respect to all dues so deducted.

## **ARTICLE E - CONSTITUTION OF LOCAL BARGAINING AND GRIEVANCE COMMITTEES**

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### **-1 ELIGIBILITY**

An employee will not be eligible to serve as a steward or as a member of the Negotiating or Grievance Committee until he has been employed by the Hospital for a period of forty-five (45) days of work.

### **-2 NUMBER OF STEWARDS**

In accordance with Article 6.05, the Union shall have the right to appoint, or otherwise select stewards. The total number of stewards shall not exceed seven (7). The Union shall advise the Hospital of the names in writing of the stewards as soon as they are appointed and subsequently inform the Hospital forthwith of any changes in the steward appointments. Not more than one (1) steward from a department in a particular work location will be absent from work to perform union duties at any one time, unless mutually agreed by the parties.

### **-3 GRIEVANCE COMMITTEE**

In accordance with Article 6.06, the Union shall appoint, or otherwise select a grievance committee consisting of not more than three (3) members of the bargaining unit. The Union shall advise the Hospital of the names of the members in writing of the said committee as soon as they are appointed and shall subsequently inform the Hospital forthwith of any changes in its personnel.

### **-4 LOCAL BARGAINING COMMITTEE**

In accordance with Article 6.03, the Union shall have the right to appoint, or otherwise select a Negotiating Committee of not more than four (4) employees, where no more than one (1) are from the same particular work location. The Union shall advise the Hospital of the names of the members of the said committee as soon as they are appointed and shall subsequently inform the Hospital forthwith of any changes in its personnel.

-5 UNION LEAVE

Individual employees will be granted a maximum of twenty-three (23) days Union Leave in total in any one (1) calendar year. However, members of the Executive Board will be granted a maximum of twenty-eight (28) days Union Leave in any one (1) calendar year and the Union President will be granted a maximum of forty-five (45) days Union Leave in any one (1) calendar year. Such a limitation shall not apply to leave taken by an individual elected to serve on a Central Bargaining team, or to meetings with the Hospital.

Such leave shall only apply where the Hospital would be subject to reimbursement by the Union in accordance with Article 12:02. Should more than one employee in a department or work area request union leave, permission for such leave may be granted at the discretion of the immediate supervisor.

-6 UNION ACTIVITY ON PREMISES

The Union acknowledges that the stewards and the members of the negotiating and grievance committees will continue to perform their regular duties on behalf of the Hospital and that such persons will not leave their duties without first obtaining permission from the Head of the Department in which they are working and on completion of such duties shall report back to that official.

The Hospital will endeavour to provide a proper secure office for the use of the Union.

-7 LABOUR MANAGEMENT COMMITTEE

In accordance with Article 6.02, up to three (3) members from the Union and up to three (3) members from the Hospital may constitute the committee. One of the representatives of the Hospital shall be the President and Chief Executive Officer or delegate who shall act as Chairperson. The committee shall meet once each month on a date agreed to by mutual consent.

**ARTICLE F - SENIORITY LIST**

A seniority list shall be provided to the Union by the Hospital for all regular full-time and regular part-time employees which will include name, seniority date (hours), seniority in years, and organizational unit. The seniority list shall also be posted on Hospital bulletin boards designated for CUPE bulletins (in close proximity to the cafeteria entrance) four times a year, in January, April, July and October.

**ARTICLE G – SCHEDULING**

-1 POSTING OF SCHEDULE

The hours and days of work of each employee shall be posted in an appropriate place at least two (2) weeks in advance and will be for a period of least four (4) weeks. After the schedule has been posted shift changes and call-ins will be noted on the schedule. Nothing shall preclude the schedule being changed with the mutual consent of the employee and his supervisor, provided also the Chief Executive Officer or designate in his absence shall have the right to alter the schedule in cases of emergency. The question of emergency shall be arbitrable. The Hospital further agrees that there will be no “split shifts”.

-2 NUMBER OF CONSECUTIVE WORK DAYS

Employees shall not be required to work more than seven (7) consecutive shifts.

