

158 employees

Unit No. 66A

COLLECTIVE AGREEMENT

BETWEEN

TORONTO EAST GENERAL AND  
ORTHOPAEDIC HOSPITAL INC.  
(OFFICE FULL-TIME)

- A N D -

SERVICE EMPLOYEES INTERNATIONAL UNION  
LOCAL 204

EFFECTIVE: OCTOBER 11, 2001

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THIS COLLECTIVE AGREEMENT

BETWEEN:

THE TORONTO EAST GENERAL AND ORTHOPAEDIC HOSPITAL INC.  
(hereinafter called the "Hospital")  
OF THE FIRST PART

- and -

SERVICE EMPLOYEES INTERNATIONAL UNION, LOCAL 204  
(hereinafter called the "Union")  
OF THE SECOND PART

ARTICLE 1 - PURPOSE

1.01 The purpose of this Agreement is to establish an orderly collective bargaining relationship between the Hospital and the employees concerned and to provide machinery for the prompt and equitable disposition of grievances and to establish and maintain satisfactory working conditions, hours of work and wages for all employees within the bargaining unit.

ARTICLE 2 - SCOPE AND RECOGNITION

See Local Provision Appendix L2

ARTICLE 3 MANAGEMENT RIGHTS

See Local Provision Appendix L 3

ARTICLE 4 - DEFINITIONS

4.01 Temporary Employees

Employees may be hired for a specified term, not to exceed six (6) months, to replace an employee on leave 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 12 months where the leave of the

person being replaced extends that far. The period of employment of such persons will not exceed the absentee's leave. The release or discharge of such persons shall not be the subject of a grievance or arbitration.

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

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

**4.02** The word "**employee**" or "**employees**" wherever used in this Agreement shall mean only the employees in the bargaining unit defined above, unless the context otherwise provides.

**4.03** Where the masculine pronoun is used herein, it shall mean and include the feminine pronoun where the context so provides.

## **ARTICLE 5 - UNION SECURITY**

### **5.01 Union Dues**

As a condition of employment, the Hospital will deduct from each employee covered by this Agreement an amount equal to the regular monthly union dues designated by the Union.

Such dues shall be deducted from the first pay of each month for full-time employees, and may be deducted from every pay for part-time employees. In the case of newly hired employees, such deductions shall commence in the month following their date of hire.

The amount of the regular monthly dues shall be those authorized by the Union and the Union shall notify the Hospital of any changes therein and such notification shall be the Hospital's conclusive authority to make the deductions specified.

In consideration of the deducting of Union dues by the Hospital, the Union agrees to indemnify and save harmless the hospital against any claims or liabilities arising or resulting from the operation of this Article.

Dues deducted by the 15th of the month shall be remitted monthly to the Union, no later than the end of the month in which the dues were deducted.

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 Interview Period

It is mutually agreed that upon commencement of employment all new employees will be advised of the existence of the Union and the conditions surrounding their employment. It is also mutually agreed that a Union Representative will be given the opportunity of interviewing each new employee once upon the completion of their probationary employment, for the purpose of further informing such employee of the existence of the Union in the Hospital and ascertaining whether the employee wishes to become a member of the Union. The Hospital shall advise the Union monthly as to the names of the persons to be interviewed and shall designate the time and place for such interview, the duration of which shall not exceed fifteen (15) minutes. The interview shall take place on the Hospital premises, in a room designated by the Hospital, and the employees shall report to this room for interview, during the interview period.

#### 5.03 Employee Lists

Dues deducted shall be remitted to the Secretary Treasurer of the local Union on or before the 25th day, if possible, but not later than the last day of the month in which they were deducted. In remitting such dues, the Hospital shall provide a list of employees from whom deductions were made and their work site (if the bargaining unit covers more than one site) and the employee's social insurance number. The list shall also include deletions and additions from the preceding month highlighting new hires, resignations, terminations, new unpaid leave of absence of greater than one (1) month and returns from leaves of absence. If the hospital agrees to provide the union with the information in an

electronic format, the parties will meet to discuss the format in which the information will be set out. The Hospital also agrees to provide the Union with employee addresses on an annual basis. The Union agrees to keep the Hospital harmless from any claims against it by an employee which arise out of any deduction or information provided under this Article

5.04 The parties agree that the Union officials will not interview people without first obtaining prior permission from the Director of Labour Relations or his appointee.

5.05 It shall be the duty of the employee to notify the Hospital promptly of any change in address. If an employee fails to do this, the Hospital will not be responsible for failure of a notice sent by registered mail to reach such employee.

#### **ARTICLE 6 - NO STRIKE/LOCKOUT**

6.01 The Hospital agrees that during the term of this Agreement there will be no lockout.

6.02 The Union agrees that during the term of this Agreement there will be no strikes, shutdowns, stoppages of work or any acts of any nature which would tend to interfere with the Hospital's operations or picketing of any kind or form whatsoever, however peaceful.

6.03 **Any** employee participating in any such strikes, shutdowns, stoppages of work, acts of any nature which tend to interfere with the Hospital's operations or picketing of any kind or form whatsoever, however peaceful, will be subject to discipline including discharge.

#### **ARTICLE 7 - UNION REPRESENTATION AND COMMITTEES**

7.01 (a) The Hospital will recognize a Grievance Committee composed of the Chief Steward and not more than \_\_\_\_\_ 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.



- (b) 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.
- (c) 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.

**7.02 Union Stewards**

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

When resuming his regular duties and responsibilities, such steward shall again report to his immediate supervisor. A Union steward shall suffer no loss of earnings for time spent in performing the above duties during his regular scheduled working hours.

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

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

### 7.03 Central Bargaining Committee

In future central bargaining between Service Employees International Union 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, 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 hospitals accordingly

It is understood that this clause does not apply to a hospital that is not participating in Central Bargaining.

### 7.04 Local Negotiating Committee

- (a) The Hospital agrees to recognize a Negotiating Committee comprising of \_\_\_\_ members to be elected, or appointed from amongst employees in the bargaining unit, who have completed their probationary period.
- (b) Where the Hospital participates in Central bargaining, the purpose of the Negotiating Committee shall be to negotiate local issues as defined.
- (c) Where the Hospital does not participate in central bargaining, the purpose of the Negotiating Committee shall be to negotiate a renewal of this Collective Agreement.

- (d) Nothing in this provision is intended to preclude the Union negotiating committee from having the assistance of any representatives of the Union when negotiating with the Hospital.
- (e) Nothing in this provision is intended to preclude the Union negotiating committee from having the assistance of any representatives of the Union when negotiating with the Hospital.
- (f) The number of employees on the Negotiating Committee shall be determined locally.

#### 05 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 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.

It is 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.

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

## ARTICLE 8 - GRIEVANCE AND ARBITRATION

- .01 For the purpose of this Agreement, a grievance or complaint is defined as a difference arising either between a member of the bargaining unit and the Hospital or between the parties hereto relating to the interpretation, application, administration or alleged violation of the Agreement.
- .02 The grievance shall identify the nature of the grievance, the remedy sought, and should, where possible specify the provisions of the Agreement which are alleged to have been violated.
- .03 At the time formal discipline is imposed or at any stage of the grievance procedure, an employee shall have the right to the presence of his/her steward. In the case of suspension or discharge, the Hospital shall notify the employee of his right in advance.

Where the Hospital deems it necessary to suspend or discharge an employee, the Hospital shall notify the Union of such suspension or discharge in writing, within three (3) days.

- .04 It is the mutual desire of the parties hereto that complaints 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 so desires.

Such complaint shall be discussed with his immediate supervisor within five (5) days after the circumstances giving rise to it have occurred or ought reasonably to have come to the attention of the employee.

Failing settlement within the five (5) days, it shall then be taken up as a grievance within five (5) days following his immediate supervisor's decision in the following manner and sequence:

### **Step 1**

The employee shall submit the grievance, in writing, and signed by him, to the supervisor or designate. The employee may be accompanied by a Union steward. The supervisor or designate will deliver his decision in writing within five (5)

days following the day on which the written grievance was presented to him. The Union and the Hospital may meet to discuss the grievance at a time and place suitable to both parties. Failing settlement, then:

**Step 2**

Within five (5) days following the decision in the immediately preceding step, the grievance shall be submitted in writing to the supervisor or designate.

A meeting will then be held between the Human Resources or designate and the designated union representatives who may be accompanied by the general representative of the Union, within five (5) days of the submission of the grievance at Step 2, unless extended by mutual agreement of the parties.

The decision of the Hospital shall be delivered in writing within ten (10) days following the date of such meeting.

**.05 Policy Grievance**

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 2 within ten (10) days following the circumstances giving rise to the 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 he could have instituted himself and the regular grievance procedure shall not be thereby by-passed.

Where the grievance is a Hospital grievance it shall be filed with the Grievance Committee.

**.06 Group Grievance**

Where a number of employees have identical grievances, and each one would be entitled to grieve separately, they may present a group grievance, in writing identifying each employee who is grieving, to the (designated by Hospital), within ten (10) days after the circumstances giving rise to

the grievance have occurred. The grievance shall then be treated as being initiated at Step 2 and the applicable provisions of this Article shall then apply with respect to the handling of such grievance.

**.07 Discharge Grievance**

If an employee, who has completed his probationary period, claims that he has been unjustly discharged, such claim must be submitted by the employee, who may be accompanied by a Union steward, or by the Union steward at Step 2 of the grievance procedure to the Hospital within five (5) days following the date the discharge is effective.

Such grievance may be settled under the Grievance and Arbitration procedure by:

- (a) confirming the Hospital's action in discharging the employee, or
- (b) reinstating the employee with up to full seniority for time lost and up to full compensation for time lost,
- (c) any other arrangement which may be deemed just and equitable.