-3 NO GUARANTEE

The aforementioned hours of work shall not be construed as a guarantee of any minimum or as a restriction of any maximum number of hours to be worked.

-4 MINIMUM CALL-IN

Part-time employees will be called in to work shifts of a minimum of four (4) hours.

-5 CHRISTMAS SCHEDULING

a) It is agreed by the parties that scheduling of employees off at Christmas will allow employees who were not scheduled off for Christmas in odd numbered years to have preference for Christmas in even numbered years. After this procedure has been followed, remaining available time off at Christmas will be scheduled by seniority.

b) The Hospital will endeavour to provide each employee with at least two (2) consecutive days off at either Christmas or New Years each year, depending upon operational considerations and patient care needs.

-6 PART-TIME SCHEDULING/CALL-IN PROCEDURES FOR ALL DEPARTMENTS EXCEPT IN THE DEPARTMENT OF NURSING

1.
  - a) The Employer shall post shift schedules at least two (2) weeks in advance.
  - b) All regularly available scheduled hours of work in the pay period shall be divided equally amongst all part-time employees in their department/work area/unit, within their classification, subject to the provisions of this Article.
  - c) If an employee is qualified and is requested by the Hospital to work in a different classification, they shall either be paid at the appropriate higher rate of pay, or shall suffer no loss of pay for being so scheduled. Such scheduling shall be in accordance with the equal distribution of hours.
  - d) If an employee is qualified and indicates availability for work in a lower paying classification, they will be paid at the lower rate of pay.
  - e) In the following provisions, available employee shall mean an employee who is qualified and available for call-in, in his/her department/work area/unit. Likewise, the "45 hour level" or "67.5 hour level" indicated below, shall not result in the splitting of any shift, regardless of the length of the shift. Thus a senior employee who has less than 45 hours or less than 67.5 hours shall be the employee granted the available shift.
2. If the individual total number of scheduled hours is less than 45 hours in a pay period, then call-in shall be made by seniority so as to bring the most senior available employee within the classification up to the 45 hour level in a pay period.

3. Once the most senior employee has reached the 45 hour level in a pay period, then further call-in shall go to the next most senior available employee to bring that individual up to the 45 hour level in a pay period, and this will continue in descending order throughout the classification.
4. Once all available employees within the classification have reached the 45 hour level in a pay period, and should the need arise for further call-in, then the most senior available employee within the classification shall receive the call-in.

The most senior available employee shall receive the first call-in shift on each successive unscheduled day up to a maximum of 67.5 hours in the pay period, and this will continue in a descending order throughout the classification.

## 5. **AVAILABILITY ROSTER**

In accordance with "availability" as indicated above, a part-time employee who is willing to work extra call-in shifts, shall indicate his/her availability on a roster/calendar which shall be provided to each employee every two (2) weeks and shall be posted every two (2) weeks by the Employer. Such an employee shall indicate the shifts for which he/she is available against the appropriate date, where applicable. Each employee will sign their name on the availability roster/calendar. Where there is more than one (1) regular shift, the employee will indicate which shift(s) they would be available to work. There will be a call-in period assigned to commence two (2) hours prior to commencement of the normal day shift. For shifts commencing after midday (12:00 noon), the call-in period will commence four (4) hours prior to the commencement of each shift. Notwithstanding the above, in Nutrition Services there will be an additional call-in period of 1700 hours to 2000 hours to accommodate call-ins for all shifts that commence the next day.

6. The Employer will endeavour to call the employees during the designated call-in periods. If such employee should subsequently be unavailable to work as they have indicated, that employee is responsible for changing their availability indication on the roster/calendar with a minimum of twenty-four (24) hours' prior notice, except in cases of emergency.
7. It is understood and agreed that no standby pay, call-back pay, or other premium pay provisions will apply to the call-in period or be incurred by employees signing the availability roster/calendar or by any provision in this Article. It is understood that premium pay for overtime and paid holidays are not included in this provision.
8. The Employer shall call-in the senior employee on the roster/calendar who has indicated his/her availability for a specific shift, and should the Employer find that employee not to be available, the next most senior employee on the roster/calendar who is available and qualified to perform the work shall be called in. Employees having indicated availability and who are not available when called for any three (3) call-in attempts on any three (3) days during the two (2) week period shall have their names removed from the availability roster/calendar for a two (2) week period, except in extenuating circumstances.
9. Where no one has indicated availability on the roster/calendar for a particular shift, or if the available employees have been found to be subsequently unavailable as the department has been unable to successfully contact such employees, call-ins will be made from a roster/calendar of those employees who have indicated a willingness to take such calls, in order of seniority.