.08 (a) Failing settlement under the foregoing procedure any grievance may be submitted to arbitration as hereinafter provided. If no written request for arbitration is received within ten (10) days after the decision under Step 2 is given, the grievance shall be deemed to have been abandoned.

(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.

.09 All agreements reached, under the grievance procedure, between the representatives of the Hospital and representatives of the Union will be final and binding upon the Hospital, the Union and the employee(s).

- .10 (a) When either party requests that any matter be submitted to Arbitration as provided in this Article, it shall make such request in writing addressed to the other party to this Agreement, and at the same time appoint a nominee. Within five (5) days thereafter, the other party shall appoint its nominee, provided however, that if such party fails to appoint its nominee as herein required, the Minister of Labour for the Province of Ontario shall have the power to make such appointment upon application thereto by the party invoking the arbitration procedure. The two nominees shall attempt to agree upon a chairman of the Arbitration Board. If they are unsuccessful in agreeing upon such a chairman within a period of ten (10) days of the appointment of the second nominee, they shall then request the Minister of Labour for the Province of Ontario to appoint a chairman.
- (b) Notwithstanding (a) above, the parties may, upon mutual agreement, agree to a sole arbitrator who shall proceed by way of mediation-arbitration. The party making the request shall do so in writing and at the same time, it shall propose the name of a sole arbitrator. Within five (5) calendar days thereafter, the other party shall agree in writing or propose an alternate name(s). If there is no agreement within ten (10) calendar days, the Minister of Labour shall have the power to effect such appointment upon application thereto by the party invoking the arbitration procedure. Once appointed, the sole arbitrator shall have all powers as set out in Section 50 of the Labour Relations Act including the power to impose a settlement and to limit evidence and submissions.
- .11 No person may be appointed to the Arbitration Board who has been involved in an attempt to negotiate or settle the grievance.
- .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.
- .13 No matter may be submitted to arbitration which has not been properly carried through all requisite steps of the Grievance Procedure.

- .14 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.
- .15 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.
- .16 Saturdays, Sundays and Holidays are not to be counted in the time limits as set out in this Article.
- .17 Wherever Arbitration Board is referred to in the Agreement, the parties hereto 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 9 - SENIORITY**

### **9.01 Probationary Period**

A new employee will be considered on probation until he has completed forty-five days of work within any twelve calendar months. Upon completion of the probationary period he shall be credited with seniority equal to forty-five 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** extension agreed to will be in writing and will specify the length of the extension. The release or discharge of an employee during the probationary period shall not be the subject of a grievance or arbitration.

### **9.02 Definition of Seniority**

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

Seniority will operate on a bargaining unit wide basis.



Notwithstanding the above, employees hired prior to October 10, 1986 will be credited with the seniority they held under the Agreement expiring November 15, 1985 and will thereafter accumulate seniority in accordance with this Article.

#### 9.03 Transfer of Service and Seniority

Effective October 10, 1986, and for employees who transfer subsequent to October 10, 1986, an employee whose status is changed from full-time to part-time shall receive credit for his/her full service and seniority. An employee whose status is changed from part-time to full-time shall receive credit for seniority and service on the basis of one (1) year equals 1725 hours worked, and will be enrolled in the employee benefit plans subject to meeting any waiting period or other requirements of those plans.

Employees hired prior to October 10, 1986 will be credited with the service and seniority they held under the Collective Agreement expiring November 15, 1985.

#### 9.04 Loss of Seniority

An employee shall lose all seniority and shall be deemed terminated if:

- (a) employee quits;
- (b) employee is discharged and the discharge is not reversed through the grievance and arbitration procedure;
- (c) employee 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 a reason satisfactory to the Hospital;
- (d) employee fails to return to work upon the expiration of a leave of absence for or utilizes a leave of absence for a purpose other than that for which it was granted;
- (e) employee has been laid off for twenty-four (24) months;
- (f) employee fails, upon being notified of a recall, to signify his intention to return within five (5) working days after he has received the notice of recall, and fails to report to work within ten (10) working days after he has received the notice of recall;

Note: The clause shall be interpreted in a manner consistent with the provisions of the Ontario Human Rights Code.

#### 9.05 Effect of Absence

- (a) It is understood that during an approved unpaid absence not exceeding thirty (30) continuous days or any approved absence paid by the Hospital, both seniority and service will accrue.
- (b) During an unpaid absence exceeding thirty (30) continuous calendar days, credit for service for purposes of salary increment, vacation, sick leave, or any other benefits under any provisions of the Collective Agreement or elsewhere, shall be suspended for the period of the absence in excess of thirty (30) continuous calendar days, the benefits concerned appropriately reduced on a pro rata basis and the employees anniversary date adjusted accordingly. In addition, the employee will become responsible for full payment of subsidized employee benefits in which he is participating for the period of the absence, except that the Hospital will continue to pay its share of the premiums for up to eighteen (18) months while an employee is in receipt of **W.S.I.B.** benefits. Notwithstanding this provision, service shall accrue for a period of fifteen (15) weeks if an employee's absence is due to a disability resulting in **W.S.I.B.** benefits.

Effective October 11, 2002, the Hospital will continue to pay its share of the premiums up to thirty (30) months while an employee is in receipt of **WSIB** or **LTD** benefits. Such payment shall also continue while an employee is on sick leave (including the Employment Insurance Period) to a maximum of thirty (30) months from the time the absence commenced.

- (c) It is further understood that during such unpaid absence, credit for seniority for purposes of promotion, demotion, transfer or lay-off shall be suspended and not accrue during the period of absence. Notwithstanding this provision seniority shall accrue during maternity or adoption leave, or for a period of eighteen (18) months if an employees absence is due to a disability resulting

in W.S.I.B. benefits or LTD benefits, or for a period of one (1) year if an employee's unpaid absence is due to an illness.

Effective October 11, 2002, seniority shall accrue for a period of thirty (30) months if an employee's absence is due to a disability resulting in WSIB or LTD benefits or while an employee is on sick leave (including the Employment Insurance Period).

## **ARTICLE 10 - JOB SECURITY**

10.01(a) With respect to the development of any operating or restructuring plan which may affect the bargaining unit, the Union shall be involved in the planning process as soon as practicable and, in any event, in advance of such plans or proposals being finalized and notices of layoff being issued or other actions taken that would adversely affect the bargaining unit and through to the final phases of the process.

(b) **Staff Planning Committee**

In addition to that, and to any other planning committee in the Hospital of a more broadly representational make-up there shall be immediately established a Staff Planning Committee for the bargaining unit, which shall meet during the term of this agreement every three months, unless otherwise mutually agreed by the parties. It shall be the function of the Staff Planning Committee to consider possible ways and means of avoiding or minimizing potential adverse effects upon employees in the bargaining unit, including:

- (i) identifying and proposing possible alternatives to any action that the hospital may propose taking;
- (ii) identifying and seeking ways to address the retraining needs of employees;
- (iii) identifying vacant positions within the Hospital for which surplus members of the bargaining unit might qualify, or such positions which are currently filled but which are expected to become vacant within a twelve (12) month period.

### **Composition and Meetings**

The Committee shall be comprised of equal number of representatives of the hospital and from the Union. The number of representatives is to be determined locally, and shall consist of at least two representatives from each party.

Meetings of the Committee shall be held during normal working hours. Representatives 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. The Hospital shall make typing and other such clerical assistance available as required.

Each party shall appoint a co-chair for the Committee. Co-chairs shall chair alternate 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.

### **Disclosure**

To allow the Staff Planning Committee to carry out its mandated role under this Article, the Hospital, will provide the Committee with pertinent financial and staffing information and with a copy of any reorganization plans which impact on the bargaining unit.

### **Accountability**

The Committee shall submit its written recommendations to the Chief Executive Officer of the Hospital and the Board of Trustees. Where there is no consensus within the Committee, the individual members of the Committee shall be entitled to submit their own recommendations. Any agreement between the Hospital and the Union resulting from the above review concerning the method of implementation will take precedence over the other provisions of this agreement.

It is understood that all of the above shall be completed in a timely manner.

10.02 (a) Notice of layoff

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, no less than five (5) months' written notice of layoff, or pay in lieu thereof.

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

- (b) A layoff shall not include a reassignment of an employee from her or his classification or area of assignment who would otherwise be entitled to notice of layoff provided:
  - (i) the reassignment of the employee is to an appropriate permanent job with the employer having regard to the employee's skills, abilities, qualification 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 rotations; and
  - (v) where more than one employee is to be assigned 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 cause 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.

#### 10.03 Severance and Retirement Options

- (a) Severance Pay

- (i) Where an employee resigns within 30 days after receiving notice of layoff pursuant to Article 10.02(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 (\$3000.) dollars.
- (ii) Where an employee resigns later than 30 days after receiving notice of layoff pursuant to Article 10.02(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.

(b) Retirement Allowance

Prior to issuing notice of layoff pursuant to Article 10.02 (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 10.02(a)(ii).

Within thirty (30) days from the date of notice of lay-off, an employee who has received notice of lay-off of a permanent or long-term nature may retire provided that the employee is eligible to retire under the terms of the Hospitals of Ontario Pension Plan. **An** employee who chooses this option forfeits her right to notice and will receive severance pay on the basis of two (2) weeks' pay for each year of service with the Hospital to a maximum of twenty-six (**26**) weeks on the basis of the employees' normal weekly earnings. In addition, full-time employees will receive a lump sum payment equal to \$1,000.00 for every year less than age 65, to a maximum of \$5,000.00

Note: The Hospital may offer any employee a retirement option as provided above, in order to avoid potential lay-offs in the unit.

(c) A full-time employee who has completed one year of service and

(i) whose lay-off is permanent, or

(ii) who is laid off for **26** weeks in any 52 week period, and who has not elected to receive a severance payment under either (a) or (b) of this Article, shall be entitled to severance pay equal to the greater of two weeks pay, or one weeks' pay per year of service to a maximum of **26** weeks pay. This entitlement shall not be in addition to any entitlement to severance pay under the Employment Standards Act, but at the same time, shall not preclude an employee from claiming any greater entitlement which that Act may at some point come to provide.