10. Where a need is identified by the Hospital, any call-in hours (e.g. vacation or sick leave) expected to last for four (4) or more consecutive days, will go to the most senior available part-time employee up to a total of 75 hours in a pay period. Such call-in will not result in any changes being made to the employee's existing regularly scheduled weekend of work, if applicable.
11. The refusal of a shift by an employee who indicated they were available for a particular shift for that same day, will be noted and counted as if the employee had accepted the shift.
12. If a part-time employee is assigned to a temporary full-time position, as defined under Article 2.01, he/she shall retain his/her status as a part-time employee and the provisions of Article 2.01 shall apply throughout the period of temporary employment.
13. A part-time employee may not be assigned normal full-time hours for more than six (6) consecutive pay periods without the express agreement of the Union. Notwithstanding this provision, coverage for Leaves of Absence provided for under the Collective Agreement will be excepted from the requirement for Union agreement, and the Union will receive notification of such assignments.
14. Employees shall receive a minimum of eight-(8) hours notice of any shift cancellation. Failure to receive such notice shall result in the Hospital utilizing the provisions of Article 15.05 (Reporting Pay).
15. Part-time employees shall be scheduled one (1) weekend off per month, if the employee so requests. Such weekends off shall not be construed as refusals or indications of unavailability. Such requests for weekends off shall be made in writing no later than two (2) weeks before the schedule is posted.

Every reasonable effort will be made by the Hospital to accommodate such requests, however seniority shall be the governing factor where there are more requests than the immediate supervisor can accommodate.

-7 PART-TIME SCHEDULING/CALL-IN PROCEDURES FOR EMPLOYEES OF THE DEPARTMENT OF NURSING

1. The Employer shall post shift schedules at least two (2) weeks in advance and will be for a period of at least four (4) weeks, save and except the Resource Pool schedule which shall be posted one (1) week in advance.

All regularly available scheduled hours of work shall be divided equally amongst all part-time employees in the Nursing Unit, within their classification.

If an employee is qualified and is requested by the Hospital to work in a different classification, they shall either be paid at the appropriate higher rate of pay, or shall suffer no loss of pay for being so scheduled. Such scheduling shall be in accordance with the equal distribution of hours.

If an employee is qualified and indicates availability for work in a lower paying classification, they will be paid at the lower rate of pay.

In the following provisions, available employee shall mean an employee who is qualified and available for call-in, in his/her department/work area/unit.

2. Resource Pool employees, who have been regularly scheduled, shall be placed on a Nursing Unit before other employees are called in. Part-time employees may make written requests to the Nursing Staffing Office to be available for subsequent call-in shifts. Such shifts shall be distributed according to seniority.
3. If the individual total number of scheduled hours is less than 45 hours in a pay period, then call-in shall be made by seniority so as to bring the most senior available employee on the Nursing Unit within the classification up to the 45 hour level in a pay period.
4. Once the most senior employee has reached the forty-five (45) hour level in a pay period, then further call-in shall go to the next most senior available employee on the Nursing Unit to bring that individual up to the forty-five (45) hour level in a pay period, and this will continue in descending order throughout the classification.
5. Once all available employees within the classification on the Nursing Unit have reached the 45 hour level in a pay period, and should the need arise for further call-in, then the most senior available employee within the classification on the Nursing Unit shall receive the call-in.

NOTE: Where no employee is available on the Nursing Unit, Resource Pool employees shall be called in, in order of seniority.