**An** employee may elect to defer receipt of this severance payment while his or her recall rights are still in effect. Once an employee does opt to receive the severance payment, he or she shall be deemed to have resigned, and his or her recall rights shall be extinguished.

#### 10.04 Regional Staff Planning Committees

The central parties agree to establish Regional Staff Planning Committees to facilitate the redeployment of laid off employees among the Participating Hospitals.

To achieve this objective the Hospital Staff Planning Committee will forward to the Regional Staff Planning Committee a list of the names and addresses of laid off employees who have expressed an interest in working at other Participating Hospitals and who have undertaken skills assessment procedures provided by any government training agency, such as HTAP, that may be in place. In filling vacancies not filled by bargaining unit members the Hospitals are 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.

The size, structure, composition, and activities of each Committee will be mutually determined by the parties, and application will be made to any available funding source for the funding of administrative expenses.

#### 10.05 Lay-off and Recall

- (a) In the event of lay-off, the Hospital shall lay off employees in the reverse order of their seniority within their classification, providing that there remain on the job employees who then have the ability to perform the work.
- (b) **An** employee who is subject to lay-off shall have the right to either:
  - (i) accept the lay-off; or



(ii) displace an employee who has lesser bargaining-unit seniority and who is the least senior employee in a lower or identical paying classification in the bargaining unit if the

(iii) employee originally subject to lay-off can perform the duties of the lower or identical classification without training other than orientation. Such employee so displaced shall be laid off.

Note: **An** identical paying classification shall include any classification where the straight time hourly wage rate at the level of service corresponding to that of the laid off employee is within 1% of the laid off employee's straight time hourly wage rate.

In the event that there are no employees with lesser seniority in lower or identical paying classifications as defined in this Article, a laid off employee will have the right to displace an employee with lesser seniority, who is the least senior employee in a classification where the straight time hourly rate at the level of service corresponding to that of the laid off employee is within 7% of the laid off employee's straight time hourly rate provided he can perform the duties without training other than orientation. Such employee so displaced shall be laid off.

(iii) The decision of the employee to choose (a) or (b) above shall be given in writing to the designated hospital representative within ten (10) working days (excluding Saturday, Sunday and Holidays) following the notification of lay-off. Employees failing to do will be deemed to have accepted the layoff.

(c) **An** employee shall have opportunity of recall from a lay-off to an available opening, in order of seniority, provided he 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 completed.

- (d) 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.
- (e) **An** employee recalled to work in a different classification from which he was laid off shall have the privilege of returning to the position he held prior to the lay-off should it become vacant within six (6) months of being recalled.
- (f) 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.
- (g) It is the sole responsibility of the employee who has been laid off to notify the Hospital of his intention to return to work within five (5) working days (exclusive of Saturdays, Sundays and paid holidays) after being notified to do so by registered mail, addressed to the last address on record with the Hospital (which notification shall be deemed to have been received on the second day following the date of mailing) and to return to work within ten (10) working days after being notified. 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 proper address being on record with the Hospital.
- (h) Employees on lay-off or notice of lay-off 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 lay-off.
- (i) 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.
- (j) In the event that a lay-off commenced on the day immediately following a paid holiday, an employee otherwise qualified for holiday pay shall not be disentitled thereto solely because of the day on which the lay-off commenced.

- (k) A laid off employee shall retain the rights of recall for a period of twenty-four (24) months from the date of lay-off.

#### **10.06 Benefits on Lay-off**

In the event of a lay-off of a full-time employee, the Hospital shall pay its share of insured benefits premium up to three (3) months from the end of the month in which the lay-off occurs or until the laid off employee is employed elsewhere, whichever occurs first.

### **ARTICLE 11 - JOB POSTING**

11.01 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 by the Hospital for a period of seven (7) days, excluding Saturday, Sunday and holidays. Vacancies created by the filling of an initial permanent vacancy within the bargaining unit shall be posted for a period of five (5) consecutive days excluding Saturday, Sunday and holidays. All applications are to be made in writing within the posting period.

11.02 The postings referred to in Article .01 shall stipulate the qualifications, classification, rate of pay, department and shift and a copy shall be provided to the Chief Steward.

11.03 Employees shall be selected for positions under Article .01 on the basis of their ability, experience and qualifications. Where these factors are relatively equal amongst the employees considered, seniority shall govern providing the successful applicant, if any, is qualified to perform the available work. The name of the successful applicant will be posted on the bulletin board and unsuccessful applicants will be notified.

11.04 Where there are no successful applicants from within this bargaining unit for positions referred to in Article .01 employees in other SEIU Clerical bargaining units at the Hospital will be considered for such positions prior to considering persons not employed by the Hospital. The employees eligible for consideration shall be limited to those employees who have applied for the position in accordance with Article .01 and .02, and selection shall be made in accordance with Article .03 above.

11.05 Vacancies which are not expected to exceed six (6) months will not be posted and may be filled at the discretion of the Hospital. In filling such vacancies, consideration shall be given to part-time employees in SEIU Clerical bargaining units who have recorded their interest in writing, prior to considering persons not employed by the Hospital. In considering such part-time employees, the criteria for selection in .03 shall apply.

Part-time employees selected to fill a vacancy under this Article will continue to maintain their part-time status, and upon completion of the assignment the employee will return to his former position.

11.06 The Hospital shall have the right to fill any vacancy on an interim basis until the posting procedure or the Request for Transfer procedure provided herein has been complied with, and arrangements have been made to assign the employee selected to fill the vacancy to the job. No grievance may be filed concerning such temporary arrangements.

11.07 The successful applicant will be placed in the vacancy for a trial period not exceeding forty-five (45) working days and if the employee proves satisfactory, then he shall be considered permanently assigned to the vacancy. If the employee proves unsatisfactory during that time, or if the employee feels he is unable to perform the duties of the vacancy to which he is posted, the employee will be returned to his former position at his former salary or rate of pay, as will any other employee in the Bargaining Unit who was promoted or transferred by reason of such placing. Newly-hired employees shall be terminated and such termination shall not be subject to the grievance and arbitration procedure.

11.08 Successful applicants and newly hired employees will not be permitted to apply for job postings or any subsequent vacancies for a period of six (6) months, unless otherwise mutually agreed.

## **ARTICLE 12 - NO CONTRACTING OUT**

12.01 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.

**12.02** 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 Hospitals' 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.

**12.03** On request by the Union the Hospital will undertake to review contracted services which fall within the work of the bargaining unit. The purpose of the review will be to determine the practicality of increasing the degree to which bargaining unit employees may be utilized to deliver such services in the future. The Hospital further agrees that the results of their review will be submitted to the Staff Planning Committee for its consideration.

## **ARTICLE 13 - WORK OF THE BARGAINING UNIT**

### **13.01 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.

Note: The purpose of this clause is the protection of the work of the bargaining unit employees and not the broadening of that work to other areas.

### 13.02 Employment Agencies

Prior to enlisting the services of an employment agency, the Hospital will attempt to contact part-time staff who would normally perform the duties in question.

### 13.03 Volunteers

- (a) The use of volunteers to perform bargaining unit work shall not be expanded beyond the extent of existing practice as of March 1, 2003
- (b) Where a Hospital plans a drive to increase the number of volunteers, the Union must be given at least thirty (30) days' notice of these plans and a special meeting of the local joint job security committee must be convened at least three (3) weeks prior to the initiation of such a drive.

13.04 Not applicable

13.05 In the event that the Hospital plans to change vacant full-time positions to part-time positions or if it plans to contract out work done by members of the bargaining unit, no action should be taken until the Union is informed and provided with an opportunity to discuss the plans with the Hospital.

## **ARTICLE 14 - TECHNOLOGICAL CHANGE**

14.01 Technological change means the automation of equipment, or the mechanization or automation of operations, or the replacement of existing equipment or machinery with new equipment or machinery which results in the displacement of an employee from his regular job.

14.02 Where the Hospital has decided to introduce a technological change, the Hospital undertakes to meet with the Union to consider the minimization of adverse effects on the status of an employee (if any) upon the employees concerned.

14.03 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.

14.04 Employees with one (1) or more years of continuous service who are subject to layoff 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 of the Union as set out above and the requirements of the applicable legislation.

14.05 Employees who are pregnant shall not be required to operate VDTs. At their request, the Employer shall temporarily relocate such employees to other appropriate work without loss of employment benefits, but at the wage rate of the job in which the employee is relocated. The determination of the appropriate alternative work shall be at the discretion of the Employer, and such discretion shall not be exercised in an arbitrary or discriminatory manner. If such work is not available or if the employee does not wish to accept the alternative work, the employee may be placed on unpaid leave of absence.

14.06 Each employee required to use a VDT more than four (4) hours per day shall be given eye examinations at the beginning of employment or assignment to VDTs and every twelve (12) months thereafter. The eye examinations shall be paid for by the Hospital where not covered by OHIP.

14.07..An individual working on a VDT shall be assigned to alternate duties away from the video display screen for a period of ten (10) minutes after every two (2) hours. In areas where employees are presently being reassigned for ten (10) minutes after each hour, this practice shall be continued (such areas to be identified).

## **ARTICLE 15 - LEAVES OF ABSENCE**

### **15.01 Bereavement Leave**

**An** employee who notifies the Hospital as soon as possible following a bereavement will be granted up to three (3) consecutive working days off, without loss of regular pay for regularly scheduled

hours, in conjunction with the death of a member of his immediate family. "Immediate family" means parent, brother, sister, spouse, son, daughter, son-in-law, daughter-in-law, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandparent, grandchild, guardian or step-parent. 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, nevertheless, 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.