6. Where a need is identified by the Hospital, any call-in hours (e.g. vacation or sick leave) expected to last for four (4) or more consecutive days, will go to the most senior available part-time employee on the Nursing Unit up to a total of seventy-five (75) hours in a pay period. Such call-in will not result in any changes being made to the employee's existing regularly scheduled weekend of work, if applicable.
7. The refusal of a shift by an employee who indicated they were available for a particular shift on that day, will be noted and counted as if the employee has accepted the shift.
8. If a part-time employee is assigned to a temporary full-time position, as defined under Article 2.01, he/she shall retain his/her status as a part-time employee and the provisions of Article 2.01 shall apply throughout the period of temporary employment.
9. A part-time employee may not be assigned normal full-time hours for more than six (6) consecutive pay periods without the express agreement of the Union. Notwithstanding this provision, coverage for Leaves of Absence provided for under the Collective Agreement will be excepted from the requirement for Union agreement, and the Union will receive notification of such assignments.
10. Employees shall receive a minimum of eight (8) hours notice of any shift cancellation. Failure to receive such notice shall result in the Hospital utilizing the provisions of Article 15.05 (Reporting Pay).
11. Part-time employees shall be scheduled one (1) weekend off per month, if the employee so requests. Such weekend off shall not be construed as refusals or indications or unavailability. Such requests for weekends off shall be made in writing no later than two (2) weeks before the schedule is posted.

Every reasonable effort will be made by the Hospital to accommodate such requests, however, seniority shall be the governing factor where there are more requests than the immediate supervisor can accommodate.

## **ARTICLE H - QUALIFIERS FOR HOLIDAYS**

### **-1 PAID HOLIDAYS**

The following are the twelve recognized paid holidays:

New Year's Day	Civic Holiday
Third Monday in February (Heritage Day if so proclaimed)	Labour Day
Good Friday	Thanksgiving Day
Easter Monday	Third Monday in November
Victoria Day	Christmas Day
Canada Day	Boxing Day

## **ARTICLE I - SICK LEAVE NOTICE REQUIREMENTS**

In accordance with Article 18:01 of the Collective Agreement, part-time employees receive an amount in lieu of all fringe benefits which includes sick leave pay.

A part-time employee accordingly taking sick leave will observe the following procedures.

- a) Employees taking ill or suffering an accident, during working hours, will notify their supervisor, or a person designated by the Department Head, before the employee leaves his duties.

In the case of such absences, the employee will notify his Department Head of his return to work prior to the commencement of his next regular scheduled shift.

- b) Where the illness or accident takes place at times other than the employee's normal working hours, the employee will notify his immediate supervisor, or a person designated by the Department Head, at least one (1) hour prior to the beginning of the day shift. When working on shifts beginning after 12:00 noon, the employee will give at least four (4) hours' notice except in such cases where notice is not reasonably possible.

In the matter of all sick leave, employees shall contact their immediate supervisor on the first day of absence to indicate approximately when they expect to resume duty. Where the status of an employee's illness or prognosis for recovery subsequently changes, the employee shall communicate this information to the immediate supervisor. In any event, the employee will confirm their intent to return with their Department Head or available designate on the day prior to the first day back to work.

- c) It is agreed that the employees and the Hospital will abide by the provisions of this Article in a reasonable manner.



## **ARTICLE J - PAYMENT OF WAGES**

### **-1 STARTING SALARY**

New employees shall commence at the start rate and prior to the completion of the probationary period the Hospital shall assess new employees.

### **-2 SALARY CHANGES**

All changes in the salary, whether the result of a promotion, transfer, demotion, or attainment of a service anniversary shall become effective at the start of the first pay period following such occurrence.

### **-3 TRANSFER TO LOWER PAYING CLASSIFICATION**

If the transfer is requested by the Hospital, the employee shall suffer no loss of pay by reason of the transfer except that if the employee is incompetent to perform the duties of his present position, the Hospital reserves the right to offer such employee a position suited to his abilities at a rate of pay which falls within the bracket established for the position offered.

## **ARTICLE K - BULLETIN BOARDS**

Bulletin Boards designated for "Union Bulletins" shall be provided by the Hospital in the following areas: Connell Basement, Operating Room, Victory/Connell Area, in close proximity to the Cafeteria entrance, the Fraser Armstrong Patient Clinic Area, and one further area to be mutually agreed by the parties.

## **ARTICLE L - COMMUNICATION TO UNION**

### **-1 CORRESPONDENCE**

All correspondence between the parties arising out of this Agreement or incidental thereto shall pass to and from the Recording Secretary of CUPE Local 1974 or the National Representative and the President and Chief Executive Officer or his delegate with a copy to the Recording Secretary of CUPE Local 1974.

### **-2 JOB DESCRIPTIONS**

The Hospital agrees to maintain a file of all postings covered by the CUPE Collective Agreement, with the job descriptions attached. In addition, the Union will receive a copy of all CUPE job postings and current and amended job descriptions as necessary.

## **ARTICLE M - NORMAL RETIREMENT AGE**

The normal retirement age shall be sixty-five (65) for men and women. Upon notifying the Union, the Hospital may, however, at its sole discretion continue to employ on a month to month basis, any person after he has attained retirement age, at an occupation which takes into consideration the ability and physical and mental condition of such employee. An employee who becomes physically and/or mentally handicapped prior to reaching retirement age may continue to be employed by the Hospital at an occupation which takes into consideration the ability and physical and mental condition of such employee.

**ARTICLE N - UNIFORM ALLOWANCE**

When an employee can show that the job being performed requires the need of a lab coat or uniform, the Hospital shall supply the lab coat or uniform as often as may be necessary. A dispute arising out of the interpretation of the Article shall be subject to the grievance procedure. This Article shall apply to Office and Clerical Employees only.

**ARTICLE O - VACATION ADMINISTRATION PROVISIONS**

Vacation will be scheduled at times mutually convenient to the Hospital and employee. Up to and including the 31st March of the year in which the vacation is scheduled, employees shall be given preference as to the selection of their vacations on the basis of their seniority. In submitting their request for such vacation, employees will note, in writing, their first and second choices for the time of the vacation. Subsequent to the 31st March, employee requests shall be granted on a first come, first served basis.

**ARTICLE P - TRANSFER AND SENIORITY OUTSIDE THE BARGAINING UNIT**

The effective date referred to in Article 9.05 shall be noted as being September 29, 1984.

NOTE: Employees outside the bargaining unit as of September 29, 1984 will be credited with whatever seniority they held under the Collective Agreement expiring September 28, 1984 should they be returned to the bargaining unit subsequent to September 29, 1984.

**ARTICLE Q - TRANSFER OF SENIORITY AND SERVICE**

The effective date referred to in Article 9.06 shall be noted as being September 29, 1984 and for employees who transfer subsequent to September 29, 1984.

**ARTICLE R - FILLING MATERNITY LEAVE VACANCIES**

When persons are hired to replace employees who are on approved maternity leave, the period of employment of such persons will not exceed the maternity leave. The release or discharge of such persons will not be the subject of a grievance or arbitration.

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

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

**ARTICLE S - PRINTING OF AGREEMENT**

The printing of this Agreement will be done by a unionized workshop. The cost of printing this Agreement in booklet form shall be borne equally by each party. Once printed, the new Collective Agreement will be distributed to existing employees in the bargaining unit by the Human Resources Department. The Union will be responsible for the distribution of Collective Agreements to new employees and to those employees requesting replacement copies. The Hospital will supply the Union with sufficient copies for the distribution of the Collective Agreements.

**ARTICLES T - APPRENTICESHIP PROGRAM**

Whenever the Hospital participates in a recognized apprenticeship program (as covered by the Apprenticeship Act), the Hospital will notify the Union of all such programs.

**ARTICLE U - MODIFIED WORK**

The Hospital will notify the Union of the names of all employees who go off work due to work related injury, within seven (7) days of the original notification of injury.

When it has been medically determined that an employee is unable to return to their own position due to a disability, the Hospital will convene a meeting of two (2) designated Union representatives and a Rehabilitation Counsellor as required to discuss a modified return to work.

The Hospital and the Union will cooperate to investigate any modified work applicable; the employee will be provided with appropriate orientation to the job duties of any modified work; the employee will be able to participate in his/her own case management.