#### 15.02 Education Leave

- (a) If required by the Employer, 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.
- (b) A leave of absence, without pay, to take further education related to the employee's work with the Hospital may be granted upon written application by the employee to the administration of the Hospital. It is further understood and agreed that the Employer will, whenever its operational requirements permit, endeavour to arrange the shifts of employees attending courses or seminars to permit such attendance.
- (c) Where employees are required by the Hospital to take courses to upgrade or acquire new employment qualifications, the Employer shall pay the full costs associated with the courses.

#### 15.03 Jury and 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 an employee is required by subpoena to attend a court of law or coroner's inquest in connection with a case arising from the employee's duties at the hospital on his regularly scheduled day off, the hospital will attempt to reschedule the employee's regular day off, it being understood that any rescheduling shall not result in the payment of any premium pay. Where the hospital is unable to reschedule the employee and, as a result, he is required to attend on a regular day off, he shall be paid for all hours actually spent at such hearing at the rate of time and one-half his regular straight time hourly rate subject to (a), (b) and (c) above.

Where the employee's attendance is required during a different shift than he is scheduled to work that day, the Hospital will attempt to reschedule the shift to include the time spent at such hearing. It is understood that any rescheduling shall not result in the payment of any premium pay.

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

#### 15.04 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.
- (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) **An** employee who is on pregnancy leave as provided under this Agreement who has applied for and is in receipt of Employment Insurance pregnancy benefits pursuant to Section 22 of the Employment Insurance Act, shall be paid a supplemental unemployment benefit. That benefit will be equivalent to the difference between ninety-three percent (93%) of her regular weekly earnings and the sum of her weekly Employment Insurance benefits and any other earnings. Such payment shall commence following completion of the two-week Employment Insurance waiting period, and receipt by the Hospital of the employee's Employment Insurance cheque stub as proof that she is in receipt of Employment Insurance pregnancy benefits, and shall continue while the employee is in receipt of such benefits for a maximum period of fifteen (15) weeks. The employee's regular 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 if she were not on pregnancy leave.

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

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

- (e) Credits for service and seniority shall accumulate for a period of up to seventeen (17) weeks while an employee is on pregnancy leave.

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

**15.05 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 at least two (2) weeks in advance of the date of commencement of such leave and the expected date of return.
- (c) **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.
- (d) **An** employee shall reconfirm his or her intention to return to work on the date originally approved in subsection (b) above by written notification received by the Hospital at least two (2) weeks in advance thereof.
- (e) **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. That benefit will be equivalent to the difference between ninety-three percent (93%) of her regular weekly earnings and the sum of her weekly Employment Insurance benefits and any other earnings. Such payment shall commence following completion of the two-week Employment Insurance waiting period, and receipt by the Hospital of the employee's Employment Insurance cheque stub as proof that she is in receipt of Employment Insurance parental benefits, and shall continue while the employee is in receipt of such benefits for a maximum period of ten (10) weeks. The employee's regular 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 if she were not on parental leave.

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.

- (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 an employee is on parental leave.
- (g) The Hospital will continue to pay its share of the premiums of the subsidized employee benefits, including pension, in which the employee is participating, for a period of up to thirty-five (35) weeks after the parental leave began, if the employee also took pregnancy leave, and thirty-seven (37) weeks after the parental leave began otherwise, while the employee is on parental leave.

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

**15.06 Full-time Union Office**

Upon application by the Union, in writing, the Hospital will give reasonable consideration to a request for 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, if granted, shall be for a period of one (1) calendar year (in the case of the Union President, two (2) calendar years) from the date of appointment unless extended for a further specific period by agreement of the parties. Seniority and service shall accumulate during such leave to the maximum provided, if any, under the provisions of the Collective agreement. It will become the responsibility of the employee for full payment of any applicable benefits in which the employee is participating during such leave of absence.

**15.07 Union Leave**

- (a) The Hospital shall grant leave of absence without pay to employees to attend Union conventions, seminars, education classes or other Union business provided that such leave will not interfere with the efficient operation of the Hospital.
- (c) The Union agrees to provide the Hospital with at least two (2) weeks' notice of the name, departments, and dates for any request of leave of absence on Union business.
- (d) The cumulative total leave of absence, the number of employees that may be absent at any time from any one area, and the number of days of absence shall be as provided elsewhere in the current local sections of the Agreement.

**15.08 Pre-Paid Leave Plan**

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

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

- (i) **An** employee may withdraw from the plan at any time during the deferral portion provided three (3) months notice is given to the Hospital. Deferred salary, plus accrued interest, if any, will be returned to the employee within a reasonable period of time.
- (j) If the employee terminates employment, the deferred salary held by the Hospital plus accrued interest, if any, will be returned to the employee within a reasonable period of time. In case of the employee's death, the funds will be paid to the employee's estate.
- (k) The Hospital will endeavour to find a temporary replacement for the employee as far in advance as practicable. If the Hospital is unable to find a suitable replacement, it may postpone the leave. The Hospital will give the employee as much notice as is reasonably possible. The employee will have the option of remaining in the Plan and rearranging the leave at a mutually agreeable time or of withdrawing from the plan and having the deferred salary, plus accrued interest, if any, paid out to the employee within a reasonable period of time.
- (l) The employee will be reinstated to his or her former position unless the position has been discontinued, in which case the employee shall be given a comparable job.
- (m) Final approval for entry into the pre-paid leave program will be subject to the employee entering into a formal agreement with the Hospital in order to authorize the Hospital to make the appropriate deductions from the employee's pay. Such agreement will include
  - (i) A statement that the employee is entering the pre-paid leave program in accordance with this Article of the collective agreement.
  - (ii) The period of salary deferral and the period for which the leave is requested.
  - (iii) The manner in which the deferred salary is to be held.

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

**15.09 Personal Leave**

A leave of absence may be granted without pay to an employee.

**ARTICLE 16 - HOURS OF WORK**

**16.01 Daily and Weekly Hours of Work**

The standard work week for all full-time employees shall average thirty-seven and a-half (37 1/2) hours per week exclusive of meal period over the two (2) week pay period scheduled by the Hospital. It is understood, however, that this shall not be, nor be construed to be a guarantee as to the hours of work per day nor as to the hours of work per week nor as a guarantee of working schedules, and some employees may be regularly scheduled to work less than thirty-seven and a-half (37 1/2) hours per week. In such a case, employees shall be paid a pro-rated weekly wage based on the number of hours actually worked.

**16.02 Rest Periods**

- (a) All employees required to work a total of seven and one-half (7 1/2) or more hours in a day shall be entitled to two (2) fifteen (15) minute rest periods, one each in the morning and afternoon, providing each half shift is at least three and one-half (3 1/2) hours in duration. Employees required to work less than seven and one-half (7 1/2) hours in a day shall be entitled to one (1) fifteen (15) minute rest period at an appropriate time during their shift.
- (b) 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.
- (c) The Hospital will endeavour to provide each employee with a lunch period, without pay, of not less than thirty (30) minutes in duration. The Hospital shall continue its policy in attempting to schedule continuous and uninterrupted lunch periods.

**16.03 Time Off Between Shifts**

In the case of departments where employees are required to rotate on the day, evening and/or night shifts, the Hospital will endeavour to arrange shifts such that there will be a minimum of



twenty-three (23) hours between the end and the beginning of shifts and of thirty-nine (39) hours if there is one day (1) day off and of sixty-three (63) hours if there are two (2) days off between the change over of shifts.

## **ARTICLE 17 - PREMIUM PAYMENT**

### **17.01 Definition of Regular Straight Time Rate of Pay**

For the purposes of calculating any benefit or money payment under this Agreement to which an employee is entitled, the regular straight time rate of pay is that prescribed in Wage Schedule A in this agreement.

### **17.02 Definition of Overtime (Overtime Premium)**

Authorized time worked in excess of the normal daily hours or normal bi-weekly hours of the Hospital shall be paid at the rate of one and one-half times the employee's basic hourly straight time rate of pay; provided no overtime premium will be paid for overtime on an exchange of shifts mutually agreed to between two (2) employees where approved by the Hospital.

It is understood and acknowledged that the Hospital has the right to require employees to perform reasonable hours of work.

Call-back shall not be considered as hours worked for the purpose of this Article.

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.

### **17.03 Reporting Pay**

Full-time 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 not less than one (1) hour's prior notice not to report for work.

#### **17.04 Standby**

An employee who is required to remain available for duty on standby, outside the normal working hours for that particular employee, shall receive standby pay in the amount of \$2.10 per hour for all hours on standby.

Standby pay shall, however, cease where an employee is called in to work, and works during the period of standby.

Effective October 11, 2002 the amount shall be increased to \$2.50 per hour.

#### **17.05 Call Back**

- (a) 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 their regular hourly earnings. Where call back is immediately prior to the commencement of their regular shift, the call back pay will only apply to the point of commencement of a regular shift at the rate of time and one-half after which they shall revert back to the regular shift.
- (b) Call back pay shall cover all calls within the minimum four (4) hour period provided for under (a). If a second call takes place after four (4) hours have elapsed from the time of the first call, it shall be subject to a second call back premium, but in no case shall an employee collect two (2) call back premiums within one (1) such four (4) hour period, and to the extent that a call back overlaps and extends into the hours of his regular shift, (a) shall apply.
- (c) Notwithstanding the foregoing an employee who has worked his full shift on a holiday and is called back shall receive the greater of two (2) times his regular straight time hourly rate for all hours actually worked on such call-back or four (4) hours pay at time and one-half his straight time hourly rate, subject to the other provisions set out above.

#### 17.06 Shift Premium

Employees shall be paid a shift premium of forty-five (45) cents per hour for all hours worked where the majority of their scheduled hours fall between 1500 and 0700 hours.

Shift premiums will not be paid for any hours for which an employee receives overtime premium, and shift premium will not form part of the employee's straight time hourly rate.