The Hospital agrees to provide the Union with a notification of injury slip and to provide to the employee, two (2) copies of the Workplace Safety and Insurance Board Form 7 at the same time it is sent to the Board.

**ARTICLE V - JOINT HEALTH & SAFETY COMMITTEE**

- a) The Hospital and the Union agree that they mutually desire to maintain standards of safety and health in the Hospital in order to prevent accidents, injury and illness.
- b) Recognizing its responsibilities under the applicable legislation, the Hospital agrees to accept as a member of its Accident Prevention - Health & Safety Committee at least one representative selected or appointed by the Union from amongst bargaining unit employees.
- c) Such Committee shall identify potential dangers and hazards, institute means of improving health and safety programs and recommend actions to be taken to improve conditions related to safety and health.
- d) The Hospital agrees to co-operate reasonably in providing necessary information to enable the Committee to fulfill its functions.

- e) Meetings shall be held every third month or more frequently at the call of the chair if required. The Committee shall maintain minutes of all meetings and make the same available for review.
- f) Any representative appointed or selected in accordance with (b) hereof shall serve for a term of one (1) calendar year from the date of appointment which may be renewed for further periods of one (1) year. Time off for such representative(s) to attend meetings of the Accident Prevention - Health & Safety Committee in accordance with the foregoing shall be granted and time so spent attending such meetings shall be deemed to be work time for which the representative(s) shall be paid by the Hospital at his regular or premium rate as may be applicable. CUPE's representative(s) to the Joint Occupational Health and Safety Committee shall be given one (1) hour of paid preparation time as per the Occupational Health & Safety Act to prepare for each meeting.
- g) The Union agrees to endeavour to obtain the full co-operation of its membership in the observance of all safety rules and practices.
- h) Pregnant employees may request to be transferred from their current duties if, in the professional opinion of the employee's physician, the pregnancy may be at risk. If such a transfer is not feasible, the pregnant employee, if she so requests, will be granted an unpaid leave of absence before commencement of the maternity leave referred to in Article 12.06.
- i) Where the Hospital identifies high risk areas where employees are exposed to Hepatitis B, the Hospital will provide, at no cost to the employees, a Hepatitis B vaccine.

#### Certified Worker

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

#### Protective Footwear

The Hospital will require employees performing the following functions to wear appropriate safety footwear:

- 1) Maintenance
- 2) Grounds
- 3) Ambulance
- 4) Stores (only where frequently working in storage areas)
- 5) Porterage (as determined by the Hospital) heavy carts on a regular basis; e.g. linen carts, food wagons.

**ARTICLE W – ADDRESS AND TELEPHONE COMMUNICATION**

It shall be the duty of each employee to notify the Hospital promptly of any change in address or any change in temporary residency. If the employee fails to do this, the Hospital will not be responsible for failure of a notice sent by registered mail to reach such employee. Employees shall notify the Hospital of any change to his telephone number.

The Employer will provide to the Union Recording Secretary monthly an updated address and telephone list.

**ARTICLE X – TRANSPORTATION ALLOWANCE**

When an employee is called back to work as outlined in Article 15.06 he shall be entitled to a transportation allowance paid at the current mileage/kilometer rate, or reimbursement of cab fare upon presentation of a receipt. Such transportation allowance will in no case exceed twenty dollars (\$20.00) per round trip, or such greater amount that the Hospital may at its discretion determined for each trip. The employee will provide t the Hospital satisfactory proof of payment of the cab fare.

The parties agree to the Collective Agreement as amended herein.

Signed at Kingston this \_\_\_\_\_ day of \_\_\_\_\_ 2004.