This amount shall increase to fifty-five (55) cents effective November 16, 2001, sixty (60) cents effective October 11, 2002, and sixty-five (65) cents effective October 11, 2003.

#### 17.07 Responsibility Allowance

When an Employer 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 of one shift the employee shall receive an allowance of three dollars (\$3.00) for each shift from the time of the assignment.

#### 17.08 Overtime - Lieu Time

Where an employee has worked and accumulated approved overtime hours (other than overtime hours related to paid holidays) such employee shall have the option of electing payment at the applicable overtime rate or time off equivalent to the applicable overtime rate (i.e. where the applicable rate is time and one-half, then time off shall be at time and one half times.)

Where an employee chooses the latter option, such time off must be taken within the succeeding two pay periods of the occurrence of the overtime at a time mutually agreeable to the hospital and the employee, or payment in accordance with the former option shall be made.

#### 17.09 Paid Time to Working Time

Employees absent on approved leave, paid by the Employer or by the Workers' Compensation Board, shall for the purposes of computing overtime pay during the work schedule in which the absence occurred, be considered as having worked their regularly scheduled hours during such leave of absence. No pyramiding shall result from the application of this provision.

The foregoing shall also apply in cases of short term leaves of absence for Union business approved by the Employer under the applicable provisions of the Collective Agreement where payment is made to the employee by the Union.

**17.10 Weekend Premium**

Effective October 11, 1992 an employee shall be paid a weekend premium of forty-five cents (\$0.45) per hour for each hour worked between 2400 hours Friday to 2400 hours Sunday or such other forty-eight (48) hour period that the Hospital may establish. If an employee is receiving premium pay pursuant to a local scheduling regulation with respect to consecutive weekends worked, he/she will not receive weekend premium under this provision.

The weekend premium shall increase to fifty-five cents (\$0.55) effective November 16, 2001, sixty cents (\$0.60) effective October 11, 2002, and sixty-five cents (\$0.65) effective October 11, 2003.

**ARTICLE 18 - ALLOWANCES**

**18.01** When an employee is required to and does the work for three (3) or more hours of overtime after his normal shift, he shall be provided with a hot meal or five dollars (\$5.00) if the Hospital is unable to provide the meal or has been unable to schedule a meal break during the overtime period.

Notwithstanding the foregoing, where the overtime assignment is for a period of three (3) hours, no more or less, the employee is not required to take a hot meal, if available, and may claim the five dollars (\$5.00) payment.

**18.02 Uniform Allowance**

See Local Provisions Appendix L18.

**18.03 Transportation Allowance**

When an employee is required to travel to the Hospital or to return to her home as a result of reporting to or off work between the hours of 2400-0600 hours, (other than reporting to or off work for her regular shift) or at any time while on standby, the Hospital will pay transportation costs either by taxi or by her own vehicle at the rate of thirty-five cents (35 cents) per mile (to a maximum of fourteen dollars (\$14.00)) or such greater amount as the

Hospital may, in its discretion, determine for each trip between the aforementioned hours. The employee will provide to the Hospital satisfactory proof of payment of such taxi fare.

## **ARTICLE 19 - HEALTH AND SAFETY**

See the Local Provisions Appendix L 19.

### **19.02 Protective Clothing**

Effective September 1, 2002 and on that date for each subsequent year the Hospital will provide \$80.00 per year to each full-time and \$45.00 per year to each regular part-time employee who is required by the Hospital to wear safety footwear during the course of his duties.

## **ARTICLE 20 - PAID HOLIDAYS**

### **20.01 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 (but not including hours on a subsequent regularly scheduled shift), such employee shall receive two and one-half times his regular straight time hourly rate for such additional authorized overtime.

**20.02** Holiday pay will be computed on the basis of the number of hours the employee would otherwise work had there been no holiday, at his regular rate of pay.

**20.03** In order to qualify for holiday pay, the employee must work the full scheduled shift immediately preceding and immediately following the holiday. If, however, an employee's absence during the full scheduled shift immediately preceding or immediately following the holiday is due to illness, the employee will be entitled to holiday pay, but only in respect to a maximum of two (2) holidays during any one such illness. It is further understood that the Hospital may require a medical certificate confirming such illness. Payment made under this section will be considered paid holiday pay and such day shall not be considered absence due to illness for the purpose of Article 24.

**20.04** Any employee scheduled to work on a paid holiday and who does not report for work shall forfeit his holiday pay, except in cases of absence for reasons satisfactory to the Hospital.

20.05 Any employee required to work on any of the paid holidays referred to in section 20.01 shall be paid at a time and one-half their regular straight time rate of pay for all hours worked on such holiday in addition to any holiday pay to which he may be entitled or, at the option of the Hospital, an equivalent amount of time off in lieu thereof.

20.06 In the event that the holiday falls within the employee's vacation period or scheduled day off, he will be granted an extra day's holiday or, at the option of the Hospital, pay therefore on the same basis as herein provided. **An** employee required to work on a holiday under these circumstances shall be paid for such work in accordance with section 20.05 above.

20.07 Where an employee is required to work authorized overtime in excess of his regularly scheduled hours on a paid holiday (but not including hours on a subsequent regularly scheduled shift) such employee shall receive two (2) times his regular straight time hourly rate for such additional authorized overtime.

## ARTICLE 21 - VACATIONS

### 21.01 Entitlement and Calculation of Payment

Employees will be entitled to vacation with pay based on length of continuous service as follows:

**An** employee who has completed less than one (1) year of continuous service as of the anniversary date of hire shall be entitled to two (2) weeks' annual vacation. Payment for such vacation shall be prorated in accordance with his/her service.

**An** employee who has completed one (1) year but less than two (2) years of continuous service as of the anniversary date of hire shall be entitled to two (2) weeks' annual vacation with pay.

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

**An** employee who has completed five (5) years, but **less** than fifteen (15) years of continuous service as of the anniversary date of hire shall be entitled to four (4) weeks' annual vacation with pay.

**An** employee who has completed fifteen (15) or more years of continuous service as of the anniversary date of hire shall be entitled to five (5) weeks' annual vacation with pay.

**An** employee who has completed twenty-five (25) or more years of continuous service as of the anniversary date of hire shall be entitled to six (6) weeks' annual vacation with pay.

Effective October 11, 2002, an employee who has completed twenty-three (23) or more years of continuous service as of **anniversary date** shall be entitled to six (6) weeks' annual vacation with pay.

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

**21.02** Effective October 11, 2003, the following Supplementary Vacation is banked on the employee's anniversary date and taken prior to the next supplementary vacation date:

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

**An** employee who has completed thirty-five (35) years of continuous service as of **anniversary date** shall be entitled to an additional five (5) days vacation with pay.

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

### **21.03 Approved Leave of Absence During Vacation**

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

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

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

Where an employee's scheduled vacation is interrupted due to a bereavement, the employee shall be entitled to bereavement leave in accordance with Article 15.01. 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 22 - HEALTH AND INSURED BENEFITS**

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

- (a) The Hospital agrees to pay one hundred percent (100%) of the billed premium towards coverage of eligible employees in the active employ of the Hospital under the Blue Cross Semi-Private Plan or comparable coverage with another carrier.
- (b) The Hospital agrees to contribute seventy-five percent (75%) of the billed premiums towards coverage of eligible employees in the active employ of the Hospital under the amended Blue Cross Extended Health Care benefits or comparable coverage with another carrier providing for \$10.00 (single) and \$20.00 (family) deductible, providing the balance of monthly premiums are paid by the employee through payroll deductions. In addition to the standard benefits, effective the first deduction date the month after the award coverage will include vision care (maximum of \$90.00 every 24 months) as well as a hearing aid allowance (lifetime maximum \$500.00 per individual) and the deductible will be \$15.00 (single) and \$25.00 (family).

Effective December 1, 2001, the vision care shall increase to \$150.00 every 24 months and the hearing aide allowance will be cost of acquisition per individual every 36 months.



Existing provisions for private duty nursing services contained in present extended health care plans will be amended to reflect that this benefit is limited to a maximum of ninety (90) eight-hour shifts in any calendar year.

- (c) The Hospital agrees to pay one-hundred percent (100%) of the billed premium towards coverage of eligible employees in the active employ of the Hospital under HOOGLIP or such other group life insurance plan currently in effect providing the balance of the monthly premium is paid by the employee through payroll deduction.
- (d) The Hospital agrees to contribute seventy-five percent (75%) of the billed premiums towards coverage of eligible employees in the active employ of the Hospital under the Blue Cross #9 Dental Plan or comparable coverage with another carrier (based on the current ODA fee schedule as it may be updated from time to time) providing the balance of the monthly premium is paid by the employee through payroll deduction. Effective December 1, 2001, Dental recall including preventative services is every nine (9) months; Blue Cross rider #2 (or equivalent) [complete and partial dentures] at 50/50 co-insurance to \$1000 annual maximum; and Blue Cross rider #4 (or equivalent) [crowns, bridgework, and repairs to same] at 50/50 co-insurance to \$1000 annual maximum.

(e) **Benefits on Early Retirement**

The Hospital will provide equivalent coverage to all employees who retire early and have not yet reached age 65 and who are in receipt of the Hospital's pension plan benefits on the same basis as is provided to active employees for semi-private, extended health care and dental benefits. The Hospital will contribute the same portion towards the billed premiums of these benefits plans as is currently contributed by the Hospital to the billed premiums of active employees.

**22.02 Change of Carrier**

A copy of all current master policies of the benefits referred to in this article shall be provided to the union.

It is understood that the Hospital may at any time substitute another carrier for any plan (other than OHIP) provided the benefits conferred thereby are substantially the same. Before making such a substitution, the Hospital shall notify the Union to explain the proposed change and to ascertain the views of the employees. Upon a request by the Union, the Hospital shall provide to the Union, full specifications of the benefit programs contracted for and in effect for employees covered herein.