FOR THE HOSPITAL

FOR THE UNION

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**LETTER OF UNDERSTANDING**  
**BETWEEN**  
**KINGSTON GENERAL HOSPITAL**  
**AND**  
**CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 1974**

**RE: JOB EVALUATION**

- 1) In accordance with the provisions of Article B- Management Rights and Article 19.01 - Job Classification, the Hospital reserves the right to establish wage classifications and determine rates of pay.
- 2) The Hospital and the Union agree that the rates of pay established for classifications covered by these Collective Agreements shall be determined based on the evaluation outcome of current job descriptions and will be determined in an object, fair and equitable manner.
- 3) The aforementioned objective will be accomplished as follows:
  - a) The Hospital and the Union will use the Watson Wyatt Point Factor System.
  - b) The Hospital will develop job descriptions for all current jobs using a consistent format that supports the selected job evaluation system. Completed job descriptions will be maintained on a current and continuing basis. In the development and maintenance of job descriptions, incumbent employees or their representatives will be provided with an opportunity to make written comments as to the descriptions and their contents.
  - c) The Hospital will evaluate all jobs covered by the Collective Agreements, using the selected job evaluation system referred to in (a) and the job descriptions referred to in (b) above. The resulting evaluation will then go forward to a joint Job Evaluation Committee consisting of two (2) Hospital representatives and two (2) Union representatives. Committee meetings will be held every other week, whenever possible and in accordance with the availability of the representatives. Any change recommended by the Committee regarding rates of pay will be submitted for Hospital consideration. In accordance with Article 19.01, the Union reserves the right to challenge rates of pay for classifications.
  - d) The parties agree to complete the evaluation process by 2002 December 31. If the parties have significant differences in total point values for any classification a consultant mutually agreed upon will act as the mediator. The parties agree that both the Management and Union committee may invite one (1) advisor each, at their own cost, during the mediation process. If the consultant is unable to mediate a resolution, he/she will determine the appropriate point value. The consultant's decision will be final and binding.

- e) The cost of the consultant will be equally shared by the parties.
  - f) The Hospital will examine the results arising from (c) above for fairness of equity and in compliance with pay equity alternative of the total wage structure set out in Schedule "A" of the Collective Agreements. Any proposals resulting from this exercise may be submitted to negotiations for the renewal of the Collective Agreements.
  - g) All new or amended job descriptions will be evaluated in accordance with the provisions of this Agreement.
  - h) The parties will review and audit this process from time to time.
  - i) The CUPE representative who participates on the Job Evaluation Committee shall suffer no loss of pay for time spent during his/her regularly scheduled hours of work for such participation. This shall not result in any overtime or premium payments being paid.
- 4) The Hospital and the Union agree that, in giving effect to this Agreement, any rights of the respective parties under the terms of the Collective Agreements will take precedence.
  - 5) This Agreement is made on a without prejudice and without precedent basis and may be relied upon only to the extent necessary to enforce the terms of the Agreement itself. This Agreement shall have no impact on any other matter which may arise between the parties.
  - 6) This Agreement shall remain in effect during the duration of the term of this Collective Agreement.

Dated at Kingston this \_\_\_\_\_ day of \_\_\_\_\_ 2004.

FOR THE HOSPITAL

FOR THE UNION

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**LETTER OF INTENT  
BETWEEN  
KINGSTON GENERAL HOSPITAL  
AND  
CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 1974**

The Standards of Practice for Registered Practical Nurses from the College of Nurses of Ontario identify the minimum expectations for providing safe, effective and ethical nursing care.

Strategies, interventions, skills and Delegated Controlled Acts, outlined in the Standards of Practice, will be approved in accordance with Hospital Policy, for practice by the Registered Practical Nurses.

The Hospital will encourage participation and will endeavour to provide educational opportunities for the Registered Practical Nurse to acquire the approved skills during regularly scheduled working hours. If this is not possible and the Registered Practical Nurse is required to attend educational sessions outside of her regularly scheduled working hours, she shall receive straight time pay for all hours in attendance.

Dated at Kingston this \_\_\_\_\_ day of \_\_\_\_\_ 2004.

FOR THE HOSPITAL

FOR THE UNION

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**LETTER OF UNDERSTANDING  
BETWEEN  
KINGSTON GENERAL HOSPITAL  
AND**

**CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 1974**

**RE: REPRESENTATION AT MEETINGS UNDER THE GRIEVANCE PROCEDURE**

The parties are in agreement that the following Union and Hospital representatives may attend meetings as provided for under the grievance procedure (Article 7).