#### **22.03 Pension**

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

22.04 Notwithstanding the foregoing, employees who regularly work less than sixty (60) hours in a pay period will receive only a pro rata contribution from the Hospital with respect to health and welfare coverage under this Article. That is, the Hospital will contribute that proportion of the percentage contributions made by the Hospital during the term of the Agreement that the regular hours worked by such employees during a pay period bears to eighty (80) hours.

### **ARTICLE 23 - INJURY AND DISABILITY**

#### **23.01 Workplace Safety and Insurance Board Injury**

In the case of an accident which will be compensated by the Workplace Safety and Insurance Board, the Hospital will pay the employee's wages for the day of the accident.

#### **23.02 Disabled Employees**

If an employee becomes disabled with the result that he is unable to carry out the regular duties of his position, the Hospital may establish a special classification and salary with the hope of providing an opportunity of continued employment.

**ARTICLE 24 - SICK LEAVE**

**24.01 Sick Leave and Long Term Disability**

- .01 The Hospital will assume total responsibility for providing and funding a short-term sick leave plan at least equivalent to that described in the 1992 Hospitals of Ontario Disability Plan (HOODIP) brochure.
- .02 The Hospital will pay seventy-five percent (75%) of the billed premium towards coverage of eligible employees under the long-term disability portion of the plan (HOODIP or an equivalent plan), the employee paying the balance of the billed premium through payroll deduction. For the purpose of transfer to the short-term portion of the disability program, employees on the payroll as of the effective date of the transfer with three (3) months or more of service shall be deemed to have three (3) months of service. For the purpose of transfer to the long term portion of the disability program, employees will be credited with their actual service.
- .03 not applicable
- .04 There shall be no pay deduction from an employee's regular scheduled shift when the employee has completed any portion of the shift prior to going on sick leave benefits or Workers' Compensation benefits.
- .05 The Hospital further agrees to pay employees an amount equal to any loss of benefits under HOODIP for the first two (2) days of the fourth and subsequent period of absence in any calendar year.
- .06 Absences due to pregnancy related illness shall be considered as sick leave under the sick leave plan.
- .07 **Unemployment Insurance Rebate**

The short-term sick leave plan shall be registered with the Unemployment Insurance Commission (UIC). The employee's share of the Employer's unemployment insurance premium reduction will be retained by the Hospital towards offsetting the cost of the benefit improvements contained in this Agreement.

.08 Any dispute which may arise concerning an employee's entitlement to long-term disability benefits, and which is not covered by the appeal mechanism provided for under the policy of insurance, may be the subject of grievance and arbitration under the provisions of this agreement.

.09 **Pay for Medical Certificates**

The Hospital shall pay the full cost of any medical certificates required of an employee.

.10 In the event the Hospital requires an employee to undergo a medical examination, the employee will be given reasonable paid time off to see his physician or to undergo the examination in the Hospital, whichever the employee prefers.

Where the employee chooses to use his own physician and, in the opinion of the Hospital, the physician's report is inadequate and a further consultation is required, then the second visit will be on the employee's time or during working hours without pay.

24.02 **Workers' Safety Insurance Board and Sick Leave**

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

## **ARTICLE 25 - COMPENSATION**

### **25.01 Experience Pay**

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

### **25.02 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).

### **25.03 Temporary Transfers**

When 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 of a shift, he shall be paid the rate immediately above his current rate in the higher classification to which he was assigned from the commencement of the shift on which he was assigned the job.

### **25.04 Job Classification**

- (a) 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 and provide details at least fourteen (14) days prior to posting. 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.

- (b) When the Hospital makes a substantial change during the term of this Agreement 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.
- (c) 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 classification.
- (e) 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.

#### **25.05 Wages And Classification Premiums**

See Local Provisions Appendix L25.

#### **ARTICLE 26 - RELATIONSHIP**

26.01 The Hospital and the Union agree that there will be no intimidation, discrimination, interference, restraint or coercion exercised or practiced by either of them or their representatives

or members because of an employee's membership or non-membership in the Union or because of his activity or lack of activity in the Union.

26.02 The Union further agrees that there will be no solicitation for membership, collection of dues or other Union activities on the premises of the Hospital, save as specifically permitted by this Agreement or in writing by the Hospital.

26.03 The parties agree that, in accordance with the provisions of the Ontario Human Rights Code, there shall be no discrimination 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.

#### **ARTICLE 27 - EDUCATION FUND**

27.01 If the local union indicates to the Hospital that a special assessment of \$0.03 per hour for union education applies to all bargaining unit members, the Hospital agrees to deduct this assessment.

Such assessment along with a listing of employees will be paid on a quarterly basis into a trust fund established and administered by the applicable SEIU Local Union for this purpose.

#### **Article 28 - Professional Responsibility**

Not applicable.

#### **ARTICLE 29 - DURATION**

29.01 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 not earlier than six (6) calendar months nor later than three (3) calendar months prior to the normal termination date of this agreement. Upon receipt of such notice by one party from the other, both parties will meet within fifteen (15) days thereafter for the purpose of bargaining on local matters.

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 as may be determined by mutual agreement between the Central Negotiating Committees referred to above.

29.02 TERM

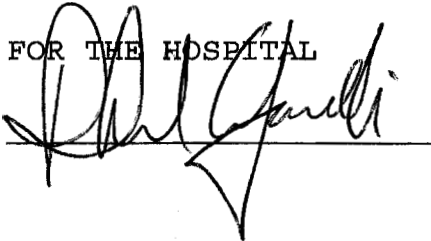
- (a) This Agreement shall continue in effect until October 10, 2004, and shall continue automatically thereafter from year to year unless either party gives notice in writing to the other party within ninety (90) days prior to the expiration date that it desires to amend or terminate the Agreement.
- (b) Negotiations shall begin within fifteen (15) days following notification for amendments as provided in the preceding paragraph.
- (c) 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 not earlier than six (6) calendar months nor later than three (3) calendar months prior to the normal termination date of this agreement. Upon receipt of such notice by one party from the other, both parties shall meet within fifteen (15) days thereafter for the purposes of bargaining on local matters.

ARTICLE 30 - MISCELLANEOUS ITEMS

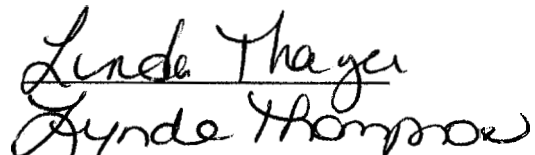
*See Local Provisions Appendix L30.*

Signed in Toronto this 9 day of July 2003

FOR THE HOSPITAL



FOR THE UNION





**MODEL AGREEMENT  
EXTENDED SHIFT ARRANGEMENTS  
BETWEEN**

**"THE HOSPITAL"**

**AND**

**SERVICE EMPLOYEES INTERNATIONAL UNION**

The local parties hereby agree, subject to the approval of the Ministry of Labor, that extended shifts will be implemented under the following terms and conditions. In all other respects the Collective Agreement shall apply.

All eligible full-time and regular part-time staff on a unit/department that is considering extended shift schedules will be given an opportunity to vote on the proposed schedule. The parties will jointly supervise such vote, which shall be held by secret ballot.

Where **75%** of those employees eligible to vote have voted in favour of extended shifts, the new schedule will be implemented on a six-month trial basis and will be reviewed by both parties. This Model Agreement shall form part of the Collective Agreement between the parties herein, and shall apply to the employees described in Article 1 of the Model Agreement.

**Article 1 - Work Unit and Employees Covered**

(Detailed and specific description of department and employees covered)

**Article 2 - Probation**

2.1 It is understood that a new employee working extended shifts will be considered on probation until he/she has completed three hundred and thirty-seven and one-half (337½) hours of work (45 x 7.5hours = 337.5).

In all other respects the terms of probation will be in accordance with the collective agreement.

### **Article 3 - Hours of Work**

3.1 The normal or standard extended workday shall be \_\_\_\_\_ hours per day.

3.2 (Detailed description with an attached schedule where appropriate.)

3.3 (Where applicable)

Failure to provide \_\_\_\_\_ hours between the end of an employee's scheduled shift and the commencement of such employee's next scheduled shift shall result in payment of one and one-half (1½) times the employee's regular straight time hourly rate for only those hours which reduce the \_\_\_\_\_ hour period.

Where the \_\_\_\_\_ hour period is reduced as a result of an approved change of shift(s) requested by the employee(s), such premium payment shall not apply.

### **Article 4 - Scheduling**

(Scheduling conditions to be determined locally (i.e. weekends off, consecutive shifts worked, etc.)

### **Article 5 - Overtime**

5.1 Overtime shall be defined as being all hours worked in excess of the normal or standard extended workday, as set out in Article 3.1 of the Model Agreement.

5.2 For purposes of overtime the hours of work per week shall be averaged over \_\_\_\_\_ (weekly/pay-periods).

### **Article 6 - Rest and Meal Periods**

6.1 Employees shall be entitled to relief periods during the shift on the basis of fifteen (15) minutes for each 3.75 hours worked.

6.2 (The length of the meal period to be determined locally).

## **Article 7 - Sick Leave and Long-Term Disability**

The short-term sick plan will provide payment for the number of hours of absence according to the scheduled shift up to a fifteen (15) week total of **562.5** hours. All other provisions of the existing plan shall be maintained.

## **Article 8 - Paid Holidays**

(Applicable to Full-time Employees Only)

**8.1** Holiday pay will be computed on the basis of the employee's regular straight time hourly rate of pay times the normal or standard work day as set out in the "Daily and Weekly Hours of Work" provision of the Local collective agreement (Article 16).

**8.2** *An* employee required to work on any of the designated holidays listed in the collective agreement shall be paid at the rate of time and one-half (1 1/2 ) his regular straight time rate of pay for all hours worked on such holiday (0001h to **2400h** of the holiday). In addition, he will receive a lieu day off with pay in the amount of his regular straight time hourly rate of pay times seven and one-half (7½ ) hours, except in those hospitals which have a different standard work day in which case holiday pay will be based on the standard or normal daily hours in that hospital.

## **Article 9 - Vacation**

9.1 (Applicable to Full-time only)

Vacation entitlement as set out in the collective agreement will be converted to hours on the basis of the employee's normal work week.

9.2 (Applicable to Part-time only)

As set out in the collective agreement.

## **Article 10 - Temporary Transfers**

10.1 In Article 25.03 of the collective agreement, replace "for a period in excess of one-half a shift" with "in excess of 3.75 hours" for extended tours.

**Article 11 - Responsibility Allowance Outside the Bargaining Unit**

11.1 In Article 17.07 of the collective agreement replace "in excess of one-half of a shift" with "after 3.75 hours" for extended hours.

**Article 12 - Termination**

12.1 Either party may, on written notice of \_\_\_\_\_ (days/weeks) to the other party, terminate the Agreement for and reason.

SIGNED AT TORONTO THIS   7   DAY OF   July   2003:

**FOR THE UNION**

Lynne Thayer  
Lynne Thompson

**FOR THE HOSPITAL**

Phil Gagnell

LT:RB

LETTER OF INTENT

**RE: Liability Insurance**

Upon request of the Local Union, and with reasonable notice, the Hospital will provide a union representative the opportunity to read the provisions of the insurance policy or policies as to employee liability insurance coverage for the classifications of employees represented by the Union.

SIGNED AT TORONTO THIS 9 DAY OF July 2003.

FOR THE UNION

Linda Thayer  
Lynne Thompson

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

FOR THE HOSPITAL

Phil Gendall

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

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 problem/assignment below):

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To correct this problem, I/we recommended:

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Name/Title of Immediate Supervisor Notified

---

Date/Time of Notification

---

Response :

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

_____	_____
_____	_____
_____	_____

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

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LETTER OF INTENT

Re: Joint Benefits Review Committee

The central parties agree to meet in a joint committee to be established pursuant to this letter of intent. The committee will meet to discuss the following:

- Topic of and make recommendations regarding modified **work** and **HQODIP** within a 6-month period;
- Entitlement and costs associated with the insured benefit coverage provided to active and retired employees; and
- Where possible, review and evaluate the findings of other committees established to discuss benefits.

The Committee will make recommendations to their respective Central Bargaining Teams prior to the commencement of the next round of bargaining.

SIGNED AT TORONTO THIS 9 DAY OF July 2003.

FOR THE UNION

Linda Thayer  
Synde Roman

FOR THE HOSPITAL

Phil Gendli

LETTER OF INTENT

RE: Standardization Committee

The central parties agree to establish a committee that will meet and confirm the contents of a standard format within 90 days of ratification. Where the parties are unable to reach agreement on any issue regarding standardization, the parties shall seek the assistance of a mediator.

SIGNED AT TORONTO THIS 9 DAY OF July 2003.

FOR THE UNION

Lynda Trayer  
Lynda Thompson

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

FOR THE HOSPITAL

Phil Girelli

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LETTER OF INTENT

Re: Staff Planning Committee and Charney Board

The parties agree that in the event of a dispute between the parties regarding the implementation of Article 10.01 and 10.04, the matter may be submitted to a Board of Arbitration chaired by one of L. Davie, or G. Charney or such others as determined by the committee referenced below, The Chair shall be appointed on a rotating basis giving due consideration to availability.

The parties agree that in order to address process and implementation issues regarding the application of Article 10.01 and 10.04, a joint Committee will be established between the Union and the participating hospitals to discuss and reach agreement on improvements to the existing process. In reviewing the existing process the Committee will be giving consideration to the interest of both parties in a timely resolution to disputes.

The Committee will meet within 90 days of ratification to commence discussions and it is understood that the work of the Committee will be completed within 120 days of the ratification date.

SIGNED AT TORONTO THIS 9 DAY OF July 2003.

FOR THE UNION

Linda Thayer.  
Lynda Thompson

FOR THE HOSPITAL

Phil Gault

## LOCAL PROVISIONS APPENDIX

### ARTICLE L1 - Statement of Religious Purpose

Not applicable.

### ARTICLE L2 - Scope and Recognition

2.01 The Hospital recognizes the union as the sole bargaining agent for all office and clerical employees at the Hospital in Metropolitan Toronto, save and except supervisors, persons above the rank of supervisor, Secretary to the President, Secretaries to the Vice Presidents, to the Chief of Staff, to the Director of Finance and persons regularly employed for not more than 24 hours per week, students employed during the university and school vacation period and persons covered by subsisting collective agreements with the Canadian Union of Operating Engineers, Local 101, the Ontario Nurses Association, the union party to this agreement and persons affected by bargaining rights held by the Association of Allied Health Professionals: Ontario. In addition, the parties note that persons classified as Accountant, Assistant Comptroller, Office Manager and Assistant Office Manager - Business Office, Officer Manager - Radiology Department, Supervisor, Switchboard & Information, Nursing Staffing Assistant, Assistant Purchasing Agent, Clerk Typist to the Director, Quality Assurance & Patient Representative, persons employed in the personnel department in a confidential capacity relating to labour relations, registered Medical Record Librarians and Librarians- Doctors Library, are not included in the bargaining.

2.02 Purchasing Agent, Clerk Typist to the Director, Quality Assurance & Patient Representative, persons employed in the Personnel Department in a confidential capacity relating to labour relations, Registered Medical Record Librarians and Librarians - Doctors' Library, are not included in the bargaining unit.

### ARTICLE 3 - MANAGEMENT RIGHTS

3.01 The Union acknowledges that it is the exclusive function of the Hospital to:

- (a) maintain order, discipline and efficiency;
- (b) hire, discharge, direct, classify, transfer, promote, demote, layoff and suspend or otherwise discipline employees for cause provided that a claim of discriminatory classification, promotion, demotion or transfer or a claim that an employee has been unjustly discharged or disciplined may be the subject of a grievance and dealt with in accordance with the Grievance Procedure;
- (c) establish and enforce rules and regulations to be observed by employees, provided that they are not inconsistent with the provisions of this Agreement;
- (d) generally to manage and operate the Hospital in all respects in accordance with its obligations and without restricting the generality of the foregoing, to determine the kinds and locations of machines, equipment to be used, the allocation and number of employees required from time to time, the standards of performance for all employees and all other matters concerning the Hospital's operations, not otherwise specifically dealt with elsewhere in this Agreement.

**ARTICLE L7 - Union Representation**

- (a) The Hospital will recognize a Chief Steward and one Steward from each of the following departments of the Hospital:
  - 1. Nursing
  - 2. Business Office (including payroll, purchasing, administration, switchboard, information desk, dietary and personnel)
  - 3. Radiology plus O.P.D., Admitting, Emergency
  - 4. Medical Records, Doctor's Library
  - 5. Haematology and Laboratory

6. Miscellaneous - Mental Health
- Physical Medicine
  - Employee Health
  - Staff Education
  - Pharmacy

- (b) If the regular Steward is unavailable, an employee may request the Chief Steward or any other steward to assist him with his grievance.
- (c) The Union shall keep the Hospital notified in writing of the names of its currently authorized members of the Grievance Committee.
- (d) The Union recognizes that its stewards have their regular duties to perform and agree that they shall not absent themselves from their respective departments without first arranging with their supervisors to do so.

#### **Local Negotiating Committee**

The number of employees in the local negotiating committees shall be up to five (5).

#### **ARTICLE L9 - Seniority**

#### **ARTICLE L13 - Skills Utilization**

#### **ARTICLE L15 - Union Leave**

#### **ARTICLE L16 - Hours Of Work**

- (a) Employees reporting late for work will be penalized on the following basis:

- 3 minutes late - no pay deduction
- 4 - 18 minutes late - 15 minutes pay deduction
- 19 -33 minutes late - 30 minutes pay deduction

This provision shall not be construed as a condonation of lateness and employees who have an unsatisfactory record of lateness shall be subject to disciplinary action.

- (b) The Hospital agrees to post schedules of work no less than one (1) week, and preferably two (2) weeks, in advance of the commencement of the schedule. Such change in schedule shall not result in premium payment to the employees affected.
- (c) Except where employees are otherwise regularly scheduled for less than seven and one-half (7 1/2) hours per day (and except in cases of emergency) the regular shift shall comprise seven and one-half (7 1/2) hours of work exclusive of meal periods.
- (d) It is understood and agreed that there will be no duplication of premiums under this Agreement nor pyramiding of overtime.
- (e) If seven (7) days are worked in a row, without time off then the employee's two (2) days off will be consecutive.
- (f) The Hospital will advise the Union thirty (30) days in advance of any major change in the scheduling. The Hospital and the Union will meet in advance of the implementation of the scheduling change in order to review the matter.

#### **ARTICLE L 18 - Uniform Allowance**

It is mutually agreed that where the Hospital requires uniforms to be worn they will be supplied, repaired and laundered by the Hospital. The number of uniforms to be supplied shall be at the discretion of the Hospital.

#### **ARTICLE L 19 - Health and Safety**

- 19.01(a) The Employer 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) The Hospital agrees to accept as a member of its Accident Prevention - Health and Safety Committee at least one (1) 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 second month, or more frequently at the call of the chair, if required. The Committee shall maintain minutes of all meetings and make the same available for review.
- (f) Any representative appointed or selected in accordance with (b) hereof shall serve for a term of one (1) calendar year from the date of appointment which may be renewed for further periods of one (1) year. Time off for such representative(s) to attend meetings of the Accident Prevention - Health and Safety Committee in accordance with the foregoing shall be granted and time so spent attending such meetings shall be deemed to be work time for which the representative(s) shall be paid by the Hospital at his regular or premium rate as may be applicable.
- (g) The Union agrees to endeavour to obtain the full co-operation of its membership in the observation of all safety rules and practices.
- (h) Where the Hospital identifies high risk areas where employees are exposed to Hepatitis B, the Hospital will provide at no cost to the employees, a Hepatitis B vaccine.