- |                        |   |
|------------------------|---|
| <u>Complaint Stage</u> | <ul style="list-style-type: none"> <li>- Employees making complaint</li> <li>- one Union steward (if desired by employee)</li> <li>- immediate supervisor</li> <li>- one Human Resources member (if desired by supervisor)</li> </ul> |
|------------------------|---|

- |                 |   |
|-----------------|---|
| <u>Step One</u> | <ul style="list-style-type: none"> <li>- grievor</li> <li>- Union steward</li> <li>- Union Chief Steward</li> <li>- manager (or designate)</li> <li>- one Human Resources member</li> </ul> |
|-----------------|---|

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|-----------------|---|
| <u>Step Two</u> | <ul style="list-style-type: none"> <li>- grievor</li> <li>- Union Grievance Committee (i.e. 4 members) plus "advisor" if desired</li> <li>- manager (or designate)</li> <li>- KGH Vice-President (or designate)</li> <li>- up to two Human Resources members</li> </ul> |
|-----------------|---|

- |                             |  |
|-----------------------------|--|
| <u>Grievance Settlement</u> | <ul style="list-style-type: none"> <li>- in accordance with Step Two plus legal counsel or "presenter" for the case, if requested</li> </ul> |
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Any exception to the numbers indicated above may occur where a Union Steward or Human Resources member or other individual is receiving orientation or has a specific interest in the case. Such additional person(s) shall not, unless otherwise agreed, participate in the proceedings and will be present for purposes of observation only.

Signed at Kingston this \_\_\_\_\_ day of \_\_\_\_\_ 2004.

FOR THE HOSPITAL

FOR THE UNION

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**LETTER OF INTENT  
BETWEEN  
KINGSTON GENERAL HOSPITAL  
AND  
CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 1974**

**EMPLOYEE ASSISTANCE PROGRAMME**

The Hospital recognizes that the Union has an active Employee Assistance Program and will work in conjunction with the Union to promote accessibility to the program for its members.

An opportunity will be provided quarterly for a Union E.A.P. representative to attend the Kingston General Hospital Joint Occupational Health and Safety Committee for the purpose of reviewing reports on the utilization of the Hospital's E.A.P.

No confidential employee information will be divulged in conjunction with this process.

Dated at Kingston this \_\_\_\_\_ day of \_\_\_\_\_ 2004.

FOR THE HOSPITAL

FOR THE UNION

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**LETTER OF UNDERSTANDING  
BETWEEN  
KINGSTON GENERAL HOSPITAL  
(the "Hospital")  
AND  
CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 1974  
(the "Union")**

**RE: Registered Practical Nurse Rate of Pay**

The parties agree as follows:

1. When the outstanding issue related to the above-noted rate of pay is either agreed to or awarded through the arbitration process by a coordinated local approach, the local parties will adopt such rate of pay.
2. If the issue is not resolved or addressed by a coordinated local approach then the local parties agree to proceed to arbitration on this single issue.

Dated at Kingston this \_\_\_\_\_ day of \_\_\_\_\_ 2004.

FOR THE HOSPITAL

FOR THE UNION

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**LETTER OF UNDERSTANDING**

**BETWEEN**

**KINGSTON GENERAL HOSPITAL  
(the "Hospital")**

**AND**

**CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 1974  
(the "Union")**

**RE: Scheduling of Part-Time to cover temporary Full-Time Long-Term  
Assignments**

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1. Where a need is identified by the Hospital, any scheduled hours expected to last for four (4) or more consecutive days will be assigned to the senior qualified available part-time employee in that classification.
2. This understanding will not alter Article G – 6 – 10 or 12 of the CUPE Part-Time Collective Agreement in any way.
3. Scheduled hours applicable for paragraph #1 will be the result of full-time absences due to WSIB disability, sick leave, long term disability, or while the full-time employee is performing a special non-recurring task.

Dated at Kingston this \_\_\_\_\_ day of \_\_\_\_\_ 2004.

FOR THE HOSPITAL

FOR THE UNION

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