**ARTICLE L20 - Paid Holidays**

- (a) Employees who have completed their probationary period shall receive the following paid holidays with pay:

New Year's Day	Civic Holiday
Good Friday	Labour Day
Easter Monday	Thanksgiving Day
Victoria Day	Christmas Day
Dominion Day	Boxing Day

Employees who have not completed their probationary period shall nevertheless be eligible to receive holiday pay for the above-mentioned holidays which fall during such period providing they first successfully complete their probationary period and further providing they would have otherwise qualified in accordance with the following provisions:

Each employee shall be entitled to one (1) additional holiday with pay each year, such holiday to be scheduled by the Hospital within a period of thirty (30) days before or after the employee's first and subsequent anniversary date of employment with the Hospital. It is understood and agreed that in order to be eligible for such holiday with pay the employee must otherwise qualify in accordance with the following provisions:

It is agreed that during the term of this Agreement each employee in the bargaining unit as of June 30 of any year and who has completed six (6) months of full time active employment shall, upon qualification, in accordance with the applicable Collective Agreement, receive one (1) floating holiday (which is not a premium day) without loss of or deduction from regular earnings. The day to be taken as the floating holiday will be scheduled by mutual agreement between the employee and the department head.

In the event that legislation which is binding on the Hospital comes into effect requiring the scheduling of another public holiday, such public holiday shall replace the above provision for a floating holiday. During the term of this Agreement those employees who took a floating holiday prior to the effective date for a new holiday shall be deemed to have taken the floating holiday in lieu of the public holiday.

#### **ARTICLE L 21 - Vacations**

- (a) Vacation periods shall be arranged with the employee's Department Head, consideration being given to the needs of the department in question and the employee's wishes on a seniority basis.
- (b) **An** employee will not be permitted to take any vacation until he has completed six (6) continuous months of active employment with the Hospital.

- (c) It is understood that an employee cannot claim for sick leave benefits while on vacation.
- (d) **An** employee is expected to provide as much notice to the Hospital as possible of his intention to resign.
- (e) All vacations earned by the anniversary date of hire in any year must be taken prior to the anniversary date of hire of the following year.
- (f) Employees shall be permitted to take up to one (1) week's vacation in blocks of less than one (1) week.

**ARTICLE L25 - Wages and Classification Premiums**

- (a) the Hospital agrees to pay , and the Union agrees to accept, for the term of this Agreement the rates of wages set out in Schedule " A " attached hereto.
- (b) The Hospital may, from time to time, appoint Lead Hands. The premiums shall be fifty-five (55) cents per hour.
- (c) It is mutually agreed that the classification of Lead hand noted above does not compel the Hospital to continue such classification for the duration of the agreement, and the Hospital reserves the right at its discretion, to discontinue the classification of Lead Hand at ant time it is felt that there is no longer work to justify such work in such a classification. The classification Lead Hand for any Union position outlined above shall be included in the bargaining unit.

**ARTICLE L27 - BULLETIN BOARDS**

The Hospital will provide an adequate bulletin board in an area designated by the Hospital for the purpose of posting notices regarding meetings and other matters restricted to Union activity.

All such notices must be signed by an Officer of the Local Union and submitted to the Executive Director or his appointee for approval prior to being posted.



## ARTICLE L 28 - PERSONAL FILES

- (a) Each employee shall have access to their file for the purpose of reviewing any evaluations or formal disciplinary notations contained therein in the presence of their supervisor and union steward, if they so request. Such request shall be made to the department of Human Resources with one (1) day's notice.
  
- (b) The Hospital agrees that in considering the imposition of any disciplinary penalty including discharge, no weight will be given to letters of warning in respect of matters which occurred more than two (2) years prior to the date of the matters under current consideration, except in circumstances where disciplinary action on related matters has occurred within the two (2) year period.

**SCHEDULE A**

	EFFECTIVE DATE	START	1 YEAR	2 YEARS	3 YEARS
<b>GRADE 1</b>	October 11, 2001	14.950	15.365	15.790	16.225
	October 11, 2002	15.399	15.826	16.263	16.712
	October 11, 2003	15.861	16.301	16.751	17.213

<b>GRADE 1 POSITION TITLE</b>	<b>DEPARTMENT</b>
Clerk Typist	Business Office
	Social Work
	Nursing Office
	Pharmacy
	Diagnostic
	Imaging
	IV, SPD,
	Accounting
	Lab Medicine
	Microbiology
Clerk Typist I	ECG
	Echo
	Holter Lab
	Diagnostic
	Imaging
Customer Service Clerk	Purchasing
	Health Records
Clerk Receptionist I	Urology
	Echocardiology
	Fracture Room
Post Data Entry Clerk	OPD
Data Entry Clerk	Operating Room
	Diagnostic
	Imaging
	Fracture Room

Clerk Typist	Purchasing
Receptionist I	EEG
	Omni Server
	Native Crisis
	Outreach
	OPD
	Cardiorespirator
	Y
Darkroom	Diagnostic
Assistant	Imaging
Equipment Supply Clerk	Operating Room
Library Assistant	Library
Diet Technician	Food Services
Menu Clerk	Food Services
Cashier I	Food Services
Patient Information Clk	Emergency
File Clk	Diagnostic
	Imaging
	Haematology
	Clinical
	Chemistry
Photocopy Clerk	Copy Centre
Inventory Control Clk	Stores
Microfilm Clerk I	Microfilming
In-Patient Clk	Diagnostic
	Imaging
Staffing Clk (Asst.)	Nursing Office

<b>GRADE 2</b>	October 11, 2001	15.244	15.665	16.104	16.541
	October 11, 2002	15.702	16.135	16.587	17.037
	October 11, 2003	16.173	16.619	17.085	17.548

**GRADE 2 POSITION**

<b>TITLE</b>	<b>DEPARTMENT</b>
Out-Patient Clk	Business Office
Accounts Payable Clk	Accounting
Microfilm Clerk	Microfilming
<b>II</b>	
Clk Receptionist	<b>OPD</b>
<b>II</b>	
Clk Typist	Health Records
Receptionist <b>II</b>	Rehabilitation
	Pathology, IVF
	Transcription
	Fracture Room
	Occupational Health
	Mental Health
Information Clk	Communications
Clk Typist <b>II</b>	Health Records
Switchboard Operator	Communications
Senior Clk Typist	Microbiology
<b>I</b>	
	Social Work
	Immunohaematolgy
	Halfway House
Unit Clk <b>II</b>	All Units

<b>GRADE 3</b>	October 11, 2001	<b>15.491</b>	<b>15.970</b>	<b>16.465</b>	<b>16.970</b>
	October 11, 2002	<b>15.956</b>	<b>16.449</b>	<b>16.958</b>	<b>17.480</b>
	October 11, 2003	<b>16.435</b>	<b>16.943</b>	<b>17.467</b>	<b>18.004</b>

**GRADE 3 POSITION DEPARTMENT**

**TITLE**

Contact Clk	Business Office Diagnostic Imaging
Cashier II	Business Office
Receptionist	Emergency/Fracture Room
Sen. Clk Typist	Rehabilitation
II	Psychiatry Clinical Chemistry IVF, Oncology, OPD Business Office Pathology Pharmacy Diagnostic Imaging
H.R. Processing Clerk	Health Records  Release of Patient Information
Registration Clerk	Health Records  Outpatient Registration Pulmonary Function Lab Exercise Stress Testing Diagnostic Imaging Rehabilitation
O.R. Booking Clk	Operating Room
Sen Clk Typist	Receptionist
Psychiatry	Psychiatry
Unit Clk III	Community Outreach Services All Units Pacemaker OPD Fracture Clinic Community Outreach Services

In-service Asst. Educational  
 Services  
 Media Asst. Medical  
 Illustration  
 Accounting Clerk Accounting  
 Business Office

GRADE 4	October 11, 2001	15.911	16.404	19.911	17.434
	October 11, 2003	16.388	16.896	17.418	17.957
	October 11, 2003	16.880	17.403	17.941	18.495

GRADE 4 POSITION TITLE	DEPARTMENT
Sr Accounting Clk (Leadhand)	Accounting Business Office
Word Processing Operator	Nursing
Bed Allocator	Central Patient Reg
Omni Data & Inventory Supply	Operating Room

GRADE 5	October 11,2001	16.353	16.858	17.381	17.919
	October 11, 2002	16.844	17.363	17.903	18.456
	October 11, 2003	17.349	17.884	18.440	19.010

**GRADE 5 POSITION**

<b>TITLE</b>	<b>DEPARTMENT</b>
Medical Dicta Typist Secretary	All Departments Health Records Nuclear Scanning Community Outreach Services Social Work Adult & Elder H.S. Operative Services Surgery/Gyn H.S.
Payroll Clk D.O.H.S. Asst.	

<b>GRADE 6</b>	October 11, 2001	16.817	17.335	17.871	18.427
	October 11, 2002	17.321	17.855	18.408	18.980
	October 11, 2003	17.841	18.391	18.960	19.549

**GRADE 6 POSITION DEPARTMENT**

<b>TITLE</b>	<b>DEPARTMENT</b>
Sen. Payroll Clk	Payroll

<b>GRADE 7</b>	October 11, 2001	19.777	20.623	21.092	21.552
	October 11, 2002	20.370	21.241	21.725	22.199
	October 11, 2003	20.981	21.878	22.376	22.865

**GRADE 7 POSITION DEPARTMENT**

<b>TITLE</b>	<b>DEPARTMENT</b>
Health Records Technician	Health Records